

**Town of Cornwall  
Regular Council Meeting  
January 28, 2026, 4:30 PM**

- 1) **Call to Order**
- 2) **Land Acknowledgement**
- 3) **Approval of Agenda/Additions to Agenda**
- 4) **Conflict of Interest**
- 5) **Approval of Previous Minutes**
  - a) December 17, 2025
- 6) **Business Arising**
- 7) **Guests/Presentations/Petitions/Declaration**
- 8) **Planning and Development – Deputy Mayor MacIsaac**
  - a) **Minutes/Reports**
    - i) Minutes (Draft) January 7, 2026
  - b) **Resolutions**
    - i) Reduced Frontage Subdivision
    - ii) 7 Lot Subdivision Ferry Rd. (Portion of PID 248997)
- 9) **Committee of Council – Deputy Mayor MacIsaac**
  - a) **Minutes/Reports**
    - i) Minutes December 10, 2025
    - ii) Third Quarter Financials
  - b) **Resolutions**
    - i) Affordable Housing Incentive Program Update
    - ii) Cornwall Women’s Institute Donation
    - iii) “Light Up for Fibromyalgia” - Fibromyalgia Canada
    - iv) Alzheimer’s Awareness Day
- 10) **Environment and Sustainability – Councillor Herlihy**
  - a) **Minutes/Reports**
    - i) Minutes (Draft) January 12, 2026
  - b) **Resolutions**
- 11) **Municipal and Emergency Services – Councillor Frizzell**
  - a) **Minutes/Reports**
    - i) Minutes (Draft) January 7, 2026
    - ii) Transit, NRPD, RCMP, Bylaw, Humane Society Reports
  - b) **Resolutions**
    - i) Fire Services Contract Extension
    - ii) Reception Centre - Memorandum of Understanding Cornerstone Church
    - iii) Reception Centre – Memorandum of Understanding - APM Centre
    - iv) Volunteer Assistance - Memorandum of Understanding – Cornerstone Church
- 12) **Parks and Recreation – Councillor Stevenson**
  - a) **Minutes/Reports**
    - i) Manager’s Report
  - b) **Resolutions**
    - i) NRMH Sweetheart Tournament Donation Request
- 13) **Public Works – Councillor Campbell**
  - a) **Minutes/Reports**
  - b) **Resolutions**
- 14) **Water/Sewer Utility – Councillor Stevenson**
  - a) **Minutes/Reports**
    - i) Minutes (Draft) January 5, 2026
  - b) **Resolutions**
    - i) Drought Contingency Plan
- 15) **Correspondence**
  - a) Thank You – Westwood Primary School

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- b) Thank You – Courageous Companions
  - c) Thank You – Diabetes Canada
  - d) Thank You - Eliot River Elementary
- 16) Other Business**
- 17) In Camera MGA 119(1)(e)**
- 18) Adjournment**

**Cornwall, Prince Edward Island  
Regular Meeting of Council  
Wednesday, December 17, 2025  
4:30 PM**

**Present:** Mayor Minerva McCourt – presiding  
Deputy Mayor Jill MacIsaac  
Councillor Steven Campbell  
Councillor Corey Frizzell  
Councillor Cory Stevenson

**Also:** Kevin Coady – CAO  
Tracey Laybolt – Community/HR/IT Coordinator

**Regrets:** Councillor Judy Herlihy

**CALL TO ORDER**

Mayor Minerva McCourt called the meeting to order at 4:30pm. There were no members of the public in attendance.

**LAND ACKNOWLEDGEMENT**

Read

**APPROVAL OF THE AGENDA**

Councillor Stevenson moved, seconded by Councillor Frizzell, that the agenda be approved as circulated.

**Motion Carried**

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

Nil

**APPROVAL OF THE MINUTES**

- a) **November 26, 2025, Regular Council Meeting:** Deputy Mayor MacIsaac moved, seconded by Councillor Frizzell, that the minutes of November 26, 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** – The Committee did not meet.

b) **Resolutions:**

**PL-26-2025 Special Permit (building #2, 105 Kingston Rd – 35 Apartment)**

**Moved by Councillor Steven Campbell**

**Seconded by Councillor Cory Stevenson**

**Whereas:** Cornwall Council provided support in principle of the development concept for 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;

**And Whereas:** The town received a Development Permit Application on December 1, 2025, for a second 35-unit Apartment Dwelling development located on PID 1186386 Kingston Road (the “Property”), which Property is zoned Multiple Unit Residential (R4);

**And Whereas:** Apartment Dwellings with more than twelve (12) units per building are a Special Permit Use in the Multiple Unit Residential (R4) Zone pursuant to Section 12.3.1 of the *Zoning & Subdivision Control (Development) Bylaw #422*;

**And Whereas:** Council has considered the Town of Cornwall *2022 Official Plan* and the *Zoning & Subdivision Control (Development) Bylaw #422*;

**Therefore, Be it Resolved:** 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.

**Motion Carried 4-0**

**PL-27-2025 Special Permit (building #2, 24 Unit Apartment) Lot 24-2 Shipwright Court (Part of PID 758144)**

**Moved by Councillor Cory Stevenson**  
**Seconded by Councillor Steven Campbell**

**Whereas:** The town received a Development Permit Application for a Multiple Unit Dwelling development located on PID 758144 Lot 24-2 Shipwright Court (the “Property”), which Property is zoned General Commercial (C1);

**And Whereas:** The Town received a Development Permit Application on March 25, 2024, for a three (3) storey 24-unit Apartment Dwelling at 531 Capital Drive, being a part of PID 758144, which is zoned General Commercial (C1).

**And Whereas:** Apartment Dwellings with more than 12 Dwelling Units are a Special Permit Use in the General Commercial (C1) Zone pursuant to Section 14.3.1 of the *Zoning & Subdivision Control (Development) Bylaw #422*.

**And Whereas:** Council has considered the Town of Cornwall 2022 *Official Plan* and the *Zoning & Subdivision Control (Development) Bylaw #422*.

**Therefore, be it Resolved:** 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 access easement for the Town over PID 758144 to provide access to the Town’s Utility building on located on PID 701623.

**Motion Carried 4-0**

**PL-28-2025 Rear Set Back Variance – 15 Wolfe Ave (Chateau Estates)**

**Moved by Councillor Steven Campbell**  
**Seconded by Councillor Cory Stevenson**

**Whereas:** The town received a Development Permit Application to remove an existing Mini Home and place a new 16’x74’ Mini Home at 15 Wolfe Ave, being part of PID 458091 (the “Property”), which Property is zoned Mini Home (RM1);

**And Whereas:** Chateau Estates Subdivision was designed and approved in 1973 with site sizes and setback requirements based on the smaller Mini Home construction sizes available at that time;

**And Whereas:** A subsequent Variance Application was received requesting an 55% Rear Yard Depth Variance to allow the placement of the proposed new Mini Home;

**And Whereas:** Council considered the 2022 Official Plan and the Town of Cornwall Zoning and

Subdivision Control (Development) Bylaw #422, including Section 21;

**Therefore, Be it Resolved:** 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.

**Motion Carried 4-0**

**PL-29-2025 Frontage Reduction Variance Application – 146 Jewell Road**

**Moved by Councillor**        **Steven Campbell**  
**Seconded by Councillor**   **Cory Stevenson**

**Whereas:** The town received a Lot Severance Application for Lot 25-1 (PID 730887) to legally establish the subdivision of PID 730887 from PID 646117, being 146 Jewell Road;

**And Whereas:** The properties in question are zoned Agricultural Reserve (A1) and require a Minimum Frontage of 45.72m (150 ft);

**And Whereas:** A subsequent Variance Application was received requesting an 16.9% Frontage Variance to allow a portion of the centerline of a brook located on the properties to be established as the proposed shared property boundary fronting on Jewell Road, resulting in a frontage of 38.00m for Lot 25-1;

**And Whereas:** Council considered the *2022 Official Plan* and the *Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422*, including Sections 21 and 23.4.

**Therefore, Be it Resolved:** 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.

**Motion Carried 4-0**

Councillor Frizzell requested that a review of special permits and criteria for resident notices be added to a future Planning Committee agenda. He noted that he received inquiries from residents who were confused as to why they received notice of the setback variance in Chateau Estates.

**COMMITTEE OF COUNCIL**

- a) **Minutes/Reports:**
  - i) **Minutes** – November 19, 2025 - included in the package.
  
- b) **Resolutions:**

Councillor Frizzell inquired as to whether the Town shopped around for the best rates. CAO Coady said that they have informally but will be sending out an Expression of Interest in the new year.

**COC-37-2025 TFSC/Civic Centre NBC Loan Renewal**

**Moved by Councillor Cory Stevenson**  
**Seconded by Councillor Steven Campbell**

**Whereas:** The Town of Cornwall obtained a loan from the National Bank of Canada in 2012 for \$1,500,000 to finance the Town's share of renovations at the Cornwall Civic Centre and the completion of facilities at the Terry Fox Sports Centre;

**And Whereas:** This loan is now due for renewal, and the National Bank has offered to renew the loan with a remaining balance of \$643,553.74 at an annual interest rate of 4.10% on a one-year term with a remaining amortization of six years;

**And Whereas:** Town of Cornwall Administration has reviewed alternative options for comparable loan products and is satisfied with this credit arrangement for the upcoming one-year term;

**And Whereas:** The Town of Cornwall will be seeking Expressions of Interest (EOI) from other financial institutions prior to the next renewal to ensure competitive financing options;

**Therefore, be it Resolved:** That the Town of Cornwall renew the Terry Fox Sports Centre / Civic Centre loan with the National Bank of Canada for a one-year term at an interest rate of 4.10%.

**Motion Carried 4-0**

**COC-38-2025 NBC Lines of Credit Renewal**

**Moved by Councillor Cory Stevenson**  
**Seconded by Councillor Steven Campbell**

**Whereas:** The Town of Cornwall has an Operating Line of Credit (LOC) for the Town general operating account of \$1,000,000 and the Water and Sewer Utility operating account of \$550,000 and these LOCs must be approved on an annual basis;

**And Whereas:** The current interest rate on the LOCs is National Bank of Canada Prime Rate less 0.75% and the National Bank has offered to renew the LOCs at a revised interest rate of Prime less 0.50%;

**Therefore, be it Resolved:** That the Town of Cornwall renew the LOCs with the National Bank of Canada at an interest rate of Prime less 0.50%.

**Motion Carried 4-0**

**COC-398-2025 NBC Demand Loan Renewal**

**Moved by Councillor Cory Stevenson**  
**Seconded by Councillor Steven Campbell**

**Whereas:** The Town of Cornwall Water and Sewer Utility has a demand loan with the National Bank of Canada, which has been used as bridge financing for various utility projects, including the NR Lagoon Berm Repair, the Main Street Water Main Upsizing project, the New Wellfield project and the Water Tower project;

**And Whereas:** The original authorized amount of the loan was \$3,000,000, the current balance is \$2,766,800 and the current interest rate on the loan is the National Bank of Canada Prime less 0.75%, and the National Bank of Canada has offered to renew the loan at the rate of Prime less 0.50%;

**Therefore, be it Resolved:** That the Town Cornwall renew the existing demand loan in the amount of \$3,000,000 at the interest rate of National Bank of Canada prime less 0.50%.

**Motion Carried 4-0**

## **ENVIRONMENT AND SUSTAINABILITY**

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

- i) **Minutes** – The Committee did not meet.
  - Mayor McCourt passed along condolences to Karalee McAskill and her family on the passing of her brother. Karalee worked as the CAWG Coordinator for many years, and we are very saddened to hear of the loss.

### **b) Resolutions: Nil**

## **MUNICIPAL AND EMERGENCY SERVICES**

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

- i) **Minutes** – The Committee did not meet. Councillor Frizzell provided the following updates:
  - EMO Consultant Aaron Campbell will be at the January 7 meeting to discuss tabletop exercises to practice portions of the Emergency Management Plan. There will be a discussion on MOUs for the Emergency Plan with Cornerstone Church and the APM Centre.
  - There will be an invitation to the RCMP for an update, and specifically to get information on the recent news on human trafficking. Councillor Frizzell has had residents reach out, stating that they have felt targeted.
  - Councillor Frizzell noted that it has been great to see the increased RCMP presence in the Town and appreciates the job that they do.

- The Committee will be reviewing the NRRFD contract. CAO Coady noted that he has been in contact and there are no potential increases.
- T3 Transit provided an update on the expanded routes. The midday routes (1103 runs) have had a higher uptake than Stratford runs. Many are using the added routes to travel to town, but some residents are using them for intra-Cornwall travel. Councillor Frizzell thanked Council for the continued support of transit in the Town.

b) **Resolutions:** Nil

## **PARKS AND RECREATION**

a) **Minutes/Reports:**

- i) **Minutes** – The Committee did not meet. Councillor Stevenson passed along condolences once again to Councillor Campbell on the passing of his father. Councillor Stevenson provided the following updates:
  - The Holiday events have gone extremely well. The light tour and “Stuff our Bus” are still to go. The parade had a record number of entries, and the first vendor market went very well. A full recap of events will be given in January.

b) **Resolutions:** Nil

## **PUBLIC WORKS**

a) **Minutes/Reports:**

- i) **Minutes** – The Committee did not meet. Councillor Campbell provided the following updates:
  - The next meeting will take place on January 28.
  - Staff will check on a speed radar sign that has been broken.
  - There has been a lot of positive feedback on the sidewalk cleaning – staff have been doing a great job.
  - The Christmas lights are being checked regularly. Thank you to the staff for their work getting the lights up and maintaining them.

b) **Resolutions:** Nil

## **WATER/SEWER UTILITY**

a) **Minutes/Reports:**

- i) **Minutes:** The Committee did not meet. The water tower is being filled and checked for deficiencies.

b) **Resolutions:** Nil

**CORRESPONDENCE**

Nil

**OTHER BUSINESS**

Mayor McCourt noted that it is an honor to bring Merry Christmas wishes to Councillors, staff and residents. She gave condolences to the many Council members and staff who have lost loved ones over the year. Mayor McCourt thanked everyone who attended events and programs, and staff for their hard work making them happen. Thank you to all partners, including government, businesses, and schools, for their continued support. A big thank you to East Wiltshire for dropping off food for this week's "Stuff our Bus" campaign. Mayor McCourt wished everyone a safe and Merry Christmas!!

**IN CAMERA**

Nil

**ADJOURNMENT**

The meeting was adjourned at 5:09pm.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

**Town of Cornwall**  
**Planning Committee Meeting**  
**January 7, 2026, at 4:30 PM**

Attendance: Deputy Mayor Jill MacIsaac, Mayor Minerva McCourt, Corey Frizzell, Steven Campbell  
Staff: Paula Griffin, Jessie Murray, Kevin Coady  
Other: None  
Regrets: None  
Public: 0

**1. CALL TO ORDER**

Chair MacIsaac called the meeting to order at 4:30 pm.

**2. LAND ACKNOWLEDGEMENT**

Chair MacIsaac welcomed everyone and began the meeting by acknowledging that the land we gather on is the ancestral land of the Mi'kmaq and we respect the Mi'kmaq as the Indigenous People of Prince Edward Island.

**3. APPROVAL OF AGENDA**

Staff requested to move item 7.b. '505 Main Street' to 6.b. and then add a new item at 7.b. for 'Change to Subdivision Application Form' to reflect the Schedule of Fees in the Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422. Councillor Frizzell requested an addition to Other Business, 8.a. for 'Current Numbers of Dwellings in Cornwall'.

It was moved by Councillor Campbell and seconded by Councillor Frizzell that the Agenda be approved as amended.

**CARRIED**

**4. DISCLOSURE OF CONFLICT OF INTEREST**

**NIL**

**5. APPROVAL OF MINUTES**

It was moved by Councillor Campbell and seconded by Councillor Frizzell that the Minutes of September 3, 2025, be approved as read.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES:**

**a. Eastlink Cell Tower**

Staff stated that a copy of a Notification Package has been provided to the Planning Department for the proposed Eastlink Cell Tower and will be released this week. It will be located along the shared property line with the Town's property at the back of the Cornwall

Self-Storage with a proposed private access off Tower Lane. The Town has entered into a separate Right-of-Way Agreement with Cornwall Self-Storage to allow private access to the property by way of Tower Lane. Attempts to amend a current Right-of-Way Agreement for an adjacent property owner to include the Cornwall Self-Storage property in a new agreement were rejected.

Eastlink has requested a 'Letter of Concurrence' from Town Council for this proposed cell tower development. This is a standard form letter to be provided by them, similar to the one received regarding the recent Bell cell tower discussion.

*Committee requested that the request be moved to Committee of Council (CoC) if the letter has been received by that time.*

b. 505 Main Street – Reduced Frontage Subdivision

Planning received an application to subdivide PID 640227 (505 Main Street), a C1-zoned property, to possibly allow a future commercial development on the newly created lot. The remainder of the property would continue to exist as a residential use. Discussions with the Department of Transportation and Infrastructure (DTI) suggested that there should not be an issue with adding an additional entrance for the proposed new lot pending application approval.

A Resolution is required to proceed with Reduced Frontage Subdivision.

*Councillor Campbell moved and seconded by Councillor Frizzell to move resolution to Council.*

7. NEW BUSINESS

a. 42 Cornwall Road – Application for Auto Repair Business

The owner of the property was approached by someone who wishes to lease the existing structure to operate a quick service auto repair shop out of the existing building. The property is already zoned General Commercial, so the proposed use is a Special Permit Use. The structure was unofficially used as an auto-repair shop in the past; however, issues arose with property maintenance. Staff is unsure at this moment what the current use is and will confirm the current use of the property. Regardless of whether a 'Change of Use' is required, Staff is recommending public notification of the proposal. Committee agreed that letters should go out before further decision.

b. Change to Subdivision Application Form

Staff stated the \$400 fee for Planned Unit Residential Development (PURD) Subdivisions on the Schedule of Fees in Bylaw #422 is not reflected on the Subdivision Application. Staff requested to update the Application Form to '\$300-\$400 +\$25/lot' under the 'Preliminary Approval of Plan of Subdivision' to properly reflect the Schedule of Fees in the Bylaw. Committee agreed the Application Form should be updated.

Councillor Frizzell requested statistics on how long the permit process takes. Staff explained with examples that timelines are dependent on whether all required documents are submitted and how many other applications are in the queue. Typically, once all documentation is received, the review process of the permit application can proceed. Staff stated they would provide a timeline for processing for different applications.

Councillor Frizzell also asked where our fees stand in comparison with other municipalities. Staff assured all fees and forms will be reviewed during the upcoming Bylaw Review.

c. Seven (7) Lot Subdivision – Ferry Road (Part of PID 248997)

Staff received an application for the Subdivision of seven (7) lots. The property in question is part of a plan that was discussed previously for the development of York Point Meadows Subdivision (correction from meeting where it was stated as Emerald Heights Subdivision), but only seven (7) lots to start.

This Development would require the extension of services to service the new lots.

Councillor Frizzell asked how the cost sharing works or who funds the extension of services. CAO Coady clarified that through the new Capital Contribution Bylaw, the developer would pay for what they require to service their development. The town could be responsible for costs to provide additional sizing needed to extend the services for the remainder of Ferry Road in the future.

Councillor MacIsaac wanted to know if Parkland Dedication was included in this Phase. Staff clarified that due to the size of this Phase, there is not enough land for Parkland at this stage but cash in lieu will be negotiated. Staff also stated that Preliminary Approval of this subdivision would be subject to entering Development, Subdivision, Utility and Parkland Agreements with the Town.

