

**Town of Cornwall
Cornwall, Prince Edward Island
Committee of Council
January 21, 2026, 4:30 PM**

Chair: Deputy Mayor Jill MacIsaac

Present: Mayor Minerva McCourt
Councillor Steven Campbell
Councillor Corey Frizzell

Regrets: Councillor Judy Herlihy
Councillor Cory Stevenson

Also: Kevin Coady - CAO
Tracey Laybolt – Community/IT/HR Coordinator
Wendy MacKinnon – Manager of Corporate Services
Paula Griffin – Manager of Planning and Development

CALL TO ORDER

Deputy Mayor Jill MacIsaac called the meeting to order at 4:30pm. No members of the public were present.

APPROVAL OF THE AGENDA

It was moved by Councillor Stevenson and seconded by Councillor Campbell that the agenda be approved as circulated with the addition of two “in camera” items by Councillor Frizzell.

Motion Carried

DISCLOSURE OF CONFLICT OF INTEREST

Nil

ADOPTION OF PREVIOUS MINUTES

December 10, 2025 - It was moved by Councillor Campbell and seconded by Councillor Stevenson that the minutes of December 10, 2025, be approved as circulated with a clarification by Councillor Campbell regarding flash beacons in the Public Works section.

Motion Carried

GUESTS/PRESENTATIONS

Nil

COMMITTEE of COUNCIL - FINANCE/ADMINISTRATION

- a) **Third Quarter Financials** – Manager MacKinnon noted that there were not any significant concerns in the report. The online Budget Survey will be posted this week, and a date will be set for the in-person Budget Consultation.
- b) **Code of Conduct Bylaw** – CAO Coady noted that Councillor Frizzell had passed along Code of Conduct information from Nova Scotia to council to consider. CAO Coady noted the primary updates that are in the current draft and that the Bylaw would not likely go to first reading until February. There was discussion on provisions in the draft bylaw that are mandatory under the *Municipal Government Act* regulations. CAO Coady will provide an updated draft for the next meeting which shows changes and identifies items that are legislative and regulatory requirements.
- c) **Affordable Housing Policy**

The Affordable Housing Policy was reviewed at the Planning Committee and continuation of the policy along with various revisions, as can be seen in the draft in the package, were recommended

It was moved by Councillor Frizzell and seconded by Councillor Campbell to bring forth a resolution that the Town of Cornwall *Affordable Housing Incentive Program* is continued as amended.

PLANNING

- a) Reports/Minutes – January 7, 2026 (draft) Minutes included in the package.
- b) Information Items - Nil
- c) Request for Decision –

Reduced Frontage – 505 Main Street

Manager Griffin noted that letters regarding 505 Main Street were sent to residents, and only three responses, which were positive, were received back.

It was moved by Councillor Campbell and seconded by Councillor Frizzell to bring forth a resolution that 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.

Seven Lot Subdivision Ferry Road (part of PID 248997)

It was moved by Councillor Frizzell and seconded by Councillor Campbell to bring forth a resolution 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.

ENVIRONMENT and SUSTAINABILITY

- a) Reports/Minutes – January 12, 2026 (draft) Minutes included in the package.
- b) Information Items – Nil
- c) Requests for Decision – Nil

MUNICIPAL and EMERGENCY SERVICES

- a) Reports/Minutes – January 7, 2026 (draft) Minutes included in the package. Councillor Frizzell provided the following updates:
 - Consultant Aaron Campbell had a great presentation regarding Emergency Plan items, MOUs with Cornerstone Church and Communities 13 Inc and tabletop exercises for the spring. CAO Coady noted that EMO liked that the Town is entering into MOUs and that the centers would not be eligible for funding for generators etc.
 - There was discussion on the updated NRRFD contract.
 - (i) Municipal Services Reports (Transit/Fire/Police/Bylaw/Humane Society) - Reports were included in the package.
- b) Information Items – Nil
- c) Requests for Decision –

NRRFD Contract Renewal

It was moved by Councillor Frizzell and seconded by Councillor Herlihy to bring forth a resolution that the Town of Cornwall enter into the two-year Fire Services Agreement extension with the North River Rural Fire Company.

Reception Centre MOU – Cornerstone Church

It was moved by Councillor Frizzell and seconded by Councillor Herlihy to bring forth a resolution that the Town of Cornwall enter into the Memorandum of Understanding, as considered at the Municipal and Emergency Services Meeting held on January 7, 2026, and included in this package, with Cornerstone Church for the provision of an additional/alternate reception centre.

