



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

AGENDA

1. Call to Order
2. Land Acknowledgement
3. Approval of Agenda (Additions/Deletions)
4. Disclosure of Conflict of Interest
5. Approval of Minutes
 - 5.1 November 10, 2025
6. Business Arising from Minutes
 - 6.1 Property Maintenance Bylaw – Staff Report and Discussion
 - 6.2 Forest Management Plan – Update
7. New Business
 - 7.1 2026 Committee Workplan – Discussion around the Committee’s 2026 Workplan including priority initiatives, events, policy/bylaw reviews, key objectives and meeting schedule for the year.
8. Resident Engagement
9. Cornwall and Area Watershed Group Update
10. Correspondence
11. In Camera
12. Adjournment

**Town of Cornwall
Environment and Sustainability Committee Meeting
Monday, November 10, 2025 at 5:00 PM**

Chair: Councillor Judy Herlihy

Committee Members Present: Councillor Cory Stevenson
Mayor Minerva McCourt

Staff Members Present: Billy Ramsay – Infrastructure Supervisor
Geoff Baker – Manager of Engineering and Capital Projects
Stephen O’Shea – Utility Operator

Also Present: Hannah MacLean, Cornwall Area Watershed Group (CAWG)

Regrets: Deputy Mayor Jill MacIsaac

1. Call to Order

The meeting was called to order at 5:05 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; new staff member introduction, Geoff Baker, under Item 7.

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 September 15, 2025, be approved as circulated.

Motion Carried

6. Business Arising from Minutes

Chair Herlihy thanked Hannah MacLean from the CAWG for attending and providing an overview of naturalized areas at the October Committee of Council meeting. The CAWG plans to install posts for signage and birdhouses in the spring of 2026. Because some naturalized areas have been mowed by homeowners in the past, the maintenance department will explore installing “No Grass Mowing” signs featuring the Town of Cornwall logo. Billy Ramsay will bring a proof of the proposed sign to the Committee before it is ordered. The Planning Department is also preparing information on the Hyde Creek buffer zones for the CAWG.

7. Resident Engagement

7.1 Introduction – Geoff Baker

Geoff Baker, Municipal Engineer and Project Manager, introduced himself to the Committee. Geoff will serve as the Committee’s staff resource going forward. Billy Ramsay will continue to support the Committee as needed and will remain involved in the annual Water School and other Committee activities. The Committee expressed its appreciation to Mr. Ramsay for his invaluable contributions.

7.2 Property Maintenance Bylaw – Residential Property Standards

The Committee discussed the Property Maintenance Bylaw, focusing on how yard-specific naturalized areas could be incorporated into it. Geoff will review the Bylaw with this in mind and prepare a draft report for the Committee’s consideration. The Committee also discussed restrictive covenants and how they may affect the establishment of naturalized areas.

7.3 Forest Management Plan

The Committee discussed the development of a Forest Management Plan for the Town of Cornwall. A high-level comparison of the Town of Stratford and City of Charlottetown plans was completed, and the Committee agreed that now is an ideal time to advance this work, before further development makes tree protection and maintenance more challenging.

It was moved by Chair Herlihy, seconded by Councillor Stevenson, to recommend that Town Council authorize staff to submit an application to the Province of Prince Edward Island’s Climate Challenge Fund to support the development of a Forest Management Plan for the Town.

Motion Carried

8. Water Conservation

8.1 Water Audit Program

Billy provided a brief overview of the history of the water audit program. Taleah has been unable to complete as many audits recently due to other commitments, though she did an excellent job establishing the program and has completed 12 initial audits. The Committee noted that hiring

additional support may be necessary to ensure the program continues without losing momentum. Billy will contact Taleah to confirm her interest in remaining involved.

The Committee discussed ways to reach the community regarding water conservation education, i.e. through the Seniors Luncheon Program, Tea and Talk sessions, flyers, social media etc.

9. CAWG Updates

The CAWG and the Town's Utility Department recently hosted a field trip for 75 Grade 8 students from East Wiltshire Intermediate School. The students toured the Town's new well field, water tower, naturalization gallery, and the Hyde Park wastewater treatment facility. The field trip was well received by both teachers and students.

