

**Town of Cornwall  
Cornwall, Prince Edward Island  
Committee of Council  
September 17, 2025, 4:30 PM**

**Chair:** Deputy Mayor Jill MacIsaac

**Present:** Mayor Minerva McCourt  
Councillor Elaine Barnes via Zoom  
Councillor Steven Campbell  
Councillor Judy Herlihy  
Councillor Cory Stevenson

**Regrets:** Councillor Corey Frizzell

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

**CALL TO ORDER**

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

There was one member of the public present.

**APPROVAL OF THE AGENDA**

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

**Motion Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

Nil.

**ADOPTION OF PREVIOUS MINUTES**

August 20, 2025 - It was moved by Councillor Herlihy and seconded by Councillor Campbell that the minutes of August 20, 2025, be approved as circulated.

**Motion Carried**

## **GUESTS/PRESENTATIONS**

Michelle Burge – MRSB – Audit – Michelle Burge thanked Council and the Town for the continued opportunity for MRSB to work as the Town’s accountants. Michelle reviewed the Consolidated Financial Statements for 2024-2025 and highlighted key points for Council.

## **COMMITTEE of COUNCIL - FINANCE/ADMINISTRATION**

- a) **H.A.F. Summary** – Deputy Mayor MacIsaac thanked staff for the great breakdown of the H.A.F. funding to date. There was discussion on getting clarification on who receives the funding and if residents could apply or just contractors.
- b) **Animal Control Bylaw – Resident Request** – The Town received a letter from a resident requesting that cats be removed from the Animal Control Bylaw as “at large animals”. Staff will do some research but at this time, Council is not looking at changing the Bylaw.
- c) **Councillor Barnes** – Councillor Barnes advised Council that she has resigned from her position with the Province and has taken on another position with NS Health. During her probation period, she will maintain her residence in Cornwall and is requesting a leave of absence from her seat on Council. She noted that she loves Cornwall and her fellow Councillors, and this was a very difficult decision, and she does not want the taxpayers to pay the cost of a by-election. Mayor and Council congratulated Councillor Barnes on the new position and thanked her for the great contributions over the past 11 years.

It was moved by Councillor Campbell and seconded by Councillor Stevenson to bring forth a resolution that the Council of the Town of Cornwall grant a leave of absence for Councillor Elaine Barnes effective November 1, 2025, and ending February 28, 2026, pursuant to clause 98(4)(b) of the *Municipal Government Act*.

- d) **Cornwall FPEIM Seat** – CAO Coady asked anyone that was interested in the FPEIM Board seat vacated by Councillor Barnes to put their name forward; Councillor Herlihy put her name forward. Councillor Frizzell, while not in attendance, had sent an email earlier in the day expressing his interest in the seat.

Councillor Herlihy left the meeting at 6:10pm

After discussion by the Committee, it was moved by Councillor Campbell and seconded by Deputy Mayor MacIsaac to bring forth a resolution that the Council of the Town of Cornwall appoint Councillor Judy Herlihy to be the Town of Cornwall representative on the FPEIM Board of Directors for the remainder of this Council term.

Councillor Herlihy returned to the meeting at 6:14pm

## **PLANNING**

- a) Reports/Minutes – September 3, 2025 (draft) – included in the package. Manager Griffin noted that the upcoming request for decision will count as fourteen missing middle doors towards the H.A.F. requirements. The contractors are open to doing permits right away for all of the development.
- b) Information Items – Nil
- c) Request for Decision –

### **Emerald Heights Subdivision – Request for H.A.F. Funds –**

It was moved by Councillor Campbell and seconded by Deputy Mayor MacIsaac to bring forth a resolution that Council grant approval for a commitment of \$105,000.00 of Housing Accelerator Funding to the Developer for the purpose of assisting with construction of a new roadway and installation of water and sewer infrastructure along with the development of a pedestrian walkway to be dispersed subject to the following:

- a) The Developer entering into an appropriate funding agreement with the Town;
- b) \$105,000.00 paid to the Developer at such time that the street identified on the plan as “Sunshine Meadows Drive (Extension)” is transferred to the Province.

## **ENVIRONMENT and SUSTAINABILITY**

- a) Reports/Minutes – The Committee met on September 15, 2025 – Councillor Herlihy provided the following updates:
  - The Town will continue with the Water Audits on a part time basis using funds from the remaining budget allocation.
  - The Committee is reviewing the naturalization areas in the Town.
- b) Information Items – Nil
- c) Requests for Decision – Nil

## **MUNICIPAL and EMERGENCY SERVICES**

- a) Reports/Minutes – The Committee did not meet. In Councillor Frizzell’s absence, the following updates were provided:
  - The new transit runs, enabling more convenient travel within Cornwall, have begun. There has been an uptake of 27-30 riders per day that have been using the new times. It is not currently clear whether these riders are using the extra service for travelling within Cornwall or as another option to get into Charlottetown. This will become clearer as more time passes.
  - Councillor Campbell noted that there was recently a tour of the E-Watch back office.

