

**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) **1<sup>st</sup> 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 8<sup>th</sup> 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