

**Town of Cornwall  
Regular Council Meeting  
October 25, 2023, 4:30 PM**

- 1) **Call to Order**
- 2) **Land Acknowledgement**
- 3) **Approval of Agenda/Additions to Agenda**
- 4) **Disclosure of Conflict of Interest**
- 5) **Approval of Previous Minutes**
  - a) Regular Meeting September 27, 2023
- 6) **Business Arising**
- 7) **Guests/Presentations/Petitions/Declarations**
- 8) **Committee of Council**
  - a) **Minutes/Reports**
    - i) Minutes – September 20, 2023
    - ii) 2<sup>nd</sup> Quarter Financials
  - b) **Resolutions**
    - i) Donation - PEI Curling Hall of Fame and Museum
    - ii) Ad Purchase – Courageous Companions Magazine
- 9) **Environment and Sustainability – Councillor Herlihy**
  - a) **Minutes/Reports**
    - i) September 11, 2023
- 10) **Municipal and Emergency Services – Councillor Frizzell**
  - a) **Minutes/Reports**
    - i) September 6, 2023
    - ii) Transit, NRRFD, RCMP, Bylaw, Humane Society Reports
- 11) **Parks and Recreation – Councillor Stevenson**
  - a) **Minutes/Reports**
    - i) Minutes – September 13, 2023
    - ii) October Manager’s Report
  - b) **Resolutions**
- 12) **Planning and Development – Deputy Mayor MacIsaac**
  - a) **Minutes/Reports**
    - i) Minutes September 6, 2023
    - ii) Public Meeting – August 31, 2023
  - b) **Resolutions**
    - i) Development Bylaw Amendment 422C – 1st Reading
    - ii) Variance – 22 Townview Cr.
    - iii) Special Permit – 39 Livingston Cr.
    - iv) Special Permit – 522 Capital Dr.
    - v) Preliminary Approval – Jessie St.
    - vi) Lot Consolidation – Lakeview Dr.
    - vii) Variance – 202 Cornwall Rd.
    - viii) Variance – 68 W.B. MacPhail Dr.
- 13) **Public Works – Councillor Campbell**
  - a) **Minutes/Reports**
    - i) Minutes September 27, 2023
- 14) **Water/Sewer Utility – Councillor Barnes**
  - a) **Minutes/Reports**
    - i) Minutes September 5, 2023
- 15) **Correspondence**
- 16) **Other Business**
- 17) **In Camera**
- 18) **Adjournment**

**Cornwall, Prince Edward Island  
Regular Meeting of Council  
Wednesday, September 27, 2023  
4:30 PM**

**Present:** Mayor Minerva McCourt - presiding  
Councillor Steven Campbell  
Councillor Corey Frizzell  
Councillor Elaine Barnes  
Councillor Cory Stevenson

**Also:** Kevin Coady – CAO  
Wendy MacKinnon – Corporate Services Manager  
Lori Bingley – Corporate Services Coordinator

**Regrets:** Councillor Judy Herlihy

**CALL TO ORDER**

Mayor Minerva McCourt called the meeting to order at 4:30pm.  
There was one member of the public present.

**LAND ACKNOWLEDGEMENT** Read

**APPROVAL OF THE AGENDA**

Councillor Barnes moved, seconded by Deputy Mayor MacIsaac, that the agenda be approved as circulated.

**Motion Carried**

**DISCLOSURE OF PECUNIARY OR OTHER CONFLICT OF INTEREST**

Nil

**APPROVAL OF THE MINUTES**

a) **July 26, 2023, Regular Council Meeting:** Councillor Barnes moved, seconded by Deputy Mayor MacIsaac that the minutes of July 26, 2023, Regular Council Meeting be approved as circulated.

**Motion Carried**

**BUSINESS ARISING**

Nil

**GUESTS/PRESENTATIONS/PETITIONS/DECLARATIONS**

Nil

**REPORTS OF COMMITTEES / RESOLUTIONS:**

**COMMITTEE OF COUNCIL**

a) **Minutes/Reports:**

- i. Minutes – July 19, 2023 - included in the package.

b) **Resolutions:**

**COC-23-2023**

**Moved by Councillor      Corey Frizzell**  
**Seconded by Councillor      Elaine Barnes**

**Whereas:** The APM Centre is an Ice Rink/Recreation Complex located in the Town of Cornwall, the Centre is owned under a unique organization structure by Communities 13 Inc. and governed under a Board of Directors; the Town of Cornwall is a member of Communities 13 Inc. and thus a part owner with membership on the Board;

**And Whereas:** The original thirteen communities in the ownership group have undergone change over the ensuing years and from time to time interest is raised on Cornwall Council of investigating the option of assuming ownership, in some manner or form, of the APM Centre;

**And Whereas:** Cornwall Council has been approached to support the potential expansion of the APM Centre, which has again raised a question on Council regarding potential ownership, and Council would like to determine the sentiment of the current Board on options for the purchase of the APM Centre by the Town of Cornwall;

**Therefore, be it Resolved:** That the Town of Cornwall send a letter to the APM Centre's Board of Directors to determine if there is interest from the Board regarding a potential purchase of the APM Centre by the Town of Cornwall.

**Motion Carried**

**COC-24-2023 Prostate Cancer Awareness Month**

**Moved by Councillor      Elaine Barnes**  
**Seconded by Councillor      Cory Stevenson**

**Whereas:** Prostate Cancer Foundation British Columbia and Prostate Cancer Support Canada have requested that the Town of Cornwall light up the Cornwall Town Hall in blue to show support for Prostate Cancer Awareness Month (September);

**Therefore, be it Resolved:** That the Town of Cornwall illuminate the Cornwall Town Hall in blue in support of Prostate Cancer Awareness Month until Friday September 29<sup>th</sup>.

**Motion Carried**

## **ENVIRONMENT AND SUSTAINABILITY**

### **a) Minutes/Reports:**

Councillor Stevenson reported:

- Wildflower campaign will begin soon.
- The Town has been busy planting trees and received funding from the 2 Billion Trees project.
- The committee hopes to bring forward a motion to council in the coming months regarding the Switch Program.

### **b) Resolutions: Nil**

## **MUNICIPAL AND EMERGENCY SERVICES**

### **a) Minutes/Reports:**

#### **i) NRRFD, RCMP, Bylaw, Humane Society, Transit Reports**

Councillor Frizzell reported:

- Transit buses continue to be busy and well used; however, resident requests were made regarding more frequent runs not just from Cornwall to Charlottetown, but also within the Town itself from one area to another. This will be taken to the next Municipal and Emergency Services meeting for further discussion. It will also be discussed with the consultant carrying out the strategic plan for the transit system.

### **b) Resolutions:**

## **MES-12-2023 Reception Centre Resiliency Fund**

**Moved by Councillor Corey Frizzell**

**Seconded by Councillor Elaine Barnes**

**Whereas:** The Reception Centre Resiliency Fund is a new initiative offered by the Province of Prince Edward Island Emergency Measures Organization (EMO) to provide financial assistance to municipalities to foster resiliency in their respective emergency reception centers;

**And Whereas:** The fund is primarily for the purchase and installation of generators, the Town of Cornwall has had discussions with EMO inquiring as to whether they would consider other necessary reception upgrades on a case by case basis given the fact that the Town of Cornwall reception center has 100% backup power now, EMO indicated they would be open to that prospect;

**And Whereas:** During the aftermath of Post Tropical Storm Fiona, it became apparent that the current kitchen facilities in the Cornwall reception center were inadequate for the prolonged period of need and use of the center, it was discussed with EMO whether kitchen upgrades in the center would be eligible for funding, it was indicated that such a project could warrant consideration under the fund;

**Therefore, be it Resolved:** That the Town of Cornwall submit an application to the Province of PEI Reception Centre Resiliency Fund in an amount up to a maximum of \$50,000 dependent upon the kitchen upgrade estimates still to be received.

### **Motion Carried**

It was noted by Mayor McCourt that RCMP presence has been increased due to recent thefts from construction sites and/or gas stations in the area.

### **PARKS AND RECREATION**

- a) **Minutes/Reports: Minutes – August 9th, 2023** – included in the package.  
Councillor Stevenson reported:
- The Town played host to the “Just Live” fun run that was held August 20<sup>th</sup>. Thank you to the organizers, staff, and volunteers who helped make it a great success.
  - Cornfest was a huge success this year – with record numbers at the family barbeque and corn boil. Congratulations to the ‘shucking’ champion, Fadi Rashed, owner of Sam’s Restaurant in Cornwall. Big thanks to the staff for all their hard work in making this year’s Cornfest such a great group of events.
  - Councillor Stevenson attended events for local sports groups: CAMBA fundraisers for their upcoming tournaments, AGM for the Cornwall Timberwolves, and will attend the Communities 13 Inc. board meeting.
  - Lacrosse nationals were held in Cornwall and were well attended and well organized. Thank you to the staff for the immaculate state of the fields and for all the hard work that went into this event being run so smoothly.
  - Councillor Campbell mentioned the Virtual Reality tryouts, which occurred at the same time as the Mary’s Bakery bingo, were very well attended.
  - Councillor Frizzell commented regarding the beginning of the Cornwall Timberwolves season and noted how great it is to see female players on the team(s) at different age levels – especially for a sport that has seen predominantly male players.
  - Mayor McCourt added there were tables set up during Cornfest advertising both Citizens on Patrol, as well as Meals on Wheels that is new to the area.

b) **Resolutions:**

#### **PR-04-2023 APM Centre Expansion Support Letter**

**Moved by Councillor Cory Stevenson**

**Seconded by Councillor Steven Campbell**

**Whereas:** The APM Centre Expansion Committee, has addressed Council regarding the potential expansion of the APM Centre through the addition of a second ice surface and the expansion of the general recreation area of the Centre

**And Whereas:** Council is in general support of the expansion of the Centre given the rapid

growth in population of the Town and surrounding areas and the usage of the Centre;

**Therefore, be it Resolved:** That the Town of Cornwall send a letter of support regarding the proposed expansion of the Centre to the APM Board; this letter will not contain a commitment of funds but will, among other things, emphasize the requirement of support from senior levels of government to bring such a project to fruition.

**Motion Carried**

**PR-05-2023 New Park Amenities for MacPhail Park**

**Moved by Councillor Cory Stevenson**  
**Seconded by Councillor Steven Campbell**

**Whereas:** The homes surrounding MacPhail Park have had demographic changes over the past number of years, with younger families moving into the area and residents requesting new play equipment;

**And Whereas:** The Town of Cornwall completed a Parks, Recreation and Open Spaces Master Plan in 2019, which recommended playground improvements for this park, among others;

**And Whereas:** The 2023-24 capital budget included \$100,000 for existing park improvement and the Parks and Recreation Committee recommended MacPhail Park as the existing park to upgrade this fiscal year;

**And Whereas:** The Parks and Recreation Committee having considered three different compositions of playground equipment, all at comparable pricing, recommend the purchase of the attached Play Structure from Miracle Recreation Equipment with the addition of a further “school bus” component and wood fiber chips base for the price of \$78,126.63 inclusive of shipping, exclusive of HST.

**Motion Carried**

**PLANNING AND DEVELOPMENT**

**Reports & Resolutions:**

- a) **Minutes/Reports: August 16, 2023** – included in the package.
- b) **Resolutions:**

**PL-19-2023 – Acquisition of Portion of PID 1109404  
71-73-75-77 By Way Avenue by Land Donation**

**Moved by Councillor Jill MacIsaac**  
**Seconded by Councillor Steven Campbell**

**Whereas:** The Town received an offer of donation of land from Queens County Condominium Corporation No. 82, being a portion of their outdoor Common Area and portion of PID 1109404 (hereinafter referred to as the “Property”) located at 71-73-75-77 By Way Avenue, and being approximately 1,157m<sup>2</sup> (0.29 acres).

**And Whereas:** The Property is vacant undevelopable green space currently maintained by the Queens County Condominium Corporation No. 82.

**And Whereas:** The Property is adjacent to Hyde Pond and the Town’s Hyde Pond Trail.

**Therefore, Be it Resolved:** That Council grant approval for the acquisition of the Property for the amount of \$1.00 and authorize payment of costs associated with the acquisition including, but not limited to, the survey plans, conveyance documents, and legal fees.

**Motion Carried**

**PL-20-2023 - Public Meeting:**

**Proposed Amendments to Zoning & Subdivision (Control) Development Bylaw #422**

**Moved by Councillor**      **Jill MacIsaac**  
**Seconded by Councillor**      **Cory Stevenson**

**Whereas:** Town Planning Staff and Council have prepared proposed amendments to the *Zoning and Subdivision Control (Development) Bylaw #422* (the “Bylaw”)

**And Whereas:** amendments to the Bylaw must be presented at a Public Meeting pursuant to Section 22 of the Bylaw.

**And Whereas:** the proposed amendments were provided to the Planning Committee at the September 6, 2023, Committee Meeting and to the Committee of Council at the September 20, 2023 Committee Meeting;

**Therefore, be it Resolved:** that the proposed Bylaw amendments be presented at a Public Meeting pursuant to Section 22.2 of the *Zoning and Subdivision Control (Development) Bylaw #422*.

**Motion Carried**

- CAO Kevin Coady noted that the zoning map housekeeping items on the sheet on council members desks will be added to the public meeting agenda. There is no date set for the meeting at this time.

**PL-21-2023 – Housing Accelerator Fund**

**Moved by Councillor**      **Jill MacIsaac**  
**Seconded by Councillor**      **Corey Frizzell**

**Whereas:** The Town of Cornwall recognizes the need to address the current housing crisis and ensure all residents have access to attainable housing options;

**And Whereas:** The federal government, through the Canada Mortgage and Housing Corporation (CMHC), announced \$4 billion dollars in funding under the Housing Accelerator Fund which provides incentive funding to local governments undertaking initiatives aimed at increasing housing supply;

**And Whereas:** Town of Cornwall Council acknowledges the benefit of receiving funding from CMHC through the Housing Accelerator Fund in order to incentivize the development of attainable housing projects;

**And Whereas:** The Housing Accelerator Fund application requires municipalities with a population under 10,000 residents to propose five initiatives under the program and a resolution expressing the support of council for application to the program and the initiatives proposed;

**And Whereas:** The five proposed Housing Accelerator Fund Initiatives from the Town of Cornwall are:

1. Implement revisions to Bylaw #422 to increase the maximum building height in the R4, PURD, and C1 zones from 40ft. to 60ft. to allow higher density development,
2. Implement revisions to Bylaw #422 to reduce parking requirements for multi-unit dwellings to allow higher density development,
3. Implement revisions to Bylaw #422 to permit Accessory Dwelling Units in the R1 zone,
4. Implement revisions to Bylaw #422 to permit Multiple Unit Dwellings not defined by the bylaw in the R3, R4, PURD, and C1 zones, and
5. Adoption of a Development Charge Bylaw in order to define cost to developers for extending municipal facilities and services;

**Therefore, be it Resolved:** That Cornwall Town Council fully supports the application to the Housing Accelerator Fund and the implementation of the five initiatives proposed above to address the housing crisis.

**Motion Carried**

## **PUBLIC WORKS**

a) **Minutes/Reports:** The committee did not meet in July or August. The next meeting will follow this council meeting.

b) **Resolutions:** Nil

## **WATER/SEWER UTILITY**

a) **Minutes/Reports:**

b) **Resolutions:**

### **U 07-2023 ~ Mobile Radio Equipment**

**Moved by Councillor**        **Elaine Barnes**

**Seconded by Councillor**    **Jill MacIsaac**

**Whereas:** The Town of Cornwall, and in particular the Water and Sewer Utility faced significant challenges with communications when the cellular network was unavailable after Post Tropical Storm Fiona and it was recommended that the Town acquire its own short-range emergency communications equipment;

**And Whereas:** The Town had approved a budget of \$50,000 in the 2023 Utility Capital Budget to purchase emergency communications equipment;

**And Whereas:** The Town received a proposal from Spence communications to supply and install 14 VHF radios, base stations, and digital repeater for \$23,182.82 plus HST;

**Therefore, be it Resolved:** That the Town accept the proposal from Spencer Communications to provide the Town with emergency communications equipment, as noted above, in the amount of \$23,182.82 plus HST.

