

**Town of Cornwall
Cornwall, Prince Edward Island
Committee of Council
March 18, 2026, 4:30 PM**

Chair: Deputy Mayor Jill MacIsaac

Present: Mayor Minerva McCourt
Councillor Steven Campbell
Councillor Corey Frizzell
Councillor Judy Herlihy
Councillor Cory Stevenson

Regrets: Nil

Also: Kevin Coady - CAO
Tracey Laybolt – Community/IT/HR Coordinator
Wendy MacKinnon – Manager of Corporate Services
Paula Griffin – Manager of Planning and Development
Kim Meunier – Manager of Parks and Recreation
Geoff Baker – Manager of Engineering and Capital Projects

CALL TO ORDER

Deputy Mayor Jill MacIsaac called the meeting to order at 4:30pm. One member of the public was present.

APPROVAL OF THE AGENDA

It was moved by Councillor Frizzell and seconded by Councillor Campbell that the agenda be approved as circulated, with the amendment to move Planning items 7-c-1,2 and 4 to the next Planning Meeting as well as the addition of 8-c – Councillor Barnes resignation.

Motion Carried

DISCLOSURE OF CONFLICT OF INTEREST

Nil

ADOPTION OF PREVIOUS MINUTES

February 18, 2026 - It was moved by Councillor Stevenson and seconded by Councillor Campbell that the minutes of February 18, 2026, be approved as circulated with the noted amendments to Councillor Frizzell's remarks regarding the Code of Conduct Bylaw review.

Motion Carried

GUESTS/PRESENTATIONS

Nil

PLANNING

- a) Reports/Minutes – March 4, 2026 (Draft) Minutes included in the package.
- b) Information Items –

Digital Sign – Main Street and Jessie Street – There has been a complaint about the digital sign on Main Street. The resident states that the sign is bright and shines into the house and lights up their front lawn too much. The residents would like to see the sign removed or at least pointed into another direction. CAO Coady reminded Council that there is an agreement in place with the owners of the sign. He will reach out to the owner to see if there is a compromise that can be made by readjusting or moving the sign.

- c) Request for Decision –

Special Permit Use – Lakeview Drive

Manager Griffin noted that the application meets all necessary conditions.

It was moved by Councillor Frizzell and seconded by Councillor Stevenson to bring forth a resolution that Council grant approval of a Special Permit Use to allow a three (3) storey 22-unit Apartment Dwelling on Lakeview Drive, being PID 623058, subject to meeting criteria required for PL-03-2026 and entering into a Development Agreement with the Town.

Subdivision Lot 15 Muttart Drive

Manager Griffin informed the Committee that developers are looking to build a narrow lot subdivision, and that the application meets bylaw requirements.

It was moved by Councillor Frizzell and seconded by Councillor Campbell to bring forth a resolution that Council grant approval to subdivide Lot 15 Muttart Drive PID 1193424 into two (2) Narrow Lots.

Eastlink Cell Tower – Letter of Concurrence

It was moved by Councillor Frizzell and seconded by Councillor Campbell to bring forth a resolution that Council grant approval to proceed with providing a Letter of Concurrence for the construction of a 61m Eastlink telecommunication tower on PID 1063098

Official Plan and Bylaw RFP Review/Award

There was discussion that the plan review should be specific to Cornwall and not necessarily the same as Charlottetown or Stratford. Manager Baker noted that there would be numerous consultations to ensure that the Town gets what it requires in the bylaw review process.

It was moved by Councillor Herlihy and seconded by Councillor Campbell to bring forth a resolution that Council award the contract for RFP TOC-2026-PLA-01 Official Plan and Development Bylaw Review and Update to UPLAND Planning + Design in the amount of \$108,646.25 (inclusive of HST), as per their proposal dated February 2, 2026.

COMMITTEE of COUNCIL - FINANCE/ADMINISTRATION

a) Draft Operating and Capital Budgets

Councillor Frizzell noted that he would like to see some funding in the budget for development at the waterfront greenspace in Primrose Point. Manager Meunier noted that the Parks and Recreation Department could action roping off the area and adding picnic tables as part of their operating budget and add the location to their grass cutting list.

Councillor Stevenson thanked Council for adding Hillside Meadows sidewalk to the five year Capital Plan.

It was discussed and agreed that Councillor Herlihy and Councillor Stevenson will move and second the resolutions for the 2026/2027 Operating and Capital Budgets.

b) Water/Sewer Services Extension to Clyde River Boundary

It was moved by Councillor Herlihy and seconded by Councillor Frizzell to bring forth a resolution to Council that the Chief Administrative Officer of the Town of Cornwall be authorized to provide a letter of confirmation as requested to Harvest Point Communities Ltd that the Cornwall Water and Sewer Utility will extend the water and sewer main lines along Main Street to the Cornwall boundary with the Municipality of Clyde River.

c) Councillor Barnes Resignation – Vacant Seat

It was moved by Councillor Stevenson and seconded by Councillor Campbell to bring forth a resolution to Council that the Town of Cornwall hold the vacant council seat resulting from the resignation of Councillor Elaine Barnes open until the general municipal election on November 2, 2026.

