

**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 NRPD 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.

---

MAYOR

---

CHIEF ADMINISTRATIVE OFFICER