



so much to offer...

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Michelle Walsh-Doucette  
Commission Clerk  
Island Regulatory and Appeals Commission  
National Bank Tower, Suite 501  
PO Box 577  
Charlottetown PE C1A 7L1

Via Email: [mwalshdoucette@irac.pe.ca](mailto:mwalshdoucette@irac.pe.ca)

**Re: Appeal #LA25012**

September 11, 2025

Dear Ms. Walsh-Doucette,

Please accept this letter and the enclosed file documentation as the Town of Cornwall (Town) response to your correspondence of August 14, 2025 regarding the above noted appeal before the Island Regulatory and Appeals Commission.

For context, I must advise that at the time of the passing of the decision appealed in this instance, I held my current position of Manager of Planning and Development for approximately two weeks. I was not involved with this file in a consequential manner until near the end of the process. This file was administered primarily by my predecessor in the position of Manager of Planning & Development.

The Town raises one preliminary matter pertaining to this appeal. Upon a review of the documents in the file, it was noted that the original application for the rezoning is not signed by the landowner. Mr. Duffy is the applicant but not the landowner.

While we have no reason to doubt the landowner was in favour of the application as he was involved in some preliminary in-person discussions with the applicant and Town staff, it should not have been actioned by the Town of Cornwall until the landowner had signed the application. This omission was unfortunately not caught by Town staff before initiating the process.

There are several approaches available to cure this defect. At minimum the Town proposes that the landowner be served with the appeal package and provide written authorization for the appeal to proceed. The Town however leaves this item to the discretion of the Commission.

To the substance of the appeal:

- 1) The Town at all times conducted its decision making authority in a fair, reasonable and transparent manner. All procedural and transparency requirements were met or exceeded including resident notifications, public meeting, feedback received and open committee and council meetings. The appellant's representative attended the committee and council meetings concerning this appeal.

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- 2) Provision of reasons for the decision – Cornwall Council followed the recommendations of Town Planning staff and a professional planning report commissioned for the rezoning application.

Planning staff notified the appellant of the decision via email the morning after the decision was made. At that time the appellant requested the minutes of the council meeting, those minutes are not generally available until after approval. The meetings are however videoed, and the appellant was advised the meeting could be viewed on YouTube. No request for reasons for decision was received, staff thought this was because the parties were aware of them.

A representative of the appellant attended all relevant meetings where this matter, and the professional planning report, were thoroughly discussed. We are advised by our former Manager of Planning and Development that the professional planning report was discussed with the appellant's representative during the process. The representative was thus aware of the contents of the professional planning opinion which formed the foundation of Council's decision.

Copies of the professional planning report are, and were, publicly available throughout the process. A copy is in the attached file. As a best practice, the Town will now proactively specifically provide those reasons in writing in any similar circumstances.

- 3) Cornwall Council considered all relevant information provided and available.
- 4) To ensure the application of sound planning principles for this application, the Town commissioned an independent professional planning report, this report considered the Town of Cornwall Official Plan extensively. The recommendation in the professional planning report was followed.

This response is preliminary. Should this matter proceed to a hearing the Town will be represented by legal counsel and presenting evidence through a Professional Planner. If you have any questions regarding this letter, or require any further information or material, including verbatim meeting transcripts, please contact the undersigned at your convenience.

Sincerely



Paula Griffin  
Manager, Planning and Development  
Town of Cornwall

Cc: Town of Cornwall Mayor and Council  
Kevin Coady, Chief Administrative Officer

Encl./ Package – IRAC Appeal #LA25012