

**Town of Cornwall  
Cornwall, Prince Edward Island  
Committee of Council  
May 20, 2026, 4:30 PM**

**Chair:** Deputy Mayor Jill MacIsaac

**Present:** Mayor Minerva McCourt  
Councillor Corey Frizzell  
Councillor Cory Stevenson

**Regrets:** Councillor Steven Campbell  
Councillor Judy Herlihy

**Also:** Kevin Coady - CAO  
Tracey Laybolt – Community/IT/HR Coordinator

**CALL TO ORDER**

Deputy Mayor 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 Frizzell that the agenda be approved as circulated.

**Motion Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

Councillor Stevenson will recuse himself from section 7-C-4, Cornerstone Parking Request, due to his membership in the church.

**ADOPTION OF PREVIOUS MINUTES**

April 15, 2026 - It was moved by Councillor Stevenson and seconded by Councillor Frizzell that the minutes of April 15, 2026, be approved as circulated.

**Motion Carried**

**GUESTS/PRESENTATIONS**

Nil

## **PLANNING**

- a) Reports/Minutes – May 6, 2026 (Draft) Minutes included in the package.
- b) Information Items – Nil
- c) Request for Decision –

### **Official Plan Amendment**

It was moved by Councillor Frizzell and seconded by Councillor Stevenson to bring forth a resolution that Council change the zoning of PID 245969 (298 Main Street) on the General Land Use Plan in the Official Plan from Planned Unit Residential Development (PURD) to General Commercial.

### **Rezoning – 298 Main Street**

It was moved by Councillor Frizzell and seconded by Councillor Stevenson 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).

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

It was moved by Councillor Frizzell and seconded by Councillor Stevenson 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.

Councillor Stevenson left the meeting at 4:34pm

### **Cornerstone Parking Reduction Request**

There was a lengthy discussion regarding Cornerstone's request for a parking reduction, as well as other options that could suit their needs. Staff will reach out to Cornerstone Church to discuss the options and bring a resolution to Council, to be moved by Councillor Frizzell and seconded by Deputy Mayor MacIsaac.

Councillor Stevenson returned to the meeting at 5:00pm

### **Public Meeting**

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

a resolution that Council approve the scheduling of a Public Meeting to solicit input from the public on the Application to rezone PID 607960 By Way Avenue as well as other applications requiring public input on June 25, 2026, at a time and location to be determined.

### **Atlantic Planners Conference Sponsorship**

It was moved by Councillor Frizzell and seconded by Deputy Mayor MacIsaac to bring forth a resolution that the Town of Cornwall become a Nutrition Break Sponsor in the amount of \$1500 for the 2026 API Conference in Charlottetown.

### **Business Park – Five Building “Hub” Expansion**

Staff noted that the expansion of the hub and size of buildings exceeds what can be approved by the Planning Department and requires Council approval.

It was moved by Councillor Frizzell and seconded by Councillor Stevenson to bring forth a resolution that Council grant Approval of the Development Concept for Lot 26-1 W.B. MacPhail Drive (portion of PID 856104) to allow the development of five (5) Commercial buildings within the Cornwall Business Park, subject to the Development meeting all other Bylaw requirements and the Developer entering into a Development Agreement with the Town.

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

### **Council/Committee Meeting Dates in July**

It was moved by Councillor Frizzell and seconded by Councillor Stevenson to bring forth a resolution to Council that the date and time of Town of Cornwall Committee and Council meetings for July 2026 are moved ahead by one week, starting on Wednesday, July 8<sup>th</sup>.

## **ENVIRONMENT and SUSTAINABILITY**

- a) Reports/Minutes – May 11, 2026 (Draft) Minutes included in the package. In Councillor Herlihy’s absence, Councillor Stevenson provided the following updates:
  - The Committee voted on the WaterSchool artwork winners for the WaterSchool calendar. Awards will be presented at next week’s Council meeting.
  - The Committee finalized plans for this Saturday’s Dandelion Festival.
  - There was some discussion regarding potential upgrades to the Property Maintenance Bylaw. The Bylaw will be circulated to the other committees for input.
  
- b) Information Items – Nil

- c) Requests for Decision – Nil

## **MUNICIPAL and EMERGENCY SERVICES**

- a) Reports/Minutes –
- (i) May 6, 2026 (Draft) Minutes included in the package.
  - (ii) Municipal Service Reports (Transit/Fire/Police/Bylaw/Humane Society).  
Councillor Frizzell provided the following updates:
    - Members from the NRRFD Jonathan Arsenault and Kevin Bernard discussed budget, current memberships, equipment, as well as call volumes and types of calls received.
    - Consultant Aaron Campbell discussed scenarios for an upcoming tabletop exercise for the Town’s emergency plan.
    - The Committee reviewed a draft of the updated Animal Control Bylaw. CAO Coady noted that he spoke to the Town’s lawyer and further amendments may be possible when the provincial Animal Welfare Act is considered. He will bring back an updated draft to the next committee meeting.
- b) Information Items – Nil
- c) Requests for Decision –

### **Epic Mobility (Scooters) Agreement Extension**

It was moved by Councillor Frizzell and seconded by Councillor Campbell to bring forth a resolution to Council that the Town of Cornwall enter into an extension of the land use agreement with Epic Mobility (Scooters) with an expiry date of October 31, 2026

## **PARKS and RECREATION**

- a) Reports/Minutes
- (i) April 8, 2026, Minutes included in the package.
  - (ii) Manager’s Report – May’s report included in the package. Councillor Stevenson provided the following updates:
    - There was a great discussion on the parade float. Staff will bring back more information to the next meeting.
    - The Just Live Fun Run will take place in August. The Town will provide some assistance.
    - The Mother’s Day Tea was very well attended and ended up being town-led with great success. Everyone enjoyed their time.
    - The Annual Community Yard Sale map has been released. This event continues to grow each year.
    - The Arsenault Brothers Ball Hockey Tournament will take place May 30.
    - The Everybody Plays staff-led initiative golf tournament will take place on June 5 and 6.

