

**14 - Resolutions  
4 - Bylaws**



**CITY OF CHARLOTTETOWN  
MONTHLY MEETING OF COUNCIL  
TUESDAY, OCTOBER 9, 2018 AT 7:00 PM  
COUNCIL CHAMBERS - CITY HALL, 199 QUEEN STREET**

- 1. Call to Order**
- 2. Declarations of Conflict of Interest**
- 3. Approval of Agenda**
- 4. Adoption of Previous Draft Minutes**
  - Regular Meeting – September 10, 2018
  - Committee Meetings of Council (open) – September 10 & October 3, 2018
  - Special Meetings – September 15 & September 27, 2018
- 5. Business Arising out of the Minutes**
- 6. Reports of Committees**
  - 6.1 Planning & Heritage – Coun. Greg Rivard, Chair**
    - Monthly Report
    - Seven (7) Resolutions
    - 1<sup>st</sup> rdg of the Z&D Bylaw – rezone R-1L zone to R-2 zone (portion of Norwood Rd. PID# 192401)
    - 1<sup>st</sup> rdg of the Building Code Bylaw - Repeal the existing Building Code Bylaw in its entirety and replace it with the proposed Building Code Bylaw
    - 2<sup>nd</sup> rdg of the Z&D Bylaw – rezone properties at 34 Jardine St., Skyline Dr. & Amanda Dr.
    - 2<sup>nd</sup> rdg of the Z&D Bylaw – amend bylaw to allow additional signage on large institutional properties
  - 6.2 Human Resources, Communications & Admin – Coun. Terry MacLeod, Chair**
    - Monthly Report
    - No Resolutions
  - 6.3 Intergovernmental Affairs & Event Attraction – Coun. Kevin Ramsay, Chair**
    - Monthly Report
    - One (1) Resolution
  - 6.4 Parks, Recreation & Leisure Activities – Coun. Mitchell Tweel, Chair**
    - Monthly Report
    - One (1) Resolution
  - 6.5 Protective & Emergency Services – Coun. Jason Coady, Chair**
    - Monthly Report
    - No Resolutions

**6.6 Water & Sewer Utility - Deputy Mayor Mike Duffy, Chair**

- Monthly Report
- Two (2) Resolutions

**6.7 Public Works & Urban Beautification – Coun. Terry Bernard, Chair**

- Monthly Report
- Three (3) Resolutions

**6.8 Economic Development, Tourism, Arts & Culture – Coun. Bob Doiron, Chair**

- Monthly Report
- No Resolutions

**6.9 Environment & Sustainability – Deputy Mayor Mike Duffy, Chair**

- Monthly Report
- No Resolutions

**6.10 Advanced Planning, Priorities & Special Projects – Coun. Kevin Ramsay, Chair**

- Monthly Report
- No Resolutions

**6.11 Finance, Audit & Tendering – Coun. Melissa Hilton, Chair**

- Monthly Report
- No Resolutions

**6.12 New Business**

- No Resolutions

**7. Motion to Adjourn**



**Regular Meeting of Council  
Monday, September 10, 2018 at 4:30 PM  
Council Chambers, City Hall, 199 Queen Street**

**Mayor Clifford Lee Presiding**

**Present:** Deputy Mayor Duffy  
Councillor Terry MacLeod  
Councillor Melissa Hilton  
Councillor Jason Coady  
Councillor Greg Rivard

Councillor Mitchell Tweel  
Councillor Kevin Ramsay  
Councillor Bob Doiron  
Councillor Eddie Rice (arr. 4:50pm)  
Councillor Terry Bernard

**Also:** Peter Kelly, CAO  
Alex Forbes, PM  
Randy MacDonald, FC  
Scott Adams, PWM  
Bethany Kauzlarick, HRC  
Ramona Doyle, SO  
Alicia Packwood, CA  
Tracey McLean, RMC

Scott Messervey, DCAO  
Paul Smith, PC  
Frank Quinn, PRM  
Paul Johnston, IAMM  
Ron Atkinson, EconDO  
Laurel Lea, TO  
Steven Forbes, CS

**Regrets:** Richard MacEwen, UM  
Wayne Long, EDO

1. **Call to Order**  
Mayor Lee called the meeting to order.
2. **Declarations of Conflict of Interest**  
Mayor Lee to remove himself from the Chair when the Advanced Planning, Priorities and Special Projects Committee report is presented as there is a perceived conflict of interest with respect to the affordable housing resolution.
3. **Approval of Agenda**  
Agenda was amended as the resolution under New Business was removed. Moved by Councillor Melissa Hilton and Seconded by Councillor Kevin Ramsay that the agenda be approved. Carried.
4. **Adoption of Previous Draft Minutes**  
Moved by Councillor Greg Rivard and Seconded by Councillor Mitchell Tweel that the draft minutes of the previous meetings be adopted. Carried.
  - Regular Meeting – August 13, 2018
  - Public & Special Meetings – August 29, 2018
5. **Business Arising out of the Minutes**  
No business arising from the minutes.

**6. REPORTS OF COMMITTEES / RESOLUTIONS**

By request, Mayor Lee moved Parks, Recreation & Leisure Activities to the first of the Committee reports.

**6.1 Parks, Recreation & Leisure Activities – Coun. Mitchell Tweel, Chair**

Councillor Tweel indicated his Committee's report was included in the weekend package. Volunteer of the Month for September is Andy Worth.

In regard to the floating dock system proposed for Victoria Park, Councillor Tweel stated that the Committee, department and staff agreed to delay the installation of the new dock in part due to the lateness of the season. It was also noted that the City will need to enter into an agreement with the Charlottetown Port Authority because the Authority controls the majority of the Charlottetown Harbour including the shoreline of Victoria Park.

**Moved by Councillor Mitchell Tweel  
Seconded by Councillor Melissa Hilton**

**RESOLVED:**

That, as per the recently advertised tender for the "2018 Victoria Park Tennis Court Resurfacing", the City of Charlottetown accepts the bid of \$79,925.00 (HST included) from Bourassa Sport Technologie Inc. for this project, and

That the amount from CBCL Limited for project management and professional fees for \$7,762.50 (HST included) be accepted, and

That this amount be expensed to the 2018 Parks and Recreation Capital Budget,

And further that the Mayor and CAO are hereby authorized to execute standard contracts/agreements to implement this resolution.

**CARRIED 9-0**

**6.2 Planning & Heritage – Coun. Greg Rivard, Chair**

Councillor Rivard indicated his Committee's report was included in the weekend package.

**Moved by Councillor Greg Rivard  
Seconded by Councillor Terry MacLeod**

**RESOLVED:**

That the request to:

1. Amend Appendix "H" – Zoning Map of the Zoning & Development By-law from the Single-Detached Residential (R-1L) Zone to the Open Space(OS) Zone for the property located at 34 Jardine Street (PID #1053032), be approved;
2. Amend Appendix "H" – Zoning Map of the Zoning & Development By-law from the Single-Detached Residential (R-1L) Zone to the Open Space(OS)

Zone for the property located at Lot 2009-1 Skyline Drive (PID# 1034685), be approved; and

3. Amend Appendix "H" – Zoning Map of the Zoning & Development By-law from the Open Space (OS) Zone to the Single-Detached Residential (R-1L) Zone for the property located at Lot 2002-6 Amanda Drive (PID# 939819), be approved.

**CARRIED 10-0**

**Moved by Councillor Greg Rivard  
Seconded by Councillor Terry MacLeod**

**RESOLVED:**

That the request for a minor variance to increase the maximum height requirement of 39.4 ft to an average height of approximately 41.0 ft in order to construct a 44-unit apartment building on the vacant property located at 30 Norwood Road (PID #658526), be approved.

Concerned was raised with respect to the potential of increased traffic at the intersection of Norwood Road/ St. Peters Road/Northridge Parkway. It was noted that this intersection is extremely busy and, at times, dangerous to navigate and it was suggested that a moratorium be placed on development in the above noted area until the matter can be resolved. Councillor Rivard took this under advisement but suggested that the Intergovernmental Affairs Committee correspond with the Province requesting a traffic study on that particular intersection, as all the main arteries coming into Charlottetown are the responsibility of the Provincial government.

**CARRIED 9-1  
Councillor Bernard opposed**

**Moved by Councillor Greg Rivard  
Seconded by Councillor Terry MacLeod**

**RESOLVED:**

That the request to amend Section 5.2.15 and Section 5.13.3 of the Zoning & Development By-law as attached in order to allow additional signage to identify points of access / egress on institutional properties seven (7) acres or larger, be approved.

**CARRIED 10-0**

**Moved by Councillor Greg Rivard  
Seconded by Councillor Terry MacLeod**

**RESOLVED:**

That the request to amend "Appendix A – Resources Designated under Heritage Provisions" of the Zoning and Development Bylaw by removing the property at 15 Hillsborough Street (PID #336198) from the table, in conjunction with a recommendation from the Heritage and Planning Boards, be rejected.

Councillor Rivard reported that a purchase and sale agreement is in place and the proposed purchaser has intentions of restoring the noted property.

**CARRIED 10-0**

**Moved by Councillor Greg Rivard  
Seconded by Councillor Terry MacLeod**

**RESOLVED:**

That the request for a site specific amendment to amend the Single-Detached Residential (R-1L) Zone to allow:

1. an increase in the total maximum gross floor area for all accessory buildings onsite from 1,200 sq.ft (111.48 sq.m) to 2,416 sq.ft (224.4 sq.m); and
2. the proposed accessory building to exceed the maximum allowable floor size from 850 sq.ft (78.97 sq.m) to 1,800 sq.ft (167 sq.m), as it pertains to Belgrave Drive parcel (PID #1073634), be rejected to proceed to public consultation.

**CARRIED 10-0**

**1st reading of the Zoning and Development Bylaw** – Amend Appendix “H” – Zoning Map of the Zoning & Development By-law from the Single-Detached Residential (R-1L) Zone to the Open Space (OS) Zone for the property located at 34 Jardine Street (PID #1053032); Amend Appendix “H” – Zoning Map of the Zoning & Development By-law from the Single-Detached Residential (R-1L) Zone to the Open Space (OS) Zone for the property located at Lot 2009-1 Skyline Drive (PID #1034685); and Amend Appendix “H” – Zoning Map of the Zoning & Development By-law from the Open Space (OS) Zone to the Single-Detached Residential (R-1L) Zone for the property located at Lot 2002-6 Amanda Drive (PID #939819).

**Moved by Councillor Greg Rivard  
Seconded by Councillor Terry MacLeod**

**RESOLVED:**

That the City of Charlottetown Zoning and Development Bylaw, Bylaw 2018-09-01 be read a first time.

**Moved by Councillor Greg Rivard  
Seconded by Councillor Terry MacLeod**

**RESOLVED:**

That the said Bylaw (2018-09-01) be approved and that it be read a second time at the next Regular Meeting of Council.

**CARRIED 10-0**

**1st reading of the Zoning and Development Bylaw** – Amend Section 5.2.15 and Section 5.13.3 of the Zoning & Development By-law in order to allow additional signage to identify points of access / egress on institutional properties seven (7) acres or larger.

**Moved by Councillor Greg Rivard  
Seconded by Councillor Terry MacLeod**

**RESOLVED:**

That the City of Charlottetown Zoning and Development Bylaw, Bylaw 2018-09-02 be read a first time.

**Moved by Councillor Greg Rivard  
Seconded by Councillor Terry MacLeod**

**RESOLVED:**

That the said Bylaw (2018-09-02) be approved and that it be read a second time at the next Regular Meeting of Council.

**CARRIED 10-0**

**2<sup>nd</sup> reading of the Zoning and Development Bylaw** - Repeal the existing Zoning and Development Bylaw in its entirety and replace it with the proposed Zoning and Development Bylaw (2018-11) and further amend Sections 5.6.2 and the definition for Registry of Approved Accessory Apartments (Section 3: Definitions) shall come into force upon adoption of a Bylaw to create this Registry.

**Moved by Councillor Greg Rivard  
Seconded by Councillor Terry MacLeod**

**RESOLVED:**

That the "City of Charlottetown Zoning and Development Bylaw" be read a second time and that the said Bylaw be approved and adopted.

**CARRIED 10-0**

**2<sup>nd</sup> reading of the Heritage Preservation Bylaw** - Create a new Heritage Preservation Bylaw (2018-07).

**Moved by Councillor Greg Rivard  
Seconded by Councillor Terry MacLeod**

**RESOLVED:**

That the "City of Charlottetown Heritage Preservation Bylaw" (#2018-07) be read a second time and that the said Bylaw be approved and adopted.

**CARRIED 10-0**

**6.3 Human Resources, Communications & Admin – Coun. Terry MacLeod, Chair**  
Councillor MacLeod indicated his Committee's report was included in the weekend package.

**6.4 Intergovernmental Affairs & Event Attraction – Coun. Kevin Ramsay, Chair**  
Councillor Ramsay indicated his Committee had not met since the last Council meeting.

**6.5 Protective & Emergency Services – Coun. Jason Coady, Chair**

Councillor Coady indicated his Committee's report was included in the weekend package. He noted that Brad Wonnacott recently competed in the Atlantic Regional Fire Fit Challenge and won a spot at the National challenge in Alberta.

It was noted that cycling within the city has become quite popular and it was suggested that the Committee review the option to license cyclists. Councillor Coady took the suggestion under advisement.

It was suggested now that the fire department has a new rescue truck, the older truck be retained in the fleet and utilized to some capacity. Councillor Coady took this under advisement.

**Moved by Councillor Jason Coady  
Seconded by Councillor Terry Bernard**

**RESOLVED:**

That the Public Works Manager be authorized to cut grass and subsequent under growth that would lead to the existence of animal life, remove any garbage and other materials or debris, clean up and properly dispose of same, at the owners expense, on property located at 304 Richmond Street (PID #339614) in accordance with the terms of the Dangerous, Hazardous and Unsightly Bylaw of the City of Charlottetown.

**CARRIED 10-0**

**2<sup>nd</sup> reading of the Dangerous, Hazardous and Unsightly Premises Bylaw -**

Amend Part III – DEFINITIONS Section. 3.7 "Inspector" to include police officer; to allow resolution to remain effect for 24 months to remedy recurring conditions. Amend Part V – Sections 5.4 (a) & (b) as they pertain to derelict vehicles; Amend Part VII – ENFORCEMENT STANDARDS Sections 7.1 to 7.4; Amend Part VIII – NON-COMPLIANCE, Sections 8.1 to 8.4 allow resolution to remain effect for 24 months to remedy recurring conditions.

**Moved by Councillor Jason Coady  
Seconded by Councillor Greg Rivard**

**RESOLVED:**

That the City of Charlottetown Dangerous, Hazardous and Unsightly Premises Bylaw (#2018-09) be read a second time and that the said Bylaw be now adopted.

**CARRIED 10-0**

**2<sup>nd</sup> reading of the Horsesdrawn and Rickshaw Vehicle Bylaw** - Amend Section B - DEFINITIONS Section 1 (b) "Pedicab Vehicle" to include three and four wheeled vehicles with no motorized assistance. Amend Section B Section 8 (b) to reference need to park in an identified parking space. Amend Section B #10 to increase the number of Pedicab and Rickshaw vehicles allowable.



**Moved by Councillor Jason Coady  
Seconded by Councillor Greg Rivard**

**RESOLVED:**

That the City of Charlottetown Horsesdrawn and Rickshaw Vehicle Bylaw (#2018-10) be read a second time and that the said Bylaw be now adopted.

**CARRIED 10-0**

**6.6 Water & Sewer Utility - Deputy Mayor Mike Duffy, Chair**

Deputy Mayor Duffy indicated his Committee's report was included in the weekend package.

In response to a question raised regarding the Water Rehabilitation project in areas of Sherwood, Deputy Mayor Duffy indicated there was an initial delay in sanitizing the pipes but the project should be completed relatively close to its initial timeframe.

**Moved by Deputy Mayor Mike Duffy  
Seconded by Councillor Melissa Hilton**

**RESOLVED:**

That Island Coastal Services be awarded the tender for the East Royalty Lagoon Interconnection – Lift Station and Forcemain in the amount of \$2,609,670.57 (HST included),

And that this be expensed out of the 2018 Utility Capital Budget,

And that the Mayor and CAO are hereby authorized to execute standard contracts/agreements to implement this resolution.

**CARRIED 10-0**

**6.7 Public Works & Urban Beautification – Coun. Terry Bernard, Chair**

Councillor Bernard indicated his Committee's report was included in the weekend package. He reported that this year's paving program consisted of 60 streets with the contractor being 95% complete to date. Storm Water Management projects are underway, Storm Pipe Construction Package 'C' closes on September 14; multipurpose pathways on River Ridge Drive and Greensview Drive near completion and Royalty Road sidewalk installation to begin next week.

**Moved by Councillor Terry Bernard  
Seconded by Councillor Melissa Hilton**

**RESOLVED:**

That, as per the conditions of the 'Request for Quotations for Five (5) Municipal Sidewalk Tractors', the low submission of Saunders Equipment Ltd. in the amount of \$728,582.50(all taxes included) be accepted.

**CARRIED 10-0**

**Moved by Councillor Terry Bernard  
Seconded by Councillor Melissa Hilton**

**RESOLVED:**

That, as per the conditions of the 'Request for Quotations for Two (2) Compact Wheel Loader and Attachments', the only submission of MacFarland's Ltd. in the amount of \$326,579.30(all taxes included) be accepted.

**CARRIED 10-0**

- 6.8 Economic Development, Tourism, Arts & Culture – Coun. Bob Doiron, Chair**  
Councillor Doiron indicated his Committee's report was included in the weekend package. He reported that the Victoria Park Sunset Series and Art in the Open were well attended. The Committee is preparing for the annual Charlottetown Christmas Parade.
- 6.9 Environment & Sustainability – Deputy Mayor Mike Duffy, Chair**  
Deputy Mayor Duffy indicated his Committee's report was included in the weekend package. He reported that the Food Council recently met to develop its vision and mission statement; members are a very diverse group coming from areas of production, health/nutrition, non-profit/community and academia. Transit ridership for August 2018 was 47,678 compared to 43,208 in August 2017.
- 6.10 Finance, Audit & Tendering – Coun. Melissa Hilton, Chair**  
Councillor Hilton indicated her Committee's report was included in the weekend package.

**Moved by Councillor Melissa Hilton  
Seconded by Councillor Mitchell Tweel**

**RESOLVED:**

That the City of Charlottetown accept cash-in-lieu of parkland in the amount of \$57,000 for the Windymere Drive Sub-division Extension as outlined in the preliminary plan, to be paid on a per-lot basis as lots are developed to a maximum of 10 years, at which time any outstanding balance is due and payable,

And that these funds are credited to the Parkland Reserves,

And further that the Mayor and CAO are hereby authorized to execute standard contracts/agreements to implement this resolution.

**CARRIED 10-0**

**Moved by Councillor Melissa Hilton  
Seconded by Councillor Mitchell Tweel**

**RESOLVED:**

That the City of Charlottetown accept the 69,909 sq. ft. (1.605 acres) of land (10%) as parkland for the MacRae Subdivision (Trailview Drive Extension) as indicated in the proposed concept development plan (attached),

And that the Planning Department will enter into a development agreement with the Developer,

And further that the Mayor and CAO are hereby authorized to execute standard contracts/agreements to implement this resolution.

**CARRIED 10-0**

**Moved by Councillor Melissa Hilton  
Seconded by Councillor Mitchell Tweel**

**RESOLVED:**

That the City of Charlottetown accept the woodland parcel of property (8.5 acres) for parkland for the Montgomery Heights Sub-division as outlined in the attached concept plan,

And that the Planning Department will enter into a development agreement with the Developer,

And further that the Mayor and CAO are hereby authorized to execute standard contracts/agreements to implement this resolution.

**CARRIED 10-0**

Mayor Lee left the Chambers as he was in conflict with the following resolution. Deputy Mayor Duffy presided.

- 6.11 Advanced Planning, Priorities & Special Projects – Coun. Kevin Ramsay, Chair**  
Councillor Ramsay indicated his Committee's report was included in the weekend package.

**Moved by Councillor Kevin Ramsay  
Seconded by Councillor Mitchell Tweel**

**RESOLVED:**

That the City of Charlottetown:

- 1.) Adopt the attached proposed Affordable Housing Incentive Program as proposed by the Advanced Planning, Priorities and Special Projects Committee.
- 2.) Amend the proposed Zoning and Development Bylaw (2018-11) to reflect the recommendations under the Affordable Housing Incentive Program.
- 3.) Start to implement the Affordable Housing Incentive Program upon the adoption of the proposed amendment.

Concerns were expressed with respect to amending the Zoning & Development Bylaw (allow for additional residential Accessory/Auxiliary units) and allowable greenspace.

**CARRIED 8-1  
Councillor Doiron opposed**

**6.12 New Business**

There was no new business.

**7. Motion to Adjourn**

Moved by Councillor Melissa Hilton and Seconded by Councillor Kevin Ramsay that the meeting be adjourned. Carried.

**The meeting adjourned at 6:00 PM**



DRAFT

**Committee Meeting of Council  
Monday, September 10, 2018 at 12:15 PM  
Council Chambers - City Hall, 199 Queen Street**

**Mayor Clifford Lee Presiding**

**Present:**      **Deputy Mayor Mike Duffy**                      **Councillor Melissa Hilton**  
                         **Councillor Terry Bernard**                      **Councillor Terry MacLeod**  
                         **Councillor Jason Coady**                              **Councillor Greg Rivard**  
                         **Councillor Kevin Ramsay**                              **Councillor Mitchell Tweel**  
                         **Councillor Bob Doiron**                              **Councillor Edward Rice**

**Also:**            **Peter Kelly, CAO**                                      **Scott Messervey, DCAO**  
                         **Frank Quinn, PRM**                                      **Tracey McLean, RMC**

**Open Session**

**1. Call to Order**

Mayor Lee called the meeting to order.

**2. Declarations of Conflict of Interest**

No conflicts were declared.

**3. Approval of Agenda**

Moved by Councillor Greg Rivard and Seconded by Councillor Mitchell Tweel that the agenda be approved. Carried.

**4. Motion to Move into Closed Session**

Moved by Councillor Melissa Hilton and Seconded by Councillor Greg Rivard to close the meeting to the Public to discuss matters pursuant to Section 119 (1) Subsection (E) of the Municipal Government Act of Prince Edward Island. Carried.

**5. Motion to adjourn**

Following the closed session, Council moved back into an open session and it was moved by Councillor Mitchell Tweel and seconded by Councillor Kevin Ramsay that the meeting be adjourned. Motion Carried.

**The meeting adjourned at 1:00 PM**



**DRAFT**

**Special Meeting of Council  
Saturday, September 15, 2018 at 10:00 AM  
Council Chambers, City Hall**

**Mayor Clifford Lee presiding**

**Present:**      **Deputy Mayor Mike Duffy**                      **Councillor Terry Bernard**  
                         **Councillor Melissa Hilton**                      **Councillor Mitchell Tweel**  
                         **Councillor Jason Coady**                      **Councillor Terry MacLeod**  
                         **Councillor Greg Rivard**                      **Councillor Bob Doiron**

**Also:**            **Peter Kelly, CAO**                                      **Paul Smith, PC**  
                         **Randy MacDonald, FC**                              **Jennifer Gavin, CO**  
                         **Tracey McLean, RMC**

**Regrets:**        **Councillor Kevin Ramsay**                      **Councillor Edward Rice**

**1.      Call to Order**

Mayor Lee called the meeting to order.

**2.      Approval of Agenda**

Moved by Councillor Terry MacLeod and Seconded by Councillor Greg Rivard that the agenda be approved as presented. Carried.

**3.      Grant "Freedom of the City" to the Royal Canadian Sea Cadets**

Granting Freedom of the City is the highest honour a city can bestow. This historic tradition signifies a city's trust in a military unit, organization or dignitary and serves as an official welcome, granting the freedom to parade or visit the city at leisure.

**Moved by Deputy Mayor Mike Duffy**

**Seconded by Councillor Bob Doiron**

**RESOLVED:**

Whereas the City of Charlottetown has had a long relationship with Canadian Cadet Organizations; and

Whereas the Royal Canadian Sea Cadets have contributed to their communities for 100 years, and the Sea Cadet Program in Canada has served the youth of the Atlantic Region; and

Whereas the Royal Canadian Sea Cadets program teaches attributes of good citizenship and leadership and inspires the highest ideals of dedication, integrity, and patriotism; and

Whereas it is considered that the honourable record of the Royal Canadian Sea Cadets from the Canadian Cadet Organizations be recognized;

Therefore, be it resolved that this Council, in formal session assembled, does hereby confer in perpetuity upon the Royal Canadian Sea Cadets, the right to march through the streets of the City of Charlottetown, Prince Edward Island, with drums beating, flags flying and pride in their step, and

In recognition, that the record of the Royal Canadian Sea Cadets evokes the highest degree of admiration and has earned the highest degree of honour. The granting of the Freedom of the City, being an ancient tradition, is the highest honour that a city can bestow.

**CARRIED 8-0**

**4. Adjournment**

Moved by Councillor Bob Doiron and seconded by Councillor Terry Bernard that the meeting be adjourned. Carried.

**Meeting Adjourned at 10:10 AM**



**DRAFT**

**Special Meeting of Council  
Thursday, September 27, 2018 at 12:15 PM  
Council Chambers, City Hall**

**Deputy Mayor Mike Duffy presiding**

**Present: Councillor Melissa Hilton  
Councillor Edward Rice  
Councillor Jason Coady  
Councillor Kevin Ramsay**

**Councillor Terry Bernard  
Councillor Terry MacLeod  
Councillor Greg Rivard**

**Also: Peter Kelly, CAO  
Paul Johnston, IAMM  
Tracey McLean, RMC**

**Scott Messervey, DCAO  
Alicia Packwood, CA**

**Regrets: Mayor Clifford Lee  
Councillor Bob Doiron**

**Councillor Mitchell Tweel**

**1. Call to Order**

Deputy Mayor Duffy called the meeting to order.

**2. Declarations of Conflict of Interest**

There were no conflicts declared.

**3. Approval of Agenda**

Moved by Councillor Melissa Hilton and Seconded by Councillor Terry Bernard that the agenda be approved as presented. Carried.

**4. Resolutions to Award Tenders**

**Moved by Councillor Terry Bernard  
Seconded by Councillor Melissa Hilton**

**RESOLVED:**

That, per the publicly advertised tender for 'Storm Pipe Construction- 2018 - Package C', the low submission of Birt & MacKay Backhoe Services Ltd. in the amount of \$372,806.89 (all taxes included) be accepted,

And that this expenditure has been previously approved in the 2018-19 capital budget,

And further that the Mayor and CAO are hereby authorized to execute any standard contracts/agreements to implement this resolution.

**CARRIED 7-0**



**Moved by Councillor Terry Bernard  
Seconded by Councillor Melissa Hilton**

**RESOLVED:**

That, per the publicly advertised tender for 'Navy Quay Outfall Repair', the low submission of 7305516 Canada Ltd. in the amount of \$181,852.23 (all taxes included) be accepted.

This expenditure has been previously approved in the 2018-19 capital budget.

The Mayor and CAO are hereby authorized to execute any standard contracts/agreements to implement this resolution.

**CARRIED 7-0**

**5. Resolution to Appoint an Additional Deputy Electoral Officer**

**Moved by Councillor Melissa Hilton  
Seconded by Councillor Greg Rivard**

**RESOLVED:**

Whereas the City of Charlottetown has recently appointed Tim Garrity as the Chief Electoral Officer and Stephanie Roberts as Deputy Electoral Officer to oversee and run the City of Charlottetown Municipal Election set for November 05, 2018,

And Whereas, it has been determined by Elections PEI and Municipal Affairs that an additional Deputy Electoral Officer is required in the event of a judicial recount after the election,

Therefore, be it resolved that the City of Charlottetown appoint Paul Alan as the additional Deputy Electoral Officer, effective immediately.

**CARRIED 7-0**

**6. New Business**

**Moved by Councillor Melissa Hilton  
Seconded by Councillor Greg Rivard**

**RESOLVED:**

That Council accept the revised Schedule 2 (as attached) of the Election Bylaw.

**CARRIED 7-0**

**7. Adjournment**

Moved by Councillor Greg Rivard and Seconded by Councillor Kevin Ramsay that the meeting be adjourned. Carried.

**The meeting adjourned at 12:25 PM**



**DRAFT**

**Committee Meeting of Council  
Wednesday, October 3, 2018 at 5:30 PM  
Council Chambers - City Hall, 199 Queen Street**

**Mayor Clifford Lee Presiding**

**Present:**      **Deputy Mayor Mike Duffy**                      **Councillor Melissa Hilton**  
                         **Councillor Terry MacLeod**                      **Councillor Greg Rivard**  
                         **Councillor Kevin Ramsay**                      **Councillor Edward Rice**

**Also:**            **Peter Kelly, CAO**    **Scott Messervey, DCAO**  
                         **Tracey McLean, RMC**

**Regrets:**        **Councillor Terry Bernard**                                      **Councillor Jason Coady**  
                         **Councillor Bob Doiron**                                      **Councillor Mitchell Tweel**

**Open Session**

**1. Call to Order**

Mayor Lee called the meeting to order.

**2. Declarations of Conflict of Interest**

No conflicts were declared.

**3. Approval of Agenda**

Moved by Councillor Melissa Hilton and Seconded by Councillor Kevin Ramsay that the agenda be approved. Carried.

**4. Motion to Move into Closed Session**

Moved by Councillor Kevin Ramsay and Seconded by Councillor Greg Rivard to close the meeting to the Public to discuss matters pursuant to Section 119 (1) Subsection (D) of the Municipal Government Act of Prince Edward Island. Carried.

**5. Motion to adjourn**

Following the closed session, Council moved back into an open session and it was moved by Councillor Greg Rivard and seconded by Deputy Mayor Duffy that the meeting be adjourned. Motion Carried.

**The meeting adjourned at 6:20 PM**



**PLANNING AND HERITAGE COMMITTEE**  
**REPORT TO COUNCIL**  
**October 9, 2018**

The Planning & Heritage Committee did not meet in September; therefore there are no minutes in your package.

There is one (1) resolution to be put forward as part of the resolution presented on August 13, 2018:

1. Adoption of a New Building Code Bylaw 2018-12 (*copy of the Building Code Bylaw attached in the reading paper*)

The Planning Board met on Monday, October 1, 2018; copies of the Planning Board Report and the minutes are included in your package.

There are six (6) resolutions to be put forward:

1. Property (PID #1073634) adjacent to 137 Belgrave Drive (PID #625574): Zone the property to Single-Detached Residential (R-1L) Zone and to designate the same property as Residential on Appendix A of the Official Plan
2. 101 Oak Drive (PID #452748): Rezone property from Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone
3. Norwood Road (PID #192401): Rezone a portion of the property from the Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone
4. 29 Forest Drive (PID #791913): Request to operate a home occupation (i.e., acupuncture & Chinese medicine business)
5. Mount Edward Road (PID #390740) & Mount Edward Road (PID #492405): Rezoning, lot consolidation/subdivision and CDA amendment.
6. 80 Grafton Street (PID #340265): Site specific amendment to allow off-lot parking which includes three (3) variances.

The Heritage Board met on Tuesday, September 25, 2018; copies of the Heritage Board report and the minutes are included in your package.

There are no resolutions to put forward.

Reading Papers

First Readings:

1. Norwood Road (PID #192401): Rezone a portion of the property from the Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone
2. New Building Code Bylaw 2018-12: Repeal the existing Building Code Bylaw in its entirety and replace it with the proposed Building Code Bylaw (2018-12)

Council Package  
October 9, 2018  
Page 2 of 2

Second Readings:

1. 34 Jardine Street (PID #1053032), Lot 2009-1 Skyline Drive (PID #1034685), Lot 2002-6 Amanda Drive (PID #939819): Rezone three properties located in the Dalewal Subdivision
2. Zoning & Development By-law - Section 5.2.15 and Section 5.13.3: Amend the Zoning & Development By-law to allow additional signage to identify points of access / egress on large institutional properties

For information purposes, a listing of permit applications issued during the past month has been included with your package.

Respectfully submitted,

Councillor Greg Rivard, Chair



*Carried  
9-0  
M.O*

# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning & Heritage  
#1

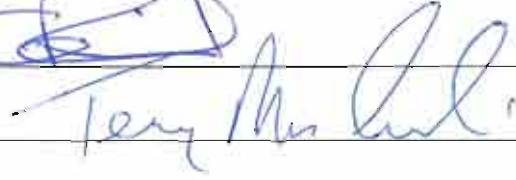
MOTION CARRIED 9-0

MOTION LOST \_\_\_\_\_

Date: August 13, 2018

Moved by Councillor 

Greg Rivard

Seconded by Councillor 

Terry MacLeod

### RESOLVED:

That Council direct staff to come forward with the appropriate resolutions at the October 2018 Council meeting with a revised Building By-law that includes the 2015 National Building Code coming in effect on October 30, 2018 (excluding Section 9.36 and provisions relating to the National Energy Code of Canada),

And provide a transition period of four months to allow project applications to be received under either the 2010 or 2015 National Building Code until March 1, 2019,

And further that Section 9.36 and the National Energy Code of Canada provisions of the 2015 National Building Code which deals with the newly implemented energy requirements be adopted on March 1, 2019.



# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning & Heritage  
Committee #1

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Date: October 9, 2018

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod

### WHEREAS:

Council directed staff on August 13, 2018 to draft a revised Building Code Bylaw to implement the adoption of the 2015 National Building Code.

### RESOLVED:

That the Building Code Bylaw dated June 13, 2011, be repealed in its entirety and replaced with Building Code Bylaw 2018-12 dated October 9, 2018 as attached, be approved.

**PLANNING AND HERITAGE COMMITTEE – PLANNING BOARD  
MONDAY, OCTOBER 1, 2018  
5:00 P.M.**

**Present:**    **Councillor Greg Rivard, Chair**                      **Roger Doiron, RM**  
                         **Councillor Terry MacLeod, Vice-Chair**              **Ron Coles, RM**  
                         **Councillor Jason Coady**                                      **Kate Marshall, RM**  
                         **David Archer, RM**    **Alex Forbes PHM**  
                         **Karolyn Walsh, RM**    **Laurel Palmer Thompson, PII**  
                         **Lea MacDonald, RM**    **Greg Morrison, PII**  
                         **Loanne MacKay, RM**    **Robert Zilke, PII**  
                         **Lynn MacLaren, RM**    **Ellen Faye Ganga, PH IA/AA**  
                         **Pat Langhorne, RM**

**Regrets:**

**1. Call to Order**

Councillor Rivard called the meeting to order at 5:00 pm.