Two oak trees were also planted along the roadway at the Town Hall property, with two additional oaks planted at the swimming pool property.

10. Correspondence

Nil

NEXT MEETING

The next meeting time is Monday, January 12, 2026, at 5:00 p.m. at the Town Hall.

Meeting adjourned at 6:03 p.m.

Judy Herlihy
Chair

Geoff Baker
Manager of Engineering and Capital Projects

Sustainability and Environment Committee Staff Report

TO: Sustainability and Environment Committee
FROM: Geoff Baker, Manager of Engineering and Capital Projects
DATE: January 12, 2026
SUBJECT: Incorporation of Yard-Specific Naturalized Areas into the Property Maintenance Bylaw

Background

The Town’s Property Maintenance Bylaw (#221) establishes minimum levels of property maintenance and regulates properties which are unsightly or pose a hazard or nuisance to the public. The Bylaw was amended in 2023 to amend Section 8 of the Bylaw to allow grassed areas to grow beyond the height of six inches in the month of May (No Mow May).

As currently written, the bylaw places emphasis on lawn coverage and general tidiness, which limits environmental landscaping practices such as native plantings, pollinator gardens, and other forms of naturalized landscaping.

Property Maintenance Bylaw

Provisions within the existing Bylaw that are relevant to naturalized areas include requirements that lands be maintained so as to not be unsightly or unsafe, and that lands be covered by grass and/or maintained vegetation.

While the bylaw does not explicitly prohibit naturalized landscaping, the current wording creates a level of ambiguity.

The current definition of “unsightly property” focuses on litter, dilapidated buildings, and derelict vehicles, rather than vegetation height or species. This creates an opportunity to clarify intent without fundamentally changing the enforcement of the Bylaw.

Official Plan

Allowing yard-specific naturalized areas within the Property Maintenance Bylaw is consistent with the environmental direction set out in the Town’s Official Plan.

Section 3.2.5 - Environmental Goals focus on environmental stewardship, protecting natural areas, and incorporating sustainability into land use decisions. Permitting clearly defined and maintained naturalized

landscaping supports these goals by encouraging healthier vegetation, supporting biodiversity, and reducing reliance on traditional lawn maintenance practices.

This approach is further supported by Section 4.10 Environmental Objectives and the related Plan Actions (including Policy PE-1-Groundwater and PE-6-Vegetation), which call for improved vegetation management, the use of native plantings, and municipal policies that support environmental sustainability.

Clarifying the bylaw to recognize intentional yard-specific naturalized areas provides a straightforward way to put these policies into practice, while still allowing the Town to maintain reasonable standards for safety, appearance, and enforcement.

Options for Consideration

Option A – Status Quo - Maintain the existing bylaw language and address naturalized landscaping on a per complaint basis which requires no Bylaw amendment and provides limited support for the Town in reaching its sustainability goals.

Option B – Allowance of Naturalized Areas - Amend the bylaw to permit yard-specific naturalized areas, subject to clear criteria. Criteria may include limiting naturalized areas to defined portions of a yard, requiring clear edges or setbacks from adjacent properties, sidewalks, etc., prohibiting invasive or noxious species, and requiring basic maintenance to demonstrate intentional design.

This option provides clarity to residents and staff and still allows the Town to maintain appropriate property maintenance standards.

Restrictive Covenants

During the November Committee there was some discussion around the impacts of restrictive covenants on yard-specific naturalization areas. Restrictive covenants are private legal instruments registered on a title, typically imposed by developers.

Municipal bylaws do not override private restrictive covenants and enforcement is private (civil), not municipal. If the Council ultimately decides to proceed with bylaw amendments related to yard-specific naturalization areas, it may be beneficial to clearly state that the Bylaw does not negate or supersede restrictive covenants.

Conclusion

The current Property Maintenance Bylaw does not contemplate naturalized landscaping, but it also does not expressly prohibit it. Clarifying the bylaw to allow yard-specific naturalized areas, with reasonable conditions, would support sustainability objectives while allowing reasonable community standards to be maintained.

