

**Town of Cornwall**  
**Regular Council Meeting**  
**January 24, 2024, 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 December 20, 2023
- 6) **Business Arising**
- 7) **Guests/Presentations/Petitions/Declarations**
  - a) Squash PEI
- 8) **Committee of Council**
  - a) **Minutes/Reports**
    - i) Minutes – December 13, 2023
    - ii) 3<sup>rd</sup> Quarter Financial Statements
  - b) **Resolutions**
- 9) **Environment and Sustainability – Councillor Herlihy**
  - a) **Minutes/Reports**
  - b) **Resolutions**
- 10) **Municipal and Emergency Services – Councillor Frizzell**
  - a) **Minutes/Reports**
    - i) Minutes (Draft) – January 3, 2024
    - ii) Transit, NRRFD, RCMP, Bylaw, Humane Society Reports
  - b) **Resolutions**
    - i) ICIP Transit Project Application Amendment
    - ii) NRRFD Fire Services Contract
- 11) **Parks and Recreation – Councillor Stevenson**
  - a) **Minutes/Reports**
  - b) **Resolutions**
- 12) **Planning and Development – Deputy Mayor MacIsaac**
  - a) **Minutes/Reports**
  - b) **Resolutions**
- 13) **Public Works – Councillor Campbell**
  - a) **Minutes/Reports**
  - b) **Resolutions**
- 14) **Water/Sewer Utility – Councillor Barnes**
  - a) **Minutes/Reports**
    - i) Minutes (Draft) – January 8, 2024
  - b) **Resolutions**
- 15) **Correspondence**
- 16) **Other Business**
- 17) **In Camera**
- 18) **Adjournment**

**Cornwall, Prince Edward Island  
Regular Meeting of Council  
Wednesday, December 20, 2023  
4:30 PM**

**Present:** Mayor Minerva McCourt – presiding  
Deputy Mayor Jill MacIsaac  
Councillor Steven Campbell  
Councillor Corey Frizzell  
Councillor Judy Herlihy  
Councillor Cory Stevenson

**Also:** Kevin Coady – CAO  
Tracey MacLean – Community/IT/HR Coordinator

**Regrets:** Councillor Elaine Barnes

**CALL TO ORDER**

Mayor Minerva McCourt called the meeting to order at 4:30pm. Mayor McCourt held a moment of silence to honor all the suffering and loss that Islanders have endured recently. There was no public in attendance.

**LAND ACKNOWLEDGEMENT** Read

**APPROVAL OF THE AGENDA**

Deputy Mayor MacIsaac moved, seconded by Councillor Frizzell, that the agenda be approved as circulated with the additions of 15 a and b – Correspondence by Councillor Stevenson.

**Motion Carried**

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

Nil

**APPROVAL OF THE MINUTES**

a) **November 22, 2023, Regular Council Meeting:** Deputy Mayor MacIsaac moved, seconded by Councillor Frizzell that the minutes of November 22, 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 – November 15, 2023** - included in the package.

**b) Resolutions:**

#### **COC-29-2023 – PEI Connectors – Letter of Support**

**Moved by Councillor Cory Stevenson**

**Seconded by Councillor Judy Herlihy**

**Whereas:** PEI Connectors is a program run by and under the Greater Charlottetown Area Chamber of Commerce of which the Town of Cornwall is a member;

**And Whereas:** The PEI Connectors program provides support services to businesses owned and operated by immigrant entrepreneurs and connects job seekers, new Islanders and new graduates, to business and community leaders fostering partnerships within communities, including the Town of Cornwall;

**And Whereas:** Federal funding for the PEI Connectors program is up for renewal and the Town desires to express support for the continuation of this funding and the program;

**Therefore, be it Resolved:** The Town of Cornwall send a letter of support, to the Greater Charlottetown Area Chamber of Commerce, for the continuation of the PEI Connectors program.

#### **Motion Carried**

Councillor Frizzell noted that he has worked closely with this group in the past and it is a great program.

#### **COC-30-2023 – Alzheimer Society - Donation**

**Moved by Councillor Cory Stevenson**

**Seconded by Councillor Steven Campbell**

**Whereas:** More than 2,800 Prince Edward Islanders are living with Alzheimer's or another dementia;

**And Whereas:** The Alzheimer Society of Prince Edward Island has a breadth of expertise and experience in assisting Islanders, and provides information, resources, education, support and counselling to those afflicted and their families;

**And Whereas:** The Town of Cornwall desires to assist the Society in their work;

**Therefore, be it Resolved:** That the Town of Cornwall donate two hundred and fifty dollars to

the Alzheimer Society of Prince Edward Island.

**Motion Carried**

Councillor Campbell noted that having a parent with Dementia, his family has a personal connection to the Alzheimer's Society. They provide great resources to those that need it.

**COC-31-2023 – CHANCES Donation**

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

**Whereas:** C.H.A.N.C.E.S. will again be supporting approximately 140 vulnerable families over the upcoming holiday season and they have been successful in past years in the provision of essentials such as food and clothing to these families;

**And Whereas:** The holiday season is a particularly difficult time for many who struggle throughout the year to meet the basic needs of their families;

**And Whereas:** C.H.A.N.C.E.S. is requesting financial support for this initiative and recognizes that the generosity of individuals and businesses is key to supporting families, especially children at this time of year;

**Therefore, be it Resolved** that the Town of Cornwall donate two hundred and fifty dollars to C.H.A.N.C.E.S. to assist in their continued work in the Town.

**Motion Carried**

**COC-32-2023 – Royal Canadian Legion – Ad Purchase**

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

**Whereas:** The Royal Canadian Legion Prince Edward Island Command annually publishes the "Veterans Service Recognition Book" which recognizes Islanders, including Cornwall residents, who have served in Canada's military;

**And Whereas:** Funds raised through this publication also assist the Legion in the delivery of its many other ongoing community initiatives;

**Therefore, be it Resolved:** That the Town of Cornwall purchase a 1/10-page full colour ad, for the cost of three hundred and thirty dollars including HST, in the Royal Canadian Legion annual "Veterans Service Recognition Book".

**Motion Carried**

### **COC-33-2023 – QEH “Friends for Life” Donation**

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

**Whereas:** The Queen Elizabeth Hospital (QEH) annual “Friends for Life” campaign this year is raising funds for a CT Scanner required for the emergency department;

**And Whereas:** The QEH is the primary health care facility for the residents of the Town of Cornwall and the Town is an annual donor to the annual Friends for Life Campaign;

**Therefore, be it Resolved:** That the Town of Cornwall donate \$500 to the annual QEH Friends for Life campaign.

**Motion Carried**

### **COC-34-2023 – Guaranteed Basic Income Pilot Project**

**Moved by Councillor**        **Judy Herlihy**  
**Seconded by Councillor**   **Jill MacIsaac**

**Whereas:** The PEI Working Group for a Livable Income (WGLI) participated in the development of “A Proposal for a Guaranteed Income Benefit for Prince Edward Island” which draft was completed in March 2023, and which has since been provided to the Province of PEI;

**And Whereas:** The Town of Cornwall supports, in principle, the proposition of a Guaranteed Livable Basic Income in Canada;

**Therefore, be it Resolved:** That the Town of Cornwall encourages the Province of PEI and the Government of Canada to engage in discussions and negotiations regarding the possibility of the establishment of a Guaranteed Livable Basic Income in Canada, with the Province of PEI serving as a jurisdiction for a pilot project of the initiative.

**Motion Carried**

### **ENVIRONMENT AND SUSTAINABILITY**

- a) **Minutes/Reports:** November 20, 2023 – included in package. The Committee did not meet in December.
- b) **Resolutions:** Nil

### **MUNICIPAL AND EMERGENCY SERVICES**

- a) **Minutes/Reports:**

- i) **Minutes** – The Committee did not meet in December. Councillor Frizzell provided the following updates:
    - Transit numbers continue to increase, which is great to see. Councillor Campbell noted that he followed the 9pm bus one night and 5 or 6 people got off at the stop by Good’s Independent.
    - Thanks to all of our partners and shareholders for all the work this year and best wishes for the holidays and new year.
    - CAO Coady noted that Mike Cassidy and Aaron Campbell will present at the January meeting.
  - ii) NRRFD, RCMP, Bylaw, Humane Society, Transit Reports
- b) **Resolutions:** Nil

## **PARKS AND RECREATION**

- a) **Minutes/Reports:**
  - i) **Minutes – November 8, 2023**, included in the package. The Committee did not meet in December. Councillor Stevenson provided the following updates:
    - Currently waiting for event data. Many thanks to Council, staff, residents, and volunteers that helped make all the events successful. It takes a lot of time and hard work to put these events together.
    - The Decorating Contest has been extended to January 1<sup>st</sup> to give a chance for residents to get out and take in all the great decorations and vote for their favorite.
    - Shout out to Greg Lucas for the Light Tours, everyone enjoyed their time.
    - Funding is in place for the new scoreboards for the Terry Fox Complex and they have been ordered.
    - Councillor Frizzell noted that the parade was amazing, well done and safe. Kudos to staff, traffic safety personnel and participants.
- b) **Resolutions:** Nil

## **PLANNING AND DEVELOPMENT**

### **Reports & Resolutions:**

- a) **Minutes/Reports:**
  - i) **November 1, 2023** – included in the package.
- b) **Resolutions:**

### **PL-36-2023 – Development Bylaw Amendment #422D – 2<sup>nd</sup> Reading**

**Moved by Councillor            Corey Frizzell**

**Seconded by Councillor Cory Stevenson**

**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;

**And Whereas:** Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422D, a Bylaw to amend the Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422, was read and approved for the first time at the Town of Cornwall regular council meeting held on November 22, 2023;

**Therefore, be it Resolved:** That the Town of Cornwall Zoning & Subdivision Control (Development) Bylaw #422D, a Bylaw to Amend the Town of Cornwall Zoning & Subdivision Control (Development) Bylaw #422, is hereby read and approved for a second time.