**2. Declaration of Conflicts**

Councillor Rivard asked if there are any conflicts and there being none, moved to the approval of the agenda.

**3. Approval of Agenda**

Moved by Lynn MacLaren, RM, and seconded by Roger Doiron, RM, that the agenda for Monday, October 1, 2018 be approved.

**CARRIED**

**4. Adoption of Minutes**

Moved by Roger Doiron, RM, and seconded by Karolyn Walsh, RM, that the minutes of the meeting on Tuesday, September 4, 2018, be approved.

**CARRIED**

**5. Business arising from Minutes**

**6. Property (PID #1073634) adjacent to 137 Belgrave Drive (PID #625574)**

This is an application to zone the property (PID #1073634) adjacent to 137 Belgrave Drive (PID #625574) to Single-Detached Residential (R-1L) Zone and to designate the same property as Residential on Appendix A of the Official Plan. Robert Zilke, PII, presented the application. See attached report.

This application was presented to the Planning Board in September for a site specific amendment to permit an oversized garaged but was rejected to proceed to a public consultation. The application has since then changed to a request to rezone the property. The property is relatively flat and undeveloped. The lot meets the minimum requirement to build a single-detached

dwelling and approval of this application will allow for the owner to develop the site for residential purposes. Staff recommendation is to approve to proceed to public consultation.

Councillor Greg Rivard commented that the dwelling may be built with a big garage but Robert Zilke noted that if this application is approved, plans have to be reviewed to meet the required Zoning & Development Bylaw. Pat Langhorne, RM, verified the width of the property and Mr. Zilke confirmed that it is 66 feet. Mr. Rivard also asked if there are existing drawings or plans and Mr. Zilke clarified that at this point, only the rezoning application has been submitted but the applicant noted that it will be a single detached residential dwelling.

Roger Doiron, RM, noted that the frontage is 66 feet but the plan indicates 57 feet. Based on his research, the average lot frontage of houses along Belgrave Drive is about 127 feet. This lot is 55% smaller than the rest of the subdivision. Mr. Doiron asked Mr. Zilke to elaborate the reason for recommending to proceed with the application. Mr. Zilke noted that the lot meets the minimum size and frontage requirements and will not be too out of character with the rest of the properties. Mr. Doiron feels that the property will be out of character with the rest of the residences in that area and will definitely require a variance to be able to build a house in that lot.

Councillor Greg Rivard commented that this application is a request to go to a public meeting to rezone the property. There are no plans submitted at this time but the plans will most likely be available at the time of the public meeting. Mr. Zilke clarified that because of the radius of the arc, the lot's frontage includes an additional 39 feet which brings the total lot frontage to 96 feet.

Councillor Rivard asked for any further comments or questions; there being none, the following resolution was put forward:

*Moved by Lea MacDonald, RM, and seconded by Kate Marshall, RM, that the request to zone the property (PID #1073634) adjacent to 137 Belgrave Drive (PID #625574) to Single-Detached Residential (R-1L) Zone and to designate the same property as Residential on Appendix A of the Official Plan, be rejected to proceed to public consultation.*

*MOTION LOST*

**Moved by Lea MacDonald, RM, and seconded by Kate Marshall, RM, that the request to zone the property (PID #1073634) adjacent to 137 Belgrave Drive (PID #625574) to Single-Detached Residential (R-1L) Zone and to designate the same property as Residential on Appendix A of the Official Plan, be approved to proceed to public consultation.**

**CARRIED**

**7. 101 Oak Drive (PID #452748)**

This application is a request to rezone the property at 101 Oak Drive (PID # 452748) from Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone. The property is located in the corner of Oak Drive and Doncaster Ave. Laurel Palmer Thompson, PII, presented the application. See attached report.



The purpose of the rezoning is to facilitate the construction of a semi-detached dwelling including garages. There are no site plans submitted at this point but if this is to proceed to public consultation, then a site plan will be required to be presented at the meeting. The current Bylaw restricts the uses of the R-1L zone to single-detached dwellings only but the proposed Bylaw will allow for accessory apartments within a single-detached dwelling. Therefore, single-detached dwellings can be converted or designed as two-unit dwellings but the additional density within a single-detached dwelling will not be as visible as a semi-detached dwelling. Therefore, the proposed Bylaw will allow density similar to what this applicant is requesting but it will meet the Bylaw requirements as opposed to rezoning this property to a spot zone to allow a semi-detached dwelling. There are some semi-detached dwellings in the neighbourhood close to the subject property. However, these semi-detached dwellings existed prior to amalgamation and were approved under the neighbourhood of Sherwood. Therefore, they are considered legal non-conforming. Notwithstanding the Official Plan has policy to allow moderately higher densities in neighbourhoods. This application may be regarded as a spot rezoning, however, Staff feels that it is worth advancing it to public consultation to hear comments from the neighbourhood.

Councillor Greg Rivard clarified that the new Bylaw is not yet in effect and Alex Forbes, PHM, confirmed that it is still pending approval from the Minister and that it is anticipated to have Ministerial approval very soon. Mr. Rivard also confirmed that this is not a rezoning for an accessory apartment. Ms. Thompson confirmed that this rezoning request is to enable the applicant to construct a semi-detached dwelling. Pat Langhorne, RM, noted that this application has nothing to do with the new Bylaw and Mr. Forbes and Ms. Thompson confirmed that they are just comparing the implications of the rezoning request to build a semi-detached dwelling compared to building a single detached dwelling with an accessory apartment when the new Bylaw is approved.

Lynn MacLaren, RM, clarified that the third semi-detached dwelling as referenced on the street by Ms. Thompson is not shown on the map. Ms. Thompson noted that it doesn't show as a semi-detached dwelling because the dwelling was subdivided into two separate lots. Therefore each side of the semidetached is owned by a separate person.

Councillor Rivard asked for any further comments or questions; there being none, the following resolution was put forward:

**Moved by Pat Langhorne, RM, and seconded by Karolyn Walsh, RM, that the request to amend Appendix "H" – Zoning Map of the Zoning and Development Bylaw from the Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone in order to rezone the property located at 101 Oak Drive (PID # 452748), be approved to proceed to public consultation.**

**CARRIED**

**8. Norwood Road (Portion of PID #192401)**

This is an application to rezone a portion of the property on Norwood Road (PID #192401) from the Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone. Greg Morrison, PII, presented the application. See attached report.

The purpose of the rezoning is to construct a public street from Norwood Road and subdivide the property. An application to rezone the entire property to the R-2 Zone was presented to the Board in July and was approved to proceed to a public consultation which was held on July 25, 2018. During the public consultation, residents requesting that the lots that fronted onto MacRae Drive remain zoned R-1L. Council agreed with this request and deferred the application to allow the applicant to amend his application. The application has been revised and the applicant has agreed to follow the recommendation to mirror the lots along MacRae Drive as R-1L and rezone the rest of the property to the R-2 Zone. Staff recommendation is to approve this request.

Councillor Greg Rivard asked why this doesn't have to go to another public consultation. Greg Morrison noted that the original application was a request to rezone the entire property to R-2; however, the applicant is only requesting to rezone a portion of the property which is addressing the concerns from the public meeting. Mr. Forbes noted that the applicant is decreasing the scope and is not changing anything that has been reviewed during the application. Mr. Rivard asked if the public is aware of this change and Mr. Forbes noted that this application was deferred to allow the applicant to make revisions to his application which he did, based on the inputs from the previous public hearing. Lynn MacLaren, RM, commented that at the time of the public hearing, this is what the public wanted.

Councillor Rivard asked for any further comments or questions; there being none, the following resolution was put forward:

**Moved by Lea MacDonald, RM, and seconded by David Archer, RM, that the request to amend Appendix "H" – Zoning Map of the Zoning & Development Bylaw from the Single-Detached Residential (R-1L) to the Low Density Residential (R-2) Zone for a portion of the property located on Norwood Road (PID # 192401), be approved.**

**CARRIED**

**9. 29 Forest Drive (PID #791913)**

This is a request to operate a home occupation (i.e., acupuncture & Chinese medicine business) from the property located at 29 Forest Drive (PID #791913). The property is located in the Single-Detached Residential (R-1L) Zone. Greg Morrison, PII, presented the application. See attached report.

The home occupation will be operating 6 hours a day and 6 days a week with approximately 2-4 appointments per day. Letters were sent to residents within the area and have received nine (9) letters of opposition and one (1) letter of support. Staff is concerned that this type of use generally operates with frequent appointment and if it intensifies in the future, it will be difficult to monitor the number of client that visit this business; therefore the recommendation is to reject this request.

Lea MacDonald, RM, asked if the proposed home occupation is already a part of the dwelling now or will this be built on and what would be the operation of the business. Greg Morrison confirmed that it will be an existing space in the dwelling and it will operate for six days a week with two to four visits per day. David Archer, RM, asked if the two to four visits would be per

hour or per day. Mr. Morrison commented that this question is better suited for the applicant who is present. Lynn MacLaren, RM, also asked about the as-of-right uses if this home occupation falls under health and wellness. Mr. Morrison noted that health and wellness is not defined in the by-law but this type of use would generally be classified as a medical and health office or a massage parlour.

Roger Doiron, RM, asked the following questions to the applicant – 1) What is Chinese medicine. 2) Have you explored downtown or other areas for commercial space. The applicant's representative (interpreter) responded to the questions. The applicant used to rent a commercial space along North River Road and was earning about \$2,000 per month. It was not enough to support their family and have thought of moving the business to their home to reduce cost. The commercial space they were renting closed on September 21, 2018. Chinese Medicine would cover herbal medicines, cupping, Chinese Thai Massage and acupuncture. Mr. Doiron followed up to ask if this would be similar to naturopath and the applicant said it is.

Lea MacDonald, RM, also clarified that the business is not just acupuncture and what would be the treatment time for each patient. The applicant confirmed that aside from acupuncture, they also provide Chinese Thai Massage and cupping. Each patient would require at least one hour and may extend to two hours, depending on the patient's need. Mr. MacDonald also asked if it is possible to have more than four patients in a day and the applicant noted that it is not possible. Also, because of patient's privacy, they cannot entertain more than one patient at a time, considering that the treatment room would only have one treatment bed. Mr. MacDonald also asked if there are other businesses in the neighbourhood. Mr. Rivard responded that there are no other businesses along the neighbourhood.

The applicant also added that in terms of the parking situation, their driveway can accommodate up to six vehicles and has never had issues parking in the street. The applicant only owns one car as well and with one patient at a time, the business should not generate excessive parking concern.

Tony Kelly, resident, commented in opposition to the proposed home occupation or business in the area. The house is right on the turn and school buses drive along that street and there are no sidewalks in the area. Currently, they are applying for one office. They might be applying for more offices or other businesses may be applying in the future.

Pat Langhorne, RM, commented that there are home occupations a lot of the neighbourhoods. It does not mean that if you have one, you are going to get ten.

Councillor Rivard asked for any further comments or questions; there being none, the following resolution was put forward:

*Moved by Roger Doiron, RM, and seconded by Karolyn Walsh, RM, that the request to operate a home occupation (i.e., acupuncture & Chinese medicine business) from the property located at 29 Forest Drive (PID #791913), be rejected.*

*MOTION DEFEATED*

**Moved by Roger Doiron, RM, and seconded by Karolyn Walsh, RM, that the request to operate a home occupation (i.e., acupuncture & Chinese medicine business) from the property located at 29 Forest Drive (PID #791913), be approved.**

**CARRIED**

**10. Mount Edward Road (PID #390740) & Mount Edward Road (PID #492405)**

This is an application to rezone a portion of the property located at Mount Edward Road (PID #390740) and the property at Mount Edward Road (PID #492405) from the Low Density Residential (R-2S) Zone to the Comprehensive Development Area (CDA) Zone. This application also includes lot consolidation and approval of a Development Concept Plan for the above-mentioned properties. Greg Morrison, PII, presented the application. See attached report.

The application is a phased application with the first phase consisting of a seven (7) unit townhouse unit and a 48-unit apartment building. The second phase would consist of a 40-unit apartment building and a 48-unit apartment building. The applicant would also be proposing to construct a road from Mount Edward Road to the Confederation Trail. While the submitted plans only provides the concept of the proposed development, staff feels that the concept plan has enough support to recommend to proceed to a public consultation. Aaron Stavert, Architect, was present to discuss the details of the application on behalf of the applicant.

Mr. Stavert noted that the goal of the applicant is develop that land as residential rather than commercial space. Mr. Stavert added more details to each phase of the application. Presentation included in Staff report.

Pat Langhorne, RM, asked if Mr. Stavert has any vague thoughts on the plans on the undeveloped part of the property. Herman McQuaid responded that the idea would be on multiple housing at some time in the future. Ms. Langhorne also asked if this is to be sold by lot. Mr. McQuaid noted that Phase 1 has been sold / agreed upon with a developer already while Phase 2 has yet to be determined. Mr. Rivard asked if the open space is planned to be kept as a parkland. Mr. McQuaid noted that this will has been taken care of with the purchase of a deed with the City in the past. Also, there were discussions with the developer to retain the green space part of the agreement. Ms. Langhorne also noted how good the diagrams are and confirmed whether the trees already exist or are still to be put in the location. Other board members commented that the trees along the Confederation Trail already exist. Mr. Stavert added that only the trees along the proposed road do not exist at this moment.

Loanne MacKay, RM, also asked if the apartment buildings are three or four storey buildings and Mr. Stavert confirmed that all buildings will be four storey buildings. Lynn MacLaren, RM, also confirmed that the owner is currently working with a developer for Phase 1 and has agreed with the agreement on the green space. Mr. McQuaid confirmed that they have had significant discussions with the developer and has absolutely agreed with the green space. In addition, it will be part of the agreement that has to be signed in the future.

Councillor Rivard asked for any further comments or questions; there being none, the following resolution was put forward:

**DRAFT UNTIL REVIEWED BY COMMITTEE**

**Moved by Roger Doiron, RM, and seconded by Kate Marshall, RM, that the request for the following items be approved to proceed to public consultation:**

- 1. Amend Appendix “A” – Future Land Use Map of the Official Plan from the Low Density Residential designation to the Concept Planning Area designation for a portion of the property located on Mount Edward Road (PID #390740);**
- 2. Amend Appendix “H” – Zoning Map of the Zoning & Development By-law from the Low Density Residential Single (R-2S) Zone to the Comprehensive Development Area (CDA) Zone for a portion of the property located on Mount Edward Road (PID #390740);**
- 3. Amend Appendix “A” – Future Land Use Map of the Official Plan from the Low Density Residential designation to the Concept Planning Area designation for the property located on Mount Edward Road (PID #492405);**
- 4. Amend Appendix “H” – Zoning Map of the Zoning & Development By-law from the Low Density Residential Single (R-2S) Zone to the Comprehensive Development Area (CDA) Zone for the property located on Mount Edward Road (PID #492405);**
- 5. Consolidate the portion of the property located on Mount Edward Road (PID #390740) with the property located on Mount Edward Road (PID #492405), subject to the receipt of final pinned survey plans; and**
- 6. Amend Appendix “G” – Comprehensive Development Area Lands and Uses of the Zoning & Development By-law from allowing a residential building on the street with the back portion vacant to 143 residential dwelling units on 5.05 acres of the property located on Mount Edward Road (PID #390740), subject to the approval of the Development Concept Plan and the signing of a Development Agreement.**

**CARRIED**

**11. 80 Grafton Street (PID #340265)**

This is a request for a site specific exemption to construct a five (5) storey mixed-use building in the existing parking lot located at 80 Grafton Street (PID #340264). The proposal includes a basement, retail shops on the main floor, offices on the second floor and three storeys of residential dwellings for a total of 14 dwelling units. Greg Morrison, PII, presented the application. See attached report.

The site specific exemption also includes the following three (3) variances:

1. Reducing the minimum lot frontage required to be eligible for a bonus height from 98.4 ft to approximately 76.1 ft;
2. Reducing the minimum side yard setback for the fourth and fifth floors of the proposed building to 70 Grafton Street (PID #340273) from 18.0 ft to approximately 14.33 ft; and
3. Reducing the minimum side yard setback for the fourth and fifth floors of the proposed building to 137 Queen Street (PID #340257) from 18.0 ft to approximately 13.0 ft.

The plans submitted are preliminary with very limited time for review and staff is working with the applicant for all the details of the application. For the bonus height, there must be a public benefit provided to the City and it will be based on the value of the fourth and fifth floor. The applicants have been identified of what the proposed benefit are to be and will be worked out as the plans progress.

In order to construct the building, the applicant requires a site specific exemption of the Downtown Mixed-Use Neighbourhood (DMUN) Zone of the Zoning & Development By-law to allow the applicant to apply for off lot parking. They are required to provide a total of 54 parking spaces plus 4 mobility parking spaces. In the proposed Bylaw, cash-in-lieu is required instead of off lot parking. Staff recommendation is to proceed to a public consultation.

Councillor Rivard asked if they can also utilize the Pownal Parkade and if so, will this have to be a separate approval from the current application. Greg Morrison noted that part of the proposal would be a connection or a direct peadway to the Pownal Parkade to allow connection in between buildings. Mr. Forbes noted that this is all part of the discussion regarding this application. Mr. Rivard asked if it is best to defer this application until the new Bylaw is in effect and Mr. Forbes commented that this application may be considered to be a unique scenario where, the applicant has been working on this application for the past two years referencing to the current Bylaw. At the time the applicant has submitted his application, there is a transition between the current and the proposed Bylaw, with effectivity yet to be determined. Therefore, it is difficult to determine when to enforce the current and the new regulations especially on the requirement to replace the existing parking spaces. If they are approved to be exempted from the new Bylaw and they sign a 10 year lease, it would be considered to be the best scenario for off lot parking. It is a fact that they will need parking spaces in the adjacent structure. We are looking at the provisions under the old Bylaw but at the time this application may be approved considering that this still has to go to a public consultation, the new Bylaw may be in effect. Mr. Rivard then verified that Council may decide to take the cash-in-lieu if the new Bylaw is in effect. Mr. Forbes noted that again because of the uniqueness of this application submitted under the current Bylaw but may be approved at the time the proposed Bylaw is in effect, it would also be recommended to get a legal opinion on this since we are looking at pieces of the current and the proposed Bylaw and is a matter of a procedural issue. Mr. Morrison also added that in the current Bylaw, it is still the decision of council to approve for off lot parking or cash-in-lieu in terms of required parking spaces.

Councillor Rivard also noted on the variances relating to the bonus height which has to be reviewed by Council and Mr. Forbes mentioned that this is not too much on the bonus height. Council may reject the variance but it doesn't prevent the applicants from getting the bonus height if they meet the requirements. Mr. Morrison clarified that in order for the applicant to get the bonus height, they need 98.4 feet. So if they had a lot frontage of 98.4 ft, they would be able to get the bonus height as-of-right, but since they are short, they have to apply for a variance. Councillor Rivard then clarified if it is best to get a legal opinion on applications that will be affected by the current and the proposed Bylaw. Mr. Forbes noted that this has to be highlighted to Council and this application still needs to go to a Public Meeting. Councillor Terry MacLeod asked if there is a buffer time for the developers for these applications and Mr. Forbes responded

that before they are able to proceed, Council has to agree to allow entrance or headway to the parkade or that they are not opposed to that and that they are allowing such parking requirements for a 10 year lease.

Lea MacDonald, RM, also asked if underground parking is being pushed. Mr. Forbes confirmed that this option has been considered but can get very complicated. It is not something that can be easily done looking at all the factors around it. It is not a City requirement but more of a marketability strategy where it is easier to sell units with a guaranteed parking rather than a parking space that may or may not be available in ten years. Mr. Morrison summarized the application by clarifying the coverage of the request to proceed to a public consultation.

Councillor Rivard asked for any further comments or questions; there being none, the following resolution was put forward:

**Moved by Roger Doiron, RM, and seconded by Loanne MacKay, RM, that the request to obtain a site specific exemption of the Downtown Mixed-Use Neighbourhood (DMUN) Zone of the Zoning & Development By-law as it pertains to 80 Grafton Street (PID #340265) in order to construct a five (5) storey mixed-use development and allow the applicant to enter into an agreement with the City to provide the existing (26 standard parking spaces) and required parking (up to 28 standard parking spaces and 4 mobility parking spaces) off-lot in the Pownal Parkade (100 Pownal Street, PID #340414) for a period of not less than 10 years which is contrary to the Zoning & Development By-law (2018-11).**

**The site specific exemption also includes the following three (3) variances:**


- 1. Reduce the minimum lot frontage required to be eligible for a bonus height from 98.4 ft to approximately 76.1 ft; and**
- 2. Reduce the minimum side yard setback for the fourth and fifth floors of the proposed building to 70 Grafton Street (PID #340273) from 18.0 ft to approximately 14.33 ft; and**
- 3. Reduce the minimum side yard setback for the fourth and fifth floors of the proposed building to 137 Queen Street (PID #340257) from 18.0 ft to approximately 13.0 ft, be approved to proceed to public consultation**

**CARRIED**

**The meeting was adjourned at 6:16 p.m.**

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**Councillor Greg Rivard, Chair**

<b>TITLE:</b> <b>ZONING &amp; OP AMENDMENT</b> <b>FILE: PLAN-2018-1-OCTOBER-#60-1</b> <b>PROPERTY PID #1073634</b> <b>OWNER: BILL WATERS</b>		
<b>MEETING DATE:</b> October 1 <sup>st</sup> 2018		<b>Page 1 of 3</b>
<b>DEPARTMENT:</b> Planning & Heritage	<b>ATTACHMENTS:</b> A. Map of Site B. Application related documents	
<b>SITE INFORMATION:</b> Context: Vacant and undeveloped Ward No: 8 Existing Land Use: Right-of-Way Official Plan: N/A Zoning: N/A		
<b>PREVIOUS APPLICATIONS: PLAN-2018-4-Sept-5</b>		

**RECOMMENDATIONS:**

Staff encourages Planning Board to recommend approval to Council to approve the request to proceed to a public consultation to zone the property identified as PID #1073634 to **Single-Detached Residential (R-1L) Zone** and designate the same property **Residential** on *Appendix A* of the Official Plan.

**BACKGROUND:**

***Request***

The Planning & Heritage Department has received a request to zone the parcel PID #1073634 to the Single Detached Residential (R-1L) Zone and to designate the same lot as Residential as per *Appendix A* of the Official Plan. Approval of this application will allow for the owner to develop the site for residential purposes.

***Development Context***

The subject site is 0.4 acres in size, vacant with some portions treed, and is located between 137 Belgrave Drive which is owned by the same person and 133 Belgrave Drive. The property is relatively flat and undeveloped. Uses surrounding the site are primarily large low density residential lots with the only nearby amenity being a public park and greenspace. The lot PID #1073634 currently does not have any formal access but this would be provided onto Belgrave Drive once developed.



**History**

The lot PID #1073634 was once a public right-of-way designated for a street to connect Gardiner Drive and Belgrave Drive. This road allowance was subdivided and sold in 2017 to the current property owner but was never consolidated with 137 Belgrave Drive. The parcel currently does not have a designation or zoning and therefore has no entitlements for development. The owner applied for a site specific amendment on the property to construct a large accessory structure. Council recently rejected this proposal to proceed to a public meeting.

**ANALYSIS:**

This property is located within a well-established R-1L Zone. The owner is proposing to zone the property Single Detached Residential (R-1L) and designate *Residential* as per the Official Plan. This will allow for the owner to develop a single detached dwelling on the property providing for infill in an established low density neighbourhood. The property has access to infrastructure services (i.e. sewer and water) and recreational open spaces (parks and trails). Winslow is a low density residential community that was amalgamated with the City of Charlottetown in 1995.

***Consistency with the Official Plan***

Presently, the property does not have a designation since it was a previous right-of-way for a road. The applicant is seeking to designate the property *Residential* in order to develop a single detached residential building onsite. The Official Plan supports both infill development while maintaining the character of the residential neighbourhood.

Section 3.1.2 of the Official Plan states: *Our objective is to promote compact urban form and infill development, as well as the efficient use of infrastructure and public service facilities.*

*Our policy shall be to allow moderately higher densities in neighbourhoods, and to allow in-law suites in residential land-use designations, and to make provision for multiple-family dwellings in the downtown core, and multiple-family dwellings in suburban centres and around these centres provided it is development at a density that will not adversely affect existing low density housing.*

Section 3.2 under the heading of *Environment for Change* states: *Preserving the distinctive character and identity of Charlottetown's neighbourhoods requires strategies that promote internal stability as well as a sense of community identity. The CHARLOTTETOWN PLAN incorporates policies which will help preserve the harmony and integrity of each existing neighbourhood within the City.*

The Official Plan supports mixed forms of housing within existing neighbourhoods to allow for housing choices. Housing choices within neighbourhoods are important as they provide variety for

people at various stages of their lives. This neighbourhood predominately consists of large single detached residential lots with open space areas for parks and trails.

***Consistency with the Zoning By-law***

As previously stated the property has no zoning since it was previously a public right-of-way for a future street. The applicant is applying to zone the subject property to the Single Detached Residential (R-1L) Zone. The Winslow neighbourhood predominately consists of low density residential housing with parks and trails. The proposed zoning would conform to the rest of the neighbourhood that is also zoned Single Detached Residential (R-1L) Zone. The proposed lot is of sufficient size to adhere to all minimum sizing requirements for both frontage and area.

**CONCLUSION:**

The Planning & Heritage Department encourages Planning Board to recommend approval to Council to approve the request to proceed to a public consultation in order to zone the subject property identified as PID #1073634 to the Single-Detached Residential (R-1L) Zone of the Zoning & Development Bylaw and designate Residential on Appendix A of the Official Plan.

**Manager:**



Alex Forbes, MCIP, MBA  
Manager of Planning & Heritage




**Presenter:**



Robert Zilke, MCIP  
Planner II

# Attachment A



<p>Application File: PLAN-2018- October-1</p> <p>Address: PID#1073634 Ward: 8 Zone: N/A</p>	<p>0 12.5 25 50 Meters</p> <hr/> <p>0 40 80 160 Feet</p>
<p><b>LEGEND</b></p> <p> Affected Lot</p>	<p>City of Charlottetown Planning &amp; Heritage Department</p> 
 <p><b>City of Charlottetown</b></p>	<p>Map Created: 9/27/2018</p>

PLANNING  
Rec'd Sept 18/2018 ml/BLW



# CHARLOTTETOWN

## PLANNING & HERITAGE DEPARTMENT

### APPLICATION

FILE NUMBER	HERITAGE	SUBDIVISION Name _____
ASSESSMENT NUMBER	VARIANCE	Number of Lots _____
REZONING FROM <u>Residential</u> TO <u>R1</u>		OTHER _____

- Applicant's Name BILL & WANDA WATERS
  - Address 137 BELGRAVE DRIVE WINDSLOE PE C1E1Z2
  - Telephone: Work 902-566-5850 Home 902-368-4944
  - Civic Address of Property to be Developed 1073634
  - Present Use of Property (Zone) Present Use: ORWAY
  - Proposed Use of Property and Brief Description of Work RESIDENTIAL
7. Site or Subdivision Plan Provided Yes  No
8. Building Plans Provided Yes  No
9. Estimated Start Date Nov. 2018 Completion Date June 1 - 2019

I, the undersigned, as owner or authorized agent for the owner of W. Waters  
(Civic Address) hereby make application for the above-noted development and certify the truth of all statements or representatives contained herein.

Sept 18/2018  
DATE

W. Waters  
SIGNATURE OF OWNER OR AUTHORIZED AGENT

**NOTE:** This is an application ONLY and does not authorize the applicant to proceed with the proposed development until a building permit is applied for and issued for the development.





City of  
Charlottetown

Report No: PLAN-2018-10 - # 6a-2

Date: October 1, 2018

Directed to: Planning Board

Attachments: proposed building plans and Zoning map, GIS Map showing semi-detached dwellings in the area

Department: Planning and Development

Prepared by: Laurel Palmer Thompson MCIP

**Subject: Rezoning application 101 Oak Drive**

Section 3.1 Directing Physical Growth, Official Plan

Section 3.2 Sustaining Charlottetown's Neighbourhoods

Section 3.3 Housing Needs and Variety, Official Plan

Section 3.10 Underground Services and Infrastructure, Official Plan

Section 4.27 Amendments to the Zoning and Development Bylaw, Zoning and Development Bylaw

**RECOMMENDATION:** Staff encourages for Planning Board to Recommend to Council to proceed to Public Consultation to rezone the property located at 101 Oak Drive (PID # 452748) and amend Schedule "H" the Zoning Map of the City of Charlottetown from R-1L (Single Detached Residential Zone) to R-2 (Low Density Residential Zone).

**REPORT:** An application has been received to re-zone the property located at 101 Oak Drive PID # 452748. This property is bounded to the north by (R-1L) single detached residential zoned development on Richard Drive, to the east by (R-1L) single detached residential zoned development on Doncaster Avenue, to the south by (R-1L) single detached residential zoned development on Oak Drive and to the west by (R-1L) single detached residential zoned development.

The land is currently zoned R-1L (Single Detached Residential). The proposal is to rezone this property to R-2 (Low Density Residential) to facilitate the construction of a semi-detached dwelling. The applicant has submitted plans for a 2,730 sq. ft. semi-detached dwelling including garages. Each unit would consist of 1,365 sq. ft. The applicant has not submitted a site plan. However, according to GIS the lot dimensions are approximately 86 ft. x 123 ft. which would be large enough to accommodate a semi-detached dwelling. However without a site plan staff is not able to assess parking, driveway access, site drainage or setbacks.

The current Zoning and Development Bylaw restricts the uses in the R-1L Zone to single detached dwellings only. However, recent amendments to the Zoning and Development Bylaw permits accessory apartments to be located within single detached residential zones. The proposed Bylaw will allow an accessory apartment within a single detached dwelling provided it is no more than 80% of the main dwelling and is no larger than 861 sq. ft. of floor area. The main dwelling must also be occupied by a person who resides on the premises and uses the property as their principal dwelling unit. This provision allows for additional housing choices within neighborhoods and will help to address the housing shortage that is currently being experienced within the City. Therefore, single detached dwellings can be converted to or designed as two unit dwellings but the additional density is not as visible as a semi-detached

dwelling. Considering the foregoing staff has concerns with the request to rezone this property. If permitted to be re-zoned, the rezoning would technically be considered a spot rezoning.

This neighborhood predominantly consists of single detached dwellings however, there are some semi-detached dwellings located within the vicinity of this lot. On Richard Drive there are two semi-detached dwellings that are considered legal non-conforming. A semi-detached dwelling was also constructed on the corner of Doncaster and Richard Drives. This dwelling is proposed to be constructed on Oak Drive and although there are some semi-detached dwellings in the general area the streetscape on Oak Drive is comprised of single detached dwellings.

Below is a quick summary of the subject application’s positive attributes, neutral attributes, and shortcomings:

Positives	Neutral	Shortcomings
<ul style="list-style-type: none"> <li>• Moderately higher density that will not adversely affect existing low density housing.</li> <li>• Increasing the capacity of existing underground services.</li> <li>• Additional density in fully serviced areas of the City.</li> <li>• Medium density housing style to meet future housing needs.</li> <li>• Development is harmonious with its surroundings.</li> </ul>	<ul style="list-style-type: none"> <li>• Vacancy rate in Charlottetown continues to decrease.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Could be considered a spot rezoning.</li> <li>▪ The rezoning may increase interest in low to medium density development within the neighbourhood.</li> <li>▪ Oak Drive is considered a stable neighbourhood developed with single detached dwellings. The change in housing form may cause concern with existing property owners.</li> </ul>

**CONCLUSION:**

The Official Plan supports moderately higher density and housing choices within neighbourhoods. It is important for a neighbourhood to have housing options that provide more choice. As people age they often are looking for housing options that require less maintenance and allow them to downsize from larger homes. If housing options are not available within their neighbourhood oftentimes people are forced to leave their neighbourhoods to seek appropriate housing. The Official Plan states, *“If Charlottetown is going to continue to grow as a healthy community, affordable housing for all segments of society must generally be available throughout the City.”* Listed below are excerpts from sections of the Official Plan that supports moderately higher densities and housing choices.

*Section 3.2.2 - Our objective is to allow moderately higher densities and alternative forms of development in any new residential subdivisions which may be established, provided that this development is well planned overall, and harmonious with existing residential neighbourhoods.*

*Section 3.3.2 - Our objective is to enhance the range of housing available to residents who have special social, economic or physical needs*

*Section 3.3.2 - Our policy shall be to actively work with our partners to address the housing needs of seniors, to expand the range of affordable housing available to them, and to provide it in neighbourhoods preferred by them.*

These sections of the Official Plan are supported by the recent amendments to the Zoning and Development Bylaw which allows accessory apartment units to be constructed within single detached dwellings. This form of housing allows two unit dwellings within stable neighbourhoods in an unobtrusive manner. Although, there is already some similar housing in the area this portion of the neighbourhood of Sherwood with the exception of Barbour Subdivision tends to be a mature, stable neighbourhood developed with single detached dwellings and therefore the current rezoning request may be regarded as a spot rezoning. Therefore, staff do have some concerns as to whether the requested zoning change would be appropriate for the area given the recent changes to the Zoning and Development Bylaw. Notwithstanding, staff feel that this application should be recommended to advance to a public hearing to gauge the level of support in the neighbourhood. Staff is therefore recommending advancing this application to public consultation.

**RECOMMENDATION:**

Staff encourage the Board to recommend to Council advancing this application to public consultation to amend Appendix "H" – Zoning Map of the Zoning & Development Bylaw from the Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone in order to rezone the property located at 101 Oak Drive (PID #450748).