TOWN OF CORNWALL
PROPERTY MAINTENANCE BYLAW

BYLAW NO. 221

BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF CORNWALL PURSUANT TO SECTIONS 96 AND 139 OF THE CHARLOTTETOWN AREA MUNICIPALITIES ACT, R.S.P.E.I. 1988, CAP. C-4.1, AS FOLLOWS:

I. Title and Scope

1. This bylaw may be cited as the “Cornwall Property Maintenance Bylaw”.
2. This bylaw is a bylaw to establish minimum levels of property maintenance in the Town and to regulate properties which are unsightly or pose a hazard or nuisance to the public and applies to all real property situate within the Town of Cornwall.

II. Definitions

3. In this bylaw:
 - (a) “Agricultural purposes” means the use of any land for the purpose of soil conversation, crop production, or raising of livestock.
 - (b) “Council” means the Town Council of the Town of Cornwall;
 - (c) “Dangerous Property” includes:
 - (i) a building where the walls or other vertical structure members list, lean or buckle to such an extent that it presents a danger to the occupants or other persons or property;
 - (ii) a building which shows clear damage or deterioration of the foundation supporting member or members;
 - (iii) a building which has improperly distributed loads upon the floor or roofs or structural supporting members or in which the same or overloaded, or

which has insufficient strength to be reasonably safe for the intended use or occupation;

- (iv) a Property which contains an uncapped well, open pit, excavation or foundation which has not been under active construction for a period of 30 days or more;
- (v) a Property which contains any hazardous waste, refuse, **Derelict Motor Vehicle**, material, or any other condition or feature which could pose a hazard to the life, safety, health or welfare of the occupants or the general public.

Amended August 9, 2017

- (d) “Dilapidated Building” includes a building that has:
 - (i) deteriorated so as to substantially depreciate the value of the property in the vicinity; or
 - (ii) become a detriment to the general appearance of the Town.
- (e) “Inspector” means any person appointed by the Town of Cornwall for the purpose of enforcing this bylaw;
- (f) “Litter” means:
 - (i) rubbish, refuse, garbage, waste materials, papers, packages, containers, bottles, cans or parts thereof; and
 - (ii) any product, machinery, mobile home or other item that is dumped, discarded, abandoned or otherwise disposed of;
- (g) “Notice” means a notice issued under this by-law;
- (h) “Owner” includes a part owner, joint tenant or tenant in common of the whole or any part of land or buildings and also includes a trustee, an executor, an administrator, a guardian or a mortgagee in possession, or the person having the care and control of any land or building in case of the absence or disability of the person having title thereto;

- (i) “Property” means a parcel of land or a building or structure or part of a building or structure, and includes the lands and premises appurtenant thereto and all mobile structures, mobile buildings, accessory buildings, fences and erections thereon, whether heretofore or hereinafter erected, and includes vacant land, and is divided as follows:
 - (i) “Residential Property” means property that is occupied or that is capable of being occupied for the purpose of human habitation;
 - (ii) “Non-Residential Property” means property which is not occupied for the purpose of human habitation, and includes property that is used for commercial, industrial or institutional use or for Agricultural Purposes; and
 - (iii) “Vacant Property” means property that is unoccupied or property on which there are no structures;
- (j) “Town” means the Town of Cornwall;
- (k) “Unightly Property” means any real property, or part thereof, upon which there is Litter, Dilapidated Building(s), **Derelict Motor** Vehicle(s) or parts thereof that causes the Property or any part thereof to look unsightly;

Amended August 9, 2017

- (l) “Vehicle” includes any motor vehicle, trailer, boat, motorized snow vehicle, mechanical equipment and any vehicle drawn, propelled or driven by any kind of power, including muscular power.

“Derelict Motor Vehicle” means a motor vehicle as defined in the *Highway Traffic Act* R.S.P.E.I 1998, Cap. H-5 that

- (i) **does not display on the windshield affixed to the motor vehicle, a valid unexpired motor vehicle inspection approval sticker issued under the *Highway Traffic Act*;**
- (ii) **is either**
 - (a) **Inoperative by reason of removed wheels, battery, motor, transmission or other parts or equipment necessary for its operation, or**
 - (b) **In a state of disrepair or is unsightly by reason of missing doors, glass or body parts.**

but does not include an antique motor vehicle as defined under the *Unightly Property Act*, R.S.P.E.I. 1988, Cap. U-5