Councillor Frizzell asked why one lot of the seven (7) was smaller than the others and Staff explained it was to provide room for a Retention Pond as per Environment requirements.

*Councillor Frizzell moved and seconded by Councillor Campbell to forward a resolution to Council.*

d. Affordable Housing Policy

CAO Coady suggested updating the Town's Affordable Housing Policy. With an increase in interest for the Policy, clarification will assist in defining requirements and deadlines and reduce the risk of misinterpretation. As affordability is guided by CMHC guidelines, eligibility would require written approval/confirmation from CHMC. Also, Staff suggested that requested Accessibility Bonuses that meet Policy requirements should have an accessibility component to the bonus.

Staff requested additional suggestions from Council on further updates or clarification that can be made to the Policy.

e. Resident Letter Regarding Parking Regulation Concerns

A resident submitted a letter expressing concerns regarding current parking requirements within the Bylaw and also provided information referencing parking requirements from other municipalities for comparison. Staff and Committee acknowledged the suggestions and agreed that some of the suggestions make sense, but due to Housing Accelerator Fund (HAF) incentive requirements, any possible changes to increase the current parking requirements will need to be delayed until the completion of the HAF Program. This will also be considered during the upcoming Official Plan and Development Bylaw review.

Staff will respond to the resident acknowledging her efforts and suggestions and explain the timeline for future review.

f. Public Meeting

Staff proposed that a Public Meeting will need to be scheduled in coming months as the Planning Department has received applications and anticipate more that will require public consultation, such as rezonings and new PURD developments. Staff stated that any project requiring public consultation will need an official application and will be brought to the Planning Committee for discussion before the Public Meeting is scheduled.

**8. OTHER BUSINESS**

Councillor Frizzell requested an update on the number of permitted dwelling units in Cornwall. Staff stated they would compile and provide this information with a breakdown by type of dwelling as well.

**9. IN-CAMERA**  
**NIL**

**10. NEXT MEETING**

The next Planning Committee meeting will be held on Wednesday, February 4, 2026 at 4:30 pm.

**11. ADJOURNMENT**

Meeting adjourned at 5:27 pm.

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Jill MacIsaac, Deputy Mayor  
Chair, Planning Committee

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Paula Griffin  
Acting Manager, Planning &  
Development



# TOWN OF CORNWALL

## RESOLUTION

**DATE:** January 28, 2026  
**COMMITTEE:** Planning Committee  
**MOTION NUMBER:** PL-01-2026  
Reduced Frontage - 505 Main Street (PID 640227)

**MOTION CARRIED** \_\_\_\_\_  
**MOTION LOST** \_\_\_\_\_  
**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Steven Campbell**  
**Seconded by Councillor** \_\_\_\_\_ **Corey Frizzell**

**Whereas:** The Town received an application to subdivide 505 Main Street (PID 640227) (the “Property”) into two (2) lots as shown on Bernard Land Surveys Plan No. 25-184 dated December 2, 2025;

**And Whereas:** The Property is zoned C1 (General Commercial) and although Lot 25-1 would meet the required Lot Frontage for the C1 zone, Lot 25-2 would be considered a Panhandle Lot with a reduced Frontage of 7.472m;

**And Whereas:** Council approval is required for reduced Frontage Panhandle Lots pursuant to Section 23.4 of the *Zoning and Subdivision Control (Development) Bylaw #422*;

**And Whereas:** Council considered the *2022 Official Plan* and the *Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422*, including Section 23.4;

**Therefore, Be it Resolved:** That Council grant approval to subdivide PID 640227 into two (2) Lots with Lot 25-2 being a Panhandle Lot with a Reduced Frontage of 7.472m, subject to receiving the finalized subdivision plan which meets all requirements of the Town of Cornwall 2022 Official Plan and Zoning and Subdivision Control (Development) Bylaw #422 for approval.



**KEY PLAN**

**LEGEND**

- LINES DOTTED WITH 91 3/8 PLAN
- SURVEY MARKER BOARD
- SURVEY MARKER SET
- METERS SURVEY MARKER SET
- FENCE
- CALCULATED CORNER
- MONUMENT
- PROPERTY LINE
- UTILITY POLE
- UTILITY TOWER
- LAMP STANDARD
- CATCH BASIN MANHOLE

**INTENT OF SURVEY**

TO BE A PART OF THE SURVEY OF LANDS DOTTED WITH 91 3/8 PLAN BY BEAU VIEW ENTERPRISES INC.

**REVISIONS**

Professional Land Surveyor Services

**Land Surveyors**

**Bernard Consultants**

11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 39, 41, 43, 45, 47, 49, 51, 53, 55, 57, 59, 61, 63, 65, 67, 69, 71, 73, 75, 77, 79, 81, 83, 85, 87, 89, 91, 93, 95, 97, 99, 101, 103, 105, 107, 109, 111, 113, 115, 117, 119, 121, 123, 125, 127, 129, 131, 133, 135, 137, 139, 141, 143, 145, 147, 149, 151, 153, 155, 157, 159, 161, 163, 165, 167, 169, 171, 173, 175, 177, 179, 181, 183, 185, 187, 189, 191, 193, 195, 197, 199, 201, 203, 205, 207, 209, 211, 213, 215, 217, 219, 221, 223, 225, 227, 229, 231, 233, 235, 237, 239, 241, 243, 245, 247, 249, 251, 253, 255, 257, 259, 261, 263, 265, 267, 269, 271, 273, 275, 277, 279, 281, 283, 285, 287, 289, 291, 293, 295, 297, 299, 301, 303, 305, 307, 309, 311, 313, 315, 317, 319, 321, 323, 325, 327, 329, 331, 333, 335, 337, 339, 341, 343, 345, 347, 349, 351, 353, 355, 357, 359, 361, 363, 365, 367, 369, 371, 373, 375, 377, 379, 381, 383, 385, 387, 389, 391, 393, 395, 397, 399, 401, 403, 405, 407, 409, 411, 413, 415, 417, 419, 421, 423, 425, 427, 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3847, 3849, 3851, 3853, 3855, 3857, 3859, 3861, 3863, 3865, 3867, 3869, 3871, 3873, 3875, 3877, 3879, 3881, 3883, 3885, 3887, 3889, 3891, 3893, 3895, 3897, 3899, 3901, 3903, 3905, 3907, 3909, 3911, 3913, 3915, 3917, 3919, 3921, 3923, 3925, 3927, 3929, 3931, 3933, 3935, 3937, 3939, 3941, 3943, 3945, 3947, 3949, 3951, 3953, 3955, 3957, 3959, 3961, 3963, 3965, 3967, 3969, 3971, 3973, 3975, 3977, 3979, 3981, 3983, 3985, 3987, 3989, 3991, 3993, 3995, 3997, 3999, 4001, 4003, 4005, 4007, 4009, 4011, 4013, 4015, 4017, 4019, 4021, 4023, 4025, 4027, 4029, 4031, 4033, 4035, 4037, 4039, 4041, 4043, 4045, 4047, 4049, 4051, 4053, 4055, 4057, 4059, 4061, 4063, 4065, 4067, 4069, 4071, 4073, 4075, 4077, 4079, 4081, 4083, 4085, 4087, 4089, 4091, 4093, 4095, 4097, 4099, 4101, 4103, 4105, 4107, 4109, 4111, 4113, 4115, 4117, 4119, 4121, 4123, 4125, 4127, 4129, 4131, 4133, 4135, 4137, 4139, 4141, 4143, 4145, 4147, 4149, 4151, 4153, 4155, 4157, 4159, 4161,



# **TOWN OF CORNWALL**

## **RESOLUTION**

**DATE:** **January 28, 2026**  
**COMMITTEE:** **Planning Committee**  
**MOTION NUMBER:** **PL-02-2026**  
**Seven (7) Lot Subdivision on Ferry Road - Portion of**  
**PID 248997**

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Corey Frizzell**

**Seconded by Councillor** \_\_\_\_\_ **Steven Campbell**

**Whereas:** The Town received an application on December 2, 2025, to subdivide a portion of PID 248997 (the “Property”) to develop a 7-lot Single-Detached Dwelling subdivision fronting on Ferry Road;

**And Whereas:** Preliminary Approval is subject to further review and document submissions including but not limited to legal survey plans and engineered drawings, to finalize development and subdivision conditions and grant Final Approval;

**And Whereas:** Council has considered the Town of Cornwall Official Plan and Zoning and Subdivision Control (Development) Bylaw #422;

**Therefore, Be it Resolved:** That Council grant Preliminary Approval of the Development Concept for the 7-lot subdivision of a portion of PID 248997 as depicted in the Sandstone Surveying and Engineering Drawing No. 25289 and dated December 2, 2025, subject to the Developer entering into a Subdivision Agreement with the Town.



**KEY PLAN (NOT TO SCALE)**

- LANDS BUILT WITH BY THE PLAN
- FOUND SURVEY MARKERS
- PLACED SURVEY MARKER
- CALCULATED POINT
- UTILITY POLE
- FENCE LINE
- DRAINAGE DIRECTION
- SMALL FAMILY DWELLING
- SPT



T: 902-394-2945  
 info@sandstoneengineering.ca

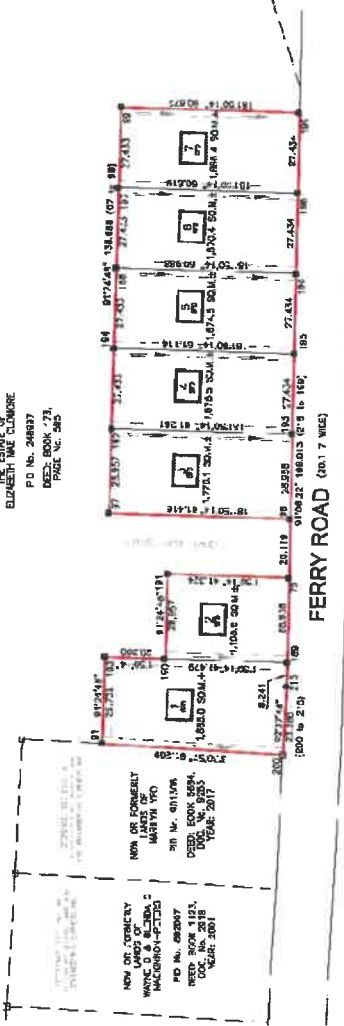
**PRELIMINARY PLAN SHOWING  
 LOTS 1 THROUGH 7  
 BEING A SUBDIVISION OF LANDS OF  
 PID No. 248997**

CORNWALL TOWNSHIP No. 32 P.E.I.  
 QUEEN'S COUNTY  
 DRAWING No. 25269 P.I.D. No. 248997

I, BILLY J.A. CALLAGHAN, PRINCIPAL, CORWALL BRAND LAND SURVEYORS, DO HEREBY CERTIFY THAT THIS SURVEY WAS CONDUCTED UNDER MY PERSONAL SUPERVISION AND THAT THIS PLAN IS A TRUE AND CORRECT REPRESENTATION OF THE SURVEY.  
 PRELIMINARY  
 BILLY J.A. CALLAGHAN, P.E.I. LAND SURVEYOR



REMAINS OF  
 LOTS OF  
 EDWARD TOWN CLONMORE  
 P.I.D. No. 24897  
 P.E.I. No. 24897  
 P.E.I. No. 24897



**FERRY ROAD (0x17 WWS)**

**NOTES**

1. THE FIELD WORK FOR THIS SURVEY WAS COMPLETED ON NOVEMBER 24, 2017.
2. ALL BEARINGS AND COORDINATES SHOWN ON THIS PLAN ARE BASED ON THE 1984 NAD 83 DATUM. THE HORIZONTAL CONTROL POINTS USED FOR THIS SURVEY ARE THE 1984 NAD 83 DATUM POINTS. THE VERTICAL CONTROL POINTS USED FOR THIS SURVEY ARE THE 1984 NAD 83 DATUM POINTS. THE DATUM USED FOR THIS SURVEY IS THE 1984 NAD 83 DATUM.
3. THIS PLAN WAS PREPARED IN METERS WITH ALL DIMENSIONS GIVEN IN METERS (M) UNLESS NOTED OTHERWISE.
4. PROPERTY REGISTRY INFORMATION OBTAINED FROM THE GEOMATICS INFORMATION CENTRE, SASKATON AND PROPERTY RECORDS & DIVISION AFFAIRS.
5. SURVEY MARKERS PLACED DURING THIS SURVEY WERE MARKED WITH 200'S AND 30'S REPRESENTING THE YEAR AND THE SURVEYOR NUMBER, RESPECTIVELY.

P.C.B.	North-south	East-West
3007 (SUBMITTED)		

**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 NRPD, 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 28<sup>th</sup> 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.

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Jill MacIsaac Deputy Mayor, Chair

**TOWN OF CORNWALL**  
**Comparitive Income Statement - Budget to Actuals**  
**As of December 31, 2025**

	Budget 2025-2026 Full Year	Actuals to December 2025	Budget 9/12 or Applicable Portion
<b>REVENUE</b>			
<b>CIVIC CENTRE REVENUE</b>			
Curling Club Rent	16,437.90	11,877.05	12,328.43
Other Income(Civic Centre Rental)	4,500.00	4,636.75	4,500.00
<b>TOTAL: CIVIC CENTRE REVENUE</b>	<b>20,937.90</b>	<b>16,513.80</b>	<b>16,828.43</b>
<b>PARKS and RECREATION</b>			
Recreation Programs - Winter	60,000.00	12,355.00	15,000.00
Recreation Programs - Fall	130,000.00	140,012.44	130,000.00
Recreation Programs - Summer	155,000.00	213,760.87	155,000.00
Recreation Programs - Spring	60,000.00	98,042.17	60,000.00
Events Revenue	25,000.00	32,343.00	25,000.00
Subtotal Programs	430,000.00	496,513.48	385,000.00
Sponsorship	1,500.00	0.00	0.00
Swimming Lessons	7,000.00	4,115.00	7,000.00
Pool Programs	10,000.00	11,292.25	10,000.00
Sub-total: Pool	17,000.00	15,407.25	17,000.00
Ball Field Rentals	8,500.00	12,617.00	8,500.00
Turf Field Rental	55,000.00	53,747.60	55,000.00
High Ropes Lease Rental	4,000.00	3,835.48	4,000.00
Court Rentals	5,000.00	8,292.50	5,000.00
Sub-total: Sport Field Rentals	72,500.00	78,492.58	72,500.00
Grants - Recreation	3,000.00	4,000.00	3,000.00
Grants - Wage Subsidies	60,000.00	87,949.37	60,000.00
Grants- Wage Subsidies Maintenance	30,000.00	26,323.61	22,500.00
Grants - Recreation Leadership	5,000.00	5,000.00	5,000.00
Sub-total: Grants	98,000.00	123,272.98	90,500.00
Miscellaneous revenue	2,000.00	15,584.19	2,000.00
<b>TOTAL PARKS and RECREATION</b>	<b>621,000.00</b>	<b>729,270.48</b>	<b>567,000.00</b>
<b>OTHER REVENUE</b>			
Municipal property taxes	3,381,551.00	2,544,853.52	2,536,163.25
Prov Property Tax Credit	861,074.29	762,754.48	645,805.72
Payment in Lieu of Taxes (PILT)	0.00	0.00	0.00
Farm Tax Rebate	-4,700.00	-5,233.40	-4,700.00
Equalization Grant	456,196.00	368,116.29	342,147.00
MCEG Grant	426,681.00	135,235.05	135,235.05
Sewer & Water Utility	100,000.00	75,000.00	75,000.00
Investment Income	60,000.00	46,778.48	45,000.00
Investment Income from CADC	22,000.00	0.00	0.00
Building Permits & Subdivision fees	60,000.00	49,134.05	45,000.00
Fines	55,000.00	59,319.82	41,250.00

Charging Stations	1,500.00	2,379.32	1,500.00
Grant Wage Subsidy	12,000.00	7,488.00	9,000.00
Digital Sign Lease	7,200.00	3,600.00	5,400.00
Miscellaneous Revenue (Bank)	0.00	0.00	0.00
Miscellaneous Revenue (Town Hall)	1,500.00	940.00	1,125.00
Transit	40,000.00	864.00	0.00
Gain on Sale of Assets	0.00	3,000.00	0.00
Government transfer for operations	0.00	14,570.21	0.00
Government transfers for capital	0.00	161,490.19	0.00
Gas Tax Revenue	0.00	375,633.41	0.00
<b>TOTAL OTHER REVENUE</b>	<b>5,480,002.29</b>	<b>4,605,923.42</b>	<b>3,877,926.02</b>
<b>TOTAL REVENUE</b>	<b>\$ 6,121,940.19</b>	<b>\$ 5,351,707.70</b>	<b>\$ 4,461,754.44</b>
<b>EXPENSE</b>			
<b>SALARIES &amp; BENEFITS</b>			
Salaries - Administration	263,320.71	189,823.24	192,426.67
EI Expense	4,522.45	2,764.28	3,304.87
CPP Expense	13,007.62	10,011.26	9,505.57
WCB Expense	4,871.43	2,620.54	4,871.43
Pension Expense	11,579.42	9,234.34	8,461.88
Medical Expense	7,912.83	4,455.34	4,869.43
Retirement reserve	4,200.00	0.00	0.00
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>309,414.46</b>	<b>218,909.00</b>	<b>223,439.86</b>
<b>ADMINISTRATION</b>			
Amortization - Admin	53,649.01	0.00	0.00
Amortization Intangible Assets	43,536.75	0.00	0.00
FCM Annual Meeting	24,400.00	23,242.44	24,400.00
Meetings/Events/Newsletter	8,500.00	8,943.44	8,500.00
Council Honorariums	68,199.03	49,755.80	51,149.27
Advertising	5,000.00	1,589.44	3,750.00
Debit Machine Charges	12,000.00	12,141.04	12,000.00
Donations	7,500.00	5,191.23	5,625.00
Scholarships	3,000.00	2,500.00	3,000.00
Insurance	75,000.00	88,035.06	75,000.00
OfficeSupplies/Postage/Photocopying	15,000.00	9,585.00	11,250.00
Telephone / Fax	35,500.00	28,419.13	26,625.00
Training/Development	5,000.00	0.00	3,750.00
Travel	2,000.00	893.60	1,500.00
Miscellaneous - Admin.	10,000.00	2,161.65	7,500.00
Staff Fund	1,500.00	1,500.00	1,500.00
Interest on Debt Retirement	105,496.44	24,023.66	79,122.33
Communities 13 Prop Tax	11,000.00	10,750.31	11,000.00
Communities 13 Capital Fund	23,000.00	0.00	0.00
<b>TOTAL ADMINISTRATION</b>	<b>509,281.23</b>	<b>268,731.80</b>	<b>325,671.60</b>
<b>RECREATION EXPENSE</b>			