### **Motion Carried**

### **U 08-2023 ~ Camera Policy**

**Moved by Councillor**        **Elaine Barnes**

**Seconded by Councillor**    **Jill MacIsaac**

**Whereas:** The Town of Cornwall has been increasing the number of security cameras it has in use in the community and recognizes that a balance needs to be struck between the use of such equipment and the reasonable expectation of privacy of members of the community and visitors;

**And Whereas:** The Town recognizes the need for a policy to govern the use of security cameras to ensure this balance is struck;

**Therefore, be it Resolved:** That the Town of Cornwall adopt the Draft Security Camera Policy previously considered by Councillors and attached to this resolution.

**Motion Carried**

**CORRESPONDENCE**

- Mayor McCourt shared a certificate of appreciation presented to the Town of Cornwall from the PEI Police Association for supporting the Prince Edward Island Police Association's 33<sup>rd</sup> Annual Crime Prevention Guide.
- Mayor McCourt asked that everyone take a moment of silence on September 30<sup>th</sup> to recognize the National Day for Truth and Reconciliation.
- Well wishes were sent to all the teachers, students, and staff as they went back to school this month.
- Mayor McCourt commented on a number of families who suffered loss recently and sent condolences on behalf of council to all those affected.

**OTHER BUSINESS**

Nil

**IN CAMERA**

Nil

**ADJOURNMENT**

The meeting was adjourned at 5:10pm.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

**Town of Cornwall  
Cornwall, Prince Edward Island  
Committee of Council  
September 20, 2023, 4:30 PM**

**Chair** Deputy Mayor Jill MacIsaac  
**Present:** Mayor Minerva McCourt  
Councillor Elaine Barnes  
Councillor Steven Campbell  
Councillor Corey Frizzell  
Councillor Judy Herlihy  
Councillor Cory Stevenson  
**Also:** Kevin Coady – CAO  
Tracey MacLean – Community/IT/HR Coordinator  
Wendy MacKinnon – Manager of Corporate Services

**CALL TO ORDER**

Deputy Mayor MacIsaac called the meeting to order at 4:32pm.

There were two members of the public present.

**APPROVAL OF THE AGENDA**

It was moved by Councillor Stevenson and seconded by Councillor Campbell that the agenda be approved as circulated with the following additions:

- Jason Arsenault Production 14c

**Motion Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

Nil

**ADOPTION OF PREVIOUS MINUTES**

It was moved by Councillor Barnes and seconded by Councillor Stevenson that the minutes of July 19, 2023, be approved as circulated.

**Motion Carried**

**DELEGATIONS/PUBLIC INPUT**

Michelle Burge – MRSB: Michelle Burge from MRSB thanked the Town for the opportunity to once again to be the Town's accountants and provided a review of the Audited Financial statements.

**FINANCE/ADMINISTRATION**

- a) Audited Financial Statements

## **ENVIRONMENT and SUSTAINABILITY**

- a) Reports/Minutes
  - (i) Minutes – The Committee did not meet in July or August. Councillor Herlihy provided the following updates from the September meeting:
    - Water conservation rebates.
    - Happy National Tree Day.
    - 2 Billion Tree Program – trees being planted at Lacardy Trail and Hyde pond, should be completed by November 1.
    - Wild Flower Campaign – packets should arrive next week.
    - SWITCH program – will be bringing an RFD to Council in October or November.
- b) Information Items - Nil
- c) Requests for Decision – Nil

## **MUNICIPAL and EMERGENCY SERVICES**

- a) Reports/Minutes
  - (i) Minutes – The Committee did not meet in July or August. Councillor Frizzell provided the following updates from the September meeting:
    - Discussion on the Red Cross and Aaron Campbell presentations.
    - Transit numbers have been increasing – will have Mike Cassidy out for a future meeting.
- b) Information Items
  - (i) Municipal Services Reports (Transit/Fire/Police/Bylaw/Humane Society) were included in the package.
  - (ii) Establish Saturday date to review EM Plan (proposed October 21/23) – October dates do not work, CAO Coady will check with Aaron Campbell to see about dates for November.
- c) Requests for Decision – Reception Centre Resiliency Fund Application – It was moved by Councillor Frizzell and seconded by Councillor Barnes to bring forth a resolution to Councillor that the Town of Cornwall submit an application to the Province of PEI Reception Centre Resiliency Fund in an amount up to a maximum of \$50,000 dependent upon the kitchen upgrade estimates still to be received.

## **PARKS and RECREATION**

- a) Reports/Minutes
  - (i) Minutes – August 9, 2023. Councillor Stevenson provided the following updates:
    - Cornfest September 20 to 24. Lots of great activities planned.
    - Meals on Wheels volunteers will be selling 50/50 tickets throughout the Cornfest event.

**b) Information Items**

- (i) Christmas Banners – Manager Kim Meunier is looking into pricing for banners.
- (ii) Parade Float – There was discussion on having a Town float that can be used for the Town parade as well as for other occasions. There will be further discussion at the upcoming Parks and Recreation Committee meeting.

Councillor Frizzell noted that seagulls have been an issue at the Terry Fox Sports Complex.

Councillor Frizzell noted that the scoreboards have not been working properly. Manager Kim Meunier is looking into getting quotes for other options.

**c) Requests for Decision –**

- (i) APM Centre – Expansion Support Letter – It was moved by Councillor Stevenson and seconded by Councillor Campbell to bring forth a resolution to Council that the Town of Cornwall send a letter of support regarding the proposed expansion of the Centre to the APM Board; this letter will not contain a commitment of funds but will, among other things, emphasize the requirement of support from senior levels of government to bring such a project to fruition.
- (ii) Playground Equipment – MacPhail Park – It was moved by Councillor Stevenson and seconded by Councillor Campbell to bring forth a resolution to Council that the Parks and Recreation Committee having considered three different compositions of playground equipment, all at comparable pricing, recommend the purchase of the Play Structure from Miracle Recreation Equipment with the addition of a further “school bus” component and wood fibre chips base for the price of \$78,126.63 inclusive of Shipping, exclusive of HST.

**PLANNING**

**a) Reports/Minutes**

- (i) Minutes - August 16, 2023

**b) Information Items**

- (i) Backyard Chicken Request - After some discussion it was decided that the matter would be brought to a Sustainability and Environment Committee meeting.

**c) Request for Decision**

- (i) Land Donation to the Town – Byway Avenue - It was moved by Deputy Mayor MacIsaac and seconded by Councillor Campbell to bring forth a resolution to Council that Council grant approval for the acquisition of the Property for the amount of \$1.00 and authorize payment of costs associated with the acquisition including, but not limited to, the survey plans, conveyance documents, and legal fees.
- (ii) Housing Accelerator Fund Application - It was moved by Deputy Mayor MacIsaac and seconded by Councillor Frizzell to bring forth a resolution to Council that Cornwall Town Council fully supports the application to the Housing Accelerator Fund and the implementation of the five initiatives proposed to

address the housing crisis.

- (iii) Public Meeting – Bylaw Amendments - It was moved by Deputy Mayor MacIsaac and seconded by Councillor Stevenson to bring forth a resolution to Council that the proposed Bylaw amendments previously considered, and included in the package be presented at a Public Meeting pursuant to Section 22.2 of the *Zoning and Subdivision Control (Development) Bylaw #422*.

## **PUBLIC WORKS**

- a) Reports/Minutes – The Committee did not meet in July or August. The September meeting will take place on September 27.
- Councillor Stevenson requested an update on the digital sign proposal. Councillor Campbell advised that it would be discussed at upcoming meeting.
  - Councillor Herlihy noted that Kingston Road has been patched.
  - Councillor Frizzell noted that he has had complaints about speeding on Kingston and Cornwall Roads. CAO Coady will pass along concerns to the RCMP.
- b) Information Items – Nil
- c) Requests for Decision – Nil

## **WATER/SEWER UTILITY**

- a) Reports/Minutes – The Committee did not meet.
- b) Information Items - Nil
- c) Requests for Decision –
- (i) Portable Radio Purchase - It was moved by Councillor Barnes and seconded by Deputy Mayor MacIsaac to bring forth a resolution to Council that the Town accept the proposal from Spencer Communications to provide the Town with emergency communications equipment, as noted above, in the amount of \$23,182.82 plus HST.
- (ii) Camera Policy - It was moved by Councillor Barnes and seconded by Councillor Stevenson to bring forth a resolution to Council that the Town of Cornwall adopt the Draft Security Camera Policy.

## **CORRESPONDENCE**

- “Light Up Blue” – Prostate Cancer Awareness Month – It was moved by Councillor Barnes and seconded by Councillor Stevenson to bring forth a resolution to Council that the Town of Cornwall illuminate the Cornwall Town Hall in blue in support of Prostate Cancer Awareness Month until Friday September 29<sup>th</sup>.
- Thank You – Rebecca Ford – Organizers were very happy with the Just Live Fun Run event and thankful to the Town for use of locations and staff assistance. Preparations

are underway for next year's event.

- Jason Arsenault Production – Councillor Frizzell met with Jason Arsenault who is formerly from Cornwall. Jason is planning to do a production in PEI and looking for Town support monetary or “in kind” though no details yet.

**IN CAMERA**

MGA s. 119 (1)(a)(d) It was moved by Councillor Barnes and seconded by Councillor Stevenson that the meeting move “in camera” at 7:06pm.

The meeting resumed regular session at 7:10pm.

**ADJOURNMENT**

The meeting was adjourned at 7:11pm.

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JILL MACISAAC, CHAIR

**TOWN OF CORNWALL**  
**Comparative Income Statement - Budget to Actuals**  
**As Of September 30, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of September 30, 2023	Budget at 6/12 Or Applicable Portion	2023/24 Variance to September 30, Budget to Actual
<b>REVENUE</b>				
<b>CIVIC CENTRE REVENUE</b>				
Curling Club Rent	15,745.83	0.00	0.00	0.00
Other Income(Civic Centre Rental)	3,000.00	1,610.00	1,500.00	110.00
<b>TOTAL: CIVIC CENTRE REVENUE</b>	<b>18,745.83</b>	<b>1,610.00</b>	<b>1,500.00</b>	<b>110.00</b>
<b>PARKS and RECREATION</b>				
Recreation Programs - Winter	43,000.00	125.00	0.00	125.00
Recreation Programs - Fall	60,000.00	20,881.96	20,000.00	881.96
Recreation Programs - Summer	110,000.00	116,442.40	110,000.00	6,442.40
Recreation Programs - Spring	40,000.00	57,625.40	40,000.00	17,625.40
Events Revenue	10,000.00	11,767.12	5,000.00	6,767.12
Subtotal Programs	263,000.00	206,841.88	175,000.00	31,841.88
Swimming Lessons	7,000.00	5,450.00	7,000.00	-1,550.00
Pool Programs	8,500.00	6,000.40	8,500.00	-2,499.60
Pool Programs	15,500.00	11,450.40	15,500.00	-4,049.60
Ball Field Rentals	9,200.00	2,146.20	5,750.00	-3,603.80
Turf Field Rental	35,000.00	33,774.48	21,875.00	11,899.48
High Ropes Lease Rental	4,200.00	0.00	0.00	0.00
Court Rentals	4,000.00	3,409.56	2,500.00	909.56
Sub-total: Sport Field Rentals	52,400.00	39,330.24	30,125.00	9,205.24
Grants - Recreation	3,000.00	1,500.00	3,000.00	-1,500.00
Grants - Wage Subsidies	90,000.00	20,081.73	45,000.00	-24,918.27
Grants- Wage Subsidies Maintenance	30,000.00	26,485.44	15,000.00	11,485.44
Grants - Recreation Leadership	5,000.00	0.00	0.00	0.00
Sub-total: Grants	128,000.00	48,067.17	63,000.00	-14,932.83
Miscellaneous revenue	0.00	103.19	0.00	103.19
<b>TOTAL PARKS and RECREATION</b>	<b>458,900.00</b>	<b>305,792.88</b>	<b>283,625.00</b>	<b>22,167.88</b>
<b>OTHER REVENUE</b>				
Municipal property taxes	3,016,099.78	1,379,604.96	1,508,049.89	-128,444.93
Prov Property Tax Credit	833,698.66	437,567.04	416,849.33	20,717.71
Farm Tax Rebate	-4,300.00	-4,523.20	-4,300.00	-223.20
Equalization Grant	419,028.57	209,514.30	209,514.29	0.01
MCEG Grant	468,614.67	3,001.34	234,307.34	-231,306.00
Sewer & Water Utility	100,000.00	50,000.00	50,000.00	0.00
Investment Income	5,000.00	44,026.94	2,500.00	41,526.94
Building Permits & Subdivision fees	55,000.00	19,732.69	27,500.00	-7,767.31
Fines	55,000.00	22,937.52	27,500.00	-4,562.48
Charging Stations	300.00	337.28	300.00	37.28
Miscellaneous Revenue (Bank)	2,000.00	2,000.00	2,000.00	0.00

**TOWN OF CORNWALL**  
**Comparative Income Statement - Budget to Actuals**  
**As Of September 30, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of September 30, 2023	Budget at 6/12 Or Applicable Portion	2023/24 Variance to September 30, Budget to Actual
Miscellaneous Revenue (Town Hall)	5,000.00	435.30	2,500.00	-2,064.70
Transit	750.00	40,320.00	375.00	39,945.00
Gain on Sale of Assets	0.00	850.00	0.00	850.00
Government transfer for operations	0.00	0.00	0.00	0.00
<b>TOTAL OTHER REVENUE</b>	<b>4,956,191.68</b>	<b>2,205,804.17</b>	<b>2,477,095.84</b>	<b>-271,291.67</b>
<b>TOTAL REVENUE</b>	<b>5,433,837.51</b>	<b>2,513,207.05</b>	<b>2,762,220.84</b>	<b>-249,013.79</b>
<b>EXPENSE</b>				
<b>SALARIES &amp; BENEFITS</b>				
Salaries - Administration	261,495.37	104,595.51	130,747.69	-26,152.18
EI Expense	4,237.65	2,162.78	2,118.83	43.96
CPP Expense	11,519.06	6,517.16	5,759.53	757.63
WCB Expense	4,658.04	3,947.99	2,329.02	1,618.97
Pension Expense	13,221.51	5,932.02	6,610.76	-678.74
Medical Expense	5,817.47	2,597.56	2,908.74	-311.18
Retirement reserve	5,184.00	0.00	0.00	0.00
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>306,133.10</b>	<b>125,753.02</b>	<b>150,474.55</b>	<b>-24,721.53</b>
<b>ADMINISTRATION</b>				
Amortization - Administration	18,495.76	0.00	0.00	0.00
Amortization - Intangible Assets	22,687.53	0.00	0.00	0.00
FCM Annual Meeting	17,000.00	6,801.75	8,500.00	-1,698.25
Meetings/Events/Newsletter	7,000.00	2,493.37	3,500.00	-1,006.63
Council Honorariums	58,074.30	27,339.42	29,037.15	-1,697.73
Advertising	7,500.00	5,016.38	3,750.00	1,266.38
Debit Machine Charges	5,480.00	3,690.69	2,740.00	950.69
Donations	7,500.00	2,651.30	3,750.00	-1,098.70
Insurance	61,545.18	64,076.43	61,545.18	2,531.25
OfficeSupplies/Postage/Photocopying	15,000.00	7,609.50	7,500.00	109.50
Telephone /Pager/Fax	38,000.00	18,551.84	19,000.00	-448.16
Training/Development	7,000.00	1,150.78	3,500.00	-2,349.22
Travel	1,250.00	659.74	625.00	34.74
Miscellaneous - Admin.	10,000.00	30,754.32	5,000.00	25,754.32
Staff Fund	1,500.00	1,500.00	1,500.00	0.00
Interest on Debt Retirement	49,202.91	19,821.39	24,601.46	-4,780.07
Communities 13 Capital Fund	16,415.00	0.00	0.00	0.00
Communities 13 Prop Tax	11,148.71	10,668.31	11,148.71	-480.40
<b>TOTAL ADMINISTRATION</b>	<b>354,799.39</b>	<b>202,785.22</b>	<b>185,697.50</b>	<b>17,087.73</b>

