

**Cornwall, Prince Edward Island
Regular Meeting of Council
Wednesday, January 28, 2026
4:30 PM**

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

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

Regrets: Nil

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

Motion Carried

DISCLOSURE OF PECUNIARY OR OTHER CONFLICT OF INTEREST

Nil

APPROVAL OF THE MINUTES

- a) **December 17, 2025, Regular Council Meeting:** Deputy Mayor MacIsaac moved, seconded by Councillor Campbell, that the minutes of December 17, 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** – January 7, 2026 (draft) – included in the Package.

b) **Resolutions:**

PL-01-2026 Reduced Frontage Subdivision

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.

Motion Carried 5-0

PL-02-2026 - 7 Lot Subdivision Ferry Road (Portion of PID 248997)

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.

Motion Carried 5-0

COMMITTEE OF COUNCIL

a) Minutes/Reports:

- i) **Minutes** – December 10, 2025 - included in the package.
- ii) **Third Quarter Financials** – Manager MacKinnon noted that the budget survey has been posted, and the Council Budget meeting will take place on February 14, 2026. Councillor Frizzell would like to see a comparison of municipal property tax rates before the meeting.

b) Resolutions:

COC-01-2026 Affordable Housing Incentive Program Update

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.

Motion Carried 5-0

COC-02-2026 Cornwall Women’s Institute Donation

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 endeavors 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

Motion Carried 5-0

COC-03-2026 - “Light Up for Fibromyalgia” – Fibromyalgia Canada

Moved by Councillor Steven Campbell
Seconded by Councillor Corey Frizzell

Whereas: May 12, 2026, is the 34th 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.

Motion Carried 5-0

COC-04-2026 Alzheimer's Awareness Day

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 every day 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 28th (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.

Motion Carried 5-0

ENVIRONMENT AND SUSTAINABILITY

a) **Minutes/Reports:**

- i) **Minutes** – January 12, 2026 (draft) included in the package. Councillor Herlihy provided the following update.
 - Still waiting for the approval of the Forestry Management Plan application.
 - The Committee continues to work on the Property Maintenance Bylaw.
 - The Committee made a 2026 plan of events.

b) **Resolutions:** Nil

MUNICIPAL AND EMERGENCY SERVICES

a) **Minutes/Reports:**

- i) **Minutes** – January 7, 2026 (draft) included in the package. Councillor Frizzell provided the following updates:
 - Emergency Measures consultant Aaron Campbell discussed the Memorandums of

Understanding the town will be entering into with Cornerstone Church and the APM Centre for the provision of reception center and volunteer services if required. A table-top exercise of the new emergency plan will be conducted in the spring.

- T3 Transit continues to have increased ridership in Cornwall. December 2025 numbers of 2978 were up 6.2% over December 2024. The expanded daytime routes saw 1085 riders.

b) Resolutions:

MES-01-2026 Fire Services Contract Extension

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.

Motion Carried 5-0

Councillor Frizzell thanked CAO Coady and staff for their work to formalize this comprehensive agreement.

MES-02-2026 Reception Centre – Memorandum of Understanding – Cornerstone Church

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.

Motion Carried 5-0

MES-03-2026 Reception Centre - Memorandum of Understanding – APM Centre

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.

Motion Carried 5-0

MES-04-2026 Volunteer Assistance – Memorandum of Understanding – Cornerstone Church

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.

Motion Carried 5-0

Councillor Frizzell thanked Cornerstone Church as well as the APM Board and members working partnering on these great initiatives.

Mayor McCourt noted that it is nice to see how we can come together for the residents.

PARKS AND RECREATION

a) Minutes/Reports:

- i) **Minutes** – January Manager's Report included in the package. Councillor Stevenson thanked Councillor Campbell for chairing the previous committee meeting in his absence and provided the following updates:
 - The Committee had a great presentation from Eliot Park resident Cecelia Thompson McInnis, requesting upgrades at the park in their area. The Committee will add this park to the list for consideration at budget time.
 - The outdoor rinks are open with lots of positive feedback from users. Staff have done a great job, and the rinks are the envy of other communities. Thank you to the staff for their hard work getting the rinks up and for the continued work on the maintenance of the rinks.
 - Winter programs have been well attended, with some programs filling up within 48 hours of registration opening.
 - Facility rentals have seen a significant increase in 2025.
 - The Holiday Events were very successful. Thank you to Manager Kim, Greg, staff, volunteers and the committee for all the work making the events successful.
 - Tree Lighting on Friday night continues to be a well-attended event. Thank you to the day camp choir and the Bluefield Choir for the