**Motion Carried**

**PL-37-2023 - Development Bylaw Amendment #422D – Formal Adoption**

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

**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;

**And Whereas:** Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422D, a Bylaw to amend the Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422, was read and approved for the first time at the Town of Cornwall regular council meeting held on November 22, 2023;

**And Whereas:** Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422D, a Bylaw to amend the Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422, was read and approved a second time at the Town of Cornwall regular council meeting held on December 20, 2023;

**Therefore, be it Resolved:** That the Town of Cornwall Zoning & Subdivision Control (Development) Bylaw #422D, a Bylaw to Amend the Town of Cornwall Zoning & Subdivision Control (Development) Bylaw, is hereby formally adopted as a Bylaw of the Town of Cornwall.

**Motion Carried**

**PL-38-2023 – Change of Use – 73 Main Street**

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

**Whereas:** the Town received a Change of Use Application to change the use of a portion of the building at 73 Main Street (PID No. 453654) (the “Property”) to Institutional Building for the purpose of establishing a childcare facility; and

**Whereas:** Council considered the Official Plan and the Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422, and noted the proposed use is appropriate and all other relevant provisions of the Bylaw have been met;

**Therefore, Be It Resolved That:** Council grant approval of the *Change of Use* to Institutional Building for a portion of the building, as shown on a site plan included with the Change of Use Application, subject to obtaining a license to operate such a childcare facility and entering into a Development Agreement with the Town.

**Motion Carried**  
**PUBLIC WORKS**

a) **Minutes/Reports:**

- i) **Minutes – November 22, 2023**, included in the package. Councillor Campbell was unable to attend the last meeting but provided the following updates:
- There was discussion on winter maintenance, 2024 paving list and lighting on the AT trails.

b) **Resolutions:** Nil

**WATER/SEWER UTILITY**

a) **Minutes/Reports:**

- i) **Minutes – November 6, 2023**, included in the package.

b) **Resolutions:** Nil

**CORRESPONDENCE**

- Councillor Stevenson passed along condolences to all that have endured tragedy and loss recently.
- Councillor Stevenson thanked Fadi Rashed, Jeff MacKinley, Santa’s Angels, Gifts from the Heart and any other associations that help families at Christmas. There is a growing need every year and it’s wonderful that there are so many people and organizations to help.
- Councillor Frizzell passed along deepest condolences to all the families that have suffered with the recent tragedies.

- Councillor Frizzell wished everyone a Merry Christmas and Happy New Year. He expressed his happiness with how well Council has been operating and working together to get things done.
- Mayor McCourt wished everyone a Merry Christmas but also noted all the sadness and tragedy that people have gone through this season. It is her hope to bring kindness to residents and that they feel listened to by herself and Council.
- Mayor McCourt thanked CAO Kevin Coady for his leadership and staff for all their dedication and hard work. Looking forward to a great 2024.
- Councillor Campbell appreciated the moment of silence for all who have lost loved ones having recently lost a family member and for those who have suffered with the recent tragedies. Sending well wishes to those who have to work over the holidays and thanks to Citizens on Patrol for their dedication to the Town.
- Councillor Campbell thanked the Mayor, Council, and staff for helping him learn the ropes over the last year. He loves being on Council.
- New Year's Levee will take place on January 1<sup>st</sup> 1:30-3pm at Cornwall Town Hall.

**OTHER BUSINESS**

Nil

**IN CAMERA**

Nil

**ADJOURNMENT**

The meeting was adjourned at 5:07pm.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

**Town of Cornwall  
Cornwall, Prince Edward Island  
Committee of Council  
December 13, 2023, 4:30 PM**

**Chair** Deputy Mayor Jill MacIsaac

**Present:** Mayor Minerva McCourt  
Councillor Elaine Barnes  
Councillor Steven Campbell  
Councillor Judy Herlihy  
Councillor Cory Stevenson

**Also:** Kevin Coady – CAO  
Tracey MacLean – Community/IT/HR Coordinator  
Wendy MacKinnon – Manager of Corporate Services

**Regrets:** Councillor Corey Frizzell

**CALL TO ORDER**

Deputy Mayor MacIsaac called the meeting to order at 4:30pm.

There were no members of the public present.

**APPROVAL OF THE AGENDA**

It was moved by Councillor Stevenson and seconded by Councillor Herlihy that the agenda be approved as circulated.

**Motion Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

Nil

**ADOPTION OF PREVIOUS MINUTES**

It was moved by Councillor Stevenson and seconded by Mayor McCourt that the minutes of November 15, 2023, be approved as circulated.

**Motion Carried**

**DELEGATIONS/PUBLIC INPUT**

Nil

**FINANCE/ADMINISTRATION**

- a) Revenue Sharing Update – Corporate Services Manager Wendy MacKinnon reported that there was a meeting with the Federation of PEI Municipalities (FPEIM) and another one is upcoming to further discuss an increase in the tax credit from the Province. FPEIM has had discussions on hiring someone to represent the municipalities in these negotiations.

## **ENVIRONMENT and SUSTAINABILITY**

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

- (i) November 20, 2023 – included in the package. Councillor Herlihy provided the following updates:
  - The Wildflower Campaign was very successful, and the committee will look at doing it again next year.
  - The discussion on the Mind Your Plastics presentation was sent around to Council for review.
  - For the Edible Tree Proposal, the committee is looking at dwarf trees and shrubs as some of the other trees are difficult to maintain.
  - The committee is brainstorming around ideas for water conservation initiatives, rebates and water audits.
  - Hannah from CAWG will present at the January meeting on the Hyde Pond Project.

### **b) Information Items – Nil**

### **c) Requests for Decision – Nil**

## **MUNICIPAL and EMERGENCY SERVICES**

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

- (i) Minutes – November 8, 2023 – included in the package.
- (ii) Municipal Services Reports (Transit/Fire/Police/Bylaw/Humane Society) December reports were not available when package was prepared.

### **b) Information Items**

- (i) ICIP Transit Project Amendment – Mike Cassidy from T-3 Transit will attend the January 3 municipal and emergency services committee meeting to discuss various transit matters. CAO Coady informed the committee that an amendment to the ICIP Transit Project will be coming forward in the new year. This is due to delays in the schedule to take delivery of electric buses and an increase in costs.

### **c) Requests for Decision – Nil**

## **PARKS and RECREATION**

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

- (i) Minutes – November 8, 2023 - Councillor Stevenson provided the following updates:
  - The Holiday events are in full swing and going great. Thank you to the staff and volunteers for all their hard work planning and executing the events.

### **b) Information Items - Nil**

### **c) Requests for Decision – Nil**

## **PLANNING**

- a) Reports/Minutes
  - (i) Minutes – November 1, 2023 – included in the package.
- b) Information Items - Nil
- c) Request for Decision
  - (i) Change of Use – 73 Main Street – It was moved by Councillor Frizzell and seconded by Councillor Campbell to bring forth a resolution to Council to grant approval of the *Change of Use* to Institutional Building for a portion of the building, as shown on a site plan included with the Change of Use Application, subject to obtaining a license to operate such a childcare facility and entering into a Development Agreement with the Town.

## **PUBLIC WORKS**

- a) Reports/Minutes
  - (i) Minutes – November 22, 2023 – included in the package. Councillor Campbell provided the following updates:
    - Thank you to Councillor Barnes for chairing the meeting in his absence.
    - The paving request list for 2024 has been submitted to the Province.
    - Crosswalk requests have been made for Ferry Rd and Water's Edge as well as Ferry Road and Primrose. It was recommended to add a request for one on Meadowbank Road by Good's Independent.
    - Synergy Signs update – it was recommended that Mark Simmons put in a permit application for review.
    - Councillor Stevenson would like the Province to be contacted to assess the turn from Ferry Road on to Hillside Meadows.
- b) Information Items – Nil
- c) Requests for Decision - Nil

## **WATER/SEWER UTILITY**

- a) Reports/Minutes –
  - (i) Minutes – November 6, 2023 – included in the package. Councillor Barnes provided the following updates:
    - The specs for the new water tower are being adjusted.
    - There was discussion on the need for Public Works and Utility staff to be cross trained.
  - (ii) Information Items – Stand by Generator Tender – There was only one tender submission which came in higher than anticipated. It will be brought back to the utility committee for discussion.
  - (iii) Requests for Decision – Nil

## **CORRESPONDENCE**

- a) PEI Connectors – Letter of Support - It was moved by Councillor Stevenson and

seconded by Councillor Herlihy to bring forth a resolution to Council that the Town of Cornwall send a letter of support, to the Greater Charlottetown Area Chamber of Commerce, for the continuation of the PEI Connectors program.

- b) Alzheimer Society – Donation Request - It was moved by Councillor Campbell and seconded by Councillor Barnes to bring forth a resolution to Council that the Town of Cornwall donate two hundred and fifty dollars to the Alzheimer Society of Prince Edward Island.
- c) CHANCES – Donation Request - It was moved by Councillor Campbell and seconded by Councillor Stevenson to bring forth a resolution to Council that the Town of Cornwall donate two hundred and fifty dollars to C.H.A.N.C.E.S. to assist in their continued work in the Town.
- d) RC Legion PEI Command – Veteran’s Service Recognition Book - It was moved by Councillor Stevenson and seconded by Councillor Campbell to bring forth a resolution to Council that the Town of Cornwall purchase a 1/10-page full colour ad in the Royal Canadian Legion annual “Veterans Service Recognition Book”.
- e) QEH Friends for Life – Donation Request - It was moved by Councillor Barnes and seconded by Councillor Campbell to bring forth a resolution to Council that the Town of Cornwall donate \$500 to the annual QEH Friends for Life campaign.
- f) Guaranteed Basic Income - It was moved by Councillor Herlihy and seconded by Deputy Mayor MacIsaac to bring forth a resolution to Council that the Town of Cornwall encourages the Province of PEI and the Government of Canada to engage in discussions and negotiations regarding the possibility of the establishment of a Guaranteed Livable Basic Income in Canada, with the Province of PEI serving as a jurisdiction for a pilot project of the initiative. The committee would also like to invite Marie Burge to the February meeting to discuss this initiative.
- g) PEI Curling Hall of Fame and Museum – Thank You – The Town received a thank you for support and for Councillor Herlihy attending the Hall of Fame inductee ceremony.