**TOWN OF CORNWALL**  
**Comparative Income Statement - Budget to Actuals**  
**As Of September 30, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of September 30, 2023	Budget at 6/12 Or Applicable Portion	2023/24 Variance to September 30, Budget to Actual
<b>RECREATION EXPENSE</b>				
Amortization - Recreation	131,725.04	0.00	0.00	0.00
Recreation Programs -Winter Expense	5,000.00	0.00	0.00	0.00
Recreation Programs - Fall Expense	7,000.00	1,088.45	2,333.33	-1,244.88
APM Center Rental	2,500.00	502.65	1,250.00	-747.35
Recreation Programs -Spring Expense	7,000.00	7,688.16	7,000.00	688.16
Recreation Programs -Summer Expense	22,000.00	12,274.32	22,000.00	-9,725.68
Sub-total: Programs	43,500.00	21,553.58	32,583.33	-11,029.75
BallFields	8,000.00	1,865.57	5,000.00	-3,134.43
Volleyball/Basketball	3,600.00	4,226.77	2,250.00	1,976.77
Environmental Initiatives	20,000.00	4,840.07	10,000.00	-5,159.93
Parks & park equipment maintenance	18,000.00	2,636.00	13,500.00	-10,864.00
Parks Property Maintenance	17,000.00	8,425.42	12,750.00	-4,324.58
Recreation Tools and Supplies	4,000.00	459.06	2,000.00	-1,540.94
Sub-total: Parks Maintenance	39,000.00	11,520.48	28,250.00	-16,729.52
Recreation Activity Credit	2,000.00	300.00	1,000.00	-700.00
Events Expense	36,000.00	13,209.13	18,000.00	-4,790.87
Pool - Chemicals	5,000.00	4,930.34	5,000.00	-69.66
Pool - Propane	2,200.00	574.35	2,200.00	-1,625.65
Pool - Maintenance	2,000.00	1,832.18	0.00	1,832.18
Pool - Swimming Lessons	200.00	0.00	200.00	-200.00
Pool - Programs	200.00	0.00	200.00	-200.00
Pool	9,600.00	7,336.87	9,600.00	-2,263.13
Go PEI Grants	750.00	260.22	0.00	260.22
Recreation Training & Development	3,700.00	1,624.76	1,850.00	-225.24
Recreation Travel	3,000.00	383.04	1,500.00	-1,116.96
Salaries - Recreation	815,142.22	462,342.44	464,631.07	-2,288.63
Recreation Benefits	102,411.38	57,812.76	51,205.69	6,607.07
Subtotal Salaries and Benefits	926,153.60	520,155.20	519,184.45	970.75
Recreation Trailers	1,000.00	0.00	500.00	-500.00
Van	1,500.00	873.57	750.00	123.57
2011 1 ton Ford Truck	3,500.00	563.57	1,750.00	-1,186.43
2017 Chevy Silverado	3,000.00	969.57	1,500.00	-530.43
2008 Ford Ranger Truck	4,000.00	386.50	2,000.00	-1,613.50
2012 Ford F150 Super Cab	4,000.00	4,839.51	2,000.00	2,839.51
2017 Ford F150	3,500.00	875.12	1,750.00	-874.88
Sub-total: Recreation Vehicles	20,500.00	8,507.84	10,250.00	-1,742.16

**TOWN OF CORNWALL**  
**Comparative Income Statement - Budget to Actuals**  
**As Of September 30, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of September 30, 2023	Budget at 6/12 Or Applicable Portion	2023/24 Variance to September 30, Budget to Actual
<b>TOTAL: PARKS AND RECREATION</b>	1,247,528.64	595,783.53	639,467.79	-43,684.26
<b>TOWN FACILITIES</b>				
Dry Storage Building Tower Lane	2,000.00	449.79	1,000.00	-550.21
Civic Centre - Amortization	37,194.04	0.00	0.00	0.00
Civic Centre - Electricity	21,000.00	14,266.02	10,500.00	3,766.02
Civic Centre - Heat	10,000.00	2,010.74	5,000.00	-2,989.26
Civic Centre -Maintenance & Repairs	21,000.00	16,561.42	10,500.00	6,061.42
Civic Centre - Taxes, sewer & water	6,300.00	9,922.09	6,300.00	3,622.09
Sub-total Civic Centre	97,494.04	43,210.06	32,300.00	10,460.27
Clubhouse Electricity	9,000.00	3,824.75	4,500.00	-675.25
Clubhouse Heat	5,500.00	1,677.19	2,750.00	-1,072.81
Clubhouse Maintenance and Repairs	18,000.00	7,067.98	9,000.00	-1,932.02
Clubhouse Water and Sewer	1,500.00	756.48	750.00	6.48
Subtotal Clubhouse	34,000.00	13,326.40	17,000.00	-3,673.60
Maint. Building Maint. & Repair	11,000.00	7,981.94	5,500.00	2,481.94
Maint. Building Taxes, Water & Sew.	6,300.00	4,459.07	3,150.00	1,309.07
Maint. Building Heat	6,300.00	1,612.77	3,150.00	-1,537.23
Maint. Building Electricity	4,000.00	2,354.28	2,000.00	354.28
Maint. Building Subtotal	27,600.00	16,408.06	13,800.00	2,608.06
Terry Fox Sports Complex General	17,200.00	2,332.48	8,600.00	-6,267.52
Ballfield Electricity	2,200.00	2,320.56	1,375.00	945.56
Turf Field - Electricity	10,000.00	5,131.06	6,250.00	-1,118.94
Turf Field - Maintenance & Repair	5,000.00	2,266.60	3,125.00	-858.40
Sub-Total Turf Field	34,400.00	12,050.70	19,350.00	-7,299.30
Town Hall Electricity	18,000.00	9,762.69	9,000.00	762.69
Town Hall Maint. & Repair	20,000.00	18,958.07	10,000.00	8,958.07
Town Hall Taxes	23,000.00	24,267.36	23,000.00	1,267.36
Town Buildings Amortization	29,058.75	0.00	0.00	0.00
Subtotal Town Hall	90,058.75	52,988.12	42,000.00	10,988.12
<b>TOTAL: TOWN FACILITIES</b>	283,552.79	137,983.34	124,450.00	13,533.34
<b>TOWN SERVICES</b>				
Animal Control	12,558.24	6,282.00	6,279.12	2.88
Fire Dues	420,924.00	222,106.00	210,462.00	11,644.00
Policing Services	783,699.00	410,709.04	391,849.50	18,859.54
Citizens on Patrol	2,500.00	500.00	1,250.00	-750.00
Charging Stations	2,000.00	1,016.86	1,000.00	16.86
Street Lights	95,000.00	41,278.86	47,500.00	-6,221.14
Transit Expense	196,414.03	96,813.87	98,207.02	-1,393.15
Watershed Group	4,000.00	0.00	0.00	0.00

**TOWN OF CORNWALL**  
**Comparative Income Statement - Budget to Actuals**  
**As Of September 30, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of September 30, 2023	Budget at 6/12 Or Applicable Portion	2023/24 Variance to September 30, Budget to Actual
Pat and the Elephant	10,000.00	10,000.00	10,000.00	0.00
<b>Total Town Services</b>	<b>1,527,095.27</b>	<b>788,706.63</b>	<b>766,547.64</b>	<b>22,159.00</b>
<b>PLANNING</b>				
Emergency Measures Plan	11,500.00	11,604.18	5,750.00	5,854.18
Annual Conference & Membership	4,500.00	0.00	0.00	0.00
Affordable Housing	12,000.00	5,519.79	6,000.00	-480.21
Planning Training & Development	5,000.00	195.00	2,500.00	-2,305.00
GIS	4,000.00	0.00	2,000.00	-2,000.00
Salaries - Planning	273,436.16	133,005.69	136,718.08	-3,712.39
Planning Benefits	45,390.30	20,519.34	22,695.15	-2,175.81
Retirement Reserve	3,600.00	0.00	0.00	0.00
Sub-total Salaries & Benefits	322,426.46	153,525.03	159,413.23	-5,888.20
Planning Travel	0.00	15.22	0.00	15.22
Planning Vehicle	3,000.00	1,803.68	1,500.00	303.68
Planning Vehicle Amortization	5,250.00	0.00	0.00	0.00
Planning Tools/Equipment	3,500.00	1,650.00	1,750.00	-100.00
<b>TOTAL: PLANNING</b>	<b>371,176.46</b>	<b>174,312.90</b>	<b>178,913.23</b>	<b>-4,600.33</b>
<b>PROFESSIONAL SERVICES</b>				
Fed.Cdn. Municipalities	1,900.00	2,178.53	1,900.00	278.53
Fed. PEI Municipalities	11,000.00	12,945.26	11,000.00	1,945.26
Professional Fees -audit/accounting	20,000.00	12,813.99	10,000.00	2,813.99
Professional Fees - engineering	6,000.00	7,301.14	6,000.00	1,301.14
Professional Fees -- legal	35,000.00	14,473.08	17,500.00	-3,026.92
Professional Fees -- planning	5,000.00	288.75	2,500.00	-2,211.25
Professional Fees - other	5,000.00	9,081.46	2,500.00	6,581.46
Information Technology	31,400.00	26,702.44	15,700.00	11,002.44
Engagement	5,000.00	0.00	2,500.00	-2,500.00
Bylaw Enforcement	6,789.12	3,120.00	3,394.56	-274.56
COVID-19	4,000.00	141.84	2,000.00	-1,858.16
FIONA	0.00	178,332.30	0.00	178,332.30
<b>TOTAL: PROFESSIONAL SERVICES</b>	<b>131,089.12</b>	<b>267,378.79</b>	<b>74,994.56</b>	<b>192,384.23</b>
<b>PUBLIC WORKS</b>				
Amortization - Public Works	71,354.39	0.00	0.00	0.00
PW Maintenance and repairs	25,000.00	12,887.95	12,500.00	387.95
Sidewalk Maintenance	25,000.00	698.18	6,944.44	-6,246.26
Grass Cutting Contract	20,000.00	14,683.61	5,555.56	9,128.05
PW Tools and Supplies	4,500.00	797.97	2,250.00	-1,452.03
Custodial Supplies	6,000.00	6,114.53	3,000.00	3,114.53

**TOWN OF CORNWALL**  
**Comparative Income Statement - Budget to Actuals**  
**As Of September 30, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of September 30, 2023	Budget at 6/12 Or Applicable Portion	2023/24 Variance to September 30, Budget to Actual
Salaries - Maintenance	325,400.82	142,552.17	162,700.41	-20,148.24
Maintenance Benefits	53,804.79	21,184.95	26,902.40	-5,717.45
Sub-total: Salaries & benefits	383,905.61	163,737.12	189,602.81	-25,865.69
Taxes	2,516.33	2,022.00	2,516.33	-494.33
Tractor & trailer operating	6,500.00	4,696.36	3,250.00	1,446.36
Snow Removal Equipment	12,000.00	5,185.59	6,000.00	-6,000.00
Snow Blower	500.00	0.00	250.00	-250.00
2015 Chev Silverado	6,000.00	1,955.11	3,000.00	-1,044.89
2015 Lamar Dump Trailer	500.00	150.47	250.00	-99.53
Sub-total: vehicle operating	25,500.00	6,801.94	12,750.00	-5,948.06
<b>TOTAL: PUBLIC WORKS</b>	<b>563,776.33</b>	<b>207,743.30</b>	<b>235,119.14</b>	<b>-27,375.83</b>
<b>TOTAL EXPENSE</b>	<b>4,785,151.10</b>	<b>2,500,446.73</b>	<b>2,355,664.39</b>	<b>144,782.34</b>
<b>INCOME BEFORE DEBT PAYMENT AND CAPITAL FUNDING</b>	<b>648,686.41</b>	<b>12,760.32</b>	<b>406,556.45</b>	<b>-393,796.13</b>

**Cornwall Water and Sewer Utility Corporation  
Comparative Income Statement - Budget to Actuals  
As of Sept 30, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of Sept 30th, 2023	Budget at 6/12 Or Applicable Percent	2023/24 Variance to Sept 30 Budget to Actual
<b>REVENUE</b>				
<b>CURRENT REVENUE</b>				
Rate - Sewer	870,638.91	431,006.66	435,319.46	-4,312.80
Rate - Water	806,844.16	406,612.58	403,422.08	3,190.50
Frontage - Sewer & Water	10,806.34	4,985.70	5,403.17	-417.47
Interest - Sewer & Water	24,200.00	18,492.67	12,100.00	6,392.67
Sewer & Water Inspections	1,500.00	200.00	750.00	-550.00
<b>Total Sewer &amp; Water Revenues</b>	<b>1,713,989.41</b>	<b>861,297.61</b>	<b>856,244.71</b>	<b>5,052.90</b>
Water Reconnection	0.00	100.00	0.00	100.00
Investment Income	0.00	0.00	0.00	0.00
Misc. Income	0.00	931.76	0.00	931.76
Gain on Sale of Assets	0.00	0.00	0.00	0.00
Contributions from Developer	0.00	0.00	0.00	0.00
Contributions for Capital	0.00	325,449.26	0.00	325,449.26
MCEG Grant	300,442.83	45,921.04	150,221.42	-104,300.38
<b>TOTAL REVENUE</b>	<b>2,014,432.24</b>	<b>1,233,699.67</b>	<b>1,006,466.12</b>	<b>227,233.55</b>
<b>EXPENSE</b>				
<b>ADMINISTRATION</b>				
Administrative Fee	100,000.00	50,000.00	50,000.00	0.00
Council Honorarium Allocations	28,603.76	13,465.68	14,301.88	-836.20
Salaries	454,007.94	224,987.90	227,003.97	-2,016.07
Benefits	76,916.28	39,129.39	38,458.14	671.25
Amortization	391,511.00	0.00	0.00	0.00
Amortization - Intangible Assets	3,400.00	0.00	0.00	0.00
Debit Machine Charges	6,000.00	3,347.17	3,000.00	347.17
Insurance	49,000.00	57,510.72	49,000.00	8,510.72
Memberships	1,500.00	0.00	750.00	-750.00
Equipment	4,500.00	696.27	2,250.00	-1,553.73
Interest on Debt Retirement	117,323.30	74,779.57	58,661.65	16,117.92
Sewer Maintenance	45,000.00	21,817.79	22,500.00	-682.21
Lagoon Maintenance	15,000.00	15,536.73	7,500.00	8,036.73
Water Maintenance	50,000.00	29,110.61	25,000.00	4,110.61
Water Conservation Program	1,000.00	373.02	500.00	-126.98
Water tests & Inspections	17,000.00	7,647.20	8,500.00	-852.80
Water School	10,000.00	5,040.01	5,000.00	40.01
Property Taxes	4,200.00	4,484.00	4,200.00	284.00
Power - Sewer	99,259.58	49,302.48	49,629.79	-327.31

**Cornwall Water and Sewer Utility Corporation  
Comparative Income Statement - Budget to Actuals  
As of Sept 30, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of Sept 30th, 2023	Budget at 6/12 Or Applicable Percent	2023/24 Variance to Sept 30 Budget to Actual
Power - Water	80,018.99	40,577.72	40,009.50	568.22
Sub-total: Power	179,278.57	89,880.20	89,639.29	240.92
Snow Removal	0.00	0.00	0.00	0.00
Uniforms	2,000.00	1,768.92	1,000.00	768.92
Office Supplies	5,500.00	2,974.34	2,750.00	224.34
Postage	13,000.00	5,222.14	6,500.00	-1,277.86
Professional Fees -audit/accounting	11,000.00	7,700.00	5,500.00	2,200.00
Professional fees - legal	2,500.00	77.44	1,250.00	-1,172.56
Professional fees - engineering	12,500.00	1,732.51	6,250.00	-4,517.49
Professional fees - other	2,000.00	0.00	1,000.00	-1,000.00
Information Technology	12,000.00	6,859.96	6,000.00	859.96
Professional fees - subtotal	40,000.00	16,369.91	20,000.00	-3,630.09
Training & Development	7,500.00	3,352.61	3,750.00	-397.39
Telephone & Pager	6,500.00	3,077.60	3,250.00	-172.40
2007 Sierra Truck	5,000.00	3,702.09	2,500.00	1,202.09
2008 Victor Cargo Trailer	1,000.00	0.00	500.00	-500.00
2012 Blower	500.00	0.00	250.00	-250.00
2012 Bushhog	500.00	0.00	250.00	-250.00
2008 4X4Chev Truck(purch. 2013)	13,000.00	5,173.42	6,500.00	-1,326.58
2018 Ram Truck	7,500.00	3,510.40	3,750.00	-239.60
2014 Magnum Mobile Generator	2,700.00	1,842.82	1,350.00	492.82
Subtotal Vehicles	30,200.00	14,228.73	15,100.00	-871.27
Diesel Fuel	0.00	11,238.77	0.00	11,238.77
<b>TOTAL EXPENSE</b>	1,663,640.85	696,039.28	658,614.93	26,185.59
<b>INCOME BEFORE DEBT PAYMENTAND CAPTIAL FUNDING</b>	<b>\$ 350,791.39</b>	<b>\$ 537,660.39</b>	<b>\$ 347,851.20</b>	<b>\$ 189,809.20</b>



# TOWN OF CORNWALL

## RESOLUTION

**DATE: October 25, 2023**

**DEPARTMENT: Committee of Council**

**MOTION NUMBER: COC-25-2023 PEI Curling Hall of Fame Induction Ceremony**

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Cory Stevenson**

**Seconded by Councillor** \_\_\_\_\_ **Steven Campbell**

**Whereas:** The Cornwall Curling Club is hosting the 2023 PEI Curling Hall of Fame Induction Ceremony at the Cornwall Curling Club;

**And Whereas:** The Town of Cornwall has previously financially supported the Ceremony when it was held in Cornwall;

**And Whereas:** The Town has again been requested to support the event;

**Therefore, be it Resolved:** That the Town of Cornwall donate \$200 to the PEI Curling Hall of Fame Induction Ceremony.