Respectfully,

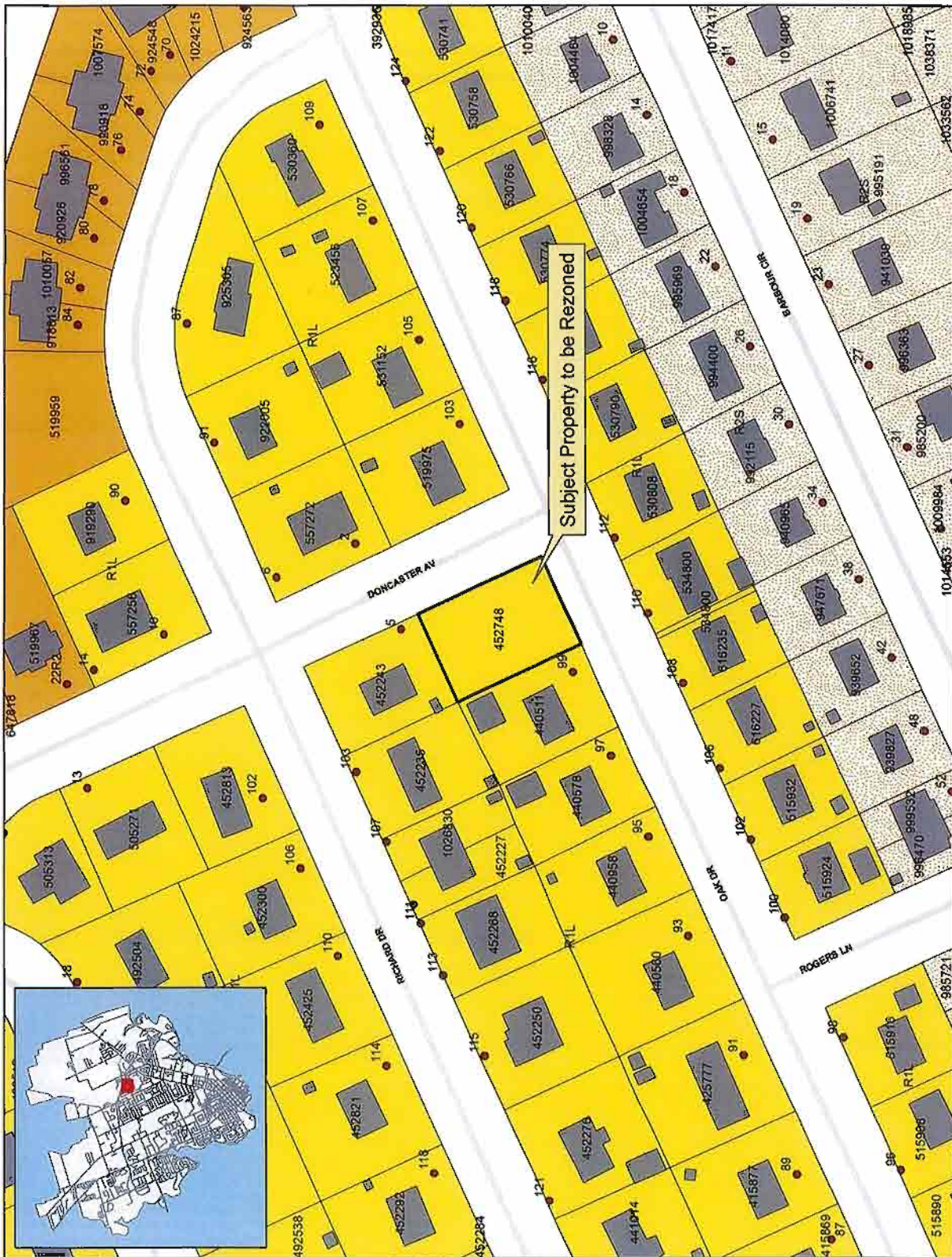
*Laurel Palmer Thompson MCIP*

**Reviewed By:**

CAO	Dir Corp Svcs	Dir Pub Svcs	Dir F & D Svcs	Dir Hum Res	Mgr <i>A</i>	Other
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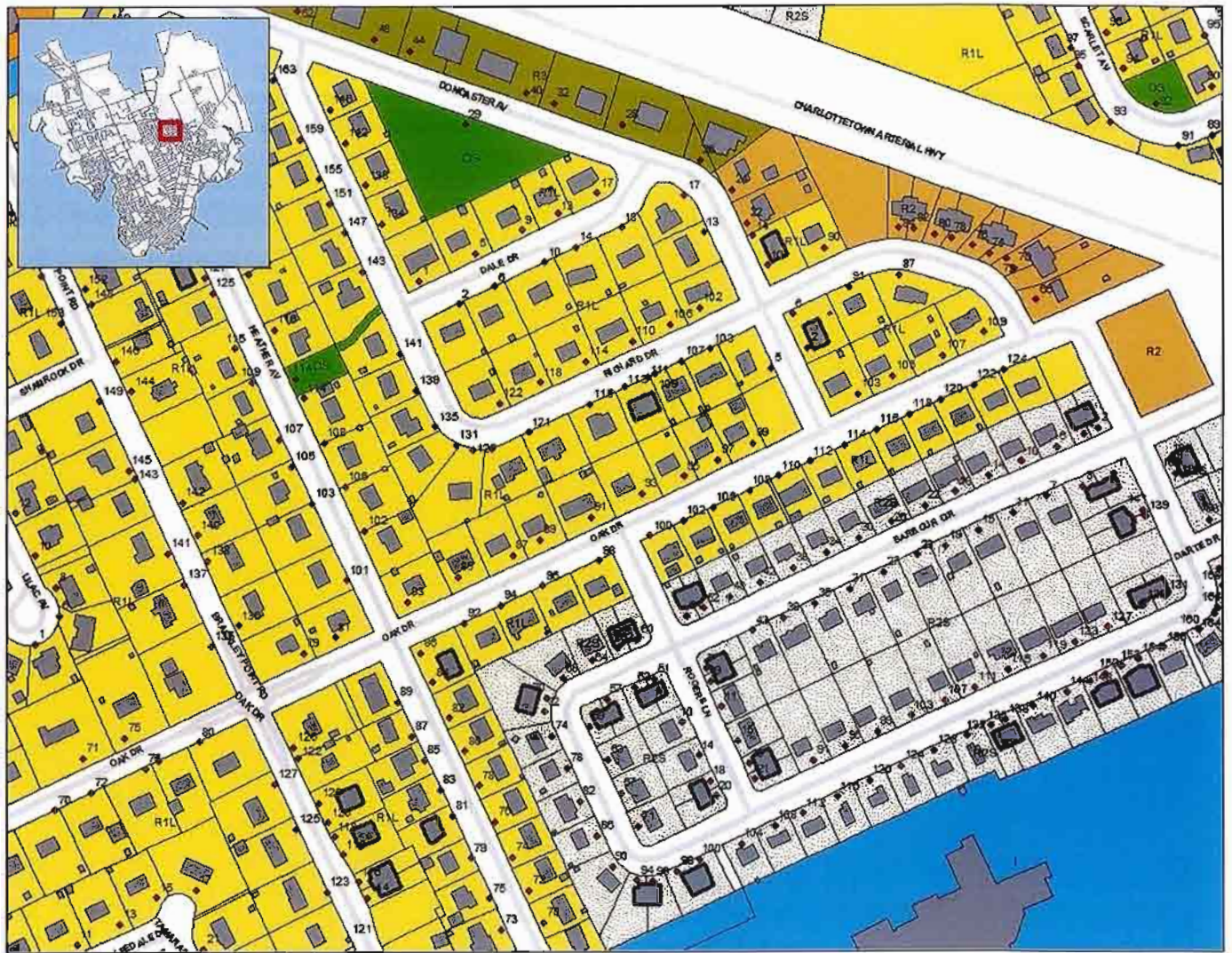


Zoning map showing location of proposed rezoning:



Semi Detached Dwellings in the Neighbourhood:

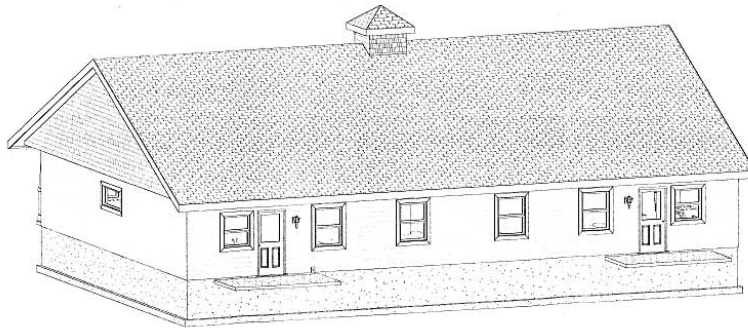
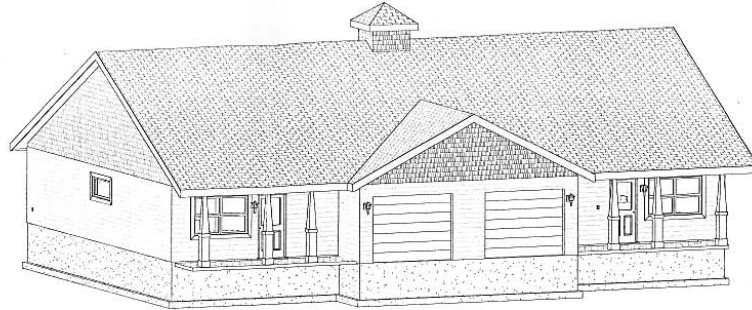
# Semi Detached Dwellings in the Neighbourhood:



# DALLAIRE DESIGN SERVICES INC.

69 FALCON DRIVE, CORNWALL, PE, COA 1H4  
(902) 940-2872 gaetan.dallaire@hotmail.com

BUILDING AREA	
Name	Area
UNIT 1	1106 ft <sup>2</sup>
GARAGE 1	259 ft <sup>2</sup>
UNIT 2	1106 ft <sup>2</sup>
GARAGE 2	259 ft <sup>2</sup>



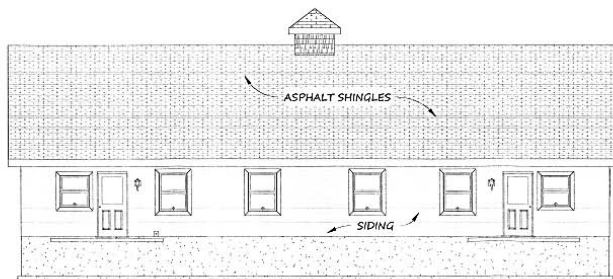
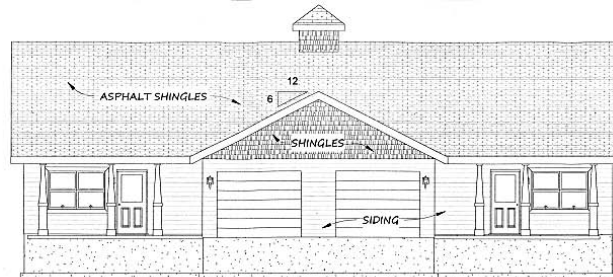
GENERAL NOTE:  
THESE PLANS ARE AN ACCURATE GUIDELINE TO BUILDING CONSTRUCTION. HOWEVER, THE CONTRACTOR AND/OR OWNER DURING THE NORMAL COURSE OF CONSTRUCTION IS TO VERIFY DIMENSIONS AND COMPLIANCE WITH LOCAL BUILDING CODES AND LATEST NATIONAL BUILDING CODE OF CANADA.

THIS PLAN IS THE PROPERTY OF DALLAIRE DESIGN SERVICES INC. AND IS FOR EXCLUSIVE USE FOR ONE DWELLING ONLY. REPETITIVE USE AND/OR COPYING WITHOUT CONSENT FROM DALLAIRE DESIGN SERVICES INC. IS STRICTLY PROHIBITED.

3D VIEWS		
<b>NOEL DOUCETTE</b>		
Drawn by	GD	A1
Date	JUNE / 2018	
Project number	2018-285	Scale

# DALLAIRE DESIGN SERVICES INC.


69 FALCON DRIVE, CORNWALL, PE, COA 1H4  
(902) 940-2872 gaetan.dallaire@hotmail.com



GENERAL NOTE:  
THESE PLANS ARE AN ACCURATE GUIDELINE TO BUILDING CONSTRUCTION. HOWEVER, THE CONTRACTOR AND/OR OWNER DURING THE NORMAL COURSE OF CONSTRUCTION IS TO VERIFY DIMENSIONS AND COMPLIANCE WITH LOCAL BUILDING CODES AND LATEST NATIONAL BUILDING CODE OF CANADA.

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NORTH, & SOUTH ELEVATIONS		
<b>NOEL DOUCETTE</b>		
Drawn by	GD	A4
Date	JUNE / 2018	
Project number	2018-285	Scale 1/8" = 1'-0"

 <p style="text-align: center;"><b>City of Charlottetown</b></p>	<p><b>Report No:</b> PLAN-2018-1-October-# <i>6a-3</i></p>
	<p><b>Date:</b> October 1, 2018</p>
<p><b>Directed to:</b> Planning Board</p>	<p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. GIS Map</li> <li>2. Previous Plan – August 2018</li> <li>3. Revised Plan – October 2018</li> <li>4. Letters of Opposition</li> </ol>
<p><b>Department:</b> Planning &amp; Heritage</p>	
<p><b>Prepared by:</b> Greg Morrison, MCIP</p>	
<p><b>Subject:</b> Request to rezone the property located on MacRae Drive (PID #192401).</p>	
<p><b><u>RECOMMENDATION:</u></b> Staff encourages Planning Board to recommend to Council to approve the request to amend Appendix “H” – Zoning Map of the Zoning &amp; Development By-law from the Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone for a portion of the property located on MacRae Drive (PID #192401).</p>	

**SUMMARY:**

The Planning & Heritage Department has received a request to rezone approximately 9.1 acres of the 12.2 acres property located on MacRae Drive (PID #192401). The property is located in the Single-Detached Residential (R-1L) Zone. The applicant is requesting to rezone the 9.1 acre portion of the property to the Low Density Residential (R-2) Zone.

The purpose of the rezoning is to construct a public street through the subject property from Norwood Road and subdivide said property into a number of residential lots. The most recent plan shows ten (10) lots in the R-1L Zone and 28 lots in the R-2 Zone. Based upon the most recent plan, up to 66 residential dwelling units would be permitted; however, staff would note that the number of residential dwelling units may increase if the developer decided to reduce the lot frontage to 59.1 ft for interior in the R-1L lots and 72.2 ft for interior in the R-2 lots.

**APPLICATION BACKGROUND:**

A similar application to rezone the entire property to the Medium Density Residential (R-3) Zone was presented to the Planning Board on Monday, June 4, 2018. At that meeting, Councillor Greg Rivard commented that going to public consultation without a plan would not be prudent. It was recommended

that the applicant put together a more detailed plan for the public to review. Mr. Rivard also suggested that the direction of the application should be to rezone to CDA.

In light of the foregoing, the following motion was carried:

*Moved by Lea MacDonald, RM and seconded by Kate Marshall, RM, that the request to:*

- 1. Amend Appendix "A" – Future Land Use Map of the Official Plan from Low Density Residential to Medium Density Residential for the property located on MacRae Drive (PID #192401); and*
- 2. Amend Appendix "H" – Zoning Map of the Zoning & Development By-law from the Single-Detached Residential (R-1L) Zone to the Medium Density Residential (R-3) Zone for the property located on MacRae Drive (PID #192401).*

*be deferred until a detail concept plan is provided for the property.*

The applicant reapplied to rezone the property prior to the July 2, 2018 Planning Board meeting; however, the application was to rezone the entire property to the Low Density Residential (R-2) Zone instead of the Medium Density Residential (R-3) Zone.

On July 2, 2018, Planning Board recommended to Council to proceed to the public consultation phase.

## **PUBLIC CONSULTATION:**

### Mailout

On July 9, 2018, Council recommended that the request to rezone the subject property proceed to the public consultation phase. On July 10, 2017, ten (10) letters were sent to property owners located within 100 meters of the subject property. The letter informed them of the upcoming public meeting regarding the proposed rezoning and solicited their comments, to be received in writing prior to Monday, July 30, 2018. Eight (8) letters from five (5) properties were received in opposition (see attached).

### Public Meeting

The public meeting of Council was held on Wednesday, July 25, 2018 at 7:00 pm at the Council Chambers. Staff provided an overview of the application to Council prior to opening the floor to the public. The applicant, Leroy MacLeod, attended the meeting to answer the questions from the public. Four (4) residents spoke out outlines various concerns.

## Stated Concerns

The residents who spoke at the public meeting asked the applicant a number of questions relating to the type of dwellings that would be constructed. These questions include, but not limited to:

- Will all the lots be developed as two unit dwellings?
- Will the proposed dwellings be one or two storey?
- Will the proposed dwellings be constructed with a basement or on a slab?
- Will the properties be sold or be used for rentals?
- Who would the lots be marketed towards?
- What is the price range of lots and dwellings?

A few other questions that were directed towards Council include, but not limited to:

- How will the increased traffic be accommodated on St. Peter's Road?
- Will sidewalks be constructed along MacRae Drive?
- Will there be any greenspace incorporated into the subdivision?

After additional discussions at the meeting, the suggestion of retaining the R-1L zoning for the lots that front onto MacRae Drive while rezoning the internal properties to the R-2 Zone was put forward in order to align with the approach taken throughout the East Royalty Master Plan. The applicant indicated that he was not willing to move in that direction as he could not determine if that suggestion would meet sufficient demand in the marketplace for the lots to be absorbed quickly.

Since that time, the applicant met with the residents in the neighbourhood to discuss a number of different options; however, the applicant indicated that the residents were not receptive to these options. Following a meeting with Planning staff on September 25, 2018, the applicant decided to retain the R-1L zoning for the lots that front onto MacRae Drive while proposing to rezone the internal properties to the R-2 Zone.

## **OFFICIAL PLAN:**

The Official Plan provides policy relating to allowing moderately higher densities in neighbourhoods, using existing underground services to its fullest practical capacity and encouraging development in fully services area.

*Section 3.1.2 - Our **policy** shall be to allow moderately higher densities in neighbourhoods ... and to make provision for multiple-family dwellings in the downtown core, and multiple-family dwellings in suburban centres and around these centres provided it is development at a density that will not adversely affect existing low density housing.*

*Section 3.1.2 - Our **policy** shall be to use existing underground services to its fullest practical capacity before public funds are used to extend new water and wastewater lines into areas that are essentially undeveloped.*

*Section 3.3.1 - Our **objective** is to encourage development in fully serviced areas of the City, to promote settlement and neighbourhood policies as mechanisms for directing the location of new housing, and to encourage new residential development near centres of employment.*

*Section 3.3.1 - Our **policy** shall be to provide medium density housing styles to meet future housing needs.*

## **DISCUSSION:**

Throughout the public consultation process relating to the East Royalty Master Plan, the concept of mirror zoning was brought forward on numerous occasions. Mirror zoning was used to respect the existing residents of East Royalty by reflecting the existing zoning on one side of the street with the proposed zoning on the other side. Examples of this zoning have been implemented along East Royalty Road and along parts of MacWilliams Road and MacRae Drive. Staff would also note that the east side of MacRae Drive is zoned R-1L and there are two existing single-detached dwellings on the west side of MacRae Drive.

Another objective of the East Royalty Master Plan was to promote mixed housing types and not develop neighbourhoods entirely as one-unit dwellings or two-unit dwellings. The proposed development permits single-detached dwellings but leaves the type of housing (single-detached dwellings, duplex dwellings, or semi-detached dwellings) entirely up to the developer. The concept of mixing one-unit dwellings with two-unit dwellings was specifically integrated into the new East Royalty Mast Plan. Staff is concerned that leaving the decision on housing type to the developer on the remaining 9.1 acre property is contrary to the planning principles in the East Royalty Master Plan.

Staff would note that the proposed subdivision has not been reviewed by any other Department at this time, but should the rezoning be approved, the applicant would then begin the process in obtaining a Subdivision Roads & Services Agreement. It should also be noted that the lot configuration may be altered slightly due to the required frontages / lot area and setbacks; the required landscaped open space or road design being altered. The subject property is currently serviced along MacRae Drive and the proposed public street would include the extension of those existing services.

The proposed rezoning aligns with many policies in the Official Plan and in light of the fact that the applicant is willing to continue the trend of mirroring housing densities in East Royalty; staff is recommending that the application be approved.

Below is a quick summary of the subject application's positive attributes, neutral attributes, and shortcomings:

Positives	Neutral	Shortcomings
<ul style="list-style-type: none"> <li>Moderately higher density that will not adversely affect existing low density housing.</li> <li>Increasing the capacity of existing underground services.</li> <li>Additional density in fully serviced areas of the City.</li> <li>Medium density housing style to meet future housing needs.</li> <li>Application no longer requires an Official Plan amendment.</li> <li>The permitted density is limited due to the R-2 Zone.</li> <li>The proposed rezoning mirrors existing R-1L Zoning along MacRae Drive.</li> </ul>		<ul style="list-style-type: none"> <li>The subdivision plan is still preliminary and will likely change at the time of subdivision.</li> <li>The type of zoning does not promote any form of mixed housing styles.</li> </ul>

**RECOMMENDATION:**

Staff encourages Planning Board to recommend to Council to approve the request to amend Appendix "H" – Zoning Map of the Zoning & Development By-law from the Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone for a portion of the property located on MacRae Drive (PID #192401).

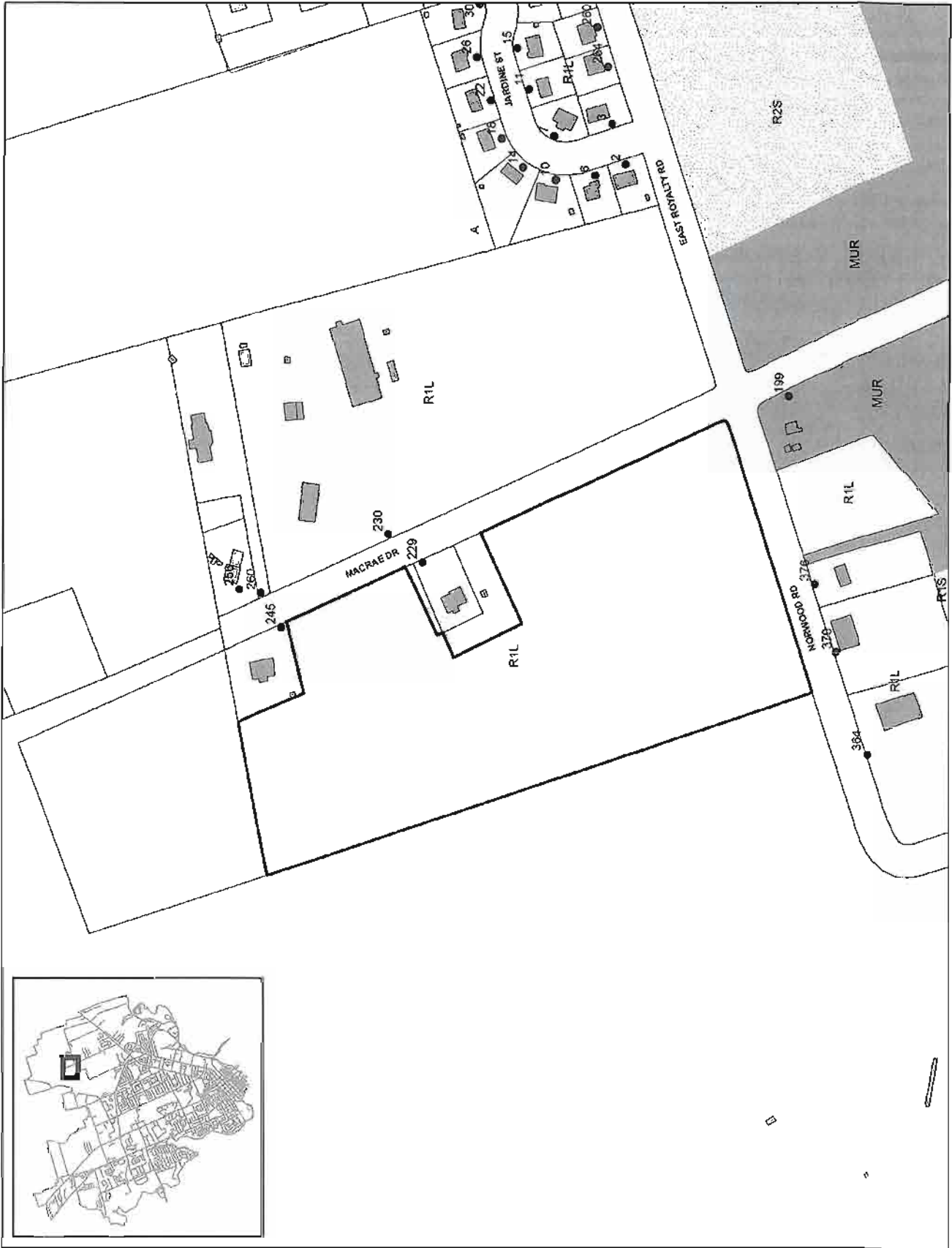
Respectfully,

*Greg Morrison*

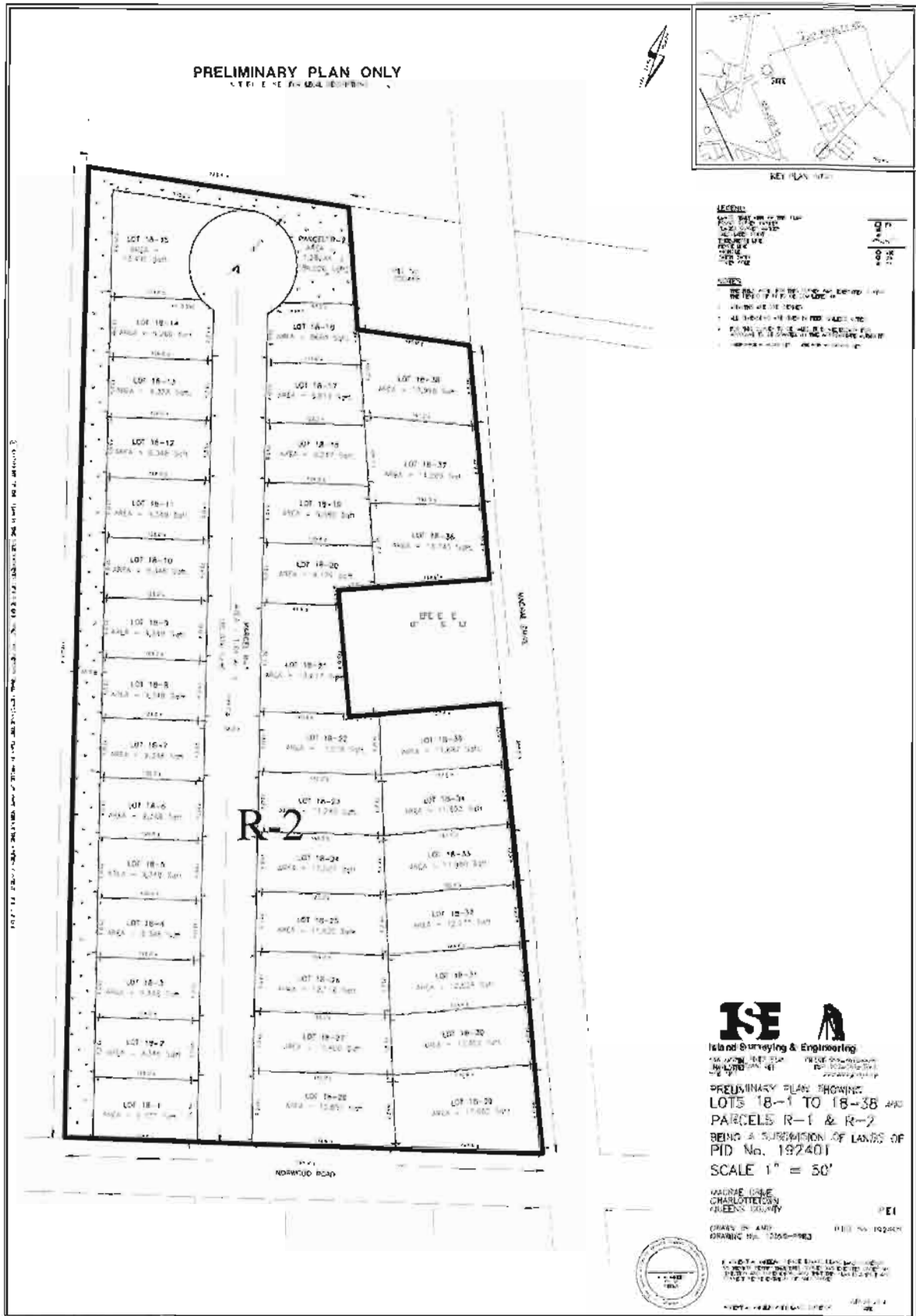
Reviewed By:

CAO	Dir Corp Svcs	Dir Pub Svcs	Dir F & D Svcs	Dir Hum Res	Mgr <i>A</i>	Other
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Previous Plan – August 2018



Revised Plan – October 2018

**PRELIMINARY PLAN ONLY**  
NOT TO BE USED FOR REAL DEALINGS



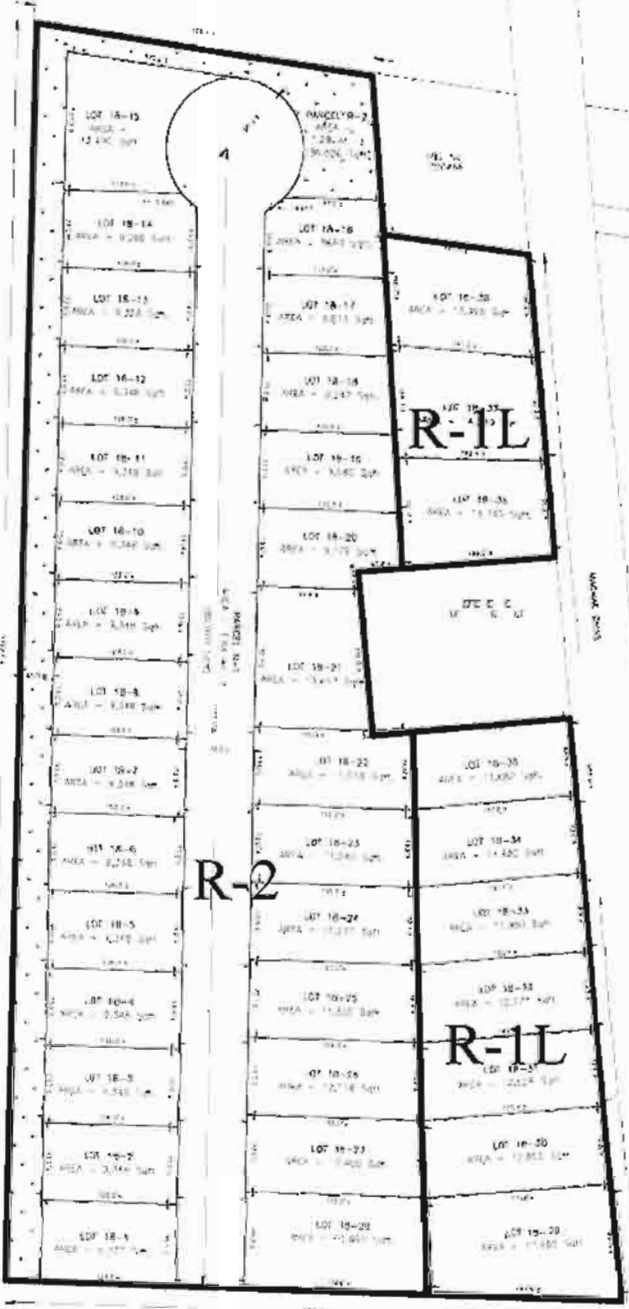
REF PLAN 111

**LEGEND**

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- 100. LOT AREA

**NOTES**

1. THIS PLAN IS FOR THE PURPOSES OF THE PROVISIONAL PLAN ACT.
2. THE PLAN IS NOT TO BE USED FOR REAL DEALINGS.
3. THE PLAN IS NOT TO BE USED FOR THE PURPOSES OF THE PROVISIONAL PLAN ACT.
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10. THE PLAN IS NOT TO BE USED FOR THE PURPOSES OF THE PROVISIONAL PLAN ACT.



**Island Surveying & Engineering**

PRELIMINARY PLAN SHOWING  
LOTS 1B-1 TO 1B-38 AND  
PARCELS R-1 & R-2  
BEING A SUBDIVISION OF LANDS OF  
PID No. 192401  
SCALE 1" = 50'

WESLEY DINE  
CHARLETTON  
QUEEN'S COUNTY  
PEI  
DRAWN BY AND  
DRAWING NO. 2005-1003



DATE: 2018-10-18  
TIME: 10:00 AM  
BY: WESLEY DINE  
CHECKED BY: WESLEY DINE  
SCALE: 1" = 50'

**From:** Bill Wellner [<mailto:dredging@pei.eastlink.ca>]  
**Sent:** Tuesday, July 17, 2018 11:40 AM  
**To:** Planning Department  
**Cc:** [birt.mackay.construction@pei.sympatico.ca](mailto:birt.mackay.construction@pei.sympatico.ca)  
**Subject:** Macrae Drive pid #192401 Development

Attn ; Greg Morrison

I am writing to advise as owner of adjacent property # 191957, 625806, 625814, that I am against the development of this ( #192401) property.

We have operated a construction business at this location since 1950, and with amalgamation in 1995 we came under charlottetown from east royalty and lost ALL ability to Improve / Expand our business, with the new zoning

forced on us , If we must stay the same (Significantly Dropping our property Value) then it is only fair and reasonable to require adjacent property to stay as is, Residential Development on our door steps is ridiculous.

Approval of this Development will require, the two long term employers / property owners, here, to face indeterminable by law "expenses" to suit it! who is going to cover these? Please Advise.

Bill Wellner owner Maritime Dredging Ltd.  
902 629 5938 / 902 894 4438

**From:** Kelley Mooney [mailto:kellymooney@hotmail.com]  
**Sent:** Friday, July 27, 2018 10:31 AM  
**To:** Planning Department  
**Cc:** Hilton, Melissa; Bernard, Terry; Mayor of Charlottetown (Clifford Lee); Rivard, Greg  
**Subject:** Objection to Re-zoning application for PID# 192401 - MacRae Drive, East Royalty

Good morning. Please find attached a letter regarding my objection with this application for re-zoning.

