

**Town of Cornwall
Cornwall, Prince Edward Island
Committee of Council
April 16, 2025, 4:30 PM**

Chair: Mayor Minerva McCourt

Present: Councillor Elaine Barnes
Councillor Steven Campbell
Councillor Corey Frizzell
Councillor Judy Herlihy
Councillor Cory Stevenson

Regrets: Deputy Mayor Jill MacIsaac

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

CALL TO ORDER

Mayor Minerva McCourt called the meeting to order at 4:30pm.

There was one member of the public present.

APPROVAL OF THE AGENDA

It was moved by Councillor Barnes and seconded by Councillor Campbell that the agenda be approved as circulated with the addition of May Council Meeting Date Change.

Motion Carried

DISCLOSURE OF CONFLICT OF INTEREST

Councillor Frizzell will recuse himself for section 13-b as this is a client of his work with ESD Canada.

ADOPTION OF PREVIOUS MINUTES

March 19, 2025 - It was moved by Councillor Campbell and seconded by Councillor Stevenson that the minutes of March 19, 2025, be approved as circulated.

Motion Carried

GUESTS/PRESENTATIONS

Beth Clinton – Regional Librarian – PEI Public Library Services: Beth thanked Council for the opportunity to present. She noted that the 25 libraries across the Island share the collection. E-books make the library a 24/7 service. The library is now more than just books, other non-traditional items include snowshoes and musical instruments. 2024 was a remarkably busy year for library events in Cornwall. She noted that with staff working alone most times, that they would like the Town to consider a panic button be installed at a future date.

PLANNING

- a) Reports/Minutes –
 - Public Meeting Minutes - March 25, 2025 (draft) – included in the package.
 - April 2, 2025 (draft) – included in the package.
- b) Information Items – Nil
- c) Request for Decision –

Emerald Heights Subdivision (PID 684639) – It was moved by Councillor Frizzell and seconded by Councillor Stevenson to bring forth a resolution to Council that Council grant Preliminary Approval of the Amended Development Concept for Emerald Heights Subdivision (PID 684639), subject to the submission and review of additional documents including but not limited to legal survey plans and engineered drawings to finalize development conditions and grant final Approval and also subject to the Developer entering into a Subdivision and Development Agreement with the Town.

- Manager Hay noted that the conversation at the public meeting was mostly around the buffer zone. Most comments were positive. There was discussion on keeping the open areas in their natural state.

Scottsview Meadows Subdivision – Lot 21-37 – Change of Use– It was moved by Councillor Campbell and seconded by Councillor Herlihy to bring forth a resolution to Council that Council grant Approval of the Amended Development Concept for Lot 21-37 Samantha Lane (portion of PID 1148626), subject to a revised plan being submitted including provisions for nine (9) parking spaces (1.5 per unit) and a physical buffer along the eastern property boundary shared with PID 561803 and also subject to the Developer entering into a Development Agreement with the Town.

- Manager Hay noted that the Town received additional information from the planning consultant and the change of use request falls under the current bylaw and is at the discretion of Council. A letter was sent out to one home without a response. The updated plan proposes consolidated driveways which gives the perception of more green space and meets the parking requirements. Council can mandate specific requirements in the Development Agreement such as having a buffer between the development and the single-family dwelling.

Scottsview Meadows Phase 2 – Parkland Dedication – It was moved by Councillor Frizzell and seconded by Councillor Stevenson to bring forth a resolution to Council that Council approve Parcel OS1 and Parcel E7 complete with a fully constructed trail as Parkland Dedication for Scottsview Meadows Subdivision Phase 2, subject to the Developer entering into a Parkland Dedication Agreement with the Town;

Scottsview Meadows – Narrow Lot Subdivision – It was moved by Councillor Frizzell and seconded by Councillor Campbell to bring forth a resolution to Council that Council grant Approval for the subdivision of Lots 21-20 to 21-23 and 21-26 to 21-27 on Samantha Lane (a portion of PID 1148626) in Phase 1 of the Scottsview Meadows Subdivision to create 12 Narrow Lots rather than 6 Semi-Detached Lots, as depicted in the Preliminary Plan of Survey drawing 25016-1, prepared by Sandstone Surveying & Engineering and dated February 10, 2025.

67-73 Mercedes Drive (PID 1112275) – It was moved by Councillor Campbell and seconded by Councillor Frizzell to bring forth a resolution to Council that Council grant Approval for the creation of one (1) additional dwelling unit to each of the two (2) 24-unit Apartment Buildings located at 67 & 73 Mercedes Drive (PID 1112275) through the conversion of one common space in each building.

Public Meeting for 2 Rezoning Applications (PID 406926 & 298 Main Street PID 245969) – It was moved by Councillor Frizzell and seconded by Councillor Campbell to bring forth a resolution to Council that Council approve the scheduling of a Public Meeting to solicit input from the public on the Applications to rezone PID 2459690 (298 Main Street) and PID 406926 (Main Street) at a date to be determined in May 2025.

FINANCE/ADMINISTRATION

- a) Request for Decision –

May Meeting Date Change – It was moved by Councillor Barnes and seconded by Councillor Campbell to bring forth a resolution to Council that Town of Cornwall May monthly council meeting be held on Tuesday May 27 at 4:30pm in the council chambers. There will not be a quorum available for the regular date of May 28th.