# TOWN OF CORNWALL

## RESOLUTION

**DATE:** October 25, 2023

**DEPARTMENT:** Committee of Council

**MOTION NUMBER:** COC-26-2023 **Courageous Companions Ad Purchase**

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_

**Cory Stevenson**

**Seconded by Councillor** \_\_\_\_\_

**Corey Frizzell**

**Whereas:** Courageous Companions of Canada provides service dogs at no charge to injured veterans and first responders in Canada, is a 100% volunteer driven organization, and have requested that the Town of Cornwall support the organization through the purchase of an advertising space in their Courageous K9 magazine;

**And Whereas:** The Town of Cornwall has been a supporter of this organization and values the services provided to injured veterans and first responders;

**Therefore, be it Resolved:** That the Town of Cornwall purchase a colour business card size ad in the Courageous K9 magazine for the amount of \$295 plus HST.

**TOWN OF CORNWALL  
ENVIRONMENT AND SUSTAINABILITY COMMITTEE MEETING  
Monday, September 11th, 2023, at 5:00 PM**

Chair: Councillor Judy Herlihy  
Present: Councillor Cory Stevenson  
Deputy Mayor Jill MacIsaac

Also: Billy Ramsey – Infrastructure Supervisor  
Stephen O’Shea – Utility Operator

Four Community Members

Regrets: Mayor Minerva McCourt

**CALL TO ORDER**

The meeting was called to order at 5:01 p.m. by Chair Judy Herlihy.

**LAND ACKNOWLEDGEMENT**

The Chair read the land acknowledgement; that the land we gather on is the ancestral land of the Mi’kmaq and we respect the Mi’kmaq as the Indigenous People of Prince Edward Island.

**APPROVAL OF THE AGENDA**

It was moved by Deputy Mayor MacIsaac seconded by Councillor Stevenson.

**Motion Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

Nil.

**APPROVAL OF MINUTES**

It was moved by Deputy Mayor MacIsaac, seconded by Councillor Stevenson that the Environment and Sustainability Committee minutes of June 12th, 2023, be approved as circulated.

**Motion Carried**

**BUSINESS ARISING**

It was discussed that more can be done to promote water conservation within the Town. The Committee discussed past rebate programs and different programs the Committee could promote going forward. Annually there is a water saving tips brochure sent out with the July utility bills. Going forward the committee wants to send out more information regarding the Towns water usage and increase the information on the Town’s social media pages. Also, there was discussion about starting some information sessions and free water audits for residents.

## **RESIDENT ENGAGEMENT**

### **2 BILLION TREES PROGRAM**

Billy Ramsay updated the Committee on the progress with the 2 Billion Tree Program that the Town recently was approved for: \$14,000 for trees, \$6,000 in site prep and \$5,000 for labor. The Town purchased approximately 320 trees of which 6 are different species native to Prince Edward Island. The species of trees purchased are: 45 White Spruce, 45 Eastern White Pine, 45 Red Maple, 45 Yellow Birch, 45 Hop Hornbeam /Ironwood and 95 Red Oak. Planting is scheduled to start September 20<sup>th</sup>, and the trees will be planted around Hyde Park and Trail, Lacardy Trail, and along the Trail from Byways Avenue to Pond Street. Chair Herlihy will take this to Committee of Council to inquire if there are any concerns with the proposed planting areas. All work for this project must be completed by November 1<sup>st</sup>.

### **AUTUMN WILDFLOWER CAMPAIGN**

In June, the committee discussed getting wildflower seed packets from Vessey's seeds, but they have no native flowers from PEI. The closest company that has seeds for native flowers of PEI is in Ontario. The Town is going to order 110 packets from the company, with the Town logo on them, and pass them out to residents who would like to plant some. The total cost for the 110 packets is \$525. There will be a limit to one packet per household.

### **NATIONAL TRE DAY – SEPTEMBER 20**

National Tree Day is on September 20<sup>th</sup> the same day the Town is to begin planting trees for the 2 Billion Tree Program. The Town will be doing a press release on social media for that day.

### **MILKY SPORE – RESIDENT INQUIRY**

The Committee received an email from a resident who is using the Milky Spore product to fight off the Japanese Beetle and how effective it is. This product is very expensive, and the committee agreed that the resident could claim this product under the \$50 rebate the Town gives out for environmentally friendly yard work.

## **CAWG UPDATES**

### **HYDE POND RESTORATION PROJECT**

Hannah MacLean from CAWG (Cornwall Area Watershed Group) was present for the meeting and updated on the project. The only update was that they are meeting with Dr. Shetty Monday September 18<sup>th</sup> to get approval to use their land.

### **PACE PROGRAM (SWITCH)**

The Committee has decided to take this program to Committee of Council following the meeting with Maddy Crowell from the Town of Stratford. There seems to be no administrative burden as had been previously mentioned. Chair Herlihy and Councillor Stevenson will put together an RFD (Request for Decision) to bring forward to Council.

## **IN CAMERA**

NIL

**CORRESPONDENCE**

NIL

**OCTOBER MEETING DATE & MIND YOUR PLASTIC PRESENTATION**

Just Live event was a great hit! However, some resident complained about the number of plastic straws that were used. A company is going to come in and give a presentation about minding your plastic waste.

**MEETING SCHEDULE**

Chair and Councillors not available for meeting in October.

The next meeting time is Monday, November 20th, 2023, at 5:00p.m. at the Town Hall.

**MEETING ADJOURNED**

MEETING ADJOURNED AT 6:27 p.m.

**JUDY HERLIHY**  
CHAIR

**BILLY RAMSAY**  
INFRASTRUCTURE SUPERVISOR

**TOWN OF CORNWALL  
MUNICIPAL AND EMERGENCY SERVICES COMMITTEE  
Wednesday, September 6, 2023, at 5:45pm**

**Attendance:** Mayor Minerva McCourt, Corey Frizzell (Chair), Elaine Barnes, and Judy Herlihy (by video conference at 6:05pm)  
**Regrets:** None  
**Staff:** Kevin Coady (CAO) and Emma Hicks (Clerk)  
**Public:** None

**1. CALL TO ORDER**

Councillor Frizzell chaired the meeting which was called to order at 5:45pm

**2. LAND ACKNOWLEDGEMENT**

Councillor Frizzell welcomed everyone and began the meeting by acknowledging that the land we gather on is the ancestral land of the Mi'kmaq and we respect the Mi'kmaq as the Indigenous People of Prince Edward Island.

**3. APPROVAL OF THE AGENDA**

It was moved by Councillor Barnes and seconded by Mayor McCourt that the Agenda be approved as read.

**CARRIED**

**4. APPROVAL OF THE MINUTES**

It was moved by Councillor Barnes and seconded by Mayor McCourt that the Minutes of June 7, 2023, be approved as read.

**CARRIED**

**5. DISCLOSURE OF CONFLICT OF INTEREST**

NIL

**6. PRESENTATIONS**

a. Canadian Red Cross

Mehrdad Fayaz Behroozi, the Emergency Management Coordinator for the Canadian Red Cross PEI, presented to the Committee on the services available to municipalities through the Red Cross, such as emergency management logistics. The organization can assess Town resources and identify appropriate locations for reception centres, as well as assist with sourcing various equipment required for reception centre management (cots, blankets, etc.). In partnering with municipalities, the Red Cross has been able to set up and manage reception/warming centres to off-set Town staffing resources. The Committee discussed that the resources offered by Red Cross would be an asset should the emergency situation expand beyond the Town's staffing and equipment resources. Mr. Behroozi advised that the organization has between 50-100 active volunteers. The Committee discussed inviting the Red Cross to set up a recruitment booth at upcoming Town events.

b. Aaron Campbell (CDA Consulting)

Aaron Campbell and Kevin Coady (CAO) updated the Committee on the status of various emergency measures operations. With respect to Seasonal Emergency Preparation, the Civic Centre has been stocked with items such as dry goods and non-perishable food items, tables, chairs,

sleeping bags, and prepared kits with personal hygiene items. The electric sign in front of Town Hall is now connected to the back up generator allowing the Town to post updates and emergency measures information during a power outage. Additionally, the Town is purchasing radios for staff communications, and have purchased fuel storage tanks for generators. Mr. Campbell recommended taking assessment of assets/infrastructure to document their current state. This helps to properly manage inventory and determine any damage caused by a subsequent weather event.

The Committee discussed the Cornwall Civic Centre Reception Centre Plan, and a draft was provided with the package. Mr. Campbell advised that reception centre locations are limited to facilities that are under the Town's control. Currently, the Civic Centre is the only Town owned building that can operate as a reception centre. In discussions with Communities 13, they have indicated they could partner with the Town to open their showers, commercial kitchen, and gym; however, they currently do not have back up generators which limits the ability to operate as a reception centre. The Cornerstone Baptist Church has also offered space in their facility; however, they also do not have back up generators. Training for Town staff and councillors is a component of the plan. In addition to the training outlined in the draft plan, Councillor Barnes expressed that the Incident Command System Level 100 (ICS100) is a beneficial course which councillors and staff should take part in.

CAO Coady advised the Committee that an application is being prepared for the Reception Centre Resiliency Fund. The Provincial program provides financial assistance to municipalities for the purchase and installation of generators. He further advised that the Town has already purchased generators or upgraded equipment, however after meeting with EMO they indicated support for funding upgrades to the reception centre kitchen (Civic Centre). The Committee discussed that the kitchen does require upgrades to better serve as a reception centre. Councillor Frizzell asked Mr. Campbell if there are any funding programs available to residents relating to emergency preparedness. Mr. Campbell advised that he is not aware of any funding programs available to individuals.

The Committee discussed meeting on a Saturday to review and update the proposed Emergency Measures Operations Bylaw and Plan, including the Cornwall Civic Centre Reception Centre Plan with all Council members. CAO Coady advised that the Bylaw will be the foundation for the subsequent documents and will be completed and passed first identifying the delegated positions and authorities. The Emergency Measures and Reception Centre Plan will be approved subsequent to the Bylaw.

*Mr. Campbell and Mr. Behroozi exited chambers at 6:50pm*

## **7. REPORTS**

- a. T3 Transit: No comment
- b. North River Fire Department: No comment
- c. Bylaw Enforcement: No comment
- d. Animal Control: No comment

## **8. ITEMS FOR DISCUSSION**

- a. Seasonal Emergency Preparation: *discussed as Item 6(b)*
- b. Draft EMO Bylaw: *discussed as Item 6(b)*
- c. Draft Emergency Measures Plan: *discussed as Item 6(b)*

- d. Draft Cornwall Civic Centre Reception Centre Plan: *discussed as Item 6(b)*
- e. Reception Centre Resiliency Fund: *discussed as Item 6(b)*

**9. IN CAMERA MGA s.119**

NIL

**10. OTHER BUSINESS**

NIL

**11. ADJOURNMENT:**

The meeting was adjourned at 6:53pm.

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**COREY FRIZZELL**, Chair  
Councillor

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**KEVIN COADY**  
Chief Administrative Officer

## Kevin Coady

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**From:** Matthew Cassidy <mcassidy@coachatlantic.ca>  
**Sent:** October 4, 2023 11:02 AM  
**To:** Kevin Coady; Lori Bingley  
**Cc:** T3Transit Info  
**Subject:** September Ridership  
**Attachments:** Cornwall September Ridership.pdf; September Accidents.pdf; September Breakdowns.pdf; September Complaints.pdf; September Marketing.pdf

Hello Everyone,

Please find attached our monthly ridership for the Cornwall Transit System for September 2023

Monthly ridership for September 2023 was 3,492 and for September 2022 was 2,271. This is an increase of 54%

For 2023, we have a total ridership of 22,526 compared to 16,512 in 2022. This is an annual increase of 36% for total ridership in 2023.

The new evening route had ridership of 128 for the month.

Please let me know if you have any questions.

MMC

**Matthew Cassidy, CPA, CA | President**  
**Coach Atlantic Transportation Group**  
m.902.393.5039 | o.902.566.5664 Ext101  
a.7 Mount Edward Rd, Charlottetown, PE, C1A 5R7  
[coachatlantic.ca](http://coachatlantic.ca) | [maritimebus.com](http://maritimebus.com)



CORNWALL RIDERSHIP - SEPTEMBER 2023

Date	Day	Sum of Cornwall Ups	Sum of Cornwall Offs	Sum of Cornwall Ridership
09/01/2023	Fri	56	59	132
09/02/2023	Sat	25	27	60
09/03/2023	Sun		3	0
09/04/2023	Mon		5	0
09/05/2023	Tue	82	71	9
09/06/2023	Wed	79	76	3
09/07/2023	Thu	63	77	13
09/08/2023	Fri	71	82	1
09/09/2023	Sat	31	28	3
09/10/2023	Sun		6	68
09/11/2023	Mon	61	73	5
09/12/2023	Tue	82	81	4
09/13/2023	Wed	71	77	8
09/14/2023	Thu	80	72	1
09/15/2023	Fri	79	75	3
09/16/2023	Sat	15	10	2
09/17/2023	Sun			0
09/18/2023	Mon	90	70	8
09/19/2023	Tue	69	70	9
09/20/2023	Wed	59	54	1
09/21/2023	Thu	61	74	1
09/22/2023	Fri	75	77	8
09/23/2023	Sat	42	19	3
09/24/2023	Sun			0
09/25/2023	Mon	68	85	2
09/26/2023	Tue	82	91	1
09/27/2023	Wed	87	87	6
09/28/2023	Thu	89	70	8
09/29/2023	Fri	68	66	6
09/30/2023	Sat	26	17	1
10/01/2023	Sun			0
<b>Grand Total</b>		<b>1,611</b>	<b>1,588</b>	<b>118</b>
		<b>175</b>	<b>3,492</b>	

Route # (All)

CORNWALL RIDERSHIP - SEPTEMBER 2023

Day	Sum of Cornwall Ups	Sum of Cornwall Offs	Sum of Cornwall Ridership
Sun	0		0
Mon	487		487
Tue	681		681
Wed	638		638
Thu	637		637
Fri	770		770
Sat	279		279
<b>Grand Total</b>	<b>3,492</b>		<b>3,492</b>

	2023	2022	2021
Total Ridership	3,492	2,271	1,576
Monday - Friday	3,213	2,105	1,409
Paying	-	-	25
Non - Paying	20	21	21
Working Days	161	100	68
Average	279	166	140
Saturday	-	-	2
Paying	5	4	4
Non - Paying	56	42	36
Working Days			
Average			

Corwall Passenger Totals Per Month

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2008	-	-	-	-	-	-	-	-	-	-	-	-	-
2009	865	760	886	827	852	1070	1043	1038	762	983	911	724	3,380
2010	1621	1489	1620	1340	1352	1439	1553	1333	1706	1819	1620	1285	13,481
2011	1478	1351	1802	1258	1357	1543	1620	1367	1580	1534	1732	1193	18,154
2012	1592	1418	1496	1128	1300	1260	1601	1416	1291	1480	1684	1186	17,760
2013	1312	1112	1150	1239	1181	988	1178	1093	1276	1424	1254	877	16,518
2014	1168	948	904	893	782	820	1163	1071	1175	1181	907	782	14,084
2015	766	646	985	857	839	895	1471	1025	1051	1107	992	734	11,794
2016	813	726	862	801	825	844	1067	1216	1034	994	961	750	11,368
2017	970	691	937	749	937	1049	1080	1160	1094	1071	963	752	10,893
2018	898	742	773	665	883	962	1106	1249	1293	1401	1173	763	11,453
2019	1038	976	1226	1186	1375	1186	1112	1225	3457	4183	3377	2231	11,908
2020	3969	3303	2214	504	541	911	1030	1040	879	950	802	550	22,572
2021	775	687	887	981	1088	1217	1281	1243	1576	1665	1560	1182	16,693
2022	828	845	1569	1685	2007	2195	2466	2646	2,271	2405	2494	1948	14,142
	6.8%	14.4%	38.0%	48.0%	56.9%	62.0%	67.7%	74.5%	69.6%	65.9%	65.2%	65.2%	23,359

**NORTH RIVER FIRE DEPARTMENT**  
**Town of Cornwall Statistics**  
**September 2023**



Call Type	Number
Fire Alarms	8
Utility Fires	3
Medical First Responder	1

**Fire Calls**

	2020	2021	2022	2023
December	6 (6)	6 (6)	7 (7)	4 (4)
January	6 (12)	7 (13)	7 (14)	7 (11)
February	3 (15)	7 (20)	4 (18)	6 (17)
March	4 (19)	3 (23)	9 (27)	3 (20)
April	9 (28)	3 (26)	3 (30)	5 (25)
May	3 (31)	3 (29)	3 (33)	11 (36)
June	5 (36)	11 (40)	4 (37)	13 (49)
July	3 (39)	4 (44)	7 (44)	18 (67)
August	6 (45)	8 (52)	8 (52)	7 (74)
September	5 (50)	7 (59)	12 (64)	12 (86)
October	6 (56)	6 (65)	14 (78)	
November	4 (60)	4 (69)	13 (91)	
<b>Cornwall Totals</b>	<b>60</b>	<b>69</b>	<b>91</b>	
<b>NRFD Overall Totals</b>	<b>183</b>	<b>186</b>	<b>241</b>	

**Call Types**

	2020	2021	2022	2023
Motor Vehicle Accidents	17	12	16	12
Misc. Fire type calls	7	17	28	14
Fire Alarms	15	22	19	28
Medical First Responder	11	10	19	24
Carbon Monoxide Alarms	4	1	3	2
Structure Fires	1	1	1	1
Vehicle Fires	2	2	1	1
Water Rescue	1	3	0	
Off-Road Rescue	0	0	1	
Ice Rescue	0	0	0	

# Cornwall Mayor's Report

## September 2023

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### Traffic Occurrences:

#### *Traffic Collisions:*

There were six traffic collisions in September; two with reportable damage.

