

**Town of Cornwall  
Cornwall, Prince Edward Island  
Committee of Council  
April 15, 2026, 4:30 PM**

**Chair:** Mayor Minerva McCourt

**Present:** Deputy Mayor Jill MacIsaac (via phone)  
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  
Geoff Baker – Manager of Engineering and Capital Projects

**CALL TO ORDER**

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

**APPROVAL OF THE AGENDA**

It was moved by Councillor Stevenson and seconded by Councillor Frizzell that the agenda be approved as circulated, with the addition of 9-c-1/Water Efficiency Rebate, 9.b.1/Grass Cutting Contract and 119. (1)(e) “In Camera”.

**Motion Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

Councillor Frizzell will recuse himself for 14.a - Flag Football Request due to his son being on the team.

**ADOPTION OF PREVIOUS MINUTES**

March 18, 2026 - It was moved by Councillor Stevenson and seconded by Councillor Herlihy that the minutes of March 18, 2026, be approved as circulated.

**Motion Carried**

## **GUESTS/PRESENTATIONS**

Ray Gaudet – Downed Trees on Main Street – Councillor Stevenson introduced Ray Gaudet and noted that Ray had reached out to him and Councillor Stevenson felt it would be a good idea for Ray to present to Council.

Ray thanked Mayor and Council for the opportunity to speak. He noted that he has lived in Cornwall for many years and takes great pride in being a Cornwall resident. He thinks that Cornwall Main Street should be beautiful and welcoming to people. He noted that since Fiona, there are a number of properties that have downed trees that make it look, in his opinion, like a war-torn area. He would like to see the Town clean up the dead trees on various properties. There was discussion on the pros and cons of leaving downed trees in areas that are not accessible.

The Town will investigate what can be done in the Public Right of Way but are not able to go onto private properties. There was also discussion on the large costs that would be associated with a cleanup of that magnitude. Mayor and Council thanked Mr. Gaudet for his passion for Cornwall and for bringing his concerns to Council.

## **PLANNING**

- a) Reports/Minutes – April 1, 2026 (Draft) Minutes included in the package.
- b) Information Items – Nil
- c) Request for Decision –

Deputy Mayor MacIsaac advised that property owners in the vicinity of the properties (298 and 322 Main Street) requesting rezoning were notified of the request to rezone, and a Public Meeting was held; this meeting also included a proposed Development Bylaw amendment to allow narrow lot single detached dwellings as a permitted use in the PURD Zone section 13.

The Deputy Mayor noted there was no negative feedback other than concerns on the type of commercial development that may be permitted should the rezonings proceed. CAWG expressed some concerns over potential environmental impact of rezoning the land from Residential to General Commercial due to an area of wetland.

Deputy Mayor MacIsaac noted that the property owner understands that there would be required environmental procedures in place should the bylaw amendment occur, and a development application be submitted. There was no negative feedback on the proposed narrow lot amendment.

### **Rezoning – 298 Main Street**

It was moved by Councillor Frizzell and seconded by Councillor Campbell to bring forth a resolution that Council consider an amendment to the Zoning Map, being Schedule “A” of the Bylaw and the General Land Use Plan in the Official Plan, in reference to the application to rezone 298 Main Street, being PID 245969, from Planned Unit Residential Development (PURD) to General Commercial (C1).

### **Rezoning – 322 Main Street**

It was moved by Councillor Frizzell and seconded by Councillor Campbell to bring forth a resolution that Council consider an amendment to the Zoning Map, being Schedule “A” of the Bylaw, and the General Land Use Plan in the Official Plan in reference to the application to rezone 322 Main Street, being PID 245977, from Planned Unit Residential Development (PURD) to General Commercial (C1).

Councillor Herlihy noted that she would not be voting in favor of these resolutions. She noted that there was a reason why it was changed to PURD and she does not see justification to revert back. 322 Main Street has the wetland, and 298 Main Street would just be a spot zone. The business park is across the street, but this side is currently all residential.

### **Development Bylaw Amendment Section 13**

It was moved by Councillor Frizzell and seconded by Councillor Campbell to bring forth a resolution that Council consider an amendment to the Town of Cornwall’s *Zoning and Subdivision Control (Development) Bylaw #422* to allow narrow lot single detached dwellings as a permitted use in the PURD Zone section 13.

## **COMMITTEE of COUNCIL - FINANCE/ADMINISTRATION**

### **Appoint Inspector – Property Maintenance Bylaw #221**

It was moved by Councillor Frizzell and seconded by Councillor Stevenson to bring forth a resolution to Council that the Town of Cornwall rescinds the appointment of Spencer Hay as an Inspector under the *Property Maintenance Bylaw* and appoints Geoff Baker, Manager of Engineering and Capital Projects, as an Inspector under the *Property Maintenance Bylaw*.

