

**Town of Cornwall  
Cornwall, Prince Edward Island  
Committee of Council  
November 19, 2025, 4:30 PM**

**Chair:** Deputy Mayor Jill MacIsaac

**Present:** Mayor Minerva McCourt  
Councillor Corey Frizzell  
Councillor Cory Stevenson

**Regrets:** Councillor Steven Campbell  
Councillor Judy Herlihy

**Also:** Kevin Coady - CAO  
Tracey Laybolt – Community/IT/HR Coordinator  
Wendy MacKinnon – Manager of Corporate Services  
Paula Griffin – Manager of Planning and Development  
Geoff Baker – Municipal Engineer and Special Projects Coordinator

**CALL TO ORDER**

Deputy Mayor Jill MacIsaac called the meeting to order at 4:30pm. There were two members of the public present.

**APPROVAL OF THE AGENDA**

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

**Motion Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

Nil

**ADOPTION OF PREVIOUS MINUTES**

October 15, 2025 - It was moved by Councillor Frizzell and seconded by Councillor Stevenson that the minutes of October 15, 2025, be approved as circulated.

**Motion Carried**

**GUESTS/PRESENTATIONS**

Nil

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

- a) **Affordable Housing Incentive Program - Review** – CAO Coady advised that this will come back to the Planning Committee for review. If Councillors have any input, it can be sent to the CAO.
- b) **Lines of Credit and Loan Renewal (Waiting on Documents)** – Currently waiting on documents with new rates, as previous ones were not acceptable.
- c) **MBS Radio – Christmas Advertising Solicitation** – There was discussion on a possible radio advertisement, but only if spots during the Hoedown could be secured. Staff will look into time slot availability.

## **PLANNING**

- a) Reports/Minutes – The Committee did not meet.
- b) Information Items
  - i) Rezoning PIDS 406926 and 245969 – Moved “in camera”.
- c) Request for Decision –

### **New Street Naming – Scottsview Meadows**

It was moved by Councillor Frizzell and seconded by Councillor Stevenson to bring forth a resolution that Council approve the names of the new street in Scottsview Meadows Phase 2 identified as Street F as “Sara Lane” and the new street identified as Street B as “Maddy Lea Drive”.

### **New Street Naming – Shipwright Court**

It was moved by Councillor Frizzell and seconded by Councillor Stevenson to bring forth a resolution that Council approve to name a new street “Shipwright Court”, which extends from the north side of Capital Drive into PID 758144.

### **49 Heatherway Drive Density Bonus Request**

It was moved by Councillor Frizzell and seconded by Councillor Stevenson to bring forth a resolution that Town of Cornwall Council grants a 7.1% density bonus for a total of 60 dwelling units to Lot 49 Heatherway Drive (PID 1148626), conditional on being issued a Development Permit and entering into a Development Agreement with the Town.

## **ENVIRONMENT and SUSTAINABILITY**

- a) Reports/Minutes – November 10, 2025 (draft) – included in the package – Councillor Stevenson provided the following update in Councillor Herlihy’s absence:
  - The Committee welcomed staff member Geoff Baker as the new Town liaison on the Committee.
  - The main discussion was around the Forest Management Plan.
  - The Committee will not meet in December.
- b) Information Items – Nil
- c) Requests for Decision –

### **Climate Challenge Fund – Forest Management Plan**

It was moved by Councillor Herlihy and seconded by Councillor Stevenson to bring forth a resolution the Town of Cornwall authorize staff to apply to the Province of Prince Edward Island’s Climate Challenge Fund for the development of a Forest Management Plan.

Councillor Frizzell would like the Resolution and application amended to include waterfront management/shoreline erosion control. He feels this is a high priority for the Town.

### **MUNICIPAL and EMERGENCY SERVICES**

- a) Reports/Minutes – The Committee did not meet. Councillor Frizzell provided the following updates:
  - The E-Watch installations are progressing; there has been a lot of positive feedback on the project.
  - T-3 ridership is up with the extra daytime runs. People are finding the times more convenient for getting to town.
  - (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 – October 8, 2025 (draft) included in the package.
  - (ii) Manager’s Report – October 2025 – included in the package. Councillor Stevenson provided the following updates:
    - The Committee did not meet in November due to a lack of quorum. Councillor Stevenson passed along condolences to Councillor Campbell and his family on the

- passing of his father. There is a plan to meet in December to review holiday events.
- The list of Holiday events has been released. The Tree Lighting will continue on Friday nights as it has been a better fit for the event. There are a lot of great events planned.
  - The overgrown bush on the Primrose Trail has been taken care of.
  - Staff are working with residents in Primrose on getting a rink set up. Staff will assist with the initial setup and give instructions on how to maintain. Residents are working to enlist volunteers to maintain the rink during the winter.
  - Councillor Frizzell would like consideration in the next budget to ID other parks to get sport pads installed.
  - There was discussion on the Terry Fox Complex Trail paving and how it will act as a neighborhood connector. Councillor Frizzell would like a Ferry Road AT Trail to be considered in the next budget talks.

b) Information Items – Nil

c) Requests for Decision –

### **Tender Award TFSC Internal Trails Paving**

It was moved by Councillor Stevenson and seconded by Councillor Herlihy to bring forth a resolution that the Town of Cornwall award the project to pave the trails at the Terry Fox Sports Complex to Birchhill Construction Ltd at the cost of \$252,962.05 inclusive of HST.

### **Basketball Tournament Donation Request**

It was moved by Councillor Stevenson and seconded by Councillor Herlihy to bring forth a resolution that the Town of Cornwall will donate \$400.00 to the Bluefield Tip-Off Tournament.

## **PUBLIC WORKS**

- Reports/Minutes – The Committee did not meet.

a) Information Items – Nil

b) Requests for Decision – Nil

## **WATER/SEWER UTILITY**

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

- Project Coordinator Geoff Baker reported on the water tower delays – the Town sent an email expressing concerns over the lack of communication and requested a detailed list of tasks and deficiencies.

- b) Information Item – Nil
- c) Requests for Decisions – Nil

### **CORRESPONDENCE**

- a) **Certificate of Appreciation - Royal Canadian Legion**
- b) **Thank You – PEI Field Hockey**
- c) **Proclamation Request – Salvation Army**

It was moved by Councillor Stevenson and seconded by Deputy Mayor MacIsaac to bring forth a resolution that the Town of Cornwall does proclaim December 8<sup>th</sup> to December 14<sup>th</sup> to be Salvation Army Week in the Town of Cornwall and residents are encouraged to consider contributing to the annual Christmas Kettle Campaign this season if able.

- d) **Donation Request – Lennon House**

It was moved by Councillor Stevenson and seconded by Councillor Frizzell to bring forth a resolution that the Town of Cornwall donate \$250.00 to Lennon House to assist in their purchase of the required commercial dishwasher.

- e) **Donation Request – C.H.A.N.C.E.S.** – Given that the Town supports Town families at Christmas through Town initiatives, and the Town has recently supported C.H.A.N.C.E.S. with their new facility development, Council declined this request.

- f) **Sponsorship Request – St. Mark Malankara Orthodox Congregation PEI** – Given that the Town has already donated to the Alzheimer’s Society for this fiscal year, Council declined this request.

### **OTHER**

Nil

### **IN CAMERA**

MGA s.119(1)(a)(g) It was moved by Councillor Stevenson and seconded by Councillor Frizzell that the meeting would move “in camera” at 5:43pm.

### **Motion Carried**

The meeting resumed in regular session at 7:19pm.

**ADJOURNMENT**

The meeting was adjourned at 7:20pm.

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Jill MacIsaac Deputy Mayor, Chair