

**Town of Cornwall
Regular Council Meeting
August 27, 2025, 4:30 PM**

- 1) **Call to Order**
- 2) **Land Acknowledgement**
- 3) **Approval of Agenda/Additions to Agenda**
- 4) **Conflict of Interest**
- 5) **Approval of Previous Minutes**
 - a) July 23, 2025
- 6) **Business Arising**
- 7) **Guests/Presentations/Petitions/Declaration**
- 8) **Planning and Development – Deputy Mayor MacIsaac**
 - a) **Minutes/Reports**
 - i) Minutes (Draft) - August 6, 2025
 - b) **Resolutions**
 - i) Public Meeting – Rezoning 920 Main Street
 - ii) Affordable Housing Application – Kingston Road
 - iii) Official Plan & Bylaw Review
- 9) **Committee of Council – Deputy Mayor MacIsaac**
 - a) **Minutes/Reports** – Minutes July 16, 2025
 - b) **Resolutions**
 - i) Make A Wish – Bragger’s Cup – Hole Sponsor
 - ii) Arthritis Awareness Month
- 10) **Environment and Sustainability – Councillor Herlihy**
 - a) **Minutes/Reports**
 - b) **Resolutions**
- 11) **Municipal and Emergency Services – Councillor Frizzell**
 - a) **Minutes/Reports**
 - i) Transit, NRRFD, RCMP, Bylaw, Humane Society Reports
 - b) **Resolutions**
- 12) **Parks and Recreation – Councillor Stevenson**
 - a) **Minutes/Reports**
 - i) Manager’s Report – August 2025
 - b) **Resolutions**
- 13) **Public Works – Councillor Campbell**
 - a) **Minutes/Reports**
 - b) **Resolutions**
- 14) **Water/Sewer Utility – Councillor Barnes**
 - a) **Minutes/Reports**
 - b) **Resolutions**
 - i) Capital Contribution Bylaw – 1st Reading
 - ii) Utility Bylaw – Amendments 1st Reading
 - iii) Cornwall Rd. Phase 1 – Change Order
 - iv) Cornwall Lagoon Berm Repair – Contract Award
- 15) **Correspondence**
- 16) **Other Business**
- 17) **In Camera**
- 18) **Adjournment**

**Cornwall, Prince Edward Island
Regular Meeting of Council
Wednesday, July 23, 2025
4:30 PM**

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

Also: Kevin Coady – CAO
Tracey Laybolt – Community/HR/IT Coordinator
Wendy MacKinnon – Manager of Corporate Services
Paula Griffin – Acting Manager of Planning and Development
Oliver Batchilder – Public Relations and Marketing Summer Student

Regrets: Nil

CALL TO ORDER

Mayor Minerva McCourt called the meeting to order at 4:30pm. There were 6 members of the public in attendance.

LAND ACKNOWLEDGEMENT

Read

APPROVAL OF THE AGENDA

Councillor Campbell moved, seconded by Deputy Mayor MacIsaac that the agenda be approved with the addition of two “In Camera” items under s.119(1)(b)(d) by Councillor Frizzell.

Motion Carried

DISCLOSURE OF PECUNIARY OR OTHER CONFLICT OF INTEREST

Mayor McCourt will recuse herself for 7-a and 8-b-1 due to potential family benefit if development occurs.

APPROVAL OF THE MINUTES

- a) **June 25, 2025, Regular Council Meeting:** Councillor Barnes moved, seconded by Councillor Frizzell that the minutes of June 25, 2025, Regular Council Meeting be approved as circulated.

Motion Carried

BUSINESS ARISING

Nil

GUESTS/PRESENTATIONS/PETITIONS/DECLARATIONS

Mayor McCourt left the meeting at 4:33pm, Deputy Mayor MacIsaac assumed the Chair position. Councillor Frizzell moved to the gallery.

CAO Coady noted that there is a Conflict-of-Interest complaint against Councillor Frizzell. Although the complainant is not in attendance, she requested that the matter be decided on the record. There is a complaint that Councillor Frizzell has a conflict of interest due to a personal association with a certain business owner in the Town that could benefit should the rezoning resolution pass. Councillor Frizzell, speaking to the matter, noted that both the Town and he have received legal opinions from two law firms that advise that it is their opinion that he is not conflict in this matter.

Councillor Frizzell left the meeting at 4:35pm.

Council discussed the parameters of Conflict of Interest as defined in the MGA, the Town of Cornwall Conflicts of Interests Bylaw, as well as the legal opinions received.

It was moved by Councillor Barnes and seconded by Councillor Campbell that Councillor Frizzell is not in conflict in this matter.

Motion Carries 4-0

Councillor Frizzell returned to the meeting at 4:37pm. He was advised that Council had voted that he was not in conflict, and he returned to his position at his Council desk.

REPORTS OF COMMITTEES / RESOLUTIONS:

PLANNING AND DEVELOPMENT

Reports & Resolutions:

- a) **Minutes/Reports:**
i) **Minutes** – The Committee did not meet.

b) Resolutions:

PL-11-2025 Bylaw 422I, First Reading - Rezoning Application – Main Street PID 406926

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

Whereas: Council has received an application to rezone a portion of PID 406926 (Main Street) being 0.98 acres with a total frontage of 230 feet, a depth of 185 feet and sharing the eastern boundary of PID 247858, from Agricultural Reserve (A1) to General Commercial (C1);

And Whereas: Pursuant to Section 2.2.1 and Section 22 of the *Zoning & Subdivision Control (Development) Bylaw #422* (the “Bylaw”) Council may concurrently consider an 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 portion of PID 406929 on the Zoning Map and General Land Use Plan was presented to the public at an open meeting held on May 22, 2025.

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

Therefore, be it Resolved: that Bylaw #422I, a bylaw to amend the Zoning Map being Schedule “A” to the Bylaw, is hereby read and approved a first time.

Motion Denied 4-1

Mayor McCourt returned to the meeting at 4:42pm

PL-13-2025 – Official Plan Amendment – General Use Plan, 298 Main Street (PID 245969)

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

Whereas: Council has received an application to redesignate the Future Land Use of PID 245969 from Planned Unit Residential Development to General Commercial;

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 PID 245969 on the Zoning Map and General Land Use Plan was presented to the public at an open meeting held on May 22, 2025;

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

Therefore, be it Resolved: that Official Plan Amendment OPA-2025-02, an amendment to the General Land Use Plan, being Part 5, Figure 5 of the Official Plan, is hereby approved and adopted.

Motion Carried 6-0

PL-14-2025 – Bylaw 422J, Second Reading – Rezoning – 298 Main Street (PID 245969)

Moved by Councillor Corey Frizzell
Seconded by Councillor Steven Campbell

Whereas: Council has received an application to rezone 298 Main Street, being PID 245969, from Planned Unit Residential Development (PURD) to General Commercial (C1);

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 PID 245969 on the Zoning Map and General Land Use Plan was presented to the public at an open meeting held on May 22, 2025;

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-2025-02, was approved at a public meeting of Council on July 23, 2025;

And Whereas: Bylaw #422J, a bylaw to amend the Zoning Map, was read and approved for a first time at a public meeting of Council on June 25, 2025;

Therefore, be it Resolved: that Bylaw #422J, 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 6-0

PL-15-2025 – Bylaw 422J – Formal Adoption - Rezoning – 298 Main Street (PID 245969)

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 #422J, 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 June 25, 2025;

And Whereas: Bylaw #422J, 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 July 23, 2025;

Therefore, be it Resolved: That Bylaw #422J, 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 6-0

PL-12-2025 – Parking Variance – 9 Cornerstone Drive

Moved by Councillor **Steven Campbell**
Seconded by Councillor **Judy Herlihy**

Whereas: The Town received a Development Permit Application for an addition (gymnasium) to an Institutional Building located at 9 Cornerstone Drive, being PID 761569 (the “Property”);

And Whereas: A subsequent Variance Application was received requesting an 22.5% Variance to reduce the number of parking spaces required by the development from 351 parking spaces to 272 parking spaces;

And Whereas: Council considered the *2022 Official Plan* and the Town of Cornwall *Zoning and Subdivision Control (Development) Bylaw #422*, including Section 21;

Therefore, be it Resolved: That Council grant approval to allow an 22.5% parking reduction Variance, relating to Development Permit Application C-109-25 at 9 Cornerstone Drive, being PID 761569,

subject to entering into a Development Agreement with the Town.

Motion Carried 6-0

COMMITTEE OF COUNCIL

a) Minutes/Reports:

i) **Minutes** – June 18, 2025 - included in the package.

ii) **First Quarter Financials** – Included in the package, Council did not have any questions.

b) Resolutions:

COC-26-2025 CHANGE Program – Use of Space Request

Moved by Councillor Cory Stevenson

Seconded by Councillor Steven Campbell

Whereas: The Town of Cornwall is a community that values the physical and mental health and wellness of its residents, and is committed to developing and investing in strategies that promote this wellbeing;

And Whereas: The Town has for the previous five years provided space, at no cost, to the Canadian Health Advanced by Nutrition and Graded Exercise (C.H.A.N.G.E.) Program;

And Whereas: The Town of Cornwall has been asked to donate the use of town space for the C.H.A.N.G.E. Program for another year;

And Whereas: The Town currently has space available and is interested in again assisting this program;

Therefore, be it Resolved: That the Town of Cornwall donate the use of space in the Cornwall Civic Centre, or Town Hall Community Room, at dates and times as are mutually agreeable between the Program and the Town, subject to availability, availability is at the sole discretion of the Town.

Motion Carried 6-0

ENVIRONMENT AND SUSTAINABILITY

a) Minutes/Reports:

i) **Minutes** – June 16, 2025 (draft) – included in the package. Councillor Herlihy provided the following updates:

- The Committee took a summer hiatus for July and August.

- Councillor Barnes would like the Committee to review that list of naturalization areas in the Town to look at potential changes. Councillor Herlihy will touch base with CAWG Coordinator Hannah MacLean for more information.
- Mayor McCourt thanked Hannah and her team for the great fishing derby recently held in the Town.

b) **Resolutions:** Nil

MUNICIPAL AND EMERGENCY SERVICES

a) **Minutes/Reports:**

- i) **Minutes** – The Committee did not meet. Councillor Frizzell provided the following updates:
 - Transit number have increased 3168 for June of 2025 over 2977 for 2024 showing a 6.4% increase with a 1.8% increase year to date.
 - Mike and Matthew Cassidy presented a plan for enhanced Transit services in the Town beginning August 25, 2025. Four additional routes will be added allowing residents to travel within the Town. Thank you to Council, Town staff and T3 Transit for the work making this happen.
 - Staff continue to attempt to coordinate a tour of the E-watch back office. Two cameras have been ordered for the Town.
 - Councillor Barnes noted that at the last FPEIM meeting there was a presentation from the RCMP on an increase in gas and dash happenings. She would like to request some statistics on that from the RCMP the next time they are in. Some areas have changed requirements to people having to pay before they pump.

b) **Resolutions:** Nil

PARKS AND RECREATION

a) **Minutes/Reports:**

- i) **Minutes** – June 11, 2025 – included in the package. Councillor Stevenson provided the following updates:
 - The July Park Party was an immense success with over 150 people in attendance. Thanks to staff for their work putting it together as well as volunteers and Council for their help at the event. There were many new faces in attendance. The next Park Party will take place on August 8 at Poolside Park.
 - Canada Day activities were very successful. Thank you to the Lion’s Club and Sea Cadets for their help at the Pancake Breakfast. Thank you to Julie Pellissier-Lush and the Heritage Dancers for the special and educational Healing Ceremony at the Circle of Peace. The Opening Ceremonies and Flag raising were very well

attended with entertainment by Jeanie and Charles as well as the Filipino Dancers. Thank you to the dignitaries Chief Brian Francis, MP Heath MacDonald, Minister Mark McLane, Mayor McCourt for kicking off the ceremonies. It was great to see veteran Ray Gaudet in uniform. The Family Swim/BBQ and Fireworks were well attended. Thank you to staff, volunteers, Council and the Event Committee for all the time and work that went into the whole event.

