

**Cornwall, Prince Edward Island  
Regular Meeting of Council  
Wednesday, October 23, 2024  
4:30 PM**

**Present:** Mayor Minerva McCourt – presiding  
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  
Spencer Hay – Manager of Planning and Development

**Regrets:** Deputy Mayor Jill MacIsaac

**CALL TO ORDER**

Mayor Minerva McCourt called the meeting to order at 4:30pm. There were no members of the public in attendance.

**LAND ACKNOWLEDGEMENT** Read

**APPROVAL OF THE AGENDA**

Councillor Barnes moved, seconded by Councillor Stevenson, that the agenda be approved as circulated.

**Motion Carried**

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

Nil

**APPROVAL OF THE MINUTES**

a) **September 25, 2024, Regular Council Meeting:** Councillor Barnes moved, seconded by Councillor Campbell that the minutes of the September 25, 2024, 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 – September 18, 2024** - included in the package.
- ii) **2<sup>nd</sup> Quarter Financial Statements**

b) **Resolutions:**

**COC-37-2024 TFSC/Civic Centre Loan Renewal**

**Moved by Councillor      Judy Herlihy**  
**Seconded by Councillor      Elaine Barnes**

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

**And Whereas:** This loan is now due for renewal and the National Bank has offered to renew the loan with a remaining balance of \$734,476 at an annual interest rate of 4.10% on a one-year term with a remaining amortization of seven years;

**And Whereas:** Town of Cornwall Administration has surveyed other options regarding interest rates on similar loan products and are satisfied with this credit arrangement and will seek to lock in a longer term at renewal, as it is anticipated the interest rate environment will continue to become more favourable;

**Therefore, be it Resolved:** That the Town Cornwall renew this current loan for a one-year term with the National Bank of Canada at an interest rate of 4.10%.

**Motion Carried 5-0**

**COC-38-2024 Operating Lines of Credit Renewal**

**Moved by Councillor      Judy Herlihy**  
**Seconded by Councillor      Elaine Barnes**

**Whereas:** The Town of Cornwall has an Operating Line of Credit (LOC) for the Town general operating account of \$1,000,000 and the Water and Sewer Utility operating account for \$550,000 and these LOCs must be approved on an annual basis;

**And Whereas:** The interest rate on the LOCs is National bank of Canada Prime Rate less 0.75%

and the National Bank has offered to renew the LOCs at the same rate;

**Therefore, be it Resolved:** That the Town of Cornwall renew the LOCs with the National Bank of Canada at an interest rate of Prime less 0.75%.

**Motion Carried 5-0**

### **COC-39-2024 Utility Demand Loan Renewal**

**Moved by Councillor        Judy Herlihy**

**Seconded by Councillor    Elaine Barnes**

**Whereas:** The Town of Cornwall Water and Sewer Utility has a demand loan with the National Bank of Canada, which has been used as bridge financing for various utility projects such as the NR Lagoon Berm Repair, the Main Street Water Main Upsizing project and the New Wellfield project;

**And Whereas:** The original authorized amount of the loan was \$2,614,244 and the current balance is \$1,766,800 and the interest rate on the loan is the National Bank of Canada Prime less 0.75%;

**And Whereas:** The Utility is currently undertaking the New Water Tower project at a cost of \$4,061,227 which is 73% funded through the Investing in Canada Infrastructure Program (ICIP) but will require bridge financing and it is anticipated that the Utility will be undertaking service installation initiatives in the next construction season under various funding programs which will also require bridge financing;

**And Whereas:** It is desirable to renew and increase the overall limit of this credit facility to \$3,000,000 ensure these project requirements can be met, and such increase will not cause Cornwall to exceed its statutory debt limit, and The National Bank of Canada has offered to renew the demand loan and facilitate the increased amount authorized under the loan at the rate of National Bank of Canada Prime less 0.75%;

**Therefore, be it Resolved:** That the Town Cornwall renew the existing demand loan and increase the overall amount available under it to \$3,000,000.

**Motion Carried 5-0**

### **COC-34-2024 Engage Remuneration Consultant**

**Moved by Councillor        Corey Frizzell**

**Seconded by Councillor    Elaine Barnes**

**Be it Resolved:** That the Town of Cornwall accept the proposal from Jack Novak, retired

professor of local government and adjunct professor in the School of Public Administration at Dalhousie University, to conduct a council remuneration study pursuant to section 10 of the Town of Cornwall *Council Remuneration and Expenses Bylaw #2202-02* at a cost of \$13,950 exclusive of HST.