- entertainment.
- Thank you to the 12 Days of Christmas participants: go!PEI, MacInnis Express, Knights of Columbus, Cornwall Women's Institute, Cornwall & Area Minor Ball, Cornwall After School Camp, Eliot River School, Filipino Dance Masters, CHANCES
 - The Breakfast with Santa was very successful, and the APM Centre worked out as a great venue with the extra space.
 - The Seniors' Dinner was very successful. It is always a fun, festive atmosphere. Thanks to Fadi and Sam's Restaurant for the delicious food.
 - Trivia with Greg Lucas had 13 teams and is always a great time.
 - The 1st Vendor Market was a great success with plans to do it again next year.
 - The Christmas Parade was bigger and better than ever. Thank you to the NFRD for partnering with their Santa Tour. Thank you to parade entries: Shelley Stewart, Eliot River Elementary, Westwood Primary, Bluefield High School, East Wiltshire School, Councillor Cory Stevenson, Councillor Steven Campbell, Arsenault Bros Construction Ltd, Dillon McCormick, Guardians of the Children, CAWG, NRMHA U11 Boys, Good's Independent, NRMHA U18A Girls, Hot 105.5, R Coles Trucking, Canada Post, Jewell Dale Farms, Procolor Collision Ch'town, PlunkEV, Holland College Football, Servepro of PEI, North River Cabinetry, Ashley Wright (and son), Brandon Whelan, PW Utility Truck, PW Boom Truck, PW Willie, TOC Parks & Rec Dept.
 - Thank you to the participants in the Holiday House Decorating; it is always great to drive around to see the festive decorations. Mayor McCourt, Councillor Stevenson, and staff visited the top three winners. Todd Handrahan/Birch St (2nd Place), Brandon Smith/Meadowbank Rd. Sandi Larkin/Meadowbank Rd, Daniel DesRoches/MacArthur Dr, Cory & Jana Stevenson/Hillside Meadows Dr, Charlie Baker/Eagle Dr (1st Place), Louanne Doucette/Lacardy Dr (3rd Place).
 - Snowfest takes place this week. Lots of great events – flyer available online and at newsstands around Town.
 - The main event will take place on Saturday at 7pm with Comedian Patrick Ledwell. 80% of tickets are sold. Always a fun event!
 - Other events in the lineup include; Family Amazing Race, Horse & Sleigh Rides, Snow Showing, Glow in the Dark Skate and more!
 - Big thanks to the staff for their work executing all the events.
 - Thank you to our sponsors who are a big part of making our events successful; Sam's Restaurant & Pub, Charlottetown Mitsubishi, Good's Independent, Cornwall Quick Stop, Murphy's Pharmacy, Mary's Bakery, Wally's Pharmasave, JR's Pizza & Dairy Bar, Centennial Auto Group, MacPhee's Meats, MLA Mark McLane (sending best wishes to Mark as he deals with health issues), MP Heath MacDonald.
 - Councillor Frizzell thanked Councillor Stevenson and staff for providing facility usage numbers and noted that almost every association is up significantly in usage. It's great to see the facilities being so well used. Councillor Frizzell would

- also like to see a breakdown of the number of visitors to the facility.
- Councillor Frizzell gave kudos to staff for the hard work getting the rink at Primrose ready for the residents to use and maintain. He also thanked the Council for providing solar lighting for the rink.
 - Councillor Campbell commented that it was great to see the amount of money and volume of food collected through the new fill the bus initiative.
 - Councillor Campbell noted that he has heard that people are very impressed with the street hockey tournament and how well it was organized and facilitated.

b) Resolutions:

PR-01-2026 NRMHA Sweetheart Tournament Donation

Moved by Councillor Steven Campbell
Seconded by Councillor Judy Herlihy

Whereas: The North River Minor Hockey Association will host the 18th 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 18th annual North River Minor Hockey Association Sweetheart Tournament.

PUBLIC WORKS

a) Minutes/Reports:

- i) **Minutes** – The Committee will meet on February 3, 2026. The previous date was postponed due to the weather.

b) Resolutions: Nil

WATER/SEWER UTILITY

a) Minutes/Reports:

- i) **Minutes:** January 5, 2026 (draft) included in the package. Councillor Stevenson provided the following updates:
 - The water tower fill process is going well.
 - The Committee discussed the Drought Contingency Plan that is being brought forward for a resolution.

b) Resolutions:

U-01-2026 Drought Contingency Plan

Moved by Councillor Cory Stevenson
Seconded by Councillor Jill MacIsaac

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.

Motion Carried 5-0

CORRESPONDENCE

- a) Thank You – Westwood Primary School for the contribution to helping vulnerable families at Christmas.
- b) Thank You – Courageous Companions for the continued support of the Courageous K-9 magazine.
- c) Thank You – Diabetes Canada for the donation.
- d) Thank You – Eliot River Elementary School for the contribution to helping vulnerable families at Christmas.

OTHER BUSINESS

- Councillor Frizzell passed along condolences to John and Danny Cusack on the passing of their mother Katherine.
- Councillor Frizzell gave along condolences to the family of Gordon Cobb. He was a great man who will be very missed.
- Councillor Frizzell passed along healing wishes to MLA Mark McLane who has been dealing with some health issues.

IN CAMERA

MGA 119 (1)(e) Councillor Campbell moved, seconded by Councillor Stevenson that the meeting would move “In Camera” at 5:27pm.

The meeting resumed regular session at 6:13pm.

ADJOURNMENT

The meeting was adjourned at 6:14pm.

MAYOR

CHIEF ADMINISTRATIVE OFFICER