Amortization - Recreation	526,831.40	0.00	0.00
Recreation Programs -Winter Expense	9,000.00	207.97	2,250.00
Recreation Programs - Fall Expense	11,000.00	13,025.35	11,000.00
APM Center Rental	11,500.00	8,724.71	8,625.00
Recreation Programs -Spring Expense	11,000.00	23,395.50	11,000.00
Recreation Programs -Summer Expense	27,000.00	28,679.84	27,000.00
Sub-total: Programs	69,500.00	74,033.37	59,875.00
BallFields	10,000.00	4,634.73	7,500.00
Volleyball/Basketball	4,000.00	853.74	3,000.00
Parks & Rec Equipment Maintenance	12,000.00	17,055.53	12,000.00
Parks Property Maintenance	17,000.00	9,553.73	12,750.00
Recreation Tools and Supplies	4,000.00	441.05	3,000.00
Sub-total: Parks Maintenance	33,000.00	27,050.31	27,750.00
Recreation Activity Credit	5,000.00	1,795.00	3,750.00
Events Expense	50,000.00	35,591.46	37,500.00
Pool - Chemicals	5,000.00	3,070.42	5,000.00
Pool - Propane	2,000.00	4,222.74	2,000.00
Pool - Maintenance	2,000.00	1,309.22	2,000.00
Pool - Miscellaneous	400.00	423.08	400.00
Sub-total: Pool	9,400.00	9,025.46	9,400.00
Clubhouse Electricity	9,000.00	6,501.87	6,750.00
Clubhouse Heat	6,200.00	3,306.34	4,650.00
Clubhouse Maintenance and Repairs	5,000.00	10,866.92	5,000.00
Clubhouse Water and Sewer	2,000.00	1,731.63	1,500.00
Subtotal Clubhouse	22,200.00	22,406.76	17,900.00
Terry Fox Sports Complex General	17,000.00	2,632.16	12,750.00
Ballfield Electricity	8,000.00	3,972.61	6,000.00
Turf Field - Electricity	10,000.00	11,266.23	7,500.00
Turf Field - Maintenance & Repair	5,000.00	1,223.57	3,750.00
Sub-Total Fields	40,000.00	19,094.57	30,000.00
Go PEI Grant	3,000.00	401.40	2,250.00
Sub-total: Grants	3,000.00	401.40	2,250.00
Recreation Training & Development	5,000.00	2,467.10	3,750.00
Recreation Travel	1,000.00	196.73	750.00
Salaries - Recreation	988,981.11	708,052.84	722,716.97
Recreation Benefits	152,250.03	94,973.66	111,259.64
Recreation Retirement Reserve	10,000.00	0.00	0.00
Subtotal Salaries and Benefits	1,151,231.14	803,026.50	833,976.60
2024 Polaris Ranger	0.00	104.00	0.00
2019 Ford Minibus	0.00	3,332.82	0.00
Recreation Tractor	0.00	1,228.60	0.00
Recreation Trailers	1,000.00	96.91	750.00
Van	2,000.00	1,757.80	1,500.00
2011 1 ton Ford Truck	3,000.00	939.92	2,250.00
2017 Chevy Silverado Truck	5,500.00	2,036.34	4,125.00
2008 Ford Ranger Truck	4,000.00	407.29	3,000.00

ATV	500.00	15.00	375.00
2012 Ford F150 Super Cab	4,300.00	1,163.70	3,225.00
2017 Ford F-150	5,500.00	766.96	4,125.00
Sub-total: Recreation Vehicles	25,800.00	11,849.34	19,350.00
<b>TOTAL: PARKS AND RECREATION</b>	<b>1,955,962.54</b>	<b>1,012,426.47</b>	<b>1,056,751.60</b>
<b>TOWN FACILITIES</b>			
Recreation Buildings - Amortization	85,194.55	0.00	0.00
Sub-total Amortization	85,194.55	0.00	0.00
Dry Storage Building Tower Lane	1,500.00	1,006.76	1,125.00
Sub-total Dry Storage Building	1,500.00	1,006.76	1,125.00
Civic Centre - Electricity	32,000.00	19,791.16	24,000.00
Civic Centre - Heat	10,000.00	5,559.41	7,500.00
Civic Centre -Maintenance & Repairs	17,500.00	27,697.56	17,500.00
Civic Centre - Taxes, sewer & water	5,000.00	4,406.18	3,750.00
Sub-total Civic Centre	64,500.00	57,454.31	52,750.00
Maint. Building Maint. & Repair	5,000.00	7,311.94	5,000.00
Maint. Building Taxes, Water & Sew.	6,300.00	5,137.07	4,725.00
Maint. Building Heat	6,300.00	2,404.86	4,725.00
Maint. Building Electricity	5,200.00	3,747.82	3,900.00
Maint. Building Subtotal	22,800.00	18,601.69	18,350.00
Town Hall Electricity	23,000.00	16,242.62	17,250.00
Town Hall Maint. & Repair	25,000.00	12,817.27	18,750.00
Town Hall Taxes	21,000.00	32,381.25	21,000.00
Town Buildings Amortization	39,092.17	0.00	0.00
Subtotal Town Hall	108,092.17	61,441.14	57,000.00
<b>TOTAL: TOWN FACILITIES</b>	<b>282,086.72</b>	<b>138,503.90</b>	<b>129,225.00</b>
<b>TOWN SERVICES</b>			
Housing Accelerator Fund	0.00	7,569.42	0.00
Animal Control	13,072.00	9,801.00	9,804.00
Fire Dues	513,449.81	384,357.00	385,087.36
Meals on Wheels	5,000.00	5,000.00	5,000.00
Policing Services	957,407.00	710,183.51	718,055.25
Citizens on Patrol	3,000.00	1,870.48	2,250.00
Charging Stations	2,500.00	2,860.34	2,500.00
Street Lights	107,735.79	83,785.40	80,801.84
Transit Expense	250,000.00	177,741.76	187,500.00
Watershed Group	5,000.00	5,000.00	5,000.00
Pat and the Elephant	10,000.00	10,000.00	10,000.00
Environmental Initiatives	10,000.00	10,957.78	10,000.00
<b>Total Town Services</b>	<b>1,877,164.60</b>	<b>1,409,126.69</b>	<b>1,415,998.45</b>
<b>PLANNING</b>			
Emergency Measures Planning	7,500.00	4,436.70	5,625.00
Annual Conference & Membership	500.00	150.00	375.00
Affordable Housing	12,500.00	13,142.81	12,500.00
Planning Training & Development	3,000.00	2,728.99	3,000.00
GIS	3,000.00	0.00	2,250.00

Salaries - Planning	306,776.00	195,123.12	224,182.46
Planning Benefits	53,959.00	33,758.72	39,431.58
Planning Retirement Reserve	2,100.00	0.00	0.00
<b>Sub-total Salaries &amp; Benefits</b>	<b>362,835.00</b>	<b>228,881.84</b>	<b>263,614.04</b>
Planning Travel	500.00	486.81	500.00
Planning Vehicle	3,000.00	1,154.78	2,250.00
Planning Vehicle Amortization	2,432.49	0.00	0.00
Planning Tools/Equipment	1,000.00	304.48	750.00
<b>TOTAL: PLANNING</b>	<b>396,267.49</b>	<b>251,286.41</b>	<b>290,864.04</b>
<b>PROFESSIONAL SERVICES</b>			
Fed.Cdn. Municipalities	2,500.00	0.00	0.00
Fed. PEI Municipalities	13,446.00	13,821.64	13,446.00
Professional Fees -audit/accounting	15,000.00	10,552.20	11,250.00
Professional Fees - engineering	4,000.00	0.00	3,000.00
Professional Fees -- legal	30,000.00	38,278.93	30,000.00
Professional Fees - Planning	5,000.00	3,532.65	3,750.00
Professional Fees - other	5,000.00	10,473.82	5,000.00
Information Technology	41,000.00	46,428.95	41,000.00
Engagement	5,000.00	433.66	3,750.00
FIONA	0.00	9,394.00	0.00
Bylaw Enforcement	6,240.00	4,752.00	4,680.00
<b>TOTAL: PROFESSIONAL SERVICES</b>	<b>127,186.00</b>	<b>137,667.85</b>	<b>115,876.00</b>
<b>PUBLIC WORKS</b>			
Amortization - Public Works	164,249.66	0.00	0.00
PW Maintenance and repairs	30,000.00	25,574.18	22,500.00
Snow Removal	32,000.00	27,566.79	32,000.00
Sidewalk Maintenance	15,000.00	3,891.73	11,250.00
Grass Cutting Contract	27,566.01	30,201.05	27,566.01
PW Tools and Supplies	7,500.00	3,295.27	5,625.00
Custodial Supplies	13,000.00	11,206.16	9,750.00
Training/Development	2,500.00	2,424.02	2,500.00
Salaries - Maintenance	376,238.00	279,483.61	274,943.15
Maintenance Benefits	63,298.00	44,290.78	46,256.23
Salaries-Retirement Reserve	7,100.00	0.00	0.00
<b>Sub-total: Salaries &amp; benefits</b>	<b>446,636.00</b>	<b>323,774.39</b>	<b>321,199.38</b>
Taxes	2,000.00	1,221.45	2,000.00
Tractor & trailer operating	10,000.00	1,309.69	7,500.00
Snow Removal Equipment	10,000.00	9,510.97	7,500.00
2015 Chev Silverado	2,500.00	3,220.15	2,500.00
2015 Lamar Dump Trailer	0.00	19.33	0.00
Fuel Tanks - Bulk Fuel	7,000.00	12,455.66	7,000.00
<b>Sub-total: vehicle operating</b>	<b>29,500.00</b>	<b>26,515.80</b>	<b>24,500.00</b>
<b>TOTAL: PUBLIC WORKS</b>	<b>769,951.67</b>	<b>455,670.84</b>	<b>458,890.39</b>
<b>TOTAL EXPENSE</b>	<b>\$ 6,227,314.71</b>	<b>\$ 3,892,322.96</b>	<b>\$ 4,016,716.94</b>

<b>INCOME INCLUDING CAPITAL FUNDING</b>	<b>-\$ 105,374.52</b>	<b>\$ 1,459,384.74</b>	<b>\$ 445,037.50</b>
<b>Capital Funded From Operations - Budgeted</b>	530,795.00	319,127.85	398,096.25
<b>Funds Remaining</b>	<b>-\$ 636,169.52</b>	<b>\$ 1,140,256.89</b>	<b>\$ 46,941.25</b>
Amortization Funds	914,986.03		
Used for Capital Debt Repayment	\$ 276,957.68	\$ 172,129.26	\$ 207,718.26
<b>Capital Reserve Funding</b>	638,028.35	-172,129.26	-207,718.26
<b>Total Capital Reserve Funding</b>	<b>\$ 1,858.83</b>	<b>\$ 968,127.63</b>	<b>-\$ 160,777.01</b>

**CORNWALL WATER AND SEWER CORPORATION**  
**Comparative Income Statement - Budget to Actuals**  
**As of December 31, 2025**

	Budget 2025-2026 Full Year	Actuals to December 2025	Budget 9/12 or Applicable Portion
<b>REVENUE</b>			
<b>CURRENT REVENUE</b>			
Rate - Sewer	1,050,267.49	809,270.51	787,700.62
Rate - Water	899,212.33	704,550.15	674,409.25
Frontage - Sewer & Water	12,000.00	11,580.04	9,000.00
Interest - Sewer & Water	20,000.00	16,606.75	15,000.00
Total Sewer & Water Revenues	1,981,479.82	1,542,007.45	1,486,109.87
Sewer & Water Inspections	2,000.00	760.00	1,500.00
General Revenue Other	0.00	20.00	0.00
Investment Income	1,000.00	7,094.86	1,000.00
Misc. Income	1,000.00	1,015.15	1,000.00
Government transfers for capital	0.00	459,686.04	0.00
Gain on Sale of Assets	0.00	7,391.30	0.00
Contributions for Capital	0.00	480,334.52	0.00
MCEG Grant	463,692.25	108,971.69	347,769.19
<b>TOTAL OTHER REVENUE</b>	467,692.25	1,065,273.56	351,269.19
<b>TOTAL REVENUE</b>	<b>\$ 2,449,172.07</b>	<b>\$ 2,607,281.01</b>	<b>\$ 1,837,379.05</b>
<b>EXPENSE</b>			
<b>ADMINISTRATION</b>			
Administrative Fee	100,000.00	75,000.00	75,000.00
Council Honorarium Allocations	33,590.57	24,506.60	25,192.93
Salaries	515,764.51	373,928.99	386,823.38
Benefits	92,627.72	66,054.61	69,470.79
Retirement Reserve	2,000.00	0.00	0.00
Amortization	655,223.00	0.00	0.00
Amortization - Intangible Assets	35,973.00	0.00	0.00
Debit Machine Charges	8,000.00	5,720.85	6,000.00
Insurance	64,200.00	79,014.38	64,200.00
Memberships	1,500.00	2,339.58	1,500.00
Equipment	4,590.00	2,273.55	3,442.50
Interest on Debt Retirement	163,687.00	91,035.28	122,765.25
Sewer Maintenance	50,000.00	24,928.89	37,500.00
Lagoon Maintenance	20,000.00	7,208.77	15,000.00
Water Maintenance	55,000.00	64,535.45	55,000.00
Water Conservation Program	5,000.00	2,052.12	3,750.00
Water tests & Inspections	18,000.00	11,491.70	13,500.00
Water School	5,000.00	3,762.73	3,750.00
Property Taxes	4,500.00	4,689.12	4,500.00
Power - Sewer	117,289.82	79,989.60	87,967.37
Power - Water	83,458.19	68,078.67	62,593.64

Sub-total: Power	200,748.01	148,068.27	150,561.01
Uniforms	2,550.00	2,088.28	1,912.50
Office Supplies	5,800.00	3,304.24	4,350.00
Postage	13,338.75	8,769.58	10,004.06
Professional Fees -audit/accounting	11,220.00	7,260.00	8,415.00
Professional fees - legal	2,040.00	1,989.24	1,530.00
Professional fees - engineering	5,000.00	8,630.27	5,000.00
Professional fees - other	2,000.00	3,285.92	2,000.00
Information Technology	16,600.00	15,748.25	16,600.00
Professional fees - subtotal	36,860.00	36,913.68	33,545.00
Training & Development	15,000.00	10,948.75	11,250.00
Telephone & Pager	6,630.00	2,974.22	4,972.50
2017 GMC Sierra	5,000.00	2,520.67	3,750.00
2008 Victor Cargo Trailer	1,000.00	39.60	750.00
2012 Blower	500.00	0.00	375.00
2012 Bushhog	500.00	0.00	375.00
2008 4X4Chev Truck(purch. 2013)	2,000.00	1,518.64	1,500.00
2018 Ram Truck	2,500.00	2,753.18	2,500.00
2014 Magnum Mobile Generator	3,000.00	232.78	2,250.00
Subtotal Vehicles	14,500.00	7,064.87	11,500.00
Fuel Tanks - Bulk Fuel	7,000.00	12,455.66	7,000.00
<b>TOTAL ADMINISTRATION</b>	<b>2,137,082.56</b>	<b>1,071,130.17</b>	<b>1,122,489.92</b>
<b>TOTAL EXPENSE</b>	<b>\$ 2,137,082.56</b>	<b>\$ 1,071,130.17</b>	<b>\$ 1,122,489.92</b>
<b>INCOME INCLUDING CAPTIAL FUNDING</b>	<b>\$ 312,089.51</b>	<b>\$ 1,536,150.84</b>	<b>\$ 714,889.13</b>
Capital Funded From Operations - Budgeted	442,500.00	227,848.42	331,875.00
Funds Remaining	-\$ 130,410.49	\$ 1,308,302.42	\$ 383,014.13
Amortization Funds	691,196.00		
Used for Capital Debt Repayment	277,235.92	151,982.73	207,926.94
Capital Reserve Funding	413,960.08	- 151,982.73	- 207,926.94
<b>Total Capital Reserve Funding</b>	<b>283,549.59</b>	<b>1,156,319.69</b>	<b>175,087.19</b>

## Town of Cornwall Capital Plan 2025-26

TOWN		Project	Budget 2025-2026	In Progress	Complete	Pending	Total Cost
<b>Public Works</b>							
1		Civic Center Solar Panels LED Lightings & Accessibility	600,000				
2		Town Hall Renovate Office Space/Council Chamber	18,500	X		X	4,078.38
3		Clubhouse Heat Pump	4,500		X		4,807.72
4		Civic Center Heat Pump	6,000		X		7,441.50
5		Shop Bathroom	5,000		X		5,062.04
6		Shop Vehicle Hoist	8,000			X	
7		Blades for Willie	15,000			X	
8		Sidewalk Replacement	60,000	X			3,753.35
9		Robotic Lawnmower	5,000			X	
<b>Plan/Dev</b>							
1		Main Street Spatial Plan Implementation	100,000	X			26,470.49
2		2 - E Watch Camera's	30,000		X		
3		West River Green Space	60,000	X			17,982.53
4		New Facility Planning	150,000			X	
<b>Admin</b>							
1		IT Upgrades	10,000	X			11,585.83
2		Website	20,000			X	
<b>Parks - Rec</b>							
1		Scoreboards TFSC	30,000	X			23,860.10
2		Parks/Recreation/Open Spaces Master Plan Implementation	110,000	X			85,991.09
3		Replace 2011 RTV	45,000		X		44,007.89
4		18 Ft Enclosed Trailer	20,000		X		17,433.90
5		Replace 2006 Van	75,000		X		17,850.19
6		Shed 16 x 24	10,000		X		18,590.00
7		TFSC Existing Trail Paving	434,574			X	
8		Cornwall Road Trail Phase 1	1,242,352	X			492,667.61
9		Parade Float	7,500			X	
10		Snow Dog	10,000			X	
11		Civic Centre Centre Staging	10,000			X	
<b>TOTAL TOWN CURRENT YEAR</b>			<b>3,086,426</b>				<b>780,982.62</b>
<b>Carry Forward</b>							
1		Ballfield Lights at TFSC	388,537	X			304,257.62
2		TFSC Parking/Paving	100,000			X	
3		Replace Acrylic Surface Tennis	5,000		X		3,910.00
4		Primrose Point Park Project	144,098	X			105,875.63
5		Battling Cages	20,000		X		19,411.79
6		Safety Netting	25,000		X		8,668.69
7		Outside Tents	25,000			X	
8		Public Works Used 1/2 Ton Truck	45,000			X	
9		Air Intake Vent	2,500			X	
10		Public Works Galvanized Dump Trailer	19,000		X		12,392.60
11		T3 Transit Capital Fund	148,856			X	
12		TFSC Connector Trail	252,054	X			117,373.07
13		Tranquility Trail Extension	5,339	X			5,655.93
<b>TOTAL TOWN INCLUDING CARRY FORWARD</b>			<b>4,266,810</b>				<b>1,358,527.95</b>

## Town of Cornwall Utility Water and Sewer Capital Plan 2025-26

	Project	Budget 2025-2026	In Progress	Complete	Pending	Total Cost
<b>UTILITY - Combined</b>						
1	Phase 1 Upgrade/Extend Services on Cornwall Road Incl Fire Services Upgrades	1,250,000	X			627,428.56
2	2018 Dodge Ram Tool Boxes	4,500		X		4,933.90
<b>Utility - Sewer</b>						
1	Sewer Laterals and Lift Pump	20,000	X			12,287.00
2	Cornwall Lagoon Berm Erosion Control	50,000	X			60,373.06
3	Utility SCADA Computer	2,500		X		1,054.16
4	Candlelight Generator Transfer Switch	20,000			X	
<b>Utility - Water</b>						
1	Water Meters	15,000	X			11,710.28
2	Water Laterals	10,000	X			15,800.64
3	Watermain Upsizing - Warren Grove Rd	150,000			CANCELLED	12,224.47
4	New Hydrants	40,000			X	
5	Hydrant Removal - Capital Drive	10,000			X	
6	Water Meter Belt Clip	12,000		X		16,795.63
7	Leak Detection Equipment	16,000			X	
8	Level Transmitters in Main St Wellfield	20,000			X	
	<b>TOTAL UTILITY CURRENT YEAR</b>	<b>1,620,000</b>				<b>762,607.70</b>
<b>Utility General - Carried Forward</b>						
1	Pave Driveway Primrose Lift Station #2	10,000			X	1,512.50
<b>Utility - Water - Carried Forward</b>						
1	New reservoir - Water Tower (New Wellfield) & Water Pressure Zones	2,881,923	X			671,296.77
<b>Utility - Sewer - Carried Forward</b>						
1	Wastewater Study & Design	125,000			X	
	<b>TOTAL UTILITY INCLUDING CARRY FORWARD</b>	<b>4,636,923</b>				<b>1,435,416.97</b>



## **TOWN OF CORNWALL**

### **RESOLUTION**

**DATE:** January 28, 2026

**COMMITTEE:** Committee of Council

**MOTION NUMBER:** COC- 01-2026 Affordable Housing Incentive Program

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Corey Frizzell**

**Seconded by Councillor** \_\_\_\_\_ **Steven Campbell**

**Whereas:** A need for affordable housing has been identified in Canada, Prince Edward Island and the Town of Cornwall;

**And Whereas:** The Government of Canada and the Government of Prince Edward Island have both developed Affordable Housing Strategies to address this need;

**And Whereas:** The Town of Cornwall desired, and continues to desire, to be a part of the solution to this issue and had previously approved an *Affordable Housing Incentive Program*;

**Therefore, be it Resolved:** That the Town of Cornwall *Affordable Housing Incentive Program* is continued as amended and presented and considered, at the Committee of Council meeting of January 21, 2026 and is attached to this resolution.