- Main Street
- Route 1
- MacArthur Drive
- Capital Drive (2)
- Cornwall Road

Cornwall members responded to twenty-five traffic complaints and nine impaired operations. Members issued the following summary offence tickets (SOTS) and warnings:

Summary Offence Ticket:	Total:
Speeding	4
Non-moving	10
Seatbelt	1
Moving	2
General Provision	13
<b>Total:</b>	<b>30</b>

Warnings:	Total:
Non-moving	4
Speeding	2
<b>Total:</b>	<b>6</b>

### Provincial Statutes:

#### *911 Act:*

Cornwall RCMP received two calls under the 911 Act in September; both were misdials, neither of which were 911 related.

#### *Mental Health Act:*

Cornwall RCMP received nine calls under the Mental Health Act in September; five individuals were transported to the hospital for further assessment.

#### *Trespass Act:*

Cornwall RCMP received one report under the Trespass Act in September. It was a report of an individual walking through the complainant's back yard on several occasions. Patrols were made but no one was located. She was advised to call at the time the next time this happens.

***Liquor Act:***

Cornwall RCMP received one report under the Liquor Act in September. It was believed that several teenagers were in a parking lot possibly drinking or smoking cannabis. The individuals were spoken to but none were drinking or taking drugs.

***Coroner's Act:***

Cornwall RCMP received one report under the Coroner's Liquor Act in September. It was not deemed suspicious.

***Controlled Drugs & Substance Act:***

Cornwall RCMP received one report under *the Controlled Drugs & Substance Act in September*. There was insufficient evidence to proceed.

***Criminal Code:***

***Disturbing the Peace:***

RCMP received six reports of Disturbing the Peace in September. The first report was from an individual who heard someone scream "save me" then nothing more. Police attended and canvassed the area with negative results, several of neighbors had been outside at the time and had heard nothing. The second file was the report of an individual wandering around the new detachment for at least 45 minutes, who appeared to be intoxicated and waiving something. He was gone when police arrived. The third report was a neighbor dispute. The fourth report was over a damage deposit which was civil, not criminal. The fifth file was a noise complaint. The individuals were spoken with and went inside. The sixth report was regarding an intoxicated individual who was taken to the correctional centre to sober up for the night.

***Disobeying of Court Order:***

RCMP received one report of Disobeying of Court Order in September. An individual contacted someone he was on conditions not to. The complainant did not wish to proceed with charges.

***Fail to Comply:***

RCMP received two reports of Failure to Comply in September. One was in error; the individual did not realize her ex was on conditions not to contact her when she had contacted him. The individual on the second file broke her conditions and attended her ex's residence. She was served an appearance notice and will be going to court.

**Crimes Against Persons:**

*Assault:*

Cornwall RCMP received four reports of Assault in September. The first file was a report of road rage that escalated. The second file was a roommate dispute, the parties involved all agreed to stop fighting and deal with the issue through IRAC. The third file was a sibling dispute; the complainant did not wish to provide a statement. The fourth file was the report of a possible assault of a neighbor. Police attended as did Child and Family and it was confirmed the argument was strictly verbal.

*Assault with a weapon:*

Cornwall RCMP received one report of Assault with a Weapon in September. An individual was arrested and charged. This file is ongoing.

*Criminal Harassment:*

Cornwall RCMP received one report of Criminal Harassment in September. It turned out to be a misunderstanding.

*Uttering Threats:*

Cornwall RCMP received one report of Uttering Threats in September. It involved two teenage girls; both were warned.

*Invitation to Sexual Touching:*

Cornwall RCMP received one report of Invitation to Sexual Touching in September. This was done virtually and is still being investigated.

*Being Unlawfully in a Dwelling House:*

Cornwall RCMP received one report of Being Unlawfully in a Dwelling House in September. It was a report that an individual went into the complainant's house uninvited to get her child, which is also the child of the complainant's boyfriend. That individual was spoken with and asked not to attend unless invited.

**Crimes Against Property:**

*Mischief:*

Cornwall RCMP received seventeen reports of Mischief in September. Eleven of the files had insufficient evidence to proceed, two were unfounded, two were reported for information purposes only and two are still open.

***Theft Under \$5000:***

Cornwall RCMP received twelve reports of Theft Under \$5000 in September. Seven of the files were gas drive off's, one was a lost cell phone that was suspected to have been stolen, one was a stolen Amazon package (which turned out not to be stolen), one was stolen alcohol, one was theft from a grocery store and the final was theft from a vehicle.

***Fraud:***

Cornwall RCMP received two reports of Fraud in September. The first file turned out to be a civil issue. The second was an individual who took a cab without paying for it. This did end up getting paid by the individual's son.

***Break and Enter:***

Cornwall RCMP received three reports of Break and Enter in September. The first report was a civil issue over a deceased's belongings. The second file was a report from an individual who thought someone was breaking into his home when he wasn't there. He was watching on his phone; this turned out to be relatives. The third file was the theft of a dehumidifier from job site.

***Common Police Activities:***

***False Alarms:***

Cornwall RCMP responded to two False Alarm calls in September.

***Suspicious Persons:***

Cornwall RCMP responded to two complaints of Suspicious Persons/Vehicles in September.

***Assistance to the General Public and Assistance to Others:***

Cornwall RCMP responded to eight requests for Assistance to the General Public/Agencies in September.

***Criminal Record Checks:***

RCMP conducted 46 criminal record/vulnerable sector checks for residents of Cornwall in September.

MAYOR'S REPORT - Town of Cornwall - September 2023

	2023	2022	YTD 2023	YTD 2022
<b>TRAFFIC OCCURRENCES</b>				
Traffic Collisions	6	1	51	49
Traffic Related	25	24	185	225
Check Stops			2	5
Other Criminal Code				
Impaired Operations	9	2	26	19
Dangerous Operations				
Off Road Vehicles Act			3	1
Other				
<b>PROVINCIAL STATUTES</b>				
Liquor Act	1		6	4
Fire Prevention Act			5	4
Litter Act			1	4
Child Welfare Act		2	4	7
Coroner's Act	1		4	2
Dog Act			1	1
Family Relations Act			5	3
Mental Health Act	9		36	37
Cannibus Act		1	1	2
911 Act	2	3	33	19
Trespass Act	1	1	12	18
Municipal By-laws			2	4
Quarantine Act				2
Other	1		5	4
<b>FEDERAL STATUTES</b>				
Firearms Act				
Explosives Act				
Youth Criminal Justice Act				
Excise Act				
Other				
<b>CRIMINAL CODE</b>				
Fail to Comply	2	1	9	7
Disturbing the Peace	6	3	37	22
Public Mischief				1
Criminal Harassment			6	6
Breach of Peace			3	4
Disobeying of Court Order	1		4	4
Other			3	6
<b>NATIONAL SURVEY</b>				
Prisoners Held				
Other				
<b>DRUG ENFORCEMENT</b>				
Trafficking			1	
Production				
Possession			1	
Other				
<b>CRIMES AGAINST PERSONS</b>				
Sexual Assault			3	4
Sexual Offences			1	1
Harassing Communications		2	7	19
Harassment	1		1	
Uttering Threats	1	1	14	11
Assault	4		25	13
Assault with a Weapon	1		3	3
Other	2		11	
<b>CRIMES AGAINST PROPERTY</b>				
Theft Under	12	5	64	50
Theft Over				1
Theft of Motor Vehicle			4	
Property Obtained by Crime			1	2
Mischief	17	12	86	51
Fraud	2	2	15	12
Break and Enter	3	2	9	5
Other			3	
<b>COMMON POLICE ACTIVITIES</b>				
Index Checks	46	41	394	335
Suspicious Persons	2	3	29	35
False Alarms	2	10	48	58
Items Lost/Found		1	10	14
Demonstrations/Protests				1
Assistance General Public	6	9	45	54
Assistance to Other	2	3	20	34
Other				
<b>TOTAL</b>	<b>165</b>	<b>129</b>	<b>1229</b>	<b>1157</b>
SOTS Issued	30	31	285	282
Warnings Issued	6	7	107	87
Number of Complaints in the Community	119	88	845	822

## **PEI BYLAW ENFORCEMENT**

### **TOWN OF CORNWALL BYLAW REPORT - Sept, 2023.**

- Patrolling and monitoring open files.
- Sept 1 – NOV issued and posted on door at 65 Harold Crt. for derelict vehicle.
- Sept 8 – NOV issued to 33 LaCardy for debris, garbage and uncut grass.
- Sept 15 – 55 Byway have moved their garbage bin corral. Much better location .
- NOV issued to 22 Keri Dr. for mattress roadside to be removed.
- NOV issued to 66 Byway for uncut grass.
- Sept 22 –NOV issued to 31 Skywater for no permit for accessory building.
- NOV issued to 9 Fernwood for no permit for deck.
- NOV issued to 83 Ferry Rd for no permit for accessory structure.
- NOV issued to 8-10-12-14 Muttart for uncut grass.
- Sept 29 – NOV issued to Rogeven Rd for property maintenance. Derelict vehicle and debris to be removed.

**Officer - DONNA J JOHNSON - B.Mus.**

**PEI Bylaw Enforcement**

**[peibylawenforcement@gmail.com](mailto:peibylawenforcement@gmail.com)**

**902-218-7045**

## **PEI BYLAW ENFORCEMENT**

### **TOWN OF CORNWALL BYLAW REPORT - August, 2023.**

- Patrolling and monitoring open files.
- Aug 4 – NOV issued to 46 Lakeview Dr. for derelict vehicles, pool with no fence.
- NOV issued to 10 John St for derelict vehicle.
- NOV issued to 65 Harold Crt for derelict vehicle.
- NOV issued to 2 John St for discarded mattress.
- Aug 11 – No new files. Monitoring open files and watching for NOV compliance.
- Aug 18 – Office closed. No new files. Checking on NOV compliance.
- Aug 25 – NOV issued to 43 & 51 Candlelight for uncut grass
- NOV issued to 112 Mill Pond Rd for uncut grass.
- NOV issued to 10-12-14 Muttart for uncut grass.
- NOV issued to 65 Harold Crt for derelict vehicle.

**Officer - DONNA J JOHNSON - B.Mus.**

**PEI Bylaw Enforcement**

**[peibylawenforcement@gmail.com](mailto:peibylawenforcement@gmail.com)**

**902-218-7045**

<b>Town of Cornwall - Summary of Month &amp; Year to Date</b> <b>(April 2023 - March 2024)</b>
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Category	Last Month YTD	September	YTD
By-Law Cases - New	2	0	2
By-Law Cases - Closed	2	2	4
Humane - New	1	0	1
Humane - Closed	7	1	8
Dog Act - New	0	0	0
Dog Act Closed	1	0	1
Stray Dogs to Shelter	0	1	1
Stray Dogs Returned to Owner	0	1	1
Stray Cats to Shelter	3	4	7
Stray Cats Returned to Owner	0	0	0
Community Patrols	94	16	110
Licenses Issued	2	0	2
For The Record - New	0	0	0
For The Record - Closed	1	0	1
Health & Wellness - New	1	0	1
Health & Wellness - Closed (bites that break skin)	0	0	0
<b>Total</b>	<b>114</b>	<b>25</b>	<b>139</b>

**Charges for Boarding of Unclaimed Stray Dogs**

Board (5 days, \$22 per day)	0 dogs @ \$110	\$0.00
Euthanasia (\$75 per animal)	0 dogs @ \$75	\$0.00
	<b>Total</b>	<b><u>\$0.00</u></b>

**TOWN OF CORNWALL  
PARKS & RECREATION COMMITTEE MEETING  
Wednesday September 13<sup>th</sup>, 2023, at 4:30 PM**

**Attendance:** Chair Cory Stevenson, Steven Campbell, Mayor Minerva McCourt, Judy Herlihy  
**Staff:** Kevin Coady, Kim Meunier, and Jennifer Hanus  
**Regrets:**  
**Public:** Chantal Batchilder

**1) Call to Order**

Councillor Cory Stevenson called the meeting to order at 4:30 pm.

**2) Land Acknowledgement**

Chair Cory Stevenson welcomed everyone and began the meeting by acknowledging that the land we gather on is the ancestral land of the Mi'kmaq and we respect the Mi'kmaq as the Indigenous People of Prince Edward Island.

**3) Approval of Agenda**

Additional items:

8 vi – 2 Billion Trees Program

8 vii – Halloween Event

It was moved by Councillor Campbell and seconded by Councillor Herlihy that the agenda be approved with the additions.

**CARRIED**

**4) Disclosure of Conflict of Interest**

NIL

**5) Approval of Minutes**

After a correction to the minutes of August 9<sup>th</sup>, 2023, it was moved by Councillor Campbell and seconded by Mayor McCourt that those minutes be approved as read.

**CARRIED**

**6) BUSINESS ARISING FROM THE MINUTES**

a) Memorial Bench Request

- i. A resident from Hillside Meadows made a request to put a memorial bench in the Hillside Meadows Park in memory of his father. Kim will follow up with him to let him know we are working toward a program.
- ii. A memorial bench or tree program was first discussed at the end of the previous term of council and was brought forward by Councillor Elaine Barnes and Chair Cory Stevenson.
- iii. Kim obtained quotes from two sources for benches for the committee to review.
- iv. Councillor Herlihy enquired as to whether wrought iron or wood benches would hold up better.