**IN CAMERA**

Nil

**ADJOURNMENT**

The meeting was adjourned at 5:50pm.

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JILL MACISAAC, CHAIR

**TOWN OF CORNWALL**  
**Comparative Income Statement - Budget to Actuals**  
**As Of December 31, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of December 31, 2023	Budget at 9/12 Or Applicable Portion	2023/24 Variance to December 31 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	2,797.50	2,250.00	547.50
<b>TOTAL CIVIC CENTRE REVENUE</b>	<b>18,745.83</b>	<b>2,797.50</b>	<b>2,250.00</b>	<b>547.50</b>
<b>PARKS and RECREATION</b>				
Recreation Programs - Winter	43,000.00	2,097.00	0.00	2,097.00
Recreation Programs - Fall	60,000.00	78,674.73	60,000.00	18,674.73
Recreation Programs - Summer	110,000.00	132,025.46	110,000.00	22,025.46
Recreation Programs - Spring	40,000.00	57,625.40	40,000.00	17,625.40
Events Revenue	10,000.00	17,598.99	7,500.00	10,098.99
Subtotal: Programs	263,000.00	288,021.58	217,500.00	70,521.58
Swimming Lessons	7,000.00	6,238.00	7,000.00	-762.00
Pool Programs	8,500.00	9,469.40	8,500.00	969.40
Subtotal: Pool Programs	15,500.00	15,707.40	15,500.00	207.40
Ball Field Rentals	9,200.00	10,100.58	9,200.00	900.58
Turf Field Rental	35,000.00	47,840.82	35,000.00	12,840.82
High Ropes Lease Rental	4,200.00	0.00	4,200.00	-4,200.00
Court Rentals	4,000.00	4,042.06	4,000.00	42.06
Subtotal: Sport Field Rentals	52,400.00	61,983.46	52,400.00	9,583.46
Grants - Recreation	3,000.00	1,500.00	1,500.00	0.00
Grants - Wage Subsidies	90,000.00	48,048.13	90,000.00	-41,951.87
Grants- Wage Subsidies Maintenance	30,000.00	35,857.52	30,000.00	5,857.52
Grants - Recreation Leadership	5,000.00	0.00	5,000.00	-5,000.00
Subtotal: Grants	128,000.00	85,405.65	126,500.00	-41,094.35
Miscellaneous Revenue	0.00	3,073.40	0.00	3,073.40
<b>TOTAL PARKS and RECREATION</b>	<b>458,900.00</b>	<b>454,191.49</b>	<b>411,900.00</b>	<b>42,291.49</b>
<b>OTHER REVENUE</b>				
Municipal property taxes	3,016,099.78	2,079,671.40	2,262,074.84	-182,403.44
Prov Property Tax Credit	833,698.66	658,641.60	625,274.00	33,367.61
PLT (Payment in lieu of Taxes)	0.00	0.00	0.00	0.00
Farm Tax Rebate	-4,300.00	-4,523.20	-4,300.00	-223.20
Equalization Grant	419,028.57	314,271.45	314,271.43	0.02
MCEG Grant	468,614.67	209,314.82	351,461.00	-142,146.18
COVID Funding	0.00	0.00	0.00	0.00
Sewer & Water Utility	100,000.00	75,000.00	75,000.00	0.00
Investment Income	5,000.00	34,005.39	5,000.00	29,005.39
Building Permits & Subdivision fees	55,000.00	29,960.30	41,250.00	-11,289.70
Fines	55,000.00	33,889.57	41,250.00	-7,360.43

**TOWN OF CORNWALL**  
**Comparative Income Statement - Budget to Actuals**  
**As Of December 31, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of December 31, 2023	Budget at 9/12 Or Applicable Portion	2023/24 Variance to December 31 Budget to Actual
Charging Stations	300.00	977.15	300.00	677.15
Miscellaneous Revenue (Bank)	2,000.00	2,000.00	2,000.00	0.00
Miscellaneous Revenue (Town Hall)	5,000.00	795.30	3,750.00	-2,954.70
Transit	750.00	40,430.00	750.00	39,680.00
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>3,475,283.78</b>	<b>3,718,081.26</b>	<b>-242,797.48</b>
<b>TOTAL REVENUE</b>	<b>5,433,837.51</b>	<b>3,932,272.77</b>	<b>4,132,231.26</b>	<b>-199,958.49</b>
<b>EXPENSE</b>				
<b>SALARIES &amp; BENEFITS</b>				
Salaries - Administration	261,495.37	154,887.36	191,092.77	-36,205.41
EI Expense	4,237.65	2,587.26	3,096.74	-509.48
CPP Expense	11,519.06	8,378.66	8,417.77	-39.11
WCB Expense	4,658.04	3,947.99	3,403.95	544.04
Pension Expense	13,221.51	7,354.34	9,661.87	-2,307.53
Medical Expense	5,817.47	4,273.07	4,251.23	21.84
Retirement reserve	5,184.00	0.00	0.00	0.00
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>306,133.10</b>	<b>181,428.68</b>	<b>219,924.34</b>	<b>-38,496.09</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	6,748.96	12,750.00	-6,001.04
Meetings/Events/Newsletter	7,000.00	6,111.45	5,250.00	861.45
Council Honorariums	58,074.30	41,009.13	42,438.91	-1,429.78
Election	0.00	0.00	0.00	0.00
Advertising	7,500.00	6,868.57	5,625.00	1,243.57
Debit Machine Charges	5,480.00	5,461.13	4,110.00	1,351.13
Donations	7,500.00	5,339.45	5,625.00	-285.55
Insurance	61,545.18	64,265.54	61,545.18	2,720.36
OfficeSupplies/Postage/Photocopying	15,000.00	10,111.75	11,250.00	-1,138.25
Telephone /Pager/Fax	38,000.00	28,062.47	28,500.00	-437.53
Training/Development	7,000.00	1,134.28	5,250.00	-4,115.72
Travel	1,250.00	1,521.04	937.50	583.54
Miscellaneous - Admin.	10,000.00	53,081.60	7,500.00	45,581.60
Staff Fund	1,500.00	1,500.00	1,500.00	0.00
Interest on Debt Retirement	49,202.91	30,297.26	36,902.18	-6,604.92
Computers	0.00	0.00	0.00	0.00

**TOWN OF CORNWALL**  
**Comparative Income Statement - Budget to Actuals**  
**As Of December 31, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of December 31, 2023	Budget at 9/12 Or Applicable Portion	2023/24 Variance to December 31 Budget to Actual
Communities 13 Capital Fund	16,415.00	16,415.00	16,415.00	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>288,595.94</b>	<b>256,747.48</b>	<b>31,848.46</b>
<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	8,160.73	7,000.00	1,160.73
APM Center Rental	2,500.00	1,428.02	1,875.00	-446.98
Recreation Programs -Spring Expense	7,000.00	8,894.16	7,000.00	1,894.16
Recreation Programs -Summer Expense	22,000.00	22,976.21	22,000.00	976.21
Subtotal: Programs	43,500.00	41,459.12	37,875.00	3,584.12
BallFields	8,000.00	1,934.95	8,000.00	-6,065.05
Volleyball/Basketball	3,600.00	4,281.88	3,600.00	681.88
Environmental Initiatives	20,000.00	4,990.07	15,000.00	-10,009.93
Tree Enhancement Project	0.00	0.00	0.00	0.00
Parks & park equipment maintenance	18,000.00	6,555.26	13,500.00	-6,944.74
Parks Property Maintenance	17,000.00	12,657.83	12,750.00	-92.17
Recreation Tools and Supplies	4,000.00	698.70	3,000.00	-2,301.30
Subtotal: Parks Maintenance	39,000.00	19,911.79	29,250.00	-9,338.21
Recreation Activity Credit	2,000.00	400.00	1,500.00	-1,100.00
Events Expense	36,000.00	24,850.04	27,000.00	-2,149.96
Pool - Sewer & Water Charges	0.00	0.00	0.00	0.00
Pool - Chemicals	5,000.00	5,326.22	5,000.00	326.22
Pool - Propane	2,200.00	1,810.78	2,200.00	-389.22
Pool - Maintenance	2,000.00	1,873.61	2,000.00	-126.39
Pool - Swimming Lessons	200.00	0.00	200.00	-200.00
Pool - Programs	200.00	0.00	200.00	-200.00
Pool - Electricity	0.00	0.00	0.00	0.00
Subtotal: Pool	9,600.00	9,010.61	9,600.00	-589.39
Go PEI Grants	750.00	530.22	0.00	530.22
Recreation Training & Development	3,700.00	2,130.64	2,775.00	-644.36
Recreation Travel	3,000.00	590.51	2,250.00	-1,659.49
Salaries - Recreation	815,142.22	616,286.68	595,680.85	20,605.83
Recreation Benefits	102,411.38	78,028.56	74,839.09	3,189.47
Subtotal: Salaries and Benefits	926,153.60	694,315.24	670,519.46	23,795.78
Recreation Trailers	1,000.00	0.00	0.00	0.00
Van	1,500.00	942.88	1,125.00	-182.12