Thank you,

Kelley Mooney

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July 27, 2018

Kelley Mooney  
256 MacRae Drive  
East Royalty, PE

**Mr. Gregory Rivard, Chair, Planning Board**  
**Mr. Greg Morrison, Planner II**  
City of Charlottetown  
Planning and Heritage Department

VIA EMAIL – [planning@charlottetown.ca](mailto:planning@charlottetown.ca)

Dear Sirs:

The purpose of this letter is to express my deep displeasure and disagreement to the application submitted by Leroy MacLeod (“the developer”) for re-zoning and subsequent planned development on MacRae Drive, PID #192401.

The application for re-zoning the piece of land across the street from me from single-detached residential (R-1L) to a combination of R-1L to R-2 (semi-detached) proposes to add 39 lots. I, along with 9 other addresses in the area, received a letter advising of a public meeting to address this application. I, and 6 other area residents that I am aware of, attended the meeting to express our concerns. They are outlined below.

- It seems that the developer’s intention is to put semi-detached units on all of the lots. He was not open to any discussion about leaving the 10 proposed lots directly on MacRae Drive zoned R-1L in order to mirror the existing residences. When asked if it were possible that all lots may end up with semi-detached units on them, the developer replied that it was completely possible.

- Even if the developer allows for single-family dwellings, it is highly unlikely that someone would opt to build a single-family dwelling if semi-detached units are already under construction or completed. This would nearly guarantee that all dwellings would be semi-detached, thereby resulting in 78 new addresses.
- That answer prompted the questions as to whether these units would be for purchase or rent, and whether they are targeted for the lower or middle-income segment of the population. The developer's answers again were somewhat alarming, stating that they could very well be rentals, and that he was targeting the middle-income segment. I am not confident that these properties will reflect the current look and feel of the area and may very well decrease the property and re-sale value of our homes at this end of MacRae Drive.
- The developer was not forthcoming in his responses to most questions. His vagueness suggests that he is not interested in the community as a whole, but in his profit margin. He made one intention clear though; he is building as many dwellings on this parcel of land as he can. The developer made application in May 2018 to re-zone this same parcel of land for apartment buildings with the intention of constructing up to 300 residential dwelling units and was deferred. He then re-submitted this application in June 2018 to allow up to 78 residential dwellings.
- The impact that 78 or more additional vehicles added to the traffic flow on MacRae Drive is alarming. It is already a challenge to turn onto St. Peter's Rd. from MacRae Drive at peak times, particularly if drivers are turning left onto St. Peter's Rd. There is no turning lane and the increased traffic will only exacerbate this issue.
- From Parent Street to the end of MacRae Drive, there are no sidewalks. This stretch of road is routinely used by walkers, joggers, dog walkers, etc. The addition of up to 78 dwellings with their inhabitants will only add to this usage. Then there's the matter of the increased number of vehicles mixed with walkers, joggers, etc. As it stands, most people do not get off the road when a car comes. Add 78+ vehicles to that and it's a matter of time before someone gets hurt. If this project proceeds, there would be an urgent need to install sidewalks to the end of MacRae Drive.
- There are 39 lots proposed for development, essentially engulfing the two existing homes on that side of MacRae Drive. These homes are unique, single-family dwellings that will end up surrounded by semi-detached housing. To allow re-zoning to R2 would be completely out of balance with the residences on both sides of MacRae Drive down to Parent Street, as well as East Royalty Road.

I have lived at this address – 256 MacRae Drive – right across from the proposed development – for 13 years and enjoy a peaceful, quiet, country style of living that I would like to continue.

I will tell you both that had I known this application was coming, I never would have started a major addition to my home and will sell it the second it's completed if this development happens.

Attached is a list of questions posed at the Public Meeting held on July 25 and I would respectfully ask that you present the bolded questions to the developer at the next planning meeting scheduled for August 6. I will be at the meeting to support my position.

Thank you for your attention and consideration.

Sincerely,

Kelley Mooney

cc: His Worship, Mayor Clifford Lee  
Councillor Melissa Hilton - Ward 9  
Councillor Terry Bernard – Ward 10

Attachment

**RE: Re-zoning of property located at MacRae Drive (PID# 192401) from Single-Detached Residential (R-1L) to Low Density Residential (R-2).**

These questions were asked and answered at the Public Meeting of July 25 (developer's answers are indicated) but I would request that you ask the **bolded questions** again for the record of this Planning Meeting. The follow-up questions are suggestions only and were not asked at the July 25 meeting.

**Question: How many units are being proposed?**

Answer: 38 – 76 dwellings, a mixture of single and double residential.

**Follow-up: That's quite a variance; can you explain that please?**

**Question: Are these properties meant to be purchased or rentals?**

Answer: Could be either.

**Question: On which lots are the semi-detached dwellings being built?**

Answer: That depends on what the person buying the lot decides.

**Question: How will you decide how many semi-detached and how many single dwellings?**

Answer: It depends on the market.

**Follow-up: This is extremely vague – the market is demanding everything right now – INCLUDING low income housing/rentals, etc. Based on your answer, you could be allowing anything from low-income housing to half million dollar homes. Do you have a concept plan in place that targets a specific segment?**

**Question: If each of those 39 lots proposes to build semi-detached, are you in favor of that?**

Answer: Yes

**Question: Would you consider keeping the lots on MacRae Drive zoned R-1L for single-family?**

Answer: No

**Question: \*\* THIS QUESTION IS BACKGROUND FOR THE NEXT QUESTION (to His Worship from Melissa Hilton) When did council address the East Royalty Master Plan for and decide that the lots fronting on MacRae Drive would be single-dwelling in order to mirror what is existing there?**

Answer: *(from Mayor)* within the last 12 months.

**Question:** (Melissa then asked the developer)  
**How is it that you are submitting a proposal that calls for semi-detached dwellings after the East Royalty Master Plan had been approved by council which indicates that MacRae Drive would remain zoned single-dwelling R-1L in order to mirror what was existing? Numerous public meetings were held to discuss the matter.**

Answer: I was out of the province.

**Follow-up:** *Was there no one in your company that could have attended in your absence?*

**Question:** **You are selling the lots; are you the contractor building the units?**

Answer: No, but I have to approve the plans.

**Question:** **Are these dwellings to be 1 or 2 storey?**

Answer: The single-family dwellings are to be 2 storey, but the semi-detached are 1 storey.

**Question:** **Will there be full basement or slab construction?**

Answer: That's up to the lot owner.

**Follow up:** *You just said that you have to approve the plans, but have stated that the lot owner can decide the foundation, but you dictate the number of levels. Do you not have a set of covenants or guidelines in place dictating what style of dwelling is permitted? What other criteria is open to the lot owner, and what have you deemed is under your purview as the seller?*

*New Question to Planning Committee:*

**How far away are we from the targeted traffic level to warrant a traffic circle or further infrastructure to facilitate easier access onto St. Peter's Road from MacRae Drive?**

#### QUESTIONS ASKED AT PUBLIC MEETING, JULY 25, 2018

Question: How many lots are there?

Answer: 38. That was incorrect – there are 39 lots

Question: What is your timeline to start construction?

Answer: ASAP

Question: When did you first apply for the re-zoning?

Answer: June 2018

Question: Are the utilities underground?

Answer: Yes



Question: What is the price of the lots?

Answer: \$80K

Question: What do you expect the selling price of the properties to be?

Answer: Semi-detached \$450K, single-family \$325K

Question: Has any consideration been given for green space or a park?

Answer: 10% of the proposed development in land or cash equivalent

Question: Has there been any consideration for further infrastructure as a result of the increased traffic a potential increase of 78 more residences will make?

Answer: That will be up to the province. But at 5pm, I take the back road off Brackley Pt. Rd. through Norwood and that takes no time.

*My response: That route will also become congested once 76 or more vehicles are on the road.*

*Response from City Planner: There have been studies and once St. Peter's Rd hits the targeted level of traffic, a roundabout will be proposed to handle the increase.*

**From:** [jlivingstone@bellaliant.net](mailto:jlivingstone@bellaliant.net) [mailto:[jlivingstone@bellaliant.net](mailto:jlivingstone@bellaliant.net)]  
**Sent:** Sunday, July 29, 2018 10:37 PM  
**To:** Planning Department  
**Subject:** Concerns about PID#192401

Joan and Travis Livingstone  
230 MacRae Drive,  
Charlottetown, PE  
C1C 0L1

July 29th, 2018

Planning and Heritage Department  
City of Charlottetown  
Po Box 98  
233 Queen Street  
Charlottetown, PE  
C1A 7K2

Attention: Gregory Rivard, Councillor Ward 7  
Greg Morrison, Planner II

We are writing to express my concerns about the application for the re-zoning and subsequent planned development on MacRae Drive, PID #192401. The application is for re-zoning the piece of land across the street from us from single-detached residential (R-1L) to a combination of R-1L to R-2 (semi-detached) on 38 proposed lots. Our biggest concerns are as follows:

- We would like to see the properties along MacRae Drive remain zoned R-1L so that they are in keeping with the rest of the street.
- With the increased population in this area we think it is necessary to extend the sidewalk from Parent Street to the end of MacRae Drive for the safety of pedestrians.
- There also needs to be something put in place to deal with the increased traffic that will result from this redevelopment as it is already very difficult to get in and out of MacRae Drive.

Sincerely,  
Joan and Travis Livingstone

**From:** [abruce.ferguson@gmail.com](mailto:abruce.ferguson@gmail.com) [mailto:[abruce.ferguson@gmail.com](mailto:abruce.ferguson@gmail.com)]  
**Sent:** Sunday, July 29, 2018 9:24 PM  
**To:** Planning Department; Mayor of Charlottetown (Clifford Lee); Rivard, Greg  
**Subject:** Zone letter.

Good Morning  
Please see the attached letter re zoning change in East Royalty.

For your consideration.

Bruce Ferguson

902-628-9414

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July 30, 2018

BY EMAIL – [planning@charlottetown.ca](mailto:planning@charlottetown.ca)

Mr. Gregory Rivard - Chair, Planning Board  
City of Charlottetown  
Planning and Heritage Department

Dear Board Members:

I am writing this letter to formally object to application submitted by Leroy MacLeod for re-zoning and subsequent planned development on MacRae Drive in East Royalty, PID #192401.

The application to change the section of land across the street from my residence from single-detached residential (R-1L) to a combination of R-1L to R-2 (semi-detached) for the purpose of developing 39 lots left me with a lot questions. After attending the public meeting at City Hall on 25 July 2018 where we were able to address Mr. MacLeod (the developer), my major concerns are:

1. It sounds like the developer would like to put semi-detached units on all of the lots if he can. He was not interested in even discussing the option of leaving the 10 proposed lots fronting on MacRae Drive zoned R-1L. Only last year, City Council approved the East Royalty Master Plan that showed this stretch of land zoned R-1L.
2. Even if the developer allows for single-family houses, I believe that someone would NOT choose to build a single-family dwelling if semi-detached units are already being built, and we'd end up with all semi-detached in the development.
3. I felt the developer's responses to most questions were incomplete and somewhat vague. He was not prepared to produce examples of the type of R-2 housing he is proposing to allow on the lots

and there is no guarantee that what type of R-2 housing would be constructed in future years.

4. The impact that 78 (and probably more) vehicles to the traffic flow would have on MacRae Drive needs to be considered. It is a challenge to turn onto St. Peter's Rd. from MacRae Drive at peak times, particularly if some drivers are turning left. I know there is a traffic circle scheduled for that intersection once the number of vehicles on St. Peters Road reaches a certain point, but until then our options are limited.
5. There are no sidewalks from Parent St. to the north end of MacRae Drive. This stretch of road is constantly used by people walking, joggers, dog walkers, etc. The addition of up to 78 dwellings will only add to this usage as well as the increased number of vehicles that will bring. This is a large concern as most of these people do not get off the road when a car approaches. As most families now have more than one vehicle, this could add up to 156 additional vehicles when the project is completed. If this project proceeds, there would be an urgent need to extend the sidewalks to the end of MacRae Drive.
6. These 39 lots proposed for development would surround the two existing homes on the west side of MacRae Drive. These homes are unique, single-family homes that will end up surrounded by semi-detached housing. To allow re-zoning to R2 would be completely out of balance with the residences on both sides of MacRae Drive as well as East Royalty Road.
7. Last summer the city spent infrastructure dollars to have the street resurfaced with a major improvement to the road bed to prevent the frost heaves in the winter. It would be waste of taxpayer's dollars to have the road dug up to install infrastructure for this development as I believe the sewer is on the east side of the road.

My wife and I have lived here for 13 years and we love it - we bought here because it was NOT in or near a development. One final point - if we had known this application was coming, there is no way we would have started a major addition to our house late last year.

Sincerely,

Bruce Ferguson  
256 MacRae Drive  
Charlottetown, PEI

cc: His Worship, Mayor Clifford Lee  
Councillor Melissa Hilton - Ward 9

**From:** Melissa Livingstone [[mailto:melissa\\_livingstone@hotmail.com](mailto:melissa_livingstone@hotmail.com)]  
**Sent:** Sunday, July 29, 2018 3:07 PM  
**To:** Planning Department  
**Subject:** Concerns about PID#192401

Hello,

I am writing to express my concerns about PID#192401. I have attached a letter that outlines my concerns and opinions regarding PID#192401. Please let me know if there are any problems opening the letter.

Best Regards,

Melissa

---

Melissa Livingstone  
230 MacRae Drive,  
Charlottetown, PE  
C1C 0L1

July 29<sup>th</sup>, 2018

Planning and Heritage Department  
City of Charlottetown  
Po Box 98  
233 Queen Street  
Charlottetown, PE  
C1A 7K2

Attention: Gregory Rivard, Councillor Ward 7  
Greg Morrison, Planner II

Dear Sirs,

I am writing to express my deep concerns about the application for the re-zoning and subsequent planned development on MacRae Drive, PID #192401. The application is for re-zoning the piece of land across the street from me from single-detached residential (R-1L) to a combination of R-1L to R-2 (semi-detached) on 38 proposed lots. I was unable to attend the public meeting as I was working at the time and will be working at the time of the next meeting. However, I have spoken to neighbouring residents that were able to attend the meeting. I am hoping that our concerns will be acknowledged and appropriate measures can be put in place. I do not feel that the answers given at the last meeting provided adequate solutions for the problems that will arise if this rezoning from R-1L to R-2 were to proceed. Some of my biggest concerns are as follows:

- MacRae Drive is zoned R-1L currently. It is a beautiful street where houses have larger yards and mature trees. The end of MacRae Drive that I live at has always felt like the country. There are fields around most of our property and only 5 residences at this end of the road. To fill this area with semi-detached houses would completely change the aesthetic of the area and not be in keeping with the rest of MacRae Drive. The semi-detached duplexes on the far end of East Royalty Road located by Island Grown Sod are so congested and close together it is very unattractive, with very little green space. The lots of land in the proposed redevelopment are already quite a bit smaller than the properties of existing residences. To construct single story duplexes on them would greatly congest the area and have it look extremely different than the rest of the road. I believe rezoning this end of MacRae Drive to R-2 would seriously hurt our property and resale value. I strongly believe that the properties along MacRae Drive should remain zoned for R-1L single detached residences.
- I am also deeply concerned that some of these properties could become rentals. I've had bad experiences where people renting a property do not have the same respect and sense of responsibility for it as those who have invested in and purchased their property. I would like some measures put in place to prevent these properties from being rentable.
- If these 38 proposed lots become R-2 two unit dwellings there could be up to 76 new families moving in across the street from us. This leads me to concerns about the safety of my horses. The increased traffic and noise of a potential 76 new families may cause a lot of stress and anxiety within the horses. They are used to a more quiet country lifestyle versus what could feel like inner city living with the redevelopment of the area. If the properties along MacRae Drive remained zoned for R-1L I think the addition of the 10 new residences could be handled by the horses and provide a bit of a buffer to the properties behind them. I would be greatly concerned if there were to be up to 20 new residences off of MacRae Drive though.
- There are also a lot of people who enjoy walking, running and biking on this part of the street because it has less traffic and feels like being in the countryside. The proposed redevelopment from R-1L to R-2 would ruin the aesthetic of the street that residents of the area enjoy. It would also present safety concerns with the increased traffic from the additional 38-76 new residences. There are no sidewalks or bike lanes at this end of the street. This infrastructure would have to be added to the area so people could enjoy an active lifestyle safely.
- Which leads me to the traffic concerns of an additional 38-76 new dwellings. In past meetings about the future and redevelopment of East Royalty traffic has been brought up. There is known to be quite a bit of congestion on St. Peter's Road during regular work commute times. It can take some time to get out of MacRae Drive currently and I cannot imagine how much extra time it would take with up to 76 new dwellings. It is also important to note many of these dwellings will likely not be single vehicle homes, meaning there could potentially be anywhere from 38-152 extra commuters. MacRae Drive is not equipped to handle that much extra traffic into an already busy area. The developer's comments about using roads through Sherwood from the Brackley Point Road to Norwood Road is not a solution. For multiple reasons 1) There is a large section of Norwood Road that is not paved 2) The unpaved portion of Norwood Road is blocked off and closed during the winter 3) People who work East of Charlottetown are not going to head west towards Brackley Point Road to loop back East on the bypass. It would also be more difficult for them to exit Norwood Road onto St. Peter's Road than it would be for them to exit from MacRae Drive. I cannot see an easy solution to the problems the extra traffic flow would cause. There would need to be some major changes to roads in the area to properly allow for the increased traffic flow.

- I also have some concerns about the overcrowding at Lucy Maud Montgomery and Charlottetown Rural schools. There has been growing concern and discussion around this in previous years. The addition of this redevelopment will add to the population of those schools. I also feel that rezoning for these schools would not be popular. Sherwood School may be the closest nearby elementary school but it is an older school with a pretty poor reputation. People's opinions of schools do matter and can be seen in the difficulties surrounding the Spring Park, West Kent, and St. Jean Elementary Schools.

I have lived at this property for 29 years and have enjoyed a quiet, peaceful time. I am not comfortable with MacRae Drive being rezoned from R-1L to R-2. If MacRae Drive were to be rezoned it would feel way too crowded, congested, and completely change what is so special about this location in the first place. I think there needs to be consideration of the location and what makes it so appealing to the people who are living here. There also needs to be plans and solutions put in place to help the area safely adapt to the increase in population.

Thank you for your time. I hope all these factors will be deeply considered.

Sincerely,  
Melissa Livingstone

**From:** [parnelltrainor@eastlink.ca](mailto:parnelltrainor@eastlink.ca) [mailto:[parnelltrainor@eastlink.ca](mailto:parnelltrainor@eastlink.ca)]  
**Sent:** Sunday, July 29, 2018 2:32 PM  
**To:** Planning Department  
**Subject:** July 30 zoning letter

See attached

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July 30, 2018

Planning Board, City of Charlottetown

**RE: Objection to Re-zoning application for MacRae Drive, PID#192401**

Dear Board:

We are sending this letter with respect to the planned development on MacRae Drive PID # 192401.

We have lived at 25 Amanda Drive for 15 years in the first sub-division off East Royalty after you turn off MacRae Drive. This is a well maintained sub-division on good sized lots and has a small park with playground equipment. We use East Royalty Road and MacRae Drive daily as a walking area and have grave concerns about this proposed development.

This proposed development does not fit within the East Royalty Master Plan for the MacRae Drive area. If this development was allowed to go ahead, even as a R-1, it should fit in to area and be similar to the development on East Royalty Road - large single family homes on large deep lots.

We are not against development in the East Royalty area but feel that development needs to go forward in reasonable, respectful manner to the residents that currently live here and with proper infrastructure in place along MacRae Drive which is not in place at this time.

Sincerely  
Parnell & Sandra Trainor



**From:** Dana Macinnis [mailto:Dana.Macinnis@bgis.com]  
**Sent:** Monday, July 30, 2018 2:19 PM  
**To:** Planning Department  
**Subject:** Rezoning MacRae Drive - PID #192401

Good afternoon,

Please see the attached letter in relation to the above mentioned rezoning application.

Regards,

Dana MacInnis

Please consider the environment before printing this email - Help save our planet.

Veillez songer à l'environnement avant d'imprimer le présent courriel – Aidez-nous à protéger notre planète.

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July 30<sup>th</sup>, 2018

Dana MacInnis  
260 MacRae Dr  
East Royalty, PE

City of Charlottetown  
Planning and Heritage Department

Dear Sirs:

I am writing to express my concern and dissatisfaction to the application of Leroy MacLeod, related to the rezoning on MacRae Drive, PID #192401.

When I purchased my property at 260 MacRae Drive, which is right across the street from the proposed development, I purchased it based on the quiet country-like setting. Based on the purposed development, this is going to change drastically and may have impacted my decision to purchase in this area two years ago.

I attended the public meeting of July 25<sup>th</sup> in hopes that some of my concerns would be addressed at this time. This was not the case. The developer was very vague in his responses to the questions asked and didn't seem open to discussion related to the potential of leaving the dwellings on MacRae Drive, zoned as single family to mirror existing. His intent seemed clear, to put as many units in as possible. This will no doubt bring about unwanted change to the area.

If the development is to proceed, I would at minimum, like to see those units constructed on MacRae Drive to remain zoned as single-family dwellings.

I will be present at the next planning meeting to support my position on this matter.

Thank you for your attention and consideration.

Dana MacInnis

**From:** Donnie MacInnis [<mailto:dssmac4@hotmail.com>]  
**Sent:** Monday, July 30, 2018 7:33 PM  
**To:** Planning Department  
**Subject:** Rezoning MacRae Drive - PID #192401

Good evening,

Please see the attached letter in relation to the above mentioned rezoning application.

Thanks,  
Donald

---

July 30<sup>th</sup>, 2018

Donald MacInnis  
260 MacRae Dr  
East Royalty, PE

City of Charlottetown  
Planning and Heritage Department

Dear Sirs:

I am writing to express my concern and dissatisfaction to the application of Leroy MacLeod, related to the rezoning on MacRae Drive, PID #192401.

When I purchased my property at 260 MacRae Drive, which is right across the street from the proposed development, I purchased it based on the quiet country-like setting. Based on the purposed development, this is going to change drastically and may have impacted my decision to purchase in this area two years ago.


I attended the public meeting of July 25<sup>th</sup> in hopes that some of my concerns would be addressed at this time. This was not the case. The developer was very vague in his responses to the questions asked and didn't seem open to discussion related to the potential of leaving the dwellings on MacRae Drive, zoned as single family to mirror existing. His intent seemed clear, to put as many units in as possible. This will no doubt bring about unwanted change to the area.

If the development is to proceed, I would at minimum, like to see those units constructed on MacRae Drive to remain zoned as single-family dwellings.

I will be present at the next planning meeting to support my position on this matter.

Thank you for your attention and consideration.

Donald MacInnis

 <p style="text-align: center;"><b>City of Charlottetown</b></p>	<b>Report No:</b> PLAN-2018-1-October-#6b-4
	<b>Date:</b> October 1, 2018
<b>Directed to:</b> Planning Board	<b>Attachments:</b> 1. Street View 2. GIS Map 3. Home Occupation Form 4. Floor Plan 5. Section 4.20: Home Occupation Requirements 6. Letters from Residents
<b>Department:</b> Planning & Heritage	
<b>Prepared by:</b> Greg Morrison, MCIP	
<b>Subject:</b> Request to operate a home occupation (i.e., acupuncture & Chinese medicine business).	
<b><u>RECOMMENDATION:</u></b> Staff encourages Planning Board to recommend to Council to reject the request to operate a home occupation (i.e., acupuncture & Chinese medicine business) from the property located at 29 Forest Drive (PID #791913).	

**SUMMARY:**

The Planning & Heritage Department has received a request to operate a home occupation (i.e., acupuncture & Chinese medicine business) from the property located at 29 Forest Drive (PID #791913). Home occupations are permitted in the City of Charlottetown, in accordance with Section 4.20 of the Zoning & Development Bylaw (see attached). The subject property is located in the Single-Detached Residential (R-1L) Zone.

As part of the application process, the applicant has submitted a home occupation form (see attached) describing the nature of the business. The home occupation will occupy approximately 157.50 sq ft of the 2,050 sq ft dwelling (7.68%). The applicant would be looking to operate six (6) days a week and would anticipate two (2) to four (4) visits per day.

Upon receiving the application, staff evaluated the application's compliance with Section 4.20 of the Zoning & Development By-law (see attached). The dwelling currently contains a driveway that is approximately 19 ft wide. The applicant is required to locate two (2) on the property; one (1) for the single-detached dwelling, and one (1) for the Home Occupation. The Zoning & Development By-law requires that each parking space is 8.5' x 18' which could be accommodated on the existing driveway.

## **MAILOUT:**

Two advertisements were placed in The Guardian on September 15, 2018 and September 22, 2018. Further, on September 10, 2018, twenty-nine (29) letters were sent to property owners located within 100 meters of the subject property. The letter informed them of the proposed home occupation and solicited their comments, to be received in writing no later than Tuesday, September 25, 2018. After mailing letters and creating newspaper ads, staff received nine (9) letters of opposition from eight (8) residents and one (1) letter of support (see attached); as a result, the application is now subject to Planning Board review and Council approval as opposed to staff approval.

The residents that were opposed to the application had concerns including, but not limited to:

1. A home occupation in the neighbourhood would “destroy the beauty of the residential area.”
2. A home occupation would decrease the value of the existing dwelling in the neighbourhood.
3. A home occupation would increase traffic in an already unsafe neighbourhood due to the lack of sidewalks.
4. Insufficient parking and clients from the home occupation would likely park on the street.
5. This particular home occupation would involve excessive daily customer, clients or patients visits.
6. This particular home occupation would be a potentially disruptive use and cause the residential neighbourhood nuisance.
7. Commercial businesses should be located in suitable areas.
8. Approving a home occupation of this nature would set a precedent for other properties.

## **OFFICIAL PLAN:**

Section 4.5 of the Official Plan provides policy to support home occupations:

*Our **goal** is to encourage home occupations as a platform for new economic growth and community development.*

1. *Our **objective** is to support the creation and operation of home occupations in all residential zones on the condition that they are clearly secondary to the residential use of a property and do not create land-use conflicts.*

- *Our **policy** shall be to set out in the Zoning By-law the terms and conditions on which allow unobtrusive home occupations within the City of Charlottetown.*

## **DISCUSSION:**

The Planning & Heritage Department has recently undertaken a review of the Zoning & Development By-law which was approved by Council on September 10, 2018 subject to the Ministerial approval. In the current Zoning & Development By-law, any proposed home occupation that receives opposition is subject to approval from Council. The proposed Zoning & Development By-law allows a number of home occupations to be as-of-right. These home occupations include:

1. Home Daycare, subject to the by-law provisions for Home Daycares
2. Tourist Accommodations, subject to the by-law provisions for Tourist Accommodations
3. Personal Service Shop
4. Home Office, clerical, computer and/or telephone-based services
5. Custom sewing, crafts, or production of visual arts (i.e. painting, pottery, wood carving)
6. Multi-Level Marketing Retail Sales
7. Catering, for off-premise delivery of products
8. Private lessons, tutoring, or training sessions
9. Health and wellness services

Any other uses may be considered following the process of review for a minor variance. Staff would note that the proposed home occupation (i.e., acupuncture & Chinese medicine business) would not be included in this list and would be subject to Council approval. The proposed Zoning & Development By-law was written to simplify the process for unobtrusive home occupations and allows Council to determine the disposition of all other home occupations. The Official Plan provides support for home occupations within the City of Charlottetown.

Even though the home occupation provisions of the current Zoning & Development By-law does not specifically reference a medical or health office as a prohibited use, staff are concerned that this type of use generally operates with frequent appointments. Should this home occupation intensify in the future, staff does not have the ability to monitor the number of clients visiting the business on a daily or hourly basis.



Below is a quick summary of the subject application's positive attributes, neutral attributes, and shortcomings:

Positives	Neutral	Shortcomings
<ul style="list-style-type: none"> <li>• A goal in the Official Plan is to encourage home occupations as a platform for new economic growth.</li> <li>• An objective in the Official Plan is to support the creation and operation of home occupations in all residential zones.</li> </ul>	<ul style="list-style-type: none"> <li>• Home occupations are a conditional permitted use in all residential zones and there are numerous examples of successful home occupations within the City.</li> </ul>	<ul style="list-style-type: none"> <li>• A policy in the Official Plan is to allow home occupations that are unobtrusive.</li> <li>• Difficult to monitor the intensity of a home occupation of this nature.</li> </ul>

Due to the fact that the nature of the business generally operates with frequent appointments and a home occupation of this nature would not be permitted as-of-right in the recently approved Zoning & Development By-law, staff would recommend that the home occupation be rejected.

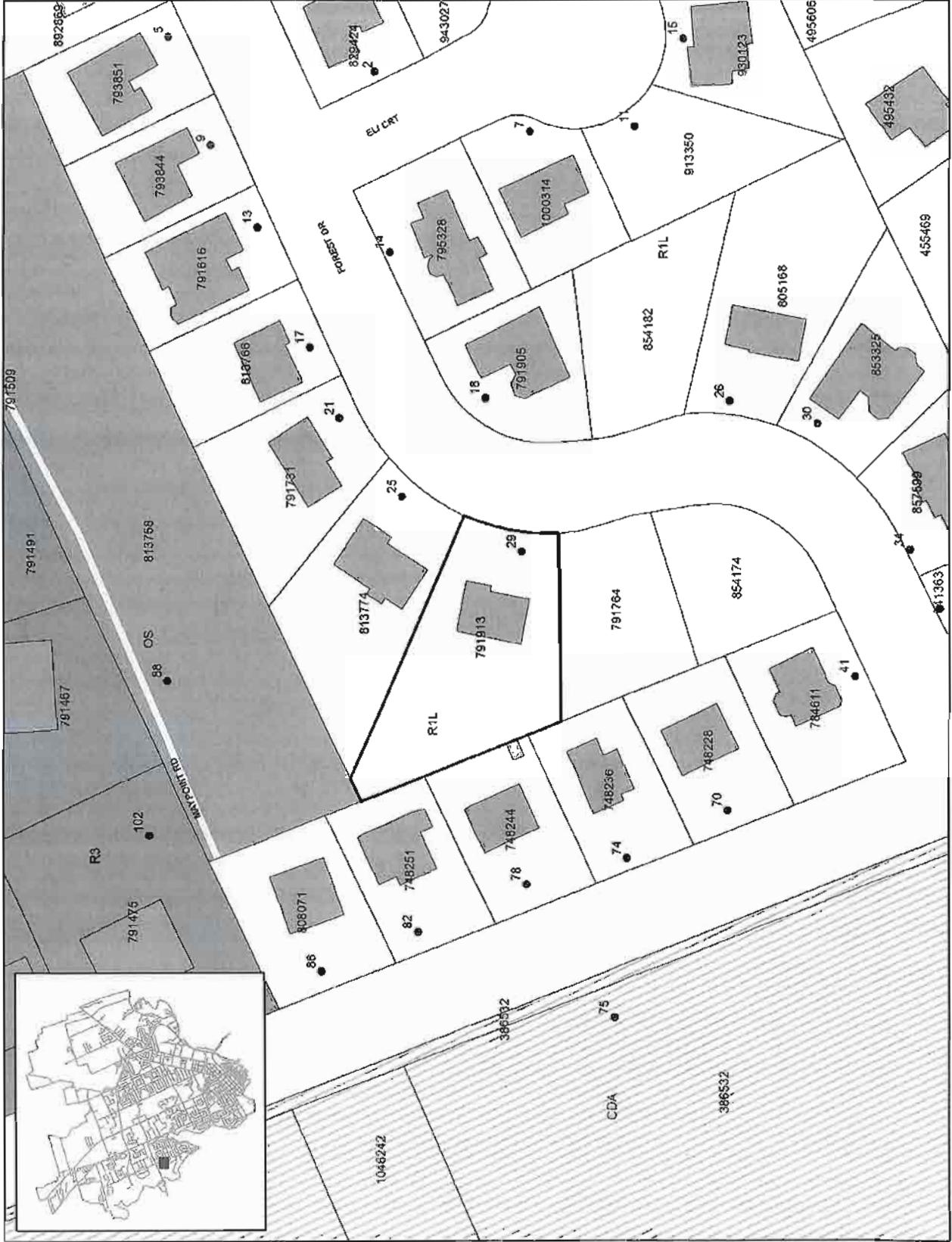
**RECOMMENDATION:**

Staff encourages Planning Board to recommend to Council to reject the request to operate a home occupation (i.e., acupuncture & Chinese medicine business) from the property located at 29 Forest Drive (PID #791913).

Respectfully, 						
<b>Reviewed By:</b>						
CAO	Dir Corp Svcs	Dir Pub Svcs	Dir F & D Svcs	Dir Hum Res	Mgr 	Other
<b>RECOMMENDATIONS/ACTIONS:</b>						









# CHARLOTTETOWN

PLANNING, DEVELOPMENT & HERITAGE DEPARTMENT

## Home Occupation Form

This form must be submitted with a Building Permit Application. Answer the following questions with as much detail as possible. If more space is needed, attach a letter with this form.

What will be the nature of the business?

Acupuncture & Chinese medicine

In what type of dwelling do you live?

Single-Detached dwelling (House)

How many employees will you have?

1 full time employee

What is the total floor area of your dwelling?

2050 sq. ft.

Floor area used for business?

12.5 x 12.6 = 157.5 sq. ft.

How many parking spaces do you have?

4 parking spaces.

Is your property currently being used for any other uses besides a dwelling?

No.

Days and hours of operation?