- v. Committee members reviewed the bench options and chose either the Plaque Bench (\$1,990.00 + Tax and Freight), the Courtyard Furniture Bench (\$1,723.00 + tax and freight), or the Plaza Bench (\$1,689.00 + tax and freight). Councillor Herlihy prefers a bench that is metal or wood as it is sustainable and in line with the plan to be plastic free. The Plaza Bench is made from recycled plastic which would be a second choice
  - vi. These benches would be available for the public to purchase and add a plaque to and placed in parks or along trails in Cornwall.
  - vii. The Memorial Tree program was mentioned as the Town is in the process of taking over the maintenance and selling of the trees for this program. With the request from the resident for a bench, the question becomes what the memorial program looks like.
  - viii. Councillor Stevenson mentioned that maybe Town would subsidize the cost of the bench so the person making the request would not have to pay the full amount.
  - ix. Charlottetown and Summerside have similar memorial programs and Kim will reach out to these municipalities to see what their programs look like so that the Town can create their own program. The committee agreed that the bench we choose will be the same for all who are looking to purchase a memorial bench.
  - x. Mayor McCourt suggested reaching out to the International Children's Memorial Place.
- b) Hyde Pond Park
- i. A new sign has been ordered. Sign will be 3ft x 6ft on two black posts stating that the park is closed between dusk and dawn
  - ii. There will also be 'THIS PROPERTY IS UNDER VIDEO SURVEILLANCE' signs placed around the property.
  - iii. The signs are meant to be a deterrent to loiter at the park and for the RCMP to be able to enforce the hours to reduce the vandalism and parties reported by residents in the surrounding area.
  - iv. Kim will send out a photo of the sign once it is in place.
- c) Fireworks Follow Up
- i. Kim provided the committee with updates from Fireworks FX regarding the location of the Canada Day Fireworks, the option of digital fireworks, and the environmental impact of fireworks.
  - ii. These updates were provided in the agenda package.
  - iii. Kevin Coady mentioned that the only other location would eventually be in the park at West River Estates.
  - iv. The result of the responses was 2 of 3 committee members along with Mayor McCourt agreed that the location of the fireworks would stay the same.
- d) Cornwall Area Minor Ball Association (CAMBA) Batting Cage
- i. Kim reached out to CAMBA following the August 9<sup>th</sup> meeting but did not get a response.
  - ii. Kim reached out again prior to the meeting and received a response. CAMBA responded to say they are asking the Town for half of the required \$20,000 to build a new batting cage at East Wiltshire School.
  - iii. The money would be used mainly to pay for fencing to protect the batting cage from vandalism and damage.

- iv. Kim asked if they had done any other fund raising to support the cost. CAMBA has been fund raising through the High Five for Kids 50/50 draws but had not approached other business yet for support.
- v. The ball fields at East Wiltshire are not on Town property
- vi. The original batting cage was built and paid for by the Lion's Club.
- vii. The committee was not comfortable with funding the batting cage that would not be on Town property.
- viii. Mayor McCourt mentioned that the ball fields are empty from 12pm Saturdays until 2pm Sunday, and the Town also subsidizes the program.
- ix. CAMBA has lowered their rates and gave the Town some credit.
- x. As a note it was mentioned that the number of residents registered in sport programs overall is lower than the number of non-residents.
- xi. Kim was asked to approach CAMBA again to suggest that the Town would not be willing to fund the batting cage unless it was built on Town Property and to check with the Lion's Club about funding.

## 7) NEW BUSINESS

Kim provided an update to all committee members with information related to the below subjects in the form of the September Managers Report

### A. Programs Update

- i. Summer wrapped up on September 1, 2023
- ii. There were 65 kids in the Fun Under the Sun Camp, 12 full time children in the Sport and Adventure Camp. There were between 10-12 kids each week in the part time Sports and Adventure Camp.
- iii. Camps took a few field trips (noted in the Manager's Report)
- iv. There are currently 58 children registered in the After School Program with a maximum number of 60 spots available. The maximum number we can take in the program is limited by the amount of space available as we do not have access to the lower level of the Civic Centre for the winter.
- v. The Provincial Support for one on one care for the After School Programs was discussed. For this program, we do not have any support for one on one care. There are children on the wait list for extra support
- vi. Parents are registering children in the program and not disclosing all the information about support that the child will need and as a result the children are not able to remain in the program.
- vii. We are finding more children need the extra support and there is less funding to help support the extra staff.

### B. Events

#### i. Event Recap

##### 1. Just Live Fun Run

- Feedback from residents was very positive. Comments were made about how smooth the event was and the traffic was handled very well.
- The event was well run and the run committee was very grateful for the support the Town was able to give.
- There were approximately 80 volunteers.
- The committee plans to make the event an annual one and will be in touch for the next event at the same time in 2024.

- The Church did make a complaint about people parking in their lot, but the run committee handled the complaints very well and will reach out to the church early next year.
- The run route utilized the trails around Cornwall including the MacPhail Trail, and Hyde Pond Trails
- There has been an increase in the number of runners using our trails since the run.

## 2. August 25 Park Party – Pool Side Park

- The party in the park was well attended
- The movie night in the park was moved inside at the Cornwall Civic Centre when the rain started. It was noted that the location change was not as well advertised as it could have been. The suggestion was made that the advertisements for the Movie in the Park include the rain location.

## ii. Upcoming Events

### 1. Cornball Tournament

- The original date for the Cornball Tournament was set for September 16 & 17<sup>th</sup>. With the approach of Hurricane Lee, the dates have been changed to October 14 & 15.
- We expect 8 – 12 teams for Cornball.

### 2. Cornfest

- Yard sale registration for tables is strong. With the approach of Hurricane Lee, the 70 Mile Yard Sale will now be held the same day as the Cornfest Yard Sale. It was noted that the 70 Yard Mile Sale has interfered in the past, but the committee for that event is discussing changing the dates to August. Chair Stevenson mentioned making a Yard Sale in the Town and annual event on the Events Master List.
- Chantal Batchilder provided a brief update on volunteers and requested maybe a few youth for Sunday afternoon events to watch over the bouncy castles.
- Meals on Wheels – Cornwall will be running a 50/50 draw the weekend of Cornfest with ticket sales happening at the Independent Grocer and the draw will be held during the barbeque on Sunday September 24.
- We want to ensure the tickets for the Ceilidh sell well, it will be promoted at events prior to the event on Saturday.
- It was noted that Boney Oaks Band will play at the Fun on the Hill event on September 24<sup>th</sup> from 1:00pm - 3:30pm.
- Chair Stevenson mentioned having Ava and Lily Rashed for future events.

### 3. Other Event Committee Discussion

- Chair Stevenson brought item 8 vii Halloween Events up to discuss and it was confirmed that the Haunted Woods would be going ahead this year, with donations going towards Christmas Families.
- The events committee will be actively looking for volunteers to add to a list for future events. This will include recruiting from Bluefield High School for students looking for volunteer hours.
- Chantel mentioned the Grade 9 exploratory program was mentioned as a component of this new program may include volunteerism for grade 9

students and asked the committee if they were comfortable with asking the Grade 9 students to volunteer.

- Planning for the Halloween, Remembrance Day, and Christmas events has already begun with brain storming about what can be done. A paint night has been planned as part of Snowfest.
- The Events Committee are planning ahead for more family skates and to book the APM Centre now for both Christmas and Snowfest family skates.
- Councillor Herlihy was curious to know if the Events Committee had a good core group of volunteers. It was noted that there is a wide range of ages and the Events Committee is trying to find events and spots for older teens on the committee.
- Younger committee members would like to have Rachel Beck for a show. The Committee is trying to figure out how to fit it all into the existing events.
- Mayor McCourt mentioned that the Town has in the past tried a Terry Fox Run, however, it was never well attended as the main place for the Terry Fox Run has been Charlottetown. Chantel suggested tying it in to Cornfest in some way and hold a 1km event for kids and a 5k event for everyone else. It was mentioned that we don't have to tie it in to money, but possibly make a donation on behalf of the Town to the Terry Fox Foundation.
- Kevin Coady extended his thanks to Chantel and the rest of the Events Committee.

### **C. Facilities**

#### **i. Facility Booking Update**

1. This was mentioned in the Managers report.
2. It was noted that the Usage Hours presented in the Managers Report were up to date as of August 9<sup>th</sup>, 2023. These usage hours do not include a comparison to previous years. It was suggested that this be included in future reports so that the committee can see any change in hours.
3. It was noted that the Ramblers are using fewer hours, however, Lacrosse PEI has added extra hours this summer.
4. The lifespan of the turf field is 10-12 years, and the Football Field is more than 15 years. Turf Replacement plans for the turf on the football field were discussed as need this is the field that needs to be replaced. There was no government funding provided so the bulk of the cost will fall to the Town. The discussion mentioned asking Mark McLane to put pressure on the PEI Government to provide funds as the field will not be useable after this year. Staff were not able to use the groomer on the field as it damaged the turf resulting in approximately 10 hours/week to fix and patch the turf. The field was hand swept most of the summer to reduce the possibility of damage cause by the groomer.

#### **ii. Lacrosse Nationals – August 31 – September 3, 2023**

1. The event was well attended. participants and fans enjoyed the event overall and the economic impact for the Town businesses was great. There were a few issues with the event that could have been solved prior to the start if the group had provided an event/site plan.

2. Some of the issues that came up were discussed and included but were not limited to:
  - Extra trailers on site besides the one food truck which had a permit. All trailers required power that was not noted or arranged beforehand.
  - The event did not provide security though they were told in a meeting prior to the event that they would be required to provide security.
  - Event schedule for games was not provided until Thursday morning. There was one game scheduled for Thursday though the Town was told games wouldn't start until Friday morning.
  - The banquet for the event was planned at the last minute to be held at the Terry Fox Complex with tables and chairs to be supplied by the Town for the event.
3. The Parks and Recreation Committee discussed requiring large tournaments to sign an agreement stating that they must provide the Town with an event plan including a site plan, that the Town will approve before the event can go ahead. This would help to alleviate the strain on the Town Staff.

## 8) OTHER

### i. Sea Gulls at TFSC

- a) The falconer was hired and brought the falcon to the fields 3 times/week. There was a decrease in the number of sea gulls, but it did not completely solve the problem.
- b) School started on September 7 and this has helped the situation as there are children on the fields during the day.
- c) The bigger issue with the turf field is that we are not able to groom the field as we normally would as it is damaging the field more than helping as noted in section C i.4.
- d) The committee decided to cancel the falconer, however, Kim was asked to look in to the cost of the falcon kites that can be attached to the sides of the fields to discourage sea gulls from landing.
- e) Councillor Campbell mentioned that Summerside has pinwheels set up to discourage birds from landing on the field, however, these would not be appropriate for TFSC as we are not able to put stakes through the turf, and the only grassy area to put them in is at the ends of the field.
- f) It was noted that Kent Building Supplies has what looks like reflectors on the building that spin. This might be an option for the field.
- g) Staff has also started putting the corner flags on the field to create movement to deter the birds.

### ii. Parade Float

- a) In 2019, the previous council approved the creation of a generic parade float for the Town of Cornwall that could be used in various parades on the Island. A budget of \$5,000 was allocated to the Float.
- b) Chair Stevenson noted that he would reach out to the members of Council for their input on what out float should look like.
- c) The float has not yet been built and has been proposed again with the creation of the Town Christmas Parade.
- d) Council will need to decide on a general theme for the float that can then be decorated based on the parade it is being used in. Some themes that were discussed were the Terry Fox Sport Complex, or the meaning of Cornwall, why it was named Cornwall.
- e) The type of float would be a trailer that can be hauled behind one of the Town trucks.

- iii. **Terry Fox Sport Complex Hours**
  - a) Kim has received complaints from residents about the late hours at the Terry Fox Sport Complex.
  - b) The current hours are 8am – 11:00pm. There are occasions when the games may go over time due to injury or delays in the game.
  - c) On the nights in question, there were soccer play off games that were taking place on two Tuesday nights in a row. As these games were playoff games and could not be left as a tie, they ran in to overtime and finished at 11:30pm.
  - d) Football games are scheduled from 4:30 – 11:00pm and tend to be louder as there are more people in attendance.
  - e) Games have run past 11:00pm a total of 3 times all summer.
  - f) The resident mentioned that there were people on the volleyball court at 7:30am in the morning. Kim confirmed that there were no bookings on the courts for that time and it may have been residents that were out to play.
  - g) Kim will follow up with the resident to explain the hours why they may run overtime.
- iv. **Christmas Decorations/Banners**
  - a) The 30 light poles installed during the current phase of construction on the Active Transport trail from John St to the Terry Fox Sport Complex have mounts for banners and electrical outlets on them. This was so the Town could place banners and decorations on the poles.
  - b) The cost of the decorations and banners could be included in the budget as part of the Capitol Project on Main St to purchase.
  - c) Kim will reach out to companies for prices on banners and decorations.
- v. **55 Plus Winter Games**
  - a) The 55+ Winter Games approached Kim to have the Town of Cornwall host the Winter Games.
  - b) Cornwall has hosted the 55+ games in the past, however, there has been a change in how much the host municipality is required to do.
  - c) A package was sent to the Town from the 55+ Games Society for the Committee to review. It was quite detailed and would require a lot of Town staff resources and money to host.
  - d) The committee decided that there was not enough economic benefit to account for the added strain on the Town Staff to host the event.
- vi. **2 Billion Trees Program**
  - a) Cornwall was granted funding from the 2 Billion Trees program to plant 400 trees the areas mentioned in the grant application. These areas were Hyde Pond and Lacardy Drive green spaces.
  - b) The trees in the Lacardy Drive will be planted in areas where trees were lost during Fiona and includes an area along the Cornwall Christian Church property.
  - c) Kim will discuss the placement of the trees in the Hyde Pond area with Billy Ramsey
  - d) Members of the Cornwall Area Watershed Association will help to plant the trees.
  - e) Project must be wrapped up and report filed before November 15<sup>th</sup>, 2023.

9) **IN CAMERA**  
NIL

10) **NEXT MEETING**

The next Parks and Recreation Committee meeting will be held Wednesday, September 13th at 4:30 pm.

11) **ADJOURNMENT**

Meeting adjourned at 6:57pm

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**Cory Stevenson, Councillor**  
Chair, Parks and Recreation Committee

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**Kim Meunier**  
Manager, Parks and Recreation

**TOWN OF CORNWALL  
PARKS & RECREATION DEPARTMENT  
- OCTOBER REPORT-**

**Camp Update**

- **After School Camp**
  - There are currently 60 children registered in our program. This is the maximum number of children our program will be accepting due to space issues.
  - Outside organized activities include, capture the flag, grounders, soccer, skipping, and chalk art on the black top.
  - Indoor activities include; arts and crafts, and active games such as everyone it tag, river banks boats and individual group table top games
  - The first PD Day was held on September 29<sup>th</sup> and had 32 children registered.

**Fall Programs Update**

- All fall programs have begun.
- Program registrations continue to be good, some of our larger programs are.
  - Adult Volleyball – 27
  - Ball Fitness – 25
  - Chair Yoga – 21
  - Indoor Pickleball – 20
  - Line Dancing – 21
  - Yoga with Karina – 24
  - Dodgeball – 24 (16 youth, 8 teen)
- The youth cooking and baking classes are capped this year at 12 due to space. They are both sitting around 11 participants.
- The preschool programs being offered include My 1<sup>st</sup> Sports – 10 registered and Little Artists – 6 registered, both programs are going well.

**Events**

**Cornfest Recap**

- The event was held from September 21 – September 24, 2023.
- Senior Corn Chowder Dinner – There were approximately 62 seniors at this event. Lunch was prepared by Dawn Sprake and was served by staff and volunteer representatives from Hanson Solar. The lunch was well received and there were approximately 12 new attendees.
- Youth Dance – This event was held on September 22, 2023. There were approximately 60 children in attendance. Bailey Anderson (Day camp staff) was the DJ for the event. Lights were rented through Long & McQuaid. The event was free, but the canteen sold treats (choc bars, pop, etc.), most of the supplies were sold out.
- Due to low registration numbers, trivia, the lawn games tournament, and disc golf were all cancelled.

- Yard Sale – The Town held the annual yard sale on Saturday September 23, 2023, from 8:00am – 12:00pm, and all 30 tables that were available at the Civic Centre were utilized. We did not have any residents that called to register their address.
- Dessert bingo – This was held on Saturday afternoon and was well attended with approximately 60 in attendance. Desserts were purchased from Mary’s Bakery and were given out as prizes. These new fall dessert prizes were well received, and changed the demographic of the event which has traditionally been children.
- Sunday Family Fun on the Hill was a HUGE hit with over 600 people in attendance. There were 2 bouncy castles provided by PEI Inflatables, Boney Oaks Band, face painting, balloon twisting and a tie-dye station. The corn shucking competition was entertaining, and the crowd was very engaged, with Fadi Rashed from Sam’s Restaurant winning this year’s title! This year we also had many young children, youth and teens that also participated in the competition. The Barbeque and Corn Boil had a huge turnout, with a mile long line up for cooked Keddy’s corn! The Committee would highly recommend Top Hat Party for face painting and balloon twisting again – they always had a huge line up of kids! It would be great if the Committee could secure a couple more face painters. As well as Keddy’s corn for the corn boil! Overall, it was a successful event with a huge turnout!

## **Up Coming Events**

### **Cornball Tournament**

- This year’s event will be held October 14<sup>th</sup> & 15<sup>th</sup>, 2023.
- To date, there are 12 teams confirmed for the event.
- All games will be played at East Wiltshire fields.