Amended August 9, 2017

III. Residential Property Standards

4. No Owner of a Residential Property shall cause or permit such property to become an Unsightly or Dangerous Property.
5. Every part of a building or structure shall be maintained in a structurally sound condition so as to be capable of safely sustaining its own weight and any normal load of weight to which it may be subject.
6. On any building or structure, the exterior and its components shall be maintained so as to prevent deterioration due to weather or insects, and shall be so maintained by painting, restoring or repairing of the walls, coping or flashing, and the waterproofing of joints and the walls themselves.
7. All lands shall be covered by grass and may contain hedges, shrubs, trees, flowers or other plants.
8. No Owner shall permit a grassed area to grow beyond the height of six inches (6").
9. Any tree that poses an imminent danger due to storm damage, disease or any other condition shall be repaired or removed so as to eliminate the danger.
10. Every fence, barrier and retaining wall on or upon Residential Property shall be kept in a good state of repair, free from hazards, and shall be protected by paint, preservation or other weather-resistant materials.
11. **No Derelict Motor Vehicle shall be parked, stored or left on any Property.**

Amended August 9, 2017

IV. Non-Residential Property Standards

12. The provisions contained in Part III of this bylaw shall apply to Non-Residential Property, but Non-Residential Property used for Agricultural Purposes shall not be bound by the standards set forth in Section 7 and 8 of this Bylaw.
13. Notwithstanding Section 12, nothing in this Bylaw shall in any way affect generally accepted agricultural practices.
14. The Owner of every building or structure situate upon Non-Residential Property shall ensure that there are sufficient receptacles for all Litter and shall ensure that the Non-Residential Property is free from Litter.
15. Any Owner or occupant of a Non-Residential Property who requires outdoor storage for any purpose shall enclose the outdoor storage area with a fence having a minimum height of five feet (5').

V. Vacant Property Standards

16. (a) No Owner of Vacant Property shall cause or permit the Vacant Property to become an Unsightly or Dangerous Property.
- (b) Where a Vacant Property is adjacent to Residential property, it shall be maintained in accordance with the Residential Property standards set out in Part III herein, but Vacant Property used for Agricultural Purposes shall not be bound by the standards set out in Sections 7 and 8 of this Bylaw.
17. Vacant Property shall be subject to the following:
- (a) where the Vacant Property is adjacent to Residential Property, it shall be maintained in accordance with the Residential Property standards set out in Part III herein; and
- (b) all Vacant Property shall be free of objects or conditions that may create health, fire or accident hazards.

VI. Burning

18. Except as allowed in subsection (a), no person shall light any exterior fire or burn rubbish, leaves or other vegetation in the Town.
- (a) Notwithstanding any other provisions of this bylaw, the following shall be permitted:
- (i) The burning of wood in enclosed outdoor fireplaces that have proper spark arrestors in place;
- (ii) Gas, propane and charcoal barbeques;
- (iii) Controlled burns by the North River Community Fire Department Company for the purpose of training; and
- (iv) The burning of brush, grass or vegetation of *bona fide* farms in accordance with a valid permit issued pursuant to provincial legislation provided that the fire chief is notified at least 24 hours in advance.

VII. Notices

19. The Council may appoint persons as Inspectors for the purposes of this bylaw.

20. Where any Property does not conform with the standards imposed by this bylaw, Council may issue a Notice upon receiving a report from an Inspector that states why the Property does not conform with this bylaw.
21. The Notice shall be in writing, shall be issued to the Owner, shall be signed by the Town's chief administrative officer or such other person as may be designated by Council, and shall:
 - (a) state the reasons why the Property does not meet the standards contained in this bylaw;
 - (b) state the date before which the Property must be brought up to the standards contained in this bylaw; and
 - (c) order the Owner to:
 - (i) demolish any Dilapidated Building or part thereof;
 - (ii) remove any Litter causing or contributing to the unsightliness of the Property;
 - (iii) construct something to prevent the Property from being viewed; or
 - (iv) do any other thing to remedy the unsightliness of the Property, to prevent the Property from being or from continuing to be a Dangerous Property, or do any other thing necessary to conform with the provisions of this bylaw.
22. The Notice shall be served on the Owner:
 - (a) by personal service thereof to the Owner;
 - (b) by posting the Notice by registered mail with the postage prepaid, addressed to the Owner at his or her last known address; or
 - (c) where the Owner's address is unknown, by posting the Notice in a conspicuous place on the Property.
23. For the purposes of this bylaw, the effective date of service shall be:
 - (a) on the date of delivery when personal service is made;
 - (b) on the second day after deposit in the mail when service by mail is made; or
 - (c) on the date of posting when the Notice is posted on the Property.