6 days a week and 6 hours a day

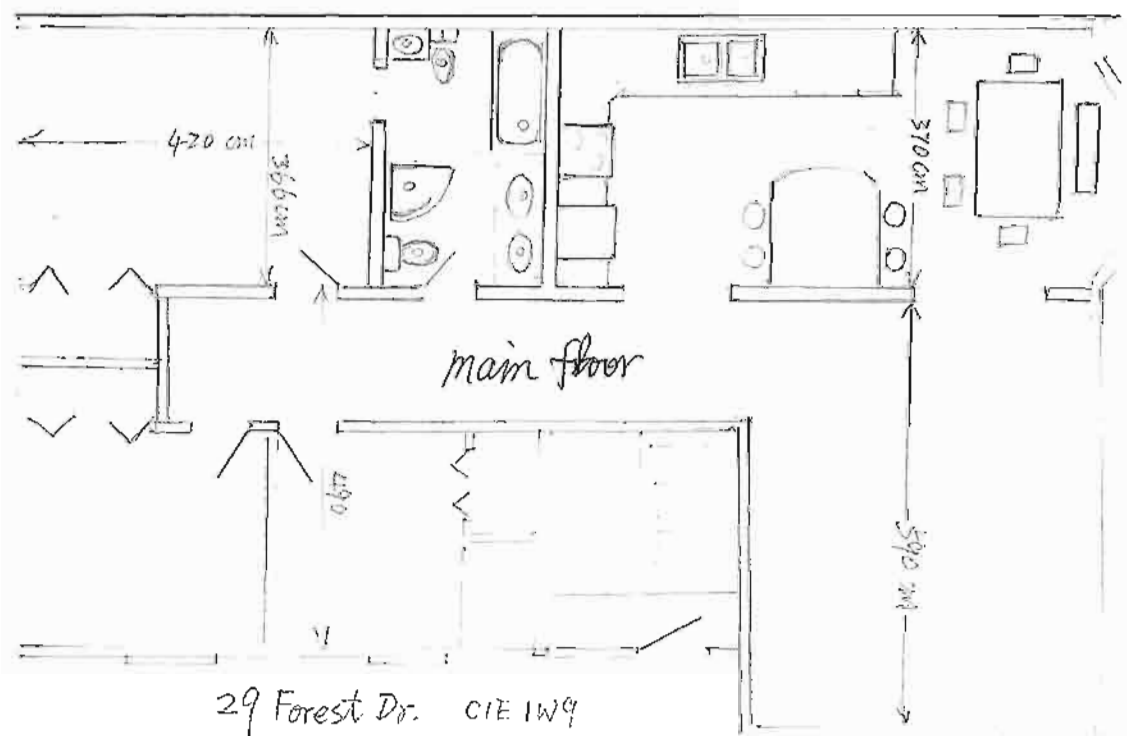
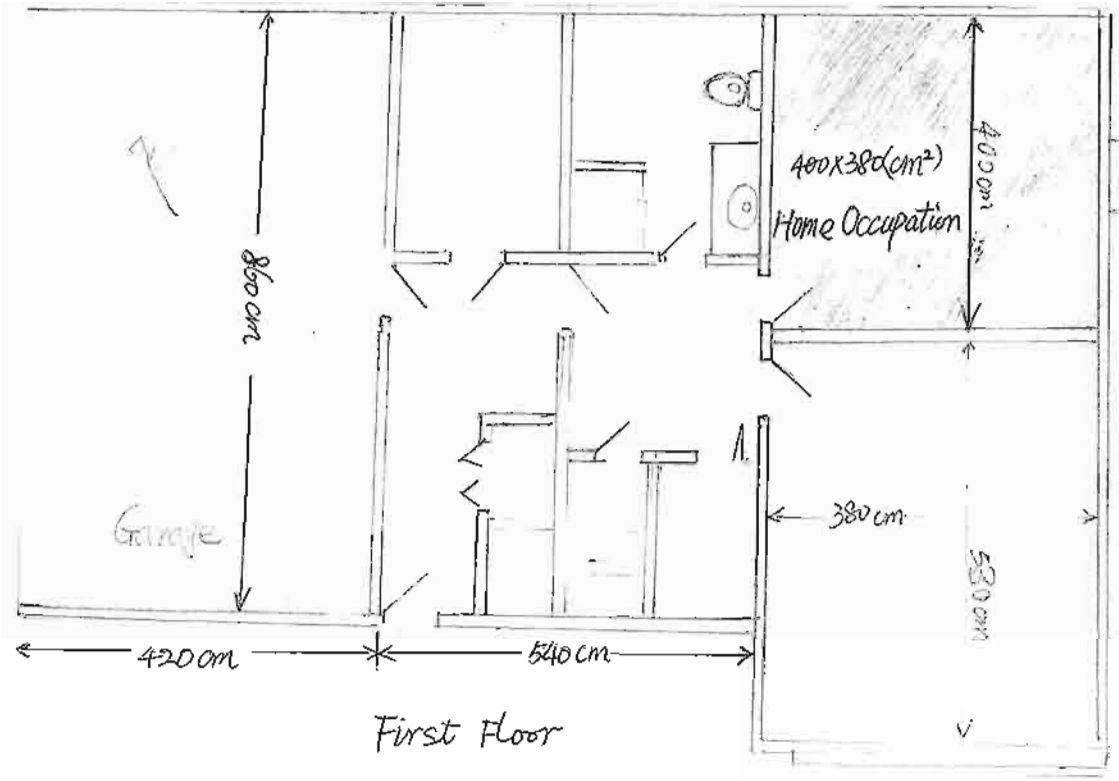
Will clients/customers visit your home?

Yes

How many visits per hour or day are anticipated?

2-4 visits.

- No significant change to dwelling -
- No external storage of materials or containers -
- No outdoor animal enclosures -
- No more than one (1) Commercial Vehicle -
- Must not impact adjacent properties or neighbourhood -



#### 4.20 HOME OCCUPATIONS

A *home occupation* shall be a conditional permitted use in the residential zones—and in residential properties in the 500 Lot Area, and every *home occupation* shall in all respects be subject to the following requirements:

- .1 A permit for a Home Occupation May be granted by the Development Officer in a Single-Detached Dwelling; a Mini-Home Dwelling; a Modular Dwelling or Modular Home; or, in one (1) unit only of a Semi-Detached Dwelling, a Duplex Dwelling, a Converted Dwelling comprising no more than two (2) Dwelling Units; or, in an Accessory Building on the same Lot; for a period of one (1) year. The permit May, upon application and payment of any prescribed fee, be automatically renewed for subsequent years, unless the permit is not renewed due to legitimate complaints under subsection 15.
- .2 The Proprietor(s) of the Home Occupation Shall be the Owner or lessor of the Dwelling in which the Home Occupation is located and Shall live in the Dwelling. There Shall be a maximum of one (1) full-time employee or two (2) part-time employees, other than the Proprietor, working inside or outside of the Dwelling in which the Home Occupation is located. There shall be a maximum of two (2) (ie. full-time equivalent) individuals working inside or outside of the Dwelling in which the Home Occupation is located, including the Proprietor(s). The Proprietor(s) Shall not exceed the requirements above by contracting work out to other persons (employees) not located in the Dwelling.
- .3 The Proprietor(s) of a Home Occupation Shall be required to obtain a Building permit, and the Proprietor(s) of the Home Occupation Shall, if the Building permit is issued, and after completion of any alterations or renovations required for the Home Occupation, be required to obtain an Occupancy Permit before commencing operation of the Home Occupation. The Home Occupation Shall be registered in a Registry of Home Occupations to be maintained by the City.
- .4 The total Floor Area of a Home Occupation Shall not exceed 25% of the Gross Floor Area of the Dwelling or Dwelling Unit in which the Home Occupation is located; or, 46.5 sq. m (500 sq. ft.) of the Dwelling and/or Accessory Building in which the Home Occupation is located, whichever is the lesser.
- .5 There Shall be no change in the Dwelling or Lot which would indicate that a Home Occupation is being conducted therein, except for one (1) non-illuminated Fascia Sign that adheres to Section 5.8.3 of this Bylaw.

- .6 There Shall be no external storage of materials or containers which would indicate that any part of the Dwelling or Lot is being Used for any purpose other than a residential Use.
- .7 There Shall be no outdoor animal enclosures.
- .8 No more than one (1) Commercial Vehicle that is part of the Home Occupation Shall be Parked or stored on the Lot, but notwithstanding the foregoing, other vehicles May be Parked or stored on the Lot in a wholly enclosed Building.
- .9 The Home Occupation Shall not interfere with the natural enjoyment of adjoining residential properties by reason of generating on or off-site electrical interference, dust, noise, smoke, fire or safety hazard, Excessive numbers of vehicles or customer, client, patient or supplier visits, or any nuisances not normally associated with a residential Dwelling.
- .10 No Home Occupation Shall be permitted unless one (1) additional off-Street Parking Space is provided in addition to that required by the applicable residential zone; or, one (1) additional off-Street Parking Space is provided for each employee, including Family member(s) employed, whichever is the greater number.
- .11 No Home Occupation Shall be permitted where any Building or the Lot is already being used in whole or in part for any other secondary or accessory purpose or for any other non-residential Use.
- .12 Before the Development Officer May grant a permit for a Home Occupation, the Development Officer shall first give Notice as per Section 4.31.2 In addition, the Development Officer Shall also insert in a newspaper circulating in the City at least two (2) advertisements serving public notice as to receipt of the Home Occupation application. Where objections are received, Council, after a recommendation from the Planning Board, May direct the Development Officer to issue or not issue the Home Occupation permit. If deemed necessary or advisable, Planning Board May recommend and/or Council May conduct a public meeting before determining whether or not to grant or refuse the permit.
- .13 A Home Occupation permit Shall not be issued for a Dwelling to be converted to a single family, Single-Detached Dwelling, Semi-Detached Dwelling, Duplex Dwelling or Converted Dwelling, as the case may be, until all of the provisions of this Bylaw to convert to a single family, a Single-Detached, a Semi-Detached Dwelling, Duplex Dwelling or Converted Dwelling, as the case may be, are first complied with.
- .14 The following uses are not permitted as a Home Occupation:

- a. an Automobile Shop,
- b. an Automobile Body Shop,
- c. an Automobile Service Station or repair shop,
- d. adult entertainment,
- e. a welding shop,
- f. an amusement arcade,
- g. a restaurant,
- h. a Taxi Stand,
- i. a Neighbourhood Convenience Store,
- j. a Kennel service,
- k. a Retail Store,
- l. a retail sales Office,
- m. a gun shop sales and service, or,
- n. an Office, but only if the Office would entail Excessive daily customer, client, supplier or patient visits,
- o. a Community Building in an R-1L, R-1S, R-2 or R-2S Zone, or
- p. any other Use that is of a potentially disruptive nature or May cause a nuisance to the residential neighbourhood as determined by the Development Officer.

.15 Any aggrieved Person May lodge a complaint or complaints regarding a Home Occupation within the City. After investigation by City Staff, and after review by the Planning Board, a report and recommendation from Planning Board Shall be brought to the attention of Council. Council Shall determine the disposition of the complaint or complaints, and Council May, with or without holding a public meeting, suspend or cancel a permit for the Home Occupation or place future restrictions on the Home Occupation by Development Agreement or otherwise.

**From:** Shawne Halvorson <[tonyandshawne@eastlink.ca](mailto:tonyandshawne@eastlink.ca)>  
**Date:** September 14, 2018 at 3:51:23 PM ADT  
**To:** <[grivard@charlottetown.ca](mailto:grivard@charlottetown.ca)>  
**Subject:** 29 Forest Dr.

Hi

I spoke with you earlier about a proposed business at this address. I was wrong in thinking it was on the corner of Maypoint Rd. and Forest Dr. It is actually further in on Forest Dr. which is worse.

The argument still holds this is a residential area only with some houses in the area closing in on a million dollars. A home business does nothing to enhance the value of the homes in the area.

The location for this is in the downtown core. The parking is nonexistent so either the clients or the owners cars are on the road. This poses a big problem for drivers and walkers as it is a blind corner. During the winter months it will cause a safety issue for kids walking to and from to catch the school bus. Please relay our concerns to the appropriate people. We appreciate your time.

Sincerely Shawne and Tony Halvorson  
902-628-2137

Sent from my iPad

From: Campy Campanaro [<mailto:campy.campanaro@gmail.com>]

Sent: Sunday, September 16, 2018 6:16 PM

To: Planning Department

Subject: 29 Forest Dr.

Hi, I spoke with you earlier about a proposed business at this address. I was wrong in thinking it was on the corner of Maypoint Rd. and Forest Dr. It is actually further in on Forest Dr. which is worse. The argument still holds this is a residential area only with some houses in the area closing in on a million dollars. A home business does nothing to enhance the value of the homes in the area. The location for this is in the downtown core. The parking is nonexistent so either the clients or the owners cars are on the road. This poses a big problem for drivers and walkers as it is a blind corner. During the winter months it will cause a safety issue for kids walking to and from to catch the school bus. Furthermore, in the last couple of years, a younger number of families with the expected increase in the children that play in or around the street has increased the possibility of accidents.

Please relay our concerns to the appropriate people. We appreciate your time.

Yours sincerely,

Piero Campanaro MD, FRCPC



**From:** Fred & Marcie Power [<mailto:powerfm4043@gmail.com>]

**Sent:** Friday, September 14, 2018 4:43 PM

**To:** Planning Department

**Subject:** Proposed Home Occupation at Forest Drive( PID #791913)

We Fred J. & Marcie T. Power, 18 Forest Drive have no objection to this proposal. We know the applicants and we are sure their business proposal will not be detrimental to the area.

From: Paul Brennan [<mailto:pbrennan@eastlink.ca>]  
Sent: Monday, September 17, 2018 2:21 PM  
To: Planning Department  
Subject: 29 Forest dr.

Hi

I am writing to express disapproval of the home at 29 Forest dr allowing a business within the home. My name is Paul Brennan at 75 England Circle. Our street connects with Forest dr.

Allowing the business would increase traffic and it is already unsafe as there are no sidewalks on Forest Drive or England Circle. The house is close to Maypoint road which already is busy with traffic as the new Prince Edward home and other group homes are close by.

Our area is residential and we do not wish to see businesses operating in homes.

Thanks

Paul and Joanie Brennan

C K + TR Sahajpal  
38 Cottonwood Dr  
Charlottesville VA  
Canada

20th of September 2019

Ms. Gacy Morrison  
MCIP, Planner II

Re. Proposed Home occupation at 29 Forest Drive  
PID # 711 113

Dear Ms. Morrison,

We are against the above stated proposal.

We believe that any Business no matter what  
would Destroy the Beauty of the Residential Area.

Thanking you,

Yours Truly,  
C. K. Sahajpal  
T. R. Sahajpal

**From:** Tony Kelly [<mailto:tkelly@pei.sympatico.ca>]

**Sent:** Sunday, September 23, 2018 2:40 PM

**To:** Planning Department

**Subject:** Document1 [Compatibility Mode]

MEMO TO: Charlottetown Planning Department

FROM: Tony and Margaret Kelly

DATE: September 23, 2018

SUBJECT: PROPOSED HOME OCCUPATION AT 29 FOREST DRIVE (PID #791913)

We, Tony and Margaret Kelly, live on the adjoining street at 104 England Circle.

We wish to express our concern about the proposed business venture (acupuncture and Chinese medicine) at 29 Forest Drive.

We feel this is not appropriate in our residential area. If it were to be approved, we think it would be “the thin edge of the wedge” and set a precedent for further business proposals and possible approvals by Council.

The proposed business is on a curve on a fairly narrow street. If clients park on the curve (should the driveway be occupied), it would be dangerous for traffic and for children who get on and off the school buses nearby and there are no sidewalks on this street.

Also, although the applicants have indicated one room in the home will be used, it is possible they could increase it to two rooms in the future – more business means more traffic.

We purchased land and built our home in 2008 in this strictly single family residential neighbourhood and pay taxes accordingly.

We request that this business proposal not be approved.

Thank you for your attention.

Tony Kelly

Margaret Kelly

**From:** Doug MacDonald [<mailto:doug.macdonald.pei@gmail.com>]  
**Sent:** Sunday, September 23, 2018 6:01 PM  
**To:** Planning Department  
**Subject:** Proposed Home Occupation at 29 Forest Drive (PID #791913)

**RE: Proposed Home Occupation at 29 Forest Drive (PID #791913)**

We, the undersigned owners of a home at the end of Forest Drive, **object** to the operation of any business in this prime residential neighbourhood. Our reasons include the following:

1. As residents of this neighbourhood for the past 18 years, we paid a premium for our property because it is composed of single-family homes without businesses. Nearby property sales, and our property taxes based on property values, also reflect this type of neighbourhood.
2. At most times of the day there is, and has been for many months, at least one vehicle parked in the driveway, and most often two vehicles. Thus there is not four parking spaces available as the application states. Unless the home owner is already operating a business on the premises without a license, thus accounting for the additional vehicles, the question on number of parking spaces in the application has not been answered truthfully. There is also the consideration of backing out of the parking area into a curve in the street in front of this residence.
3. As the property is located on a curve in the street, it would be very dangerous if clients chose to park on the side of the street when not able to access the driveway. Children wait for school busses nearby in the morning, and are dropped off nearby beginning before 3:00 PM. Any vehicles parked on the street would only compound the congestion.
4. If this application were to be approved, there would be nothing to deter the owner from hiring another person so as to expand the business 'slightly', thus resulting in additional clients and more vehicular traffic with additional parking requirements. The parking availability has already been misstated in the application, and business intentions could have also been misstated or minds changed in the future.
5. Once any one business is permitted to operate within a private home in this neighbourhood, it will be very difficult to deny another application in the future.
6. There are suitable small commercial spaces available not too far away at Maypoint Plaza, at Ellen Creek Plaza, or on North River Road which should prove better for such an enterprise. And we are almost certain that owners of such commercial spaces would be more than happy to have their unoccupied but available space properly occupied.

We await your reply.

Respectfully submitted September 23, 2018.

Doug & Evelyn MacDonald  
71 England Circle  
Charlottetown, PEI  
C1E 1W8

E-mail: [doug.macdonald.pei@gmail.com](mailto:doug.macdonald.pei@gmail.com)  
Phone: 902-892-1181

*Note: Signed copy of this letter is attached to this e-mail*

PLANNING

Rec'd Sept 24, 2018 (rd) gmm

IAN W.H. BAILEY  
BARRISTER & SOLICITOR

Ian W.H. Bailey, B.A., LL.B.

Telephone (902) 566-2093  
Telecopier (902) 628-6165  
513 B North River Road  
Charlottetown, PE  
C1A 7N5

Re: 29 Forest Drive, PID 791913

Dear Mr. Morrison,

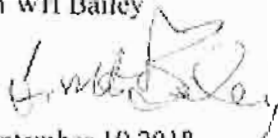
I have been retained by Kant and Rita Sahajpat to respond on their behalf to the application outstanding in relation to 29 Forest Drive, PID number 791913. This application was referred to in your letter to them of September 10, 2018. It would appear that the homeowner wishes to operate a business on the premises of a medical nature, namely, acupuncture and Chinese medicine. The application indicates that there will be two full time employees, that it will occupy 2050 ft.<sup>2</sup>, that there are four parking spaces, that it will be open six days a week for six hours a day, and per hour the visitation will be between two and four persons. My clients are very concerned that this will result in a depreciation of their property values and as well that it will offend the rules respecting home based businesses. I refer to the bylaw which indicates that what is contemplated would offend section 14 thereof. In particular, it would offend subsection (n) in that it would involve excessive daily customer, client or patient visits. Furthermore it would offend subsection (p) in that the use would be potentially disruptive and cause a residential neighborhood nuisance. When you have the proposed or anticipated numbers of patients attending per hour there will be overlap and parking will flow into the street which will cause a traffic issues and dangers to pedestrians. As well it will disrupt the calm residential nature of the community by introducing an excessive concentration of people to the neighborhood.

My clients are very much against such a business being located at 29 Forest Drive and wish this to be their objection to same. It would likely be best for all concerned to have a public meeting on the issue at which time my clients would be pleased to further express their concerns. One of the difficulties with such a proposition is that given peoples busy daily schedules, such a development can easily slip by in spite of the fact that there would likely be a lot of opposition to the proposition.

If you require anything further of my clients or myself, feel free to contact us at your convenience. Otherwise we shall look forward to notification that the proposal and application have been denied or that there will be a public meeting with respect to the application.

Regards,

Ian W.H. Bailey



September 19 2018

**From:** Patricia Williams <box28@icloud.com>  
**Date:** September 25, 2018 at 6:58:26 PM ADT  
**To:** <grivard@charlottetown.ca>  
**Subject:** Application for business license Forest Drive

As per our phone conversation we as residents of Forest Drive are against this application being approved. We are fortunate to live in a quiet area with low street traffic And would like this to remain the case. Approval would open the door for similar requests to be approved in our area in the future which could impact our property value.

Thank you

Patricia Williams / Colin Mosley 902-892-9672

Sent from my iPad

From: dixie dixie [mailto:dixie902@yahoo.com]

Sent: Tuesday, September 25, 2018 1:15 PM

To: Planning Department

Subject: [SPAM] Proposed Home Occupationat 29 Forest Dr.PID#791913

WE on Forest Drive do not want any business opening on this street, This is a single family dwelling area only and we want to keep it like that Yours Truly Allan & Verna Doucette

1 Forest Drive

Charlottetown, PEI

C1E1W9





City of  
Charlottetown

Report No: PLAN-2018-1-October-#6b-5

Date:  
October 1, 2018

Directed to:  
Planning Board

Department:  
Planning & Heritage

Prepared by:  
Greg Morrison, MCIP

Attachments:  
1. GIS Maps  
2. Applicant's Submission

Subject:  
Request for a rezoning and a comprehensive development plan.

**RECOMMENDATION:**

Staff encourages Planning Board to recommend to Council to proceed to public consultation to:

1. Amend Appendix "A" – Future Land Use Map of the Official Plan from the *Low Density Residential designation* to the *Concept Planning Area designation* for a portion of the property located on Mount Edward Road (PID #390740);
2. Amend Appendix "H" – Zoning Map of the Zoning & Development By-law from the *Low Density Residential Single (R-2S) Zone* to the *Comprehensive Development Area (CDA) Zone* for a portion of the property located on Mount Edward Road (PID #390740);
3. Amend Appendix "A" – Future Land Use Map of the Official Plan from the *Low Density Residential designation* to the *Concept Planning Area designation* for the property located on Mount Edward Road (PID #492405);
4. Amend Appendix "H" – Zoning Map of the Zoning & Development By-law from the *Low Density Residential Single (R-2S) Zone* to the *Comprehensive Development Area (CDA) Zone* for the property located on Mount Edward Road (PID #492405);
5. Consolidate the portion of the property located on Mount Edward Road (PID #390740) with the property located on Mount Edward Road (PID #492405), subject to the receipt of final pinned survey plans; and
6. Amend Appendix "G" – Comprehensive Development Area Lands and Uses of the Zoning & Development By-law from *allowing a residential building on the street with the back portion vacant* to *143 residential dwelling units on 5.05 acres of the property* located on Mount Edward Road (PID #390740), subject to the approval of the Development Concept Plan and the signing of a Development Agreement.

## **SUMMARY:**

The Planning & Heritage Department has received a request to:

1. Rezone a portion of the property located on Mount Edward Road (PID #390740) from the Low Density Residential Single (R-2S) Zone to the Comprehensive Development Area (CDA) Zone;
2. Rezone the property located on Mount Edward Road (PID #492405) from the Low Density Residential Single (R-2S) Zone to the Comprehensive Development Area (CDA) Zone;
3. Consolidate the portion of the property located on Mount Edward Road (PID #390740) with the property located on Mount Edward Road (PID #492405); and
4. Approve the Development Concept Plan for the 5.05 acres portion of the proposed consolidated property.

As per Section 36.2.1 of the Zoning & Development By-law, Development within a Comprehensive Development Area is subject to the approval by Council of a Development Concept Plan. The applicant is proposing to develop 5.05 acres of the vacant properties off Mount Edward Road in two phases.

The first phase consists of a seven (7) unit townhouse and a 48-unit apartment building on 2.5 acres of land. The second phase consists of a 40-unit apartment building and a 48-unit apartment building on 2.55 acres of land. The applicant / property owner would also be proposing to construct a road from Mount Edward Road to the confederation trail (see attached plans).

The proposed road would connect at Mount Edward Road directly across from Ferngarden Drive. The proposed road would continue to the Confederation Trail where a temporary cul-de-sac would be constructed until such time that the road is connected through the rest of the vacant parcel with Saint Dunstan Street.

Appendix "G" of the Zoning & Development By-law identifies the vacant parcel (PID #390740) to allow a residential building on the street with the back portion vacant and under the CDA Zone. If approved, the text in Appendix "G" would be modified to allow 143 residential dwelling units on the 5.05 acres of vacant land.

## **OFFICIAL PLAN:**

The Official Plan provides policy relating to allowing moderately higher densities in neighbourhoods, using existing underground services to its fullest practical capacity and encouraging development in fully services area.

*Section 3.1.2 - Our **policy** shall be to allow moderately higher densities in neighbourhoods ... and to make provision for multiple-family dwellings in the downtown core, and multiple-family dwellings in suburban centres and around these centres provided it is development at a density that will not adversely affect existing low density housing.*

*Section 3.1.2 - Our **policy** shall be to use existing underground services to its fullest practical capacity before public funds are used to extend new water and wastewater lines into areas that are essentially undeveloped.*

*Section 3.3.1 - Our **objective** is to encourage development in fully serviced areas of the City, to promote settlement and neighbourhood policies as mechanisms for directing the location of new housing, and to encourage new residential development near centres of employment.*

*Section 3.3.1 - Our **policy** shall be to provide medium density housing styles to meet future housing needs.*

## **DISCUSSION:**

As per Section 36.3.2 of the Zoning & Development By-law, the Council, before approving a Development Concept Plan, shall consider the following four (4) items:

- 1. The Maintenance of Design Standards of the proposed buildings and their acceptability with respect to land uses and the character and scale of existing and proposed Development in the vicinity.*

The submitted plans only show the conceptual massing of the buildings and do not illustrate specific design elements. That being said, the applicant has attempted to respect the existing scale of the single-detached dwellings across Mount Edward Road by:

- Recessing the proposed apartment buildings to reduce the impact of the buildings scale; and
- Proposing to locate a townhouse dwelling along Mount Edward Road to provide a compatible use across from the existing single-detached dwellings.

Further, all access to the proposed residential buildings will be directed off of the proposed street and not directly onto Mount Edward Road. This concept / scale of development are similar to the development off of Towers Road behind the Charlottetown Mall.

2. *The preservation of existing site features of unique quality and the preservation of the natural beauty of the area.*

The subject property is constrained by Mount Edward Road, adjacent properties, and the Confederation Trail. The applicant has attempted to preserve a portion of open space between the proposed townhouse and the adjacent single-detached dwelling at 269 Mount Edward Road (PID #390757).

3. *The type of Ownership.*

The type of ownership has not been identified at this time, but one would assume that due to the configuration of the lots, the buildings will either be maintained as rental units or sold as individual condominiums.

4. *The proposed population density of the area, the floor space ratio, the adequacy of Open Space areas, building form, Parking, pedestrian walkways, Streets, water supply, sanitary and storm sewers.*

As previously indicated the submitted plans only show the conceptual massing of the buildings but are developed to a point where some of the regulations of the Zoning & Development By-law can be reviewed. That being said, due to the application being submitted on September 24, 2018, staff was limited in the amount of time available to conduct a review prior to proceeding to the Planning Board. Staff will continue to work with the applicant to ensure that the requirements of the Zoning & Development By-law are addressed prior to proceeding to public consultation.

Below is a quick summary of the subject application’s positive attributes, neutral attributes, and shortcomings:

Positives	Neutral	Shortcomings
<ul style="list-style-type: none"> <li>• Moderately higher density that will not adversely affect existing low density housing.</li> <li>• Increasing the capacity of existing underground services.</li> <li>• Additional density in fully serviced areas of the City.</li> <li>• Medium density housing style to meet future housing needs.</li> <li>• The proposed townhouse addresses the scale and character of existing dwellings across Mount Edward Road.</li> </ul>	<ul style="list-style-type: none"> <li>• Concept plan is preliminary and may need to be reviewed in more detail against the Zoning &amp; Development By-law prior to public consultation.</li> </ul>	

While the submitted plans only show the conceptual massing of the buildings and do not illustrate specific design elements staff feel that the proposed concept plan has enough support in the Official Plan to proceed to public consultation to hear the feedback from the neighbourhood.

**RECOMMENDATION:**

Staff encourages Planning Board to recommend to Council to proceed to public consultation to:

1. Amend Appendix "A" – Future Land Use Map of the Official Plan from the *Low Density Residential designation* to the *Concept Planning Area designation* for a portion of the property located on Mount Edward Road (PID #390740);
2. Amend Appendix "H" – Zoning Map of the Zoning & Development By-law from the *Low Density Residential Single (R-2S) Zone* to the *Comprehensive Development Area (CDA) Zone* for a portion of the property located on Mount Edward Road (PID #390740);
3. Amend Appendix "A" – Future Land Use Map of the Official Plan from the *Low Density Residential designation* to the *Concept Planning Area designation* for the property located on Mount Edward Road (PID #492405);
4. Amend Appendix "H" – Zoning Map of the Zoning & Development By-law from the *Low Density Residential Single (R-2S) Zone* to the *Comprehensive Development Area (CDA) Zone* for the property located on Mount Edward Road (PID #492405);
5. Consolidate the portion of the property located on Mount Edward Road (PID #390740) with the property located on Mount Edward Road (PID #492405), subject to the receipt of final pinned survey plans; and
6. Amend Appendix "G" – Comprehensive Development Area Lands and Uses of the Zoning & Development By-law from *allowing a residential building on the street with the back portion vacant to 143 residential dwelling units on 5.05 acres of the property* located on Mount Edward Road (PID #390740), subject to the approval of the Development Concept Plan and the signing of a Development Agreement.