- The Committee discussed plans for the upcoming Canada Day Celebrations. Many core events will return and there was discussion on the use of lower decibel fireworks. Councillor Frizzell suggested a partnership with the local campground for the fireworks presentation. Councillor Stevenson will bring the suggestion to the Committee. Deputy Mayor MacIsaac inquired as to whether the event tent had been ordered yet. Councillor Stevenson will follow up with staff.
- Summer programs have been released, and the Summer Camp is full.
- Councillor Frizzell requested an update on RC United, and Councillor Stevenson advised that there has been some back and forth, but he will follow up with staff for an update. Councillor Frizzell had a board member reach out about the soccer program that the Town is offering. This is a program that the Town has been offering for several years on the grass but moved to the turf since times were available.
- Councillor Frizzell requested an update on the post and ropes at the Primrose water access. He also noted that many of the parks require better-defined access, or the current ones require repair. Councillor Stevenson will follow up with staff.
- Councillor Frizzell asked when swings would be installed in Town parks. Councillor Stevenson will follow up with staff but believes that the process is underway.
- Councillor Frizzell noted that there have been complaints of people not cleaning up after their pets. Staff will share reminders on social media and the Town sign.

b) Information Items – Nil

c) Requests for Decision –

**Crohn’s/Colitis Canada – Rental Fee Waiver**

It was moved by Councillor Stevenson and seconded by Councillor Campbell to bring forth a resolution that the Town waive the rental fees for the use of the Cornwall Civic Centre Hall on June 7, 2026, for the Prince Edward Island Branch of Crohn’s and Colitis Canada.

**PUBLIC WORKS**

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

a) Information Items – Nil

b) Requests for Decision – Nil

**WATER/SEWER UTILITY**

a) Reports/Minutes – May 4, 2026 (Draft) Minutes included in the package. Councillor Stevenson provided the following updates:

- The new water tower reached substantial completion on April 16, 2026. The tower is

now operational, and the reservoir is currently filled to slightly over half of its full operating capacity. The warranty period has kicked in, and small deficiencies are being addressed.

It has been identified that operating the tower at full capacity would result in water pressures in portions of the Town exceeding recommended plumbing standards and guidelines. To address this, pressure-reducing valves (PRVs), will need to be installed in individual homes within the affected pressure zone to ensure plumbing systems and fixtures are protected from excessive pressure.

The Town is also investigating potential funding opportunities and implementation options to support this work. Once the required pressure mitigation measures are completed, the Town will be in a position to operate the reservoir at its full intended capacity.

Despite this issue, the tower is functioning and already providing operational benefits to the Town's water system, including improved storage, redundancy, fire protection capability, and long-term servicing capacity for growth.

- An official opening will take place once all deficiencies are addressed.
- The most current water testing report came back clear.
- The Province will be hosting an Open House on May 26 at 6:30pm regarding the proposed roundabout at Lakeview Drive.
- The Water School presentations will take place at next week's Council meeting.

b) Information Item – Nil

c) Requests for Decisions –

### **Cornwall Road Utilities Extension/AT Trail Tender Award**

It was moved by Councillor Stevenson and seconded by Deputy Mayor MacIsaac to bring forth a resolution that the Town, pursuant to the recommendation of the Town's Engineers, accept the bid provided by Landmark Construction for the Cornwall Road Utilities Extension & Active Transportation Trail Phase 2 project, for the amount of \$2,910,995.00 including HST.

### **CHIF Application Withdrawal**

It was moved by Councillor Stevenson and seconded by Deputy Mayor MacIsaac to bring forth a resolution that the Town formally withdraw the application submitted under the Canada Housing Infrastructure Fund (CHIF) Provincial Territorial Stream for the Cornwall Road Utilities Extension Project, with the PEI Infrastructure Secretariat. The project has been approved for funding under the new Build Canada Strong Fund (BCSF).

## **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 updated Drought Contingency Plan as considered at this meeting.

## **CORRESPONDENCE**

### **Make-A-Wish Bragger's Cup Sponsorship Request**

It was moved by Councillor Stevenson and seconded by Councillor Frizzell to bring forth a resolution that the Town of Cornwall donate three hundred and fifty dollars (\$350) to the Braggers Cup Golf Tournament to sponsor a hole in the event.

### **MADD Canada – Sponsorship Ad Renewal**

It was moved by Councillor Frizzell and seconded by Councillor Stevenson to bring forth a resolution that the Town of Cornwall purchase a colour business card advertisement in MADD Canada's annual "Message Yearbook" for the cost of three hundred and twenty-nine dollars (\$329) plus the applicable HST.

## **OTHER**

Nil

## **IN CAMERA**

MGA s.119(1)(e) - It was moved by Councillor Stevenson and seconded by Councillor Frizzell that the meeting would move "In Camera" at 5:52pm.

### **Motion Carried**

The meeting resumed the regular session at 6:09pm.

## **ADJOURNMENT**

The meeting was adjourned at 6:10pm.

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Jill MacIsaac, Deputy Mayor, Chair