### **Halloween Event**

- This year’s Halloween event will occur on October 28<sup>th</sup>, 2023.
- The Town along with our events committee intend to do similar event as last years with the children’s party and then the Haunted Woods for the braver.
- Both events will be held once again at Hyde Park behind Westwood School.

### **Youth Halloween Dance**

- The Town will once again be holding a youth costume dance party at the Cornwall Civic Centre on October 27, 2023.
- The event will be open to those in grades 3 – 6.

### **Veterans Dinner**

- The committee has decided to do an in-person event this year.
- The event will be held on November 4, 2023, at the Kingston Legion.
- Staff have applied for funding through Commemorative Partnership Program to support this event.
- The plan for the event includes sit down meal, entertainment, and a guest speaker.

## **Facilities**

### **Terry Fox Sports Complex**

- Usage comparison at the Terry Fox from April 1 – September 30<sup>th</sup> is:

2023	2022
Soccer Turf: 652hrs.	Soccer Turf: 557hrs.
Football Turf: 515 hrs.	Football Turf: 480hrs
Beach Volleyball: 267.5hrs.	Beach Volleyball: 286

### **Ball Fields**

- Usage at all ball fields from April 1 – September 30th, is:

2023	2022
TFSC Upper: 511 hrs.	TFSC Upper: 331hrs.
TFSC Lower: 359 hrs.	TFSC Lower: 299hrs
East Wiltshire: 544 hrs.	East Wiltshire: 501hrs
York Point: 431 hrs.	York Point: 461hrs

Respectfully Submitted  
Kim Meunier

**Town of Cornwall  
Planning Committee Meeting  
September 6, 2023 at 4:30 PM**

**Attendance:** Mayor Minerva McCourt, Deputy Mayor Jill MacIsaac (Chair), Corey Frizzell, and Steven Campbell  
**Staff:** Kevin Coady, Spencer Hay, and Emma Hicks  
**Regrets:** None  
**Public:** None

**1) CALL TO ORDER**

Deputy Mayor Jill MacIsaac chaired the meeting which was called to order at 4:32pm.

**2) LAND ACKNOWLEDGEMENT**

Chair MacIsaac welcomed everyone and began the meeting by acknowledging that the land we gather on is the ancestral land of the Mi'kmaq and we respect the Mi'kmaq as the Indigenous People of Prince Edward Island.

**3) APPROVAL OF AGENDA**

It was moved by Councillor Campbell and seconded by Councillor Frizzell that the Agenda be approved as read.

**CARRIED**

**4) DISCLOSURE OF CONFLICT OF INTEREST**

NIL

**5) APPROVAL OF MINUTES**

It was moved by Councillor Campbell and seconded by Councillor Frizzell that the Minutes of August 16, 2023, be approved as read.

**CARRIED**

**6) BUSINESS ARISING FROM THE MINUTES**

**a) Housing Accelerator Fund**

The deadline for submission to the Housing Accelerator Fund is September 29, 2023. Staff updated the Committee on the five (5) initiatives that will be included in the application. Initiatives include increasing building height as-of-right, reducing parking stall requirements for multiple unit development, the ability for council to consider multiple dwelling unit designs not currently defined in the Bylaw, permitting accessory dwelling units, and adoption of a Development Charge Bylaw. Staff advised that two initiatives are already underway, such as Bylaw amendments to consider multiple dwelling unit designs, and preparation of a Development Charge Bylaw.

**b) 456 Ferry Road – Shipping Container**

The application was brought to the Committee on August 16, 2023, and the Committee requested that staff look into the matter of storage containers in other municipalities. Staff advised that containers are prohibited in the City of Charlottetown Bylaw (Section 5.2.2), while the City of Summerside, Town of Stratford, and Three Rivers Zoning & Development bylaws do not mention storage/shipping containers. Further, storage

containers do not meet the definition of “Building”. The Committee discussed the possibility of allowing containers in the Agricultural Reserve (A1) Zone, Rural Residential (RR) Zone, and General Commercial (C1) Zone, subject to the same requirements as Accessory Buildings (i.e.: setbacks, lot coverage, etc.), as well as conditions relating to the aesthetic of the container. Staff advised the committee that this change would be subject to a Bylaw Amendment and Public Meeting, and would prepare a draft Bylaw for review.

**7) NEW BUSINESS**

**a) Land Donation – 71 & 77 By Way Avenue**

The Condo Corporation of 71-73-75-77 By Way Avenue has offered to donate a portion of the outdoor common area to the Town as greenspace. Currently the Condo Corporation has maintained the area. Staff provided the Committee with a site plan indicating the property in question. The Committee discussed that the property is adjacent to the Hyde Pond Trail and would provide a public greenspace for that area.

*It was moved by Councillor MacIsaac and seconded by Councillor Campbell that Council accept the donation of land.*

**b) Proposed amendments to Zoning & Subdivision Control (Development) Bylaw #422**

Amendments to the Bylaw (Bylaw #422C) was presented at a Public Meeting on August 31, 2023, and still open to public comment until September 18, 2023. Staff provided the Committee with additional amendments to the bylaw relating to housekeeping and procedural clarification, to be presented at a Public Meeting (date to be determined).

*The Committee recommends the proposed Bylaw Amendments be presented at a Public Meeting.*

**8) OTHER BUSINESS**

NIL

**9) IN CAMERA**

NIL

**10) NEXT MEETING**

The next Planning Committee meeting will be held Wednesday, October 4, 2023, at 4:30 pm.

**11) ADJOURNMENT**

Meeting adjourned at 5:22pm.

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**Jill MacIsaac, Deputy Mayor**  
Chair, Planning Committee

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**Spencer Hay**  
Manager, Planning & Development

**Town of Cornwall - Public Meeting**  
Thursday, August 31, 2023 – 7:00 pm  
APM Centre  
35 Mercedes Drive, Cornwall, PE

**Attendance:** 13

**Call To Order**

The meeting was called to order at 7:00pm.

**Agenda:**

Mr. Hay welcomed those in attendance and introduced himself as Manager of Planning & Development. Mr. Hay advised the agenda items to be presented are Jessie Street Subdivision & Development Application, Lakeview Drive Consolidation Application, and Proposed Bylaw Amendments.

Resident Ernie Gallant interrupted Mr. Hay and wanted to state his comments prior to the presentation of applications. Mr. Gallant stated that in his opinion he doesn't think that what anyone says here tonight will make a difference. With respect to the Lakeview Drive Consolidation, Mr. Gallant stated that the properties were rezoned to PURD in 2018 and the concept was for 30-unit block townhouses. Mr. Gallant's concern was that the approved concept of townhouses was changing due to the proposed Lot Consolidations. Mr. Hay clarified to those in attendance that there is no application to change the intended use of the development. Should there be an application to change the concept design from townhouses it will be subject to public consultation. Mr. Gallant contended that it still won't matter and exited the gymnasium.

Mr. Hay continued with the presentation and reviewed the application and development process of the Planned Unit Residential Development (PURD) Zone. Properties of both Jessie Street Subdivision and Development Application and Lakeview Drive Consolidation Application are zoned PURD. Applications are submitted for preliminary review and subject to public consultation. Following which, council will vote on the development concept and may issue preliminary approval. If preliminary approval is granted, the developer shall provide final engineering, architectural, and/or legal survey plans for formal review. Once all conditions of the Zoning & Subdivision Control (Development) Bylaw #422 are satisfied, Development Agreements and/or Subdivision Agreements are entered into to enforce compliance with the development concepts. Mr. Hay advised the PURD Zone objectives are to promote innovative housing solutions, and permitted uses are single-detached and semi-detached dwellings, row or townhouse, block townhouse up to 6-units, group homes, parks and playgrounds.

**1. Development Concept – Jessie Street Subdivision & Development (PID 246884)**

Mr. Hay presented the Jessie Street Subdivision and Development Application on behalf of the Applicants. The extension of Jessie Street connecting to the intersection with Main Street has been constructed, and the Province has applied to subdivide the road corridor from PID 246884 and append to the Public Right of Way. Subsequently, the property owner of PID 246884 has proposed the development of two (2) 6-unit townhouses on the remnant portion of PID 246884. The proposed building plan and subdivision plan were shown. The remnant portion of PID 246884 is approximately 1.02 acres and is serviced to facilitate two (2) 6-unit townhouses. The

concept plan meets all of the necessary set-back, frontage and lot coverage requirements of the PURD Zone.

A resident asked about the proximity of the townhouses' driveways to the intersection with Main Street. Mr. Hay stated that the Province regulates entranceways and will be reviewed for compliance. No further comments were received.

**2. Lakeview Drive Consolidation (PIDs 431486, 419291, 419309, 245308, 464859, 464891, 464909, 464917, and 464867)**

Mr. Hay presented the Application on behalf of the Applicant. The consolidation Application includes the consolidation of nine (9) lots, being PIDs 431486, 419291, 419309, 245308, 464859, 464891, 464909, 464917, and 464867), consolidated into one (1) property with frontage off Lakeview Drive. The proposed Plan of Survey to consolidate the lots was shown. The properties were approved for 30-unit townhouse development in 2017 as part of the rezoning to PURD. The townhouse concept plan from 2017 was shown. Mr. Hay further advised that there has not been an application to change the concept plan. If it is the intent of the developer to change the concept, they would have to submit an additional application and would be subject to another Public Meeting.

The floor was opened for comments, questions, or concerns relating to this Application. A resident inquired on the status of realigning the Warren Grove Road, Lakeview Drive, and Kingston Road intersection. Mr. Hay advised that the project to construct a roundabout at the intersection is stagnant as there are serious safety concerns associated with the traffic flow. The Lakeview Drive area currently breaches the provincial requirement for a secondary egress when the number of units exceeds 100. Mr. Hay advised that until such time that a secondary egress is provided from Lakeview Drive to Capital Drive, it is not likely that the province will realign the intersection. Additionally, the townhouse development related to the subject properties cannot move forward until a secondary means of egress is provided due to the increased number of units.

Currently, the section of Lakeview Drive where the subject properties are located is not constructed, it is an undeveloped portion of roadway. A resident asked if the undeveloped portion of Lakeview Drive was constructed if it would allow the townhouse development to proceed. Mr. Hay advised that because of the secondary egress requirement, the townhouses could not be constructed without a secondary egress. If developed, that portion of Lakeview Drive still wouldn't provide a secondary egress.

A resident asked what the next steps are for the development. Mr. Hay explained that the secondary egress would be required prior to development, and the remainder of Lakeview Drive would have to be constructed as well. The developer would also have to submit engineered and architectural drawings to confirm compliance with the Bylaw and approved development concept. In addition to Town approval, the developer requires Provincial approval, which cannot take place without the secondary egress.

Another resident asked if the consolidation changes what the Property Owner is able to construct, and Mr. Hay stated that the development still has to be townhouses. If another concept is proposed, it will require another application and Public Meeting.

No further comments were received.

**3. Proposed Amendments to Zoning & Subdivision Control (Development) Bylaw #422**

The proposed amendments to the Bylaw relate to Section 1 (Scope), Section 3 (Administration), Section 4 (General Provisions), Section 9 (Single-Detached Residential (R1)), Section 12 (Multiple Unit Residential Zone (R4)), Revisions to Section 13 (Planned Unit Residential Development Zone (PURD)), Section 14 (General Commercial Zone (C1)), and Section 26 (Definitions).

The text of each proposed amendment was shown indicating the change and read by Mr. Hay. Proposed amendments relate to housekeeping items (formatting, bullet points, etc.), adding/removing language to better clarify intention and procedure, removing reference to Excavation Pits, and allowing consideration for Multiple Unit Dwelling designs in the R4, PURD, and C1 Zones which are not presently defined.

After reading and explaining each of the amendments the floor was open to the public for comment, and none were received.

Mr. Hay advised that written comments will be accepted until September 18, 2023, and will be compiled and provided to Council for consideration. Mayor McCourt thanked everyone for attending, and encouraged residents to contact their Councillors and/or Planning Department if they have any questions or concerns.

**Adjournment**

The meeting was adjourned at 7:42pm.

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**Jill MacIsaac, Deputy Mayor**  
Chair, Planning Committee

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**Spencer Hay**  
Manager, Planning & Development



**TOWN OF CORNWALL  
RESOLUTION**

**DATE:** October 25, 2023  
**COMMITTEE:** Planning Committee  
**MOTION NUMBER:** PL-22-2023  
**First Reading and Approval of Bylaw #422C  
A Bylaw to Amend the Town of Cornwall Zoning & Subdivision  
Control (Development) Bylaw #422**

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Jill MacIsaac**

**Seconded by Councillor** \_\_\_\_\_ **Steven Campbell**

**Whereas:** Council has undertaken a review of the Town of Cornwall Zoning & Subdivision Control (Development) Bylaw #422 (the “Bylaw”) and considered several amendments for the Bylaw;

**And Whereas:** the proposed amendments to the Bylaw were presented to the public at an open meeting held on August 31, 2023;

**And Whereas:** Council has considered the Town of Cornwall Official Plan policy statements regarding servicing, commercial and residential zoning and developments and the criteria for Official Plan and Bylaw amendments under Section 22 of the Development Bylaw, including comments from the Public;

**Therefore, be it Resolved:** that Bylaw #422C, a bylaw to amend the Town of Cornwall’s Zoning and Subdivision Control (Development) Bylaw #422, is hereby read and approved a first time.



# TOWN OF CORNWALL

## RESOLUTION

**DATE:** October 25, 2023  
**COMMITTEE:** Planning Committee  
**MOTION NUMBER:** PL-23-2023  
Variance Application (V-09-23)  
22 Town View Crescent (PID 1037183)

**MOTION CARRIED** \_\_\_\_\_  
**MOTION LOST** \_\_\_\_\_  
**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Corey Frizzell**  
**Seconded by Councillor** \_\_\_\_\_ **Steven Campbell**

**Whereas:** The Town received a Development Permit Application on September 6, 2023, for an above-ground pool and fence at 22 Town View Crescent, being PID 1037183.

**And Whereas:** A subsequent Variance Application was received requesting a 46.7% Rear Yard setback Variance for the location of a proposed above-ground pool.

**And Whereas:** Council considered the Official Plan and the Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422, including Section 21.

**Therefore, be it Resolved:** That Council grant approval to allow a 46.7% Rear Yard setback Variance relating to Development Permit Application C-150-23 at 22 Town View Crescent, being PID 1037183.



# TOWN OF CORNWALL

## RESOLUTION

**DATE:** October 25, 2023  
**COMMITTEE:** Planning Committee  
**MOTION NUMBER:** PL-24-2023  
Special Permit (C-164-23)  
39 Livingston Crescent (PID 1151968)

**MOTION CARRIED** \_\_\_\_\_  
**MOTION LOST** \_\_\_\_\_  
**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Steven Campbell**  
**Seconded by Councillor** \_\_\_\_\_ **Corey Frizzell**

**Whereas:** The Town received a Development Permit Application on September 22, 2023, for an accessory building at 39 Livingston Crescent, being PID 1151968 (the “Property”).

**And Whereas:** The Application requests placing the Accessory Building in the Front Yard adjacent to the attached garage and driveway of the Property due to accessibility requirements.

**And Whereas:** Placement of an Accessory Building in the front yard requires a Special Permit pursuant to Section 4.4.1.6 of the *Zoning & Subdivision Control (Development) Bylaw #422* (the “Bylaw”).

**Therefore, be it Resolved:** That Council grant approval of the Special Permit to allow an Accessory Building in the Front Yard at 39 Livingston Crescent, being PID 1151968, in accordance with the site plan submitted with the Application.

**Therefore, be it Further Resolved:** That should the property change ownership, the property shall be brought into compliance by moving the Accessory Building to the side or rear yard, subject to all other provisions of the Bylaw.



# TOWN OF CORNWALL

## RESOLUTION

**DATE:** October 25, 2023  
**COMMITTEE:** Planning Committee  
**MOTION NUMBER:** PL-25-2023  
Special Permit Use (C-131-23)  
522 Capital Drive (PID 245613) - 18-Unit Apartment Dwelling

**MOTION CARRIED** \_\_\_\_\_  
**MOTION LOST** \_\_\_\_\_  
**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Jill MacIsaac**  
**Seconded by Councillor** \_\_\_\_\_ **Corey Frizzell**

**Whereas:** The Town received a Development Permit Application on August 1, 2023, for a three (3) storey 18-unit Apartment Dwelling at 522 Capital Drive, being PID 245613, which is zoned General Commercial (C1).