# Town of Cornwall

## Affordable Housing Incentive Program

January 2026

### Purpose

The Affordable Housing Incentive Program is designed to stimulate the development of new affordable units in the Town of Cornwall.

### Authority

The Affordable Housing Incentive Program has been authorized by a resolution of Council, PL -03-19, February 20, 2019. Council may terminate the program at any time by resolution. The program is a voluntary measure of the Town and affirms that housing is not a legislated responsibility under the Municipal Government Act of PEI.

### Affordable Housing Defined

For the purpose of this program the Town's definition of affordable will match **one** of the Canada Mortgage and Housing Corporation's (CMHC) definitions and this will be verified in writing by CMHC.

### Eligibility Criteria

Applicants receiving financial support from affordable housing programs sponsored by the Province of PEI and/or the Government of Canada meeting the above definition are eligible.

### Program Incentives

#### Property Tax Grants

Grants providing municipal property tax relief up to a maximum of 10 years, applied to new affordable housing units. Grants may be equal to the receipted municipal portion of property tax on the affordable portion of the units. Payment of the grant shall be made within thirty days of presentation, to the town, of the annual property tax statement, along with a signed attestation from the owner that the units are still classified as affordable.

#### Development Permit Fee Waivers

The regular development permit fees regularly charged for new housing developments **may** be waived if the development meets the Eligibility Criteria.

#### Accessibility Bonus

All affordable housing projects meeting eligibility criteria within the boundaries of the Town of Cornwall will be considered. Bonus incentives may be offered for projects that have a minimum of 10% of the overall units as accessible units. Should enumerate a few bonus types to give some structure and direction to this section, suggest that they somehow be tied to accessibility.

### Project Evaluation Criteria

Council will form an Evaluation Team with a mandate to evaluate prospective affordable housing developments. The Evaluation Team will be accountable to Town Council. Evaluation scoring criteria may include the following:

- Number of affordable units
- Ratio of affordable units to market units
- Level of provincial/federal support
- Needs assessment for affordable units in the Town.
- Business case
- Experience, project management leadership
- Accessibility
- Location, proximity to amenities, zoning, neighbourhood compatibility
- Alignment with Official Plan
- Scope (number of affordable units)
- Project maturity (concept only to shovel-ready)
- Estimated increase in property assessment
- Impact on municipal services, electric, water, wastewater, roads etc.

### Program Wind-Down

Prince Edward Island's Municipal Government Act (MGA) does not legislate housing responsibilities to municipalities. The Town of Cornwall's participation with affordable housing incentives therefore is designed to temporarily fortify, not replace, federal and provincial programs and action plans with the types of support best delivered at a local level.

Public notice for wind-down of the program will be six months.

### Program Review

This program is subject to periodic review as directed by Council.



# **TOWN OF CORNWALL**

## **RESOLUTION**

**DATE:** January 28, 2026

**COMMITTEE:** Committee of Council

**MOTION NUMBER:** COC- 02-2026 Cornwall Women’s Institute Donation

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Steven Campbell**

**Seconded by Councillor** \_\_\_\_\_ **Corey Frizzell**

**Whereas:** The first branch of the Women’s Institute on PEI was established in York in 1911, and the Prince Edward Island Women's Institute (PEIWI) has been creating positive change in our Island communities since that time;

**And Whereas:** There are now over 70 branches with slightly over 1,000 members who focus on home, family, and culture through collaboration, education and sharing;

**And Whereas:** The Prince Edward Island Women’s Institute now has a new Branch in the Town of Cornwall, the Cornwall Confederation Women’s Institute Branch, and the Town desires to assist the new Branch in its endeavours as the new Branch establishes itself;

**Therefore, be it Resolved:** That the Town of Cornwall donate \$300 to the Cornwall Confederation Women’s Institute Branch



# **TOWN OF CORNWALL**

## **RESOLUTION**

**DATE: January 28, 2026**

**DEPARTMENT: Committee of Council**

**MOTION NUMBER: COC-03-2026 – Fibromyalgia Awareness Day**

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Steven Campbell**

**Seconded by Councillor** \_\_\_\_\_ **Corey Frizzell**

**Whereas:** May 12, 2026 is the 34<sup>th</sup> anniversary of Fibromyalgia Awareness Day as recognized by the World Health Organization, and a campaign of illuminating public buildings and landmarks to raise awareness in Canada has been ongoing since May 12, 2022, and the Town of Cornwall has partaken in that campaign;

**And Whereas:** The Fibromyalgia Association of Canada has requested that the Town of Cornwall again illuminate the Cornwall Town Hall, in purple, in recognition of Fibromyalgia Awareness Day on May 12, 2026;

**Therefore, be it Resolved:** That the Town of Cornwall illuminates the Cornwall Town Hall in purple in recognition of Fibromyalgia Awareness Day on May 12, 2026.



# **TOWN OF CORNWALL**

## **RESOLUTION**

**DATE: January 28, 2026**

**DEPARTMENT: Committee of Council**

**MOTION NUMBER: COC-03-2026 – Alzheimer’s Awareness Day of Action**

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Jill MacIsaac**

**Seconded by Councillor** \_\_\_\_\_ **Steven Campbell**

**Whereas:** January is Alzheimer’s Awareness month in Canada and there are currently over 3,000 Islanders living with dementia;

**And Whereas:** The Alzheimer Society of PEI works everyday to ensure that individuals and families have access to support, education and resources that help them navigate the challenges of this disease;

**And Whereas:** Wednesday January 28<sup>th</sup> (Today) is Alzheimer’s Awareness Day of Action, and the Society is requesting that the Town of Cornwall Town Hall be illuminated in blue to show support for those living with the disease;

**Therefore, be it Resolved:** That the Town of Cornwall illuminates the Cornwall Town Hall in blue in recognition of Alzheimer’s Awareness Day of Action on January 28, 2026.

**Town of Cornwall  
Environment and Sustainability Committee Meeting  
Monday, January 12, 2026 at 5:00 PM**

Chair: Councillor Judy Herlihy

Committee Members Present: Councillor Cory Stevenson  
Mayor Minerva McCourt

Staff Members Present: Geoff Baker – Manager of Engineering and Capital Projects

Also Present: Jeannie Campbell, Resident Member

Regrets: Deputy Mayor Jill MacIsaac

**1. Call to Order**

The meeting was called to order at 5:03 p.m. by Chair, Councillor Herlihy.

**2. Land Acknowledgement**

The Chair read the land acknowledgement; that the land we gather on is the ancestral land of the Mi'kmaq and we respect the Mi'kmaq as the Indigenous People of Prince Edward Island.

**3. Approval of Agenda/Additions to Agenda**

Moved by Councillor Stevenson, Seconded by Mayor McCourt that the agenda be approved, with 1 addition; Communities in Bloom information added as Item 7.2.

**Motion Carried**

**4. Disclosure of Conflict of Interest - Nil**

**5. Approval of Minutes**

It was moved by Councillor Stevenson seconded by Mayor McCourt that the Environment and Sustainability Committee minutes of November 10, 2025, be approved as circulated.

**Motion Carried**

**6. Business Arising from Minutes**

Geoff will request an update from Billy on the “No Grass Mowing” signage for naturalized areas throughout the Town and will also inquire whether Teleah has an interest in continuing work on the water audit program in 2026. Mayor McCourt indicated that a Cornwall resident who recently passed

away had requested that all donations be directed to the Cornwall Area Watershed Group.

### **6.1 Property Maintenance Bylaw**

Discussion continued regarding the potential amendment to the Town's Property Maintenance Bylaw to permit naturalized areas on private property. The Committee reviewed a staff report and a news article related to a recent Ontario Superior Court Decision on yard-specific naturalized areas. It was agreed that any specific direction on a potential amendment would be deferred until the court decision can be reviewed in greater detail. In the interim, staff will develop possible amendment language options. Enforcement was identified as a core challenge associated with implementing such an amendment.

### **6.2 Forest Management Plan**

The Forest Management Plan funding application was submitted to the PEI Climate Challenge Fund as directed by Town Council.

## **7. New Business**

### **7.1 2026 Committee Workplan**

The Committee discussed its plans for 2026, including the continuation of the Water School Program, the Dandelion Festival and the Green Lawn Rebate Program. The Committee also expressed interest in continuing the Water Audit Program, hosting a Clean-Up Day, and partnering with the Cornwall Area Watershed Group (CAWG) on the 'Wildflowers for Waste' program. In addition, the Committee would like to explore the feasibility of a low-flow faucet rebate program and identify opportunities to increase youth and school involvement in the Town's environmental programming, in partnership with CAWG.

Chair Herlihy requested a financial update from Wendy on the 2025 Committee expenditures. The Committee noted a preference to build on existing events and initiatives prior to adding new ones.

### **7.2 Communities in Bloom**

The Committee discussed correspondence received by Mayor McCourt requesting that the Town consider participating in Communities in Bloom. It was agreed not to proceed with the request at this time. However, the Committee expressed interest in exploring the addition of flower beds near the community gardens space and considering the feasibility of an 'Adopt-a-Flowerbed' program.

## **8. Resident Engagement - Nil**

## **9. CAWG Updates**

Nil

## **10. Correspondence - Nil**

**11. In-Camera - Nil**

**12. Adjournment**

12.1 The meeting was adjourned at 6:08 PM

The next meeting time is Monday, February 9, 2026, at 5:00 p.m. at the Town Hall.

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Judy Herlihy  
Chair

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Geoff Baker  
Municipal Engineer/Project Manager

**TOWN OF CORNWALL**  
**MUNICIPAL AND EMERGENCY SERVICES COMMITTEE**  
**Wednesday, January 7, 2026, at 5:30pm**

**Attendance:** Corey Frizzell (Chair), Mayor Minerva McCourt, Judy Herlihy  
**Staff:** Kevin Coady (CAO)  
**Others:** Steven Campbell  
**Guests:** Aaron Campbell CDA Consulting

**1. CALL TO ORDER**

Councillor Frizzell chaired the meeting which was called to order at 5:30pm

**2. LAND ACKNOWLEDGEMENT**

Councillor Frizzell welcomed everyone and began the meeting by acknowledging that the land we gather on is the ancestral land of the Mi'kmaq and we respect the Mi'kmaq as the Indigenous People of Prince Edward Island.

**3. APPROVAL OF THE AGENDA**

It was moved by Councillor Herlihy and seconded by Mayor McCourt that the Agenda be approved as distributed.

**CARRIED**

**4. APPROVAL OF THE MINUTES**

It was moved by Councillor Herlihy and seconded by Mayor McCourt that the Minutes of April 2, 2025 be approved as distributed.

**CARRIED**

**5. DISCLOSURE OF CONFLICT OF INTEREST**

NIL

**6. PRESENTATIONS - CDA Consulting (Aaron Campbell)**

Town Emergency Management Consultant Aaron Campbell updated the Committee on the status of the desired Fire Services contract renewal with the North River Fire Department (NRFD). Mr. Campbell informed that the NRFD has proposed a two year extension to the current agreement with the same rates and terms as the current agreement. There was discussion on the high quality of the contract and that both the Town and the NRFD have been satisfied with the agreement and its implementation.

*It was moved by Councillor Frizzell and seconded by Councillor Herlihy that the Committee recommend that Council approve the two year extension to the current Fire Services contract with the NRFD.*

A discussion was also held with Mr. Campbell regarding three draft Memorandums of Understanding (MOUs) pertaining to the Town's Emergency Measures Plan. Two of the MOUs, (APM Center and Cornerstone Church) pertained to the use of the facilities of those organizations as reception centers if needed by the Town in a potential emergency situation. These MOUs are the result of discussions between the Town, the organizations and the PEI Emergency Measures Organization (EMO).

The third MOU pertains to the provision of volunteers from Cornerstone to assist the Town in the operation of Reception Centres, should that need arise during an emergency situation, at the request of the Town. The requirement for volunteer criminal record checks and vulnerable sector checks of any volunteers requested by the Town, and provided by Cornerstone, to assist in Town sanctioned Reception Centres was agreed upon. Volunteers will only be activated by request of the Town's Emergency Operations Coordinator to Cornerstone's volunteer coordinator. This group of volunteers will be a second tier of volunteers to be activated if town staff and volunteers require assistance.

There was also discussion regarding Citizen Incident Response Teams (CIRT) for emergency situations. The Committee had discussed these teams previously during a presentation from Doctor Trevor Jain.

*It was moved by Councillor Frizzell and seconded by Councillor Herlihy that the Committee recommend that Council approve the MOUs with the APM Center and Cornerstone Church.*

Discussion was also had regarding possible scenarios that could be the basis of a tabletop exercise of the Town's EMO Plan. Mr. Campbell and CAO Coady will coordinate and organize an exercise to be held in April at the town office.

**7. REPORTS: (Only NRRFD and RCMP reports were received before the meeting)**

- a. T3 Transit: Report not received in time for the meeting. The CAO updated the Committee on the ongoing negotiations towards an updated Transit Services Agreement between the Capital Area Transit Coordinating Committee and Trius Transit. In particular, discussion was had regarding a "termination for convenience" clause currently in the agreement
- b. North River Fire Department: The monthly report was in the package and was reviewed. The report revealed that 37% of NRRFD's calls for service are in the Town of Cornwall.
- c. RCMP: The report was received the day of the meeting and was distributed by email as the office printer was down.
- d. Bylaw Enforcement: Report not received in time for the meeting.
- e. Animal Control: Report not received in time for the meeting.

**8. ITEMS FOR DISCUSSION**

- a. EMO – MOU Agreements discussed above.
- b. Next Meetings – February 4<sup>th</sup> S/Sgt Nick Doyle will be invited to attend. NRRFD Chief Anson Grant, T3 Transit Operator Mike Cassidy and Donna Johnson Bylaw Enforcement Officer will be invited to the following committee meetings in sequence.

**9. IN CAMERA MGA s.119**

NIL

**10. OTHER BUSINESS**

NIL

**11. ADJOURNMENT:**

The meeting was adjourned at 6:44pm.

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**COREY FRIZZELL**, Chair  
Councillor

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**KEVIN COADY**  
Chief Administrative Officer

**Kevin Coady**

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**From:** Matthew Cassidy <mcassidy@coachatlantic.ca>  
**Sent:** January 9, 2026 1:27 PM  
**To:** Keenan, Anna; Kevin Coady; Jeremy Pierce; Corkum-Gorrill, Jessika; Jeremy Crosby  
**Cc:** nsmallman@townofstratford.ca; Moghimi, Elmira  
**Subject:** December Ridership  
**Attachments:** Charlottetown Annual Ridership Summary.pdf; Charlottetown December Ridership.pdf; Cornwall Annual Ridership Summary.pdf; Cornwall December Mid Day Runs.pdf; Cornwall December Ridership.pdf; December Accidents.pdf; December Breakdowns.pdf; December Customer Complaints.pdf; December Marketing.pdf; Stratford ANnual Ridership Summary.pdf; Stratford December Mid Day Runs.pdf; Stratford December Ridership.pdf

Hello All,

Attached you will find our ridership report for all three Municipalities for the month of December.

Here is a summary of the ridership from the expanded routes:

- East Royalty - 732
- Stratford Mid-day runs - 899
- Cornwall mid-day runs - 1,185

Also attached is the full monthly ridership summaries for the three systems since their inceptions. Always nice to see the full history.

	December 2025	December 2024	% change	YTD 2025	YTD 2024	% Change
Charlottetown	103,163	109,256	-5.6%	1,490,465	1,505,812	-1.0%
Cornwall	2,978	2,805	6.2%	38,330	37,415	2.4%
Stratford	4,715	4,835	-2.5%	74,655	78,017	-4.3%

Looking forward to working with the three groups in 2026 to grow ridership and have a position year for transit!!

Please let me know if you have any questions or concerns.