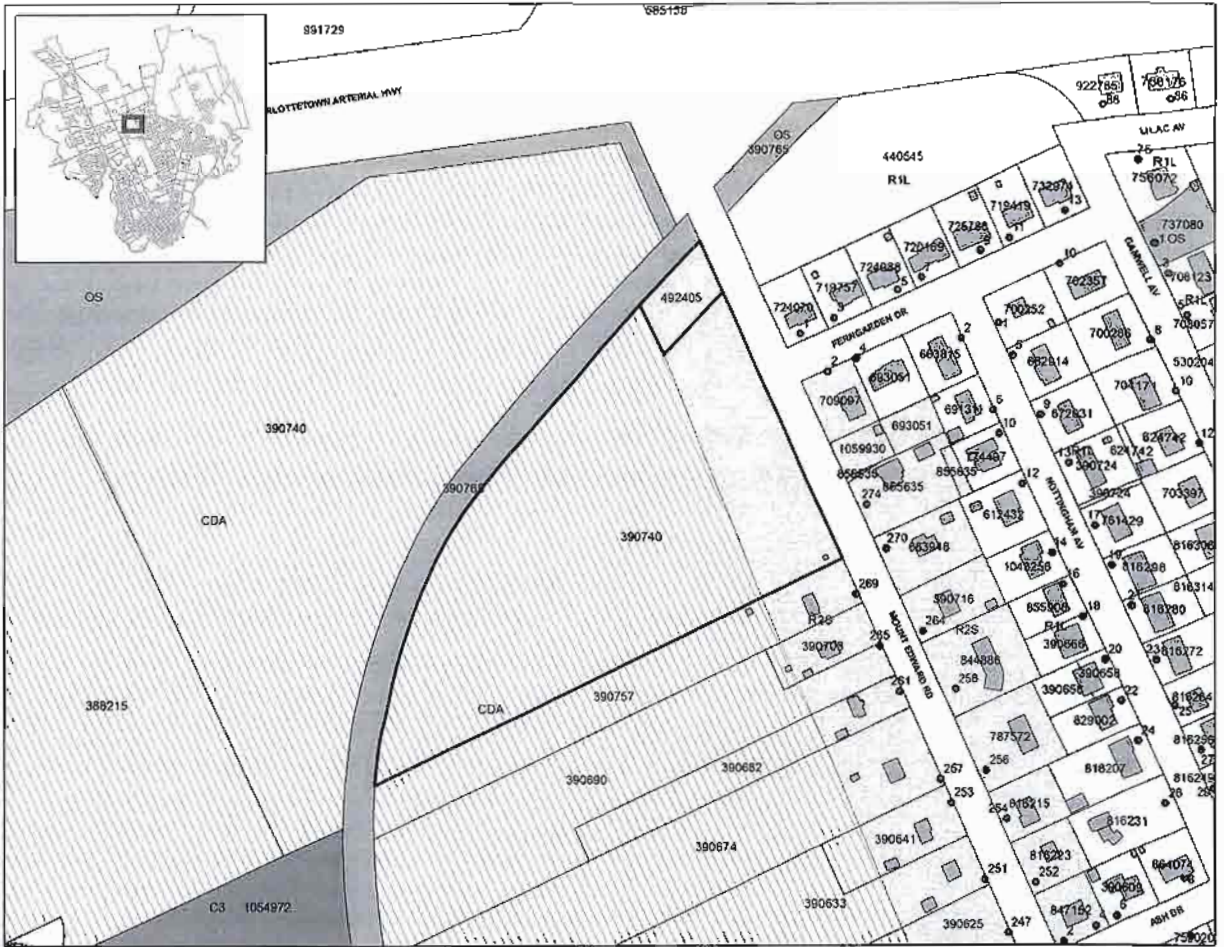
Respectfully,

*Breg Morrison*

**Reviewed By:**

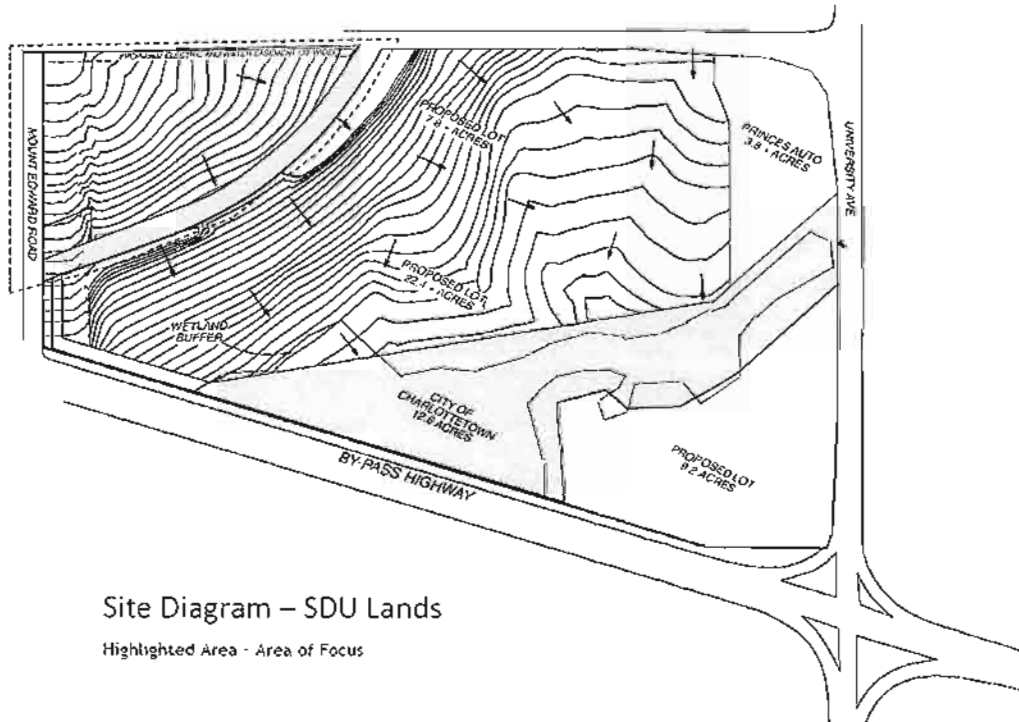
CAO	Dir Corp Svcs	Dir Pub Svcs	Dir F & D Svcs	Dir Hum Res	Mgr <i>A</i>	Other
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**RECOMMENDATIONS/ACTIONS:**





CDA Concept Development for Saint Dunstan's University



Site Diagram - SDU Lands

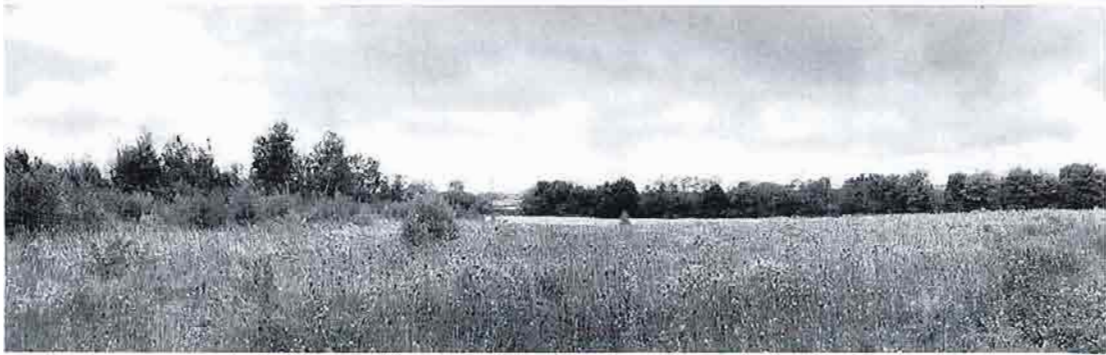
Highlighted Area - Area of Focus



1- VIEW OF SITE FROM MT. EDWARD RD – LOOKING WEST



2- VIEW OF SITE FROM BY-PASS HIGHWAY – LOOKING SOUTH-EAST

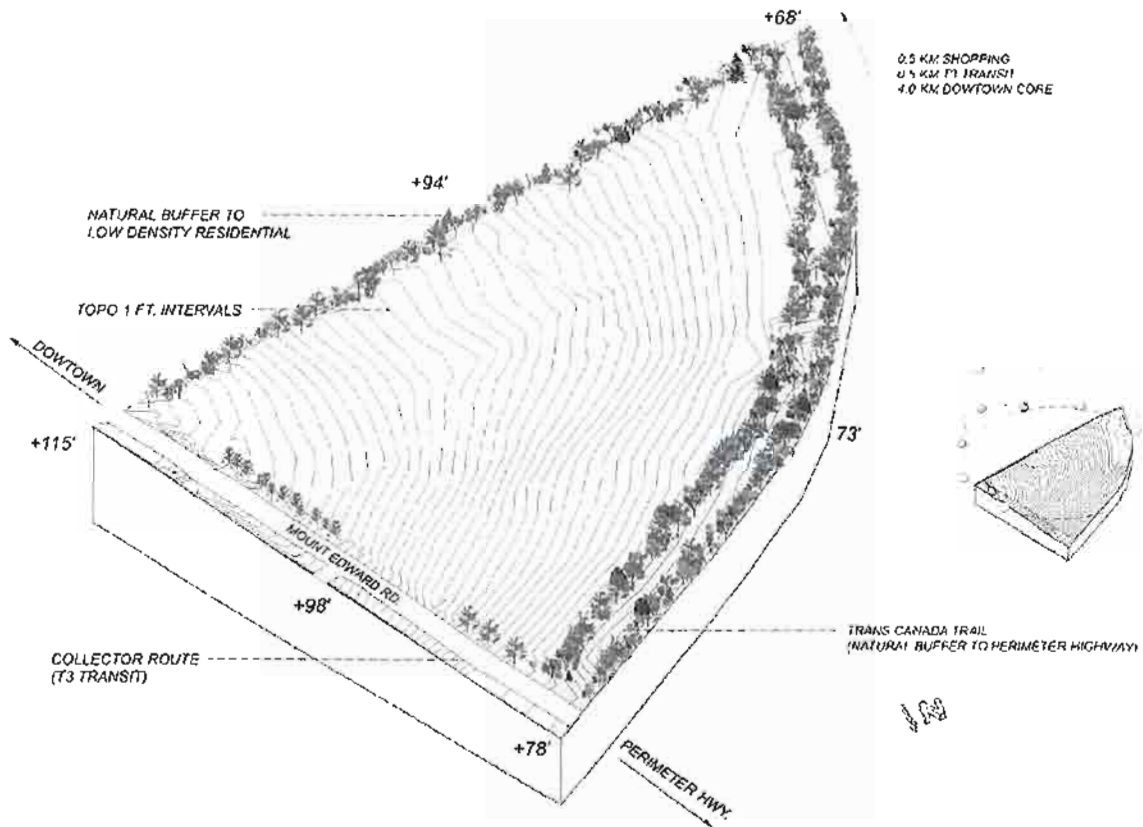


3- VIEW OF SITE FROM SOUTHEAST CORNER – LOOKING WEST

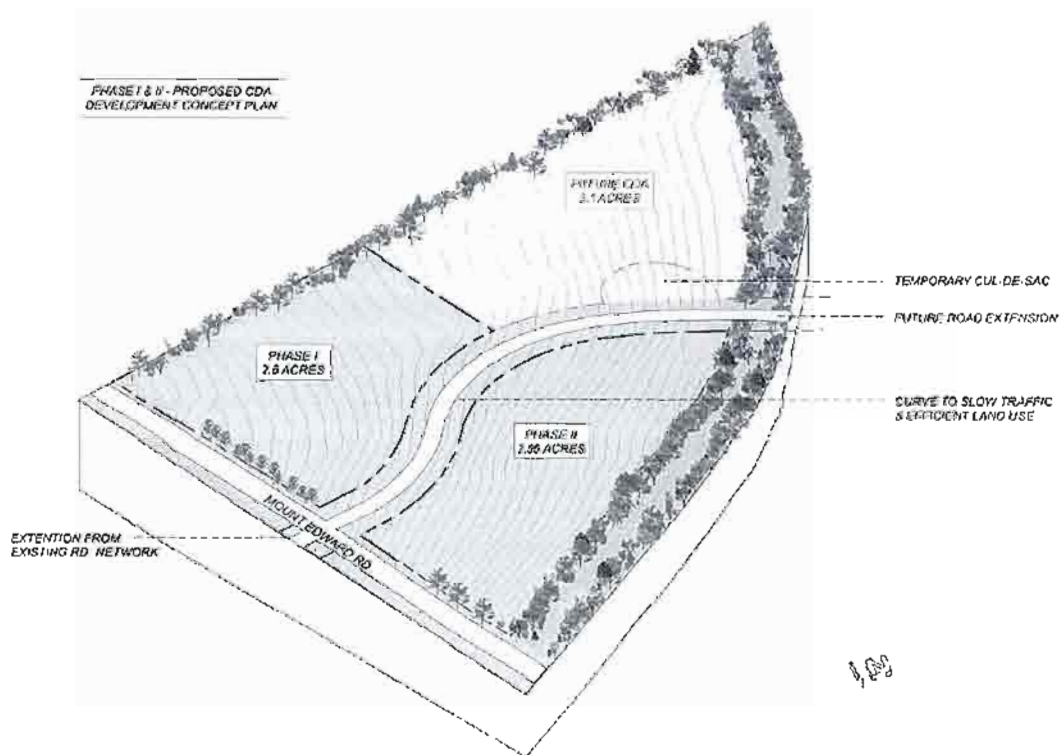


4- VIEW OF SITE FROM MT. EDWARD RD – LOOKING SOUTH

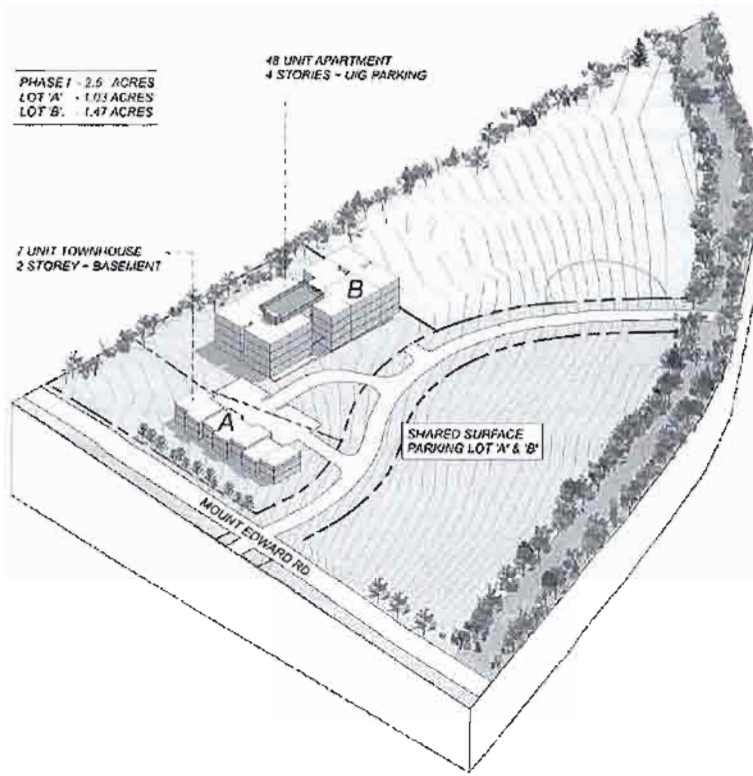




### Site Attributes

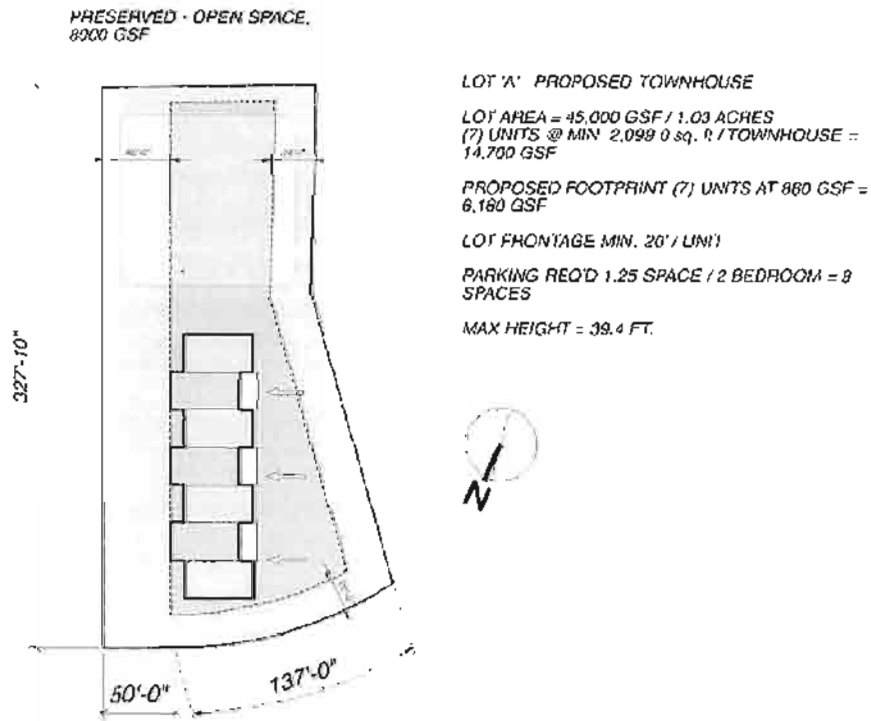


CDA Concept Plan for Phase I&II  
Proposed Residential Use  
New Road & Infrastructure

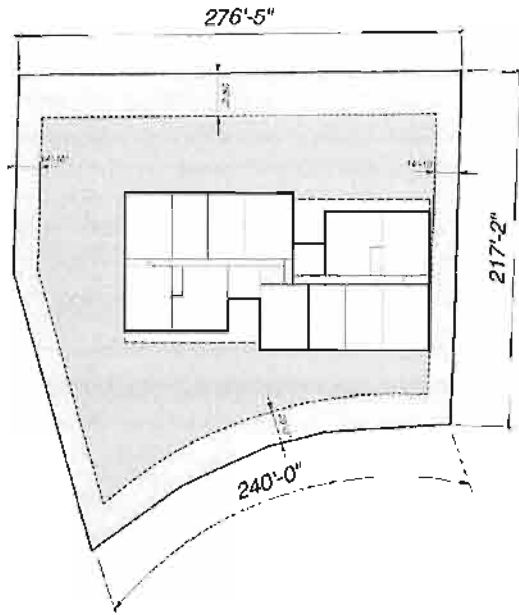


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CDA - Proposed Concept Phase I



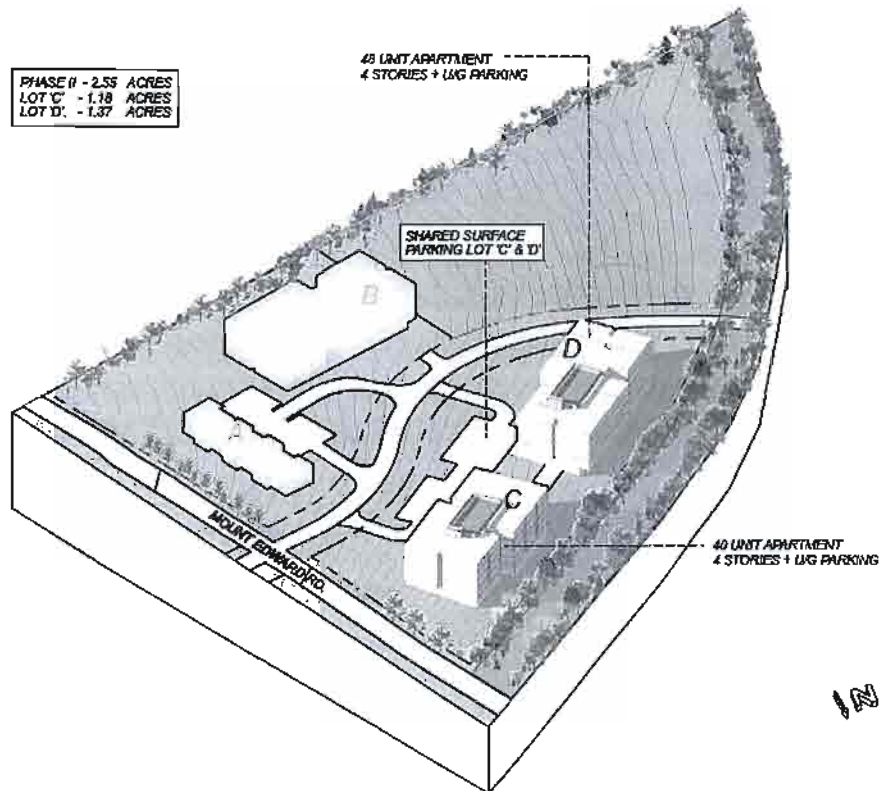
Zoning Analysis - lot 'A'

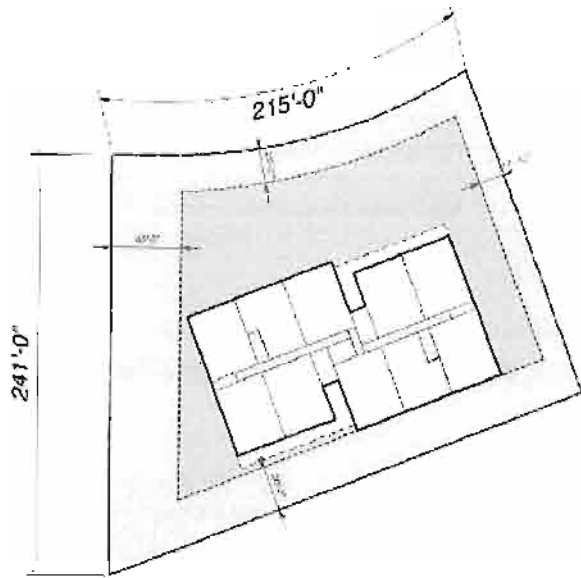


LOT 'B' - PROPOSED 48 UNIT APARTMENT  
 LOT AREA = 63,950 GSF / 1.47 ACRES  
 (48) UNITS @ MIN. 1,237.9 sq. ft / UNIT = 59,419 MIN. GSF  
 PROPOSED FOOTPRINT = 16,700 GSF  
 LOT FRONTAGE MIN. 82'-0"  
 PARKING REQ'D 1.25 SPACE / 2 BEDROOM = 18 \*  
 1.25 = 60 PARKING SPACES  
 MAX HEIGHT = 49.7 FT



Zoning Analysis - lot 'B'





**LOT C - PROPOSED 40 UNIT APARTMENT**

LOT AREA = 51,167 GSF / 1.18 ACRES  
 (34) UNITS @ MIN. 1,507.0 sq. ft / UNIT = 51,238 MIN. GSF + 20% DENSITY BONUS FOR U/G PARKING = 34 UNITS \* 1.2 = 40 UNITS

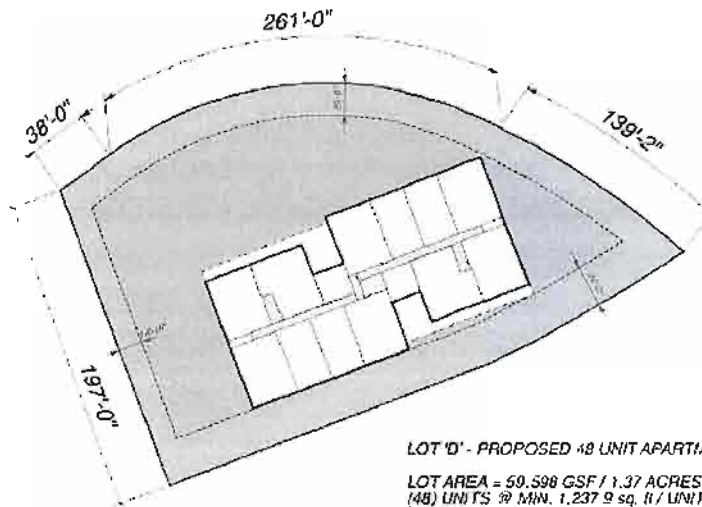
PROPOSED FOOTPRINT = 13,400 GSF

LOT FRONTAGE MIN. 82'-0"

PARKING REQ'D 1.25 SPACE / 2 BEDROOM = 40 \* 1.25 = 50 PARKING SPACES (MIN 38 SPACES PROVIDED U/G)

MAX HEIGHT = 49.7 FT

**Zoning Analysis - lot 'C'**



**LOT D - PROPOSED 48 UNIT APARTMENT**

LOT AREA = 50,598 GSF / 1.37 ACRES  
 (48) UNITS @ MIN. 1,237.9 sq. ft / UNIT = 59,419 MIN. GSF

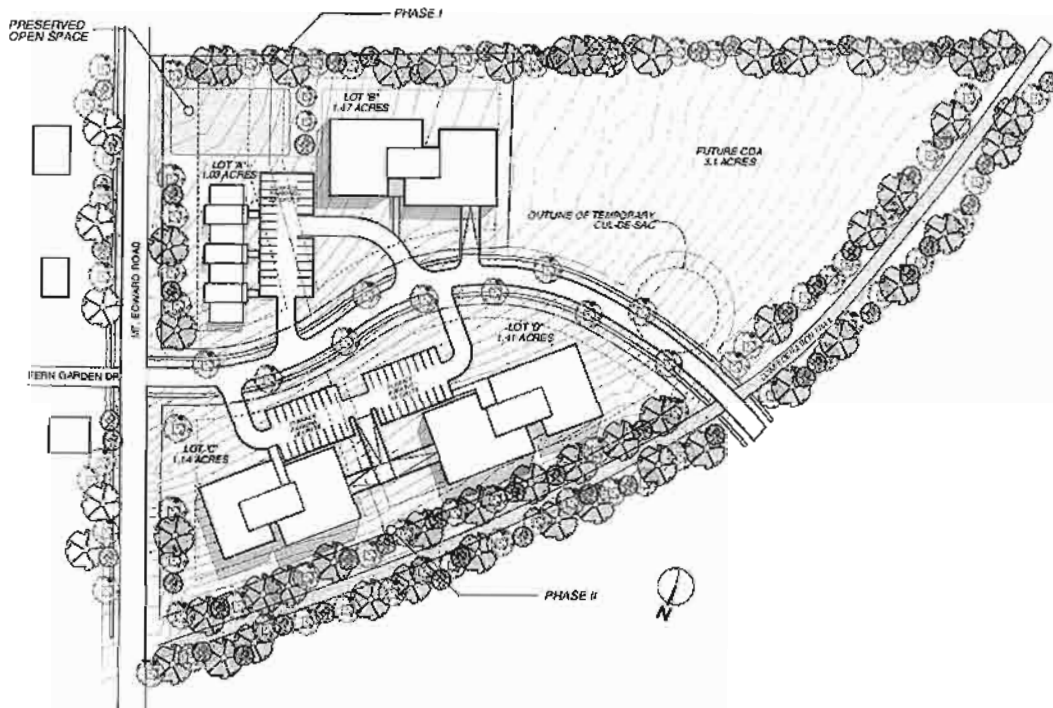
PROPOSED FOOTPRINT = 16,700 GSF

LOT FRONTAGE MIN 82'-0"

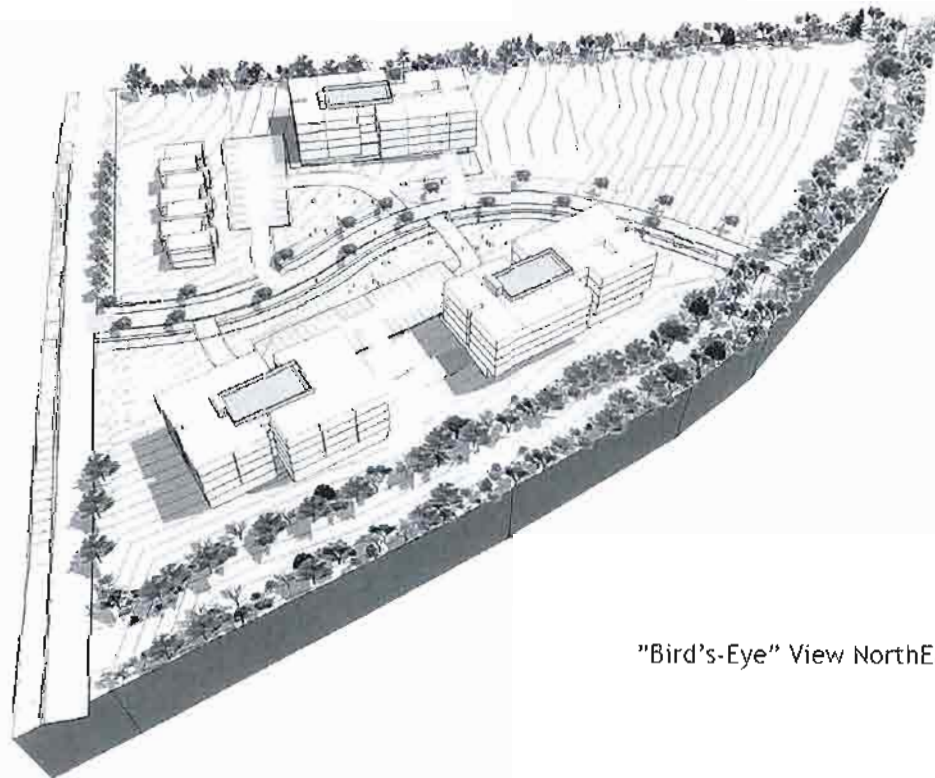
PARKING REQ'D 1.25 SPACE / 2 BEDROOM = 48 \* 1.25 = 60 PARKING SPACES

MAX HEIGHT = 49.7 FT

**Zoning Analysis - lot 'D'**



CDA - Proposed Concept Plan  
Phase I & II Complete



"Bird's-Eye" View NorthEast Corner



City of  
Charlottetown

Report No: PLAN-2018-1-October-# 6b-6

Date:  
October 1, 2018

Directed to:  
Planning Board

Department:  
Planning & Heritage

Prepared by:  
Greg Morrison, MCIP

Attachments:  
1. GIS Maps  
2. Applicant's Submission

Subject:  
Request for a site specific amendment to allow off-lot parking which includes three (3) variances.

**RECOMMENDATION:**

Staff encourages Planning Board to recommend to Council to proceed to public consultation to obtain a site specific exemption of the Downtown Mixed-Use Neighbourhood (DMUN) Zone of the Zoning & Development By-law as it pertains to 80 Grafton Street (PID #340265) in order to construct a five (5) storey mixed-use development and allow the applicant to enter into an agreement with the City to provide the existing (26 standard parking spaces) and required parking (up to 28 standard parking spaces and 4 mobility parking spaces) off-lot in the Pownal Parkade (100 Pownal Street, PID #340414) for a period of not less than 10 years which is contrary to the Zoning & Development By-law (2018-11). The site specific exemption also includes the following three (3) variances:

1. Reducing the minimum lot frontage required to be eligible for a bonus height from 98.4 ft to approximately 76.1 ft;
2. Reducing the minimum side yard setback for the fourth and fifth floors of the proposed building to 70 Grafton Street (PID #340273) from 18.0 ft to approximately 14.33 ft;
3. Reducing the minimum side yard setback for the fourth and fifth floors of the proposed building to 137 Queen Street (PID #340257) from 18.0 ft to approximately 13.0 ft; and

**SUMMARY:**

The Planning & Heritage Department has received a request to construct a five-storey, mixed-use building on the existing parking lot located at 80 Grafton (PID #340265). The proposed building includes a basement with retail space on the main floor, offices on the second floor, six (6) residential dwelling units on the third floor, four (4) residential dwelling units on the fourth floor, and four (4) residential dwelling units on the fifth floor.

In order to construct the proposed building, the applicant requires a site specific exemption to the Zoning & Development By-law to allow the applicant to apply for off-lot parking which is not permitted in the Zoning & Development By-law (2018-11). The site specific exemption includes a variance to allow the applicant to be eligible for bonus height and two (2) variances to the stepbacks of the fourth and fifth floors.

**ANALYSIS:**

DMUN Requirements:

	<b>DMUN Requirements</b>	<b>Proposed</b>
Permitted Uses	Apartment Dwelling Office Retail Store	Apartment Dwelling Office Retail Store
Lot Frontage	<b>min 65.6 ft</b> (for both apartments dwellings and commercial uses)	<b>approx. 76.1 ft</b>
Front Yard Setback	<b>min 0.0 ft</b> (within the min and max range of the existing buildings on the block)	<b>approx. 0.0 ft</b> (in line with MRSB and Pilot House)
Rear Yard Setback	<b>min 0.0 ft</b> (within the min and max range of the existing buildings on the block)	<b>approx. 0.0 ft</b> (in line with Pilot House, less than MRSB)
L Side Yard Setback	<b>min 0.0 ft</b> (equal to the side yard setback of the existing building on the abutting property)	<b>approx. 0.0 ft</b> (same setback as MRSB but note that there is a 13.0 ft common right-of-way between buildings)
R Side Yard Setback	<b>min 0.0 ft</b> (equal to the side yard setback of the existing building on the abutting property)	<b>approx. 14.33 ft</b> (Pilot House has a 0.0 ft setback; however there is a landscaped open space between buildings on the subject property)
Height	Max 39.4 ft	<b>approx. 60.0 ft excluding stairwell penthouse</b> (bonus height required – see table below)

The proposed mixed-use building adheres to all permitted uses and setbacks in the Downtown Mixed-Use Neighbourhood (DMUN). That being said, the applicant is requesting a bonus height of two (2) additional floors which is permitted in this zone subject to the lot frontage variance being approved.

In light of the fact that MRSB has a 0.0 ft side yard setback from the adjacent common right-of-way, staff feels that the proposed building utilizing a 0.0 ft side yard setback from the adjacent common right-of-way satisfies the by-law requirements because if the common right-of-way was non-existent, these two buildings would be permitted to abut one another. Due to the common right-of-way, there will be approximately 13.0 ft from MRSB to the proposed building.

Bonus Height Development Standards:

Permitted Zones	Bonus Height Requirements	Proposed
		DMUN DMS DC WF
Building Height	max 60.7 ft	approx. 60.0 ft excluding stairwell penthouse
Lot Frontage	min 98.4 ft	approx. 76.1 ft (variance required)
Front Stepback	min 9.8 ft	approx. 10.0 ft
L Side Stepback	min 18.0 ft (from adjacent properties)	approx. 13.0 ft (due to the common right-of-way, the 4 <sup>th</sup> and 5 <sup>th</sup> floors are stepback 13.0 ft from MRSB – 5.0 ft variance required.)
R Side Stepback	min 18.0 ft (from adjacent properties)	approx. 14.33 ft (due to the landscaped open space, the 4 <sup>th</sup> and 5 <sup>th</sup> floors are stepback 14.33 ft from the Pilot House – 3.66 ft variance required.)

The proposed five-storey mixed-use building does not adhere to all of the bonus height development standards as outlined in Section 29.3 of the Zoning & Development By-law (2018-11). In light of the fact that the subject property does not meet the lot dimension requirements to be eligible for bonus height, a variance is required.



In addition to the variance for the lot frontage, the applicant is also proposing two (2) additional variances to the side yard setbacks from the fourth and fifth floors to the adjacent buildings.

In light of the common right-of-way, the proposed building is setback approximately 13.0 ft from MRSB, the fourth and fifth floors must be stepped back an additional 5.0 ft from the building wall in order to meet the requirements of the Zoning & Development By-law (2018-11). In order to keep the stairwells in line vertically throughout the building, the applicant is not proposing to setback the fourth or fifth floors, hence the desire for a variance.

While the 14.33 ft landscaped open space is present between the proposed building and the Pilot House, the fourth and fifth floors would need to be stepped back an additional 3.66 ft to adhere to the Zoning & Development By-law (2018-11). In order to maintain the side of the residential dwelling units on the fourth and fifth floors, the applicant is requesting a variance as well.

Finally staff would note that as part of the requirements for a bonus height application, an increase to the minimum standard pertaining to building height shall be permitted in exchange for securing a specific public benefit. The proposed public benefit for the fourth and fifth floors has not been indicated on the submitted plans to date but staff will work with the applicant to determine what the proposed public benefit will be. The amount of required public benefit is based upon \$4.00 per 0.1 sq. m. of floor area for both the fourth and fifth floors. Permitted public benefits include:

1. Adaptive reuse, Maintenance, preservation, or enhancement of a Designated Heritage Resource as defined in the *Heritage Preservation By-law*;
2. The provision of Affordable Housing Dwelling Units, by way of subsidization between the applicant and the province for a specified period of time and confirmed in a written agreement registered to the property;
3. The provision of three or four bedroom Dwelling Units;
4. The provision of a Landscaped Area, such as urban park, plaza, boardwalk or other facility where a deficiency exists or as indicated by the City;
5. The provision of public art in a location to be agreed upon by the City;
6. Investment in active transportation or public transit;
7. The provision of a LEED-gold standard certified Building or other equivalent qualification; or
8. The provision of subsidized commercial space for arts or other cultural uses.

#### Landscaped Area:

As per Section 6.4 of the Zoning & Development By-law (2018-11), a minimum of ten percent (10%) of the lot area shall be used for no other purpose than landscaped area.

The total lot area of the subject property is approximately 9,558.16 sq ft (76.1 ft x 125.6 ft). The applicant has proposed a landscaped area between the proposed building and the Pilot House. The proposed landscaped area is approximately 1,800.3 sq ft (14'4" x 125.6 ft) which would represent 18.8% and satisfy the requirements of the by-law.

The by-law also indicates that in all zones where the minimum front yard setback permits, a strip of land of not less than 12.0 ft in width shall be provided for a landscaped area. In light of the fact that the proposed building is permitted a 0.0 ft front yard setback, this requirement does not apply.

### Parking:

The subject property is located in the Downtown Mixed-Use Neighbourhood (DMUN) Zone in which a stand-alone parking lot is not permitted. That being said, the property was formally located in the Downtown Mixed-Use Commercial (DMU) Zone where a stand-alone parking lot is permitted. In light of the foregoing, the subject property, which is currently being used as a parking lot containing 26 standard parking spaces would be considered a legal non-conforming use. Because the proposed building will be displacing these existing parking spaces, they will have to be accommodated elsewhere and additional parking will have to be provided for the proposed building.

Staff completed a preliminary parking calculation based upon the submitted plans.

