

**Cornwall, Prince Edward Island
Regular Meeting of Council
Wednesday, March 25, 2026
4:30 PM**

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

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

Regrets: Deputy Mayor Jill MacIsaac

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

Motion Carried

DISCLOSURE OF PECUNIARY OR OTHER CONFLICT OF INTEREST

Nil

APPROVAL OF THE MINUTES

- a) **February 25, 2026, Regular Council Meeting:** Councillor Herlihy moved, seconded by Councillor Frizzell, that the minutes of February 25, 2026, 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** – March 4, 2026 (draft) – included in the Package. Councillor Campbell

b) **Resolutions:**

PL-04-2026 Special Permit Use – PID 623058 – Lakeview Drive

Moved by Councillor **Corey Frizzell**
Seconded by Councillor **Cory Stevenson**

Whereas: The town received a Development Permit Application on August 29, 2025, for a three (3) storey 22-unit Apartment Dwelling on Lakeview Drive, being PID 623058 (the “Property”), which Property is zoned Planned Unit Residential Development (PURD);

And Whereas: The proposed number of units exceeded the allowable 18 units for the Property and Council approved Resolution PL-03-2026 on February 25, 2026, to allow a four (4) unit density bonus conditional on meeting specific requirements of that Resolution;

And Whereas: Apartment Dwellings are a Special Permit Use in the PURD Zone pursuant to Section 13.3 of the *Zoning & Subdivision Control (Development) Bylaw #422*;

And Whereas: A Public consultation meeting was held on March 12, 2026, as new PURD Developments involving special permit uses identified in section 13.3 shall be reviewed at a Public meeting held pursuant to the provisions of Section 22.2;

And Whereas: Council has considered the *Town of Cornwall 2022 Official Plan* and the *Zoning & Subdivision Control (Development) Bylaw #422*;

Therefore, be it Resolved: 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.

Motion Carried 4-0

PL-05-2026 Narrow Lot Subdivision – Lot 15 Muttart Drive

Moved by Councillor Corey Frizzell
Seconded by Councillor Steven Campbell

Whereas: The Town received an application on February 25, 2026, for a two (2) lot Narrow Lot Subdivision of Lot 15 Muttart Drive, being PID 1193424, which is currently zoned Two-Unit Residential (R2);

And Whereas: Council approval is required for Narrow Lot Subdivision under Section 10.3 of the *Zoning and Subdivision Control (Development) Bylaw #422*;

And Whereas: Council has considered the Town of Cornwall 2022 Official Plan and the Zoning & Subdivision Control (Development) Bylaw #422;

Therefore, Be it Resolved: That Council grant approval to subdivide Lot 15 Muttart Drive PID 1193424 into two (2) Narrow Lots.

Motion Carried 4-0

PL-06-2026 Eastlink Cell Tower – Letter of Concurrence

Moved by Councillor Corey Frizzell
Seconded by Councillor Steven Campbell

Whereas: The Town received a request for a Letter of Concurrence in reference to the construction of a proposed 61m Eastlink telecommunication tower to be located on PID 1063098;

And Whereas: Council supports an improvement to the telecommunication services available to residents within the Town and has reviewed a summary of Eastlink’s public consultation process with property owners within approximately 180m of the suggested location;

And Whereas: The Town of Cornwall Zoning and Subdivision Control (Development) Bylaw #422 does not regulate the installation or operation of telecommunication towers;

Therefore, Be it Resolved: That Council grant approval to proceed with providing a Letter of Concurrence for the construction of a 61m Eastlink telecommunication tower on PID 1063098.

Motion Carried 4-0

PL-07-2026 Official Plan and Development Bylaw Project – RFP Award

Moved by Councillor Judy Herlihy
Seconded by Councillor Steven Campbell

Be it Resolved: 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.

Motion Carried 4-0

COMMITTEE OF COUNCIL

a) **Minutes/Reports:**

- i) **Minutes** – February 25, 2026 - included in the package.

Mayor McCourt thanked Council, CAO Coady, Manager MacKinnon and staff for their hard work getting the budget together.

Mayor McCourt’s Budget Remarks:

This year’s operating and capital budgets reflect the reality that Cornwall continues to be one of the fastest growing communities in PEI. Over the past two years alone, there have been 340 new residential units. This growth, however, places real pressure on our infrastructure, services and our programs and events which have seen a large increase in the number of participants.