24. Proof of service of the Notice may be made by an affidavit of the person serving the Notice, which affidavit shall set forth the manner in which service was made and the time and date of service.
25. The affidavit referred to in section 22 shall be proof of the signature of the person who served the Notice and shall be proof that the Owner named in the Notice received notice of the matters referred to in the Notice.
26. Failure to comply with the contents of a Notice referenced in paragraph 21 (c) within the time specified in paragraph 21 (b) shall constitute an offence and shall be subject to the penalties set out herein.
27. A notice shall continue in force from the effective date of service under paragraph 23 until such date as may be specified in the Notice in accordance with paragraph 21 (b), and each day the Owner fails to comply with the directions contained in the Notice shall be considered a separate violation of paragraph 26 and shall constitute a separate offence.
28. The Council may extend the time for compliance with any Notice issued under this bylaw, provided there is evidence of intent to comply with the Notice and reasonable cause existed to prevent compliance within the time therein specified. Where a Notice has been served and the Owner fails to comply with the Notice within the time therein specified, the Council may, by resolution, authorize an Inspector to enter onto or into the Owner's Property for the purpose of carrying out the terms of the Notice.
29. All costs incurred by the Town to carry out the Notice's directives are a debt due and owing to the Town by the Owner, and the Town may take legal action to recover such costs from the Owner and may claim any legal costs incurred by the Town in so doing.
30. The debt referred to in section 30 constitutes and may be recorded as a lien against the Property upon which the Notice was enforced.
31. Where, in the opinion of the Council, there exist reasonable and probable grounds that immediate danger to the life or safety of any person exists by reason of a Dangerous or Dilapidated Building, the chief administrative officer, supported by a resolution of Council, may authorize any person to enter on the premises where the building is located in order to:
 - (a) repair or demolish the building; or
 - (b) evict any person inhabiting the building.

VIII. Hearing

32. Where an Owner, upon whom a Notice has been served in accordance with this bylaw, is not satisfied with the terms or conditions of the Notice, he or she may notify the Council in writing within fourteen (14) days after the Notice is served that he or she disagrees with the Notice and requires a hearing of the matter, and, on the Owner's

written notification, the Owner shall state the basis for his or her disagreement with the Notice.

33. Upon Council's receipt of the Owner's written notification, Council shall:
 - (a) determine a date, place and time for the hearing which shall take place not less than seven (7) days, and not more than thirty (30) days, from the date of Council's receipt of the Owner's written notification;
 - (b) advise the Owner in writing of the date, place and time of the hearing; and
 - (c) provide the Owner with a copy of the Inspector's report referred to in section 19.
34. The Owner shall be permitted to make submissions, adduce evidence and question the Inspector at the hearing.
35. The Council shall confirm, alter or withdraw the Notice and shall advise the Owner, in writing, of Council's decision within ten (10) days of the hearing.

IX. Enforcement

36. Failure to comply with any provision of the Bylaw shall constitute an offence and shall be subject to the penalties set out herein.
37. (a) The prosecution of offences under this bylaw shall be in accordance with the Town's Summary Proceeding Bylaw, as amended from time to time; and

(a) This bylaw may also be enforced and any breach thereof may be restrained by application by the Council to the Supreme Court of the Province of Prince Edward Island in accordance with subsection 139(3) of the *Charlottetown Area Municipalities Act* or any successor act or provision.

X. Offences and Liability

38. Any person who fails to comply with this bylaw is guilty of an offence and liable on summary conviction to a fine of not less than Five Hundred Dollars (\$500.00), and not more than Two Thousand Dollars (\$2,000.00), and, on default of payment thereof, is liable to imprisonment for a term not exceeding 60 days.
39. The levying and payment of penalties shall not relieve a person from the necessity of paying any charges or costs for which he or she is liable under this bylaw.
40. The Council, the Town, the Town's employees and any Inspector appointed by the Council pursuant to this bylaw shall not be personally liable for anything done, or omitted to be done, under this bylaw and, without limiting the generality of the foregoing, shall not be liable for the cost of goods, materials or labour incurred in exercising the powers in this bylaw.