### **Appoint Municipal Election Officer (MEO) and Deputy MEO**

It was moved by Councillor Stevenson and seconded by Councillor Campbell to bring forth a resolution to Council that the Town of Cornwall appoint Tim Garrity as the Municipal Election Officer and Stephanie Thorpe as the Deputy Municipal Election Officer for the 2026 Municipal Election.

Councillor Campbell recused himself at 5:03pm. He stated that his daughter is part of one of the sport associations and he feels it better to not be a part of the discussions.

### **Update Activity Credit Resolution PR-06-2021**

It was moved by Councillor Frizzell and seconded by Councillor Stevenson to bring forth a resolution to Council that the Town of Cornwall Council amends the “Activity Credit” for Town of Cornwall residents as follows:

- (A) the credit shall be in the amount of forty dollars (\$40), for all town residents,
- (B) the credit shall be provided upon presentation of a receipt of payment to a recreational, leisure, artistic, educational, or social activity of the resident’s choice,
- (C) the credit may be used as full or partial payment for any town offered program or activity, but does not have to be for a town offered program or activity,
- (D) one credit per eligible resident per fiscal year, and
- (E) this credit cannot be combined with any other activity credit the town currently provides save and except the walking track reimbursement at the APM Centre which is available to all residents of the Town of Cornwall.

Councillor Campbell returned to the meeting at 5:11pm.

### **Potential Projects (Conjunction with CADC)**

Manager MacKinnon met with Aaron Hanson, Director of CADC and was provided with a list of potential CADC projects. There was discussion about having Mr. Hanson or a representative of CADC out to a future meeting. It was noted that CADC does not provide funding for projects but may be able to assist with finding funding and project management.

## **ENVIRONMENT and SUSTAINABILITY**

- a) Reports/Minutes – Minutes were not available for the package. Councillor Herlihy provided the following updates:
  - The Committee met this week with a focus on planning for the Dandelion Festival on May 23<sup>rd</sup> 1-4pm at Cornwall Town Hall.
  - Watter School was a success. Judging for the calendar artwork will take place at the next Utility and Environment meetings. Award presentations will take place at the May Council meeting.
  - Taleah Logue will be returning as the summer student and will pick up on the Water Audit program. There will also be a focus on the new Resident Water Efficiency Rebate program.
  - There was discussion on the Property Maintenance Bylaw and ways to incorporate naturalization areas into the bylaw.
  - An insert on water audits was included in the April Water and Sewer billing.

- b) Information Items – Nil
- c) Requests for Decision –

### **Water Efficiency Rebate Program**

It was moved by Councillor Herlihy and seconded by Councillor Stevenson to bring forth a resolution to Council that the Town of Cornwall establish the Residential Water Efficiency Rebate and Exchange Program, as considered at the Committee of Council meeting of April 15, 2026, to be administered in conjunction with the Town's existing Residential Water Audit Program and funded through the approved Utility operating budget allocation.

## **MUNICIPAL and EMERGENCY SERVICES**

- a) Reports/Minutes – April 1, 2026 (draft) Minutes included in the package. Councillor Frizzell provided the following updates:
  - Representatives from the Humane Society were present to discuss their services in Cornwall and recent concerns received.
  - There was discussion on potential amendments to the Animal Control Bylaw.
- b) Information Items –

### **Animal Control Bylaw #203 Amendment**

There will be further discussion on potential amendments at next month's meeting.

- c) Requests for Decision – Nil

## **PARKS and RECREATION**

- a) Reports/Minutes
  - (i) Manager's Report – April's report included in the package. Councillor Stevenson provided the following updates:
    - The Easter event was a great success with over 300 treat bags being handed out. Top Hat Party was on hand in addition to inflatables and the Town's mascot Maizie.
    - The Mother's Day Tea will take place on May 9<sup>th</sup>.
    - The 3<sup>rd</sup> Annual Community Yard Sale will take place on May 23<sup>rd</sup> 9am-12pm followed by the Dandelion Festival 1-4pm.
    - Summer Camps are full with a waiting list. Staff are looking into getting an expansion of spots.
    - The outdoor rinks, despite the mixed weather, had the best year yet with 39 days open. The rink at Primrose Park was well used and had a well-organized group of volunteers taking care of it.

