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 J 5-0

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MOTION WITHDRAWN _____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 Glen McCourt

Position Mayor

Signature Mayor Glen McCourt

Name Kevin Caddy

Position C.A.O.

Signature

APM Centre - Cornwall

Name A. Connelly

Position President