We continue to invest in our community. This includes expanding the Activity Credit Program to include residents aged 18 to 59 and participation in a pilot on-call regional accessible taxi service to improve mobility and accessibility for residents.

Our Water and Sewer Utility remains a critical focus. To support ongoing operations and capital investment, rates will increase by 9% for sewer and 5% for water, bringing the combined cost to approximately \$2.18 per day for the average residential customer. These adjustments are necessary to ensure long-term reliability and sustainability of our systems.

Overall, the budget reflects a disciplined and forward-looking approach. It balances growth, service delivery, and financial responsibility, which positions Cornwall to continue growing in a sustainable and well-managed way.

b) **Resolutions:**

COC-08-2026 2026/2027 Town Operating Budget

Moved by Councillor Judy Herlihy
Seconded by Councillor Cory Stevenson

BE IT RESOLVED:

That the 2026/27 operating budget for the Town of Cornwall with Revenues of \$6,806,904 and

Expenditures of \$6,802,204 be adopted; and

BE IT FURTHER RESOLVED:

That municipal taxation rates for 2026 are:

A Municipal Tax Rate of \$0.46 per \$100 of assessment be levied against all non-commercial property in the Town of Cornwall for the period of January 1, 2026 to December 31, 2026 as per the provisions of the *Real Property Tax Act*, save and except, the non-commercial component of property which is owned by a non-resident person or non-resident corporation where the Municipal Tax Rate shall be \$1.10 per \$100 of assessment;

The non-commercial component of hotels and motels where the Municipal Tax Rate shall be: \$0.66 per \$100 of assessment where the owner is a resident person or resident corporation; or \$1.42 per \$100 of assessment where the owner is a non-resident person or a non-resident corporation;

The non-commercial component of apartment buildings containing three or more units where the Municipal Tax Rate shall be \$0.66 per \$100 of assessment where the owner is a resident person or a resident corporation; or \$1.42 per \$100 of assessment where the owner is a non-resident person or a non-resident corporation;

BE IT FURTHER RESOLVED:

That a Municipal Tax Rate of \$0.96 per \$100 of assessment be levied against commercial property in the Town of Cornwall for the period of January 1, 2026, to December 31, 2026, as per the provisions of the *Real Property Tax Act*;

BE IT FURTHER RESOLVED:

That a Municipal Tax Rate for bona fide farm properties be rebated \$0.20 per \$100 of assessment for farm buildings in the Town of Cornwall for the period of January 1, 2026, to December 31, 2026, as per the provisions of the *Real Property Tax Act*.

NOTE: For the purposes of this resolution, ‘non-resident person’ and ‘non-resident corporation’ applies to property owners as described in Section 24 of the Real Property Tax Act Regulations.

Motion Carried 4-0

COC-09-2026 2026/2027 Town Capital Budget

Moved by Councillor Judy Herlihy
Seconded by Councillor Cory Stevenson

BE IT RESOLVED:

That the 2026/27 capital budget for the Town of Cornwall with proposed expenditures of \$4,432,578 including carry forward projects, be adopted; and

BE IT FURTHER RESOLVED:

That various expenditures in the capital budget are subject to the availability of funds from other levels of government and, should the proposed funding not be available from those levels of government, those projects may or may not proceed, at the discretion of Council.

Motion Carried 4-0

COC-10-2026 2026/2027 W/S Utility Operating Budget

Moved by Councillor Judy Herlihy
Seconded by Councillor Cory Stevenson

BE IT RESOLVED:

That the 2026/27 operating budget for the Town of Cornwall Water and Sewer Utility with Revenues of \$2,771,724 and Expenditures of \$2,304,581 be adopted; and

BE IT FURTHER RESOLVED:

That the Cornwall Water and Sewer Utility Corporation water and sewer service rates effective July 1, 2026, for the fiscal year 2026/27 shall be as follows:

Water and Sewer Rates for 2026-27		
	As of July 1, 2026	Quarterly
Unmetered Rates		
Water Rate	\$383.00	\$95.75
Sewer Rate	\$416.00	\$104.00
Vacant Service Lots		
Water Rate	\$63.00	\$15.75
Sewer Rate	\$60.00	\$15.00
Total 25/26	\$747.00	\$186.75
New 26/27	\$799.00	\$199.75
Difference	\$52.00	\$13.00

Metered water rate shall be a consumption charge of \$1.07 per cubic meter (minimum \$383.00 per year) plus a meter base charge as follows:

Water and Sewer Rates for 2026-27
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	As of July 1, 2026	Quarterly
Metered Water - Consumption		
Per cubic Meter Charge	\$1.07	\$1.07
Minimum Per Year Charge	\$383.00	\$95.75
Meter Water Base Charges:		
2" Meter	\$280.00	\$70.00
1 and 1/2" Meter	\$174.00	\$43.50
1" Meter	\$135.00	\$33.75
3/4" Meter	\$107.00	\$26.75
5/8" Meter	\$97.00	\$24.25

Motion Carried 4-0

COC-11-2026 2026/2027 W/S Utility Capital Budget

Moved by Councillor Judy Herlihy
Seconded by Councillor Cory Stevenson

BE IT RESOLVED:

That the 2026/27 capital budget for the Town of Cornwall Water and Sewer Utility with proposed expenditures of \$5,675,842 be adopted; and

BE IT FURTHER RESOLVED:

That various expenditures in the capital budget are subject to the availability of funds from other levels of government and, should the proposed funding not be available from those levels of government, those projects may or may not proceed, at the discretion of Council.

Motion Carried 4-0

COC-12-2026 2026/2027 – 5 Year Capital Plan

Moved by Councillor Judy Herlihy
Seconded by Councillor Cory Stevenson

Whereas: The Town of Cornwall is required to have a 5-year capital expenditure plan, including both municipal and utility requirements, to access capital infrastructure funding from senior levels of government and to ensure the prudent and efficient use of capital funds;

And Whereas: A capital plan is a dynamic planning document which needs to be kept current on an annual basis, and the first year of the 5-year capital plan is as contained in the current year capital budget;

Therefore, be it Resolved: That the Town of Cornwall approve the updated and attached

Capital Plan, for the fiscal years 2027/28 through 2030/31, with total proposed capital expenditures of \$46,825,810.

Motion Carried 4-0

Mayor McCourt read the letter of resignation from Elaine Barnes.

COC-13-2026 2026/2027 Councillor Barnes Resignation – No Byelection

Moved by Councillor **Cory Frizzell**
Seconded by Councillor **Steven Campbell**

Whereas: Councillor Elaine Barnes has formally submitted her resignation from the Town of Cornwall Council and the Town thanks Councillor Barnes for her service;

And Whereas: Municipal Council vacancies are typically filled through a byelection as mandated through the *Municipal Government Act* section 60;

And Whereas: The *Municipal Government Act* section 60 subsection (3) enables a municipal council to hold a vacancy open until the next general municipal election if:

- (a) the vacancy occurs within the last 12 months of the council’s term and
- (b) the council is able to maintain quorum despite the vacancy;

And Whereas: The Town of Cornwall council vacancy fulfills both prerequisites to hold the vacancy open until the next general municipal election to be held on November 2, 2026, and a byelection carries approximately the same cost as a general election;

Therefore, be it Resolved: 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.

Motion Carried 4-0

COC-14-2026 UPEI Relay or Life - Donation

Moved by Councillor **Corey Frizzell**
Seconded by Councillor **Steven Campbell**

Whereas: The UPEI Relay for Life is a student led organization created to help the Canadian Cancer Society in supporting those affected by cancer through fundraising and other efforts;

And Whereas: Cancer affects many Cornwall residents in many ways, and The Relay for Life has asked the Town of Cornwall to be a sponsor of the 2026 event;

Therefore, be it Resolved: That the Town of Cornwall contribute five hundred dollars and be a

Bronze Level Sponsor for the 2026 UPEI Relay for Life.