ENVIRONMENT and SUSTAINABILITY

- a) Reports/Minutes – March 10, 2025 (draft) – included in the package. Councillor Herlihy provided the following updates:
- Water School will run the week of April 28th. It has been a very successful program.
 - The department will be hiring an Environmental Student for the summer.
 - The Dandelion Festival sub committee meets regularly for the May 24th event.

- Congratulations to CAWG on their new logo. Hannah MacLean designed the tree in the shape of a waterway.
- CAWG received a request from Sally MacDonald to plant oak trees in various Town locations in memory of Josh and Oliver Underhay. Councillor Frizzell suggested that there should be a policy in place for requests such as this. After some discussion it was decided that Manager Meunier would coordinate with Sally on planting at the Community Gardens for now until a policy is established. CAWG will maintain the trees.

b) Information Items – Nil

c) Requests for Decision – Nil

Councillor Campbell left the meeting at 6:13pm and returned at 6:16pm.

Councillor Herlihy left the meeting at 6:16pm and returned at 6:19pm.

MUNICIPAL and EMERGENCY SERVICES

- a) Reports/Minutes – April 2, 2025 (draft) – included in the package. Councillor Frizzell provided the following updates:
- There was a presentation from Danielle Hennessey of the PEI Youth Justice Commission about their services and potential partnership with the Town on the Provincial Youth Justice Program.
 - The E-Watch technician met with Public Works Manager Longmoore to see potential sites for the E-Watch cameras. CAO Coady will arrange a time for the Council to tour the E-Watch headquarters.
 - CAO Coady noted that the RCMP are scheduled to take possession of the keys for their new detachment on April 30 and begin the move in process.
- (i) Municipal Services Reports (Transit/Fire/Police/Bylaw/Humane Society) - Reports were included in the package.

b) Information Items – Nil

c) Requests for Decision –

Collaboration with PEI Youth Justice Services – It was moved by Councillor Frizzell and seconded by Councillor Herlihy to bring forth a resolution to Council that the Town of Cornwall Council directs town administration to participate in this Provincial Youth Justice Program to the extent possible.

PARKS and RECREATION

a) Reports/Minutes

- (i) Minutes – Manager’s Report – April 2025. Councillor Stevenson provided the following updates:
- The Town’s 30th birthday celebration went very well with a lot of great feedback. The video of the mascot revealing went viral on social media.
 - The Easter Eggstravaganza will take place at the Terry Fox Complex on Easter Monday 10am to 12pm. Lots of great family fun activities are planned.
 - The Community Yard Sale will take place May 24. Residents can book a table at the Cornwall Civic or register their address.
 - 90% of the booking requests at the Terry Fox Complex have been accommodated.
 - The Committee is working on the Wall of Fame policy. Councillor Frizzell has a nominee.
 - There has been a request for the NHL Legends game, after discussion, the Committee is not recommending that the Town host due to costs etc.

b) Information Items – Nil

c) Requests for Decision

TFSC Memorial Wall of Fame Policy – It was moved by Councillor Stevenson and seconded by Councillor Campbell to bring forth a resolution to Council that the Town of Cornwall adopts the Cornwall Wall of Fame Policy and application.

PUBLIC WORKS

a) Reports/Minutes – The Committee did not meet.

b) Information Items – Nil

c) Requests for Decision – Nil

WATER/SEWER UTILITY

a) Reports/Minutes – The Committee did not meet.

b) Information Item – Nil

c) Requests for Decisions – Nil

CORRESPONDENCE

a) **MADD Canada Message Yearbook Advertising** – It was moved by Councillor Herlihy and seconded by Councillor Frizzell to bring forth a resolution to Council that the Town of

Cornwall purchase a colour business card advertisement in MADD Canada's annual "Message Yearbook" for the cost of \$319 plus the applicable HST.

Councillor Frizzell left the meeting at 6:19pm.

- b) **Society of Saint Vincent de Paul** – Donation Request – It was moved by Councillor Campbell and seconded by Councillor Herlihy to bring forth a resolution to Council that the Town of Cornwall donate five hundred dollars to the Society of Saint Vincent de Paul Cornwall Conference.

Councillor Frizzell returned to the meeting at 6:32pm.

- c) **Fibromyalgia Association of Canada** – It was moved by Councillor Campbell and seconded by Councillor Barnes to bring forth a resolution to Council that the Town of Cornwall illuminates the Cornwall Town Hall in purple in recognition of Fibromyalgia Awareness Day on May 12, 2025.
- d) **Huntington Society of Canada** - It was moved by Councillor Herlihy and seconded by Councillor Barnes to bring forth a resolution to Council that the Town of Cornwall illuminates the Cornwall Town Hall the week of May 26-31 in blue in recognition of Huntington Disease Awareness Month.

IN CAMERA

MGA s.119(1)(d) It was moved by Councillor Campbell and seconded by Councillor Frizzell that the meeting would move "in camera" at 6:38pm.

The meeting resumed regular session at 7:13pm.

ADJOURNMENT

The meeting was adjourned at 7:14pm.

Mayor Minerva McCourt, Chair