

**Town of Cornwall  
Cornwall, Prince Edward Island  
Committee of Council  
July 17, 2024, 4:30 PM**

**Chair**            **Deputy Mayor Jill MacIsaac**

**Present:**        **Mayor Minerva McCourt  
Councillor Elaine Barnes  
Councillor Steven Campbell  
Councillor Corey Frizzell  
Councillor Cory Stevenson**

**Regrets:**        **Councillor Judy Herlihy**

**Also:**            **Kevin Coady – CAO  
Tracey MacLean – Community/IT/HR Coordinator  
Spencer Hay – Manager of Planning and Development  
Wendy MacKinnon - Manager of Corporate Services**

**CALL TO ORDER**

Deputy Mayor MacIsaac called the meeting to order at 4:30pm.

There was one member of the public present.

**APPROVAL OF THE AGENDA**

It was moved by Councillor Stevenson and seconded by Councillor Campbell that the agenda be approved as circulated with the following amendments:

- Signing Authority to section 7-b
- Brain Injury request to section 9-d

**Motion Carried**

**DISCLOSURE OF CONFLICT OF INTEREST**

- Councillor Stevenson will recuse himself for section 14-d Camp Seggie.

**ADOPTION OF PREVIOUS MINUTES**

June 19, 2024 - It was moved by Councillor Barnes and seconded by Councillor Campbell that the minutes of June 19, 2024, be approved as circulated.

**Motion Carried**

## **GUESTS/PRESENTATIONS**

Nil

## **FINANCE/ADMINISTRATION**

- a) First Quarter Financials – Manager MacKinnon provided a review of the financial report. Deputy Mayor MacIsaac thanked Wendy and noted that she appreciates how the reports are straightforward and easy to understand. The audited financial draft will be received soon, and Michelle Burge will attend the August meeting to review for Council.
- b) Signing Authority – It was moved by Councillor Stevenson and seconded by Councillor Campbell to bring forth a resolution to Council that the signing authorities for the Town of Cornwall National Bank of Canada accounts on behalf of administration are Kevin Coady, Chief Administrative Officer, and Wendy MacKinnon, Manager of Corporate Services.

## **ENVIRONMENT and SUSTAINABILITY**

- a) Reports/Minutes – The Committee did not meet – will next meet in September.
- b) Information Items – Nil
- c) Requests for Decision – Nil

## **MUNICIPAL and EMERGENCY SERVICES**

- a) Reports/Minutes – July 3, 2024 (Draft) Councillor Frizzell provided the following updates:
  - Mike Cassidy of T3 Transit attended to discuss the Capital Area Transit Plan. The CATCC is asking the three municipalities to pass resolutions to support the plan. Mike expressed some concerns about the plan. CAO Coady noted that decisions will need to be made soon. There was discussion on increased buses and routes in the Cornwall area.
  - There was discussion on the need for security upgrades for Town buildings and facilities.
  - Councillor Frizzell attended the Crime Stoppers AGM and asked CAO Coady to invite police chief Brad McConnell to attend the September meeting to discuss the E-Watch system in use in Charlottetown.
- (i) Municipal Services Reports (Transit/Fire/Police/Bylaw/Humane Society) - Reports were in the package.
- b) Information Items - Nil
- c) Requests for Decision –

- a) Provincial Energy Corporation Study – Letter of Support - – It was moved by Councillor Frizzell and seconded by Councillor Barnes to bring forth a resolution to Council that the Town of Cornwall Council endorses the study being conducted by the Province of Prince Edward Island into the possibility of establishing provincially owned production and delivery of electricity.
- b) Brain Helmet Awareness Event – It was moved by Councillor Frizzell and seconded by Councillor Barnes to bring forth a resolution to Council that the Town of Cornwall organize a bicycle helmet awareness event in conjunction with “injuryfreepei” and contribute \$500 to purchase bicycle helmets for the event.

## **PARKS and RECREATION**

- a) Reports/Minutes
  - (i) Minutes – The Committee did not meet in July. Next meeting will take place in August to finalize the mascot and discuss Cornfest. Councillor Stevenson provided the following updates:
    - Canada Day and the first Park Party were great successes. More detailed updates will be provided at the Monthly Council meeting.
- b) Information Items - Nil
- c) Requests for Decision –
  - (ii) Ball Field Lights Tender – It was moved by Councillor Stevenson and seconded by Councillor Frizzell to bring forth a resolution to Council that the Town of Cornwall upon, and pursuant to, the recommendation of the town’s engineers award the ballfield lighting contract to A&B Electric, the low bidder, for the price of five hundred and twenty-one thousand five hundred and twenty-five dollars, inclusive of HST.

Councillor Barnes has concerns with spending this amount of money when there are so many other needs in the community. She would like to see the facility be more inclusive and referenced the Rick Hansen Foundation as a resource for making that happen. CAO Coady noted that there is a demand for ball field usage and the lights will expand the hours of use. Councillor Frizzell noted that last year the TFSC brought 32000 people into Cornwall and extended hours would enhance those numbers.

Councillor Frizzell would like to see an updated report of TFSC visitors for next month’s Parks and Recreation meeting and noted that he has had some complaints about how often the upper field has been closed due to poor conditions. Manager Hay noted that the upper field has a unique make up and takes longer to dry. Manager Meunier is looking into alternative solutions for this issue.