- Councillor Frizzell would like an update on the schedule for garbage can emptying and removal at the TFSC. Councillor Stevenson will follow up with the Manager.

b) **Resolutions:** Nil.

PUBLIC WORKS

a) **Minutes/Reports:**

- i) **Minutes** – June 25, 2025 (draft) – included in the package. Councillor Campbell provided the following updates:
 - The Committee discussed future traffic calming measures.
 - The Committee discussed the annual paving list to be sent to the Province.
 - The Committee discussed painting of stop bars/crosswalks, lower speed limits, and crosswalk requests.
 - The Committee discussed once again doing Fall clean up for seniors who are unable to remove larger items.
 - Councillor Frizzell requested an update on sidewalk repairs and pads for crosswalks on Osprey/Arbor Lane. Councillor Campbell has reached out to the Infrastructure Manager for an update but noted that a request for this area has been sent to the Province.
 - Councillor Barnes requested an update on getting speeds reduced and a crosswalk installed near East Wiltshire School.

b) **Resolutions:** Nil

WATER/SEWER UTILITY

a) **Minutes/Reports:**

- i) **Minutes:** July 7, 2025 (draft) – included in the package. Councillor Barnes provided the following updates:
 - The Committee is reviewing the Fire Hydrant Usage Policy.
 - The Water Tower completion has been delayed due to a defect in panels being used. New panels have been shipped and there will not be any extra costs to the Town.
 - Phase 1 work on Cornwall Road is underway and proceeding well.

b) **Resolutions:** Nil

CORRESPONDENCE

- Special Olympics Enriching Lives Gala – Thank You. Councillor Stevenson noted that he and Councillor Herlihy attended this great event which is always full of powerful energy and inclusiveness.

OTHER BUSINESS

- Councillor Stevenson congratulated Ray and Bev Gaudet on their 50th Wedding Anniversary. They were very pleased with all the acknowledgements received.
- Councillor Stevenson passed along condolences to the family of Chris Marshall. Chris took so many beautiful pictures and his passing is a huge loss to Cornwall and the arts community.
- Councillor Stevenson thanked Cornerstone Church for inviting him to be a part of their “Hey Neighbor” podcast which is a great initiative to help build community awareness.
- Mayor McCourt attended the funeral of Chris Marshall. It is amazing to see the impact of programs on our residents. Many people that knew Chris through programs attended the funeral. Condolences to Kathy and the family.
- Councillor Frizzell also sent condolences to Chris Marshall’s family. Chris was always laughing, very positive and very well known for his beautiful pictures.
- Councillor Frizzell congratulated RC United Division 2 U11 on their gold medal in last weekend’s tournament. It was exciting to see them go undefeated and did not give up any goals. Big congratulations to #13, my daughter Carmela, on getting 4 goals even with Achilles tendinitis in her leg. She’s very tough and gets her strength from her mother.
- Councillor Frizzell congratulated Jill Trainor and Peter Shay on their wedding anniversary.
- Councillor Frizzell sadly noted that he attended the wake of 16-year-old Minhu Lee who passed away unexpectedly. Minhu was a friend of his son and a pleasure to coach. He had a very positive impact on his community and everyone he played with. A very sad time for Minhu’s family and friends.
- Mayor McCourt passed along condolences to Bev Gillespie on the passing of her husband George.
- Mayor McCourt noted that the Official Opening for the new RCMP building will take place on August 22nd.
- Staff introduced and welcomed Oliver Batchilder as the summer Public Relations student. Oliver will be highlighting programs, events and businesses in the Town as well as promoting all that the Town has to offer.

IN CAMERA

It was moved by Councillor Campbell and seconded by Councillor MacIsaac that the meeting would move “in camera” to discuss items under MGA s.119(1)(b)(d) at 5:29pm.

Motion Carried

ADJOURNMENT

The meeting resumed regular session at 6:20pm.

Meeting was adjourned at 6:21pm

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

Town of Cornwall
Planning Committee Meeting
Aug 6, 2025, at 4:30 PM

Attendance: Deputy Mayor Jill MacIsaac, Mayor Minerva McCourt, Corey Frizzell, Steven Campbell
Staff: Paula Griffin, Jessie Murray, CAO Kevin Coady
Other: None
Regrets: None
Public: 2

1. CALL TO ORDER

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

2. LAND ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

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

CARRIED

4. DISCLOSURE OF CONFLICT OF INTEREST
NIL

5. APPROVAL OF MINUTES

It was requested by Councillor Frizzell that it be added to the Minutes of June 4, 2025, on item 6.b. 298 Main Street (PID 245969) – Rezoning Application, that neighbouring residents expressed they would most likely desire to rezone their properties as well, if the rezoning was approved for 298 Main Street. This was included in the original minutes as stated by Staff, but Councillor Frizzell's request to confirm this information later in the discussion of this item will be added.

It was moved by Councillor Campbell and seconded by Councillor Frizzell that the Minutes of June 4, 2025, be approved as amended.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES:

a. Policy for Food Trucks on Town Property

Staff presented general information on how other municipalities, particularly Summerside, Charlottetown and Three Rivers, were dealing with Food Trucks. Staff felt that Three Rivers

Licensing and Street Vendor Bylaw 2024-1 was the most relevant example of the three for what Cornwall may need.

The other municipalities do allow food truck operation on municipally owned land but in designated areas with sometimes higher fees and possible differences in permit/licensing costs for residents and non-residents. Insurance and necessary approvals from other agencies for the operation of the business and vehicle were common requirements in addition to specific operational conditions.

Councillor Frizzell expressed that he would like to see a simple process created along with a reasonable fee to entice vendors to set up in Cornwall.

Committee requested that staff provide a list of Town-owned locations that could possibly be designated as approved locations for Food Truck operation.

Committee moved that this topic should go to Committee of Council for further discussion on creating a policy for Food Trucks and the use of Town land as possible locations.

7. NEW BUSINESS

a. 920 Main Street – Rezoning Application

Staff stated the Town had received an application to rezone Lots 23-2 & 23-3 of PID 247858 from A1 to C1. Staff gave a brief review of the Planning Report provided by Samatha Murphy. The report raised similar concerns as the previous rezoning application for PID 406926 discussed at the Planning Committee Meeting in June of 2025.

Based on the decision of rezoning PID 406926, Staff expressed that the same concerns would still apply to 920 Main Street and recommended that this property should have the same outcome. Staff asked if Committee felt that a public meeting would be required for this application. Mayor McCourt stated she felt she may possibly be in conflict of interest as discussion continued regarding the past application for rezoning of PID 406926.

Major McCourt left the room at 4:58pm.

Chair MacIsaac suggested that the application did not require a public meeting considering the decision on the similar application last month. Councillor Frizzell reviewed residents' comments received from the rezoning application for PID 406926 and expressed his concerns that these comments were from the current applicant. He stated that it was an unusual situation and felt this application should still go to a Public Meeting.

Councillor Frizzell moved to forward discussion of a possible Public Meeting to Committee of Council.

Major McCourt re-entered the room at 5:08pm

b. Affordable Housing Incentive for 99 Kingston Road

Staff informed the Committee that they have received an application under the Town's Affordable Housing Incentive for the first phase of the development of three 35-unit apartment dwellings to be developed on Lot 25-2 Kingston Road (PID 459222). Phase 1 will consist of the construction of the first two 35-unit buildings. Staff have received concept renderings but no construction plans at this point. The proposal states, and is confirmed by a letter from CMHC, that all units will meet the CMHC ACLP definition of affordability (30% of the median total

income of all families in Cornwall) and that 11.4% of the initial 70 units can also be considered accessible. The summary of requests in the proposal were:

- Property Tax Grants: 100% municipal tax rebate on all 70 units for 10 years.
- Development Permit Fee Waivers: Regular development permit fees being waived for all 70 units.
- Accessibility Bonus: The Town allocate a maximum of \$25,000 to extend the water service along Kingston Road which would include a fire hydrant within the frontage of the subject property.

While the other requests seemed reasonable, CAO Coady suggested that a 25% municipal tax rebate has previously been given and that if it was to be 100% then it should only be provided for one or two years.

Chair MacIsaac wanted to confirm if there were still concerns regarding the utility easement on the property. Staff confirmed the last site plan submitted identified the easement was running right across the center of the property and would not be an issue.

Staff stated that they could continue with the application process regardless if the province has approved the entrances but the terms would be based on approval from the province.

Committee agreed to move this to Committee of Council

c. Official Plan and Bylaw Review

Staff requested that the Committee consider initiating the process to begin a review of Official Plan 2022 and Zoning and Subdivision Control (Development) Bylaw #422. The Planning Act mandates that a review be completed of both documents every 5 years and the current Official Plan and Development Bylaw needs updating in response to the growth and changes the Town has experienced recently. CAO Coady stated he would investigate possible funding for the project.

Committee agreed to move this forward to Committee of Council.

8. OTHER BUSINESS

NIL

9. IN-CAMERA

NIL

10. NEXT MEETING

The next Planning Committee meeting will be held on Wednesday September 3rd at 4:30 pm.

11. ADJOURNMENT

Meeting adjourned at 5:16pm.

Jill MacIsaac, Deputy Mayor

Chair, Planning Committee

Paula Griffin

Acting Manager, Planning &
Development



**TOWN OF CORNWALL
RESOLUTION**

DATE: Aug 27, 2025
COMMITTEE: Planning Committee
MOTION NUMBER: PL-17-2025 – Public Meeting
Rezoning Application

MOTION CARRIED _____
MOTION LOST _____
MOTION WITHDRAWN _____

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

Whereas: The Town received Applications to rezone Lots 23-2 & 23-3 at 920 Main Street (PID 247858);

And Whereas: A Rezoning application requires the concurrent amendment of the Zoning Map (Zoning & Subdivision Control (Development) Bylaw #422) and General Land Use Plan (2022 Official Plan);

And Whereas: Section 22.2 of Bylaw #422 requires a Public Meeting be held to solicit input from the public on the proposed amendment requests;

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

Therefore, be it Resolved: That Council approve the scheduling of a Public Meeting to solicit input from the public on the Application to rezone Lots 23-2 & 23-3 at 920 Main Street (PID 247858) at a date to be determined in September of 2025.

CORNWALL TOWN COUNCIL

RFD# PC-14-25

Date: Aug 20, 2025

TO: Mayor McCourt and Members of Council

SUBMITTED BY: Planning Committee

DATE: Aug 20, 2025

SUBJECT: Public Meeting – Lots 23-2 & 23-3 - 920 Main Street (PID 247858)

Mover: _____ **Seconded:** _____

ORIGIN: Application received to rezone Lots 23-2 & 23-3 at 920 Main Street (PID 247858). A Rezoning application requires the concurrent amendment of the Zoning Map (Zoning & Subdivision Control (Development) Bylaw #422) and General Land Use Plan (2022 Official Plan). Bylaw #422 requires a Public Meeting be held to solicit input from the public on the proposed amendment request.