Motion Carried 4-0

COC-15-2026 TFSC – PSB – Agreement Renewal

Moved by Councillor Corey Frizzell
Seconded by Councillor Steven Campbell

Whereas: The Terry Fox Sports Centre artificial turf fields operated by the Town of Cornwall are situated upon lands owned by the Public Schools Branch of Prince Edward Island and those lands are used by the Town of Cornwall pursuant to a lease agreement which has now expired;

And Whereas: The Town of Cornwall and the Public Schools Branch are desirous of continuing the lease agreement for the use of the lands and have negotiated a renewal agreement acceptable to both parties;

Therefore, be it Resolved: That the Town of Cornwall execute the renewed lease agreement for a further ten years ending December 31, 2036, with an option for a further 10-year renewal.

Motion Carried 4-0

ENVIRONMENT AND SUSTAINABILITY

a) **Minutes/Reports:**

- i) **Minutes** – March 9, 2026 (draft) included in the package. Councillor Herlihy provided the following updates:
 - The upcoming 2nd Annual Dandelion Festival will be held on Saturday, May 23rd 1-4pm at Cornwall Town Hall. The event was very well attended last year.
 - Water School for grade 5 students will take place April 1, 2, 7 and 8.
 - Water audits will resume this summer with the return of summer student Taleah Logue.

b) **Resolutions:** Nil

MUNICIPAL AND EMERGENCY SERVICES

a) **Minutes/Reports:**

- i) **Minutes** – March 4, 2026 (draft) included in the package. Councillor Frizzell provided the following updates:
 - Mike Cassidy from T3 Transit was in for a discussion. Ridership for 2025 was 38,320 up 2.45% over 37,415 in 2024. Year to date for 2026 shows continued growth at 20.8% year to date.
 - The Committee recommended an added daytime express run at 8:15am and a 2nd

on demand run at 7:17pm from Royalty Crossing.

- CAO Coady noted that given the recent calls to the Humane Society regarding dogs in the community he is trying to get the Humane Society to attend the next Committee meeting.

b) **Resolutions:** Nil

PARKS AND RECREATION

a) **Minutes/Reports:**

i) **Minutes** – Minutes were not available at package time. Councillor Stevenson provided the following updates:

- Manager Meunier will meet with the new Just Live Fun Run coordinator to see what their expectations are from the Town.
- Councillor Stevenson is waiting for answers for questions regarding the Just Serve app.
- Budget highlights for Parks and Recreation include the parade float and increased funding for the growing events.
- Councillor Stevenson noted that it is great to see the growth and to hear all the positive feedback. Cornwall is the envy of other municipalities. Kudos to Manager Kim and staff for their hard work. Mayor McCourt commented that she remembers when having 20 people attend an event was exciting but now there are so many more.

b) **Resolutions:** Nil

PUBLIC WORKS

a) **Minutes/Reports:**

i) **Minutes** – March 3, 2026 (draft) included in the package. Councillor Campbell provided the following updates:

- He thanked Parks and Recreation as well as Public Works staff for their great work over the winter with rink and trail maintenance.
- The Committee had a great discussion with staff from the Department of TIE on a number of issues and concerns in the Town. A letter has been drafted and sent to the Province recapping the questions and suggestions discussed. They were very open to further discussions on such things as the new Warren Grove roundabout, a right-hand exit onto the North River roundabout from York Point Road, and rapid flash beacons at some crosswalks. There was discussion on the painting and paving requests for 2026.
- Councillor Campbell will follow up on the crosswalk for visually impaired request.

b) **Resolutions:** Nil

WATER/SEWER UTILITY

a) **Minutes/Reports:**

- i) **Minutes:** The Committee did not meet in March. Councillor Stevenson provided the following update regarding the water tower project:
- There have been further delays to the water tower completion due to a solenoid fil. The reservoir has programming issues, and a new chlorine analyzer is to be installed. A press release will be coordinated closer to completion.

b) **Resolutions:**

U-02-2026 TFSC – MSC Application – Wastewater Strategy

Moved by Councillor Cory Stevenson
Seconded by Councillor Corey Frizzell

Whereas: As identified in the 2024 Utility Master Plan, one of the key recommendations is to initiate a comprehensive wastewater strategy study to assess the Town’s existing treatment systems,

And Whereas: These systems are anticipated to become a limiting factor in supporting future growth and development.

And Whereas: The proposed study will establish a clear roadmap for necessary upgrades to the Cornwall Treatment Facility, ensuring continued resilience, operational efficiency, and compliance with evolving environmental regulations.

