Town of Cornwall
Cornwall, Prince Edward Island
Committee of Council
October 21, 2026, 4:30 PM

Chair: **Deputy Mayor Jill MacIsaac**

Present: **Mayor Minerva McCourt (arrived at 4:37pm)**
Councillor Steven Campbell
Councillor Corey Frizzell
Councillor Judy Herlihy (arrived at 4:43pm)

Regrets: **Councillor Cory Stevenson**

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

CALL TO ORDER

Deputy Mayor MacIsaac called the meeting to order at 4:38pm. There were three members of the public present.

APPROVAL OF THE AGENDA

It was moved by Councillor Frizzell and seconded by Councillor Campbell that the agenda be approved as circulated.

Motion Carried

DISCLOSURE OF CONFLICT OF INTEREST

Nil

ADOPTION OF PREVIOUS MINUTES

September 16, 2026 - It was moved by Councillor Campbell and seconded by Councillor Frizzell that the minutes of September 16, 2026, be approved as circulated.

Motion Carried

GUESTS/PRESENTATIONS

Nil

PLANNING

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

b) Information Items – Nil

c) Request for Decision –

Sign Size Variance – PID# 245126 Lot 26 – 1 Cornwall Road

The Town has received a sign permit application and 100% variance application for a two-sided digital sign on the proposed commercial property. Manager Griffin recommended approving the application with a condition that the permit cannot be used until a development permit has been issued for the commercial property. She also noted that there are seacans currently on the property that are not permitted as permanent structures. Manager Griffin noted that the company has not provided an updated site plan or actual design for the proposed sign. This matter will be moved to next month's meeting, and Manager Griffin will reach out to the developers to get the information that is required to move forward.

Long Term Care Center – Height Restriction Exemption

Council was provided with a design of the proposed long-term care facility. Council was very impressed with the look of the facility. Manager Griffin noted that the height variance is mainly for aesthetics and is not to create livable space.

It was moved by Deputy Mayor MacIsaac and seconded by Councillor Campbell to bring forth a resolution that Council grant approval of the Height Restriction Exemption to permit a building height up to 54ft, subject to requirements of Section 4.6 of the Bylaw, and further subject to Council approval of the Special Permit Use and entering into a Development Agreement with the Town.

COMMITTEE of COUNCIL - FINANCE/ADMINISTRATION

Second Quarter Financials – There were no questions on the financials.

Utility Line of Credit Increase –

It was moved by Councillor Herlihy and seconded by Councillor Campbell to bring forth a resolution to Council that the Town increase the Utility Line of Credit to $1,000,000 from $550,000 to assist with bridge financing of major projects while waiting for approved infrastructure funding from senior levels of government to be received.

ENVIRONMENT and SUSTAINABILITY

a) Reports/Minutes – The Committee did not meet in October. Councillor Herlihy provided the following updates:
   - If the Committee meets in November, it will mainly be to review items and get ready to hand over to the new Council.

b) Information Items – Nil

c) Requests for Decision – Nil

MUNICIPAL and EMERGENCY SERVICES

a) Reports/Minutes –
   (i) The Minutes were not available at the time of the package. Councillor Frizzell provided the following updates:
   - The Committee had a great meeting with Bylaw Officer Donna Johnson and T-3 Operations Manager Mike Cassidy.

   (ii) Municipal Service Reports (Transit/Fire/Police/Bylaw/Humane Society).

b) Information Items – Nil

c) Requests for Decision – Nil

PARKS and RECREATION

a) Reports/Minutes
   (i) Minutes – The Committee did not meet in October.
   (ii) Manager's Report – October 2026 – included in the package. Councillor Stevenson was not available for an update.

b) Information Items – Nil

c) Requests for Decision – Nil

PUBLIC WORKS

a) Reports/Minutes – September 23, 2026 (draft) – included in the package. Councillor Campbell provided the following updates:
   - The Committee reviewed action items such as speed humps, stop bars and seasonal decorations.
   - Candy canes and snowmen have been ordered for future installation on new Cornwall

Road poles.
- The Committee has requested follow-up on the audible chirp crosswalk at Kellow DR/John St/Main St and the request for a 4-way stop at Mercedes Dr/Lowther Dr.

a) Information Items – Nil

b) Requests for Decision –

Tender Award – Parking Lot Snow Clearing –

It was moved by Councillor Campbell and seconded by Councillor Frizzell to bring forth a resolution to Council that the Town Council award the 2026-2027 Town Buildings Snow Removal contract to Dowlings Groundworks Inc. at their quoted price of $30,265.75 plus HST, for the term of November 1, 2026 to April 30, 2027, with on-call sanding and salting paid at the per-occurrence rates set out in the quotation, plus HST.

WATER/SEWER UTILITY

a) Reports/Minutes – September 14, 2026 (draft) – included in the package. Councillor Stevenson was not available for an update.
   - Manager Baker reported that the work on the water tower deficiencies/damage continues and that the warranty will reset once all work is completed. An email was sent to WSP regarding pictures of the damage that the Town received. The company will compensate the Town for any work that Town staff must do.

b) Information Item – Nil

c) Requests for Decisions – Nil

CORRESPONDENCE

Gifts from the Heart – Donation Request –

It was moved by Councillor Campbell and seconded by Councillor Frizzell to bring forth a resolution to Council that the Town of Cornwall donate a gift basket of five hundred dollars in local Town of Cornwall merchant gift cards, along with assorted Town of Cornwall branded merchandise.

Thank You – Royal Canadian Legion Kingston Branch

The Town received a thank you from the Kingston Legion for allowing poppy drops at Town Hall for their Poppy Campaign.

OTHER

Nil

IN CAMERA

MGA s.119(1)(e) Transit Contract Renewal - It was moved by Councillor Campbell and seconded by Councillor Frizzell that the meeting would move “In Camera” at 5:15pm.

The meeting resumed regular session at 5:39pm.

ADJOURNMENT

The meeting was adjourned at 5:40pm.

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Deputy Mayor Jill MacIsaac, Chair