BACKGROUND: PID 247858 was subdivided into 3 lots in 2023 with new Lots 23-2 and 23-3 being approved by way of Variance V-04-23 and Resolution PL-09-2023. A variance was required for approval based on the fact that the lots in question did not meet the minimum lot area of 1 acre (Bylaw #422) in the A1 zone and Lot 23-2 did not meet the *Province Wide Minimum Development Standards Regulations* on-site sewage disposal field minimum circle diameter for residential properties.

DISCUSSION: An adjacent A1-zoned property at PID 406926 applied for the same rezoning (A1 to C1) and was denied by Council last month. A Planning Report regarding the current application provided by Samantha Murphy states that similar items of concern from the previously denied rezoning application exist for the possible rezoning of a portion of PID 247858. According to Section 22.2.3. of the Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422, “The Council retains the right to deny an amendment request, without holding a Public meeting, if such request is deemed to be inconsistent with appropriate land Use planning standards or the Official Plan. Should the Council not proceed with a Public meeting, the application fee as per subsection 22.1(6) shall be returned to the Applicant.”

FINANCIAL IMPLICATIONS: N/A

COMMUNITY/STAKEHOLDER ENGAGEMENT: N/A

ENVIRONMENTAL IMPLICATIONS: N/A

RECOMMENDATION: That Council deny approval to hold a Public Meeting to solicit input from the public on the proposed rezoning applications.

ALTERNATIVES: Grant approval to hold a Public Meeting to solicit input from the public on the proposed rezoning applications at a date to be determined.

ATTACHMENTS: Ortho Photos of the Location
Planning Report by S. Murphy
Applicant’s Letter of Intent

June 27, 2025

Planning, Development and Economic Growth Department
Council of Town of Cornwall
15 Mercedes Drive
PO Box 430
Cornwall, PE C0A 1H0

Subject: Rezoning Application – PID 247858 (Lots 23-2 and 23-3)

Dear Town of Cornwall,

Please find attached the application form to rezone Lots 23-2 and 23-3 (PID 247858) from A1: Agricultural Reserve to C1: General Commercial. Please note that Lot 23-1 is not included in this application.

The proposed use, upon rezoning, includes the development of an “Institutional Building,” such as a Dental Clinic or an Early Learning and Child Care Center. These uses fall within the scope of Section 14.2(h) and are encompassed by the definition of “*Institutional Buildings*” provided on page 100 of the Town of Cornwall’s *Zoning and Subdivision Control Development Bylaw* (“Bylaw 422”). If approved, any future development on Lots 23-2 and 23-3 will comply with the requirements outlined in Section 14 of *Bylaw 422*.

For any further correspondence, kindly direct communications to amir.sayafi@mail.mcgill.ca.

We thank you for your consideration of our application,

Amir Sayafi, Eftekharolsadat (Mina) Hosseini, Homayon Sayafi

Planning Report

Report for: Town of Cornwall
date: August 6, 2025
Prepared by: Samantha Murphy, RPP, FCIP
File Number: CW-2025-05
Subject: Rezoning, PID 247858, Main Street

SUMMARY

A planning opinion has been requested for an application to rezone Lots 23-2 and 23-3 of PID 247858 from Agricultural Reserve (A1) to General Commercial (C1). Official Plan policies do not appear to support the conversion of agricultural lands to other uses except where a need for those uses has been demonstrated, although a commercial zoning would support the Official Plan goal of increasing the Town's commercial tax base. It is important that Council give careful consideration to balancing the different land use goals and objectives set out in the Official Plan, in addition to any technical information regarding access and servicing and comments from the public, before taking a decision on whether or not to move forward with the amendment process.

BACKGROUND

The Town has received an application to rezone a portion of PID 247858 on Main Street across from the Terry Fox complex and Eliot River school property. The property is zoned Agricultural Reserve (A1) and the request is to rezone Lots 23-2 and 23-3 of PID 247858 fronting directly on Main Street to General Commercial (C1) to facilitate the development of one or more institutional uses. Examples of potential uses provided by the Applicant include dental clinics or early learning child care centres. However, upon a change in zoning, all uses permitted in the C1 zone would be permissible and the Applicant would not be restricted to institutional uses.

The property in question is also designated as 'agricultural reserve' on the Town's Official Plan General Land Use Plan and a concurrent amendment to the General Land Use Plan would be required to avoid a conflict between the Official Plan and the Development Bylaw.



Figure 1 - Subject area – note: refer to approved plan of subdivision for exact lot boundary location and dimensions

ASSESSMENT

The subject property is currently in resource uses and borders other resource uses, with residential uses on Lot 23-1 of the subject parcel (not proposed for rezoning) and the adjacent property to the west (zoned A1) and further to the east (zoned for residential use) and is less than 0.8 km away from the commercial plaza at the corner of Main St and the Meadowbank Rd and institutionally-zoned land on the north side of that intersection. The properties across from the subject parcel are zoned Public Service and Institutional (PSI). The proposed rezoning of Lots 23-2 and 23-3 of the subject property would result in a commercially-zoned property flanked on three sides by agriculturally-zoned land.

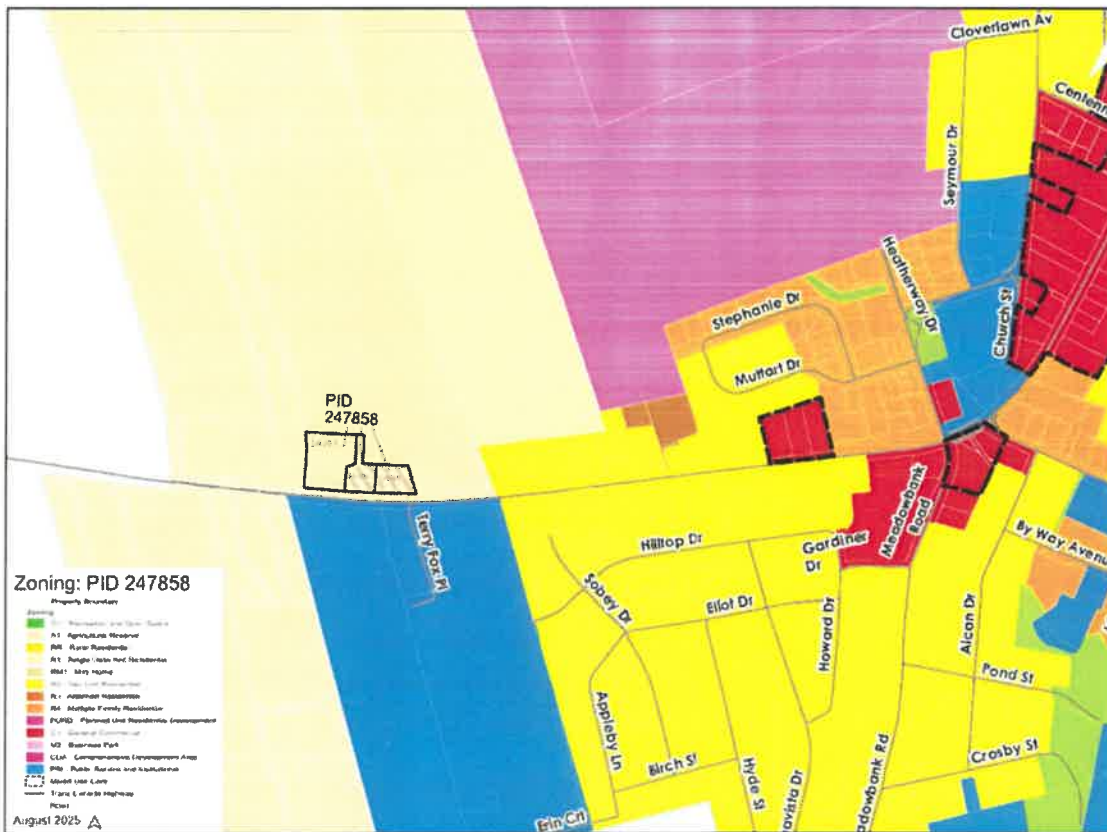


Figure 2 - Zoning Context

Bylaw Requirements

Subsection 22.2(2) of the Development Bylaw sets out criteria for the review of applications for zoning amendments. As the requested zoning is General Commercial and only general institutional uses of a more commercial nature have been proposed, rather than a specific use, the full range of potential commercial impacts will be assessed.

Criteria for Zoning Amendments	Comment
a. conformity with all requirements of this Bylaw:	As Category II unserviced lots, the Province-Wide Minimum Development Standards would apply, with a minimum lot size of 3,251.5 sq m and a minimum circle diameter of 53.3 m. Variances were approved in 2023, but a commercial or institutional use of the lots may warrant additional analysis. Other bylaw requirements would be assessed at the development stage.
b. conformity with the Official Plan;	See below
c. suitability of the site for the proposed Development;	It is assumed that the Town has consulted with the Province's Department of Transportation for initial comments on the appropriateness of commercial and institutional traffic and access in the location in question.
d. compatibility of the proposed Development with surrounding land Uses, including both existing and future Uses as per the Zoning Map;	The current and future uses in the surrounding areas are a mix of agricultural, residential, and institutional uses. The General Land Use Map and Zoning Map direct commercial uses to the intersection at the corner of Main Street and the Meadowbank and Cornwall Rds. A change in zoning could lead to a range of permitted commercial uses in addition to the potential institutional uses, with a resulting range in potential impacts on adjoining properties.
e. any comments from residents or other interested Persons;	Public comments will be assessed separately by Town staff should the application be moved to the public meeting stage.
f. adequacy of existing water, sewer, Road, storm water, and Parklands for accommodating the Development, and any projected infrastructure requirements;	The Town should consult with the Province's Department of Transportation and the Town's public works for initial comments on the adequacy of infrastructure in the area and the potential appropriateness of the site for non-residential uses.
g. impacts from the Development on pedestrian/vehicular access and safety, and on Public safety generally;	The Town should consult with the Province's Department of Transportation – commercial and institutional uses tend to involve a higher level of vehicular circulation, especially the proposed institutional uses. There are no sidewalks or crosswalks to enable pedestrian access.
h. compatibility of the Development with environmental, scenic and Historic Resources;	<p>Commercial uses are not currently present in this stretch of Main St, with the Official Plan directing commercial uses further east towards the lighted intersection. While the potential uses mentioned by the Applicant are institutional in nature and institutional zoning exists across the street, the uses are different in nature from the existing recreational and educational uses, and the requested zoning would permit a full range of commercial uses.</p> <p>The Town should consult with the Province's Department of Environment for initial comments on the potential appropriateness of the site for non-residential uses given the previously-approved variances.</p>
i. impact on Town finances and budgets; and	None immediately noted, although service-related commercial or institutional uses on the site may lead to increased pressure to prematurely extend infrastructure to the area. A change to commercial zoning could add to the Town's commercial tax base.

Conformity with Official Plan

The 2022 Official Plan includes several policies relating to agriculturally and commercial uses. The economic development goals include a range of priorities relating to the long-term viability of farming and enabling commercial and light industrial development that are in keeping with Official Plan policies, increase the Town's assessment base, and expand local employment opportunities.

Policy PA-1 (zoning) points to retaining land in agricultural zoning until lands are required for urban development use within ten years of the date of application, while Policy PA-6 (development of agricultural land) requires connection to the Town's water and wastewater networks (or other reliable onsite systems), but plan actions speak specifically to conversions to residential uses.

The Official Plan also focuses on building a core to the community in the areas between the Meadowbank Road and the Cornwall Business Park. Official Plan objectives regarding commercial uses are:

- To encourage new commercial development in the town by ensuring the availability of commercial lands suitable for a full range of commercial land uses appropriate for location in the town.
- To require that commercial developments be of a high quality in terms of appearance, traffic safety, and compatibility with adjacent land uses.
- To direct commercial development to appropriate locations within the town.
- To minimize conflicts between commercial development and established or future residential neighbourhoods.
- To expand the Town's commercial assessment base.
- To avoid compounding any present traffic or pedestrian safety concerns in the town.