And Whereas: The Municipal Strategic Component of the Canada Community Building Fund has funding available for such projects,

Therefore, be it Resolved: 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.

Motion Carried 4-0

U-03-2026 TFSC – MSC Application – Warren Grove Roundabout Water Upgrade & Sidewalk Extension

Moved by Councillor Cory Stevenson
Seconded by Councillor Corey Frizzell

Whereas: The Province of Prince Edward Island is planning to construct a roundabout at the intersection of Warren Grove Road, Kingston Road, and Lakeview Drive;

And Whereas: This work provides an opportunity for the Town of Cornwall to complete watermain upgrades in the same area while the roadway infrastructure is under construction;

And Whereas: Portions of the Town’s water distribution system in this area consist of smaller diameter watermains that limit fire flow capacity and overall system performance;

And Whereas: The proposed project includes installation of 200 mm watermain infrastructure and hydrants along Kingston Road, Lakeview Drive, and Warren Grove Road, as well as the extension of the Town’s sidewalk network approximately 155 metres to connect to a nearby 29-unit apartment complex;

And Whereas: The Municipal Strategic Component of the Canada Community Building Fund provides funding for strategic municipal infrastructure projects;

Therefore, be it Resolved: 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.

Motion Carried 4-0

U-04-2026 TFSC – Potential Water/Sewer Service Extension (Clyde River Boundary)

Moved by Councillor Judy Herlihy
Seconded by Councillor Corey Frizzell

Whereas: A request has been made, to the Cornwall Water and Sewage Utility (the Utility) by Harvest Point Communities Ltd., for a confirmation letter that the Utility will extend the water and sewer main lines along Main Street to the Cornwall boundary with the Municipality of Clyde River to service their proposed development in Clyde River, and supply continual service to the proposed development;

And Whereas: The Cornwall Utility and Council have considered this proposed development and find it would be of benefit to the Town of Cornwall and area if brought to fruition and are therefore in favour of the extension of these services; the sole cost of the extension of these services will be borne by the developer and the services will be constructed to the standards of the Utility;

And Whereas: The Utility does not in the regular course of business supply water/sewer services outside the boundary of the Town of Cornwall, the recurring charge/fee for the provision of operational water/sewer service remains to be negotiated between the Utility and Harvest Point Communities Ltd. should the proposed project proceed;

Therefore, be it Resolved: That the Chief Administrative Officer of the Town of Cornwall is hereby authorized to provide a letter of confirmation as requested to Harvest Point Communities Ltd., subject to, among other things to be negotiated, the conditions in this resolution.

Motion Carried 4-0

CORRESPONDENCE

Nil

OTHER BUSINESS

- Mayor McCourt once again thanked CAO Coady, Manager MacKinnon, Council and staff for their work on the budget.
- Mayor McCourt noted that it has been a very tough week with the passing of Minister Mark McLane. Mark was a kind, caring person, dad, husband, son and community person. He was a great advocate for Cornwall and loved his family and community. Deepest condolences to Margie, his daughters, family and co-workers as they deal with such a great loss.
- Mayor McCourt passed along condolences to the family of Robert Sanderson. Robert was a big part of building Cornwall. He was a kind man who was always up for a chat.
- Mayor McCourt gave condolences to the family of her best friend Anne Crawford. Anne lived in Cornwall for many years. She was a kind and gentle community person. Safe travels to family that are returning home.
- Councillor Stevenson thanked Council and staff for including Hillside Meadows sidewalks on the Capital Plan. He has had many residents from that area request sidewalks for resident safety.
- Councillor Stevenson thanked Elaine Barnes for her years of work on Council and various committees. She had a passion for her community, and he wishes Elaine and her family all the best.
- Councillor Stevenson noted that the Collector's Market was a big success with over 300 attendees. The organizers were very happy with the location and turnout.

IN CAMERA

MGAs. 119(1)(e) It was moved by Councillor Frizzell and seconded by Councillor Campbell to move the meeting "in camera" at 5:31pm.

Motion Carried

The meeting resumed regular session at pm.

ADJOURNMENT

The meeting was adjourned at pm.

MAYOR

CHIEF ADMINISTRATIVE OFFICER