**Motion Carried 4-1**

**COC-41-2024 PEI Women’s Institute Country Christmas Ticket Purchase**

**Moved by Councillor**        **Cory Stevenson**  
**Seconded by Councillor**    **Judy Herlihy**

**Whereas:** The PEI Women’s Institute has been creating positive change in Island communities since 1911 and the Town of Cornwall desires to support this group in its fundraising initiatives including the 2024 Festive Country Christmas Gala Dinner and Yuletide Auction with proceeds in support of the Queen Elizabeth Hospital;

**Therefore, be it Resolved:** That the Town of Cornwall purchase two tickets to the 2024 Festive Country Christmas Gala Dinner and Yuletide Auction at the cost of \$125.00 each.

**Motion Carried 5-0**

**COC-42-2024 International Men’s Day**

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

**Whereas:** International Men’s Day, which celebrates the positive value men bring to the world, their families and communities, is November 19, 2024;

**And Whereas:** International Men’s Day is an opportunity for people everywhere of goodwill to appreciate and celebrate the men in their lives and the contribution they make to society for the greater good of all;

**And Whereas:** The Town of Cornwall values the positive contributions men, and all people, make to our community;

**Therefore, be it Resolved:** That Tuesday November 19, 2024, is declared International Men’s Day in the Town of Cornwall Prince Edward Island.

**Motion Carried 5-0**

## **ENVIRONMENT AND SUSTAINABILITY**

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

- i) **Minutes** – The Committee met October 21, 2024 – Minutes will be available for the next meeting. Councillor Herlihy provided the following updates:
  - Three Town staff and one volunteer Committee member attended the two-day Trapping course. There were great reviews of the course content. We are now able to apply for a permit.
  - Wildflower campaign is going well with a few more seed packets available at Town Hall.
  - There was a debrief of the two billion tree project. Trees planted along several Cornwall trails. Residents were very happy to receive the trees with a lot of positive feedback. Billy and Doiron’s did a great job.
  - Discussed a Dandelion Festival for Spring. This will be a one day, fun and educational event. Will take to Parks and Recreation to make sure the date doesn’t conflict with any other events.
  - The November meeting scheduled for November 11<sup>th</sup> will be moved to the 18<sup>th</sup> due to Remembrance Day.
  - Councillor Barnes questioned when trapping out of season would be in order. Councillor Herlihy noted that it would be only on occasions as required, such as animals in the lagoons.

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

## **MUNICIPAL AND EMERGENCY SERVICES**

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

- i) **Minutes** – (Draft) October 2, 2024. Councillor Frizzell provided the following updates:
  - Compliments on a successful tree program.
  - Mike Cassidy from T3 attended to speak on Transit. Conversations on future routes and expansions. Mike will put together a proposal and bring back to a future meeting. CAO Coady has requested that he have it for the December meeting.
  - Councillor Barnes inquired about the RCMP completion. CAO Coady reported that they are hoping to move in by the end of January 2025.
- ii) NRRFD, RCMP, Bylaw, Humane Society, Transit Reports are all included in the package.

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

## **PARKS AND RECREATION**

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

- **Minutes** – (Draft) October 9, 2024
- i) **Manager’s Report** – October 2024

Councillor Stevenson provided the following updates:

Cornfest Recap:

- Red Rock Wrestling was a big success with approximately 300 tickets sold.
- The Family Fun Day at Town Hall had approximately 1000 people in attendance. Town Hall was a great location and for the first time ever all the corn was used. The corn themed inflatables were a huge hit.
- Congratulations to Councillor Frizzell for his 2024 Celebrity Shucking win.
- Thank you to the Committee, staff, sponsors, volunteers and Council for helping to make this another successful event.
- Mascot – The Mascot has been ordered and voting on the name will take place at the next Committee meeting then brought to Council.
- Halloween events will take place this weekend with a Youth Dance and Haunted Woods. The Haunted Woods will have a child friendly, less scary component followed by a scarier version. Still in need of volunteers if anyone is available or knows anyone interested in helping.
- The Holiday Event planning is well under way.
- Congratulations to Bluefield Boys Baseball on winning Gold.
- The APM AGM is tonight – will attend and report back.
- Attended the Curling Club rock initiation for the club’s new set of rocks and he was honored to throw a ceremonial 1<sup>st</sup> rock. The club thanked the Town for it’s support of the Grand Slam event.