**TOWN OF CORNWALL**  
**Comparative Income Statement - Budget to Actuals**  
**As Of December 31, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of December 31, 2023	Budget at 9/12 Or Applicable Portion	2023/24 Variance to December 31 Budget to Actual
2011 1 ton Ford Truck	3,500.00	1,029.92	2,625.00	-1,595.08
2017 Chevy Silverado	3,000.00	1,752.79	2,250.00	-497.21
2008 Ford Ranger Truck	4,000.00	401.50	3,000.00	-2,598.50
2012 Ford F150 Super Cab	4,000.00	5,749.89	3,000.00	2,749.89
2017 Ford F150	3,500.00	1,111.09	2,625.00	-1,513.91
Subtotal: Recreation Vehicles	20,500.00	10,988.07	14,625.00	-3,636.93
<b>TOTAL PARKS AND RECREATION</b>	<b>1,247,528.64</b>	<b>815,393.14</b>	<b>821,994.46</b>	<b>-6,601.32</b>
<b>TOWN FACILITIES</b>				
Dry Storage Building Tower Lane	2,000.00	868.20	1,500.00	500.00
Civic Centre - Amortization	37,194.04	0.00	0.00	0.00
Civic Centre - Electricity	21,000.00	19,295.97	15,750.00	3,545.97
Civic Centre - Heat	10,000.00	6,037.04	7,500.00	-1,462.96
Civic Centre -Maintenance & Repairs	21,000.00	25,126.39	15,750.00	9,376.39
Civic Centre - Taxes, sewer & water	6,300.00	3,814.18	4,725.00	-910.82
Subtotal: Civic Centre	97,494.04	55,141.78	45,225.00	11,048.58
Clubhouse Electricity	9,000.00	5,519.96	6,750.00	-1,230.04
Clubhouse Heat	5,500.00	3,250.42	4,125.00	-874.58
Clubhouse Maintenance and Repairs	18,000.00	17,216.07	13,500.00	3,716.07
Clubhouse Water and Sewer	1,500.00	1,149.26	1,125.00	24.26
Subtotal: Clubhouse	34,000.00	27,135.71	25,500.00	1,635.71
Maint. Building Maint. & Repair	11,000.00	15,000.04	8,250.00	6,750.04
Maint. Building Taxes, Water & Sew.	6,300.00	4,646.29	4,725.00	-78.71
Maint. Building Heat	6,300.00	3,363.05	4,725.00	-1,361.95
Maint. Building Electricity	4,000.00	3,601.97	3,000.00	601.97
Subtotal: Maint. Building	27,600.00	26,611.35	20,700.00	5,911.35
Terry Fox Sports Complex General	17,200.00	2,822.15	12,900.00	-10,077.86
Ballfield Electricity	2,200.00	3,701.25	2,200.00	1,501.25
Turf Field - Electricity	10,000.00	8,358.97	7,500.00	858.97
Turf Field - Maintenance & Repair	5,000.00	2,762.66	3,750.00	-987.34
Subtotal: Turf Field	34,400.00	17,645.03	26,350.00	-8,704.97
Town Hall Electricity	18,000.00	14,796.45	13,500.00	1,298.45
Town Hall Maint. & Repair	20,000.00	30,912.77	15,000.00	15,912.77
Town Hall Taxes	23,000.00	20,660.64	23,000.00	-2,339.36
Town Buildings Amortization	29,058.75	0.00	0.00	0.00
Subtotal: Town Hall	90,058.75	66,369.86	51,500.00	14,869.86
<b>TOTAL TOWN FACILITIES</b>	<b>283,552.79</b>	<b>192,903.73</b>	<b>169,275.00</b>	<b>23,628.73</b>
<b>TOWN SERVICES</b>				
Animal Control	12,558.24	9,423.00	9,418.68	4.32
Fire Dues	420,924.00	333,159.00	315,693.00	17,466.00

**TOWN OF CORNWALL**  
**Comparative Income Statement - Budget to Actuals**  
**As Of December 31, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of December 31, 2023	Budget at 9/12 Or Applicable Portion	2023/24 Variance to December 31 Budget to Actual
Policing Services	783,699.00	599,694.75	587,774.25	11,920.50
Citizens on Patrol	2,500.00	1,000.00	1,875.00	-875.00
Charging Stations	2,000.00	1,885.37	1,500.00	385.37
Street Lights	95,000.00	73,763.76	71,250.00	2,513.76
Transit Expense	196,414.03	135,140.95	147,310.52	-12,169.57
Watershed Group	4,000.00	5,000.00	4,000.00	1,000.00
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>1,169,066.83</b>	<b>1,148,821.45</b>	<b>20,245.38</b>
<b>PLANNING</b>				
Emergency Measures Plan	11,500.00	16,196.91	8,625.00	7,571.91
Annual Conference & Membership	4,500.00	0.00	3,375.00	-3,375.00
Affordable Housing	12,000.00	11,804.15	12,000.00	-195.85
Planning Training & Development	5,000.00	195.00	3,750.00	-3,555.00
GIS	4,000.00	0.00	4,000.00	-4,000.00
Salaries - Planning	273,436.16	196,795.45	199,818.73	-3,023.28
Planning Benefits	45,390.30	28,991.06	33,169.83	-4,178.77
Planning Retirement Reserve	3,600.00	0.00	0.00	0.00
Subtotal: Salaries & Benefits	322,426.46	225,786.51	232,988.57	-7,202.06
Planning Travel	0.00	0.00	0.00	0.00
Planning Vehicle	3,000.00	2,598.19	2,250.00	348.19
Planning Vehicle Amortization	5,250.00	0.00	0.00	0.00
Planning Tools/Equipment	3,500.00	1,682.98	2,625.00	-942.02
<b>TOTAL PLANNING</b>	<b>371,176.46</b>	<b>258,263.74</b>	<b>269,613.57</b>	<b>-11,349.83</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	14,615.38	-1,801.39
Professional Fees - engineering	6,000.00	486.75	4,500.00	-4,013.25
Professional Fees – legal	35,000.00	26,044.68	26,250.00	-205.32
Professional Fees – planning	5,000.00	618.75	3,750.00	-3,131.25
Professional Fees - other	5,000.00	14,147.23	5,000.00	9,147.23
Information Technology	31,400.00	30,259.98	23,550.00	6,709.98
Engagement	5,000.00	898.15	3,750.00	-2,851.85
Bylaw Enforcement	6,789.12	4,560.00	5,091.84	-531.84
COVID-19	4,000.00	189.12	4,000.00	-3,810.88
FIONA	0.00	180,086.80	0.00	180,086.80
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>131,089.12</b>	<b>285,229.24</b>	<b>103,407.22</b>	<b>181,822.02</b>
<b>PUBLIC WORKS</b>				

**TOWN OF CORNWALL**  
**Comparative Income Statement - Budget to Actuals**  
**As Of December 31, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of December 31, 2023	Budget at 9/12 Or Applicable Portion	2023/24 Variance to December 31 Budget to Actual
Amortization - Public Works	71,354.39	0.00	0.00	0.00
PW Maintenance and repairs	25,000.00	18,530.26	18,750.00	-219.74
Sidewalk Maintenance	25,000.00	3,055.01	5,555.56	-2,500.55
Grass Cutting Contract	20,000.00	20,804.45	20,000.00	804.45
PW Tools and Supplies	4,500.00	6,630.24	4,500.00	2,130.24
Custodial Supplies	6,000.00	8,205.44	6,000.00	2,205.44
Salaries - Maintenance	325,400.82	218,825.41	237,792.91	-18,967.50
Maintenance Benefits	53,804.79	32,716.69	39,318.89	-6,602.20
Subtotal: Salaries & Benefits	383,905.61	251,542.10	277,111.79	-25,569.69
Taxes	2,516.33	2,022.00	2,516.33	-494.33
Tractor & trailer operating	6,500.00	5,222.69	4,875.00	347.69
Snow Removal Equipment	12,000.00	8,851.71	9,000.00	-148.29
Snow Blower	500.00	0.00	375.00	-375.00
2015 Chev Silverado	6,000.00	3,895.57	4,500.00	-604.43
2015 Lamar Dump Trailer	500.00	148.27	375.00	-226.73
Subtotal: Vehicle Operating	25,500.00	18,118.24	19,125.00	-1,006.76
<b>TOTAL PUBLIC WORKS</b>	<b>563,776.33</b>	<b>328,907.74</b>	<b>353,558.68</b>	<b>-24,650.94</b>
<b>TOTAL EXPENSE</b>	<b>4,785,151.10</b>	<b>3,519,789.04</b>	<b>3,343,342.20</b>	<b>176,446.84</b>
<b>INCOME BEFORE DEBT PAYMENT AND CAPTIAL FUNDING</b>	<b>648,686.41</b>	<b>412,483.73</b>	<b>788,889.06</b>	<b>-376,405.33</b>

**Cornwall Water and Sewer Utility Corporation**  
**Comparative Income Statement - Budget to Actuals**  
**As of December 31, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of December 31st, 2023	Budget at 9/12 Or Applicable Percent	2023/24 Variance to Dec 31 Budget to Actual
<b>REVENUE</b>				
<b>CURRENT REVENUE</b>				
Rate - Sewer	870,638.91	653,655.29	652,979.18	676.11
Rate - Water	806,844.16	614,119.90	605,133.12	8,986.78
Frontage - Sewer & Water	10,806.34	7,607.44	8,104.76	-497.32
Interest - Sewer & Water	24,200.00	26,158.02	18,150.00	8,008.02
Sewer & Water Inspections	1,500.00	355.00	1,125.00	-770.00
<b>Total Sewer &amp; Water Revenues</b>	<b>1,713,989.41</b>	<b>1,301,895.65</b>	<b>1,285,492.06</b>	<b>16,403.59</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	0.00	0.00	0.00
MCEG Grant	300,442.83	93,494.88	225,332.12	-131,837.24
<b>TOTAL REVENUE</b>	<b>2,014,432.24</b>	<b>1,396,422.29</b>	<b>1,510,824.18</b>	<b>-114,401.89</b>
<b>EXPENSE</b>				
<b>ADMINISTRATION</b>				
Administrative Fee	100,000.00	75,000.00	75,000.00	0.00
Council Honorarium Allocations	28,603.76	20,198.52	21,452.82	-1,254.30
Salaries	454,007.94	321,656.20	331,775.03	-10,118.83
Benefits	76,916.28	49,221.04	56,208.05	-6,987.01
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	5,004.54	4,500.00	504.54
Insurance	49,000.00	58,034.93	49,000.00	9,034.93
Memberships	1,500.00	0.00	1,125.00	-1,125.00
Equipment	4,500.00	696.27	3,375.00	-2,678.73
Interest on Debt Retirement	117,323.30	109,241.22	87,992.48	21,248.75
Sewer Maintenance	45,000.00	32,202.61	33,750.00	-1,547.39
Lagoon Maintenance	15,000.00	20,831.59	11,250.00	9,581.59
Water Maintenance	50,000.00	39,065.02	37,500.00	1,565.02
Water Conservation Program	1,000.00	373.02	750.00	-376.98
Water tests & Inspections	17,000.00	12,857.00	12,750.00	107.00
Water School	10,000.00	5,040.01	7,500.00	-2,459.99
Property Taxes	4,200.00	4,484.00	4,200.00	284.00
Power - Sewer	99,259.58	75,553.02	74,444.69	1,108.34