MMC

**Matthew Cassidy, CPA, CA** | President  
**Coach Atlantic Transportation Group**  
m.902.393.5039 | o.902.566.5664 Ext101  
a.7 Mount Edward Rd, Charlottetown, PE, C1A 5R7  
[coachatlantic.ca](http://coachatlantic.ca) | [maritimebus.com](http://maritimebus.com)



CORNWALL RIDERSHIP - DECEMBER 2025

Date	Day	Values	Sum of Cornwall Uj	Sum of U18 Cornwall Ups	Sum of Cornwall Offs	Sum of U18 Cornwall Offs	Sum of Cornwall ridership
12/01/2025	Mon		74	7	68	4	153
12/02/2025	Tue		71	13	67	7	158
12/03/2025	Wed		41	2	33	7	83
12/04/2025	Thu		67	17	67	5	156
12/05/2025	Fri		72	18	53	9	152
12/06/2025	Sat		30	9	26	6	71
12/07/2025	Sun						0
12/08/2025	Mon		55	7	61	3	126
12/09/2025	Tue		72	14	68	7	161
12/10/2025	Wed		75	9	60	4	148
12/11/2025	Thu		60	13	61	11	145
12/12/2025	Fri		75	10	59	12	156
12/13/2025	Sat		28	18	26	14	86
12/14/2025	Sun						0
12/15/2025	Mon		25	8	35	4	73
12/16/2025	Tue		70	8	48	1	127
12/17/2025	Wed		60	7	57	2	126
12/18/2025	Thu		68	13	55	2	138
12/19/2025	Fri		65	10	57	6	138
12/20/2025	Sat		24	14	24	14	76
12/21/2025	Sun						0
12/22/2025	Mon		46	11	47	15	119
12/23/2025	Tue		53	12	56	12	133
12/24/2025	Wed		30	9	38	8	85
12/25/2025	Thu						0
12/26/2025	Fri						0
12/27/2025	Sat		20	10	14	5	49
12/28/2025	Sun						0
12/29/2025	Mon		40	20	36	18	114
12/30/2025	Tue		55	9	38	8	110
12/31/2025	Wed		46	16	29	4	95
<b>Grand Total</b>			<b>1,323</b>	<b>284</b>	<b>1,183</b>	<b>188</b>	<b>2978</b>

Route #  
CORNWALL RIDERSHIP - DECEMBER 2025

(All)  
Values

Day	Non Paying	Sum of Cornwall
Sun		0
Mon		585
Tue		689
Wed		537
Thu		439
Fri		446
Sat		282
<b>Grand Total</b>		<b>2978</b>

	2025	2024	2023
Total Ridership	2,978	2,805	2,281
Monday - Friday	2,696	2,564	2,013
Paying	-	-	-
Non - Paying	21	20	21
Working Days	128	128	96
Average	128	128	96
Saturday	282	241	268
Paying	-	0	-
Non - Paying	4	4	4
Working Days	71	60.25	67
Average	71	60.25	67

**Cornwall Passenger Totals Per Month**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2008	-	-	-	-	-	-	-	-	762	983	911	724	3,380
2009	865	760	886	827	862	1070	1043	1038	1416	1819	1620	1285	13,481
2010	1621	1489	1620	1340	1352	1439	1553	1333	1706	1776	1732	1193	18,154
2011	1478	1351	1802	1258	1357	1543	1620	1367	1580	1534	1684	1186	17,760
2012	1582	1418	1496	1128	1300	1260	1601	1416	1291	1480	1387	1159	16,518
2013	1312	1112	1150	1239	1181	988	1178	1093	1276	1424	1254	877	14,084
2014	1168	948	904	893	782	820	1163	1071	1175	1181	907	782	11,794
2015	766	646	985	857	839	895	1471	1025	1051	1107	992	734	11,368
2016	813	726	862	801	825	844	1067	1216	1034	994	961	750	10,893
2017	970	691	937	749	937	1049	1080	1160	1094	1071	963	752	11,453
2018	898	742	773	665	863	962	1106	1249	1293	1401	1173	763	11,908
2019	1038	976	1226	1186	1375	1186	1112	1225	3457	4183	3377	2231	22,572
2020	3969	3303	2214	504	541	911	1030	1040	879	950	802	550	16,693
2021	775	687	887	981	1088	1217	1281	1243	1576	1665	1560	1182	14,142
2022	828	845	1569	1685	2007	2195	2466	2646	2,271	2405	2494	1948	23,359
2023	1958	1789	2144	1,974	2231	2551	3186	3201	3,492	2907	2838	2281	30,552
2024	2,804	2,335	2,652	2,878	3,054	2,977	3,888	4177	3,323	3622	3,141	2,564	37,415
2025	2,877	2,236	2,979	2,683	3,064	3,168	3,887	3,536	3,783	3,932	3,207	2,978	38,330
	2.6%	-0.5%	3.9%	1.0%	0.8%	1.8%	1.5%	-1.4%	0.4%	1.4%	1.4%	2.4%	

# NORTH RIVER FIRE DEPARTMENT

## Town of Cornwall Statistics

### December 2025



Call Type	Number
Motor Vehicle Collisions	6
Utility Fire	2
Fire Alarm	1
Outside Fire	1
Medical First Responder	1
Structure Fire	1

### Fire Calls

	2021	2022	2023	2024	2025	2026
<b>December</b>	6 (6)	7 (7)	4 (4)	9 (9)	9 (9)	12 (12)
<b>January</b>	7 (13)	7 (14)	7(11)	2 (11)	5 (14)	
<b>February</b>	7 (20)	4 (18)	6(17)	5 (16)	9 (23)	
<b>March</b>	3 (23)	9 (27)	3(20)	5 (21)	3 (26)	
<b>April</b>	3 (26)	3 (30)	5 (25)	6 (27)	17 (43)	
<b>May</b>	3 (29)	3 (33)	11 (36)	2 (29)	4 (47)	
<b>June</b>	11 (40)	4 (37)	13 (49)	9 (38)	6 (53)	
<b>July</b>	4 (44)	7 (44)	18 (67)	10 (48)	12 (65)	
<b>August</b>	8 (52)	8 (52)	7 (74)	12 (60)	9 (74)	
<b>September</b>	7 (59)	12 (64)	12 (86)	9 (69)	8 (82)	
<b>October</b>	6 (65)	14 (78)	7 (93)	4 (73)	9 (91)	
<b>November</b>	4 (69)	13 (91)	7 (100)	2 (75)	9 (100)	
<b>Cornwall Totals</b>	<b>69</b>	<b>91</b>	<b>100</b>	<b>75</b>	<b>100</b>	
<b>NRFD Overall Totals</b>	<b>186</b>	<b>241</b>	<b>291</b>	<b>222</b>	<b>269</b>	

### Call Types

	2021	2022	2023	2024	2025	2026
<b>Motor Vehicle Collisions</b>	12	16	14	14	21	6
<b>Misc. Fire type calls</b>	17	28	16	11	20	3
<b>Fire Alarms</b>	22	19	31	23	32	1
<b>Medical First Responder</b>	10	19	29	22	16	1
<b>Carbon Monoxide Alarms</b>	1	3	2	1	2	
<b>Structure Fires</b>	1	1	2	0	0	1
<b>Vehicle Fires</b>	2	1	1	2	3	
<b>Water Rescue</b>	3	0	0	0	1	
<b>Off-Road Rescue</b>	0	1	0	0	0	
<b>Ice Rescue</b>	0	0	0	1	0	



**L Division - Queens District (Cornwall)**  
**Detailed Occurrence Count**  
**(Three Year Target Month / Year to Month)**

UNCLASSIFIED

Current as of: 2026-01-02

Occurrence Type and Sub-Type	Target Month			Year to Month		
	Dec 2025	Dec 2024	Dec 2023	2025	2024	2023
<b>Crimes Against Persons</b>						
Offences Related to Death	0	0	0	0	0	0
Sexual Offences	0	3	1	15	12	12
Assault	3	4	0	31	32	28
Kidnapping/Hostage/Abduction	0	0	0	0	1	1
Robbery	0	0	0	0	0	1
Extortion / Intimidation	0	0	0	1	1	2
Criminal Harassment	0	0	0	4	6	5
Indecent   Harassing Comm.	0	1	0	26	32	7
Uttering Threats	1	1	2	15	17	12
<b>Property Crime</b>						
Arson	0	0	0	0	1	1
Break and Enter	0	0	0	6	7	14
Unlawfully in a Dwelling House	0	0	0	2	1	0
Theft Over	1	1	0	2	2	1
Theft of Motor Vehicle	0	2	0	4	4	1
Theft of Other MV / Motorcycle	0	0	0	3	4	2
Take MV w/o Consent	0	0	0	1	0	1
Theft Under	6	3	1	27	31	33
Shoplifting	0	1	0	1	5	4
Theft (mail, bicycle, et al)	0	0	0	2	2	1
Theft from Motor Vehicle	0	0	1	9	7	10
Possession of Stolen Goods	1	0	0	2	1	2
Fraud	7	3	1	51	32	23
Identity Theft	0	0	0	1	0	1
Mischief	3	5	8	84	98	109
<b>Drug Enforcement</b>						
Possession	0	0	0	2	4	0
Trafficking	0	0	1	1	2	5
Import/Export	0	0	0	0	0	0
Production	0	0	0	0	1	0
Other	0	1	1	8	11	7
<b>Traffic</b>						
Dangerous Op of MV	0	0	0	3	1	5
Impaired by Alcohol	2	1	1	18	19	15
Impaired by Alcohol & Drug	1	0	0	1	3	1
Impaired by Drug	0	0	2	8	10	15
Failure/Refusal	0	0	0	2	3	3
Driving while Disqualified	1	0	0	11	11	11
Fail to Stop or Remain	1	0	3	7	6	3

Statistics represent 1st line of UCR Scoring.  
 Does not include Unfounded/Unsubstantiated Occs unless otherwise stated.  
 Prepared by Greg McCormick, Crime Analyst (greg.mccormick@rcmp-grc.gc.ca)





**L Division - Queens District (Cornwall)**  
**Detailed Occurrence Count**  
**(Three Year Target Month / Year to Month)**

UNCLASSIFIED

Current as of: 2026-01-02

	2025	2024	2023	2025	2024	2023
Seatbelt Violation	0	0	0	8	6	4
Intersection Violation	2	0	0	16	6	4
Speeding Violation	9	11	6	305	345	117
Insurance Violation	0	0	0	0	0	0
Road Side Suspension (Alcohol)	0	0	0	3	4	3
Road Side Suspension (Drug)	0	0	0	0	0	0
Collision - Fatal	0	0	0	0	0	0
Collision - Non - Fatal Injury	3	0	1	10	7	3
Collision - Reportable	4	2	2	43	29	32
Collision - Non Reportable	3	6	4	48	37	39
Off-Road Vehicle Collision	0	0	0	1	0	0
Municipal By-laws	0	0	0	0	0	0
Other Traffic Offence/Violation	27	26	23	482	409	462
Other Traffic Related Duties	10	19	0	107	137	2
Checkstop	3	2	2	29	26	7
<b>Other</b>						
911 Call	1	1	0	29	26	46
Breach of Court Order	0	1	0	9	23	9
Liquor Act	0	0	1	5	3	9
Mental Health Act	6	5	3	78	80	48
Missing Person	0	1	0	15	10	9
Municipal Bylaw - Other	0	0	0	1	2	3
<sup>1</sup> Other	36	32	26	485	396	289
Suspicious P V P	1	0	0	2	1	23
Trespass At Night	1	1	0	10	7	1
<b>Total Founded &amp; SUI Occurrences</b>	<b>133</b>	<b>133</b>	<b>90</b>	<b>2,036</b>	<b>1,921</b>	<b>1,446</b>
<b>Total Occurrences*</b>	<b>141</b>	<b>143</b>	<b>98</b>	<b>2,140</b>	<b>2,057</b>	<b>1,561</b>

<sup>1</sup> Includes Assistance to General Public, Dog Act, False Alarms, and any occurrence type with "other activities" in the caption.

\*Includes Unfounded and Unsubstantiated





# Monthly Report December 2025 Town of Cornwall

Prepared by: Greg McCormick, Intelligence Analyst  
L Division Criminal Analysis Section  
January 2, 2026



# Police Activity

## Occurrence Summary

- Persons crimes in December fell considerably, with only four occurrences reported. Three of these were assaults, with charges laid/recommended in one, and the fourth occurrence is an uttering threat.
  - Property crime rose in December, doubling over the eight occurrences observed in November to end the month with 18. Fraud was the most frequent with seven, followed by theft under \$5000 (6) and mischief (3). A single theft over \$5000 was reported, involving a withdrawal of \$9,000 from a bank account (open/still under investigation). No charges were laid/recommended in any of the property crime occurrences in December.
  - There were no drug enforcement occurrences in December.
  - Traffic enforcement accounted for most of the activity in December, with 66 occurrences. There were three impaired driving occurrences reported, two by alcohol and one by alcohol and drugs combined. All three were cleared by charge/charge recommended. Speeding violations dropped considerably, with only nine recorded against 62 in November. Other traffic violations/offences accounted for 27 occurrences. There were three Checkstops recorded, and no fatal collisions occurred in December.
- Overall, December 2025 recorded 141 occurrences with 133 founded or still under investigation. This lower than both the previous month and the same month last year (217/209 and 143/133 occurrences were recorded respectively).



# Community Policing

## Policing Initiatives

- December 13th – Member attended the Christmas parade. One member was in Red Serge and the RCMP safety bear also attended.
- December 17th – Queens members and traffic services conducted a checkpoint on Main Street and handed out 200 candy canes while reminding drivers to not drive impaired.
- STEP file completed for:
  - 5 – Main Street
  - 3 – TCH Route 1
  - 2 – Meadowbank Road

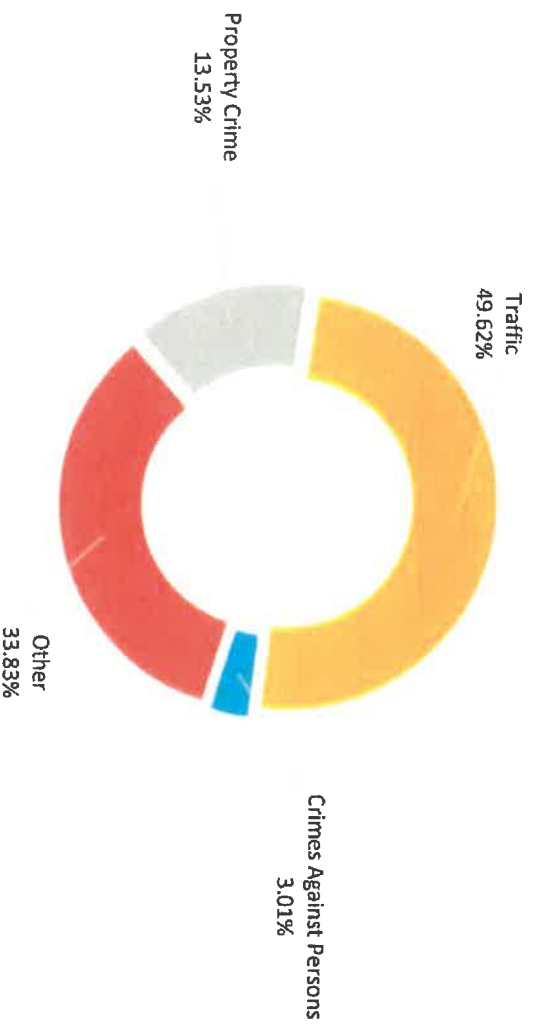


Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Canada

# Occurrences - All Types

Occurrences by Category - All Occurrence Types  
Queens District RCMP (Cornwall)  
December 2025



133 Founded/SUI of 141 Total Occurrences

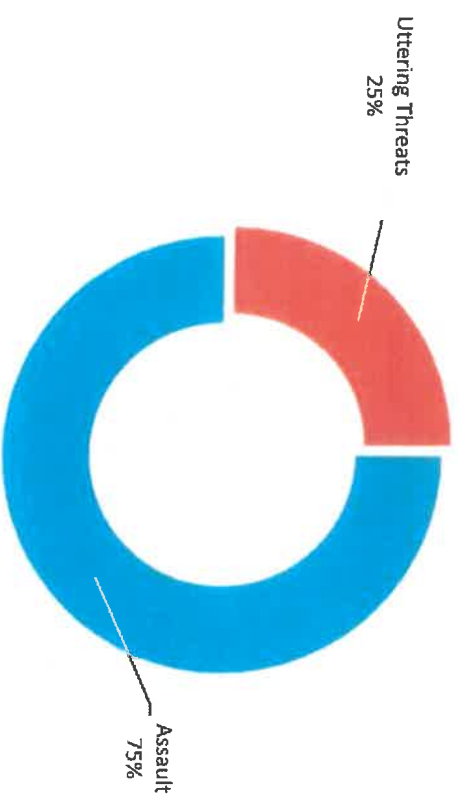


Royal Canadian Mounted Police  
Gendarmerie royale du Canada



# Occurrences - Person Crimes

Occurrences by Category - Crimes against Persons  
Queens District RCMP (Cornwall)  
December 2025



4 Founded/SUI of 141 Total Occurrences

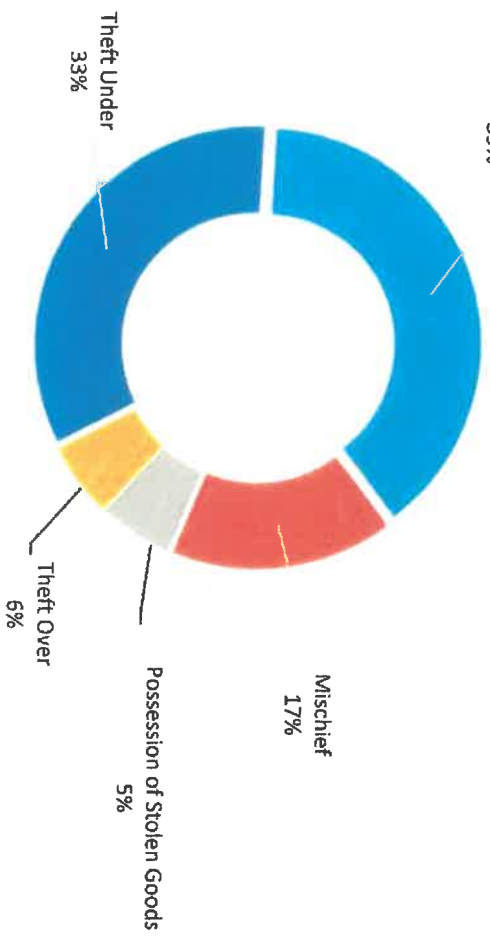


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# Occurrences - Property Crime

Occurrences by Category - Property Crime  
Queens District RCMP (Cornwall)  
December 2025



18 Founded/SUI of 141 Total Occurrences



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# Occurrences - Drug Enforcement

Occurrences by Category - Drug Enforcement  
Queens District RCMP (Cornwall)  
December 2025

No occurrences reported in this period.