Policy PC-1 indicates that Council will designate sufficient general commercial land to accommodate future projected needs, as established in the General Land Use Plan and Zoning Map.

Relevant land use criteria described in section 5.1 of the Official Plan include minimizing land use conflicts, protecting agricultural areas, locating commercial development in areas that are compatible, well served by major traffic routes, and well suited to the particular type of commercial activity envisioned, and encouraging intensive mixed-use development on Main Street, particularly in the Mixed Use Core Area (in the vicinity of the intersection of Main Street with Meadowbank and Cornwall Roads to Hyde Creek) where commercial and residential uses shall be encouraged to locate in mixed use structures.

Section 4.9 Institutional of the Official Plan, Policy PI-1 indicates that the Development Bylaw is to limit land uses in the vicinity of Institutional Zones that could create significant land use conflicts by way of excessive noise, traffic generation, or other hazards or nuisances. It also commits Council to actively promote Cornwall as a location for institutional land use and re-zone land for such uses in appropriate locations in response to development requests.

Lot Size

Variations for the two subject lots were approved in March of 2023 (note that the lot numbers were changed in the final plan of subdivision and do not match those in the resolution). As such, both parcels are undersized for agricultural parcels and for Category II non-residential lots. It is not clear that more intensive commercial or institutional uses (as compared to agricultural uses) were considered at the time of approval of the variations.

Minimum lot size – on-site serviced non-residential lots, Category II

	Lot Size	Frontage	Circle Diameter
Bylaw	A1 zone: 4,046.8 sq m C1 zone: 1,395 sq m PSI zone: 1,395 sq m	A1 zone: 45.72 m C1 zone: 30.5 m PSI zone: 30.5 m	per Regulations
Province-Wide Minimum Development Standards Regulations	3,251.5 sq m	30.5 m	53.3 m
Lot 23-2	2,545 sq m	45.72 m	45.7 m
Lot 23-3	2,531 sq m	64.62 m	45.7 m

Uses permitted in General Commercial (C1) Zone

Permitted uses in the requested zone include:

- a. Retail Stores;
- b. Business and Professional Offices;
- c. Service and Personal Service Shops;
- d. Banking and Financial Institutions;
- e. Restaurants and Lounges;
- f. Hotels, Motels or other Tourist Establishments;
- g. Entertainment Establishments;
- h. Institutional Buildings;
- i. Ground-Oriented Housing, up to 12 Dwelling Units;
- j. Apartment Dwellings, up to 12 Dwelling Units;
- k. Transient or Temporary Commercial; and
- l. Accessory Buildings.

Factors Supporting the Requested Zoning

The area is less densely developed, reducing the potential impact of commercial and institutional uses on adjacent properties and the development could support the official plan goal of expanding the Town’s commercial assessment base.

Factors Countering the Requested Zoning

The area does not abut existing designated commercial areas and could lead to pressures for additional commercial uses at the Town’s periphery. While the proposed uses are general institutional uses, the requested zoning allows for a broader set of commercial uses. It is separated from the existing pedestrian infrastructure, detracting from the Town’s efforts to foster a walkable

community.

The proposed change would result in removing land from agricultural uses, conflicting with several official plan policies. Although the proposed use is institutional uses, it could change to other commercial uses over time, potentially causing more land use conflicts as a spot-zoned property.

CONCLUSION

To support the proposed rezoning, Council will need to be satisfied that a spot-zoned commercial zone would be appropriate, sufficiently offsetting official plan policies of preserving agricultural land. Upon initial review, it does not appear that there are sufficient official plan policies supporting the requested change in zoning and none speaking directly to enabling commercial uses in this part of the town, while the Official Plan specifically directs Council to protect agricultural lands and uses until such time as those lands are reasonably expected to be needed for urban uses. A change to public service institutional zoning might provide more certainty than a commercial zone about the compatibility of uses over time; however, there are a number of areas already zoned for institutional uses and it is not clear that there is sufficient need for commercial or institutionally-zoned land in the town, particularly in that location, to warrant the loss and fragmentation of agricultural lands.



TOWN OF CORNWALL

RESOLUTION

DATE: Aug 27, 2025
COMMITTEE: Planning Committee
MOTION NUMBER: PL-18-2025
Affordable Housing Incentive Policy Request
Lot 25-2 Kingston Road (PID 1186386)

MOTION CARRIED _____
MOTION LOST _____
MOTION WITHDRAWN _____

Moved by Councillor _____ **Corey Frizzell**
Seconded by Councillor _____ **Judy Herlihy**

Whereas: The Town received an affordable housing proposal, from Kingston Holdings Inc. for funding under the Town of Cornwall Affordable Housing Incentive Program (2019), related to the affordable housing development granted Special Permit Use Approval by Resolution PL-08-2025 on May 27, 2025.

And Whereas: The Committee of Council, has considered the Town of Cornwall Affordable Housing Incentive Program (2019) and the proposed development to be owned by Kingston Holdings Inc.;

And Whereas: This development is considered affordable under Canada Mortgage and Housing Corporation (CMHC) criteria, and is funded in whole or in part by the CMHC;

Therefore, Be it Resolved: That Council rebate 25% of the municipal portion of the property tax for the first phase of the development (first 70 units) to Kingston Holdings Inc. for a 10-year period, such period to begin upon occupancy of the first building in the development, under the Affordable Housing Policy upon presentation of the annual property tax statement. In addition, regular Development Permit fees shall be waived for the first phase of the development, and a maximum of \$25,000 shall be allocated from the Housing Accelerator Fund as an Accessibility Bonus by the Town to extend water service, including the installation of a fire hydrant, within the frontage of Lot 25-2.



TOWN OF CORNWALL

RESOLUTION

DATE: Aug 27, 2025
COMMITTEE: Planning Committee
MOTION NUMBER: PL-19-2025
**Official Plan & Zoning and Subdivision Control
(Development) Bylaw Review**

MOTION CARRIED _____
MOTION LOST _____
MOTION WITHDRAWN _____

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

Whereas: The Planning Act (Section 15.1) mandates that the council of a municipality shall review its Official Plan and Bylaws at intervals of not more than five years and shall confirm or amend them by resolution;

And Whereas: The current Official Plan 2022 and Zoning and Subdivision Control (Development) Bylaw #422 were adopted by Council in March 2022;

And Whereas: The population growth and evolution of development concepts to meet this growth and community demands requires a thorough review of how the Town will address these issues now and anticipate future needs;

Therefore, Be it Resolved: That Council approves initiating the process for a comprehensive review and update of the Town of Cornwall Official Plan and Zoning and Subdivision Control (Development) Bylaw.

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

Chair: Deputy Mayor Jill MacIsaac

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

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

CALL TO ORDER

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

There were three members of the public present.

APPROVAL OF THE AGENDA

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

Motion Carried

DISCLOSURE OF CONFLICT OF INTEREST

Nil.

ADOPTION OF PREVIOUS MINUTES

June 18, 2025 - It was moved by Councillor Campbell and seconded by Councillor Herlihy that the minutes of June 18, 2025, be approved as circulated.

Motion Carried

GUESTS/PRESENTATIONS

T3 Transit – Mike Cassidy and Matthew Cassidy discussed the proposed routes to expand Transit service in the Town. There will be four more runs which will add 4.75 hours as a pilot

project starting in August. These new runs will allow residents to travel within the Town. The Cassidy's advised that when the new buses arrive between December 2025 and September 2026 it will be an all-new fleet.

Councillor Frizzell noted that Primrose Park residents are under serviced considering the number of houses in the area. Some residents would have to walk 2kms to the bus stop if they wanted to use the service. Mike Cassidy commented that service in that area is in the works for future planning. Councillor Barnes noted that this is also a concern for other subdivisions in the Town.

PLANNING

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

b) Information Items –

Cellular Tower – Business Park – This is an information item to make Council aware that a property in the industrial park has been approached about putting a cell phone tower on their property. Access through Town land at Tower Lane is required.

Bylaw 422I, Bylaw 422J – Readings of these bylaws will take place at next week's Council meeting.

c) Request for Decision –

Parking Variance – Cornerstone Church - Acting Manager Griffin noted that two previous permits had been issued at this property without having extra spaces added. This variance approval will bring the parking into compliance for the property. There was discussion on ensuring that the parking requirements are met moving forward and that the variance in parking spaces will allow sufficient parking and avoid having people parking on residential streets.

It was moved by Councillor Campbell and seconded by Councillor Herlihy to bring forth a resolution to Council that Council grant approval to allow a 22.5% parking reduction Variance, relating to Development Permit Application C-109-25 at 9 Cornerstone Drive, being PID 761569, subject to entering into a Development Agreement with the Town.

FINANCE/ADMINISTRATION

a) **1st Quarter Financials – included in the package.** Manager MacKinnon noted that the budget is balanced for this quarter. Councillor Herlihy requested some clarification on a few line items. Councillor Frizzell would like a total of what was spent on professional fees last year. Staff will provide.

b) **2025 Cenotaph Service** – The Town received a request from the organizing committee to once again host the reception after the Cenotaph Service. The service will take place on Sunday, September 21, 2025. The committee thanked the Town for its continuing

commitment to the event and keeping the site maintained.

Councillor Frizzell would like to start discussions again on moving the cenotaph to Town Hall.

ENVIRONMENT and SUSTAINABILITY

- a) Reports/Minutes – The Committee did not meet.
- b) Information Items – Nil
- c) Requests for Decision – Nil

MUNICIPAL and EMERGENCY SERVICES

- a) Reports/Minutes – The Committee did not meet. Councillor Frizzell provided the following updates:
 - Staff will send out a Doodle poll to set up an E-Watch tour at Charlottetown Police Headquarters in September. Summer has been busy for everyone and its been hard to coordinate a time.
 - Councillor Barnes would like to see information on Pat and the Elephant level of usage by Cornwall residents. CAO Coady will ask for a ridership report.
- (i) Municipal Services Reports (Transit/Fire/Police/Bylaw/Humane Society) - Reports were included in the package.
- b) Information Items – Nil
- c) Requests for Decision – Nil

PARKS and RECREATION

- a) Reports/Minutes
 - (i) Minutes – The Committee did not meet. Councillor Stevenson provided the following updates:
 - The first Park Party was a great success with over 150 participants. The next one will take place on August 8th at Poolside Park.
 - Canada Day was a huge success; a full recap will be provided at next month's Council meeting.
 - Councillor Frizzell requested clarification on garbage cans and dogs at the Terry Fox Complex. There have been more garbage cans added, and dogs are not allowed inside the fenced area. More signage might be a good idea to keep people informed.
 - There has been a lot of positive feedback on the Terry Fox Complex. The facility looks great and kudos to staff. The new acrylic surface at the tennis courts is completed and looks great.
 - The Committee will be looking for Council input on having either Patrick Ledwell or

Red Rock Wrestling as the ticketed item for Cornfest.

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

PUBLIC WORKS

- a) Reports/Minutes – June 25, 2025 (draft) – included in the package. Councillor Campbell provided the following updates:
 - The Town will once again have a senior’s fall clean up in November for residents that are unable to take items to the dump.
 - The Committee discussed traffic calming products.
 - The Committee will be submitting requests to the Province to reduce speed limits in areas such as school zones.
 - There was discussion on sidewalk pads required for the Province to install flashing crosswalk lights.
- b) Information Items – Nil
- c) Requests for Decision – Nil

WATER/SEWER UTILITY

- a) Reports/Minutes – July 7, 2025 (draft) included in the package. Councillor Barnes provided the following updates:
 - The water tower project has a slight delay due to defect in the panels being used in construction. The company is shipping new panels and there will be no additional costs to the Town.
 - There was a Water Conservation presentation from the Environmental summer student, Taleah.
- b) Information Item – Nil.
- c) Requests for Decisions – Nil.

