

**Cornwall, Prince Edward Island
Regular Meeting of Council
Wednesday, September 24, 2025
4:30 PM**

Present: Mayor Minerva McCourt – presiding
Deputy Mayor Jill MacIsaac
Councillor Elaine Barnes (via Zoom)
Councillor Steven Campbell
Councillor Judy Herlihy
Councillor Cory Stevenson

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

Regrets: Councillor Corey Frizzell

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

Read

APPROVAL OF THE AGENDA

Councillor Stevenson moved, seconded by Deputy Mayor MacIsaac, that the agenda be approved as circulated with CAO Coady noting that there would no longer be the need for an “in camera” session and that a couple of the resolutions will need to be adjusted due to Councillor Frizzell’s absence.

Motion Carried

DISCLOSURE OF PECUNIARY OR OTHER CONFLICT OF INTEREST

Councillor Barnes will recuse herself for section 9-b-1 due to it being about her leave of absence. Councillor Herlihy will recuse herself for section 9-b-2 due to it being about her and the FPEIM Board seat.

APPROVAL OF THE MINUTES

a) **August 27, 2025, Regular Council Meeting:** Deputy Mayor MacIsaac moved, seconded by

Councillor Barnes, that the minutes of August 27, 2025, Regular Council Meeting be approved as circulated.

Motion Carried

BUSINESS ARISING

Nil

GUESTS/PRESENTATIONS/PETITIONS/DECLARATIONS

Nil

REPORTS OF COMMITTEES / RESOLUTIONS:

PLANNING AND DEVELOPMENT

Reports & Resolutions:

a) **Minutes/Reports:**

- i) **Minutes** – September 3, 2025 (draft) – included in the package.

b) **Resolutions:**

PL-20-2025 Emerald Heights – H.A.F. Contribution

Moved by Councillor **Steven Cambell**

Seconded by Councillor **Jill MacIsaac**

Whereas: The Town received a proposal for funding under the Housing Accelerator Fund from IHD Holdings Inc. (the “Developer”) related to the development of Emerald Heights Subdivision, being a part of PID 684639.

And Whereas: Emerald Heights Subdivision was granted Preliminary Approval by Council Resolution PL-02-2025, which subdivision concept proposes seven (7) Lots with Semi-Detached Dwellings totalling 14 units.

And Whereas: Council has considered the Housing Accelerator Fund (HAF) requirements and funding parameters to support housing in the Town.

Therefore, Be it Resolved: 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 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.

Motion Carried 5-0

COMMITTEE OF COUNCIL

- a) **Minutes/Reports:**
 - i) **Minutes** – August 20, 2025 - included in the package.

- b) **Resolutions:**

Councillor Barnes left the meeting at 4:35pm

COC-29-2025 Leave of Absence – Councillor Barnes

Moved by Councillor Steven Campbell
Seconded by Councillor Cory Stevenson

Be it Resolved: That the Council of the Town of Cornwall hereby grants 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*.

Motion Carried 4-0

Councillor Barnes returned to the meeting at 4:37pm
Councillor Herlihy left the meeting at 4:37pm

COC-30-2025 Cornwall FPEIM Board Seat

Moved by Councillor Steven Campbell
Seconded by Councillor Jill MacIsaac

Whereas: The constitution of the Federation of PEI Municipalities (FPEIM) reserves one seat on the FPEIM Board of Directors for the Town of Cornwall;

Therefore, Be it Resolved: That the Council of the Town of Cornwall appoints Councillor Judy Herlihy to be the Town of Cornwall representative on the FPEIM Board of Directors for the remainder of this Council term.

Motion Carried 4-0

Councillor Herlihy returned to the meeting at 4:39pm

Mayor McCourt congratulated Councillor Herlihy on her appointment to the FPEIM Board.

COC-31-2025 HR Atlantic

Moved by Councillor Jill MacIsaac
Seconded by Councillor Elaine Barnes

Be it Resolved: That the Council of the Town of Cornwall engage Emily MacDonald of HR Atlantic to conduct an internal human resources review.

Motion Carried 5-0

COC-32-2025 Hindu Society (Diwali Festival) - Donation

Moved by Councillor Judy Herlihy
Seconded by Councillor Cory Stevenson

Whereas: The Hindu Society of PEI is celebrating Diwali (the Hindu festival of lights) on October 18, 2025, and this year’s celebration has the special theme of “Celebrating the Power of Women”;

And Whereas: The Town of Cornwall desires to assist in this annual celebration;

Therefore, Be it Resolved: That the Town of Cornwall donate two hundred and fifty dollars to the Hindu Society of PEI to assist with their annual Diwali celebration.

Motion Carried 5-0

COC-33-2025 Gifts from the Heart - Donation

Moved by Councillor Steven Campbell
Seconded by Councillor Cory Stevenson

Whereas: “Gifts from the Heart” is a vital community resource dedicated to meeting the needs of low-income Islanders and will be hosting their 5th annual Gifts from the Heart Silent Auction November 21, 2025;

And Whereas: The Town of Cornwall desires to assist Gifts from the Heart” in their mission to assist low-income Islanders;

Therefore, Be it Resolved: 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.

Motion Carried 5-0

Audited Financial Statements – 2024/2025 – Mayor McCourt thanked Michelle Burge for presenting the audit showing that the Town is in good overall financial shape. She thanked

Corporate Services Manager MacKinnon, CAO Coady and all staff for their work.