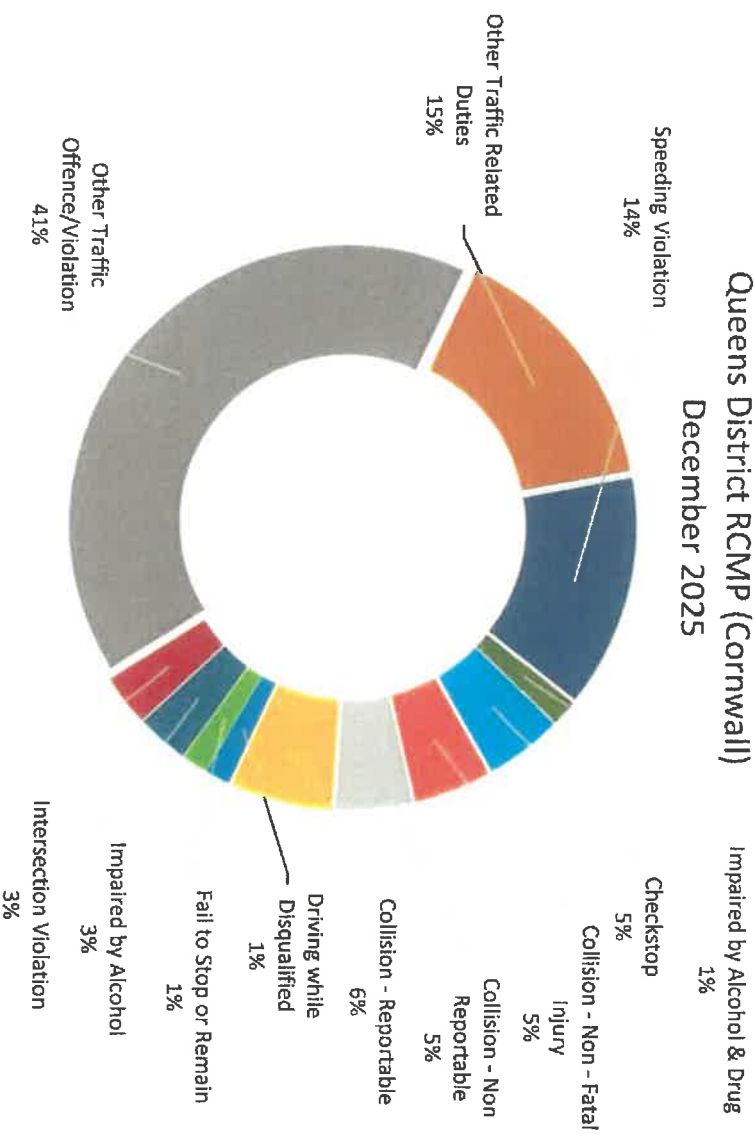
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Gendarmerie royale du Canada

# Occurrences - Traffic Occurrences

## Occurrences by Category - Traffic Enforcement

Queens District RCMP (Cornwall)

December 2025



66 Founded/SUI of 141 Total Occurrences

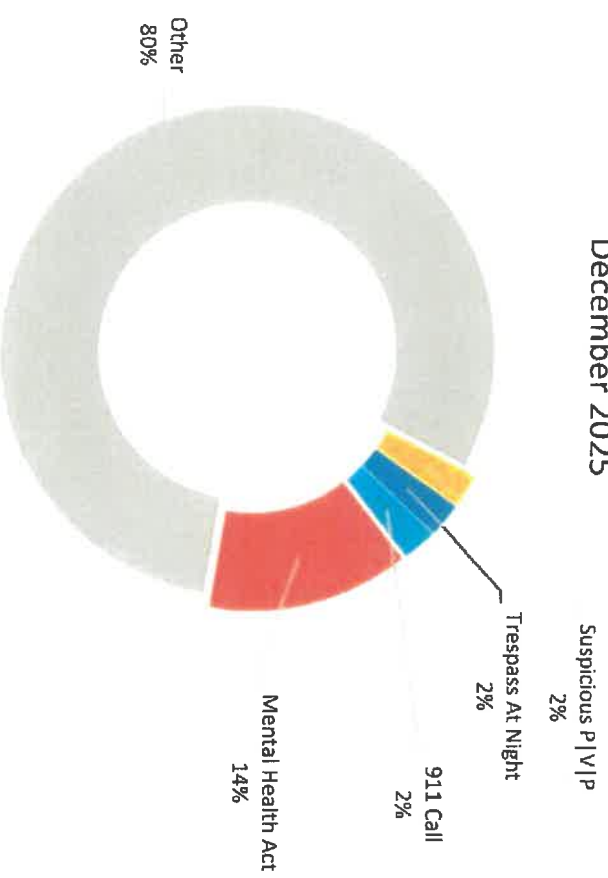


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# Occurrences - Other Occurrences

Occurrences by Category - Other Occurrence Types  
Queens District RCMP (Cornwall)  
December 2025



45 Founded/SUI of 141 Total Occurrences



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# Summary Offence Tickets, Warnings & Defect Notices

Charge Section & Description	Count	Sum of Fines
<b>Ticket</b>	<b>8</b>	<b>\$1,701.00</b>
11(1)(b) Driving passenger vehicle while registration expired	1	\$250.00
138(6) Operating motor vehicle with improper glazing (tinting)	1	\$250.00
176(3)(b)(i) Speeding: 29 km /hr or less over limit	3	\$245.00
176(3)(b)(iii) Speeding from 50-59 km/hr over limit	1	\$556.00
19(1)(a) Operating vehicle with invalid inspection sticker	1	\$150.00
61 Lending of registration permit or number plate to person not entitled or displaying such permit or plate on vehicle not issued to	1	\$250.00

Charge Section & Description	Count
<b>Warning</b>	<b>12</b>
11(1)(b) Driving passenger vehicle while registration expired	1
167(5)(a) Failing to stop on red light or "stop" signal at intersection	2
176(3)(b)(i) Speeding: 29 km /hr or less over limit	6
19(1)(a) Operating vehicle with invalid inspection sticker	1
21(3.1) Operating vehicle with all or part of number plate concealed or renc	1
214(c) Driving motor vehicle with windshield and other windows covered by	1



Royal Canadian Mounted Police  
Gendarmarie royale du Canada



## **PEI BYLAW ENFORCEMENT**

### **TOWN OF CORNWALL BYLAW REPORT - December 2025.**

- Patrolling and monitoring open files.
- Dec 5 - NOV's issued to 31 Ferry Rd and 17 Seymour for Property Maintenance.
- Dec 12 - No new files. 84 Miah has been all cleaned up and tenant has moved.
- Dec 19 - NOV issued to 56 Stephanie Dr for Property Maintenance.
- Dec 26 - Closed for the Holidays.

**Officer - DONNA J JOHNSON - B.Mus.**

**PEI Bylaw Enforcement**

**[peibylawenforcement@gmail.com](mailto:peibylawenforcement@gmail.com)**

**902-218-7045**

**Town of Cornwall - Summary of Month & Year to Date  
(April 2025 - March 2026)**

Category	Last Month		YTD
	YTD	December	
By-Law Cases - New	15	0	15
By-Law Cases - Closed	12	0	12
Humane - New	13	0	13
Humane - Closed	10	0	10
Dog Act - New	7	1	8
Dog Act Closed	6	1	7
Stray Dogs to Shelter	1	0	1
Stray Dogs Returned to Owner	1	0	1
Stray Cats to Shelter	15	0	15
Stray Cats Returned to Owner	2	0	2
Community Patrols	113	12	125
Licenses Issued	5	0	5
For The Record - New	3	0	3
For The Record - Closed	3	0	3
Health & Wellness - New	0	0	0
Health & Wellness - Closed (bites that break skin)	0	0	0
<b>Total</b>	<b>206</b>	<b>14</b>	<b>220</b>

**Charges for Boarding of Unclaimed Stray Dogs**

Board (5 days, \$26 per day)	0 dogs @ \$130	\$0.00
Euthanasia (\$75 per animal)	0 dogs @ \$75	\$0.00
	<b>Total</b>	<b>\$0.00</b>



# **TOWN OF CORNWALL**

## **RESOLUTION**

**DATE:** **January 28, 2026**

**DEPARTMENT:** **Municipal and Emergency Services**

**MOTION NUMBER:** **MES-01-2026 Fire Services Contract Extension**

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Corey Frizzell**

**Seconded by Councillor** \_\_\_\_\_ **Judy Herlihy**

**Whereas:** The Town of Cornwall entered into a comprehensive three year formalized Fire Services agreement with the North River Rural Fire Company that expired on December 31, 2025 and requires renewal;

**And Whereas:** Both parties to the agreement were satisfied with the agreement as executed and implemented;

**And Whereas:** The Town and the North River Rural Fire Company have agreed to a two year extension of the agreement with no change to the existing rates or terms;

**Therefore, be it Resolved:** That the Town of Cornwall enter into the two year Fire Services Agreement extension with the North River Rural Fire Company.



# **TOWN OF CORNWALL**

## **RESOLUTION**

**DATE:** January 28, 2026  
**DEPARTMENT:** Municipal and Emergency Services  
**MOTION NUMBER:** MES-02-2026 MOU Cornerstone Church Reception Centre

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Corey Frizzell**

**Seconded by Councillor** \_\_\_\_\_ **Judy Herlihy**

**Whereas:** The Town of Cornwall, as did all the province, experience significant disruption during Post Tropical Storm Fiona, from this incident the Town reviewed and renewed the municipal Emergency Measures Plan;

**And Whereas:** Through this EM Plan process, and in coordination with the PEI EMO and the Red Cross, it was identified that the Town potentially does not have sufficient space for use in a serious or prolonged emergency situation that may require providing shelter, showers etc.;

**And Whereas:** With this information and potential need identified, the Town began discussions with Cornerstone Church regarding the use of their space if required in an emergency situation;

**And Whereas:** Cornerstone was open to assisting the Town if needed and the two parties have come to a Memorandum of Understanding to formalize that relationship;

**Therefore, be it Resolved:** That the Town of Cornwall enter into the Memorandum of Understanding, as considered at the Committee of Council meeting held on January 21, 2026 and at the Municipal and Emergency Services Meeting held on January 7, 2026 and attached to this resolution, with Cornerstone.

# Town of Cornwall Memorandum of Understanding Concerning the Use of Buildings as Reception Centre Facilities

## Definitions

For the purposes of this Memorandum of Understanding, the following terms shall have the meanings set out below:

- **Reception Centre:** A temporary facility designated for the accommodation and support of residents displaced by an emergency.
- **Shelter:** A location providing overnight accommodation for those affected by an emergency.
- **Emergency Situation:** Any event or circumstance that requires municipal intervention to protect public safety and welfare.

## Purpose

The purpose of this Memorandum of Understanding is to confirm the willingness of Cornerstone Baptist Church to permit the use of its facility as a Reception Centre or Shelter when required by the Town of Cornwall during emergency situations.

## Notification and Communication Procedures

In the event of an emergency, the Town of Cornwall will notify Cornerstone Baptist Church by phone and email as soon as possible, specifying the expected duration and operational requirements. Both parties will designate primary contacts for coordination to ensure timely and effective communication throughout the activation and operation of the facility.

## Terms of Understanding

1. The Cornerstone Baptist Church agrees to make its facility, located at 9 Cornerstone Drive, Cornwall, PEI, available for use as a Reception Centre or Shelter to the Town of Cornwall during an emergency where support to residents of the municipality is required, and when ordinary accommodations or residences are not possible or are deemed unsafe by the municipality.
2. The Town of Cornwall agrees that it shall exercise reasonable care in the conduct of its activities in this facility and further agrees to replace or reimburse the Cornerstone Baptist Church for supplies and equipment used, as well as for any unusual damage incurred in the operation of the facility as a Reception Centre or Shelter.
3. The Town of Cornwall agrees to coordinate and arrange for the necessary human resources to operate the Cornerstone Baptist Church facility for any required operational period resulting from an emergency situation as determined by the Town of Cornwall.
4. The Town of Cornwall agrees to reimburse Cornerstone Baptist Church for costs and/or losses associated with operating its facility for use as a Reception Centre or Shelter. Reimbursable costs may include, but are not limited to, cleaning supplies, utilities, repairs for damage beyond normal wear and tear, and food purchased for shelter residents. The church will submit itemized invoices to the Town within 30 days of facility use.

## Termination

If either party no longer wishes to subscribe to the roles and principles outlined in this

Memorandum of Understanding, that party shall advise the other party in writing. \_\_\_\_\_

**Town of Cornwall**

Name

Position

**Cornerstone Baptist Church - Cornwall**

Name

Position

Facility



# **TOWN OF CORNWALL**

## **RESOLUTION**

**DATE:** January 28, 2026  
**DEPARTMENT:** Municipal and Emergency Services  
**MOTION NUMBER:** MES-03-2026 MOU APM Centre (Communities 13)  
Reception Centre

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Corey Frizzell**

**Seconded by Councillor** \_\_\_\_\_ **Judy Herlihy**

**Whereas:** The Town of Cornwall, as did all the province, experience significant disruption during Post Tropical Storm Fiona, from this incident the Town reviewed and renewed the municipal Emergency Measures Plan;

**And Whereas:** Through this EM Plan process, and in coordination with the PEI EMO and the Red Cross, it was identified that the Town potentially does not have sufficient space for use in a serious or prolonged emergency situation that may require providing shelter, showers etc.;

**And Whereas:** With this information and potential need identified, the Town began discussions with the APM Centre regarding the use of their space if required in an emergency situation;

**And Whereas:** The APM Centre was open to assisting the Town if needed and the two parties have come to a Memorandum of Understanding to formalize that relationship;

**Therefore, be it Resolved:** That the Town of Cornwall enter into the Memorandum of Understanding, as considered at the Committee of Council meeting held on January 21, 2026 and at the Municipal and Emergency Services Meeting held on January 7, 2026 and attached to this resolution, with the APM Centre.

# Town of Cornwall Memorandum of Understanding Concerning the Use of Buildings as Reception Centre Facilities

## Definitions

For the purposes of this Memorandum of Understanding, the following terms shall have the meanings set out below:

- **Reception Centre:** A temporary facility designated for the accommodation and support of residents displaced by an emergency.
- **Shelter:** A location providing overnight accommodation for those affected by an emergency.
- **Emergency Situation:** Any event or circumstance that requires municipal intervention to protect public safety and welfare.

## Purpose

The purpose of this Memorandum of Understanding is to confirm the willingness of APM Centre to permit the use of its facility as a Reception Centre or Shelter when required by the Town of Cornwall during emergency situations.

## Notification and Communication Procedures

In the event of an emergency, the Town of Cornwall will notify APM Centre by phone and email as soon as possible, specifying the expected duration and operational requirements. Both parties will designate primary contacts for coordination to ensure timely and effective communication throughout the activation and operation of the facility.

## Terms of Understanding

1. The APM Centre agrees to make its facility, located at 35 Mercedes Drive, Cornwall, PEI, available for use as a Reception Centre or Shelter to the Town of Cornwall during an emergency where support to residents of the municipality is required, and when ordinary accommodations or residences are not possible or are deemed unsafe by the municipality.
2. The Town of Cornwall agrees that it shall exercise reasonable care in the conduct of its activities in this facility and further agrees to replace or reimburse the APM Centre for supplies and equipment used, as well as for any unusual damage incurred in the operation of the facility as a Reception Centre or Shelter.
3. The Town of Cornwall agrees to coordinate and arrange for the necessary human resources to operate the APM Centre facility for any required operational period resulting from an emergency situation as determined by the Town of Cornwall.
4. The Town of Cornwall agrees to reimburse APM Centre for costs and/or losses associated with operating its facility for use as a Reception Centre or Shelter. Reimbursable costs may include, but are not limited to, cleaning supplies, utilities, repairs for damage beyond normal wear and tear, and food purchased for shelter residents. The APM Centre will submit itemized invoices to the Town within 30 days of facility use.

## Termination

If either party no longer wishes to subscribe to the roles and principles outlined in this Memorandum of Understanding, that party shall advise the other party in writing.

**Town of Cornwall**  
Name  
Position

**APM Centre - Cornwall**  
Name  
Position





# **TOWN OF CORNWALL**

## **RESOLUTION**

**DATE:** January 28, 2026

**DEPARTMENT:** Municipal and Emergency Services

**MOTION NUMBER:** MES-04-2026 MOU Volunteers Cornerstone Church

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Corey Frizzell**

**Seconded by Councillor** \_\_\_\_\_ **Judy Herlihy**

**Whereas:** Following Post Tropical Storm Fiona, a potential need for an increased number of volunteers in an emergency situation was identified;

**And Whereas:** Through discussions regarding potential reception centres at Cornerstone Church, the Church noted that they have a large existing volunteer base that could be made available to the Town in an emergency situation if needed;

**And Whereas:** This group of volunteers would be a second stage of volunteers for the Town to be activated only if town staff and volunteers require assistance;

**And Whereas:** This volunteer group would only be activated upon request of the Town's Emergency Operations Coordinator and Cornerstone will maintain a list of potential volunteers and coordinate with the Town to ensure only appropriate individuals are available to assist when requested by the Town.

**Therefore, be it Resolved:** That the Town of Cornwall enter into the Memorandum of Understanding, as considered at the Committee of Council meeting held on January 21, 2026 and at the Municipal and Emergency Services Meeting held on January 7, 2026 and attached to this resolution, with Cornerstone Church for the provision of volunteers upon request of the Town.

**Town of Cornwall**  
**Memorandum of Understanding Concerning the Provision of Volunteers to  
support the response to Emergencies**

The purpose of this Memorandum of Understanding is to confirm the willingness of **Cornerstone Baptist Church** recruit and identify volunteers to assist the Town of Cornwall in its response to emergency situations.

It is therefore understood between the parties as follows:

- 1) Cornerstone Baptist Church will be responsible for recruiting and identifying individuals who are willing and able to volunteer during emergency situations. These volunteers will be selected based on their ability to support the Town of Cornwall in its emergency response efforts. Cornerstone will maintain a list of potential volunteers and coordinate with the Town to ensure that appropriate individuals are available to assist as needed.
- 2) Cornerstone members willing and available will provide human resource assistance—such as registration, food service, and emotional support—to the Town of Cornwall in its operation of reception centers during an emergency situation. A designated coordinator from Cornerstone will be responsible for mobilizing and contacting volunteers as needed.
- 3) The Town of Cornwall agrees that it shall provide supervision and direction to volunteers made available by Cornerstone Baptist Church.
- 4) The Town of Cornwall agrees to coordinate with Cornerstone Baptist Church and the PEI Emergency Measures Organization for any training, orientation and exercising of skills required to assist the Town of Cornwall in its response to any emergency situation.
- 5) The Town of Cornwall and Cornerstone Baptist Church will each designate a primary contact person responsible for communication during emergencies. Activation of volunteers will occur upon written or verbal request from the Town's Emergency Operations Coordinator to Cornerstone's designated coordinator.
- 6) The Town of Cornwall may inter into discussion with Cornerstone Baptist Church regarding the remuneration of volunteers where the assistance provided exceeds more typical emergency event durations (3-5 days).
- 7) If either party no longer wishes to subscribe to the roles and principles espoused by this memorandum of understanding, that party shall accordingly advise the other party in writing.

Town of Cornwall  
Name  
Position

Cornerstone Baptist Church - Cornwall  
Name  
Position

**TOWN OF CORNWALL  
PARKS & RECREATION DEPARTMENT  
-JANUARY REPORT-**

**Events**

**December Events Recap**

- **Christmas Tree Lighting - Friday, December 5**
  - Due to cold temperatures, the tree lighting was moved indoors. Residents gathered in Council Chambers, where children assisted with turning on the lights.
  - Attendance was strong, with approximately 60 residents enjoying performances by the Cornwall Day Camp Choir and the Bluefield Band.
  - Hot chocolate and cookies were provided for attendees.
  - Community trees were decorated by the following groups:
    - Top Hat Party
    - Chances Smart Play Program
    - Knights of Columbus
    - CAMBA
    - Women's Institute
    - Go PEI
    - Cornwall Afterschool Program
    - The Filipino Dance Masters
    - McInnis Express
  - Candy Cane Bingo followed the tree lighting, with approximately 40 participants.
- **Breakfast with Santa & Friends - Saturday, December 6**
  - Due to increased attendance, Breakfast with Santa was relocated to the APM Centre this year.
  - Approximately 600 people attended the event.
  - Pancakes, sausages, oranges, coffee, tea, and juice were served.
  - The North River Fire Department provided Santa (Mike Clements) and The Grinch (Joel Hickox).
  - Children had the opportunity to meet Santa, share their Christmas lists, and submit letters, which were delivered to the Cornwall Post Office.
  - Additional mascots in attendance included Daisy and Ozzy (Eliot River), Blaze (North River Minor Hockey), Maizey and Olaf (Town mascots), and Sly (Charlottetown Islanders).
  - Breakfast service and cleanup were supported by volunteers from the U18AA Matrix Hockey Team and the 323 Blue Heron Sea Cadets - Queen's County
  - The Cornwall Women's Institute hosted a fundraising table featuring Christmas ornaments and baked goods.

- **Christmas Tea - Saturday, December 6**
  - This event was cancelled due to the unavailability of the tea coordinator.
  - We had ½ tickets sold before we had to cancel, hopefully this will be added to the agenda for next year.
  