CORRESPONDENCE

CHANGE Program Requests – It was moved by Councillor Stevenson and seconded by Councillor Campbell to bring forth a resolution to Council that the Town of Cornwall donate the use of space in the Cornwall Civic Centre, or Town Hall Community Room, at dates and times as are mutually agreeable between the Program and the Town, subject to availability, availability is at the sole discretion of the Town.

Chamber of Commerce Sponsorship Request – It was the decision of Council to not

move forward with this sponsorship request.

Canada Day and Scholarship Thank You – The Town received thank you notes from residents on the Canada Day events and a thank you from one of the scholarship recipients.

IN CAMERA

MGA s.119(1)(a)(d)(e)(f) It was moved by Councillor Campbell and seconded by Councillor Stevenson that the meeting would move “in camera” at 5:49pm. Councillor Barnes remained on Zoom and declared that there was no one in the room.

Motion Carried

The meeting resumed regular session at 7:49pm.

ADJOURNMENT

The meeting was adjourned at 7:50pm.

Jill MacIsaac Deputy Mayor, Chair



TOWN OF CORNWALL

RESOLUTION

DATE: August 27, 2025

DEPARTMENT: Committee of Council

MOTION NUMBER: COC-27-2025 Bragger's Cup – Hole Sponsorship

MOTION CARRIED _____

MOTION LOST _____

MOTION WITHDRAWN _____

Moved by Councillor _____ **Cory Stevenson**

Seconded by Councillor _____ **Judy Herlihy**

Whereas: The Braggers Cup is a local golf tournament which raises funds for the Prince Edward Island Chapter of the Make-A-Wish Foundation;

And Whereas: The PEI Chapter of the Make-A-Wish Foundation fulfills wishes for numerous children throughout PEI in general and Cornwall in particular; and the Town of Cornwall has supported this fundraiser in the past and desires to continue doing so;

Therefore, be it Resolved: That the Town of Cornwall provide three hundred and fifty dollars (\$350) to the Braggers Cup Tournament to sponsor a hole in the event.



TOWN OF CORNWALL

RESOLUTION

DATE: August 27, 2025

DEPARTMENT: Committee of Council

MOTION NUMBER: COC-28-2025 Arthritis Awareness Month (September)

MOTION CARRIED _____

MOTION LOST _____

MOTION WITHDRAWN _____

Moved by Councillor _____ **Steven Campbell**

Seconded by Councillor _____ **Cory Stevenson**

Whereas: Nationwide community support has been critical throughout Arthritis Society Canada's 77 year history, enabling the organization to fulfill its mission to fight the fire of arthritis with research, advocacy, innovation, information and support;

And Whereas: Six million Canadians live everyday with the brutal realities of arthritis and there is no cure, and its debilitating pain restricts mobility and diminishes quality of life;

And Whereas: During Arthritis Awareness Month (September), the Arthritis Society of Canada seeks to raise awareness and encourage everyone, to stand with the Arthritis Society to fight for an arthritis free future;

Therefore, Be it Resolved: That the Town of Cornwall declare the month of September 2025 to be Arthritis Awareness Month in the Town of Cornwall.

Kevin Coady

From: Matthew Cassidy <mcassidy@coachatlantic.ca>
Sent: August 12, 2025 10:00 AM
To: Keenan, Anna; Kevin Coady; Jeremy Pierce; Corkum-Gorrill, Jessika; MacEwen, Richard; Jeremy Crosby
Cc: sgillis@charlottetown.ca; Melanie Stetson
Subject: July Ridership
Attachments: Charlottetown July Ridership.pdf; Cornwall July Ridership.pdf; July Accidents.pdf; July Breakdowns.pdf; July Complaints.pdf; July Marketing.pdf; Stratford July Ridership.pdf

Hello All,

Attached you will find our ridership report for all three Municipalities for the month of July.

	July 2025	July 2024	% change	YTD 2025	YTD 2024	% Change
Charlottetown	131,565	127,563	3.0%	865,884	851,811	1.7%
Cornwall	3,887	3,888	0.0%	20,894	20,588	1.5%
Stratford	7,667	7,541	1.7%	44,694	45,538	-1.9%

Please let me know if you have any questions or concerns.

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 | maritimebus.com



CORNWALL RIDERSHIP - JULY 2025

Date	Day	Sum of Cornwall Ups	Sum of U18 Cornwall Ups	Sum of Cornwall Offs	Sum of U18 Cornwall Offs	Sum of Cornwall Ridership	Sum of U18 Cornwall Ridership
07/01/2025	Tue	18	20	13	6	57	57
07/02/2025	Wed	54	19	56	11	140	140
07/03/2025	Thu	61	16	70	61	208	208
07/04/2025	Fri	62	15	60	20	157	157
07/05/2025	Sat	29	3	24	1	57	57
07/06/2025	Sun					0	0
07/07/2025	Mon	67	17	55	14	153	153
07/08/2025	Tue	66	14	51	15	146	146
07/09/2025	Wed	65	16	52	13	146	146
07/10/2025	Thu	65	12	55	74	206	206
07/11/2025	Fri	57	13	65	10	145	145
07/12/2025	Sat	29	6	24	5	64	64
07/13/2025	Sun					0	0
07/14/2025	Mon	65	16	65	12	158	158
07/15/2025	Tue	58	16	56	15	145	145
07/16/2025	Wed	69	15	64	15	163	163
07/17/2025	Thu	60	15	66	12	153	153
07/18/2025	Fri	54	21	50	18	143	143
07/19/2025	Sat	31	9	20	2	62	62
07/20/2025	Sun					0	0
07/21/2025	Mon	75	22	64	16	177	177
07/22/2025	Tue	60	24	50	25	159	159
07/23/2025	Wed	66	31	58	16	171	171
07/24/2025	Thu	58	21	59	10	148	148
07/25/2025	Fri	55	17	65	20	157	157
07/26/2025	Sat	31	4	35	2	72	72
07/27/2025	Sun					0	0
07/28/2025	Mon	68	21	72	10	171	171
07/29/2025	Tue	59	21	73	24	177	177
07/30/2025	Wed	70	22	75	17	184	184
07/31/2025	Thu	69	24	64	11	168	168
Grand Total		1,521	450	1,461	455	3,887	3,887

Route # (All)

CORNWALL RIDERSHIP - JULY 2025

Day	Sum of Cornwall Ups	Sum of Cornwall Offs	Sum of Cornwall Ridership
Sun	0		
Mon	659		
Tue	684		
Wed	804		
Thu	883		
Fri	602		
Sat	255		
Grand Total	3,887		

	2025	2024	2023
Total Ridership	3,887	3,888	3,186
Monday - Friday	3,632	3,660	2,932
Saturday	255	228	254
Paying	23	23	21
Non - Paying	158	159	140
Average	255	228	254
Paying	4	4	5
Non - Paying	64	57	51
Average			

NORTH RIVER FIRE DEPARTMENT

Town of Cornwall Statistics

July 2025



Call Type	Number
Fire Alarm	5
Medical First Responder	4
Motor Vehicle Collisions	3

Fire Calls

	2020	2021	2022	2023	2024	2025
December	6 (6)	6 (6)	7 (7)	4 (4)	9 (9)	9 (9)
January	6 (12)	7 (13)	7 (14)	7 (11)	2 (11)	5 (14)
February	3 (15)	7 (20)	4 (18)	6 (17)	5 (16)	9 (23)
March	4 (19)	3 (23)	9 (27)	3 (20)	5 (21)	3 (26)
April	9 (28)	3 (26)	3 (30)	5 (25)	6 (27)	17 (43)
May	3 (31)	3 (29)	3 (33)	11 (36)	2 (29)	4 (47)
June	5 (36)	11 (40)	4 (37)	13 (49)	9 (38)	6 (53)
July	3 (39)	4 (44)	7 (44)	18 (67)	10 (48)	12 (65)
August	6 (45)	8 (52)	8 (52)	7 (74)	12 (60)	
September	5 (50)	7 (59)	12 (64)	12 (86)	9 (69)	
October	6 (56)	6 (65)	14 (78)	7 (93)	4 (73)	
November	4 (60)	4 (69)	13 (91)	7 (100)	2 (75)	
Cornwall Totals	60	69	91	100	75	
NRFD Overall Totals	183	186	241	291	222	

Call Types

	2020	2021	2022	2023	2024	2025
Motor Vehicle Collisions	17	12	16	14	14	15
Misc. Fire type calls	7	17	28	16	11	10
Fire Alarms	15	22	19	31	23	21
Medical First Responder	11	10	19	29	22	13
Carbon Monoxide Alarms	4	1	3	2	1	1
Structure Fires	1	1	1	2		
Vehicle Fires	2	2	1	1	2	1
Water Rescue	1	3	0	0		
Off-Road Rescue	0	0	1	0		
Ice Rescue	0	0	0	0	1	

RCMP-GRC

ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA



For Official Use Only

Monthly Report

July 2025

Town of Cornwall

Greg McCormick, Intelligence Analyst
L Division Criminal Analysis Section
August 6, 2025



Royal Canadian Mounted Police
Gendarmerie royale du Canada



Police Activity

Occurrence Summary

- Persons crimes in July decreased from June, dropping to six from 10 occurrences. There were two occurrences each in sexual offences, assault and uttering threats. Except for one of the sexual offences and one of the assaults, both of which are open/still under investigation, the remaining files were concluded as the victim declined to proceed with the investigation.
 - Property crime remained consistent with June, with 18 occurrences reported to the previous 19 in June. Mischief and fraud were the most frequent with seven and four occurrences respectively. There was one break and enter, which was concluded with insufficient evidence to proceed.
 - A single drug enforcement occurrence, non-criminal in nature, was recorded in July.
 - Traffic enforcement dropped compared to June, ending the month with 75 occurrences recorded. There were two impaired driving occurrences, one by alcohol and the other by drug. Both were concluded with insufficient evidence to proceed. There were 23 speeding violations reported, with another 33 other traffic offence/violations. No Checkstops were documented, and there were no fatal collisions in July.
- Overall, July 2025 recorded 177 occurrences with 170 founded or still under investigation. This is lower than the previous month (196 occurrences with 180 founded/SUI) and lower than July 2024, when 183 occurrences were recorded, with 168 founded/SUI.