**Cornwall Water and Sewer Utility Corporation**  
**Comparative Income Statement - Budget to Actuals**  
**As of December 31, 2023**

	2023/24 Budget (Full Year)	2023/24 Actuals As of December 31st, 2023	Budget at 9/12 Or Applicable Percent	2023/24 Variance to Dec 31 Budget to Actual
Power - Water	80,018.99	61,855.14	60,014.24	1,840.90
Sub-total: Power	179,278.57	137,408.16	134,458.93	2,949.23
Snow Removal	0.00	0.00	0.00	0.00
Uniforms	2,000.00	2,570.72	1,500.00	1,070.72
Office Supplies	5,500.00	4,010.22	4,125.00	-114.78
Postage	13,000.00	8,750.10	9,750.00	-999.90
Professional Fees -audit/accounting	11,000.00	7,700.00	8,250.00	-550.00
Professional fees - legal	2,500.00	77.44	1,875.00	-1,797.56
Professional fees - engineering	12,500.00	1,732.51	9,375.00	-7,642.49
Professional fees - other	2,000.00	0.00	0.00	0.00
Information Technology	12,000.00	6,859.96	9,000.00	-2,140.04
Professional fees - subtotal	40,000.00	16,369.91	28,500.00	-12,130.09
Training & Development	7,500.00	5,027.61	5,625.00	-597.39
Telephone & Pager	6,500.00	4,358.64	4,875.00	-516.36
2007 Sierra Truck	5,000.00	5,239.93	3,750.00	1,489.93
2008 Victor Cargo Trailer	1,000.00	15.00	750.00	-735.00
2012 Blower	500.00	15.00	375.00	-360.00
2012 Bushhog	500.00	15.00	375.00	-360.00
2008 4X4Chev Truck(purch. 2013)	13,000.00	9,548.27	9,750.00	-201.73
2018 Ram Truck	7,500.00	6,969.11	5,625.00	1,344.11
2014 Magnum Mobile Generator	2,700.00	2,004.29	2,025.00	-20.71
Subtotal Vehicles	30,200.00	23,806.60	22,650.00	1,156.60
Diesel Fuel	0.00	11,238.77	0.00	11,238.77
<b>TOTAL EXPENSE</b>	<b>1,658,940.85</b>	<b>967,446.70</b>	<b>949,612.31</b>	<b>17,834.39</b>
<b>INCOME BEFORE DEBT PAYMENTAND CAPTIAL FUNDING</b>	<b>\$ 355,491.39</b>	<b>\$ 428,975.59</b>	<b>\$ 561,211.87</b>	<b>-\$ 132,236.28</b>

**TOWN OF CORNWALL**  
**MUNICIPAL AND EMERGENCY SERVICES COMMITTEE**  
**Wednesday, January 3, 2024, at 4:30pm**

**Attendance:** Corey Frizzell (Chair), Elaine Barnes, and Judy Herlihy  
**Regrets:** Mayor Minerva McCourt  
**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 4:30pm

**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 Herlihy and seconded by Councillor Barnes that the Agenda be approved as distributed.

**CARRIED**

**4. APPROVAL OF THE MINUTES**

Approval of the Minutes of October 4, 2023, is deferred to the next Committee meeting due to differing committee members in attendance.

**5. DISCLOSURE OF CONFLICT OF INTEREST**

NIL

**6. PRESENTATIONS**

a. Mike Cassidy – T3 Transit

The communities of Stratford, Charlottetown, Cornwall, commissioned a consultant to conduct a full study on transit and develop a strategic plan for the future. The draft report contains many recommendations and looks at a 10-year plan, Mr. Cassidy advised that T3 wanted to meet with councils of the communities before meeting with the consultants on the draft report and discuss how to move forward. The Committee discussed that ridership in 2023 increased 31% from 2022, with 30,552 fares. The national average is approximately 15 fares per service hour, and in September 2023 Cornwall had 20 fares per service hour. In 2023 routes to and from Charlottetown were made more direct. Mr. Cassidy advised that Cornwall riders can generally get on the bus in downtown Charlottetown and stay on until Cornwall. Transfers at the mall have been minimized, and transfers at Maypoint are almost excluded unless the rider is transferring from a Charlottetown bus. Additionally, an evening route with on demand service from the mall was added. The Primrose Point Pilot Route did not have significant ridership. Councillor Frizzell added that residents at the bottom of Primrose, such as Waterview Drive, have to walk farther to reach the stop and those residents might otherwise use transit if the route went further in the neighbourhood.

Councillor Frizzell stated that there are still underserved areas of Town, and the Committee discussed the possibility of shuttles or smaller busses bringing riders from these areas to main routes

within Town. The Committee would like to see more routes and times allowing residents to travel within the community. Councillor Frizzell and Councillor Barnes added that there are youths and seniors in the community that aren't interested in taking transit to Charlottetown and want to travel within Cornwall. Mr. Cassidy advised that the main routes are a fixed schedule service and the shuttles would have to be scheduled to connect to other routes, but that there could be a lot of coverage with a mini bus/shuttle.

The Committee asked Mr. Cassidy for further information regarding: a pilot shuttle project during the school year, additional routes and servicing further into the Town, routes allowing residents to travel within the Town, where are the locations with the most pick ups, locations for new bus shelters, and later routes in the summer months. The Committee discussed that additional services and routes depends on budget and the possibility of increasing service hours. Councillor Herlihy asked how many bus stops are in the Town. Mr. Cassidy advised that there are five (5) bus shelters and that most stop signs along the bus route are also considered bus stops, approximately 75 stops in total.

Previously, T3 and the partner communities discussed a timeline for purchasing electric and diesel busses for the 2025-2026 fiscal year, but Mr. Cassidy advised they may not see busses until 2027. T3 is now requesting a change to the project, requesting to purchase the diesel busses prior to receiving electric busses; there is demand for service and equipment is needed. Before electric busses can be purchased and delivered the depot building must be constructed.

*It was moved by Councillor Herlihy and seconded by Councillor Barnes to accept the amendment to the ICIP funding project*

Mr. Cassidy exited chambers at 5:25pm.

b. CDA Consulting – Aaron Campbell:

Mr. Campbell met with the Committee to discuss the draft Fire Services Agreement with the North River Rural Community Fire Company. Mr. Campbell advised that this is the most comprehensive municipal fire services agreement within the Province. The latest draft includes an indemnity and additional insured clause.

Councillor Herlihy requested the addition of a cancellation clause stating if one party wishes to terminate or not renew the agreement, they must advise the other party in writing within "x"-number of days prior to the renewal date. This will be pursued with NRPD to see if acceptable language can be agreed to and included in this contract.

Schedule "C" of the agreement states that the parties shall work in-good-faith to identify and initiate the establishment of an alternate water supply for fire suppression services supplied outside of the municipality. Councillor Frizzell asked Mr. Campbell for his recommendation regarding a fee for water used for fire suppression outside of Town; taxpayers are subsidizing cost of water used for fire suppression outside of town. Mr. Campbell advised that his recommendation is to work with the NRPD and surrounding communities to identify alternate water sources to draw from. Mr. Campbell stated it becomes difficult to calculate a fee when the Town cannot identify how much water they are drawing, and the fire department hasn't identified the amount of water used for fire suppression outside of Town. The Committee discussed that water used at the fire hall is metered and they are billed for usage, however the fire hydrants are not for their general operations and do

not have meters. CAO Coady and Mr. Campbell identified to the Committee that there was only one (1) structure fire last year outside of the municipality which NRRFD responded to that required extra water from the town, and based on the infrequency of structure fires outside the municipality it would be more productive to continue working in-good-faith, as the agreement states, to identify alternate water supply. Mr. Campbell advised that in the Route 2/Miltonvale area NRRFD has a buried tank, well, and fill station, and that this may be an option for other areas in the fire district.

Mr. Campbell also advised that the NRRFD welcomes the Committee to come and tour the firehall and equipment and meet the executive and members. They suggest a Monday evening in late January or February for this visit.

*It was moved by Councillor Frizzell and seconded by Councillor Barnes that the Fire Services Agreement be accepted.*

Mr. Campbell exited chambers at 6:10pm.

**7. REPORTS:**

- a. T3 Transit: *discussed as item 6(a)*.
- b. North River Fire Department: not received as of meeting date;
- c. Bylaw Enforcement: No comment.
- d. Animal Control: not received as of meeting date;

**8. ITEMS FOR DISCUSSION**

- a. NRRFD Draft Contract – *discussed as Item 6(b)*
- b. Emergency Measures Plan Update – *discussed as Item 6(b)*
- c. Citizens on Patrol (Councillor Campbell): Councillor Campbell is a volunteer with the Citizens on Patrol (COP) group. He asked if it would be possible for the monthly RCMP reports to advise which calls were assisted by information from COP volunteers and gain some recognition. The Committee discussed that the group does great work within the Town.