- Manager Meunier is compiling parade float designs for review.
- The Just Live Fun Run will take place in late August. The Town will provide some in kind support.

b) Information Items –

**Just Serve** – Councillor Stevenson has reached out to Amherst, NS to discuss their decision to add the Just Serve app to their website. CAO Coady suggested getting a legal opinion as there are concerns that if the Town facilitates the app, the Town could attract liability for potential unforeseen occurrences for limited benefit to the Town. Councillors Campbell and Herlihy noted that they have the same concerns about potential Town liability.

Councillor Stevenson noted although he supports having a link to the app on the Town’s website, he is going to withdraw the item from consideration for now and do further research on it.

c) Requests for Decision –

**“Just Live” Fun Run – In Kind Support**

It was moved by Councillor Stevenson and seconded by Councillor Campbell to bring forth a resolution that the Town of Cornwall support the “Just Live” Fun Run with the following in kind services, as can be accommodated by town staff, to include:

- Moving the cement blocks at Cornwall Auto & Tire from Main St.
- Municipal staff assistance with fencing set-up on the Saturday
- Support with drop-off and pick-up for Vesey’s golf cart
- Access to tables, electrical outlets and generators (3) on event day
- Complimentary outdoor pool admission for participants on event day
- Civic Centre room rental for the event weekend, and a few evenings in the months prior to help with the packing of virtual kits

**PUBLIC WORKS**

- a) Reports/Minutes – The Committee did not meet. Councillor Campbell provided the following update:
- Due to the Water School presentation at the May Council meeting, the Public Works Committee will determine another time to meet.

a) Information Items – Nil

b) Requests for Decision –

**2026 Grass Cutting – Award of Contract**

It was moved by Councillor Campbell and seconded by Councillor Frizzell to bring forth a resolution that Town Council award the 2026 Grass Cutting Contract to B&L Landscaping as per their quote dated March 26, 2026.

Councillor Stevenson wanted to note that he has had a lot of positive feedback on Atlantic Mowing & Trimming, after years of complaints with previous contractors, and would have been in support of keeping Atlantic Mowing & Trimming on again this year. Councillor Campbell assured Council that Public Works staff would be keeping an eye on the standard of work being performed.

### **WATER/SEWER UTILITY**

- a) Reports/Minutes – The Committee did not meet. Councillor Stevenson provided the following updates:
- The new water tower is one third filled. Commissioning of the water pressure chamber will take place on the 17<sup>th</sup>. Once completed the tower will be slowly filled.
  - The Cornwall Road extension project received funding from the Build Communities Strong Fund which will assist with the cost of water and wastewater expansion which will allow for future development. The tender for the project will close April 23, 2026.
  - The Town submitted an MSC application for the Warren Grove Watermain Upgrades. Funding approvals will be announced in June. Upgrades are to be completed in conjunction with the Province’s construction of a new round about at Warren Grove and Kingston Roads. The Province will host a public meeting regarding the round about at a later date.
  - The Wastewater Strategy RFP closed in March and staff are reviewing submissions. The Town is awaiting MSC funding status before a contract can be awarded.
- b) Information Item – Nil
- c) Requests for Decisions - Nil

### **CORRESPONDENCE**

Councillor Frizzell left the meeting at 6:00pm

#### **Sponsorship Request – Team PEI Flag Football National Championships**

It was moved by Councillor Campbell and seconded by Councillor Herlihy to bring forth a resolution that the Town of Cornwall be a “Meal Sponsor” for Team PEI at a cost of two hundred and fifty dollars (\$250) at the FFNC tournament.

Councillor Frizzell returned to the meeting at 6:03pm.

### **Special Olympics – Enriching lives Gala**

It was moved by Councillor Stevenson and seconded by Councillor Campbell to bring forth a resolution that the Town of Cornwall purchase three tickets to the Special Olympics PEI 2025 “Enriching Lives” Gala at the cost of one hundred and fifty dollars each.

### **Sponsorship Request – Make-A-Wish**

It was moved by Councillor Herlihy and seconded by Councillor Campbell to bring forth a resolution that the Town of Cornwall donate \$250 to the HMCS Charlottetown 2026 “Run for Wishes” campaign.

### **Thank You – QEH Donation**

The Town received a thank you for the recent donation to the QEH Foundation.

### **OTHER**

Nil

### **IN CAMERA**

MGA s.119(1)(e) - It was moved by Councillor Stevenson and seconded by Councillor Campbell that the meeting would move “In Camera” at 6:12pm.

### **Motion Carried**

The meeting resumed regular session at 6:29pm.

### **ADJOURNMENT**

The meeting was adjourned at 6:30pm.

---

Minerva McCourt, Mayor, Chair