Community Policing

Policing Initiatives

- July 1st – Cst. Cormier attended Canada Day events
- July 16th – Queens District members attended the Citizen On Patrol meeting

Selective Traffic Enforcement Program

- Members conducted four STEP files in the Town of Cornwall:
 - Two on Main Street (two traffic stops conducted for speeding, warnings issued)
 - One on Meadowbank Road – Route 19 (no violations observed)
 - One on Kingston Road – Route 235 (one traffic stop conducted for speeding, warning issued)

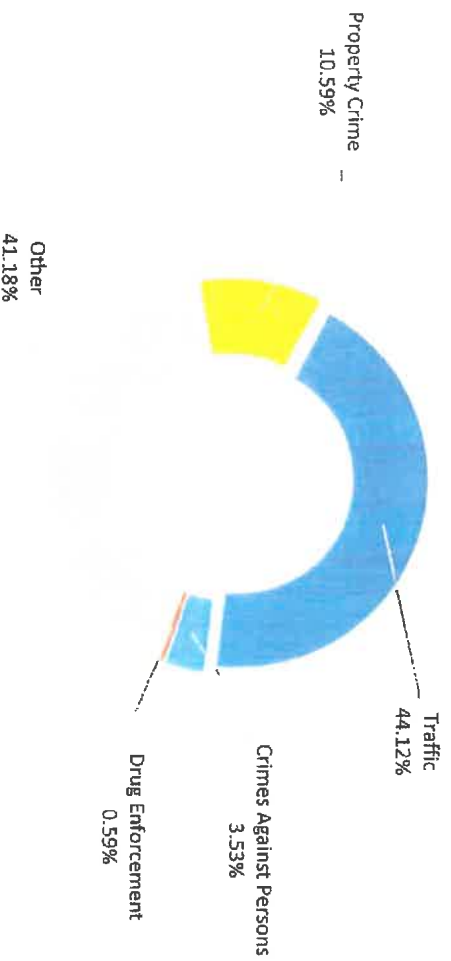


Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

Occurrences

Occurrences by Category - All Occurrence Types
Queens District RCMP (Cornwall)
July 2025



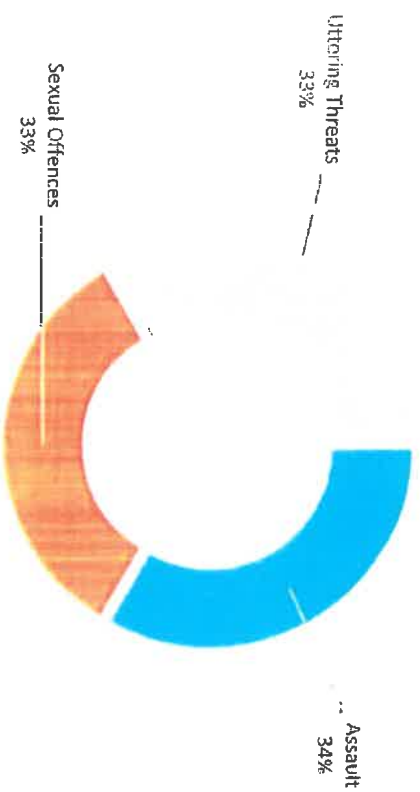
170 Founded/SUI of 177 Total Occurrences



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Occurrences - Person Crimes

Occurrences by Category - Crimes against Persons
Queens District RCMP (Cornwall)
July 2025



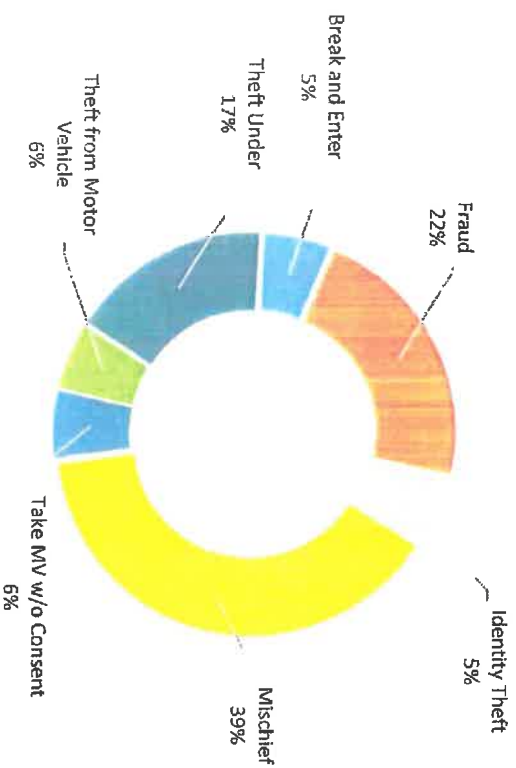
6 Founded/SUI of 177 Total Occurrences



Royal Canadian Mounted Police
Gendarmarie royale du Canada

Occurrences - Property Crime

Occurrences by Category - Property Crime
Queens District RCMP (Cornwall)
July 2025



18 Founded/SUI of 177 Total Occurrences



Royal Canadian Mounted Police
Gendarmerie royale du Canada

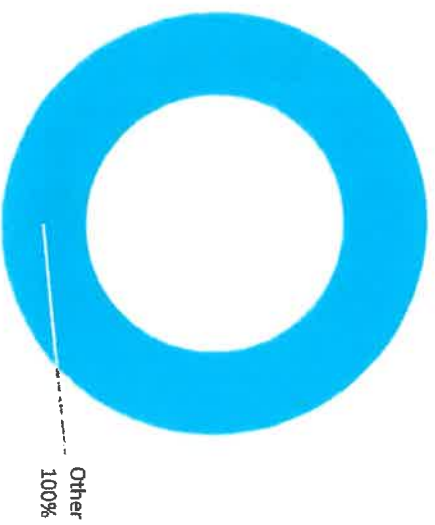


For Official Use Only

Occurrences - Drug Enforcement



Occurrences by Category - Drug Enforcement
Queens District RCMP (Cornwall)
July 2025



1 Founded/SUI of 177 Total Occurrences

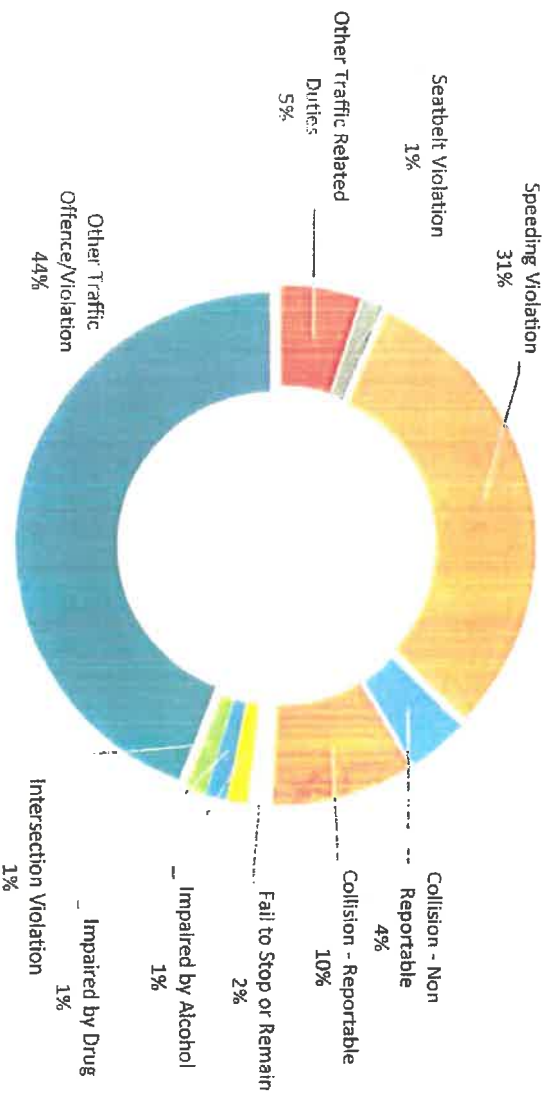


Royal Canadian Mounted Police
Gendarmerte royale
du Canada



Occurrences - Traffic Occurrences

Occurrences by Category - Traffic Enforcement
Queens District RCMP (Cornwall)
July 2025



75 Founded/SUI of 177 Total Occurrences

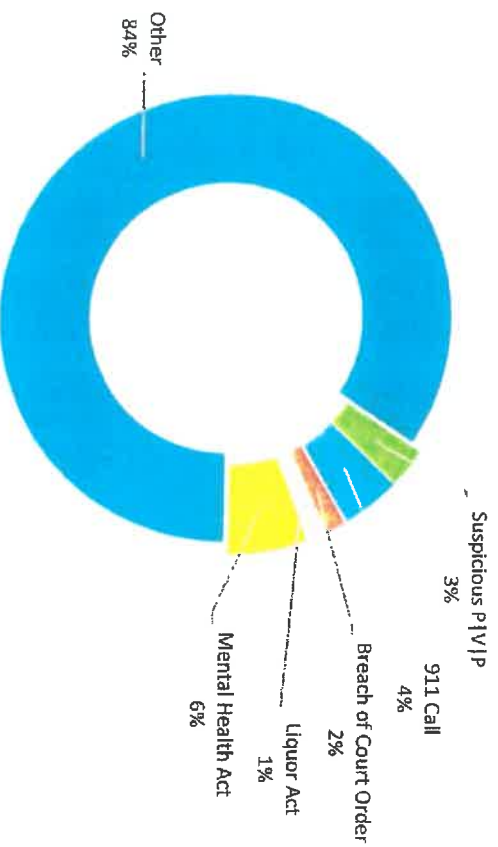


Royal Canadian Mounted Police
Gendarmerie royale du Canada



Occurrences - Other Occurrences

Occurrences by Category - Other Occurrence Types
Queens District RCMP (Cornwall)
July 2025



70. Founded/SUI of 177 Total Occurrences



Royal Canadian Mounted Police
Gendarmierie royale
du Canada



Summary Offence Tickets, Warnings & Defect Notices

Charge Section & Description	Count	Sum of Fines
Ticket	30	\$5,182.50
176(3)(b)(i) Speeding: 29 km /hr or less over limit	14	\$1,782.50
19(1)(a) Operating vehicle with invalid inspection sticker	8	\$1,200.00
11(1)(b) Driving passenger vehicle while registration expired	3	\$750.00
138(6) Operating motor vehicle with improper glazing (tinting)	1	\$250.00
15(1) Cannabis in possession of person with care and control of vehicle or boat	1	\$250.00
176(1)(a) Driving at speed greater than is reasonable and prudent in conditions and with regard to hazards	1	\$150.00
185 Failing to yield right-of-way at intersection to approaching vehicle	1	\$150.00
324(4) Failing to carry and produce valid insurance card to peace officer when requested	1	\$650.00

Charge Section & Description	Count
Warning	17
176(3)(b)(i) Speeding: 29 km /hr or less over limit	10
76(2) Licensee failing to produce license upon request	2
11(1)(b) Driving passenger vehicle while registration expired	1
176(3)(b)(ii) Speeding from 30-49 km/hr over limit	1
60(b) Operating vehicle not displaying current registration sticker	1
69(6) Contravening a condition or restriction prescribed by regulations in subsection 69(1) of the Act respecting newly licensed drivers	1
92(2) Driver failing to wear seatbelt, as required by subsection 92(4.1)	1



PEI BYLAW ENFORCEMENT

TOWN OF CORNWALL BYLAW REPORT - July 2025.

- Patrolling and monitoring open files.
- July 4 – Empty lots on Skyewater are getting letters from Town Hall to cut and maintain grass.
- No new files.
- July 11 – NOV to 31 Ferry rd for Property Maintenance.
- Garnett spoke to neighbour of 17 TownView about having bonfires.
- July 18 – No new files.
- July 25 – NOVs issued to lots 85 and 96 on Lantern and lots 16 and 25 on Skyewater for uncut grass.

Officer - DONNA J JOHNSON - B.Mus.