- **Christmas Centerpiece Workshop Summary - Tuesday, December 9**
  - A Christmas Centerpiece Workshop was held on Tuesday, December 9 at the Cornwall Civic Centre in partnership with a new local business, Cozy Home Interiors, who approached the Town to collaborate on delivering the program.
  - Promotion of the workshop was a shared effort between the Town and the business, utilizing social media, the Town sign, and printed posters. Cozy Home Interiors managed participant registration and facilitation of the workshop, while the Town provided the facility space and on-site support.
  - The cost of the workshop was \$40 per participant, which included all materials and supplies required to create a holiday centerpiece. Participants were asked to bring their own pruning shears/clippers and gardening gloves.
  - A total of 15 participants attended the workshop. Light refreshments and treats were provided, contributing to a welcoming and social atmosphere.
  - The event was well received, with participants expressing positive feedback on both the quality of the centerpieces and the overall experience. There was strong interest in offering similar workshops in the future, with suggested themes including spring and summer flower box workshops.
  - Overall, the workshop was a successful community partnership and demonstrated potential for future seasonal programming with local businesses.
  
- **Seniors Christmas Dinner – Thursday December 11, 2025**
  - The Christmas Dinner reached full capacity, with all 160 available seats sold by mid-November.
  - Due to high demand, a waiting list of approximately 40 individuals was established; however, additional capacity was not available.
  - The meal was prepared by Sam’s Restaurant and was plated and served by Town staff, Mayor McCourt, Councillor Corey Stevenson, and community volunteers.
  - The cost of the meal was \$10.00 per person; with the remaining costs subsidized by a donation the Town received from the Charlottetown Rotary Club.
  - Staff recommend relocating this event to the APM Centre in future years to better accommodate community interest and attendance.
  
- **Holiday Trivia - Friday, December 12**
  - Holiday Trivia reached full capacity and had excellent participation.
  - The event was held at Sam’s Family Restaurant and hosted by Greg Lucas.
  - A total of 13 teams (approximately 80 participants) competed.
  - Prizes, consisting of Sam’s Family Restaurant gift cards and Town swag, were awarded to the winning teams.

- **Christmas Market - Saturday, December 13**
  - This was the inaugural year for the Christmas Market, and it was well received.
  - Due to cold temperatures and high winds, the event was moved from outside at the Town Hall to the Cornwall Civic Centre and ran from 10:00 a.m. to 3:00 p.m.
  - Approximately 60 visitors attended throughout the day.
  - A total of 24 vendors participated, with 28 tables featuring local crafts, toys, ornaments, baked goods, jewellery, and more.
  - A canteen provided by the Town offered hot chocolate, cookies, and flavoured coffee.
  - A small glee group requested performance space and provided group and solo performances. Their participation was well received, and they would be a valuable addition to future Christmas Tree Lighting events.
  
- **Christmas Parade- Saturday, December 13**
  - This year marked the largest Christmas Parade to date in Cornwall.
  - A total of 33 floats were registered, representing local businesses, community groups, sports teams, schools, horseback riders, the Cornwall Post Office, the North River Fire Department, and Town vehicles.
  - Participants staged in the upper parking lot at the Terry Fox Sports Complex, where hot dogs and hot chocolate were provided prior to the parade start.
  - The parade began on time upon Santa's arrival with the North River Fire Department.
  - The Cornwall Post Office was a valuable addition, collecting letters for Santa and responding on behalf of the North Pole, as well as Goods Independent Grocer once again collecting food along the route for our local food banks
  - RCMP provided officers to assist with Main Street closures and provided Safety Bear (Mascot) to walk in the parade.
  - Go With the Flow was contracted to support traffic blockades at Main Street access points, alongside Town staff, to ensure public safety throughout the route and duration of the parade.
  
- **Christmas Lights Tour - December 16 & 17**
  - The Christmas Light Tours were another success this year.
  - Two evenings were offered, with two tours per evening:
    - December 16: 5:30 p.m. (22 participants) and 6:30 p.m. (22 participants)
    - December 17: 5:30 p.m. (23 participants) and 6:30 p.m. (14 participants)
  - Residents enjoyed guided bus tours through the community to view decorated homes, along with hot chocolate, cookies, and Christmas caroling.
  - CBC attended the tour on December 17<sup>th</sup>, 2025, which aired on *Compass*.
  
- **Cornwall Cares "Fill the Bus" Campaign - Friday, December 19 (All-Day Event)**
  - The Town's first-ever Fill the Bus Campaign was a significant success.
  - The campaign was held in partnership with the U18AA Matrix Hockey Team, who used a home game to support food and toy donations for Santa's Angels.

- A full-day schedule was developed and shared with the public via social media. Stops included:
  - Cornwall Plaza
  - Westwood School
  - Eliot River
  - East Wiltshire
  - Bluefield
  - Gass's Store
  - Cornwall Quick Stop
  - Sam's Family Restaurant
  - Cornwall Civic Centre
  - Town Hall
  - North River Fire Hall
  - APM Centre
  
- East Wiltshire School made a substantial contribution through its annual food drive.
- The North River Fire Department supported the campaign by hosting a fire truck during one of the stops.
- The final stop at the APM Centre saw strong community engagement.
- All food, toy, and monetary donations provided free entry to the U18AA Matrix Hockey game.
- A 50/50 draw was held, with the winner donating back to the campaign; the winner chose to remain anonymous.
- Outcomes included:
  - A large volume of food donated to St. Francis Food Bank.
  - A SUV filled with toys.
  - \$1,306.45 raised for Santa's Angels, which supports 38 Cornwall-area families
- A recommendation for future years is to host the campaign one week earlier to increase school engagement and allow for additional promotion.
  
- **Overall Contributions for Christmas Families**
  - Christmas Events Donations: \$1,499.25
  - Halloween Events Donations: \$1,943.75
  - **Total: \$3,443.00**

*Note: This total does not include donations collected through the Fill the Bus Campaign.*

- **Holiday Decorating Contest**  
 The annual Holiday Decorating Contest is held to encourage community participation, celebrate the holiday season, and showcase businesses and residents' creativity and community pride. Residents and businesses were invited to enter their properties for judging, with voting conducted through both an online platform and in-person feedback during the Holiday Lights Tour.

- **Voting Participation** - A total of **113 votes** was received through two methods:
  - **Online voting:** 57 votes
  - **Holiday Lights Tour voting:** 56 votes

- **Contest Results**

Based on the combined voting results, the official winners of the Holiday Decorating Contest are as follows:

- **First Place:** 41 Eagle Drive
- **Second Place:** 24 Birch Street
- **Third Place:** 58 Lacardy Drive

Congratulations are extended to the winning households for their exceptional holiday displays and community spirit.

- **Honourable Mentions (Non-Registered Displays)**

In addition to registered contest entries, participants on the Holiday Lights Tour identified several properties that were not officially entered but were noted for their festive displays. These displays contributed positively to the overall holiday atmosphere throughout the community.

These are listed in no particular order:

- 26 Hillside Meadows Drive
- 15 Lacardy Drive
- 27 Jake Drive

### Upcoming Events

- **Snowfest**

- Snowfest is scheduled from January 28 – Feb 1, 2026.
- Patrick Ledwell has been temporarily booked for our ticketed event on Saturday evening.
- Staff are working on sponsorship for this event.
- Flyers will be available to the public by January 21, 2026.

### Camps

#### Afterschool Camp (Civic Centre)

- A total of 66 children were registered, reaching full program capacity.
- Staffing included five Camp Leaders and two Support Staff, for a total of seven staff members.
- Participants engaged in a variety of daily activities, including arts and crafts, circle games, sports, outdoor active games, and yoga.
- Upon arrival from school, children were provided with a snack and participated in quiet time to complete homework. Children without homework were offered quiet activities such as colouring or reading.

- Snacks included homemade cookies and muffins, as well as healthy options such as vegetables with dip, yogurt, and fruit. Fridays were designated as “treat day,” offering items such as popcorn, chips, and salsa.
- Throughout the month, participants were actively involved in Town Christmas events. Children formed a camp choir that performed at the Christmas Tree Lighting, volunteered as mascots at Breakfast with Santa, and participated in the Christmas Parade on the Town float. Participants demonstrated excellent community spirit and expressed strong enjoyment of these volunteer opportunities.
- In addition to event participation, children took part in Christmas-themed games and crafts throughout the month.

### Sport and Adventure Camp (Terry Fox Sports Complex)

- A total of 30 children were registered, reaching full program capacity.
- Staffing consisted of two Program Leaders.
- Children arrived at the Turf Field from both schools and were provided with a snack consistent with those offered at the Cornwall Civic Centre program.
- Participants engaged in a variety of sport-based activities, rotating between sports fields daily, along with scheduled free-play time at the Dream Park.
- With the arrival of winter conditions, participants were able to enjoy sledding at Terry Fox Hill, with plans to utilize outdoor rinks once they are operational.
- There were approximately six children who withdrew from the program toward the end of the month. Reasons included changes in childcare needs due to seasonal employment and older participants transitioning to independently home directly from the bus.

### Holiday Camp Summary

The Holiday Camp ran over two weeks during the holiday season, from December 22 to January 2, 2026. Overall, the camp was well attended and provided a variety of engaging activities for participants.

#### ○ **Daily Registration & Lunch Program Participation**

- **December 22:** 43 children registered
- **December 23:** 42 children registered
- **December 24:** 15 children registered - *Camp closed early at 3:00 p.m.*
- **December 25–26:** **Camp Closed**
- **December 29:** 29 children registered
- **December 30:** 33 children registered
- **December 31:** 18 children registered - *Camp closed early at 3:00 p.m.*
- **January 2:** 25 children registered

## **Program Highlights**

Holiday Camp was very successful, with full days of engaging indoor programming. Activities included:

- Steal-the-Gift game
- Holiday Musical Chairs
- Santa Claus cupcake decorating

Participants also enjoyed attending skates at the APM Centre, along with organized games in the gymnasium.

Overall, the program was well received by both participants and families, offering a fun, active, and festive environment throughout the holiday season.

## **Programs**

### **Winter Programs Update**

Winter recreation programming continues to see strong community interest across all age groups. Several adult and senior programs reached full capacity, highlighting ongoing demand for sport, fitness and recreational opportunities during the winter months. Youth and family programs offered provide diverse opportunities for skill development, physical activity, and social engagement. Here is a breakdown to date with programs starting the first two weeks of January.

### **Youth & Family Programs**

- **Let's Go Snowboarding 101**  
An introductory snowboarding program aimed at teaching basic skills and safety. There are currently 6 participants registered.
- **Mini Mixers Baking Program**  
A hands-on baking program designed to teach basic kitchen skills while encouraging creativity and teamwork. This program is full with 15 participants registered.
- **Mini Stick Program**  
An introductory mini floor hockey-style program focused on fundamental skills, teamwork, and active play. To date we have 8 participants registered.
- **Learn to Skate Programs**  
These instructional programs focus on skating fundamentals and confidence-building for new skaters. A total of 28 participants registered across two sessions.
- **Silly Crafts & Games**  
A creative and activity-based program offering arts, crafts, and interactive games with 9 participants registered.
- **Wee Sports**  
An introductory multi-sport program designed to develop basic movement skills and coordination in young children. There are currently 12 participants registered.

## **Adult Programs**

- **Adult Boot Camp**  
This high-energy fitness program focuses on full-body strength, cardio, and conditioning in a supportive group environment. A total of 14 participants registered.
- **Adult Co-Ed Volleyball**  
A recreational league designed to promote physical activity and social engagement among adults. The program reached full capacity with 28 participants, demonstrating strong demand.
- **Adult Indoor Pickleball**  
Designed for adult players of varying skill levels, this program offers structured play in an indoor setting. The upcoming session beginning at the end of February will run at Westwood Elementary School, it is fully booked with 28 participants.
- **Let's Walk Indoors**  
This program held at the Cornwall Civic Centre promotes physical activity, social connection, and overall wellness during the winter months through guided indoor walking sessions set to music in a fun and welcoming environment. A total of 28 participants registered.

## **Senior Programs**

- **Senior Ball Fitness**  
A low-impact fitness class using stability balls to improve balance, strength, and flexibility. A total of 44 participants registered.
- **Senior Chair Yoga**  
Designed to improve mobility, flexibility, and overall wellness, Chair Yoga remains one of the most popular senior offerings with 51 participants registered.
- **Older Adult Happy Dance Class**  
A fun, movement-based program promoting physical activity, coordination, and social connection through dance with 13 participants registered.
- **Senior Indoor Pickleball**  
This program provides unstructured indoor pickleball for senior participants. The program reached full capacity with 28 participants, reflecting continued strong interest.
- **Seniors Boot Camp**  
A fitness program tailored to older adults, focusing on strength, balance, and functional movement. 8 participants registered.
- **Cornhole**  
A new program providing casual and social recreational program offering friendly competition and skill development. There are currently 12 participants registered.

## **APM Subsidy Update**

Up to and including January 8, 2026 we have processed 91 reimbursement for the APM Centre Walking track membership with 15 processed since January 1. This is up from 2025 which was 51 processed to this date. The total number of reimbursements for 2025 was 80. The total reimbursed to date is \$7,907.97.

## **Facilities**

### **Terry Fox Sports Complex**

- The annual usage of the Terry Fox Sports Complex is as follows.

<b><u>2025 Usage</u></b>	<b><u>2024 Usage</u></b>	<b><u>Percentage Change</u></b>
Soccer Turf – 919.5 hrs	Soccer Turf – 905.25 hrs	+ 1.57%
Football Turf – 794.5 hrs	Football Turf – 631.25 hrs	+ 25.86%
Baseball Field – 484.5 hrs	Baseball Field – 502.5 hrs	- 3.58%
Softball Field – 499.5 hrs	Softball Field – 359 hrs	+ 39.14%
Volleyball Courts – 448 hrs	Volleyball Courts – 296.5 hrs	+ 51.10%
Tennis Courts – 536.5 hrs	Tennis Courts – 117 hrs	+ 358.54%
East Wiltshire Fields – 707.5 hrs	East Wiltshire Fields – 563.5 hrs	+ 25.55%
York Point Fields – 584.5hrs	York Point Fields – 442 hrs	+ 32.23%

### **Outdoor Rinks**

Staff have made steady progress on the preparation of the Town's outdoor rinks. At this time, one outdoor rink has been opened for public use.

Rink board structures have been installed at all four rink locations. The remaining work includes the installation of two rink liners, one at the Town Hall location and one at Primrose Point Park. Once the liners are installed and weather conditions permit, flooding will continue and additional rinks will be opened.

Staff will continue to monitor weather conditions and provide the community with updates as further rinks become operational.

Respectfully Submitted  
*Kim Meunier*



# TOWN OF CORNWALL

## RESOLUTION

**DATE:** January 28, 2026

**DEPARTMENT:** Parks and Recreation

**MOTION NUMBER:** PR-01-2026 Sweetheart Tournament Donation

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Steven Campbell**

**Seconded by Councillor** \_\_\_\_\_ **Judy Herlihy**

**Whereas:** The North River Minor Hockey Association will host the 18<sup>th</sup> annual Sweetheart Hockey Tournament in February 2026, and the Town of Cornwall annually contributes toward the tournament and desires to continue to do so;

**Therefore, be it Resolved:** That the Town of Cornwall donate \$500 to the 18<sup>th</sup> annual North River Minor Hockey Association Sweetheart Tournament.

**TOWN OF CORNWALL  
UTILITY COMMITTEE MEETING  
Monday, January 5<sup>th</sup>, 2026, at 4:30 PM**

Chair: Councillor Cory Stevenson  
Present: Deputy Mayor Jill MacIsaac  
Mayor Minerva McCourt

Also: Doug Longmoore, Manager of Infrastructure  
Kevin Coady, Chief Administrative Officer

**CALL TO ORDER**

The meeting was called to order at 4:37 p.m. by Chair Stevenson.

**LAND ACKNOWLEDGEMENT**

The Chair read the Land Acknowledgement; that the land we gather on is the ancestral land of the Mi'kmaq and we respect the Mi'kmaq as the Indigenous People of Prince Edward Island.

**APPROVAL OF AGENDA**

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

**Motion Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

Nil.

**APPROVAL OF MINUTES**

It was moved by Deputy Mayor McIsaac and seconded by Mayor McCourt that the Minutes of October 6<sup>th</sup>, 2025, be approved as circulated.

**Motion Carried**

**ITEMS ARISING FROM MINUTES**

**PROJECT UPDATES**

**WATER TOWER**

Chair Stevenson did a few media interviews with regards to the construction of the new water tower and positive feedback was received from residents that the Town is moving in the right direction in doing capital investment into its infrastructure.

Construction of the new water tower is now complete. The tower has successfully passed both hydrostatic (leak) testing and bacteria testing and is ready for operation.

The pressure control chamber on Main Street, however, is not yet ready for commissioning.

Additional work is required on several communication components, and the chamber is expected

to be fully operational around March 1.

Until the pressure control chamber is fully functional and all communication systems have been tested, the new water tower will operate at approximately 30% capacity.

### **CORNWALL ROAD PHASE 1**

Phase 1 of the Cornwall Road Utilities Extension has been completed and is now in service. Along the new active transportation trail, the light poles still need to be installed; the new poles will have the attached banner arms for event banners or Christmas decorations. A small deficiency list remains outstanding including landscaping which Birt and MacKay will complete in the spring.

Design work for Phase 2 of the Cornwall Road Utilities and Trail Extension is underway and is expected to be ready for tender by the end of February.

### **CORNWALL LAGOON BERM REPAIRS**

Island Coastal Services has completed the remediation to various sections of the interior slopes of the berms of the lagoons at the Cornwall Wastewater Treatment Facility. Minor landscaping will need to be completed in the spring.

### **MSC APPLICATION WASTEWATER STRATEGY**

The Town applied to the Municipal Strategic Component (MSC) of the Canada Community Building Fund to complete a Wastewater Strategy report on the future expansion of the Cornwall Wastewater Treatment Facility as it is nearing design capacity.

Unfortunately, the application was denied funding and the next intake for funding will be the end of March. The Committee recommends that the Town fully fund the completion of the study and that it be included in the 2026-27 budget.

### **DROUGHT CONTINGENCY PLAN (DRAFT)**

Staff have prepared a Drought Contingency Plan that the Town is required to have in place by June 2026 under the PEI Water Act, Water Withdrawal Regulations for holding a Water Withdrawal Permit.

The Drought Contingency Plan is required to ensure preparedness for drought conditions that could impact groundwater supply and quality. It outlines strategies for conservation, operational improvements, and community engagement to safeguard water resources. The plan identifies existing water sources, current and projected demands, and evaluates system vulnerabilities such as limited fire flow capacity and power outage risks. While current supply meets demand, future growth may require additional sources by 2046. Mitigation measures include leak detection, water-saving programs, education initiatives, and digital outreach to promote responsible water use.

Drought monitoring will rely on national indicators like the Canadian Drought Monitor and local data such as precipitation, streamflow, and groundwater levels. Response actions follow a staged approach: voluntary conservation during Extreme Drought (D3) and mandatory restrictions during Exceptional Drought (D4), enforced under municipal bylaws. Communication will be

frequent and transparent through multiple channels. Performance will be tracked via water withdrawal data, compliance checks, and engagement metrics. Restrictions will only be lifted after sustained improvements in drought indicators. The plan will be reviewed and renewed regularly to remain effective and aligned with provincial requirements.

The proposed Drought Contingency Plan has been submitted to the PEI Department of Environment Groundwater Resources Section for review and comment. Once the plan is approved by the Province, the plan will be submitted to Council for formal adoption.

**NEXT MEETING**

Next meeting is scheduled for Monday February 2<sup>nd</sup> at 4:30 pm at Town Hall.

**MEETING ADJOURNED**

Meeting adjourned at 5:22 pm.

