

**Town of Cornwall
Cornwall, Prince Edward Island
Committee of Council
March 20, 2024, 4:30 PM**

Chair Deputy Mayor Jill MacIsaac

Present: Mayor Minerva McCourt
Councillor Elaine Barnes (via Zoom)
Councillor Steven Campbell
Councillor Judy Herlihy
Councillor Cory Stevenson
Councillor Corey Frizzell

Also: Kevin Coady – CAO
Tracey MacLean – Community/IT/HR Coordinator
Wendy MacKinnon – Manager of Corporate Services
Spencer Hay – Manager of Planning and Development

CALL TO ORDER

Mayor McCourt 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

February 21, 2024 - It was moved by Councillor Herlihy and seconded by Councillor Stevenson that the minutes of February 21, 2024, be approved as circulated.

Motion Carried

GUESTS/PRESENTATIONS

Nil

FINANCE/ADMINISTRATION

- a) 2024/2025 Draft Budgets and Capital Plan – It was moved by Councillor Herlihy and seconded by Councillor Stevenson to bring forth resolutions to Council that the Town of Cornwall pass the 2024/2025 Town and Utility Budgets and Capital Plans,

- b) Tender Award – TFSC Turf Field – It was moved by Councillor Frizzell and seconded by Councillor Campbell to bring forth a resolution to Council that the Town of Cornwall award the TFSC football artificial turf replacement project to GTR Turf, to include provisional item “CORNWALL PEI” lettering in the end zones, for \$1,397,714.80 excluding HST.

Manager Spencer Hay reviewed the report and comparisons from WSP comparing the two tenders received on the Turf Field Rehabilitation Design/Build.

Deputy Mayor MacIsaac left the meeting at 5:11pm, Mayor McCourt assumed the Chair position. Deputy Mayor MacIsaac returned to the meeting at 5:20pm and resumed the position of Chair.

ENVIRONMENT and SUSTAINABILITY

- a) Reports/Minutes –
- (i) March 11, 2024 (Draft) – included in the package. Councillor Herlihy provided the following highlights of meeting discussions:
- Fix a Leak Week will have daily social media posts with chances to win prizes.
 - Water School will take place in April with seven grade 5 classes attending. There were great reviews from last year.
 - Earth Day Clean Up and BBQ will take place on Saturday, April 20th 10am to 12pm. Groups will be contacted to help with the event.
 - There was discussion on the water conservation campaign and potential names for the campaign.
 - The CAWG Hyde Pond projecting is progressing, and the group will host an info night on invasive species in the future.
- b) Information Items – Nil
- c) Requests for Decision – Nil

MUNICIPAL and EMERGENCY SERVICES

- a) Reports/Minutes
- (i) Minutes – March 6, 2024 (Draft) – included in the package. Councillor Frizzell provided the following updates:
- The consultants for the Transit Strategic Plan will present the plan to the Council at a future meeting; Mike Cassidy of T3 Transit will be invited to a meeting subsequent to that presentation.
 - There was a discussion on the Community Emergency Response Teams as recommended by Dr. Trevor Jain. It would consist of teams in Cornwall neighborhoods that would assist in instances such as hurricane Fiona.
 - The Committee will discuss Harm Reduction further and invite experts in the field to present.
 - NRRFD Chief Anson Grant will be present at April’s meeting.
- (ii) Municipal Services Reports (Transit/Fire/Police/Bylaw/Humane Society) - Reports were in the package.

- b) Information Items - Nil
- c) Requests for Decision - Nil

PARKS and RECREATION

- a) Reports/Minutes
 - (i) Manager's Report – included in the package. Councillor Stevenson provided the following updates:
 - The Annual Easter event will take place on Easter Monday at the Terry Fox Sports Complex. Last year had a record number of participants and we are looking forward to another great event.
 - The outdoor rinks were open for thirty days this season and had lots of use. Thanks to staff for all the hard work put into getting the rinks up and running and for daily maintenance through very up and down weather.
 - The new scoreboards are on their way and will be Town branded.
 - Manager Kim Meunier is looking into options to avoid cancelling senior programs when school is cancelled.
 - Manager Kim Meunier is in early discussions with the organizing committee of the Just Live Fun Run.
 - The department is looking at having a designated senior time at the outdoor pool this summer.
 - There was discussion on the timeline for the turf field replacement.