XI. General

41. If any provision of this bylaw is held void, then such provision shall be deemed severable and the invalidity thereof shall not affect the remaining provisions of this bylaw.
42. Bylaw 501 is hereby repealed.
43. Bylaw 402 is hereby repealed



**A Bylaw to amend the Property Maintenance Bylaw #221
Bylaw 2023-221B**

IT IS ENACTED by the Council of the Town of Cornwall as follows:

1. Purpose

1.1 To amend the Town of Cornwall Property Maintenance Bylaw #221

2. Authority

2.1 This bylaw is enacted under the authority of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1.

3. Amendment

3.1 Section 8. of the Town of Cornwall Property Maintenance Bylaw, Bylaw #221,

"No Owner shall permit a grassed area to grow beyond the height of six inches (6")."

is amended by the removal of the period (.) at the end of the section and by the insertion of the words

"except in the month of May in any given year."

following (6") and upon adoption is as follows:

"No Owner shall permit a grassed area to grow beyond the height of six inches (6") except in the month of May in any given year."

4. Severability

4.1 If any provision in this bylaw is deemed to be invalid for any reason, then that provision shall be severed from this bylaw and all remaining provisions shall remain valid and in force.

5. Effective Date

5.1 This Bylaw to amend the Property Maintenance Bylaw #221, Bylaw #2023-221B is effective on the date of approval and adoption below.

First Reading:

This bylaw was read and formally approved by a majority of Council members present at the Council meeting held on the 22nd day of March 2023.

Second Reading:

This bylaw was read and formally approved by a majority of Council members present at the Council meeting held on the 26th day of April 2023.



Town of
Cornwall

so much to offer...

Formal Adoption by Council:

This bylaw was formally adopted by a majority of Council members present at the Council meeting held on the 26th day of April 2023.

Signatures



Mayor

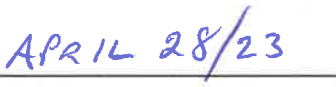


Chief Administrative Officer

Certified to be a true copy of the Town of Cornwall, Bylaw to amend the Property Maintenance Bylaw #221, Bylaw #2023-221B.



Chief Administrative Officer



Date

Please review your submission. Your submission is not complete until you press the "Submit" button!

[Home](#)

Climate Challenge Fund

1

2

3

4

Identification

Identification

Business/Organization Name: Town of Cornwall

Contact First Name: Geoff

Contact Last Name: Baker

Address 1: 15 Mercedes Drive

Address 2: PO Box 430

City, Town, or Community: Cornwall

Province: PE

Postal Code : COA 1H0

Country: Canada

Telephone 1: ☎ [902-367-5990](tel:902-367-5990)

Telephone 2: ☎ [902-439-8849](tel:902-439-8849)

Fax Number: ☎ [902-566-5228](tel:902-566-5228)

Email Address: ✉ gbaker@cornwall.pe.ca

Proponent Information (Eligible/Ineligible)

Applicant Type

Municipality

Has your organization received funding through the Climate Challenge Fund previously?

No

Is this project currently being evaluated for or receiving funding through other provincial government funding programs?

No

Does your project involve any of the following components?

None of the above

Project Information (Weight: 20)

In which category would you like your project to be considered?

Adaptation refers to building capacity and resilience and being better prepared for the impacts of a changing climate.

Which project theme best aligns with the activities of your project?

Nature and Biodiversity

Project Title

Town of Cornwall Forest Management Plan

Provide a clear and accurate summary of the proposed project, in a brief format.

The Town of Cornwall proposes to develop a Forest Management Plan to guide the management of the Town's tree canopy and forested areas. The project will include mapping, field assessments, and evaluation of forest health, condition, etc. The plan will establish recommendations for planting, maintenance, and overall forest stewardship. Community engagement and small demonstration planting projects, delivered with the assistance of the Cornwall Area Watershed Group, will help build local knowledge and support. The project advances a nature-based approach that is encouraged by the Climate Challenge Fund by strengthening local knowledge in understanding, maintaining, and improving natural assets that contribute to climate change mitigation and adaptation.