Reception Centre MOU – APM Centre

It was moved by Councillor Frizzell and seconded by Councillor Herlihy to bring forth a resolution that the Town of Cornwall enter into the Memorandum of Understanding, as considered at the Municipal and Emergency Services Meeting held on January 7, 2026, and included in this package, with the APM Centre for the provision of an additional/alternate reception centre.

MOU Volunteers – Cornerstone

It was moved by Councillor Frizzell and seconded by Councillor Herlihy to bring forth a resolution that the Town of Cornwall enter into the Memorandum of Understanding, as considered at the Municipal and Emergency Services Meeting held on January 7, 2026, and included in this package, with Cornerstone Church for the provision of volunteers upon request of the Town.

PARKS and RECREATION

- a) Reports/Minutes
 - (i) Minutes – January Report – included in the package. Councillor Campbell provided the following updates in Councillor Stevenson’s absence:
 - Staff, management and volunteers did an excellent job with so many events in December.
 - The Committee had a presentation from Eliot Park resident Ceclia Thompson-McInnis regarding the petition she had initiated to acquire upgrades to the park in their neighborhood.
 - There was discussion on types of banners for the poles on Main Street. This will be taken to the Public Works meeting and back to the Committee of Council.
- b) Information Items – Nil
- c) Requests for Decision –

Sweetheart Tournament Donation Request

It was moved by Councillor Stevenson and seconded by Councillor Herlihy to bring forth a resolution that the Town of Cornwall donate \$500 to the 18th annual North River Minor Hockey Association Sweetheart Tournament.

PUBLIC WORKS

- a) Reports/Minutes – The Committee did not meet. Councillor Campbell provided the following update:
 - The Committee will meet next week. Work in the department is ongoing.
- a) Information Items – Nil

- b) Requests for Decision – Nil

WATER/SEWER UTILITY

- a) Reports/Minutes – January 5, 2026 (draft) Minutes included in the package.
Highlights include
- Construction of the new water tower is now complete. The tower has successfully passed both leak and bacteria testing and is ready for operation. The pressure control chamber on Main Street, however, is not yet ready for commissioning, 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.
- b) Information Item – Nil
- c) Requests for Decisions –

Drought Contingency Plan

It was moved by Councillor Stevenson and seconded by Deputy Mayor MacIsaac to bring forth a resolution that the Town of Cornwall adopt the Drought Contingency Plan as considered at the Utility Committee meeting on January 5, 2026, and included in this package.

CORRESPONDENCE

- a) **Women’s Institute – Thank You and Request**

The Women’s Institute thanks the Town for the use of the space for their meetings. They are happy to have their new chapter based in Cornwall and have been volunteering at various Town events.

It was moved by Councillor Campbell and seconded by Councillor Frizzell to bring forth a resolution that the Town of Cornwall donate \$300 to the Cornwall Confederation Women’s Institute Branch

- b) **Westwood Primary School – Thank You** – Thanked the Town for the contribution to help provide Christmas gifts to families in need.
- c) **Courageous Companions - Thank You** – Thanked the Town for its ongoing support of the Courageous K9 Magazine.
- d) **Diabetes Canada - Thank You** – Thanked the Town for its recent donation.
- e) **Fibromyalgia Association Canada - Thank You and Request**

It was moved by Councillor Campbell and seconded by Councillor Frizzell to bring forth

a resolution that the Town of Cornwall illuminate the Cornwall Town Hall in purple in recognition of Fibromyalgia Awareness Day on May 12, 2026. The association thanked the Town for its ongoing support in illuminating Town Hall.

f) **Alzheimer's PEI – Request**

It was moved by Deputy Mayor MacIsaac and seconded by Councillor Campbell to bring forth a resolution that the Town of Cornwall illuminate the Cornwall Town Hall in blue in recognition of Alzheimer's Awareness Day of Action on January 28, 2026.

OTHER

Nil

IN CAMERA

MGA s.119(1)(e)(f)(g) - It was moved by Councillor Campbell and seconded by Councillor Frizzell that the meeting would move "In Camera" at 5:32pm.

The meeting resumes regular session at 6:21pm.

ADJOURNMENT

The meeting was adjourned at 6:22pm.

Jill MacIsaac Deputy Mayor, Chair