### **b) Resolutions:**

#### **PR-11-2024 T.O.P.S. Donation of Meeting Space**

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

**Whereas:** The T.O.P.S. program has requested the use of the Community Room at Town Hall for one hour long weekly meetings;

**And Whereas:** As a not-for profit organization, the T.O.P.S. program has requested that the Town waive the rental fee for the use of the space;

**Therefore, be it Resolved:** That the Town of Cornwall provide the use of the Community Room for one hour per week, the time of the hour to be mutually agreed, and that the Town will waive the rental fee for one year.

**Motion Carried 5-0**

**PLANNING AND DEVELOPMENT**

**Reports & Resolutions:**

a) **Minutes/Reports:**

i) **Minutes** – The Committee did not meet.

b) **Resolutions:**

**PL-34-2024 Bylaw #422F - Second Reading and Approval**

**A Bylaw to Amend the Town of Cornwall Zoning & Subdivision Control (Development) Bylaw #422**

**Moved by Councillor Corey Frizzell**

**Seconded by Councillor Steven Campbell**

**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;

**And Whereas:** Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422F, 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 September 25, 2024;

**Therefore, be it Resolved:** That the Town of Cornwall Zoning & Subdivision Control (Development) Bylaw #422F, 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 5-0**

**PL-35-2024 Formal Adoption of Bylaw #422F –**

**A Bylaw to Amend the Town of Cornwall Zoning & Subdivision Control (Development) Bylaw #422**

**Moved by Councillor Corey Frizzell**

**Seconded by Councillor Steven Campbell**

**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;

**And Whereas:** Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422F, 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 September 25, 2024;

**And Whereas:** Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422F, 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 October 23, 2024;

**Therefore, be it Resolved:** That the Town of Cornwall Zoning & Subdivision Control (Development) Bylaw #422F, 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 5-0**

**PL-36-2024 Bylaw #422G – Second Reading and Approval  
A Bylaw to Amend the Town of Cornwall Zoning & Subdivision Control  
(Development) Bylaw #422 – Zoning Map**

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

**Whereas:** Council has received an application to rezone 56 Lakeview Drive, being PID 719328, from Single Detached Residential (R1) to Multiple Unit Residential (R4);

**Whereas:** Pursuant to Section 2.2.1 and Section 22 of the *Zoning & Subdivision Control (Development) Bylaw #422* (the “Bylaw”) Council may concurrently consider amendment to the Zoning Map, being Schedule “A” to the Bylaw, and the General Land Use Plan, being Part 5, Figure 5 of the *2022 Official Plan* (the “Official Plan”);

**And Whereas:** the proposed amendment to the designation of said of PID 719328 on the Zoning Map and General Land Use Plan was presented to the public at an open meeting held on August 29, 2024;

**And Whereas:** Council has considered the Town of Cornwall Official Plan policy statements regarding servicing, commercial and residential zoning, and the criteria for concurrent Official Plan and Bylaw amendments under Section 6.4 of the Official Plan and Section 22 of the Bylaw;

**And Whereas:** the proposed amendment to the General Land Use Plan, being OPA-2024-03, was approved at a public meeting of Council on September 25, 2024;

**And Whereas:** Bylaw #422G, a bylaw to amend the Zoning Map, was read and approved for a first time at a public meeting of Council on September 25, 2024;

**Therefore, be it Resolved:** that Bylaw #422G, a bylaw to amend the Zoning Map, being Schedule

“A” to the *Zoning & Subdivision Control (Development) Bylaw #422*, is hereby read and approved a second time.

**Motion Carried 5-0**

**PL-37-2024 Formal Adoption of Bylaw #422G  
A Bylaw to Amend the Town of Cornwall Zoning & Subdivision Control  
(Development) Bylaw #422 – Zoning Map**

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

**Whereas:** Council has considered the Town of Cornwall Official Plan policy statements regarding servicing, commercial and residential zoning and developments, and the criteria for concurrent Official Plan and Bylaw amendments under Section 6.4 of the *2022 Official Plan* and Section 22 of the *Zoning & Subdivision Control (Development) Bylaw #422* (the “Bylaw”);