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

NIL

**10. OTHER BUSINESS**

NIL

**11. ADJOURNMENT:**

The meeting was adjourned at 6:30pm.

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**COREY FRIZZELL**, Chair  
Councillor

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**KEVIN COADY**  
Chief Administrative Officer

## Kevin Coady

---

**From:** Matthew Cassidy <mcassidy@coachatlantic.ca>  
**Sent:** January 3, 2024 3:20 PM  
**To:** Kevin Coady; Lori Bingley  
**Cc:** T3Transit Info  
**Subject:** December Ridership  
**Attachments:** Cornwall Annual Ridership.pdf; Cornwall December Ridership.pdf; December Accidents.pdf; December Breakdowns.pdf; December Complaints.pdf; December Marketing.pdf

Hello Everyone,

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

Monthly ridership for December 2023 was 2,281 and for December 2022 was 1,948. This is an increase of 17%

For 2023, we have a total ridership of 30,552 compared to 23,359 in 2022. This is an annual increase of 31% for total ridership in 2023.

The new evening route had ridership of 76 for the month.

I have also attached a monthly/annual summary of the systems ridership since the start of the system. It is great to see how things have grown over the years!! We are sure this growth will continue in 2024.

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 - DECEMBER 2023**

Date	Day	Sum of Cornwall U	Sum of Cornwall Ups	Sum of Cornwall Offs	Sum of Cornwall Offs	Sum of Cornwall Ridership
12/01/2023	Fri	55	7	41	4	107
12/02/2023	Sat	27	3	15		45
12/03/2023	Sun					0
12/04/2023	Mon	49	5	60	2	116
12/05/2023	Tue	51	4	55	3	113
12/06/2023	Wed	64	7	76	5	152
12/07/2023	Thu	52	8	57	2	119
12/08/2023	Fri	51	10	46	2	109
12/09/2023	Sat	29	13	27	9	78
12/10/2023	Sun					0
12/11/2023	Mon	53	6	51	1	111
12/12/2023	Tue	65	2	60	3	130
12/13/2023	Wed	48	2	50	2	102
12/14/2023	Thu	54	3	48	3	108
12/15/2023	Fri	50	6	58	2	116
12/16/2023	Sat	28	6	13	3	50
12/17/2023	Sun					0
12/18/2023	Mon	41	4	52	4	97
12/19/2023	Tue	50	5	56	3	114
12/20/2023	Wed	54	7	51	4	116
12/21/2023	Thu	40	4	38	4	82
12/22/2023	Fri	34	2	35	1	72
12/23/2023	Sat	21	5	17	2	45
12/24/2023	Sun					0
12/25/2023	Mon					0
12/26/2023	Tue	30	23	33	5	91
12/27/2023	Wed	28	11	36	8	83
12/28/2023	Thu	35	4	32	4	75
12/29/2023	Fri	27	9	11	3	50
12/30/2023	Sat					0
12/31/2023	Sun					
<b>Grand Total</b>		<b>1,036</b>	<b>156</b>	<b>1,018</b>	<b>71</b>	<b>2281</b>

Route # (Multiple Items)

**CORNWALL RIDERSHIP - DECEMBER 2023**

Day	Sum of Cornwall Ridership	Non Paying	Sum of Cornwall Ridership
Sun	0		
Mon	324		
Tue	357		
Wed	461		
Thu	392		
Fri	479		
Sat	268		
<b>Grand Total</b>	<b>2281</b>		

	2023	2022	2021
<b>Total Ridership</b>	<b>2,281</b>	<b>1,948</b>	<b>1,182</b>
<b>Monday - Friday</b>	<b>2,013</b>	<b>1,753</b>	<b>1,105</b>
Paying	-	-	14
Non - Paying	21	21	29
Working Days	96	83	49
Average	268	195	63
<b>Saturday</b>	<b>-</b>	<b>0</b>	<b>-</b>
Paying	4	5	3
Non - Paying	67	39	21
Working Days			
Average			

**Cornwall Passenger Totals Per Month**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2008	-	-	-	-	-	-	-	-	762	983	911	724	3,380
2009	865	760	886	827	852	1070	1043	1038	1416	1819	1620	1285	13,481
2010	1621	1489	1620	1340	1352	1439	1553	1333	1706	1776	1732	1193	18,154
2011	1478	1351	1802	1258	1357	1543	1620	1367	1580	1534	1684	1186	17,760
2012	1582	1418	1496	1128	1300	1260	1601	1416	1291	1480	1387	1159	16,518
2013	1312	1112	1150	1239	1181	988	1178	1093	1276	1424	1254	877	14,084
2014	1168	948	904	893	782	820	1163	1071	1175	1181	907	782	11,794
2015	766	646	985	857	839	895	1471	1025	1051	1107	992	734	11,368
2016	813	726	862	801	825	844	1067	1216	1034	994	961	750	10,893
2017	970	691	937	749	937	1049	1080	1160	1094	1071	963	752	11,453
2018	898	742	773	665	883	962	1106	1249	1293	1401	1173	763	11,908
2019	1038	976	1226	1186	1375	1186	1112	1225	3457	4183	3377	2231	22,572
2020	3969	3303	2214	504	541	911	1030	1040	879	950	802	550	16,693
2021	775	687	887	981	1088	1217	1281	1243	1576	1665	1560	1182	14,142
2022	828	845	1569	1685	2007	2195	2466	2646	2,271	2405	2494	1948	23,359
2023	1958	1789	2144	1,974	2231	2551	3186	3201	3,492	2907	2838	2281	30,552
	136.5%	124.0%	81.7%	59.6%	45.6%	38.5%	36.6%	33.7%	36.4%	34.4%	32.0%	30.8%	

# NORTH RIVER FIRE DEPARTMENT

## Town of Cornwall Statistics

### December 2023



Call Type	Number
Fire Alarm	3
Utility Fire	2
Motor Vehicle Accident	2
Medical First Responder	1
Smoke from cooking	1

### Fire Calls

	2020	2021	2022	2023	2024
<b>December</b>	6 (6)	6 (6)	7 (7)	4 (4)	9 (9)
<b>January</b>	6 (12)	7 (13)	7 (14)	7 (11)	
<b>February</b>	3 (15)	7 (20)	4 (18)	6 (17)	
<b>March</b>	4 (19)	3 (23)	9 (27)	3 (20)	
<b>April</b>	9 (28)	3 (26)	3 (30)	5 (25)	
<b>May</b>	3 (31)	3 (29)	3 (33)	11 (36)	
<b>June</b>	5 (36)	11 (40)	4 (37)	13 (49)	
<b>July</b>	3 (39)	4 (44)	7 (44)	18 (67)	
<b>August</b>	6 (45)	8 (52)	8 (52)	7 (74)	
<b>September</b>	5 (50)	7 (59)	12 (64)	12 (86)	
<b>October</b>	6 (56)	6 (65)	14 (78)	7 (93)	
<b>November</b>	4 (60)	4 (69)	13 (91)	7 (100)	
<b>Cornwall Totals</b>	<b>60</b>	<b>69</b>	<b>91</b>	<b>100</b>	
<b>NRFD Overall Totals</b>	<b>183</b>	<b>186</b>	<b>241</b>	<b>291</b>	

### Call Types

	2020	2021	2022	2023	2024
<b>Motor Vehicle Accidents</b>	17	12	16	14	2
<b>Misc. Fire type calls</b>	7	17	28	16	3
<b>Fire Alarms</b>	15	22	19	31	3
<b>Medical First Responder</b>	11	10	19	29	1
<b>Carbon Monoxide Alarms</b>	4	1	3	2	
<b>Structure Fires</b>	1	1	1	2	
<b>Vehicle Fires</b>	2	2	1	1	
<b>Water Rescue</b>	1	3	0		
<b>Off-Road Rescue</b>	0	0	1		
<b>Ice Rescue</b>	0	0	0		

**MAYOR'S REPORT - Town of Cornwall - December 2023**

	2023	2022	YTD 2023	YTD 2022
<b>TRAFFIC OCCURENCES</b>				
Traffic Collisions	6	1	70	54
Traffic Related	30	25	263	299
Check Stops	2		4	5
Other Criminal Code				
Impaired Operations	4	1	35	26
Dangerous Operations				
Off Road Vehicles Act			4	2
Other				
<b>PROVINCIAL STATUTES</b>				
Liquor Act	1	1	7	6
Fire Prevention Act		1	6	7
Litter Act			1	4
Child Welfare Act	2	1	7	9
Coroner's Act	1		6	4
Dog Act			1	1
Family Law Act			8	3
Mental Health Act	3	3	43	46
Cannibus Act		1	1	3
911 Act		4	46	28
Trespass Act			12	22
Municipal By-laws			3	4
Quarantine Act				2
Other		1	6	5
<b>FEDERAL STATUTES</b>				
Firearms Act			1	
Explosives Act				
Youth Criminal Justice Act				
Excise Act				
Other				
<b>CRIMINAL CODE</b>				
Fail to Comply			13	10
Disturbing the Peace	3	3	45	29
Public Mischief				1
Criminal Harrassment			6	8
Breach of Peace		1	4	6
Disobeying of Court Order			5	4
Other		1	6	7
<b>NATIONAL SURVEY</b>				
Prisoners Held				
Other				
<b>DRUG ENFORCEMENT</b>				
Trafficking	1		2	
Production				
Possession			1	
Other	1		2	
<b>CRIMES AGAINST PERSONS</b>				
Sexual Assault	1		6	5
Sexual Offences			1	1
Harassing Communications		4	9	25
Harassment			4	
Uttering Threats	2	1	18	14
Assault		2	29	18
Assault with a Weapon			3	4
Other	1		13	1
<b>CRIMES AGAINST PROPERTY</b>				
Theft Under	6		86	61
Theft Over				2
Theft of Motor Vehicle			4	
Property Obtained by Crime			1	2
Mischief	8	7	107	68
Fraud	2	1	24	15
Break and Enter			16	5
Other	1		7	
<b>COMMON POLICE ACTIVITIES</b>				
Index Checks	24	32	545	504
Suspicious Persons		2	31	41
False Alarms	10	5	65	81
Items Lost/Found	1		12	14
Demonstrations/Property				1
Assistance General Public	4	8	60	71
Assistance to Other	3	1	24	41
Other				
<b>TOTAL</b>	<b>117</b>	<b>107</b>	<b>1673</b>	<b>1569</b>
SOTS Issued	8	32	346	368
Warnings Issued	3	14	133	116
Number of Complaints in the Community	93	75	1127	1065

# Cornwall Mayor's Report

## December 2023

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### Traffic Occurrences:

#### *Traffic Collisions:*

There were six traffic collisions in December; three with reportable damage.