ENVIRONMENT and SUSTAINABILITY

- a) Reports/Minutes – March 9, 2026 (Draft) Minutes included in the package. Councillor Herlihy provided the following updates:
 - The Committee set a date for the 2nd Annual Dandelion Festival – May 23, 2026, 1-4pm at Cornwall Town Hall.
 - Water School will be taking place the first week of April.
 - Taleah will be back as the summer Environment student this summer and will be able to get water audits going right away.
 - It was discussed that instead of moving Water School and Water Conservation to the Utility Committee, the two committees would work together.
 - Councillor Frizzell questioned the Committee reviewing the Property Maintenance Bylaw. Councillor Herlihy advised that their committee is just starting the review as the bylaw is very outdated; the other appropriate Town Committees will be involved as well.
- b) Information Items – Nil
- c) Requests for Decision – Nil

MUNICIPAL and EMERGENCY SERVICES

- a) Reports/Minutes – March 4, 2026 (draft) Minutes included in the package. Councillor Frizzell provided the following updates:
 - Mike Cassidy from T3 Transit was in attendance. There was great discussion on the addition of two express routes for the Town beginning in April.
 - Councillor Frizzell noted that Council has done a lot of work expanding transit in the Town.
- b) Information Items – Nil
- c) Requests for Decision – Nil

PARKS and RECREATION

- a) Reports/Minutes
 - (i) Minutes – The Committee did not meet.
- b) Information Items –

Just Serve – Councillor Stevenson presented answers to the questions that Council had about the Just Serve app that he is proposing be added to the website. Council still had questions and Councillor Stevenson will reach out to “Just Serve” again for more clarification.

c) Requests for Decision –
TFSC Access Agreement

It was moved by Councillor Frizzell and seconded by Councillor Campbell to bring forth a resolution that the Town of Cornwall execute the renewed TFSC lease agreement for a further ten years ending December 31, 2036, with an option for a further 10-year renewal.

Councillor Frizzell would like to see the Town own the land. The Town has invested a lot of capital money into the land and as well maintains and operates the property. CAO Coady will make an inquiry to see if the School Board would be open to selling.

PUBLIC WORKS

- a) Reports/Minutes – March 3, 2026 (draft) Minutes included in the package. In Councillor Campbell’s absence, Councillor Frizzell provided the following update:
- Mark Sherren, Steven Yeo, and Brett Wallace from the Department of TIE attended the meeting to discuss and clarify issues and concerns including: the new Warren Grove roundabout, Lakeview Drive extension, an exit from York Point Road at the North River roundabout, “Rectangular Rapid Flash Beacons” at some crosswalks and pavement markings. A letter was sent following the meeting to clarify meeting discussions.
 - There was discussion on salting and sanding complaints the Town has received.
 - Councillor Campbell noted that the Committee will have the Department of TIE back more regularly.
 - Mayor McCourt requested that there be a follow up on the request for crosswalk signals for the visually impaired.

a) Information Items – Nil

b) Requests for Decision – Nil

WATER/SEWER UTILITY

a) Reports/Minutes – The Committee did not meet.

b) Information Item – Nil

c) Requests for Decisions

MSC Application – Water Main Upgrades

It was moved by Councillor Stevenson and seconded by Councillor Frizzell to bring forth a resolution that the Town of Cornwall apply to the Municipal Strategic Component of the Canada Community Building Fund for the Warren Grove Road Roundabout

Watermain Upgrades and Sidewalk Extension project in the amount of \$308,210.14 which represents fifty percent of the estimated total eligible costs of the project.

MSC Application – Wastewater Strategy

It was moved by Councillor Stevenson and seconded by Councillor Frizzell to bring forth a resolution that the Town of Cornwall apply to the Municipal Strategic Component of the Canada Community Building Fund for a Utility Wastewater Strategy in the amount of \$43,725.00 which represents fifty percent of the estimated total eligible costs of the project.

CORRESPONDENCE

a) Relay for Life – Donation request

It was moved by Councillor Frizzell and seconded by Councillor Campbell to bring forth a resolution that the Town of Cornwall contribute five hundred dollars and be a Bronze Level Sponsor for the 2026 UPEI Relay for Life.

OTHER

Nil

IN CAMERA

MGA s.119(1)(e) - It was moved by Councillor Frizzell and seconded by Councillor Stevenson that the meeting would move “In Camera” at 6:30pm.

The meeting resumes regular session at 7:30pm.

ADJOURNMENT

The meeting was adjourned at 7:31pm.

Jill MacIsaac Deputy Mayor, Chair