List and describe the main project tasks.

Data Collection: Compile existing mapping, aerial photos, and any available data on trees and wooded areas in the Town.

Forest and Canopy Mapping: Identify canopy cover and general species distribution.

Condition analysis in established neighbourhoods, public areas, and within areas of anticipated or proposed development: Identify areas of healthy forest, areas where there are signs of degradation, and locations where restoration or protection would be beneficial.

Development of the Forest Management Plan: Develop recommendations for planting, maintenance, protection, and long-term stewardship of trees and forested areas, including integration with municipal planning and development processes.

Engage the community: Hold a public session and a stakeholder meeting and work with local community groups such as the Cornwall and Area Watershed Group to complete at minimum, two planting projects.

Reporting: Present the completed Forest Management Plan to Town Council.

Provide a brief explanation of how you will do the work associated with each task or phase.

A consultant will be hired to lead the project using a combination of desktop analysis, GIS mapping, and field work. Existing data will be reviewed to establish a clear baseline. The consultant will then apply forest assessment methodology to confirm conditions and identify any issues. Findings from the analysis will be used to shape practical recommendations that reflect Cornwall's needs and capacity. Engagement will be carried out through a public session and a stakeholder meeting, with support from the Cornwall and Area Watershed Group. The consultant will prepare clear deliverables, including mapping, recommendations, and a final Forest Management Plan for Committee and Council review.

Project Objectives (Weight: 30)**Identify 1-3 actions within the 2040 Net Zero Framework or Building Resilience: Climate Adaptation Plan your project aligns with, and briefly describe how the project will contribute to meeting the priority actions you have identified.**

The project aligns with two key provincial climate actions. First, it aligns with Action 24 of the Building Resilience: Climate Adaptation Plan, which calls for support for municipalities to complete forest and tree assessments and restoration projects. The Forest Management Plan will meet this action by completing an assessment of the Town's forests and tree canopy, and recommending restoration and planting actions, including small demonstration projects with community partners. Second, the project aligns with Pillar 4 of the Net Zero Framework, which focuses on increasing carbon removal through biological means. By identifying ways to improve forest health, increase tree cover, and guide long-term management, the project helps build and strengthen the Town's natural carbon-sequestration capacity.

Explain how your project aligns with one of the priority areas of focus identified for the 2026-27 Intake of the Climate Challenge Fund.

The project aligns with the Climate Challenge Fund priority area of supporting the development and implementation of proactive adaptation strategies for PEI municipalities (ICPR 12). The Forest Management Plan will help the Town of Cornwall manage one of its key natural assets by mapping forest cover, assessing tree health, and identifying areas which are at risk to climate impacts. The plan will also provide recommendations for planting and maintenance that strengthen the resilience of forested areas. By producing clear guidance and data, the project will allow the Town to plan for the future, reduce climate related risks, and to support informed decision making in the Town.

Describe how the project fills a need or gap in current programs and services related to climate action in PEI and if applicable, the potential consequences of inaction (i.e., what will or could happen if this action is not taken?).

The Town of Cornwall does not currently possess a forest inventory or any assessment of forest health, which means the Town does not have the information needed to understand how its forested areas are being affected by climate change. This limits the Town's ability to deal with the risks of climate change such as storm damage, extended intense heat situations, invasive pests, etc. It also leaves a gap in the development permit review process because staff have no real forest data to help guide decisions related to tree retention. Without action, Cornwall could see continued loss of tree cover and weaker climate change resilience. The Forest Management Plan will fill this gap by providing forest information and practical recommendations that can be integrated into planning and development processes.

Describe the primary impact or outcome that will result from your project.

The primary outcome resulting from this project is a clear understanding of the Town's forested areas, giving the Town the information needed to make informed decisions. By mapping tree cover, assessing forest health, and identifying areas for protection or restoration, the project will help Cornwall plan for various climate change risks. The Forest Management Plan will support a healthier environment, guide planting and maintenance decisions, and provide reliable data that can be integrated into planning and development review processes.