PEI Bylaw Enforcement

peibylawenforcement@gmail.com

902-218-7045

**Town of Cornwall - Summary of Month & Year to Date
(April 2025 - March 2026)**

Category	Last Month		YTD
	YTD	July	
By-Law Cases - New	8	2	10
By-Law Cases - Closed	7	2	9
Humane - New	4	1	5
Humane - Closed	4	1	5
Dog Act - New	5	0	5
Dog Act Closed	5	0	5
Stray Dogs to Shelter	0	0	0
Stray Dogs Returned to Owner	0	0	0
Stray Cats to Shelter	4	0	4
Stray Cats Returned to Owner	2	0	2
Community Patrols	45	15	60
Licenses Issued	1	0	1
For The Record - New	2	0	2
For The Record - Closed	2	0	2
Health & Wellness - New	0	0	0
Health & Wellness - Closed (bites that break skin)	0	0	0
Total	89	21	110

Charges for Boarding of Unclaimed Stray Dogs

Board (5 days, \$26 per day)	0 dogs @ \$130	\$0.00
Euthanasia (\$75 per animal)	0 dogs @ \$75	\$0.00
	Total	\$0.00

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

Events

Event Recap

- **Canada Day Recap**
 - The annual pancake breakfast kicked off the day. The Cornwall Lions Club prepared breakfast again this year, with the 323 Blue Heron Sea Cadets - Queen's County did a great job serving. There were close to 500 in attendance this year, which resulted in some line ups.
 - Julie Pellissier-Lush lead the healing circle with entertainment provided by Mi'kmaq Heritage Dancers. There were approximately 25 people in attendance.
 - The official opening began at 1:00pm at the Town Hall. Bouncy castles were provided by PEI Inflatables, balloon animals were done by Top Hat Party Supplies, CAWG – gave out trees, and games were provided by the Parks & Recreation Department staff. Entertainment this year was provided by the Philippine Dance Master and Jeannie & Charles. Mayor & Council handed out cake and ice cream, it was noted an additional cake should be purchased next year.
 - The pool party at the Civic Centre was another huge hit, this year the Town passed out almost 650 hot dogs and chips. This event was well attended and most stayed for duration.
 - Dave Connelly provided the evening entertainment at Westwood School and Top Hat Party Supplies did face – painting.
 - This year the fireworks show was a bit different; the Town worked with Fireworks FX to try and cut the noise level. This year we used fireworks that produce less noise, they used more multi shot cakes and roman candles.
 - The business community stepped up with sponsorship, including our fireworks title sponsor A& B Electric donating \$ 2,500.00. There was a total of \$ 9,000.00 raised for this year's event.

- **Park Party Recap**
 - Town Hall Park Party
 - The first park party was held at the Town hall on July 11, 2025.
 - There were over 100 people in attendance.
 - The Town provided free hot dogs, drinks and chips. Participants utilized our outdoor games (spike ball, bucket golf, washer toss, and ladder golf) and PEI Inflatables donated to us an inflatable for the night.
 - The park party started at 6:00pm and ran until 8:00pm.
 - We had roughly 70 people stay for the movie which we played Dog Man. The movie finished around 11:00pm.

- **Upcoming Events**

- **Cornfest**

- This year's event is scheduled for September 24 – September 28, 2025.
 - Wrestling has been booked for our Saturday night event. The event will be held at the APM Centre beginning at 7:00pm.
 - We have reached out to Little Harvest Town about the inflatables again this year.

Camps Update

- **Fun in the Sun Daycamp**

- This program is full, with a total 70 children registered but averaging 60 per day. This program is offered at the Cornwall Civic Centre and utilizes both the upstairs and downstairs area.
 - This program is broken down into weekly themes, this year they have participated in the following.
 - Aloha Summer
 - Travel back in time
 - Mad Science
 - Exploration Earth
 - Reality T.V in Cornwall
 - All camps have been attending fieldtrips which seem to be successful, to date the trips included
 - The Creator's Plan play at the MacKenzie Theatre, and then park day at Victoria Park,
 - Disc golf in Bonshaw
 - Stanhope Beach trip.
 - Amazing Race throughout the community during our "Reality T.V in Cornwall" week. The Amazing Race took the children to various parks in the community where they had to participate in challenges and compete against one another.
 - Charlottetown Cinemas to watch Smurfs.
 - The lunch program is in operation again this year with a weekly average between 68 children registered in the program from all three camps. Lunch is cooked and provided by staff three days a week with 2 days of lunches purchased from community businesses. JR's Pizza and Independent Grocer.
 - All camps utilize poolside park daily and took part in swimming lessons instructed by the Lifesaving Society during the week July14-18, 2025.

- **Sports Camp**

- We have 32 kids in our sports camp for the summer.
 - The children have been split into two groups according to their ages.
 - This program takes place at the Terry Fox Sports Complex utilizing all areas of the facility.

- This program combines traditional sports activities with outdoor adventure experiences, aiming to promote physical activity, teamwork, and personal growth.
- The children in this program also participate in a weekly trip to Rise & Climb for laser tag.
- **Specialty Camps**
 - These camps are offered for one week at a time, and parents can register for whatever week's work with their schedules. All these camps are offered at the Terry Fox Sports Complex.
 - To date the camps offered include;
 - Lifeguard Academy – 7 registered
 - Turf Week – 15 registered
 - Skills & Drills Ball Camp – 16 registered
 - Water Week – 15 registered
 - Kickin it Soccer Program – 14 registered

Summer Programs Update

- Adult Coed Softball League – This year we have 11 participating in the league, with over 150 participants. The league plays every Wednesday evening at Terry Fox Sports Complex and York Point fields.
- Adult Outdoor Pickleball - 31 are registered for this program, goes twice a week in the evening, been one of the largest up and coming programs.
- Chair Yoga - we have 14 registered for a smaller version of the program. This program is offered at the Town hall and focuses on stretching and movement.
- Come Play Teens – There are 20 youth registered for this program. This program provides an opportunity to try two different sports or activities each week in a non-judgmental inclusive environment. To date, the participants participated in soccer, flag football, basketball, pickleball, disc golf, soccer baseball and more.
- Home Alone – this program was offered on June 30th and there was a total of 16 registered. This program is designed to teach children aged 9-12 or 10 and up how to stay safe when home alone for short periods
- Just Kicking It Soccer - small but committed group, 8 come each week to work on skills and drills. The numbers are smaller this year, likely due to the information getting out later.
- Outdoor Beginner Pickleball - 19 registered for this, always new people wanting to try the sport.
- Outdoor Senior Pickleball - There are 29 registered, been a group that's been together for a couple seasons now. This group always have a good time and are a welcoming and friendly group.
- Yoga With Karina - was good early in the summer, August is a tougher time as people are on vacations etc. This program will be offered again in September.

- Yoga in the Parks – this program has seen lots of interest this year. We have 41 registered and are getting about 20 per session. This program sponsored by GoPEI, is offered weekly at different parks around the town.
- Senior Bus Trips - this has been a great new program started this summer; the new town bus takes a group of seniors around the Island. So far, we have had the following:
 - Western Bus Tour - 21 participants went to the potato museum in Oleary and the Bottle House in Egmont
 - Cavendish Bus Tour - 23 participants went to Anne of Green Gables along with a nice stop along the boardwalk
 - Eastern Bus Tour – is scheduled for August 22, 2025, and we have 24 participants (full)registered. On this trip we will be visiting Orwell Corner, and Georgetown community park and lunch will be at Clamdiggers.

2025 – 2026 After School Camp Update

- The Town began accepting registrations in late July, and all camps are full.
- The Town will be offering programs at both the Cornwall Civic Centre and the Terry Fox Sports Complex.

Facilities

Terry Fox Sports Complex

- In July the Town hosted CAMBA’s annual minor baseball tournament with 30 teams playing across the six fields with games being held from July 4 – 6, 2025.
- The 2025 Canadian Old Times National Baseball Championships 50+ Division was held on the baseball field from August 1 – August 3, 2025. This was a great weekend of ball with visitors across Canada.
- The Town hosted a U11 A Minor Baseball Tournament on August 2 & 3rd, 2025 at East Wiltshire and York Point fields with 8 teams participating in the event.
- For the month of June, the usage is as follows.

2025

- Soccer Turf – 149hrs
- Football Turf – 105.5 hrs
- Baseball Field – 114
- Softball Field – 106.5
- Volleyball Courts – 123
- Tennis Courts – 111hrs

2024 Usage

- Soccer Turf – 168 hrs
- Football Turf – 135 hrs
- Baseball Field – 81hrs
- Softball Field – 61hrs
- Volleyball Courts – 57hrs
- Tennis Courts – 14hrs

- For the month of July, the usage is as follows.

2025

- Soccer Turf – 138.5hrs
- Football Turf – 54 hrs
- Baseball Field – 148
- Softball Field – 156
- Volleyball Courts – 168

2024 Usage

- Soccer Turf – 119.5 hrs
- Football Turf – 0 hrs
- Baseball Field – 141hrs
- Softball Field – 96hrs
- Volleyball Courts – 99hrs

▪ Tennis Courts – 60hrs

Tennis Courts – 56hrs

Poolside Park Pool

- The Town opened the pool on June 27, 2025, for the season.
- Daily pool drop ins seem to be on par with 2024. There has been less usage by daycares this year compared to other years.
- Pool Bookings/Parties - one of the busiest summers in recent years with pool bookings, we've had 18 private rentals.
- This year the Town offered swimming lessons for only 3 weeks this summer due to the low interest. There has been only a total of 35 children who took part this summer compared to 66 kids last summer.

Respectfully Submitted
Kim Meunier



TOWN OF CORNWALL

RESOLUTION

DATE: August 27, 2025

COMMITTEE: UTILITY (U)

MOTION NUMBER: U 04-2025 ~ Capital Contribution Bylaw 1st Reading

MOTION CARRIED _____

MOTION LOST _____

MOTION WITHDRAWN _____

Moved by Councillor _____ **Elaine Barnes**

Seconded by Councillor _____ **Corey Frizzell**

RESOLVED:

Whereas: The Capital Contribution Bylaw clarifies when and under what conditions that the Town and/or Water and Sewer Utility may contribute to capital costs of the installation of water and sewer infrastructure projects;

And Whereas: The Capital Contribution Bylaw applies to the installation of oversized and premature infrastructure development that the Town deems to be in the best interest of the Town;

And Whereas: The Capital Contribution Bylaw (Development Charge) is a requirement for the Housing Accelerator Fund (HAF) to complete the commitments the Town has made under this funding program;

And Whereas: Council has considered the process for the use of the Capital Contribution Bylaw and deemed it to be in the best interest of the Town;

Therefore, be it Resolved: That the Capital Contribution Bylaw, Bylaw # 2025-01, is hereby read and approved for the first time.



Town of Cornwall, PEI
Utility Capital Contribution Bylaw
Bylaw # 2025 – 01

WHEREAS the Council of the Town of Cornwall desires to provide clarity upon which occasions, and under which conditions, the Town may contribute to a developer’s costs for Capital Water and Sewer Infrastructure (collectively, “Utility Services”) in The Town;

AND WHEREAS the Council of the Town of Cornwall, by Council resolution dated October 23, 2024, approved the adoption of a Utility Master Plan prepared by the engineering firm exp., dated May 23, 2024 (the “Master Plan”);

AND WHEREAS the Master Plan provides a detailed condition assessment of the Town’s utility systems and provides detailed recommendations to guide future growth and capital projects required to maintain the utility systems, including cost estimates;

AND WHEREAS the Council has considered the specified facilities and services in relation to the anticipated need for infrastructure growth in Utility Services;

AND WHEREAS the Council has considered the estimated timing of the introduction or expansion of the specified facilities and services.

IT IS ENACTED by the Council of the Town of Cornwall as follows:

1. Title

- 1.1 This Bylaw shall be known as, and may be cited as, the “Utility Capital Contribution Bylaw.”

2. Authority

- 2.1 *Municipal Government Act*, R.S.P.E.I. 1988, Cap. **P-12**.

3. Definitions

- 3.1 “Act” means the *Municipal Government Act*, R.S.P.E.I. 1988, Cap. **P-12**.