- b) Information Items - Nil

- c) Requests for Decision

- (i) Policy – Memorial Benches, Trees etc. – It was moved by Councillor Stevenson and seconded by Councillor Campbell to bring forth a resolution to Council that the Town of Cornwall adopt the Commemorative Tree and Bench Policy to expand on the current Memorial Tree program.
- (ii) Mascot Design Contest – It was moved by Councillor Campbell and seconded by Councillor Stevenson to bring forth a resolution to Council that the Town of Cornwall establish a contest for the development of a new Town of Cornwall mascot, the contest shall be open, for submission of ideas and concepts, to all students in grades K-12 that are residents of the Town of Cornwall.

The Parks and Recreation Committee shall develop a short list of five of the submissions for residents to vote on to rank the submissions, Council shall determine the new Town of Cornwall mascot based upon the resident's rankings.

PLANNING

- a) Reports/Minutes
 - (i) Minutes – March 6, 2024 (Draft) – included in the package.
- b) Information Items

- (i) 91 Kingston Road - Noncompliant Accessory Building – The Planning Department staff have tried unsuccessfully to make contact. It has been five and a half months since the owner had been given the list of required items to bring into conformance of the NBC Standards and hasn't done anything. Staff will draft a letter with an order, with dates to remove the structure.
 - (ii) 601 Capital Drive – Vacant Dwelling Demolition/Removal – The building has sold, and work is being done. The property owner has until March 26, 2024, to advise of a timeline for the demolition/removal of the building.
 - (iii) Lakeview Drive Greenspace – The property owner at 1540 Warren Grove Road is considering opening a childcare centre and contacted the Town about possibly using part of the Lakeview Drive greenspace as a play area. They indicated that if considered, they would construct and maintain a fence for the area.
- c) Request for Decision
- (i) 638 Main Street (Access PEI) – Variance – It was moved by Deputy Mayor MacIsaac and seconded by Councillor Frizzell to bring forth a resolution that Council grant approval to allow an 8.9% Building Width Variance, relating to Development Permit Application C-212-23 at 638 Main Street, being PID 246629, subject to entering into a Development Agreement with the Town.
 - (ii) 517 Capital Drive – Subdivision Application – It was moved by Deputy Mayor MacIsaac and seconded by Councillor Frizzell to bring forth a resolution that Council grant approval of the subdivision of a portion of PID 758144 to create Lot 24-1, Lot 24-2, and Parcel R1, subject to: receiving a finalized subdivision plan, the Developer receiving access approval from the Department of Transportation and Infrastructure, and the Developer entering into a Subdivision Agreement with the Town.
 - (iii) 517 Capital Drive – Height Variance - It was moved by Deputy Mayor MacIsaac and seconded by Councillor Frizzell to bring forth a resolution that Council grant approval of the Height Restriction Exemption to permit a building height up to 54ft, subject to: requirements of Section 4.6 of the Bylaw, Council approval of the Special Permit Use, and entering into a Development Agreement with the Town.

PUBLIC WORKS

- a) Reports/Minutes
 - (i) Minutes – The Committee will meet in April.
- b) Information Items – Nil
- c) Requests for Decision –
 - (i) Grass Contract 2024 – It was moved by Councillor Campbell and seconded by Councillor Stevenson to bring forth a resolution to Council that the Town accept the bid from Subscribed Lawncare for the grass cutting/trimming contract for the 2024 Season.

WATER/SEWER UTILITY

- a) Reports/Minutes –
 - (i) Minutes – March 4,2024 (Draft) included in the package.

- b) Information Item –
 - (i) Water Tower Tender – The Town received two bids for the new water tower at the Main Street Wellfield site. WSP is reviewing the bids and will provide recommendations for the April Utility Committee meeting.

- c) Requests for Decisions – Nil

CORRESPONDENCE

Nil

IN CAMERA

Nil

ADJOURNMENT

The meeting was adjourned at 6:22pm

DEPUTY MAYOR MACISAAC, CHAIR