- Main Street and Meadowbank Road (4)
- Kellow Drive
- Routes 1 and 19

Cornwall members responded to thirty traffic complaints, four impaired operations and completed two check stops. Members issued the following summary offence tickets (SOTS) and warnings:

Summary Offence Ticket:	Total:
Speeding	3
Non-moving	4
Moving	1
<b>Total:</b>	<b>8</b>

Warnings:	Total:
Speeding	3
<b>Total:</b>	<b>3</b>

### Provincial Statutes:

#### *Child Welfare Act:*

Cornwall RCMP received two calls under the Child Welfare Act in December. One was a complaint that two young kids, approximately 10 years old, were out walking without parents or reflective clothing; this was in the early evening. A patrol was made but they were not located. The second report was from someone who had received three calls from an unknown individual with a child screaming in the background, saying they were going to kill them. After investigation it was determined to be a prank call.

#### *Mental Health Act:*

Cornwall RCMP received three calls under the Mental Health Act in December; one individual was transported to the hospital for further assessment.

#### *Coroner's Act:*

Cornwall RCMP received one report under the Coroner's Act in December. It was believed to be from natural causes but an autopsy will be preformed to confirm.

*Liquor Act:*

Cornwall RCMP received one call under the Liquor Act in December. The individual was arrested and lodged at the correctional centre for the night, for his own safety.

***Criminal Code:***

*Disturbing the Peace:*

RCMP received three reports of Disturbing the Peace in December. Two of the three reports were of intoxicated individuals walking on the street. Neither individual was located after patrols were made. The third report was of youths lighting fireworks and throwing them in garbage cans. The youths left prior to the report being made. The individuals were not located but extra patrols were made in the area to ensure it didn't continue to happen.

**Drug Enforcement:**

*Controlled Drugs & Substance Act:*

Cornwall RCMP received one report under the Controlled Drugs & Substance Act in December. There was insufficient evidence to do anything further with the information.

*Trafficking:*

Cornwall RCMP received one report of Trafficking in December. This file involved the same two people as the Controlled Drugs & Substance Act report.

**Crimes Against Persons:**

*Sexual Assault:*

Cornwall RCMP received one report of Sexual Assault in December. It was a report of a historical sexual assault and is currently under investigation.

*Uttering Threats:*

Cornwall RCMP received two reports of Uttering Threats in December. The first report is still under investigation. It involved threats made to an individual by his ex-girlfriend's new boyfriend. In the second report, members met with the complainant regarding text messages received from her ex-husband, but they did not meet the criminal code criteria for uttering threats.

*Distribute Intimate Images without Consent:*

Cornwall RCMP received one report of Distributing Intimate Images without Consent in December. An individual's ex-boyfriend threatened to share intimate photos she had sent him in the past with her new boyfriend, family and co-workers so he could get even and move on. He was met with and it was determined that this was just a threat and he no longer had the pictures.

**Crimes Against Property:**

*Mischief:*

Cornwall RCMP received eight reports of Mischief in December. The first report was damage done to a front door step overnight. The second call was from an individual who had been kicked out of his residence and was requesting assistance. A member met with the parties involved and advised the individual of his options as a tenant. The third call was a complaint that the neighbor's across the hall were being too noisy when they cook. He was advised to speak to his building manager. The fourth call was a complaint that an ex-husband got into an argument with her new husband when dropping off their child. He left when she called 911. The fifth file was a report that there was a vehicle turning around and pulling off the side of the road several times. She was concerned as there had been break-ins in the area previously. It turned out to be a refrigeration company. The sixth report was from an individual who wanted a family member removed for the night as he was causing a disturbance; he has ongoing mental health and addiction issues. She did not want charges. He was taken to the correctional centre for the night. The seventh call was a request to remove an intoxicated individual from a residence who didn't want to leave. He was taken to a friend's residence for the night. The eighth call was a report of fireworks being set off. Patrols were made but no one was located. It was unknown exactly where they were set off from.

*Theft Under \$5000:*

Cornwall RCMP received six reports of Theft Under \$5000 in December. Five of the files were reports of gas drive offs, four were in error and were going back to pay. The plate was not readable for the fifth vehicle so we were not able to locate it. The sixth report was theft from a vehicle which is still under investigation.

*Fraud:*

Cornwall RCMP received two reports of Fraud in December. The first report was from an individual who had previously been defrauded and was contacted by a company who told her they had recovered her funds. She was advised to research it closely and look for expert advice and to be very careful with her personal information. No money had been lost this time. The second report was from an individual who had sent \$50 to someone for a couch and they stopped responding.

*Trespass at Night:*

Cornwall RCMP received one report of Trespass at Night in December. It was a report from Citizen's on Patrol that a car was parked at the ball field twice in the last ten minutes. They would not speak to the complainant when she pulled up next to them. A member attended and spoke to the two individuals who were there star gazing. It was determined not to be suspicious.

**Common Police Activities:**

*False Alarms:*

Cornwall RCMP responded to ten False Alarm calls in December.

*Items Lost and Found:*

Cornwall RCMP received a report of keys found beside a vehicle. The owner was located and the keys were picked up.

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

Cornwall RCMP responded to seven requests for Assistance to the General Public/Agencies in December.

*Criminal Record Checks:*

RCMP conducted 24 criminal record/vulnerable sector checks for residents of Cornwall in December.



# **TOWN OF CORNWALL**

## **RESOLUTION**

**DATE:** January 24, 2024

**DEPARTMENT:** Municipal and Emergency Services

**MOTION NUMBER:** MES-01-2024 ICIP Transit Application Amendment

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

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

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

**Moved by Councillor** \_\_\_\_\_ **Corey Frizzell**

**Seconded by Councillor** \_\_\_\_\_ **Elaine Barnes**

**Whereas:** Transit ridership in Cornwall, and the capital area served by T3 Transit, has increased beyond expectations which poses challenges for T3 transit with the existing fleet;

**And Whereas:** Cornwall in conjunction with its partners in T3 transit were approved under the Investing In Canada Infrastructure Program (ICIP) for new bus purchases, with three diesel and seven electric buses still to be ordered under the ICIP Program funding;

**And Whereas:** Cost and delivery times for electric buses have both increased since the time of project approval under the ICIP Program, and in order to have sufficient buses for operational requirements and contain overall costs an amendment to the project is desired;

**Therefore, be it Resolved:** That the Town of Cornwall, in conjunction with the Town of Stratford and the City of Charlottetown, agree to amend the ICIP project application to six new diesel and three new electric buses.



# **TOWN OF CORNWALL**

## **RESOLUTION**

**DATE:** January 24, 2024

**DEPARTMENT:** Municipal and Emergency Services

**MOTION NUMBER:** MES-02-2024 NRFD Fire Services Agreement

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

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

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

**Moved by Councillor** \_\_\_\_\_ **Corey Frizzell**

**Seconded by Councillor** \_\_\_\_\_ **Elaine Barnes**

**Whereas:** The Town of Cornwall provides fire protection services in the municipality through the North River Rural Community Fire Company (NRFD);

**And Whereas:** The Town has been in negotiations with the NRFD to come to a written agreement regarding fire and additional services provided in the Town by NRFD, and the cost of those services;

**And Whereas:** Substantial negotiation between the parties has taken place and a mutually beneficial agreement has been come to between the parties;

**Therefore, be it Resolved:** That the Town of Cornwall enter into a fire services agreement with the NRFD pursuant to the agreement last considered at the Committee of Council meeting held on January 17, 2024 and attached to this resolution.

THIS AGREEMENT made as of the \_\_\_\_ day of \_\_\_\_\_, 2024.

**BETWEEN:**

**TOWN OF CORNWALL**

(the “Municipality”)

**OF THE FIRST PART**

**AND:**

**NORTH RIVER RURAL COMMUNITY FIRE COMPANY**

(the “Supplier”)

**OF THE SECOND PART**

WHEREAS the Supplier will provide fire protection, fire safety education and firefighting services as set out in Schedule “A” (the “Services”) to the Municipality, as more particularly described in Schedule “B” (the “Municipality Coverage Area”);

WITNESSETH THAT for consideration, including the mutual covenants and agreements herein contained, the Parties hereto covenant and agree with each other as follows:

**SERVICES AND COMPENSATION**

1. The Supplier agrees to perform the Services within the Municipality Coverage Area using reasonable effort, skill and ability. The Parties acknowledge that changes to the Services may be required from time to time. Any changes to the Services will be mutually agreed upon in writing by both Parties.
2. The Municipality will pay the Supplier for the provision of the Services an annual amount equal to the sum of:
  - (i) Seven and Three-Fourths Cents per One Hundred Dollars (\$0.0775/\$100.00) of the Municipality's taxable assessed value for non-commercial property, and
  - (ii) Sixteen Cents per One Hundred Dollars (\$0.16/\$100.00) of the Municipality's taxable assessed value for commercial property.

The Supplier shall provide an annual invoice to the Municipality (the “Invoice”) and the Municipality will pay the amount on the Invoice in four equal quarterly instalment payments. The Municipality will deliver the first quarterly instalment payment to the Supplier on the date that is no later than thirty (30) days after the Invoice is provided to the Municipality, followed by the remaining payments on June 30th, September 30th and December 31st of each calendar year of this

Agreement. Interest at a rate of Two Percent (2%) per annum will be charged by the Supplier on any overdue payments.