- 3.2 “Applicant” means a person or corporation that applies to the Town for a Development Permit or a Subdivision approval seeking a capital contribution for the installation of municipal Utility Services.
- 3.3 “Application” means an application submitted to the Town for a Development Permit or a Subdivision.
- 3.4 “Bylaw” means this this Utility Capital Contributions Bylaw.
- 3.5 “Capital Contribution” means the value of the cost of municipal Utility Services that the Town of Cornwall Water and Sewer Utility, or the Town, agrees to pay to, or on behalf of, a developer for oversized or premature municipal utility infrastructure.
- 3.6 “Council” means the mayor and other members of the Council of the Town of Cornwall.
- 3.7 “Capital Contribution Agreement” means an agreement between the Town and the Applicant which sets out the details of the Capital Contribution the Town will contribute and, where the Applicant is not the Property Owner, the Property Owner shall be included as a party to the Capital Contribution Agreement.
- 3.8 “Master Plan” means the utility master plan prepared by the engineering firm exp. and adopted by the Town of Cornwall resolution dated October 23, 2024.
- 3.9 “Town” means the Town of Cornwall, or the Cornwall Water and Sewer Utility as the context requires.
- 3.10 “Zoning Bylaw” means the Town of Cornwall Zoning & Development Bylaw # _422_, as amended from time to time.
- 3.11 All capitalized words or terms used and not otherwise defined herein shall have the respective meanings ascribed to such words or terms in the Zoning Bylaw.

4. Application

4.1 This Bylaw applies to all land in the Town, with the following exceptions:

- a) where a Development Permit has been issued for the land prior to the effective date of this Bylaw and has not expired;
- (b) where a Subdivision approval has been granted for the land prior to the effective date of this Bylaw and the Subdivision agreement between the Developer and the Town did not include the requirement to pay a Development Charge; and

(c) where a Development Permit application or a Subdivision application has been submitted for the land, and the Town has determined that the application is complete, prior to the effective date of this Bylaw.

5. Capital Contribution Report

- 5.1 The Town upon receiving an application for new development that requests assistance with the installation of Utility Services, may, pursuant to the Water and Sewer Utility Bylaw, and after considering the Master Plan, and the Town of Cornwall Municipal Servicing Standards, contribute funds to the installation of municipal Utility Services infrastructure if:
- (a) the proposal contains Town mandated oversizing of the Utility Services infrastructure;
 - or
 - (b) there is premature installation of Utility Services infrastructure, that the Town in its sole judgement considers beneficial to the Town; and
 - (c) the proposal meets the current and long-term development goals of the Town.
- 5.2 If the Town is of the opinion that a Capital Contribution may be warranted, pursuant to 5.1 above, the Town shall commission an appropriate professional report, this report shall:
- (a) establish the specified facilities and services required in relation to the anticipated development;
 - (b) establish the need for incurring the eligible costs of the specified facilities and services in the Town;
 - (c) provide the estimated timing of the introduction or expansion of the specified facilities and services;
 - (d) be based upon empirical evidence including any necessary assumptions that are reasonable, correct and credible;
 - (e) be prepared and analyzed by a suitable and competent professional in compliance with generally accepted engineering principles; and
 - (f) recommend the amount, if any, that the Town may contribute to the costs of the proposed installation of municipal Utility Services.

6. Capital Contribution

- 6.1 If the Capital Contribution Report, in 5.2 above recommends that the Town provides a contribution to the installation of the municipal Utility Services under consideration in the report, the Town may contribute that amount, or any other amount that the Town considers appropriate in the circumstances; such circumstances may include but are not limited to:
- (a) availability of municipal or infrastructure program related funds, and
 - (b) conformance with the Master Plan;

6.2 Any Town contribution commitment made under this Bylaw shall be disbursed upon completion, satisfactory to the Town, of the project.

7. Capital Contribution Agreements

- 7.1 Council shall require that a Capital Contribution Agreement be signed between the Town and the Applicant outlining the details of the Capital Contribution.
- 7.2 The Capital Contribution Agreement shall include the following:
- (a) Names of the parties;
 - (b) Details of the Application;
 - (c) Details of the approval of the Application;
 - (d) Amount of the Capital Contribution;
 - (e) Method and timing of payment, including whether payment will be made in instalments;
 - (f) Details of the Utility Services to be installed in exchange for the Capital Contribution; and
 - (g) Details of the security, if applicable.
- 7.3 The Capital Contribution Agreement shall bear the signatures of the proper signatories for the parties.
- 7.4 The provisions of the Capital Contribution Agreement may be incorporated into the terms and conditions of a Subdivision Agreement and/or Development Agreement, where appropriate, as determined by the Town.
- 7.5 The Capital Contribution Agreement shall be registered at the Queens County Registry Office at the Applicant's expense either on its own or as part of a Development/Subdivision Agreement.

8. Effective Date

- 8.1 This Bylaw shall be effective on the date of formal adoption below.

First Reading:

This Bylaw was read and formally approved by a majority of Council members present at the Council meeting held on the _____ day of _____ 2025.

Second Reading:

This Bylaw was read and formally approved by a majority of Council members present at the Council meeting held on the _____ day of _____ 2025.

Formal Adoption by Council:

This Bylaw was formally adopted by a majority of Council members present at the Council meeting held on the _____ day of _____ 2025.

Signatures

Minerva McCourt, Mayor

Kevin Coady, Chief Administrative Officer

This Utility Capital Contribution Bylaw, Bylaw 2025-01, adopted by the Council of the Town of Cornwall on the

_____ day of _____ 2025 is certified to be a true copy.

Kevin Coady, Chief Administrative Officer

Date



TOWN OF CORNWALL

RESOLUTION

DATE: August 27, 2025

COMMITTEE: UTILITY (U)

MOTION NUMBER: U 05-2025 ~ a Bylaw to Amend the Water and Sewer Utility Bylaw #601 1st Reading

MOTION CARRIED _____

MOTION LOST _____

MOTION WITHDRAWN _____

Moved by Councillor _____ **Elaine Barnes**

Seconded by Councillor _____ **Steven Campbell**

RESOLVED:

Whereas: The Town of Cornwall Water & Sewer Utility Bylaw #601 requires a consequential amendment to enable the use of the proposed Capital Contribution Bylaw;

And Whereas: Council desires to make housekeeping amendments to the mandated number of Board meetings annually and to reflect the new mandated fiscal year in the same Bylaw;

And Whereas: A Bylaw can only be amended by another Bylaw;

Therefore, be it Resolved: That the Town of Cornwall Bylaw #2025-02, a Bylaw to Amend the Water and Sewer Utility Bylaw #601 is hereby read and approved a first time.



**A Bylaw to Amend the Water and Sewer Utility Bylaw #601
Bylaw # 2025-02**

IT IS ENACTED by the Council of the Town of Cornwall as follows:

1. Purpose

1.1 To amend the Town of Cornwall Water and Sewer Utility Bylaw

2. Authority

2.1 This bylaw is enacted under the authority of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1.

3. Amendment

3.1 Subsection 4.1 of the Town of Cornwall Water and Sewer Utility Bylaw:

“Meetings of the Board will be held at least monthly and called by the Chair at such time and place within the Town as the Chair may determine.”

is amended by the removal of the word “*monthly*” and by the insertion of the words

“six times per year” in its place;

and upon adoption is as follows:

“Meetings of the Board will be held at least six times per year and called by the Chair at such time and place within the Town as the Chair may determine.”

3.2 Section 12 of the Town of Cornwall Water and Sewer Utility Bylaw is amended by the addition of subsection 12.4 as follows:

“If the Utility, pursuant to section 6.1 of the Town of Cornwall Water and Sewer Utilities General Rules and Regulations, orders that the Town of Cornwall Water and Sewer Utility shall contribute to the installation costs of any infrastructure pursuant to section 6.1 or any other costs necessary and incidental to those costs, then that contribution shall be determined and made pursuant to the Town of Cornwall Utility Capital Contributions Bylaw.”

3.3 Subsection 14.1 of the Town of Cornwall Water and Sewer Utility Bylaw:

“the Corporation’s fiscal year shall start January 1st and end December 31.”

is amended by the removal of the words “*January 1st and end December 31st*” and by the insertion of the words “*April 1st and end March 31st.*” in their place;

and upon adoption is as follows:

“The Corporation’s fiscal year shall start April 1st and end March 31st.”



4. Effective Date

- 4.1 This Bylaw to Amend the Water and Sewer Utility Bylaw #601, Bylaw #2025-02 is effective on the date of approval and adoption below.

First Reading:

This bylaw was read and formally approved by a majority of Council members present at the Council meeting held on the ____ day of _____ 2025.

Second Reading:

This bylaw was read and formally approved by a majority of Council members present at the Council meeting held on the ____ day of _____ 2025.

Formal Adoption by Council:

This bylaw was formally adopted by a majority of Council members present at the Council meeting held on the ____ day of _____ 2025.

Signatures

Mayor

Chief Administrative Officer

Certified to be a true copy of the Town of Cornwall Bylaw #2025-02, a Bylaw to Amend the Water and Sewer Utility Bylaw #601.

Chief Administrative Officer

Date



TOWN OF CORNWALL

RESOLUTION

DATE: August 27, 2025
COMMITTEE: UTILITY (U)
MOTION NUMBER: U 06-2025 ~ Change Order Cornwall Road Utilities Extension

MOTION CARRIED _____

MOTION LOST _____

MOTION WITHDRAWN _____

Moved by Councillor _____ **Elaine Barnes**

Seconded by Councillor _____ **Steven Campbell**

RESOLVED:

Whereas: The Town of Cornwall Water and Sewer Utility had identified an expansion to the water distribution system that requires completion to provide sufficient water pressure for the development of properties along the Cornwall Road, this expansion was to be included in the second Phase of the current project;

And Whereas: There are still budgeted funds available in the Phase 1 portion of the Cornwall Road project currently in progress by Birt and MacKay Backhoe Services Ltd, and they have been requested to provide a quote for the construction of the new watermain on PID 426031 to connect the existing transmission main from the new reservoir to the existing watermain on Samatha Drive;

And Whereas: WSP has provided a cost estimate for this connection, which was considered at the Committee of Council meeting held August 20, 2025, which estimate would still be within the original budget for the Phase 1 project;

Therefore, be it Resolved: That the Town, pursuant to the recommendation of the Town's Engineers, issue a change order to Birt & MacKay Backhoe Services Ltd to construct a watermain on PID 426031 for a price no greater than the price in the WSP estimate noted above.



TOWN OF CORNWALL

RESOLUTION

DATE: August 27, 2025

COMMITTEE: UTILITY (U)

MOTION NUMBER: U 07-2025 ~ AWARD Cornwall Lagoon Berm Maintenance

MOTION CARRIED _____

MOTION LOST _____

MOTION WITHDRAWN _____

Moved by Councillor _____ **Elaine Barnes**

Seconded by Councillor _____

RESOLVED:

Whereas: The Town of Cornwall Water and Sewer Utility needs to conduct some maintenance repairs to the Cornwall Lagoon berms;

And Whereas: Four local qualified companies that have done work within wastewater treatment facilities were contacted to provide quotes for the project and 2 bids were received;

And Whereas: WSP reviewed the proposals and recommend accepting the low bid received from Island Coastal Services Ltd. for \$66,832.08 plus HST;

Therefore, be it Resolved: That the Town, pursuant to the recommendation of the Town's Engineers, accept the quote provided by Island Coastal Services Ltd. for the Cornwall Lagoon Berm Maintenance Project for the amount of \$66,832.08 plus HST.