Explain how you will evaluate or measure the success of your project in achieving the outcome(s) described in the previous question.

Success will be measured by how well the plan helps protect Cornwall's forest areas over time. This includes knowing how much forest the plan recommends keeping and making sure that information is used when new developments are proposed. Over the longer term, success will show up as an increase in tree cover, healthier wooded areas, and the community absorbing more carbon because those trees are being managed appropriately.

Collaboration, Community Engagement and Equity (Weight: 30)

Summarize any outreach and communications plans for this project, including the specific platform(s) that will be used for communications and outreach.

We will share information about the project both in person and online. We will hold one public session and one meeting with key stakeholders. Residents who cannot join in person will be able to give feedback through a short online survey. We will post updates on the Town's website and Facebook page, along with maps, summaries, and photos from the planting projects so people can follow along and stay involved.

Who is the audience your project intends to reach?

The project is intended to reach Cornwall residents, local community groups including youth groups and local developers. It also aims to support Town staff and Council by giving them better information for planning and development decisions. Partners such as the Cornwall and Area Watershed Group are another key audience, along with schools and volunteers who may take part in planting activities.

Describe how your project addresses inequities and discrimination intensified by the negative impacts of climate change and/or how the project may remove unfair barriers to climate action.

This project helps address inequities and remove unfair barriers to climate action by making climate information and opportunities to participate in climate action initiatives more accessible to everyone in Cornwall. Healthy forest areas provide benefits such as cooling, cleaner air, better stormwater absorption, etc. which are especially important for residents who may have less resources to deal with extreme heat or flooding situations. The project will include public sessions, an online survey, and materials so that people of different ages, backgrounds, and abilities can take part. By working with community groups and creating planting projects that anyone can participate in, the project removes barriers to climate action and helps ensure that the benefits of healthier forested areas are shared across the community.

Organizational Capacity and Experience (Weight: 5)

Provide a short description of your organization's mandate, or past work experience in your project topic area. This description is intended to demonstrate that your organization or project team has the necessary resources and experience to complete the project as proposed.

The project aligns with Cornwall's Official Plan, which emphasizes protecting natural areas, expanding forest cover, enhancing habitat, and integrating climate considerations. Policy PE-6 supports an Urban Forest Management Strategy. The Town, with consultant support and the Cornwall Watershed Group, has the capacity to coordinate and deliver the work effectively.

Share information about your project team and any other organizations involved in the execution of the project.

Day-to-day coordination and management of the project will be undertaken by the Town's Municipal Engineer, with support from other staff (Planning, Administration, Parks & Recreation, Utility) as required. The project will be overseen by the Environment and Sustainability Committee and Town Council. A qualified forestry consultant will be hired to complete the technical work and preparation of the Forest Management Plan. The CAWG will provide local expertise, helping with plantings, etc.

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Yes

Upload documentation (e.g. letter or email) confirming their support and/or involvement with your application.

- CAWG LOS - TOC CCF 2025.pdf

Timeline and Budget (Weight: 15)**Upload the completed timeline and budget worksheets.**

ccf_timeline_and_budget_worksheets_0 (1) GSB.xlsx

Acceptance

To receive funding all applicants must enter into a Contribution Agreement with the Province and complete a Payee Registration Form. To obtain a sample Contribution Agreement contact the CCWG at [✉ ClimateChallenge@gov.pe.ca](mailto:ClimateChallenge@gov.pe.ca).

Successful applicants will have **three (3) months** after the date of the Letter of Conditional Approval to sign the Contribution Agreement. After this time, the offer will expire and the award funds may be reallocated.

A 50% initial payment will be made on full execution of the Contribution Agreement and supporting documents. The remaining funds will be dispersed based on the receipt of deliverables as agreed upon in the funding agreement.

In the event that a project is completed under budget, the CC Fund **will cover only the eligible expenses incurred**. The CC Fund **will not cover any cost overruns** and it will be up to the recipient to complete the project in a responsible and timely manner.

If the recipient fails to complete the project as originally approved, or abandons the project prior to completion, the recipient will be required to repay all of the funding granted back to the Province.

I agree to the disclaimers.

Yes

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Thank you for your submission.

For reference, please use the following:

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