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**CORY STEVENSON**  
CHAIR

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**DOUG LONGMOORE**  
MANAGER, INFRASTRUCTURE



# TOWN OF CORNWALL

## RESOLUTION

**DATE:** January 28<sup>th</sup>, 2026

**COMMITTEE:** UTILITY (U)

**MOTION NUMBER:** U 01-2026 ~ Drought Contingency Plan

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**MOTION WITHDRAWN** \_\_\_\_\_

**Moved by Councillor** \_\_\_\_\_ **Cory Stevenson**

**Seconded by Councillor** \_\_\_\_\_ **Jill MacIsaac**

**RESOLVED:**

**Whereas:** The Town of Cornwall is required to have a Drought Contingency Plan in place by June 2026 as a requirement of the PEI Water Act Water Withdrawal Regulations for holding a Groundwater Withdrawal Permit;

**And Whereas:** The Drought Contingency Plan is required to ensure preparedness for drought conditions that could impact groundwater supply and quality. It outlines strategies for conservation, operational improvements, and community engagement to safeguard water resources;

**And Whereas:** The Drought Contingency Plan has been reviewed and deemed as an acceptable document by the Provincial Department of Environment and by the Utility Committee and the plan will be reviewed and renewed regularly to remain effective and aligned with provincial requirements;

**Therefore, be it Resolved:** That the Town of Cornwall adopt the Drought Contingency Plan as considered at the Committee of Council meeting on January 21, 2026 and at the Utility Committee meeting on January 5, 2026 and attached to this resolution.



# Town of Cornwall

## Drought Contingency Plan

January 2026

## 1. INTRODUCTION

The Town of Cornwall has prepared this Drought Contingency Plan to ensure readiness for potential drought conditions that may affect groundwater quality and supply. The plan provides a framework of actions and strategies the Town can use to help Cornwall effectively manage and mitigate localized drought impacts.

It explains the purpose of the plan, outlines its scope, and establishes the importance of proactive water management in safeguarding residents, businesses, and the environment.

## 2. DECLARATION

The Town of Cornwall formally adopts this Drought Contingency Plan in accordance with the *Prince Edward Island Water Act* and *Water Withdrawal Regulations*. It is the policy of the Town's Water and Sewer Utility that all customers, staff, and stakeholders shall comply with the provisions of this plan when drought conditions are declared.

Through this plan, the Town commits to:

- Conserving and protecting available water resources;
- Ensuring the reliable provision of safe drinking water and essential municipal services;
- Enforcing restrictions and promoting conservation practices during drought events;
- Coordinating with provincial authorities and neighboring permit holders to minimize environmental impacts.

This Declaration affirms the Town's responsibility as a steward of water resources and establishes the authority to implement this plan.

## 3. WATER SOURCE IDENTIFICATION

The Utility operates four water pumping stations with ten active wells located across three watersheds that provide potable drinking water to residents and customers of the Town of Cornwall Utility.

Wellfield	Number of Active Wells	Watershed	Extraction Permit
East Wiltshire	2	North River Watershed	unknown
Main Street	4	Clyde River/Hyde Creek Watershed	GWA2018-08
Meadowbank	3	Hyde Creek Watershed	GWA2017-01
Northgate	1	Hyde Creek Watershed	GWAP1998-14

The average daily water consumption between 2015 and 2023 was estimated at 1,913 m<sup>3</sup>/day, equivalent to 320 litres per capita per day (L/c/d). This rate falls within the recognized guidelines outlined in the Atlantic Canada Water Supply Guidelines (ACWWA, May 2022), which recommend a typical range of 270–450 L/c/d. The relatively lower consumption rate of approximately 320 L/c/d is likely attributable to the Town’s primarily residential character, with minimal commercial development contributing to demand.

The Utility also operates a small water system (SWS) at River Point (McKenna Subdivision) that has 2 wells and provides water to 15 lots of which only 7 are currently developed. Since it is a SWS it has not been included in water demand calculations but as residents would be contacted and included in outreach and engagement activities.

**Water Demands Current and Future Growth**

Water demands were projected in the Utility Master Plan (exp., February 2024) for 5, 15 and 25- year planning horizons, based on the number of additional housing units required for each horizon. Residential projections were informed by the Charlottetown Region Growth Study and Housing Needs Assessment (Stantec, May 2022).

Since the Town presently has very little commercial development, a separate allowance was included for potential future commercial growth. Based on a projected population of 8,456 and an average day demand of 3083 m<sup>3</sup>/d in 2046, the per capita consumption is expected to rise to 365 L/c/d which is more typical of municipality with commercial type development. The maximum day demand for each planning horizon was projected based on the maximum day multiplier of 1.70.

Year	Projected Population	Projected Average Day Residential Water Consumption, m <sup>3</sup> /d	Projected Additional Average Day Non-Residential Water Consumption, m <sup>3</sup> /d	Total Projected Average Day Water Demand, m <sup>3</sup> /d (L/s)	Projected Maximum Day Water Demand, m <sup>3</sup> /d (L/s)
2021	6,369	7038	0	2038 (23.6)	3465 (40.1)
2026	6,870	2198	72	2270 (26.5)	3859 (44.7)
2036	7,664	2452	322	2775 (32.4)	4717 (54.6)
2046	8,456	2706	378	3085 (35.7)	5241 (60.7)

From the population projections, analysis shows that an additional supply source may be needed by 2046 to meet demands beyond the 25-year planning horizon.

#### 4. VULNERABILITY ASSESSMENT

##### Current and Future Demand

The Atlantic Canada Water and Wastewater Association (ACWWA) guidelines recommends that the supply source be capable of supplying the Maximum Day Demand based on having the largest well out of service.

Well	L/min	Current Well Status
East Wiltshire Well #1	319.4	Active
East Wiltshire Well #2	187.9	Active
Main Street Well #1	321.6	Active
Main Street Well #2	757.2	Active
Main Street Well #3	1116.6	Active
Main Street Well #4	1098.0	Active
Meadowbank Well #1	265.0	Active
Meadowbank Well #2	340.7	Active
Meadowbank Well #4	643.8	Active
Northgate Well #1	219.5	Active
<b>Total Available Well Capacity</b>	<b>5269.4</b>	

If the largest well (Main Street #3) is out of service, available capacity decreases to 4152.8 L/min. In 2026, the maximum day demand is projected at 2679.9 L/min. Based on this, the current supply is adequate.

##### Storage and Fire Flow

A key function of any municipal water system is maintaining adequate supply for fire protection. Using a hydraulic model, available fire flows were assessed under Maximum Day Demand conditions, with a required residual pressure of 150 kPa (22 psi) in accordance with ACWWA Guidelines. The analysis indicates that, under current conditions, many areas of the system provide less than 38 L/s. This limited capacity is largely due to the presence of 100 mm watermains, which were originally designed to serve only domestic needs. However, certain sections of the distribution system are capable of delivering more than 94.6 L/s. To distinguish between areas of high and low fire flow capacity, the Town employs the National Fire Protection Association's (NFPA) hydrant colour-coding system.

Water storage requirements under ACWWA guidelines include:

- Peak Balancing Storage – accommodates normal daily fluctuations in water use.
- Fire Flow Storage – typically 9,100 L/min sustained for two hours.
- Emergency Storage – reserve capacity for disruptions such as breaks, outages, or maintenance.

With the new water tower in service, and assuming the largest well is offline, storage remains sufficient to meet ACWWA recommendations, confirming reliability for fire protection and emergencies.

### **Power Loss**

Risk management must also consider the loss of electrical power. Power loss can occur due to high demand of electricity on the local power grid or other event such as weather, fire or accident.

Currently, only the Main Street wellfield has a backup generator. It can run all pumps concurrently for approximately 3 days before refueling, which meets current average day demand. Future upgrades should include installing a generator and transfer switch at Meadowbank Wellfield to support extended power outages.

## **5. MITIGATION MEASURES**

The Town recognizes that drought resilience requires both operational improvements and community engagement. To that end, the Utility has developed initiatives to help residents and businesses reduce water consumption and minimize waste.

A key operational priority for the Utility is identifying and repairing leaks within the distribution system. By addressing water loss promptly, the Town ensures that available resources are used efficiently and that supply remains dependable during periods of stress.

Each spring, the Utility circulates a water-saving brochure with household bills. It provides practical advice on responsible water use, outdoor watering practices, and managing household demand.

The Town has also implemented a home water audit program, where trained staff identify opportunities for conservation within homes and businesses. A rebate program encourages and supports installation of low-flow fixtures such as toilets, showerheads, and washing machines.

Education is central to the Town's long-term strategy. In partnership with Stratford and Charlottetown, the Town participates in the "WaterSchool" program for Grade 5 students at

Eliot River School. The program integrates directly into the curriculum, teaching students about the water cycle, watershed management, and the importance of conservation.

The Utility has considered universal metering, but the cost of implementation has prevented the program from moving forward until external funding is available. Currently all commercial businesses and apartment buildings within the Town with more than three units have water meters installed ensuring accurate monitoring of larger water users.

Finally, the Town has partnered with the Cornwall Area Watershed Group to develop a digital messaging program to provide ongoing updates through social media and the Town's website, offering practical conservation tips, seasonal reminders, and information on drought status.

By combining operational improvements, household programs, education, and community partnerships, the Town of Cornwall is building a comprehensive approach to drought mitigation that emphasizes both efficiency and engagement.

## **6. DROUGHT STATUS MONITORING**

The Utility will monitor drought conditions using both national indicators and local data to anticipate and prepare for extreme drought. This monitoring program ensures timely awareness of changing conditions and provides the basis for activating appropriate response measures in accordance with recognized standards.

The Canadian Drought Monitor (CDM) integrates federal, provincial, and regional data sources to establish a single drought rating based on a five-category system. Ratings are published monthly on the CDM website through maps that illustrate the extent and intensity of drought across Canada. Complementing this, the Canadian Drought Outlook provides forecasts indicating whether drought conditions are expected to develop, persist, or improve by the end of the target month.

Local monitoring includes:

- Daily and monthly precipitation tracking from Environment Canada weather stations and municipal gauges.
- Streamflow observations in the North River and Hyde Creek watersheds to assess impacts on aquatic ecosystems.
- Periodic measurement of groundwater levels in wellfields to detect early signs of supply stress.
- Operational data such as daily withdrawal volumes from municipal wells compared against historical averages to identify unusual demand patterns.

Roles and responsibilities are clearly defined to ensure compliance with provincial guidance. Utility staff will:

- Review drought status monthly during high-risk periods (June to September) and quarterly during other times.
- Coordinate with the Department of Environment, Energy and Climate Action (EECA) to maintain consistency with provincial reporting requirements.

The Utility Manager is responsible for implementing action items when thresholds are met and for initiating communication and response measures as required.

Drought Classification	Risk Ranking	Action Summary
D0 - Abnormally Dry 1 in 3-year event	Low	Low risk to groundwater supply. No additional action required.
D1 - Moderate Drought 1 in 5-year event	Low	Low risk to groundwater supply. No additional action required.
D2 - Severe Drought 1 in 10-year event	Medium	Medium risk to groundwater supply. Increase public outreach and engagement.
D3 - Extreme Drought 1 in 20-year event	High	Medium risk to groundwater supply. Impose voluntary water restrictions.
D4 - Exceptional Drought 1 in 50-year event	Extreme	High Risk to ground water supply. Enforce water restrictions on all customers.

During Drought conditions, the Town will communicate early and often with water users and stakeholders. Notices will be shared through the Town’s website, social media, press releases and direct customer notices.

## 7. DROUGHT RESPONSE ACTIONS

Potable drinking water is recognized as a basic human right and is essential for daily living, including consumption, food preparation, sanitation, and public health. During periods of drought, the Utility will implement a staged response to safeguard water supplies while maintaining essential services. These measures begin with voluntary conservation requests and may escalate to mandatory restrictions under municipal bylaws if conditions worsen. The Department of Environment, Energy and Climate Action (EECA) will initiate the Town to trigger the drought response actions based on drought conditions and water resources stress levels.

### **D3 – Extreme Drought (Voluntary Measures)**

When drought conditions are classified as **Extreme (D3)**, the Utility will advise residents to voluntarily conserve water. Recommended measures include:

- Reducing outdoor watering to designated hours (5:00 a.m. – 10:00 a.m. and 7:00 p.m. – 1:00 a.m.).
- Limiting non-essential activities such as filling swimming pools, hot tubs, and washing vehicles or driveways.
- Practicing efficiency indoors by washing only full loads in dishwashers and washing machines, taking shorter showers, and turning off faucets while brushing teeth or shaving.

These voluntary measures are designed to reduce peak demand while preserving flexibility for essential uses such as gardens and food production.

### **D4 – Exceptional Drought (Mandatory Restrictions)**

If drought conditions escalate to **Exceptional (D4)**, voluntary measures will transition to mandatory restrictions.

- Outdoor watering will be prohibited except for gardens.
- All non-essential uses such as filling pools, washing vehicles, or cleaning paved surfaces will be suspended.
- Indoor conservation practices, including washing only full loads and reducing shower times, will be strongly encouraged.

At this stage, the Utility will issue formal notices to customers outlining the restrictions and the penalties for non-compliance.

If a customer fails to comply with mandatory restrictions, the Utility may temporarily discontinue service to the property under the authority of the Town of Cornwall Water and Sewer Utility Bylaw. Specifically, Section 3.11 (“Improper Use or Waste of Water”) prohibits wasteful practices and unauthorized transfers, while Section 3.14 (“Suspension of Service for Violation”) authorizes the Utility to suspend service until the offence has been remedied. Enforcement will be applied fairly and consistently, with priority given to protecting the municipal water supply.

Throughout all stages of drought response, the Town will maintain clear and frequent communication with residents and stakeholders. Updates will be provided through the Town’s website, social media platforms, press releases, and direct notices to customers.

Public engagement will emphasize the importance of conservation, explain the rationale for restrictions, and provide practical guidance on how households and businesses can adapt.

## **8. PERFORMANCE MONITORING**

Effective performance monitoring ensures that the Drought Contingency Plan achieves its intended goals of reducing water demand, protecting groundwater supplies, and safeguarding aquatic ecosystems. The Utility will implement a structured monitoring program to evaluate both compliance and effectiveness during drought conditions.

The Utility will track weekly water withdrawals from all municipal wellfields and compare them against historical averages and projected demand. This data will confirm whether reductions in consumption are occurring as expected. Particular attention will be paid to peak demand periods, where conservation measures are most critical.

Compliance with voluntary and mandatory restrictions will be assessed through a combination of customer reporting, field inspections, and meter data from commercial and multi-unit properties.

The Utility will monitor the effectiveness of public communication campaigns by tracking engagement metrics such as website visits, social media interactions, and participation in conservation programs. Feedback from residents and businesses will be collected to assess whether outreach efforts are influencing behavior and improving awareness.

## **9. TERMINATION OF DROUGHT RESPONSE**

The termination of drought response measures will be determined jointly by the Department of Environment, Energy and Climate Action (EECA) and the Town of Cornwall Water and Sewer Utility. Restrictions will remain in effect until conditions have demonstrably improved.

Termination will occur when either:

- The **Canadian Drought Outlook** indicates improving conditions for the affected region; or
- The **Canadian Drought Monitor** reduces the drought classification below the threshold requiring response actions.

Local streamflow and groundwater monitoring will also be considered to ensure that water supplies and aquatic ecosystems have stabilized.

The Utility will communicate the termination of restrictions promptly through the Town's website, social media, press releases, and direct notices.

Restrictions will not be lifted based on a single rainfall event; sustained improvements in precipitation, streamflow, and groundwater levels must be sustained.

**10. APPROVAL AND RENEWAL**

This Drought Contingency Plan shall be submitted to the Department of Environment, Energy and Climate Action for review in support of the Town's Water Withdrawal Permit. Upon approval, the plan remains valid for the term of the permit.

The Town will review and resubmit the plan at the time of permit renewal, or sooner if significant operational or regulatory changes occur. Any amendments will be forwarded to the Department of Environment, Energy and Climate Action for approval to ensure continued compliance with provincial requirements.

Regular review and renewal of this plan ensures that the Town's drought response strategies remain current, effective, and aligned with both community needs and environmental stewardship.

**SUBMISSION AND APPROVAL**

**Submitted by:**

Town of Cornwall Water and Sewer Utility

Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved by:**

Department of Environment, Energy and Climate Action (EECA)

Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

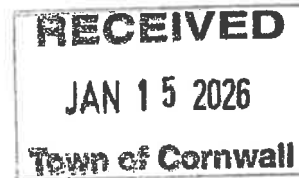
# WESTWOOD PRIMARY SCHOOL

Box 490, Cornwall PE C0A 1H0

Principal: Sherry Flynn  
Vice-Principal: Patrick Richard

Tel: 902 368 - 6855  
Fax: 902 368 - 6863

January 12, 2026



Mayor Minerva McCourt  
Town of Cornwall  
PO Box 430  
Cornwall, PE C0A 1H0

Dear Mayor McCourt,

On behalf of our principal, Sherry Flynn and the staff of Westwood Primary School, I would like to thank you for your contribution to the Westwood Christmas Families Project in the amount of \$700.

Your contribution helped to provide much-needed clothing and other necessities to our students at Westwood Primary School during the holiday season. This kind gesture was very much appreciated by the families we sponsored.

We appreciate your support!

Happy New Year!

A handwritten signature in black ink, appearing to be "C Wood".

Cindy Wood, School Counsellor  
Christmas Families Coordinator

# In Appreciation To:

*Town of Cornwall*

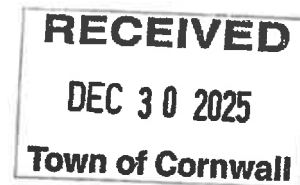
2025

*for supporting Courageous Companions with your ad in Courageous K9 Magazine*

*Thank You!*

*Courageous Companions is a registered charity which provides quality trained certified Service Dogs to Military Veterans and First Responders who suffer with physical and/or psychological operational injuries as a result of their service.*





December 17, 2025

Town of Cornwall  
15 Mercedes Dr, PO Box 430  
Cornwall, PE C0A1H0

Dear Friends,

Thank you for joining our incredible community of Diabetes Canada supporters.

Your recent gift of \$100.00 is moving us closer to the day when we End Diabetes once and for all.

It's through your compassion that people like Jennifer Lopez can better navigate the complications and challenges of diabetes. The research you help fund is driving forward critical advances in the treatment, prevention, and eventual cure of this condition.

Jennifer was diagnosed with diabetes as a teenager—but she was already no stranger to its impacts. Both her grandfather and father were living with diabetes when she took herself to a walk-in clinic after experiencing symptoms she could no longer ignore.

Over the next couple weeks, Jennifer learned to use and take insulin, understand her blood sugar readings, and eat a diabetes-friendly diet. There were ups and downs on her journey, but technology like continuous glucose monitors changed her life for the better. Today, Jennifer is a passionate advocate for universal access to diabetes care and technology.

**Friends, your generosity drives forward life-saving and life-changing research for the more than four million people in Canada diagnosed with diabetes.** The discoveries you fuel today will change the way people like Jennifer manage—and one day cure—diabetes.

Thank you once again for your vital support!

With gratitude,

A handwritten signature in black ink, appearing to read "Laura Syron".

Laura Syron  
President & CEO  
Diabetes Canada

Wendell R  
Good!

Thank you so  
much for your  
generous donation  
toward supporting  
our vulnerable  
families for Christmas

Happy holidays!  
Elliot River  
Staff of Students