**And Whereas:** Bylaw #422G, a bylaw to amend the Zoning Map, being Schedule “A” to the Bylaw, was read and approved for the first time at the Town of Cornwall regular council meeting held on September 23, 2024;

**And Whereas:** Bylaw #422G, a bylaw to amend the Zoning Map, being Schedule “A” to the Bylaw, was read and approved for the second time at the Town of Cornwall regular council meeting held on October 23, 2024;

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

**Motion Carried 5-0**

**PL-38-2024 Bylaw #422H – Second Reading and Approval  
A Bylaw to Amend the Town of Cornwall Zoning & Subdivision Control  
(Development) Bylaw #422 – Zoning Map**

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

**Whereas:** Council has received an application to rezone 346 York Point Road, being PID 248971, from Agricultural Reserve (A1) to Public Service and Institutional (PSI);

**Whereas:** Pursuant to Section 2.2.1 and Section 22 of the *Zoning & Subdivision Control (Development) Bylaw #422* (the “Bylaw”) Council may concurrently consider amendment to the Zoning Map, being Schedule “A” to the Bylaw, and the General Land Use Plan, being Part 5, Figure 5 of the *2022 Official Plan* (the “Official Plan”);

**And Whereas:** the proposed amendment to the designation of said of PID 248971 on the Zoning Map and General Land Use Plan was presented to the public at an open meeting held on August 29, 2024;

**And Whereas:** Council has considered the Town of Cornwall Official Plan policy statements regarding servicing, commercial and residential zoning, and the criteria for concurrent Official Plan and Bylaw amendments under Section 6.4 of the Official Plan and Section 22 of the Bylaw;

**And Whereas:** the proposed amendment to the General Land Use Plan, being OPA-2024-04, was approved at a public meeting of Council on September 25, 2024;

**And Whereas:** Bylaw #422H, a bylaw to amend the Zoning Map, was read and approved for a first time at a public meeting of Council on September 25, 2024;

**Therefore, be it Resolved:** that Bylaw #422H, a bylaw to amend the Zoning Map, being Schedule “A” to the *Zoning & Subdivision Control (Development) Bylaw #422*, is hereby read and approved a second time.

**Motion Carried 5-0**

**PL-39-2024    Formal Adoption of Bylaw #422H**  
**A Bylaw to Amend the Town of Cornwall Zoning & Subdivision Control**  
**(Development) Bylaw #422 – Zoning Map**

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

**Whereas:** Council has considered the Town of Cornwall Official Plan policy statements regarding servicing, commercial and residential zoning and developments, and the criteria for concurrent Official Plan and Bylaw amendments under Section 6.4 of the *2022 Official Plan* and Section 22 of the *Zoning & Subdivision Control (Development) Bylaw #422* (the “Bylaw”);

**And Whereas:** Bylaw #422H, a bylaw to amend the Zoning Map, being Schedule “A” to the Bylaw, was read and approved for the first time at the Town of Cornwall regular council meeting held on September 23, 2024;

**And Whereas:** Bylaw #422H, a bylaw to amend the Zoning Map, being Schedule “A” to the Bylaw, was read and approved for the second time at the Town of Cornwall regular council meeting held on October 23, 2024;

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

**Motion Carried 5-0**

**PL-40-2024    Scottsview Meadows Subdivision - Phase 1  
                  Parkland Dedication – Pedestrian Walkway Infrastructure**

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

**Whereas:** The Town and the Developer entered into a Parkland Dedication Agreement (the “Agreement”) dated May 26, 2022, pursuant to Section 22.8 of the *Zoning & Subdivision Control (Development) Bylaw #414*;

**And Whereas:** The value of parkland due from the Developer to the Town for Phase 1 was assigned a value of \$125,675.00 for dedication purposes, and the Town may request payment at any time in accordance with Section 4 of the Agreement;

**And Whereas:** The Developer has requested support from the Town with respect to cost sharing construction of Pedestrian Walkway Infrastructure;

**And Whereas:** The Developer has constructed a 1.8meter wide trail along Samantha Lane with a total construction cost of \$157,014.40.

