Town of Cornwall
Cornwall, Prince Edward Island
Committee of Council
December 10, 2025, 4:30 PM

Chair: **Deputy Mayor Jill MacIsaac**

Present: **Mayor Minerva McCourt**
Councillor Steven Campbell
Councillor Corey Frizzell
Councillor Judy Herlihy (via Zoom)
Councillor Cory Stevenson

Regrets: **Nil**

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 – Manager of Engineering and Capital Projects

CALL TO ORDER

Deputy Mayor Jill MacIsaac called the meeting to order at 4:30pm. There were no members 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

November 19, 2025 - It was moved by Councillor Campbell and seconded by Councillor Stevenson that the minutes of November 19, 2025, be approved as circulated.

Motion Carried

GUESTS/PRESENTATIONS

Nil

COMMITTEE of COUNCIL - FINANCE/ADMINISTRATION

a) **Lines of Credit and Loan Renewal (Waiting on Documents)** – CAO Coady and Manager of Corporate Services MacKinnon reported that the existing TFSC/Civic Centre loan with the amount of $643,553 currently remaining was renewed last year for a one-year term in hope that a lower interest rate may be obtained this year. The National Bank has offered a renewal of that loan at 4.10% for a one-year term and a six-year amortization. The Town ($1,000,000) and Utility ($550,000) Lines of Credit require renewal each year and the National Bank has offered a renewal rate of National Bank Prime Rate less .50%. The previous LOC rate was National Bank Prime less .75%. Staff recommend the renewals be entered into and a full Expression of Interest for banking services be put out to other banks this fiscal year.

   It was moved by Councillor Stevenson and seconded by Councillor Campbell to bring forth a resolution that Council renew the existing loan for another one-year term and the Lines of Credit at the National Bank be renewed.

PLANNING

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

b) Information Items - Nil

c) Request for Decision –

   Special Permit (Building #2 – 35 Unit Building) 105 Kingston Road

   Council provided support in principle of the development concept for this development to include three (3) Apartment Dwellings totaling 105 units for PID 1186386 (formerly PID 459222) in addition to granting approval for a Special Permit Use allowing the development of the first building on May 27, 2025, by Resolution PL-08-2025. The developer is now seeking approval for the second building. Staff noted that Building 2 is essentially the same as Building 1.

   It was moved by Councillor Campbell and seconded by Councillor Stevenson to bring forth a resolution that Council grant approval of a Special Permit Use allowing development of the second building, being a 35-Unit Apartment Dwelling at PID 11863864 on Kingston Road, subject to the Developer entering into a Development Agreement with the Town.

Special Permit (Building #2 – 24 Unit Apartment Building) Lot 24-2 Shipwright Court (Part of PID 758144)

This developer has previously been approved for a 24-unit building on this property and has now applied for a special permit for the second building. Staff noted that this next permit will be dependent upon the developer entering into a development agreement and committing to provide an easement to the Town's utility building.

It was moved by Councillor Stevenson and seconded by Councillor Campbell to bring forth a resolution that Council grant approval of a Special Permit Use to allow a three (3) storey 24-unit Apartment Dwelling on Lot 24-2 Shipwright Court, being a part of PID 758144, subject to entering into a Development Agreement with the Town and the Developer providing confirmation of granting a future easement for the Town over PID 758144 to provide access to the Town's Utility building located on PID 701623.

Rear Setback Variance Application – 15 Wolfe Avenue (Chateau Estates)

It was moved by Councillor Campbell and seconded by Councillor Stevenson to bring forth a resolution that Council grant approval of a 55% Reduced Rear Yard Depth Variance allowing placement of the new 16' x 74' Mini Home at the Property.

Frontage Reduction Variance Application – 146 Jewell Road

Staff noted that the property owner had never applied to have the property subdivided but in the 1980s, they were issued a tax ID by the province. They would now like to make it a legal division of the properties, and this will require a reduced frontage variance of 16.9%

It was moved by Councillor Stevenson and seconded by Councillor Campbell to bring forth a resolution that Council grant approval of the 16.9% Reduced Frontage Variance relating to Subdivision Application SD-24-25 for Lot 25-1 (PID 730887) on Jewell Road.

ENVIRONMENT and SUSTAINABILITY

a) Reports/Minutes - The Committee did not meet. Councillor Herlihy provided the following update:
   - The application for the Forestry Management Plan has been submitted.

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:
   - Transit numbers continue to be good. Other municipalities are reporting a decrease in

riders, Cornwall.is still showing some growth.

- Councillor Campbell noted that he has received positive feedback from residents on the new intra Cornwall routes.

(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:

- There has been a great start to the holiday events. The remaining events include Trivia with Greg Lucas, Vendor Market, and the Christmas Parade in conjunction with the NRFD, Light Tours, Senior's Christmas Dinner and Stuff the Bus. Kudos to Kim and staff who have been very busy making all the events successful.
- The pancake breakfast was moved to the APM Centre, which proved to be a great venue for the popular event
- The vendor market has been moved indoors to the Cornwall Civic Centre due to the weather forecast
- There has been a lot of positive feedback about the decorative lights on Main Street.

b) Information Items – Nil

c) Requests for Decision – Nil

PUBLIC WORKS

a) Reports/Minutes – The Committee did not meet. Councillor Campbell provided the following update:

- The Committee will meet on January 28th after Council.
- The Public Works crew have been doing a great job of cleaning sidewalks and AT trails.
- The Town has requested rapid flash beacons for crosswalks at Meadowbank Road, Gardiner, Hillside Meadows, Kingston Road, Waters Edge and Pleasant Drive.

a) Information Items – Nil

b) Requests for Decision – Nil

WATER/SEWER UTILITY

a) Reports/Minutes – The Committee did not meet.
   - Manager of Capital Projects Geoff Baker reported that the commissioning of the water tower has begun at a rate of fill of 2-3 feet per day. It is anticipated that the tower should be operational the first or second week of January.

b) Information Item – Nil

c) Requests for Decisions – Nil

CORRESPONDENCE

Nil

OTHER

Nil

IN CAMERA

Nil

ADJOURNMENT

The meeting was adjourned at 5:05pm.

_____

Jill MacIsaac Deputy Mayor, Chair