## **PLANNING**

- a) Reports/Minutes
  - (i) Minutes – The Committee did not meet.
- b) Information Items – Nil
- c) Request for Decision
  - (i) Lot 21-1 Kingston Rd (PID 849885) – Special Permit Applications, Building 2 - It was moved by Councillor Frizzell and seconded by Councillor Barnes to bring forth a resolution that Council grant approval of a Special Permit Use allowing development of the second building, being a 16-Unit Multiple Unit Dwelling at PID 1161314 Kingston Road, subject to the Developer entering into a Development Agreement with the Town.
  - (ii) Lot 21-1 Kingston Rd (PID 849885) – Special Permit Applications, Building 3 - It was moved by Councillor Frizzell and seconded by Councillor Barnes to bring forth a resolution that Council grant approval of a Special Permit Use allowing development of the third building, being a 12-Unit Multiple Unit Dwelling at PID 1161314 Kingston Road, subject to the Developer entering into a Development Agreement with the Town and that water and sewer utility services for the third building shall not be approved and occupancy shall not take place until such time that parking requirements are satisfied and comply with the Bylaw.

Manager Hay noted that developers had planned on a step approach but are now attempting to keep all buildings close in stages to be more efficient, try to keep costs down and avoid delays. They are eager to get the buildings completed and people moved in. He also noted that there are some complications with a shortage of parking until the Bylaw is amended.
  - (iii) Eastlink Cell Tower – Manager Hay noted that working to secure a location with Eastlink is the right path forward in terms of bylaw requirements. The Town cannot have bylaws that conflict with federal legislation and recommends proceeding with a bylaw amendment to remove restrictions on towers.
  - (iv) Public Meeting – A public meeting for the Housing Accelerator amendments will be held in late August.

## **PUBLIC WORKS**

- a) Reports/Minutes
  - (i) Minutes – June 26, 2024 (Draft) Councillor Campbell provided the following updates:
    - There was a great discussion on Hyde Pond resident concerns. They are happy with the speed hump that has been installed.

- The Committee started to review the Snow and Ice Policy.
- There was discussion on reviewing the grass cutting contract before next season.

b) Information Items – Nil

c) Requests for Decision – Nil

## **WATER/SEWER UTILITY**

a) Reports/Minutes –

- (i) Minutes – June 3, 2024 (Draft) included in the package. Councillor Barnes reported that the consultants presented the Utility Master Plan to the Committee. Cornwall is on par with other areas and not showing higher usage without meters than metered areas.

b) Information Item – Nil

c) Requests for Decisions –

- (i) Cornwall Road Servicing RFP – It was moved by Councillor Barnes and seconded by Deputy Mayor MacIsaac to bring forth a resolution that the Town of Cornwall commission WSP, as the Town’s engineering consultant, to complete the design and prepare tender documents for the first phase of the extension of utility services on Cornwall Road, with said tender ready for issue in fall 2024 and construction to begin in spring 2025, should satisfactory funding be secured.
- (ii) Engineering Services RFP - It was moved by Councillor Barnes and seconded by Deputy Mayor MacIsaac to bring forth a resolution that the Town of Cornwall develop and issue a request for proposals (RFP) for a new standing offer contract for professional engineering services for the Town and Utility for a 5-year period.

## **CORRESPONDENCE**

a) Donation Request – Wild Threads Literary Festival - It was moved by Councillor Stevenson and seconded by Councillor Barnes to bring forth a resolution that the Town of Cornwall donate two hundred and fifty dollars (\$250) to the PEI Writers Guild 2024 Wild Threads Literary Festival.

b) Donation Request – Bragger’s Cup - It was moved by Councillor Stevenson and seconded by Councillor Frizzell to bring forth a resolution that the Town of Cornwall donate two hundred and fifty dollars (\$250) to the Braggers Cup Tournament to sponsor a hole in the event.

- c) Donation of Space Request – CHANGE Program - It was moved by Councillor Frizzell and seconded by Councillor Barnes to bring forth a resolution that the Town of Cornwall donate the use of space in the Cornwall Civic Centre at dates and times as are mutually agreeable between the Program and the Town, subject to availability, availability is at the sole discretion of the Town.

Councillor Stevenson left the meeting at 5:50pm.

- d) Donation Request Camp Seggie – It was moved by Deputy Mayor MacIsaac and seconded by Councillor Frizzell to bring forth a resolution that the Town of Cornwall donate four hundred and nineteen dollars (419.00) to Camp Seggie to sponsor one child for a one-week camp experience.

Councillor Stevenson returned to the meeting at 5:55pm.

- e) Wrongful Conviction Day – It was moved by Councillor Stevenson and seconded by Councillor Barnes to bring forth a resolution that the Town of Cornwall declares October 2<sup>nd</sup> 2024 as “Wrongful Conviction Day” in the town and that the town hall be illuminated in yellow on that day.
- f) Thank You for Donation– Special Olympics
- g) Thank You for Donation – Open Door Outreach

Councillor Campbell requested that previous donation amounts be included with requests in future packages.

### **IN CAMERA**

MGA s.119(1)(b)(d)(e)- It was moved by Councillor Barnes and seconded by Councillor Stevenson the meeting would move “in camera” at 5:56pm.

### **Motion Carried**

### **ADJOURNMENT**

The meeting returned to resumed at 7:05pm and was adjourned at 7:06pm.

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Deputy Mayor Jill MacIsaac, Chair