**And Whereas:** Apartment Dwellings are a Special Permit Use in the General Commercial (C1) Zone pursuant to Section 14.3.1 of the *Zoning & Subdivision Control (Development) Bylaw #422*.

**And Whereas:** Council has considered the Town of Cornwall 2022 *Official Plan* and the *Zoning & Subdivision Control (Development) Bylaw #422* and determined the development would not unduly impact adjacent properties.

**Therefore, be it Resolved:** That Council grant approval of a Special Permit Use to allow a three (3) storey 18-unit Apartment Dwelling at 522 Capital Drive, being PID 245613, subject to review by the Department of Environment, submission of satisfactory engineering and architectural plans to the Town, and entering into a Development Agreement with the Town.



**TOWN OF CORNWALL  
RESOLUTION**

**DATE:** October 25, 2023  
**COMMITTEE:** Planning Committee  
**MOTION NUMBER:** PL-26-2023  
**Jessie Street Subdivision & Development (PID 246884)  
Preliminary Approval of Subdivision & Development Concept**

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Jill MacIsaac**

**Seconded by Councillor** \_\_\_\_\_ **Corey Frizzell**

**Whereas:** The Town received an application to sever the existing Jessie Street Extension road corridor from PID 246884 and append to the Public Right of Way, and subsequent Development Application for construction of two (2) 6-unit Townhouses on the remnant of PID 246884.

**And Whereas:** The Property is zoned Planned Unit Residential Development (PURD), and the Subdivision and Development Concepts were presented at a Public Meeting on August 31, 2023;

**And Whereas:** Preliminary Approval is subject to further review and document submissions including but not limited to legal survey plans and engineered drawings to finalize development and subdivision conditions and grant Final Approval;

**And Whereas:** Council has considered the Town of Cornwall *Official Plan and Zoning and Subdivision Control (Development) Bylaw #422*;

**Therefore, be it Resolved:** That Council grant Preliminary Approval to sever the constructed road corridor from PID 246884, as depicted in Plan of Survey drawing 22-004-S01 dated August 16, 2023.

**And be it further Resolved:** That Council grant Preliminary Approval for Development of two (2) 6-unit Townhouses on the remnant of PID 246884, as depicted in the Preliminary Survey Plan drawing 20235-DP dated February 28, 2022, subject to the Developer entering into a Development Agreement with the Town.



**TOWN OF CORNWALL  
RESOLUTION**

**DATE:** October 25, 2023  
**COMMITTEE:** Planning Committee  
**MOTION NUMBER:** PL-27-2023  
**Lakeview Drive Consolidation of Lots  
PIDs 431486, 419291, 419309, 245308, 464859, 464891, 464909,  
464917, and 464867.**

**MOTION CARRIED** \_\_\_\_\_  
**MOTION LOST** \_\_\_\_\_  
**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Jill MacIsaac**  
**Seconded by Councillor** \_\_\_\_\_ **Steven Campbell**

**Whereas:** The Town received an application to consolidate nine (9) lots on Lakeview Drive, being PIDs 431486, 419291, 419309, 245308, 464859, 464891, 464909, 464917, and 464867 (the “Properties”).

**And Whereas:** The Properties are zoned Planned Unit Residential Development (PURD), and the consolidation concept was presented at a Public Meeting on August 31, 2023;

**And Whereas:** Preliminary Approval is subject to further review and document submissions including but not limited to legal survey plans and engineered drawings, to finalize subdivision conditions and grant Final Approval;

**And Whereas:** Preliminary Approval of said consolidation of lots does not amend the approved Planned Unit Residential Development (PURD) Zoning granted by Council Resolution PL-19-2017 on November 15, 2017, and subsequent 30-unit Townhouse Development Concept.

**And Whereas:** Council has considered the Town of Cornwall *Official Plan and Zoning and Subdivision Control (Development) Bylaw #422*;

**Therefore, be it Resolved:** That Council grant Preliminary Approval to consolidate nine (9) lots on Lakeview Drive, being PIDs 431486, 419291, 419309, 245308, 464859, 464891, 464909, 464917, and 464867, as depicted in Plan of Survey drawing 23-014 dated March 3, 2023, subject to entering into a Subdivision Agreement with the Town.



# TOWN OF CORNWALL

## RESOLUTION

**DATE:** October 25, 2023  
**COMMITTEE:** Planning Committee  
**MOTION NUMBER:** PL-28-2023  
Variance Application (V-10-23)  
202 Cornwall Road (PID 777557)

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_

**Seconded by Councillor** \_\_\_\_\_

**Whereas:** The Town received a Development Permit Application on September 14, 2023, for a two (2) storey building containing a business office with additional industrial use, at 202 Cornwall Road, being PID 777557.

**And Whereas:** A subsequent Variance Application was received requesting a 45ft Front Yard setback Variance for the location of the proposed building.

**And Whereas:** Council considered the Official Plan and the Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422, including Section 21.

**Therefore, be it Resolved:** That Council grant approval to allow a 45ft Front Yard Setback Variance, resulting in a 70ft Front Yard Setback, relating to Development Permit Application C-159-23 at 202 Cornwall Road, being PID 777557, subject to entering into a Development Agreement with the Town.



# TOWN OF CORNWALL

## RESOLUTION

**DATE:** October 25, 2023  
**COMMITTEE:** Planning Committee  
**MOTION NUMBER:** PL-29-2023  
Variance Application (V-11-23)  
68 W.B. MacPhail Drive (PID 1063098)

**MOTION CARRIED** \_\_\_\_\_  
**MOTION LOST** \_\_\_\_\_  
**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Corey Frizzell**  
**Seconded by Councillor** \_\_\_\_\_ **Cory Stevenson**

**Whereas:** The Town received a Development Permit Application on September 27, 2023, for a one (1) storey self-storage building at 68 W.B. MacPhail Drive, being PID 1063098 (the “Property”).

**And Whereas:** A subsequent Variance Application was received requesting a 187.5ft Front Yard setback Variance for the location of the proposed building.

**And Whereas:** Council considered the Official Plan and the Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422, including Section 21.

**Therefore, be it Resolved:** That Council grant approval to allow a 187.5ft Front Yard Setback Variance, resulting in a 212.5ft Front Yard Setback, relating to Development Permit Application C-165-23 at 68 W.B. MacPhail Drive, being PID 1063098, subject to entering into a Development Agreement with the Town.

**TOWN OF CORNWALL  
PUBLIC WORKS COMMITTEE MEETING  
Wednesday, September 27, 2023, at 5:30 PM**

Chair: Councillor Steven Campbell  
Present: Councillor Elaine Barnes  
Councillor Corey Frizzell  
Mayor Minerva McCourt

Also: Doug Longmoore – Infrastructure Manager

Regrets: None

**CALL TO ORDER**

The meeting was called to order at 5:31 p.m. by Chair Steven Campbell.

**LAND ACKNOWLEDGEMENT**

The Chair read the land acknowledgement; that the land we gather on is the ancestral land of the Mi'kmaq and we respect the Mi'kmaq as the Indigenous People of Prince Edward Island.

**APPROVAL OF THE AGENDA**

It was moved by Councillor Barnes and seconded by Councillor Frizzell that the agenda be approved as circulated with the addition of 2 items: Speed Zones on Cornwall Road and North River Roundabout.

**Motion Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

Nil.

**APPROVAL OF MINUTES**

It was moved by Councillor Barnes, seconded by Mayor McCourt that the Public Works Committee minutes of June 28<sup>th</sup>, 2023, be approved as circulated.

**Motion Carried**

**BUSINESS ARISING**

**PUBLIC WORKS UPDATE**

**Maintenance Civic Center**

Scheduled maintenance for the Civic Center has been completed. Work included sectioning off areas for storage and adding new doors, changing out lighting, addition of baby change tables, and installation of new acoustic panels in the main hall. Staff are getting quotes for updating the kitchen to be more of a commercial kitchen for being able to prepare food for programs and emergencies. Recommendations for appliances and quotes for remodeling will be factored into next years budget.

### Maintenance Town Hall

Staff rented a lift for two weeks and worked around the Town Hall exterior removing existing hardie board and installing new apex cement board and new lettering above the front entrance. Staff also caulked and painted around the windows and installed a new snow guard on the roof above the lower walkway.

The walkways around the Town Hall are in need of attention and will need to be replaced in the near future. Staff are getting quotes for work to be included in next years budget and in the meantime staff are grinding the walkway and filling in cracks to reduce trip hazards.

### Stop Bars

The Town received permission from the Department of Highways to paint stop bars, a thick white line on the road, at stop signs on residential roads in Cornwall approximately 4 years ago. Since then, stop bars have been painted and refreshed as budget allows. The Committee agrees that stop bars provide a good visual barrier for vehicles stopping before proceeding in entering an intersection and adds to the look of the Town. The Committee agreed to send a letter to the Department of Highways requesting that they take responsibility for painting and maintaining the stop bars at all stop signs within the town or that the Town will continue to direct the work to have the stop bars maintained and will send the bill to the province.

### 3<sup>rd</sup> Party Signs Proposal

The Committee requested an update on progress with the proposal for Synergy Signs to install a new LED Sign at the business park intersection. It was discussed that the property in question needs to be resurveyed since the road extension was put in and that the province was going to complete this work this fall. It was also discussed that changes to the Development Bylaw are required to allow off premise 3<sup>rd</sup> party signs to be installed within the Town. The Committee requested that proposed changes to the Development Bylaw be included with the next public meeting agenda so that changes can be discussed.

### On Street Parking

Concerns were discussed about the number of vehicles parked overnight on the street. Parking is allowed on street unless there are no parking signs installed and vehicles can be towed by the province if they are interfering with snow removal. The Committee requested that regular messaging on social media, newwelcome app and Town sign start November 1 to remind residents not to park on the street during snow events.

### Crosswalks

It has been requested to the Department of Highways that crosswalks connecting the new Active Transportation Trail be painted this fall. Crosswalk locations are Mercedes Drive at Main Street, John Street at Main Street, Roggeveen Street at Main Street and Ferry Road at Main Street. The Department of Highways is also to install a crosswalk at Main Street at Centennial Drive with rapid flash beacons.

There have been requests for crosswalks on Ferry Road, however, work is needed to either create landings (concrete pads) or trails on either side of the road before crosswalks can be painted and marked.

### Graffiti and New Cameras

A reoccurrence of graffiti painting on the backside North River Blower building occurred in early September, unfortunately the security camera installed at this location was obstructed and did not pickup the person spraying the graffiti.

The Committee discussed that cameras should be used to protect Town assets from vandalism as per the policy. Staff will work to identify locations and cost for new security camera systems and report back to the committee.

It was mentioned that a camera could be installed at the Media booth at the TFSC and be used to broadcast local events and games on the Town website.

### **OTHER**

#### Website

The Committee inquired as to how the request portal on the Town website worked and if it was being used by residents. The request portal is currently near the bottom of the main page and the committee felt it should be more prominent on the page to promote its use.

It was also discussed that the Town website is getting out of date and needs a refresh. The Committee would like to budget funds in the new year to put out an RFP for an update to the website.

#### Speed Zones Cornwall Road

Cornwall Road currently has 3 speed zones – 40, 60 and 80km/h, and discussed if the Department of Highways would review the speed zones in this area. It was decided not to ask for a review of the speed zones until further development of the agricultural areas of Cornwall Road is scheduled.

#### North River Roundabout

Complaints have been received from residents attempting to get through the North River Roundabout in the morning from the York Point Road area. Request to review the design of the roundabout and have a dedicated right lane that merges into Capital Drive to speed up the flow of traffic from York Point Road.

#### Stephanie Drive

Citizens on Patrol submitted a request to have the Department of Highways install a guard rail on Stephanie Drive on the curve in the road between 12 and 20 Stephanie Drive. Staff will follow up with Department of Highways.

### **IN CAMERA MGA**

Nil

### **MEETING TIME**

The next meeting time is Wednesday, November 22<sup>nd</sup>, 2023, at 5:30p.m. at the Town Hall.

MEETING ADJOURNED AT 6:41p.m.

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**STEVEN CAMPBELL**  
CHAIR

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**DOUG LONGMOORE**  
INFRASTRUCTURE MANAGER

**TOWN OF CORNWALL  
UTILITY COMMITTEE MEETING  
Tuesday, September 5<sup>th</sup>, 2023, at 4:30 PM**

Chair: Councillor Elaine Barnes  
Present: Mayor Minerva McCourt  
Deputy Mayor Jill MacIsaac  
Councillor Cory Stevenson (via phone)

Also: Doug Longmoore – Infrastructure Manager  
Kevin Coady – Chief Administrative Officer  
Stephanie Cairns – Water/Sewer Clerk

**CALL TO ORDER**

The meeting was called to order at 4:30 p.m. by Chair Barnes.

**LAND ACKNOWLEDGEMENT**

The Chair read the Land Acknowledgement; that the land we gather on is the ancestral land of the Mi'kmaq and we respect the Mi'kmaq as the Indigenous People of Prince Edward Island.

**APPROVAL OF AGENDA**

It was moved by Mayor McCourt and seconded by Councillor Stevenson the agenda be approved as circulated.

**Motion Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

Nil.

**APPROVAL OF MINUTES**

It was moved by Mayor McCourt and seconded by Councillor Stevenson the Minutes of June 5<sup>th</sup>, 2023, be approved as circulated.

**Motion Carried**

**BUSINESS ARISING**

Nil

**PROJECT UPDATES**

**North River Lagoon Aeration**

The aeration system that was removed in 2022 to complete the berm repairs around cell #2 will be reinstalled next week at a cost of \$13,000.

Councillor MacIsaac entered the meeting at 4:37 pm.

### Cornwall Road Service Extension

WSP has completed the surveying for the Cornwall Road service extension. The design is approximately 70% completed and they just need to determine the exact location of the new lift station that is required. Project will be ready for tender as soon as funding is secured.

### Utility Master Plan

Progress continues to be made on the new Utility Master Plan being completed by exp. The water model has been updated and data collection for the sewer model is nearing completion.

### Water Tower

Design work continues for the new water tower for the Town. The next steps are to do tree clearing and boreholes to verify soil and rock conditions and some analysis of the updated water model on the sizing of the water tower for long term growth.

### Communications Equipment

A quote for equipment has been received from Spence Communications to supply and install 14 VHF radios, base stations, and digital repeater for \$23,182.82 plus HST.

Due to limited providers of this service locally it is recommended that equipment is sole sourced to Spence Communications and the Utility had budgeted \$50,000 in the budget to acquire emergency communications equipment. It was moved that a request for decision would be forwarded to the Committee of Council for resolution to proceed with purchase of the communication equipment.

Motion Carried

### Generators

WSP is completing the tender package for the purchase and installation of three new standby generators for the Town. Generators will be placed at North River UV Building, River Point Pumphouse and Warren Grove Lift Station.

### **EMERGENCY PREPAREDNESS – UTILITY**

The Town has purchased and installed two 500-gallon fuel tanks, one diesel and other gas, allowing the Town to have our own fuel supply during emergencies. The Town has also rented a second mobile generator in case needed for busiest part of hurricane season; beginning of September to early October. Other preparations have included stocking up on dry goods and supplies to be prepared in case of another hurricane emergency event.

### **WATER QUALITY RESULTS**

A letter was received from the Province that was included in the package outlining the results of their Pesticide Monitoring Program from 2021 and 2022, specifically the *Pesticide Analysis for Drinking Water Report for Cornwall*. The report showed trace amounts of pesticides were found during annual testing and amounts were below Health Canada's safe drinking water limit. A copy of the report will be included in the annual water report for 2023.

### **SECURITY ISSUES & CAMERA POLICY**

A draft camera policy is going to be circulated to Council and discussed at Committee of Council

for approval. Staff are going to get an updated quote on installing intrusion alarms at all Utility Buildings including water pump houses and lagoon buildings.

**PUBLIC INPUT**

Nil.

**OTHER**

Mayor McCourt thanked staff for the efficiency in getting the flashing lights repaired on Main Street.

**IN CAMERA**

MGA s.119(1)(d)(f) – Moved by Councillor MacIsaac and seconded by Mayor McCourt to go In Camera at 5:24 pm.

Resumed meeting at 5:27 pm.

**MEETING SCHEDULE**

Chair and Councillors not available for meeting in October.

The next meeting time is Monday, November 6th, 2023, at 4:30p.m. at the Town Hall.

**MEETING ADJOURNED**

Meeting adjourned at 5:30 pm.

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**ELAINE BARNES**  
CHAIR

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**DOUG LONGMOORE**  
INFRASTRUCTURE MANAGER