### **Standard Parking Spaces**

*Business office / retail store in the 500 Lot Area = 2 spaces for the first 450 sq ft of floor area plus 1 addition space for each additional 1,045 sq ft of floor area.*

Basement = 6,946 sq ft of Retail Store and / or Office

Main Floor = +/- 6,000 sq ft of Retail Store

Second Floor = 6,946 sq ft of Office

$6,946 \text{ sq ft} + 6,000 \text{ sq ft} + 6,946 \text{ sq ft} = 19,892 \text{ sq ft}$

$19,892 \text{ sq ft} - 450 \text{ sq ft} = 19,442 \text{ sq ft}$  (2 spaces)

$19,442 \text{ sq ft} / 1,045 \text{ sq ft} = 18.6 \text{ spaces}$  (19 spaces)

*Dwelling unit in the 500 Lot Area = 1 space for every two dwelling units in a building with more than three dwelling units.*

Third Floor = 6 dwelling units

Fourth Floor = 4 dwelling units

Fifth Floor = 4 dwelling units

14 dwelling units / 2 = 7 spaces

Total Standard Parking Spaces = 2 + 19 + 7 = **28 spaces**

Plus the **26 spaces** being removed from the existing property

### **Mobility Parking Spaces**

*Multiple Dwellings = 1 reserved space per 5 to 30 units.*

14 dwelling units = 1 mobility parking space

*All other uses = 3 reserved parking spaces for the mobility of the disabled per 26-100 parking spaces required.*

28 required standard parking spaces = 3 mobility parking spaces

Total Mobility Parking Spaces = **4 spaces**

### **Total Spaces**

**54 standard parking spaces and 4 mobility parking spaces**

Staff would note that the basement was calculated based upon office / retail store and no exemptions included for washrooms, storage rooms or common areas on the main floor or second floor. When detailed floor plans are submitted, the required parking will likely be reduced as the parking calculation above is based upon the strictest regulations.

As per Section 4.44.6 of the previous Zoning & Development By-law (August 1, 2018), the development officer could, with the approval of the Council, approve off-lot parking for developments located in the 500 Lot Area provided that the building containing the required parking is within 787.4 ft of the subject lot and the developer has filed with the City, a lease providing the parking for a period of not less than 10 years. The recently approved Zoning & Development By-law (2018-11) does not allow for off-lot parking but rather requires that cash-in-lieu of parking must be paid when adequate parking cannot be provided on the property and therefore, a site specific exemption is required.

In this circumstance, the applicant would be required to pay \$348,000 (\$6,000 per space x 58 spaces) to construct the proposed building. In light of the fact that this project has been developing for the past few years, the applicant is requesting that they be able to enter into an agreement with the City to provide the existing (26 standard parking spaces) and required

parking (up to 28 standard parking spaces and 4 mobility parking spaces) off-lot in the Pownal Parkade (100 Pownal Street, PID #340414) as per the previous Zoning & Development By-law (August 1, 2018).

Staff would note that the applicant is also requesting to locate an interior link between the third floor of the proposed building and the Pownal Parkade in order to provide readily available access to the residents, employees, and public utilizing the proposed building.

#### **OFFICIAL PLAN:**

There are several Official Plan objectives that relate to this application; in particular, those aimed at sustaining neighbourhoods (Section 3.2) and creating a vibrant 500 Lot Area (Section 4.2):

***Section 3.1 – Objective #2 – Our objective is to promote compact urban form and infill development, as well as the efficient use of infrastructure and public service facilities.***

The proposed development involves additional residential density in the downtown core which will capitalize on existing municipal infrastructure that presently exists.

***Section 3.2 - Objective #1 - Our objective is to preserve the built form and density of Charlottetown's existing neighbourhoods, and to ensure that new development is harmonious with its surrounding.***

This objective contains a policy stressing the importance of ensuring that “building footprints, massing, and setbacks” are physically related to its surroundings. The proposed development is applying for two additional floors of bonus height which will make the building appear larger; however, the applicant has attempted to stepback the fourth and fifth floors to allow the streetscape to be viewed as a three storey building which is traditional along the block.

***Section 3.2 - Objective #2 - Our objective is to allow moderately higher densities and alternative forms of development in any new residential subdivisions which may be established, provided that this development is well planned overall, and harmonious with existing residential neighbourhoods.***

The proposed development will provide high density residential development and new forms of dwelling units to the surrounding neighbourhood, as this objective encourages. The external design reviewer will ensure that key design criteria are satisfied to ensure harmony with the neighbourhood.

***Section 3.2 - Objective #3 - Our objective is to support the provision of suitable commercial and institutional needs, employment opportunities, community-based services, and public realm amenities within neighbourhoods.***

The proposed development is in the Downtown Mixed-Use Neighbourhood (DMUN) which supports residential uses as well as commercial uses. The proposed building provides suitable commercial space within the existing neighbourhood.

***Section 4.2 - Objective #2 - Our objective is to promote new development that reinforces the existing urban structure.***

The proposed development satisfies the front yard setback requirements outlined in the DMUN Zone, and as a result, it complies with permitted street setbacks on the block while reflecting the urban structure of other developments in the neighbourhood.

***Section 4.2 - Objective #5 - Our objective is to ensure that the concept of compatible development is fundamental to all aspects of the CHARLOTTETOWN PLAN.***

***Section 4.2 - Objective #6 - Our objective is to protect and strengthen the character of the residential neighbourhood in the 500 Lot Area***

Objective 5 defines compatible development as “development that is not necessarily the same as, or similar to existing development. It is development that enhances the character of the existing community.”

The proposed development has traditional elements in the building design. One may argue that aspects of the building were done in an attempt to recreate heritage but these issues and other design standards of the 500 Lot Area will be evaluated through the design review process to ensure that new development is compatible with, and enhances its surroundings.

## **DISCUSSION:**

This application involves numerous requests which shall be considered concurrently, as all items must be approved to proceed with the proposed development. Due to the application being submitted on September 20, 2018, staff was limited in the amount of time available to conduct a detailed review prior to proceeding to the Planning Board. Further, staff has yet to meet with the applicant to discuss their application in any detail but will attempt to do so prior to proceeding to the public consultation should it be approved by Council.

That being said, staff is confident that the majority of the requirements in the Zoning & Development By-law (2018-11) have been satisfied and the proposed development will enhance the existing neighbourhood.

Staff has additional confidence in the project proceeding to public consultation phase because if the site specific exemptions are approved, the application will be required to follow the Design Review process as per Section 3.13 of the Zoning & Development By-law (2018-11) and would be subject to the signing of a Development Agreement to ensure that the plans that have been reviewed and presented to the public and Council will be constructed. The Development Agreement will also include provisions pertaining to the bonus height public benefit and parking arrangement.

Below is a quick summary of the subject application's positive attributes, neutral attributes, and shortcomings:

Positives	Neutral	Shortcomings
<ul style="list-style-type: none"> <li>• Promotes compact urban form and infill development, as well as the efficient use of infrastructure</li> <li>• Preserves the built form and density of the neighbourhood.</li> <li>• Well planned overall, and harmonious with existing neighbourhood.</li> <li>• Provides suitable commercial employment opportunities and public realm amenities within the neighbourhood.</li> <li>• Strengthens the character of the 500 Lot Area</li> <li>• Design review is required to ensure that new development is compatible with, and enhances its surroundings.</li> </ul>		<ul style="list-style-type: none"> <li>• Requires a site specific exemption to allow the applicant to apply for off-lot parking.</li> <li>• Requires a variance to the lot frontage requirement for bonus height.</li> <li>• Requires variances to reduce the minimum side yard setback for the fourth and fifth floors on both sides of the proposed building.</li> </ul>

Staff is confident that the proposed development will enhance the neighbourhood and feel that the proposed concept plan has enough support in the Official Plan to proceed to public consultation to hear the feedback from the neighbourhood.

**RECOMMENDATION:**

Staff encourages Planning Board to recommend to Council to proceed to public consultation to obtain a site specific exemption of the Downtown Mixed-Use Neighbourhood (DMUN) Zone of the Zoning & Development By-law as it pertains to 80 Grafton Street (PID #340265) in order to construct a five (5) storey mixed-use development and allow the applicant to enter into an agreement with the City to provide the existing (26 standard parking spaces) and required parking (up to 28 standard parking spaces and 4 mobility parking spaces) off-lot in the Pownal Parkade (100 Pownal Street, PID #340414) for a period of not less than 10 years which is contrary to the Zoning & Development By-law (2018-11). The site specific exemption also includes the following three (3) variances:

1. Reducing the minimum lot frontage required to be eligible for a bonus height from 98.4 ft to approximately 76.1 ft;
2. Reducing the minimum side yard setback for the fourth and fifth floors of the proposed building to 70 Grafton Street (PID #340273) from 18.0 ft to approximately 14.33 ft;
3. Reducing the minimum side yard setback for the fourth and fifth floors of the proposed building to 137 Queen Street (PID #340257) from 18.0 ft to approximately 13.0 ft; and

Respectfully,

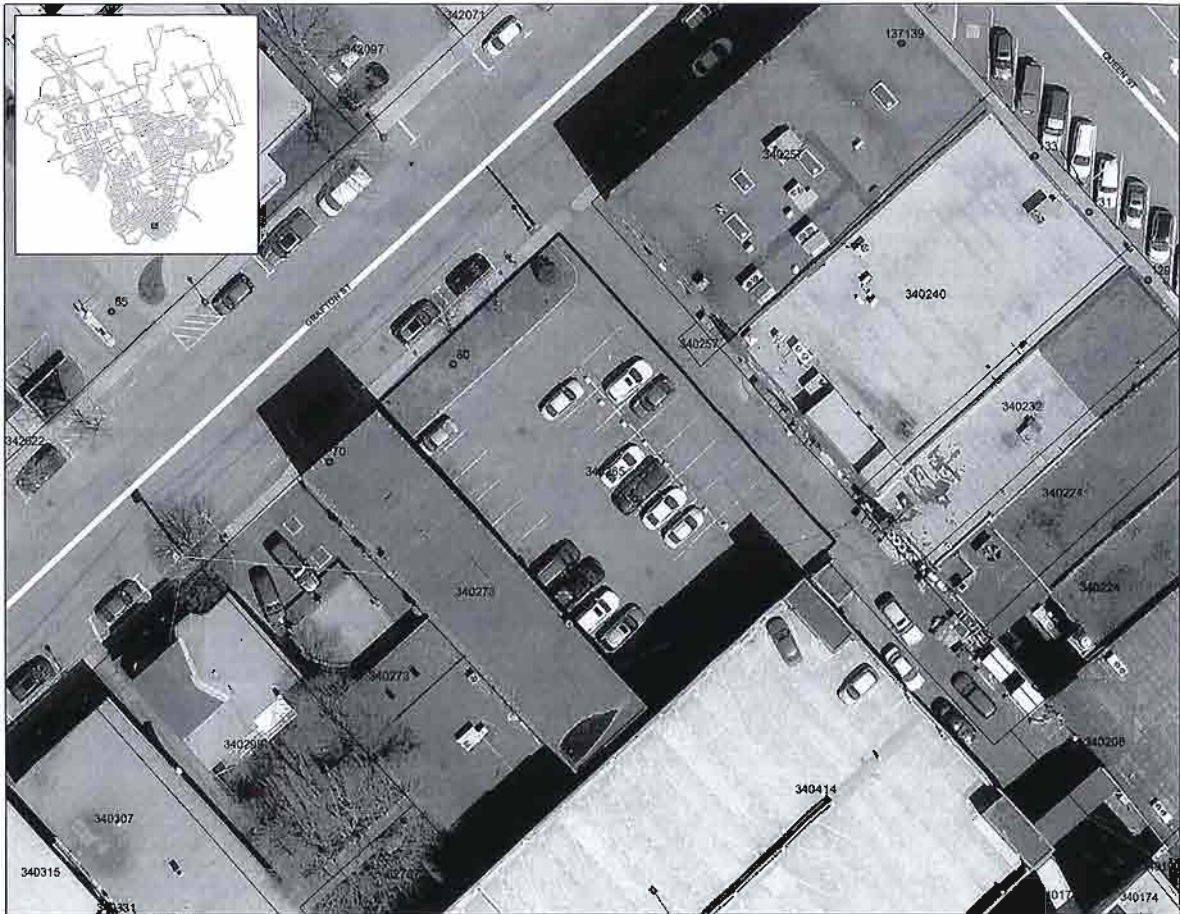
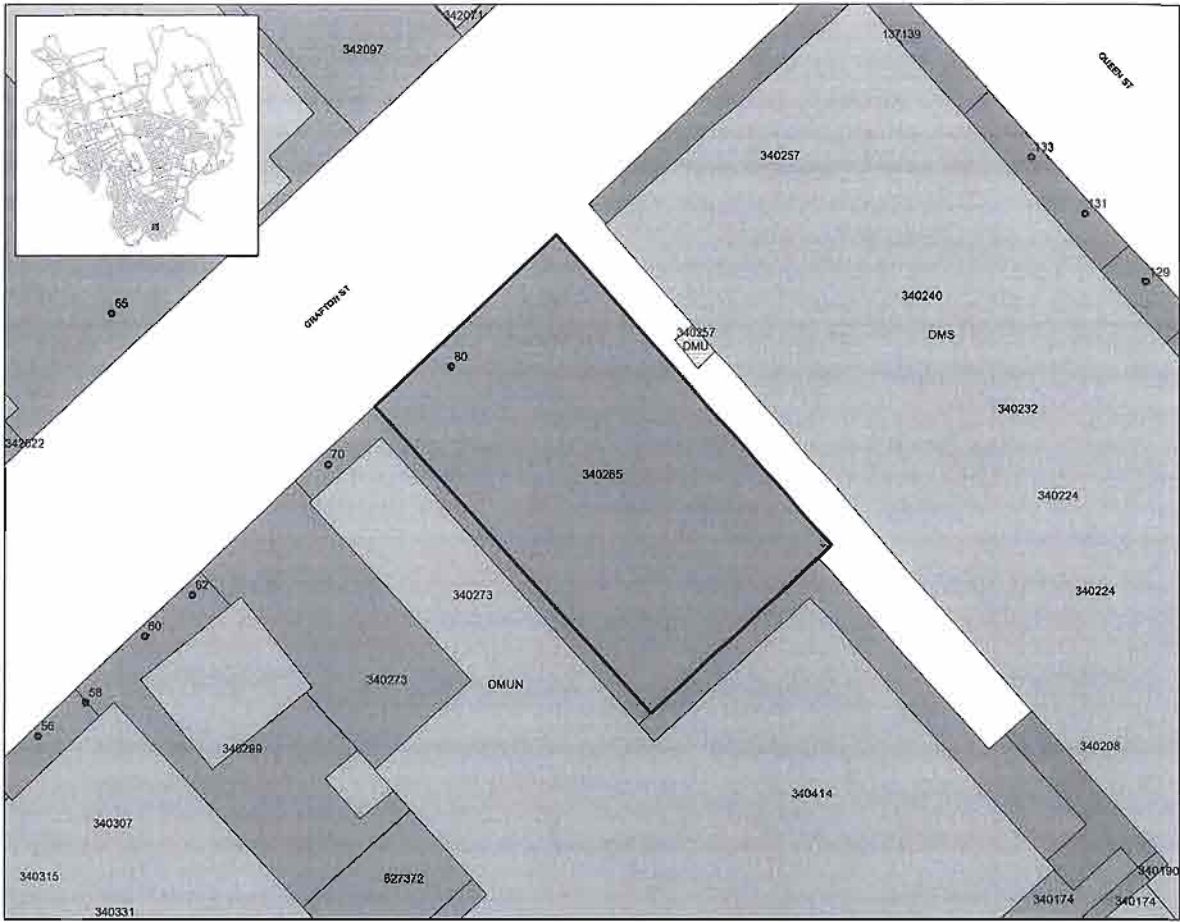
*Greg Morrison*

**Reviewed By:**

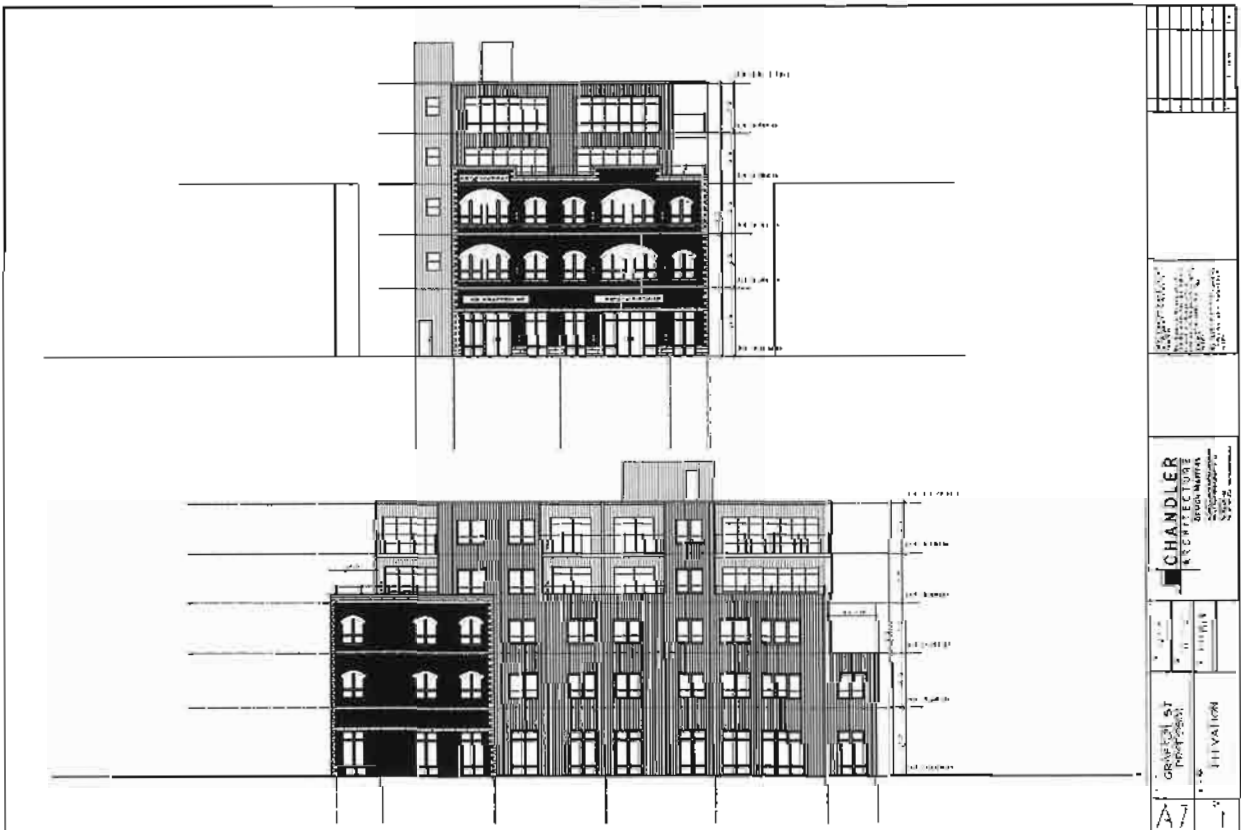
CAO	Dir Corp Svcs	Dir Pub Svcs	Dir F & D Svcs	Dir Hum Res	Mgr	Other
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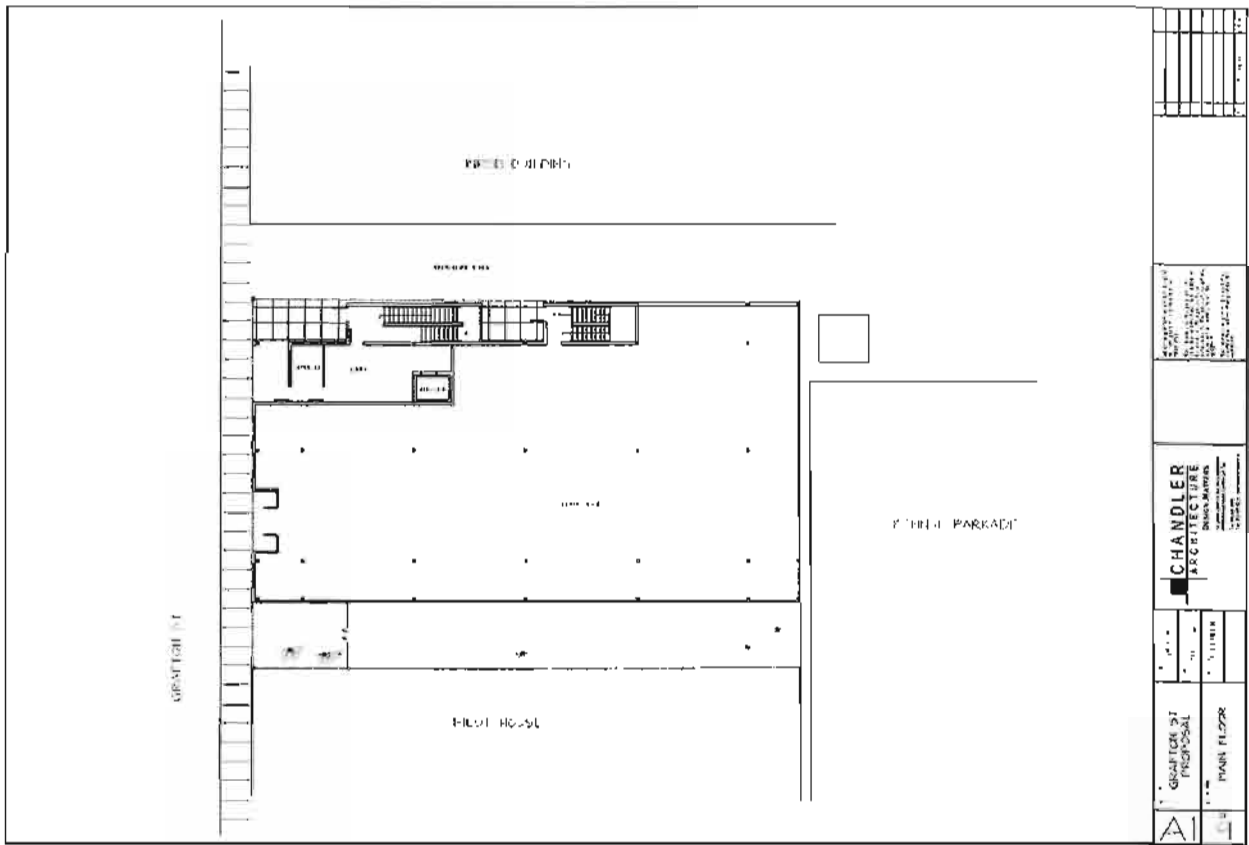
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**RECOMMENDATIONS/ACTIONS:**

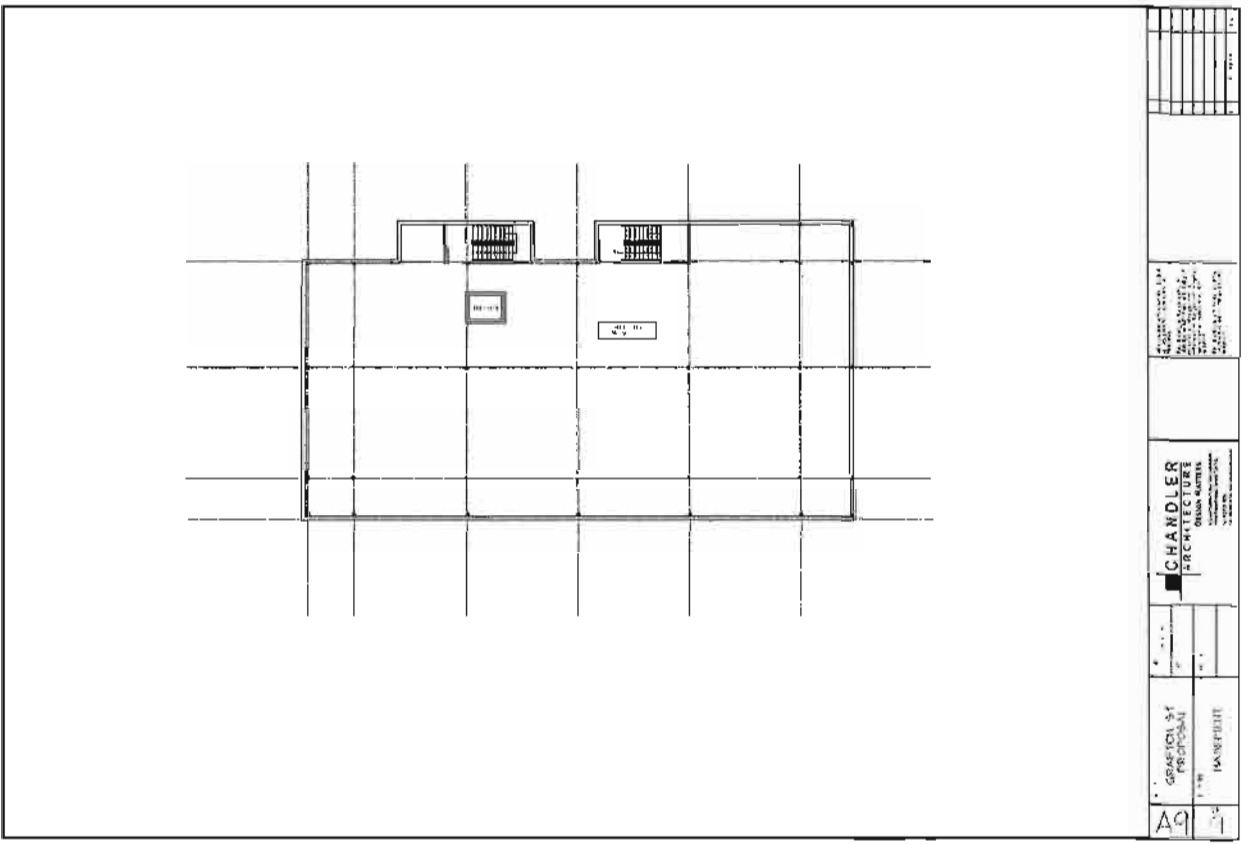




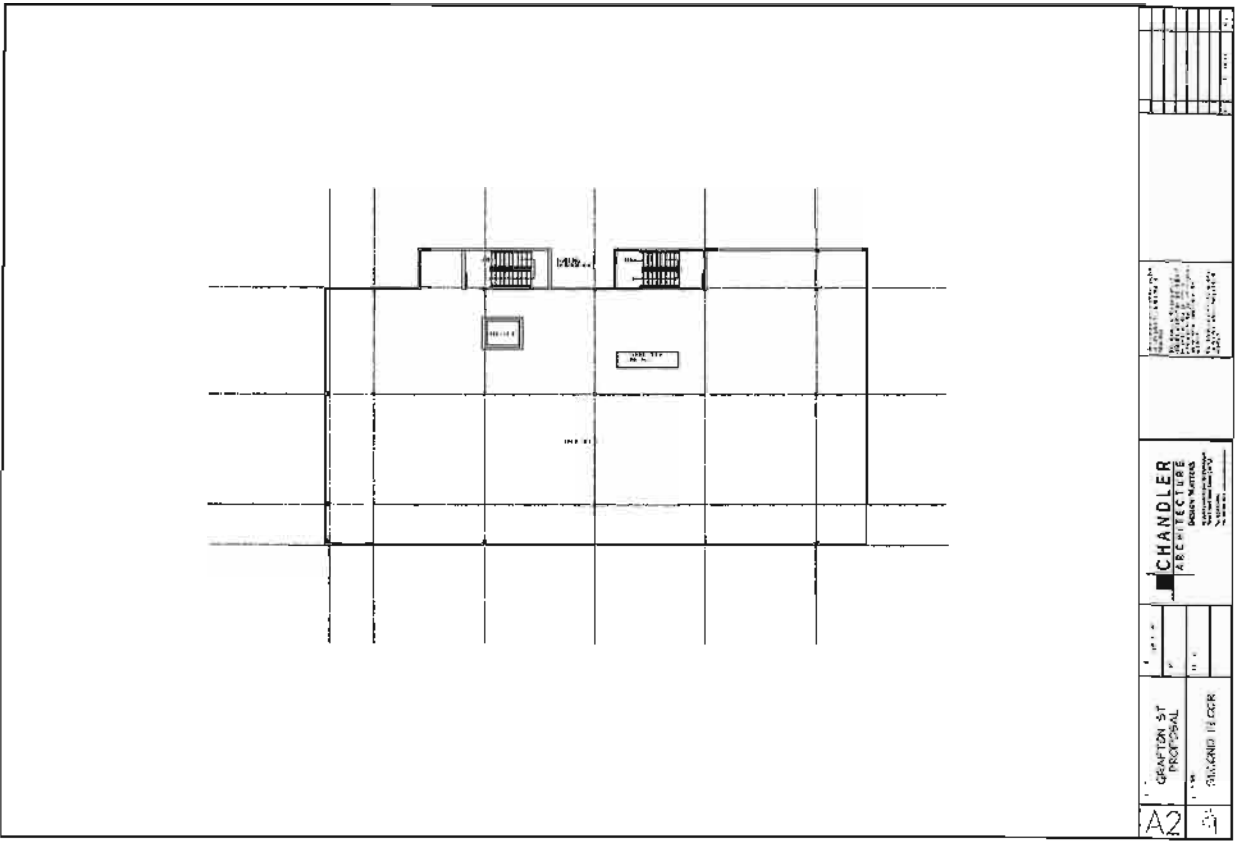




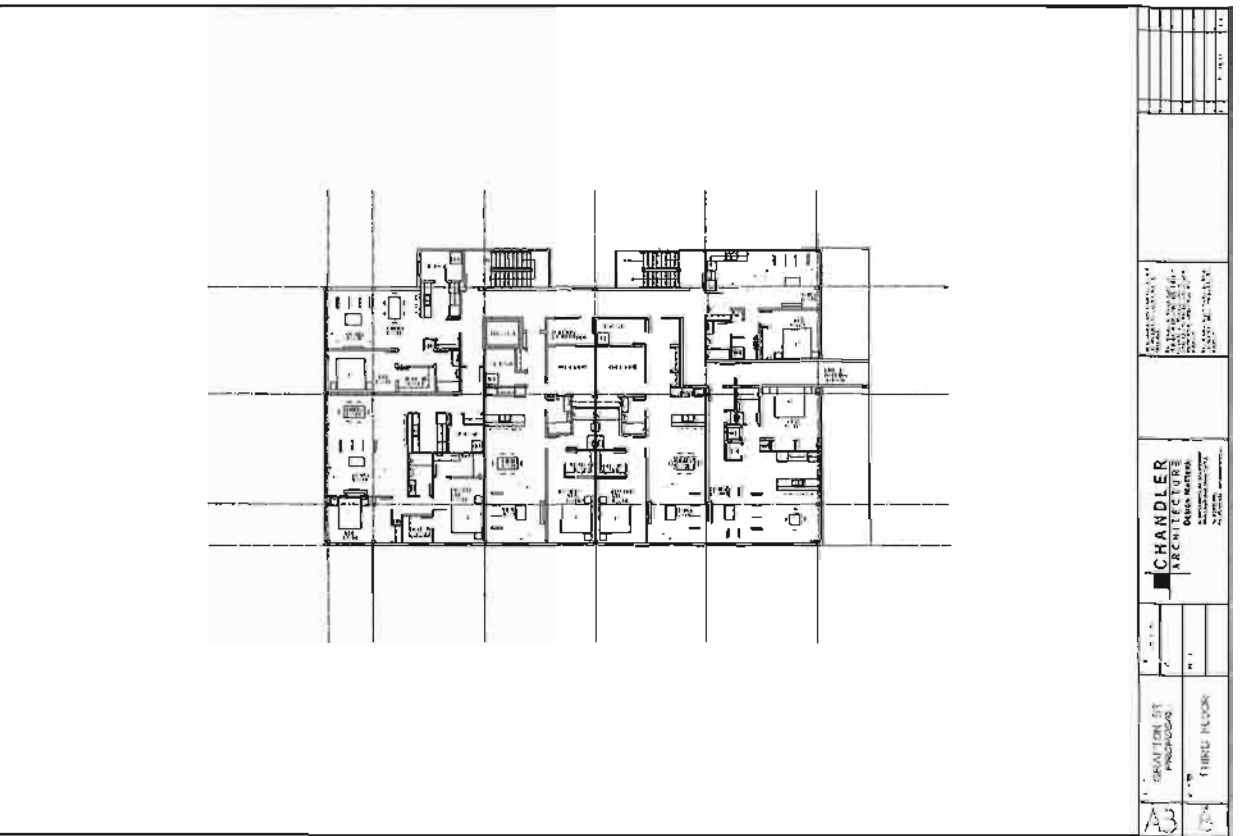
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			PROJECT NO. 101 DATE: 10/10/10		SCALE: 1/8" = 1'-0"	