Councillors and staff were very impressed by how much the system can do and how quickly. It is very impressive to see how policing has progressed. There was discussion on getting the cameras for the Town ordered and locations for the cameras to give the best vantage points. Council would like to order both cameras and license plate readers if the budgeted amount works.

- (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

It was moved by Councillor Campbell and seconded by Councillor Stevenson that the meeting would move into extra time at 6:55pm. **Motion Carried**

### **PARKS and RECREATION**

a) Reports/Minutes

- (i) Minutes – August 12, 2025 – included in the package.
- (ii) Manager’s Report – September 2025 – included in the package. Councillor Stevenson provided the following updates:
  - In response to Council’s previous questions:
    - Staff are looking into the possibility of ordering benches with covers to allow for shade as per Councillor Barnes request.
    - The current pool liner is in good condition. We currently do not cover the pool for a variety of reasons including; the small amount of time that the pool is open, and it doesn’t lose much heat, we would need two covers due to the size. Staff will track heat loss in the next season.
    - Canada Day donations as requested by Councillor Frizzell: Cornwall Auto and Tire \$250, Rise and Climb \$250, Central Auto \$1000, Griffin Auto \$250, Mary’s Bakery \$250, Arsenault Bros \$1000, Sam’s Restaurant \$1000, Cornwall Quick Stop \$250, Decker’s Dairy Bar \$1000, A & B Electric \$2500, Kenmac Energy \$250, Keep Moving Physio \$250, JR’s Pizza \$500, Good’s Your Independent Grocer \$250.
  - Cornwall Cornfest is taking place September 24 to 28. Flyers are now available. Lots of great events planned.
  - The Committee is looking ahead at Christmas events and the possibility of getting Patrick Ledwell for a show.
  - Staff are working to get the overgrown park areas in Primrose looked after.
  - There are four major events scheduled for the Terry Fox Sports Complex over the next month.
  - The Committee is reviewing options for the Lowther Park upgrades. Staff have been working to fix issues on the trail following up on concerns sent to Councillor Herlihy.
  - The Committee is in discussions about a parade float and should have something for next month’s meeting.

- The Committee is reviewing the sponsorship options.
- There was request from the U18 Timberwolves team to use the Town minibus, but insurance liabilities would not allow this.
- Mayor McCourt and Councillor Campbell were honorary captains for the first ever female varsity tackle football game on PEI.
- The Town received a request from paragliders to use the Terry Fox Sports Complex; staff will look into insurance to see if it's permissible.
- There was discussion on sign boards at the Terry Fox Sports Complex and associations selling sponsorship. Councillor Barnes would like to see a policy for signs that are posted giving the Town final approval before signs are posted.

b) Information Items – Nil

c) Requests for Decision - Nil

### **PUBLIC WORKS**

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

b) Information Items – Town Sign - The Town sign at the causeway needs to be moved to allow for development. Manager Longmoore is waiting for word from the Province on approval for potential locations. There was discussion on salvaging the existing sign versus using the new template.

c) Requests for Decision – Nil

### **WATER/SEWER UTILITY**

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

b) Information Item – Nil.

c) Requests for Decisions –

#### **CCBF – MSC Project Application -**

It was moved by Councillor Barnes and seconded by Councillor Stevenson to bring forth a resolution to Council that the Town of Cornwall apply to the Municipal Strategic Component of the Canada Community Building Fund for Utility Wastewater Strategy in the amount of \$110,000.00 which represents fifty percent of the estimated total eligible costs of the project.

### **CORRESPONDENCE**

**Support Request – Hindu Society of PEI –**

It was moved by Councillor Herlihy and seconded by Councillor Stevenson to bring forth a resolution to Council that the Town of Cornwall donate two hundred and fifty dollars to the Hindu Society of PEI to assist with their annual Diwali celebration.

**Donation Request – Gifts from the Heart –**

It was moved by Councillor Campbell and seconded by Councillor Stevenson to bring forth a resolution to Council that the Town of Cornwall donate a gift basket containing two hundred and fifty dollars in local Town of Cornwall merchant gift cards, along with assorted Town of Cornwall branded merchandise.

**OTHER**

- Councillor Barnes expressed concerns that when groups are having carwashes at the North River Fire Hall youth are standing on the side of the road and on the roundabout causing safety issues for the youth and drivers. It was advised that the concerns would be passed along to RCMP Staff Sgt Nick Doyle.

**IN CAMERA**

MGA s.119(1)(b)(d) It was moved by Councillor Campbell and seconded by Councillor Barnes that the meeting would move “in camera” at 7:18pm. **Motion Carried**

**Motion Carried**

The meeting resumed regular session at 8:11pm.

**ADJOURNMENT**

The meeting was adjourned at 8:12pm.

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Jill MacIsaac Deputy Mayor, Chair