### TERM

3. This Agreement shall have effect from January 1, 2022, and will conclude on December 31, 2025.
4. The Parties may agree to extend the term of this Agreement on the mutual written agreement of both Parties which may occur in an electronic format, including via email.
5. Any extension of this Agreement will include a review of the rate payable under Clause 2 and the rate may be changed at the sole discretion of the Supplier, upon no less than sixty (60) days' notice to the Municipality of any change in rate.
6. Despite clause 3 above, should either Party to this Agreement decide not to renew this Agreement by or on its conclusion date, without serving a minimum advance notice of twelve (12) months of this intention upon the other Party, this Agreement and its terms shall remain in full force and effect for a further period of twelve (12) months beyond the conclusion date in clause 3.

### COVENANTS

7. The Supplier is solely responsible for providing any and all equipment and supplies in connection with providing Services and for any and all expenses incurred in connection with providing the Services (including insurance costs).
8. The Municipality will provide water supply to the Supplier as set out in Schedule "C" as it relates to the provision of Services.
9. The Supplier shall be solely responsible for all legally required employer and employee contributions and deductions for the Supplier and any staff and/or volunteers, including Worker's Compensation, Canada Pension Plan, Employment Insurance, federal and provincial income taxes, and medical coverage. The Supplier shall provide proof of registration, indicating "clear standing" status with the applicable Worker's Compensation agency.
10. The Municipality will not be liable for any injury or damage (including death) to the person or for the loss or damage to property based upon, occasioned by or in any way attributable to the Supplier's services under this Agreement unless such injury, loss, or damage is caused solely and directly by the negligence of an officer, employee or servant of the Municipality while acting within the scope of their employment or contract with the Municipality.
11. The Supplier shall comply with all relevant provincial and federal legislation and municipal bylaws.

12. Except as required by law, the Supplier will keep private, treat as being confidential, and not make public or divulge during, as well as after the term of this Agreement, any information or material to which the Supplier becomes privy as a result of acting under this Agreement including but not limited to personal information regarding Municipality residents and staff.
13. The Supplier shall, at its own cost, provide and maintain during the entire term of this Agreement commercial general liability insurance in the minimum amount of Five Million Dollars (\$5,000,000.00) in a form satisfactory to the Municipality, and naming the Municipality as an additional insured. The Supplier shall provide at least sixty (60) days' notice in writing of any material changes or cancellation.
14. The Parties agree to indemnify and to hold each other harmless from and against all claims, liabilities, demands, actions, losses, expenses, costs or damages which they may suffer as a result of the other's negligence in the performance or non-performance of their obligations under this Agreement or the breach of any material representation or condition of this Agreement. It is understood that this paragraph shall survive the termination of this Agreement.
15. The Supplier shall submit monthly activity reports to the Municipality indicating the number and nature of response calls occurring within the Municipality and response calls occurring within the Municipality Coverage Area.
16. Notwithstanding the notice requirements in section 16 of this Agreement, the Supplier shall provide the Municipality with a point of contact, by position, to address any matter pertaining to the Services.

### **GENERAL PROVISIONS**

17. The Parties agree that all notices required under this Agreement shall be well and sufficiently given if sent by registered mail, postage prepaid, or electronically, as follows:

**To the Supplier:**

North River Rural Community Fire Company  
Attn: Anson Grant, Fire Chief  
644 Capital Drive  
Cornwall, PE COA 1H0  
nrfdchief@bellaliant.com

**To the Municipality**

Town of Cornwall  
Attn: Kevin Coady, Chief Administrative Officer  
15 Mercedes Drive  
Cornwall, PE COA 1H0

town@cornwallpe.ca

and such notice shall be deemed to have been given and received on the fifth business day after which the envelope containing the notice was deposited and registered in a post office. In the event of an interruption of mail service, all notices shall be delivered by personal delivery, or by email.

18. The Supplier shall not assign this Agreement or any part thereof without the written permission of the Municipality.
19. This agreement shall enure to the benefit of and be binding upon the Parties, their heirs, executors, administrators, successors and permitted assigns.
20. The Schedules attached to this Agreement forms part of this Agreement.
21. This Agreement contains the entire agreement between the Parties. There are no undertakings, representations, or promises, express or implied, other than those contained in the Agreement.
22. This Agreement can only be amended by mutual written consent of the Parties.
23. The waiver by either Party of any breach or violation of any provision of this Agreement shall not operate, or be construed, as a waiver of any similar subsequent breach or violation of it.
24. The headings provided in the Agreement are for the convenience and ease of reference only and shall not affect the interpretation or construction of this Agreement.
25. This Agreement may be executed in counterparts, each of which, when so executed and delivered to the other Parties, shall be deemed to be an original, and when taken together, shall be deemed to be one and the same Agreement.
26. This Agreement will be construed and interpreted in accordance with the laws of the Province of Prince Edward Island.
27. It is acknowledged that this is an Agreement for the provision of services and nothing in this Agreement will be deemed to create a partnership, joint venture, agency or employment relationship between the Parties.
28. If any term or provision of this Agreement is found to be illegal or unenforceable, notwithstanding, this Agreement may, at the Municipality's option, remain in full force and effect and such term or provision shall be deemed removed from the Agreement.

[signature page follows]





## SCHEDULE "A"

### SERVICES

Subject to the provisions of the *Fire Prevention Act* and the applicable regulations thereunder, the Supplier will provide the following fire protection services within the Municipality Coverage Area:

- a) fire prevention and fire extinguishing, which includes structural fire fighting for rescue, fire control and property conservation;
- b) initial investigation of the causes of fire and origin determination;
- c) preservation of life and property and protection of persons and property from injury or destruction by fire;
- d) medical first responder services;
- e) salvage operations;
- f) the ability to enter into agreements with other municipalities or persons for the joint use, control, and management of fire extinguishing apparatus and equipment;
- g) purchase and operation of apparatus and equipment for extinguishing fires and preserving life and property;
- h) water rescue;
- i) rope rescue;
- j) low angle rescue;
- k) initial hazardous material responses;
- l) vehicle extrication;
- m) farm accident rescue;
- n) ground search and rescue;
- o) urban search and rescue;
- p) aircraft rescue and fire fighting;
- q) trench rescue;
- r) initial biological and chemical responses;
- s) fire prevention inspections;
- t) pre-fire planning;
- u) public safety education;
- v) precautionary standby;
- w) extinguishing and prevention of grass fires;
- x) extinguishing and prevention of urban interface fires;
- y) flood response;
- z) response to any request that the fire department deems an emergency, including but not limited to, CO alarms, animals in peril and gas odors.

(collectively, the "Services")



**SCHEDULE "C"**

**WATER SUPPLY**

The Municipality shall provide a source of water supply to the Supplier for the purposes of fire suppression and training through:

- A) Town of Cornwall fire hydrant system; and
- B) Hyde Pond.

During the Term of this Agreement, the Parties agree to work together in good faith to identify and initiate the establishment of an alternate water supply (untreated) for the Services to be provided outside of the Municipality Coverage Area.

**TOWN OF CORNWALL  
UTILITY COMMITTEE MEETING  
Monday, January 8, 2024, at 4:30 PM**

Chair: Councillor Elaine Barnes  
Present: Deputy Mayor Jill MacIsaac  
Councillor Cory Stevenson

Also: Doug Longmoore – Infrastructure Manager  
Kevin Coady – Chief Administrative Officer

Regrets: Mayor Minerva McCourt

**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 Deputy Mayor MacIsaac and seconded by Councillor Stevenson the agenda be approved as circulated with the addition of one item under other on water usage.

**Motion Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

Nil.

**APPROVAL OF MINUTES**

It was moved by Deputy Mayor MacIsaac and seconded by Councillor Stevenson the Minutes of November 6<sup>th</sup>, 2023, be approved as circulated.

**Motion Carried**

**BUSINESS ARISING**

Nil

**Generator Tender Results**

One bid was received on tender to install backup generators to 3 Utility facilities for \$579,340. The Utility had previously budgeted \$200,000 for the project including engineering. The Committee decided not to proceed with the project at this time. The Utility will look to acquire additional funding for emergency preparedness for new generators and review the scope of the project.

**Water Tower**

Water tower designs are nearing completion and should be tendered by the end of January.

Fundy engineering is scheduled to do bore hole testing at the site on the week of January 15, 2024. Once soil conditions have been determined then the tender documents will be finalized and posted.

**Utility Master Plan Draft Report**

The Utility Master Plan draft report completed by exp. was delivered to the Town on December 1, 2023. The Committee and staff have been reviewing the draft report and recommendations. The report is a very thorough examination of the Utilities' water and sewer systems and their operation. The report contained recommendations for upgrades and improvements based on 5-, 15- and 25-year planning horizons based on expected long term growth and projected land use. Staff are collecting comments and exploring additional areas of concerns not contained within the report to send back to exp. so the report can be finalized within the next few months.

**5-Year Capital Plan Review**

The committee reviewed the 5-year capital budget for the Utility. Budget items will be added into the 5-year plan pending availability of funding and based on recommendations from the draft Utility Master Plan. Budget priorities for the 2024/25 fiscal year include a new water tower, wastewater strategy study and the purchase of a new crane truck.

**Water Usage**

The Committee inquired if there was a way to measure water use from the fire department over a year or event. There is no practical way to measure water use of the fire department in an emergency as they will fill from the closest available hydrant. Best option is for the fire department to self report number of loads used, if that information is required.

**PUBLIC INPUT**

Nil.

**OTHER**

Nil.

**MEETING ADJOURNED**

Meeting adjourned at 5:44 p.m.

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**ELAINE BARNES**  
CHAIR

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**DOUG LONGMOORE**  
INFRASTRUCTURE MANAGER