**Therefore, Be it Resolved:** That Council accept the trail along Samantha Lane as the parkland dedication for Phase 1.

**Motion Carried 5-0**

**PUBLIC WORKS**

a) **Minutes/Reports:**

- i) **Minutes:** (Draft) September 25, 2024. Councillor Campbell noted that the Committee will meet after tonight's Council meeting.
  - Councillor Herlihy complimented the new Town signs. Councillor Campbell noted that staff will be working to remove the old signs. Thank you to staff for their work on getting the signs installed.

b) **Resolutions:**

**PW-02-2024    Parking Lot Snow Removal Tender Award**

**Moved by Councillor        Steven Campbell  
Seconded by Councillor    Elaine Barnes**

**Whereas:** The Town of Cornwall issued a request for proposals for snow clearing services for

the 2024-25 season to remove snow from, and provide ice control to, parking lots at town buildings;

**And Whereas:** Two compliant bids were received for the contract and the low bidder was Dowling’s Groundworks Inc. for \$27,825 plus HST;

**Therefore, be it Resolved:** That the Town of Cornwall award the snow removal contract for the 2024-25 season to Dowling’s Groundworks Inc.

**Motion Carried 5-0**

**PW-03-2024 Snow and Ice Control Policy Adoption**

**Moved by Councillor Steven Campbell**

**Seconded by Councillor Elaine Barnes**

**Whereas:** The Town of Cornwall does not currently have a Snow and Ice Control policy that outlines the minimum standards that the Town will accept for snow removal and ice control on the Towns sidewalks, trails and parking lots;

**And Whereas:** There is a need for the Town to have a reasonable and actionable policy that outlines the minimum service delivery that residents can expect and to serve as a reasonable benchmark against any potential claims of negligence against the Town;

**Therefore, be it Resolved:** That the Town adopt the Snow and Ice Control Policy detailing minimum snow and ice control standards that was considered at the Committee of Council meeting on October 16, 2024, and is attached to this resolution.

**Motion Carried 5-0**

**WATER/SEWER UTILITY**

**a) Minutes/Reports:**

i) **Minutes:** (Draft) October 7, 2024. Councillor Barnes provided the following updates:

- The new water tower tender includes paint and Town logo.
- There will be a pressure reducing valve chamber required as part of the water tower project to allow for separate pressure zones in the town.

**b) Resolutions:**

**U-06-2024 Adopt Utility Master Plan “In Principle”**

**Moved by Councillor Elaine Barnes**

**Seconded by Councillor Cory Stevenson**

**Whereas:** The Town of Cornwall had a Utility Master Plan completed earlier this year by exp;

**And Whereas:** The Utility Master Plan provides a detailed condition assessment of the Town's Utility and provides detailed recommendations to guide future growth and capital projects required to maintain the utilities systems;

**And Whereas:** The Master Plan has been reviewed and deemed as an acceptable document by both staff and the Utility Committee;

**Therefore, be it Resolved:** That the Town of Cornwall adopt the Utility Master Plan completed by exp. "in principle" and to use the Utility Master Plan to guide future decisions for growth and capital development of the Utility.

**Motion Carried 5-0**

**CORRESPONDENCE**

- Councillor Stevenson congratulated the Bluefield Step Up on raising around \$3000 at their annual student led fundraiser with the assistance of teacher Sheila Callaghan and student Emma MacDougall.
- Councillor Herlihy gave a shout out to the parents to remind them of the cake auction tomorrow.
- Deputy Mayor MacIsaac requested that Councillor Stevenson pass along Happy 50<sup>th</sup> Wedding Anniversary wishes to her parents Irene and Bruce MacIsaac.
- Mayor McCourt congratulated Ernie Stavert on being recognized as Senior Islander of the Year.
- Mayor McCourt reminded everyone of some great events happening: Scream Park tonight, Halloween events this weekend and the Veteran's Dinner on November 9<sup>th</sup>.
- Mayor McCourt and Councillor Barnes attended the FPEIM meeting in Abram's Village. A lot of great speakers and information.
- Councillor Barnes noted that the FPEIM meeting focused a lot on collaboration and the lack of support for elected officials mental well being.
- Councillor Campbell reminded everyone of the Eliot River Scream Park tonight and that the Battery Blitz runs until the end of October so still time to get your batteries dropped off.
- Councillor Frizzell complimented Hannah MacLean and the CAWG on an amazing job on the Hyde Pond Restoration project.

**OTHER BUSINESS**

**IN CAMERA**

Per MGA s.119(1)(a), it was moved by Councillor Stevenson and seconded by Councillor

Campbell to go in camera at 5:26pm.

The meeting resumed regular session at 5:49pm.

**ADJOURNMENT**

Meeting was adjourned at 5:50pm.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER