

**Cornwall, Prince Edward Island  
Regular Meeting of Council  
Wednesday, November 26, 2025  
4:30 PM**

**Present:** Mayor Minerva McCourt – presiding  
Deputy Mayor Jill MacIsaac  
Councillor Corey Frizzell (arrived 4:33pm)  
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  
Geoff Baker – Manager of Engineering and Capital Projects

**Regrets:** Councillor Steven Campbell

**CALL TO ORDER**

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

**LAND ACKNOWLEDGEMENT**

Read

**APPROVAL OF THE AGENDA**

Deputy Mayor MacIsaac moved, seconded by Councillor Herlihy, that the agenda be approved as circulated.

**Motion Carried**

**DISCLOSURE OF PECUNIARY OR OTHER CONFLICT OF INTEREST**

Nil

**APPROVAL OF THE MINUTES**

- a) **October 22, 2025, Regular Council Meeting:** Deputy Mayor MacIsaac moved, seconded by Councillor Herlihy, that the minutes of October 22, 2025, Regular Council Meeting be approved as circulated.

**Motion Carried**

**BUSINESS ARISING**

Nil

**GUESTS/PRESENTATIONS/PETITIONS/DECLARATIONS**

**Code of Conduct Complaint**

**COC-36-2025 Code of Conduct Decision**

**Moved by Councillor Cory Stevenson**  
**Seconded by Councillor Jill MacIsaac**

**Whereas:** The Town received a complaint from an individual on June 24, 2025, pertaining to interactions between that individual and Councillor Corey Frizzell;

**And Whereas:** Pursuant to the Town’s Code of Conduct Bylaw, an informal process was engaged to attempt to settle the matter between the two parties;

**And Whereas:** The complaint could not be settled informally and, pursuant to the Town’s Code of Conduct Bylaw, a Third-Party Investigator was appointed to examine the matter;

**And Whereas:** The Third-Party Investigator completed her investigation and provided Council with a final report on the matter;

**And Whereas:** Council has reviewed and considered the report provided and the conclusion therein;

**Therefore, Be it Resolved:** That Cornwall Council, based on the conclusion reached in the Third-Party Investigator’s report, finds that Councillor Corey Frizzell did not breach the Code of Conduct in this matter.

**Motion Carried 3-0**

**REPORTS OF COMMITTEES / RESOLUTIONS:**

Councillor Frizzell joined the meeting at 4:33pm.

**PLANNING AND DEVELOPMENT**

**Reports & Resolutions:**

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

**PL-23-2025 New Street Naming – New Street Names for Scottsview Meadows Subdivision Phase 2 “Sara Lane and Maddy Lea Drive”**

**Moved by Councillor**        **Corey Frizzell**  
**Seconded by Councillor**    **Cory Stevenson**

**Whereas:** The Town received a request to name a new street “Sara Lane”, which is identified as Street F on Sandstone Surveying and Engineering Drawing No. 24038-L1 dated May 26, 2025;

**And Whereas:** The Town also received a request to name a second new street “Maddy Lea Drive”, which is identified as Street B on the abovementioned drawing;

**And Whereas:** The Town of Cornwall is responsible to assign street names and civic address pursuant to the *Emergency 911 Act* and the Town of Cornwall *Street Naming and Numbering Bylaw #701*;

**Therefore, be it Resolved:** That Council approve the names of the new street identified as Street F as “Sara Lane” and the new street identified as Street B as “Maddy Lea Drive”.

**Motion Carried 4-0**

**PL-24-2025 New Street Naming – New Street Names “Shipwright Court”**

**Moved by Councillor**        **Corey Frizzell**  
**Seconded by Councillor**    **Cory Stevenson**

**Whereas:** The Town received a request to name a new street “Shipwright Court”, which extends from the north side of Capital Drive into PID 758144;

**And Whereas:** the Town of Cornwall is responsible to assign street names and civic address pursuant to the *Emergency 911 Act* and the Town of Cornwall *Street Naming and Numbering Bylaw #701*;

**Therefore, be it Resolved:** that Council approve the name of the new street as “Shipwright Court”.

**Motion Carried 4-0**

**PL-25-2025 Request for Density Bonus – Lot 49 Heatherway Drive Extension (PID 1148626), Scottsview Meadows Subdivision Phase 2**

**Moved by Councillor**        **Corey Frizzell**

**Seconded by Councillor Cory Stevenson**

**Whereas:** The Town received a request to allow a 7.1% density bonus (4 additional units) for Lot 49 within Phase 2 of Scottsview Meadows Subdivision;

**And Whereas:** The Council may allow a density bonus of up to 10% in terms of the total allowable units in an Apartment Dwelling when a pedestrian walkway meeting the Town standard is provided; such walkway is provided in this development;

**And Whereas:** The proposed development must meet all other relevant conditions of the Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422, and this development does; and this request has been considered and recommended by the Committee of Council;

**Therefore, Be it Resolved:** 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.

**Motion Carried 4-0**

### **COMMITTEE OF COUNCIL**

a) **Minutes/Reports:**

i) **Minutes** – October 15, 2025 - included in the package.

b) **Resolutions:**

### **COC-34-2025 Salvation Army Week - Declaration**

**Moved by Councillor Cory Stevenson**

**Seconded by Councillor Jill MacIsaac**

**Whereas:** The Salvation Army is committed to ensuring that no one is alone in their time of need, and the Salvation Army's annual Christmas Kettle Campaign is an essential initiative in the fight against poverty and food insecurity in The Town of Cornwall;

**And Whereas:** It is through our collective efforts as a community that we can give hope to those in need;

**Therefore, Be it Resolved:** 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.

**Motion Carried 4-0**

Staff will post information online in recognition of Salvation Army Week.

## **COC-24-2025 Lennon House - Donation**

**Moved by Councillor**      **Cory Stevenson**  
**Seconded by Councillor**    **Corey Frizzell**

**Whereas:** Lennon Recovery House Association Inc (Lennon House) offers supportive residential programming for individuals seeking recovery from substance misuse disorder and co-occurring mental health issues;

**And Whereas:** Lennon House is currently in need of a replacement commercial dishwasher to assist in carrying out its mandate, but does not have funds available for this purchase, and the Town of Cornwall would like to assist in this endeavour;

**Therefore, Be it Resolved:** That the Town of Cornwall donate \$250.00 to Lennon House to assist in their purchase of the required commercial dishwasher.

**Motion Carried 4-0**

## **ENVIRONMENT AND SUSTAINABILITY**

### **a) Minutes/Reports:**

- i) **Minutes** – The Committee met on November 10. Minutes were not available for the package. Councillor Herlihy provided the following updates:
  - The Committee welcomed Geoff Baker as the new staff liaison.
  - The Committee has been working for some time on the Forestry Management Plan.
  - Councillor Frizzell noted that at the Committee of Council meeting, he requested that coastal erosion/shoreline protection be added to the resolution for the plan and application for funding. Councillor Herlihy noted that coastal erosion will be part of the forest management program but that a comprehensive coastal erosion plan would need to be a separate application as it requires a different skill set. The Committee has been working on the forestry management plan for some time as it was identified as a priority. Councillor Frizzell disagreed and moved to amend the resolution. There was not a second for the amendment; the call for amendment was denied.

### **b) Resolutions:**

## **ES-02-2025 Forest Management Plan – Climate Change Fund**

**Moved by Councillor**      **Judy Herlihy**  
**Seconded by Councillor**    **Cory Stevenson**

**Whereas:** The Province of Prince Edward Island’s Climate Challenge Fund provides financial support to municipalities for projects that reduce greenhouse gas emissions, strengthen climate resilience, and align with the goals and objectives of the Province’s Net Zero Framework and the Building Resilience: Climate Action Plan;

**And Whereas:** The Town’s Environment and Sustainability Committee has identified the development of a Forest Management Plan as a priority initiative to guide tree protection, management, and canopy enhancement throughout the community;

**And Whereas:** the proposed Forest Management Plan will assist the Town in promoting long-term environmental stewardship and sustainable planning practices;

**Therefore, Be it Resolved:** That 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.

**Motion Carried 3-1**

## **MUNICIPAL AND EMERGENCY SERVICES**

a) **Minutes/Reports:**

- i) **Minutes** – The Committee did not meet. Councillor Frizzell provided the following updates:
  - Transit numbers continue to grow with Cornwall being the only Community to show an increase in the past month.
  - Two of the E-Watch cameras have been installed at the North River Roundabout and Ferry Road and are functional. It is great to see the progress on this project.

b) **Resolutions:** Nil

## **PARKS AND RECREATION**

a) **Minutes/Reports:**

- i) **Minutes – October 8, 2025** – 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. The Committee may meet in December to review holiday events.
  - Councillor Stevenson passed along condolences to Councillor Campbell, Margo, Tess and Tim on the passing of Steven’s dad.
  - The Veteran’s Dinner was a well-attended, lovely event. Thank you to all

veterans, staff, volunteers, guest speaker Steven Stead and Sam's Restaurant. Councillor Stevenson was proud to emcee such a special event and gave kudos to Deputy Mayor MacIsaac for bringing this initiative forward ten years ago.

- Councillor Stevenson reminded everyone of the upcoming Holiday Events including the Community Tree Lighting and Candy Cane, Breakfast with Santa with location change to the APM Centre, Trivia with Greg, the new Outdoor Vendor Market, Community Christmas Parade, Christmas Lights Tour and the new Cornwall Cares – Stuff a Bus. Councillor Herlihy would like to make sure a sign is posted at the Civic Centre directing people to the APM Centre for the breakfast.
- There has been a lot of positive feedback on the light decorations along Main Street.
- The overgrown bush issue at Primrose trail has been taken care of. Staff will be checking other parks and trails to ensure matters such as this are avoided.
- Mayor McCourt thanked Town staff for going above and beyond for Town events.

**b) Resolutions:**

**PR-09-2025 Lowther Park Playground Equipment**

**Moved by Councillor**            **Judy Herlihy**  
**Seconded by Councillor**    **Cory Stevenson**

**Whereas:** The Parks and Recreation Committee have chosen Lowther Park to receive upgrades in 2025;

**And Whereas:** The survey sent to residents noted that play structures for all ages were important in the park;

**And Whereas:** The Parks and Recreation Committee reviewed quotes for several play structures from PlayPower Canada;

**Therefore, be it Resolved:** That the Town of Cornwall purchase the play structure labeled as Option 1, of those that were reviewed, and is attached to this resolution at a cost of \$57,500.00 inclusive of HST.

**Motion Carried 4-0**

**PR-10-2025 Westwood School Project – In-Kind Support**

**Moved by Councillor**            **Cory Stevenson**  
**Seconded by Councillor**    **Judy Herlihy**

**Whereas:** The Parks and Recreation Committee were presented with a request for in-kind support of the new Outdoor Learning and Community Garden Initiative from the principal of Westwood School;

**And Whereas:** The in-kind support requested was tilling service for the gardens and technical consultation from parks staff, which support the Town can provide;

**And Whereas:** The Town desires to assist in making this endeavour a success;

**Therefore, be it Resolved:** That the Town of Cornwall support the Westwood School Outdoor Learning and Community Garden Initiative through the in-kind support requested.

**Motion Carried 4-0**

### **PUBLIC WORKS**

a) **Minutes/Reports:**

- i) **Minutes** – The Committee did not meet. Councillor Frizzell passed along condolence to Councillor Campbell and his family, and the following updates were provided in Councillor Campbell’s absence:
- Councillor Frizzell thanked staff for collecting the compost and yard debris for residents who missed the IWMC deadline. He had had many residents who had missed the deadline due to the wet weather reach out to him for assistance. Thanks to Mayor McCourt, CAO Coady, Manager Longmoore and Public Works staff for their work making it happen.

b) **Resolutions:** Nil

### **WATER/SEWER UTILITY**

a) **Minutes/Reports:**

- i) **Minutes:** The Committee did not meet. Councillor Stevenson passed along condolences to Doug Longmoore and family on the passing of Doug’s mom and provided the following updates:
- Councillor Stevenson recently did an interview with the media on the new water tower and thanked staff, Geoff Baker, for providing the information needed for the interview.
  - The water tower should be operational within 4 to 6 weeks and is currently in the process of being filled. The tower will double the Town’s water capacity.

b) **Resolutions:** Nil

### **CORRESPONDENCE**

Nil

**OTHER BUSINESS**

December Meeting Schedule– Committee of Council will take place on December 10, 2025, and Council will be on December 17, 2025. Planning will meet December 3. Municipal and Emergency Services as well as Parks and Recreation are unsure if they will meet. Utility, Environment and Sustainability as well as Public Works will not meet.

**IN CAMERA**

Nil

**ADJOURNMENT**

Meeting was adjourned at 5:13pm

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MAYOR

\_\_\_\_\_

CHIEF ADMINISTRATIVE OFFICER