ENVIRONMENT AND SUSTAINABILITY

a) Minutes/Reports:

- i) **Minutes** – The Committee recently met after a summer hiatus; Minutes will be available for the next meeting. Councillor Herlihy reported that the Committee is very happy to be able to continue with the home Water Audits.

b) Resolutions: Nil

MUNICIPAL AND EMERGENCY SERVICES

a) Minutes/Reports:

- i) **Minutes** – The Committee did not meet. CAO Coady noted that Councillor Frizzell sends his regrets and provided the following updates:
 - The expanded T-3 Transit runs are showing extra ridership. There will be updated numbers for the Committee of Council meeting.
 - Some Council members and staff attended a tour of the E-Watch facility. Councillor Campbell noted that it was enlightening to see the success of the E-Watch system. It was amazing to see the system at work.

b) Resolutions: Nil

PARKS AND RECREATION

a) Minutes/Reports:

- i) **Minutes – August 13, 2025** – included in the package.
- ii) **Manager’s Report – August 2025** – included in the package. Councillor Stevenson provided the following updates:
 - Staff are busy getting ready for Cornfest. There are lots of great events planned including: Senior’s Lunch, Adult Trivia with Greg Lucas, Farmer’s Market/Community Yard Sale, Amazing Race, Red Rock Wrestling, Family Fun Day with Corn Shucking and lots of other family fun events.
 - The fields have been very busy with bookings and tournaments. There has been a lot of positive feedback on the new lights.
 - There will be some more information on the parade float and sponsorship packages for the next meeting.
 - The Committee is reviewing options for the Lowther Park upgrade.

b) **Resolutions:** Nil.

PUBLIC WORKS

a) **Minutes/Reports:**

- i) **Minutes** – The Committee will be meeting this evening.
 - Councillor Stevenson requested a follow-up on the speed hump request on Bonavista Drive. Councillor Campbell will check with the manager.

b) **Resolutions:** Nil

WATER/SEWER UTILITY

a) **Minutes/Reports:**

- i) **Minutes:** The Committee did not meet.

b) **Resolutions:**

CAO Coady advised that there are printed copies of the Bylaws at the back of the room.

U-09-2025 Capital Contribution Bylaw – 2nd Reading

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

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) and completes 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 # 2025-02, is hereby read and approved for the second time.

Motion Carried 5-0

U-10-2025 Capital Contribution Bylaw – Formal Adoption

Moved by Councillor Elaine Barnes
Seconded by Councillor Steven Campbell

Whereas: Council has considered the Capital Contribution Bylaw which, applies to the installation of oversized and premature infrastructure development that the Town deems to be in the best interest of the Town and, is a requirement for the Housing Accelerator Fund (HAF) and completes the commitments the Town has made under this funding program;

And Whereas: The Capital Contribution Bylaw, Bylaw # 2025-02, was read and approved for the first time at the Town of Cornwall regular council meeting held on August 27, 2025;

And Whereas: The Capital Contribution Bylaw, Bylaw # 2025-02, was read and approved for the second time at the Town of Cornwall regular council meeting held on September 24, 2025;

Therefore, be it Resolved: That the Capital Contribution Bylaw, Bylaw # 2025-02, is hereby formally adopted as a Bylaw of the Town of Cornwall.

Motion Carried 5-0

U-11-2025 Utility Bylaw - Amendments – 2nd Reading

Moved by Councillor Elaine Barnes
Seconded by Councillor Steven Campbell

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 #2025-03, a Bylaw to Amend the Water and Sewer Utility Bylaw #601 is hereby read and approved a second time.

Motion Carried 5-0

U-12-2025 Utility Bylaw - Amendments – Formal Adoption

Moved by Councillor Elaine Barnes
Seconded by Councillor Steven Campbell

Whereas: Council has considered that 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: Bylaw #2025-03, a Bylaw to Amend the Water and Sewer Utility Bylaw #601, was read and approved for the first time at the Town of Cornwall regular council meeting held on August 27, 2025;

And Whereas: Bylaw #2025-03, a Bylaw to Amend the Water and Sewer Utility Bylaw #601, was read and approved for the second time at the Town of Cornwall regular council meeting held on September 24, 2025;

Therefore, be it Resolved: That Bylaw #2025-03, a Bylaw to Amend the Water and Sewer Utility Bylaw #601, is hereby formally adopted as a Bylaw of the Town of Cornwall.

Motion Carried 5-0

CORRESPONDENCE

- PEI Police Association Certificate of Appreciation

OTHER BUSINESS

- Councillor Stevenson congratulated Adam McQuaid of the Boston Bruins on being named director of player development. Adam has grown with the team and has had some great accomplishments.
- Councillor Stevenson passed along condolences to Councillor Frizzell on the passing of his grandfather Wendell MacDonald. Wendell was very well known and will be a great loss to his family.
- Councillor Stevenson congratulated the organizing committee of the Cenotaph Service. It was a very well-organized, important event. The group is very appreciative of the Town's continued support.
- Mayor McCourt passed along condolences to Councillor Frizzell and family on the loss of his grandfather. Mayor McCourt also gave condolences to the family of Blois MacPhail.
- Mayor McCourt thanked staff for putting together the reception for the Cenotaph Service.
- Mayor McCourt wished all students and staff well on their first couple of weeks at school.

IN CAMERA

Nil

ADJOURNMENT

Meeting was adjourned at 5:07pm

MAYOR

CHIEF ADMINISTRATIVE OFFICER