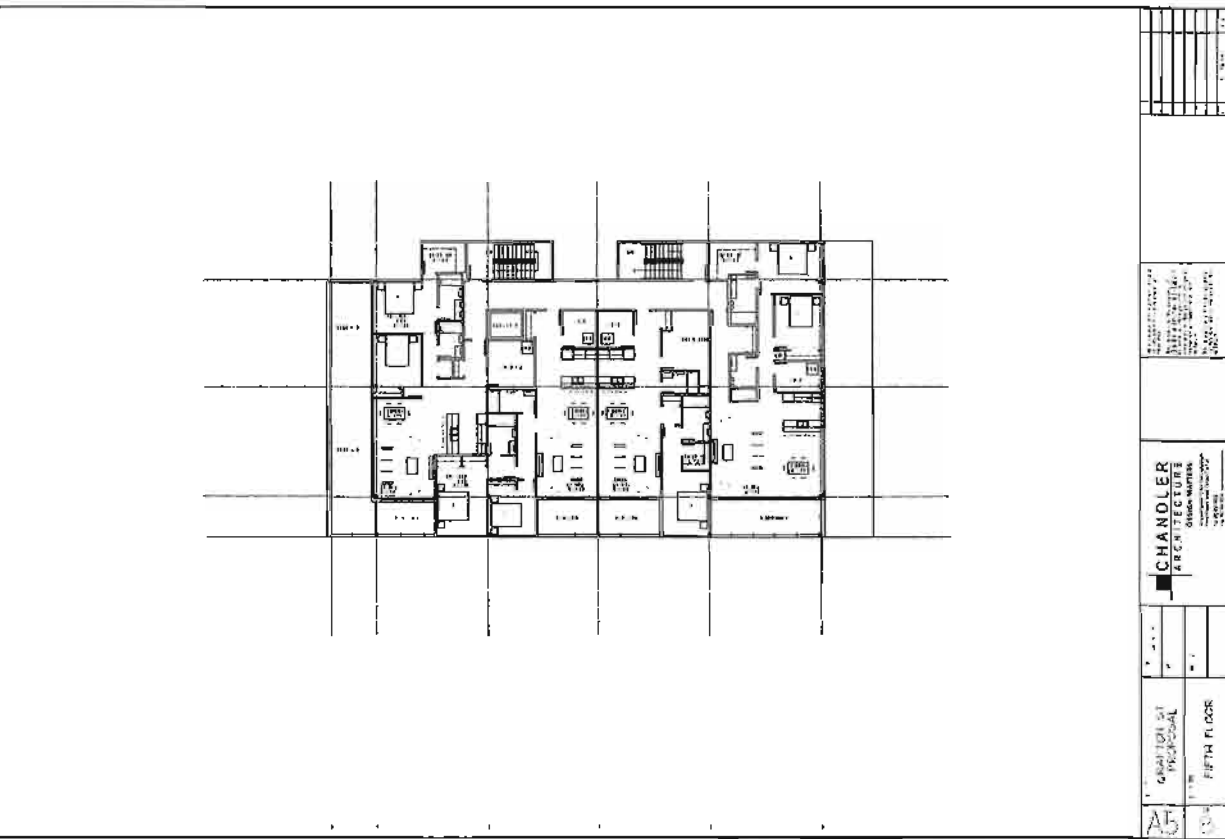
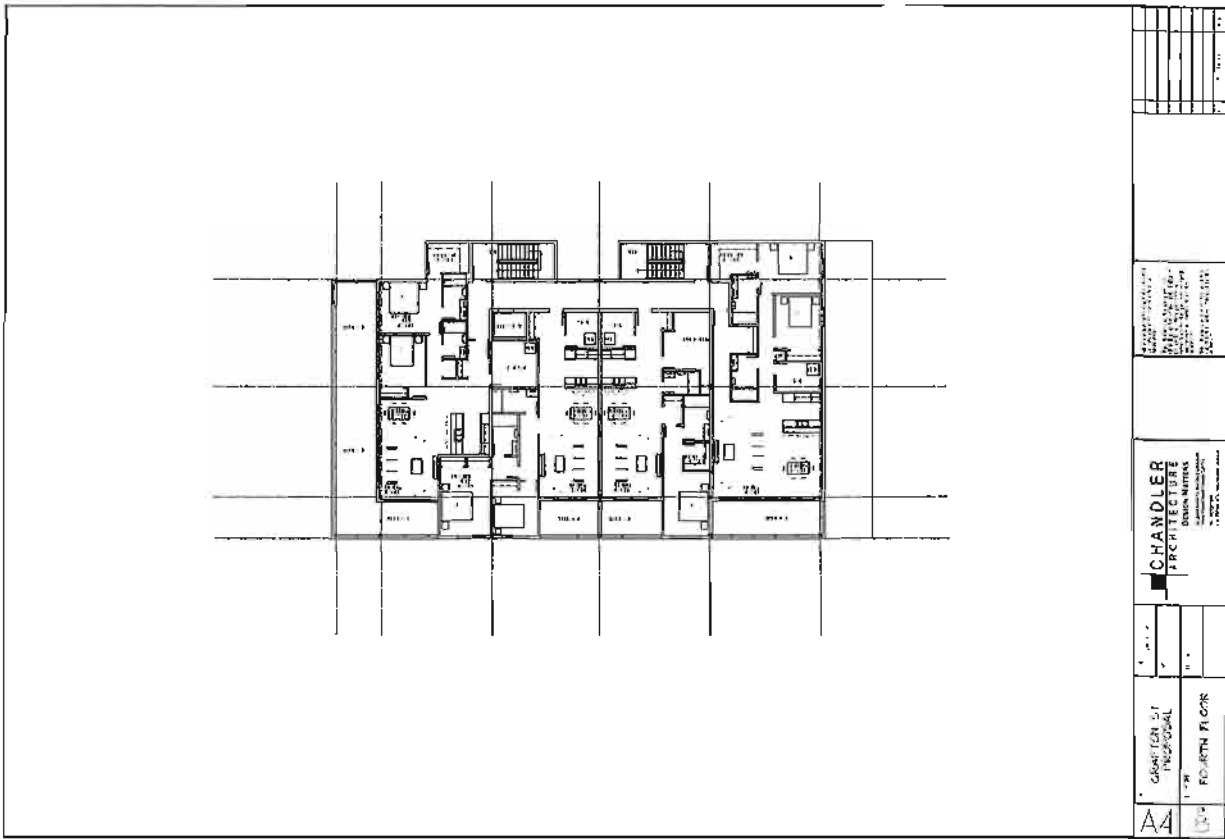
A9	GRANTON ST PROPOSAL	SECOND FLOOR	<b>CHANDLER ARCHITECTURE</b> ARCHITECTS 1000 10TH AVENUE SUITE 1000 DENVER, CO 80202		SHEET NO. 109 OF 101	
			PROJECT NO. 101 DATE: 10/10/10		SCALE: 1/8" = 1'-0"	

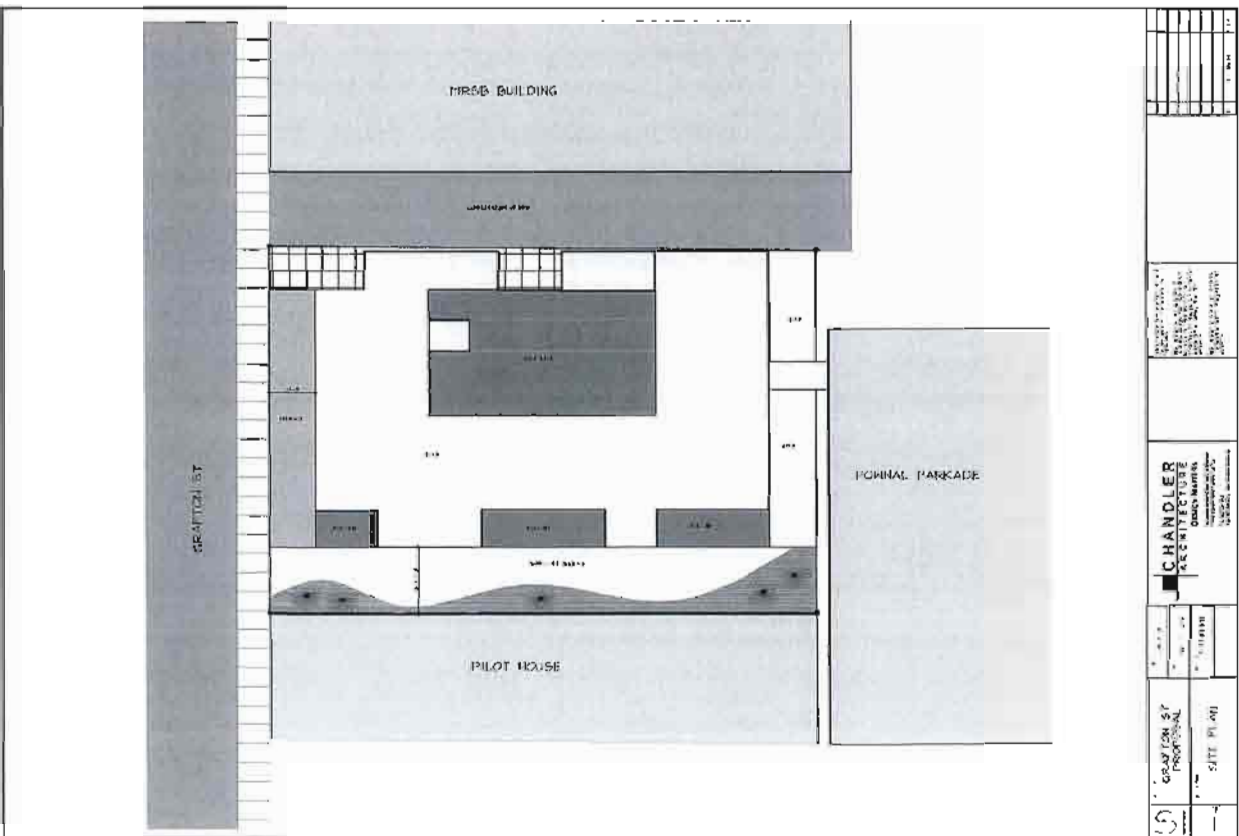
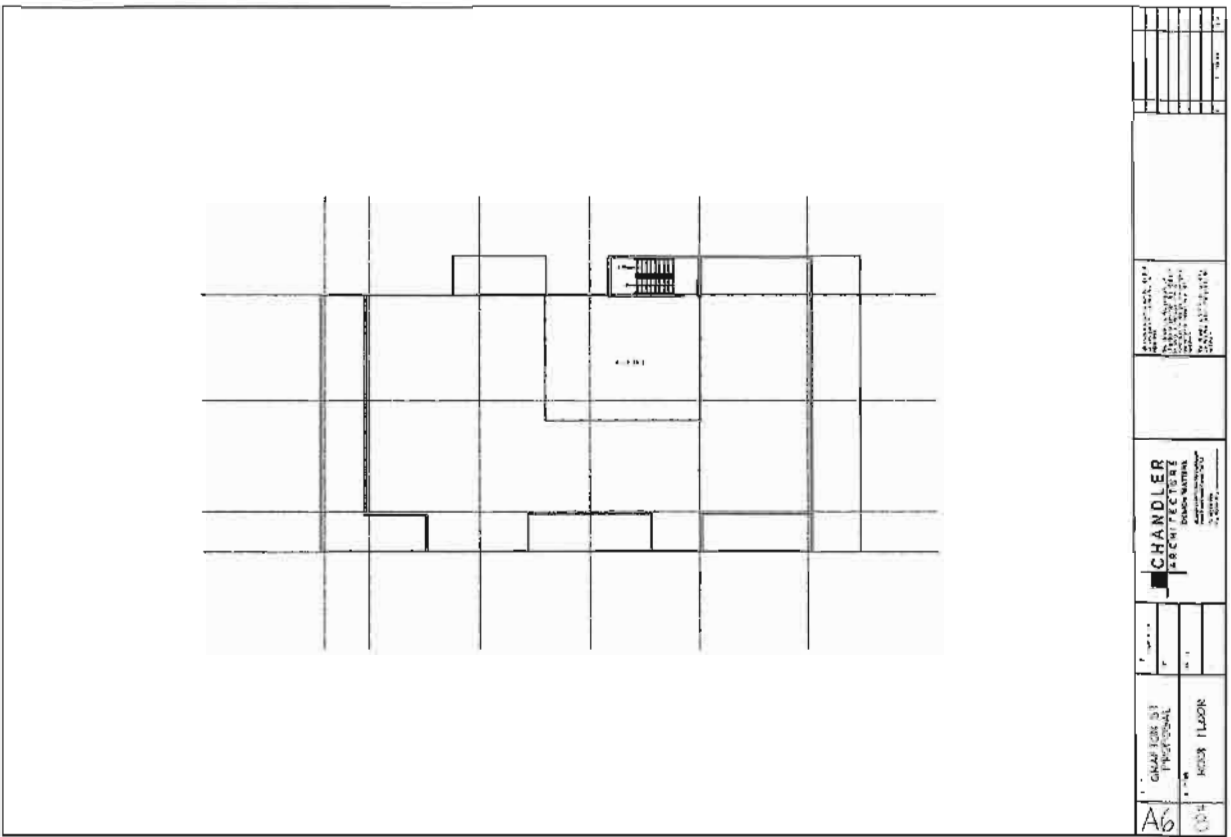


A2	GRANTON ST PROFESSOR	CHANDLER ARCHITECTURE ARCHITECTS 2000 N. 10TH ST. PHOENIX, AZ 85016	CHANDLER ARCHITECTURE ARCHITECTS 2000 N. 10TH ST. PHOENIX, AZ 85016
	SECOND FLOOR	DATE: 11/11/11	SCALE: 1/8" = 1'-0"



A3	GRANTON ST PROFESSOR	CHANDLER ARCHITECTURE ARCHITECTS 2000 N. 10TH ST. PHOENIX, AZ 85016	CHANDLER ARCHITECTURE ARCHITECTS 2000 N. 10TH ST. PHOENIX, AZ 85016
	THIRD FLOOR	DATE: 11/11/11	SCALE: 1/8" = 1'-0"







# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning #1

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Date: October 9, 2018

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod

### RESOLVED:

**That the request to zone the property (PID #1073634) adjacent to 137 Belgrave Drive (PID #625574) to Single-Detached Residential (R-1L) Zone and to designate the same property as Residential on Appendix A of the Official Plan, be approved to proceed to public consultation.**



# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning #2

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Date: October 9, 2018

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod

### RESOLVED:

**That the request to amend Appendix “H” – Zoning Map of the Zoning and Development Bylaw from the Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone in order to rezone the property located at 101 Oak Drive (PID # 452748), be approved to proceed to public consultation.**



# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning #3

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Date: October 9, 2018

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod

### RESOLVED:

**That the request to amend Appendix “H” – Zoning Map of the Zoning & Development Bylaw from the Single-Detached Residential (R-1L) to the Low Density Residential (R-2) Zone for a portion of the property located on Norwood Road (PID # 192401), be approved.**





# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning #4

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Date: October 9, 2018

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod

### RESOLVED:

**That the request to operate a home occupation (i.e., acupuncture & Chinese medicine business) from the property located at 29 Forest Drive (PID #791913), be approved.**



# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning #5

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Date: October 9, 2018

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod

### RESOLVED:

That the request for the following items be approved to proceed to public consultation:

1. Amend Appendix “A” – Future Land Use Map of the Official Plan from the Low Density Residential designation to the Concept Planning Area designation for a portion of the property located on Mount Edward Road (PID #390740);
2. Amend Appendix “H” – Zoning Map of the Zoning & Development By-law from the Low Density Residential Single (R-2S) Zone to the Comprehensive Development Area (CDA) Zone for a portion of the property located on Mount Edward Road (PID #390740);
3. Amend Appendix “A” – Future Land Use Map of the Official Plan from the Low Density Residential designation to the Concept Planning Area designation for the property located on Mount Edward Road (PID #492405);
4. Amend Appendix “H” – Zoning Map of the Zoning & Development By-law from the Low Density Residential Single (R-2S) Zone to the Comprehensive Development Area (CDA) Zone for the property located on Mount Edward Road (PID #492405);
5. Consolidate the portion of the property located on Mount Edward Road (PID #390740) with the property located on Mount Edward Road (PID #492405), subject to the receipt of final pinned survey plans; and
6. Amend Appendix “G” – Comprehensive Development Area Lands and Uses of the Zoning & Development By-law from allowing a residential building on the street with the back portion vacant to 143 residential dwelling units on 5.05 acres of the property located on Mount Edward Road (PID #390740), subject to the approval of the Development Concept Plan and the signing of a Development Agreement.



# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning #6

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Date: October 9, 2018

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod

### RESOLVED:

**That the request to obtain a site specific exemption of the Downtown Mixed-Use Neighbourhood (DMUN) Zone of the Zoning & Development By-law as it pertains to 80 Grafton Street (PID #340265) in order to construct a five (5) storey mixed-use development and allow the applicant to enter into an agreement with the City to provide the existing (26 standard parking spaces) and required parking (up to 28 standard parking spaces and 4 mobility parking spaces) off-lot in the Pownal Parkade (100 Pownal Street, PID #340414) for a period of not less than 10 years which is contrary to the Zoning & Development By-law (2018-11).**

**The site specific exemption also includes the following three (3) variances:**

- 1. Reduce the minimum lot frontage required to be eligible for a bonus height from 98.4 ft to approximately 76.1 ft; and**
- 2. Reduce the minimum side yard setback for the fourth and fifth floors of the proposed building to 70 Grafton Street (PID #340273) from 18.0 ft to approximately 14.33 ft; and**
- 3. Reduce the minimum side yard setback for the fourth and fifth floors of the proposed building to 137 Queen Street (PID #340257) from 18.0 ft to approximately 13.0 ft, be approved to proceed to public consultation**

**PLANNING AND HERITAGE COMMITTEE – HERITAGE BOARD  
SEPTEMBER 25, 2018 12:00 PM  
PARDKALE ROOM, CITY HALL**

<b><u>Included</u></b>	<b>Councillor Greg Rivard, Chair</b>	<b>Bobby Shepherd, RM</b>
	<b>Councillor Terry MacLeod</b>	<b>Alex Forbes, PHM</b>
	<b>Councillor Jason Coady</b>	<b>Todd Saunders, HO</b>
	<b>Tara Maloney, RM</b>	<b>Greg Morrison, PII</b>
	<b>Simon Moore, RM</b>	<b>Ellen Ganga, IA/AA</b>

**Regrets**    **Aaron Stavert, RM**  
                  **Ian MacLeod, RM**

**1. Call to Order**

Councillor Greg Rivard called the meeting to order at 12:02pm.

**2. Declaration of Conflicts**

Councillor Greg Rivard asked if there are any conflicts. Tara Maloney, RM, requested that she be taken out of the board's recommendation for 11 West Street.

**3. Approval of Agenda**

Moved by Tara Maloney, RM, and seconded by Simon Moore, RM, that the agenda for Tuesday, September 25, 2018, including applications for 85 Fitzroy Street and 11 West Street, be approved.

**CARRIED**

**4. Adoption of Minutes**

Moved by Tara Maloney, RM, and seconded by Simon Moore, RM, that the minutes of the Tuesday, September 4, 2018 meeting be approved.

**CARRIED**

**5. Business arising from Minutes**

There was no business arising from the minutes.

**6. 25 Pownal Street (PID #335588)**

This is an application for exterior alterations to the property located at 25 Pownal Street (PID #335588). The property is not a designated Heritage Resource but is located in the Downtown Neighbourhood (DN) Zone of the 500 Lot Area.

The application includes the following:

- Replacement of exterior cladding – use of mix of vinyl and wood siding, or board and batten
- Replacement of upper porch vinyl windows with vinyl windows to match existing windows
- Replacement of ground floor windows with three smaller vinyl windows
- Realignment of second storey porch roofline
- Extension of existing dormer extending towards Pownal Street
- Ground floor extension towards Pownal Street but requires a survey plan to identify property lines.
- Reconfiguration of side roof line.

See attached report for details.

Additional information was provided by Heather Moyses at the time of the meeting. Further discussions and recommendations were presented at the time of the meeting as well.

Comments/concerns noted:

- The applicant is required to get a survey plan to identify property line. If the proposed ground floor extension falls under the City's right-of-way, the applicant needs to work with Planning Staff to process this application and sign an encroachment agreement.
- Board expressed concerns on the ground floor windows and door and suggested various options to bring some symmetry and attempt to return some of the lost heritage character to the building. The applicant explained this would be difficult given the current commercial use of the space.
- A paneled cladding was also suggested for the upper porch and attached side wall in lieu of the requested board and batten siding.
- Board also recommended the dormer can be left as is.

Councillor Rivard asked for comments or questions; there being none, the following resolution was put forward:

**Moved by Tara Maloney, RM and seconded by Simon Moore, RM, that the application for exterior alterations to the property at 25 Pownal Street (PID #335588), be approved with final details to be reviewed by the Planning Department.**

**CARRIED**

**7. 165-167 King Street (PID #337204)**

This is an application to install roof dormers to the property located at 165-167 King Street (PID #337204). The property is not a designated Heritage Resource but is located in the Downtown Neighbourhood (DN) Zone of the 500 Lot Area. An application for exterior alterations was approved by the Heritage Board on September 4, 2018. Since then, it was noted that dormers are being constructed on the roof which was not included in the original application. See attached report. Tim Driscoll, applicant, was present at the meeting to answer any questions or concerns.

Comments/concerns:

- Board recognized Mr. Driscoll's efforts for doing a wonderful job with the exterior renovations to restore the property.
- Board also noted that they are in support of the dormers but feels that the shed dormer in between the two dormers takes away the look of the house. Mr. Driscoll noted that the additional window panel helps to allow for more sunlight into the top floor.

Councillor Rivard asked for comments or questions; there being none, the following resolution was put forward:

**Moved by Councillor Terry MacLeod and seconded by Councillor Jason Coady, that the application to install roof dormers to the property located at 165-167 King Street (PID #337204), be approved according to the design presented.**

**CARRIED**

**8. 11 West Street (PID #365882)**

This is an application for the addition of an atrium at the rear of the residence of the property at 11 West Street (PID #365882). The property is not a designated Heritage Resource but is located in the Downtown Neighbourhood (DN) Zone of the 500 Lot Area. Heritage Board deferred the application at the September 4, 2018 with the recommendation to consider a single level atrium. Tara Maloney is present to answer possible questions.

The revised application includes:

- The one-storey extension on the north side of the rear of the house is proposed to be shortened in length by 7 feet.
- A new glass one storey atrium measuring 14 feet in length is proposed to be added measuring full 12 feet in width to match the existing extension.
- The height and roof peak are to match the existing extension. The new atrium is to be a metal framed glass enclosure with garden doors on the south side.

See attached report for details.

Comments/concerns:

- The board recognized that this is a good revision to the original application.

Councillor Rivard asked for comments or questions; there being none, the following resolution was put forward:

**Moved by Bobby Shepherd, RM, and seconded by Simon Moore, RM, that the application for the addition of an atrium at the rear of the residence of the property at 11 West Street (PID #365882), be approved according to the revised design presented.**

**CARRIED**

**9. 157 Weymouth Street (PID #343236)**

This is an application for an addition of a rear yard deck to the property at 157 Weymouth Street (PID #343236). The property is a designated Heritage Resource and is located in the Downtown Neighbourhood (DN) Zone of the 500 Lot Area. Bylaw provisions require that applications for decks on designated heritage resources be reviewed by Heritage Board. See attached report.

The existing deck at the rear of the property will be extended to provide a deck surface to surround a new pool. The proposed deck will be approximately 1 ft from grade height and approximately 40ft by 35 ft. with wood material for its construction. The application will also be required to meet the Bylaw provisions for pools.

Questions/Comments:

- None

Councillor Rivard asked for comments or questions; there being none, the following resolution was put forward:

**Moved by Bobby Shepherd, RM, and seconded by Tara Maloney, RM, that the application for an addition of a rear yard deck to the property at 157 Weymouth Street (PID #343236) to provide a deck surface to surround a new pool, be approved.**

**CARRIED**

**10. 19 Ole King Square (PID #344671)**

This is an application for window and door replacements to the property at 19 Ole King Square (PID #344671). The property is a designated Heritage Resource and is located in the Downtown Neighbourhood Zone (DN) of the 500 Lot Area. See attached report.

The application includes:

- Replacement of the second level windows on the front façade to match the existing windows in terms of size and location. Replacement windows will be aluminum clad, 9/6 SDL with a space bar wooden windows
- An existing single door on the rear elevation is proposed to be replaced with a vinyl patio door and a new vinyl window installed on the ground level.

Questions/Comments:

- Staff noted that the owners are doing a great job maintaining the look of the house and while vinyl doors and windows are normally not permitted on designated properties, the vinyl windows and doors will be located at the back of the property that was an addition to the original property.

Councillor Rivard asked for comments or questions; there being none, the following resolution was put forward:

**Moved by Tara Maloney, RM, and seconded by Simon Moore, RM, that the application for window and door replacements to the rear of the property at 19 Ole King Square (PID #344671), be approved.**

**CARRIED**

**11. 85 Fitzroy Street (PID#345934)**

This is an application to erect a fascia sign and projecting sign on the front of the building at 85 Fitzroy Street (PID #345934). The property is not a designated Heritage Resource but is located in the Downtown core (DC) Zone of the 500 Lot Area. Greg Morrison, PII, presented this application. See attached report.

Signs that do not adhere to the Sign Design Criteria listed in Section 5.20 but adhere to all other requirements in Section 5 of the Bylaw shall be reviewed by the Heritage Board in relation to the colour of the fascia sign, which should be dark background with a light contrast for lettering. The existing signage will be moved from Founder's Hall to 85 Fitzroy Street. The applicant is also in the process of rebranding but would like to retain the same colour scheme which they believe to be their trademark.

Questions/Comments:

- The Board noted that they are supportive of the application and when the rebranding or new signage is in, it will be Staff's discretion to determine whether the new design is required to go to Heritage Board for review and approval.

Councillor Rivard asked for comments or questions; there being none, the following resolution was put forward:

**Moved by Councillor Jason Coady and seconded by Simon Moore, that the application to erect a fascia sign and projecting sign on the front of the building at 85 Fitzroy Street (PID #345934), be approved.**

**CARRIED**


Moved by Councillor Terry MacLeod and seconded by Bobby Shepherd, RM, that the meeting be adjourned.

The meeting was adjourned at 1:11 PM.

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Councillor Greg Rivard



 <p style="text-align: center;"><b>City of Charlottetown</b></p>	<p><b>Report No: 2018-HERT-09 #6a</b></p>
	<p><b>Date:</b> September 25, 2018</p>
<p><b>Directed to:</b> Heritage Board</p>	<p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. GIS Map</li> <li>2. Proposal site plan</li> <li>3. Rear yard view</li> </ol>
<p><b>Department:</b> Planning and Heritage</p>	
<p><b>Prepared by:</b> Todd Saunders</p>	
<p><b>Subject:</b> <u>157 Weymouth Street (PID #343236)</u> – Application for the addition of a rear yard deck.</p>	
<p><b><u>RECOMMENDATION:</u></b> Heritage Board is encouraged to support the proposal for a deck at the rear of the property. See City of Charlottetown Zoning and Development Bylaw sections 4.3, 7.2 &amp; 7.3 &amp; 7.5.2.</p>	

**REPORT:**

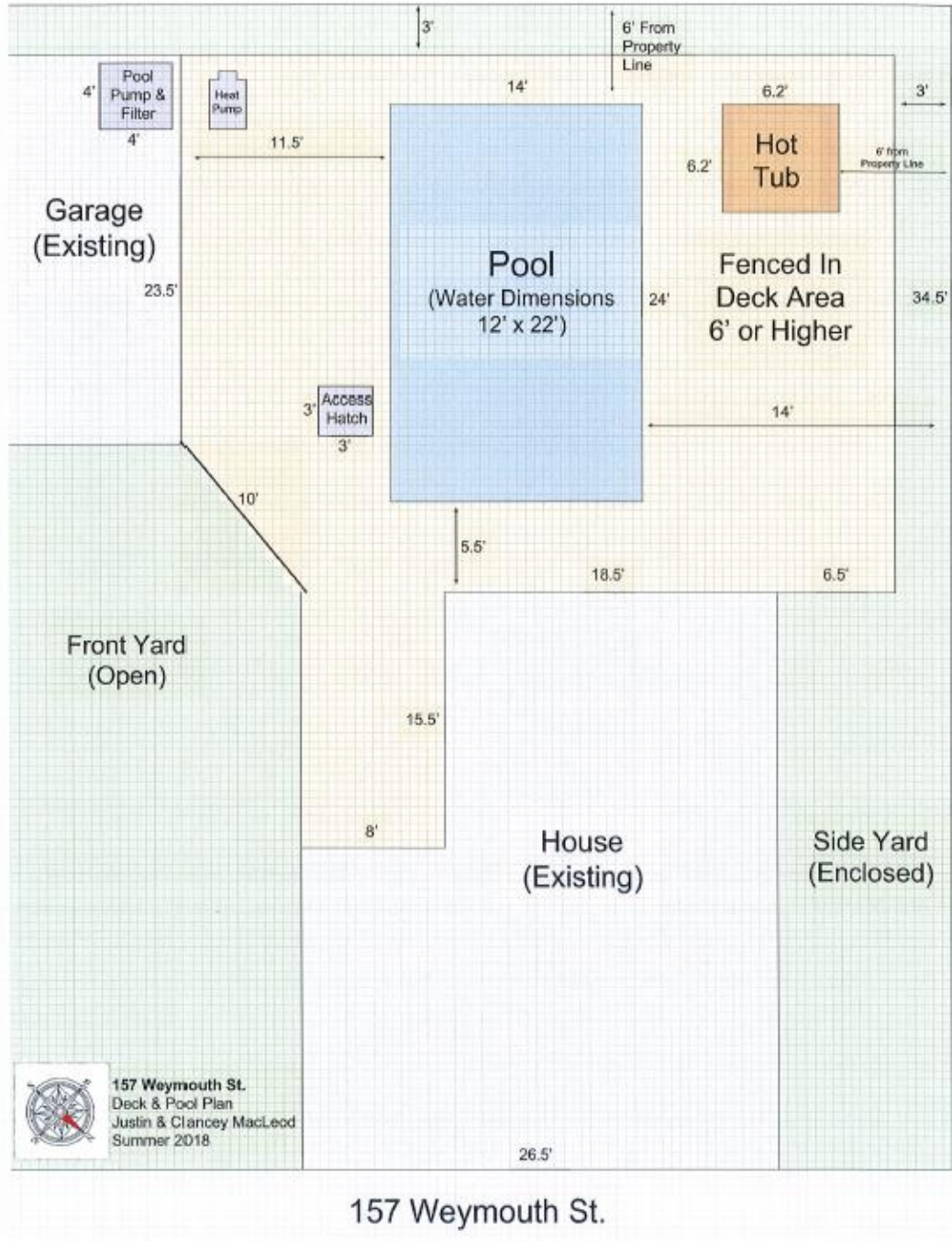
157 Weymouth Street (PID 343236) is a designated Heritage Resource and is located in the Downtown Neighbourhood Zone (DN) of the 500 Lot Area. Bylaw provisions require that applications for decks on designated heritage resources be reviewed by Heritage Board.

The application includes:

- The existing deck at the rear of the property will be extended to provide a deck surface to surround a new pool.
- The deck is proposed to be approximately 1ft from grade height and approx. 40ft by 35ft..
- The deck is to be constructed of wood and to be fenced etc to meet bylaw provisions for pools etc.



**Location Map**



Proposed site plan



Rear yard view

**PROPERTY HISTORY:**

Spillett House is a two and half storey, wooden home located on Weymouth Street. The house was one of two very similar homes built in 1915 by Mr. Major Schurman, in Charlottetown. The Spillett House was built in 1915 for Richard E. Spillett. Major Schurman, a Summerside builder and member of the prominent Schurman family, had just returned from Winnipeg when he obtained the contract for building the Spillett House and a similar home on Richmond Street. The home on Richmond Street was built for Provincial Auditor, John Anderson. Both homes have survived and look much the way they did when they were built. Richard E. Spillett remained in the home for many years. He was a partner in the exporting firm of Dillon & Spillett, which dealt in feed and grain. The firm was located on Queen Street. On a section of Weymouth Street that has few heritage homes, the home contributes a great deal to the streetscape.

The following character-defining elements illustrate the heritage value of the Spillett House:


- The overall massing of the home
- The placement and style of the windows, particularly the tall, paired windows
- The style and placement of the doors, particularly the front off centre door
- The verandah on the front of the home with its simple balustrade and columns
- The extensive use of dentils accenting the rooflines
- The multiple gabled and hipped rooflines
- The style and placement of the chimney
- The contrasting trim used throughout the exterior

Respectfully,

*Todd Saunders*

Reviewed By:

CAO	Dir Corp Svcs	Dir Pub Svcs	Dir F & D Svcs	Dir Hum Res	Mgr <i>AF</i>	Other
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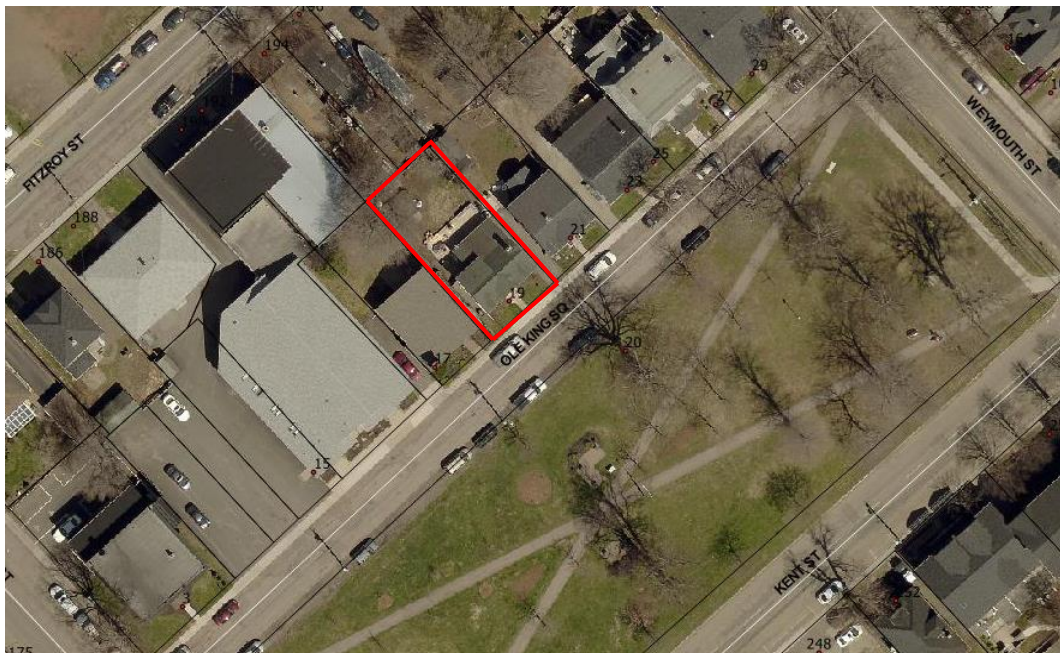
 <p style="text-align: center;"><b>City of Charlottetown</b></p>	<b>Report No: 2018-HERT-09 #6b</b>
	<b>Date:</b> September 25, 2018
<b>Directed to:</b> Heritage Board	<b>Attachments:</b> 1. GIS Map 2. photo
<b>Department:</b> Planning and Heritage	
<b>Prepared by:</b> Todd Saunders	
<b>Subject:</b> <u>19 Ole King Square (PID #344671)</u> – Application for window and door replacements.	
<b>RECOMMENDATION:</b> Heritage Board is encouraged to support the proposal for a deck at the rear of the property. See City of Charlottetown Zoning and Development Bylaw sections 6.6.1, 7.2 & 7.3(h).	

**REPORT:**

19 Ole King Square (PID 344671) is a designated Heritage Resource and is located in the Downtown Neighbourhood Zone (DN) of the 500 Lot Area. The adjacent property located at 21 King Square is also designated.

The application includes:

- Replacement of the second level windows on the front façade to match the existing in size and location. Replacements windows will be aluminum clad, 9/6 SDL with a spacer bar wooden windows.
- An existing single door on the rear elevation is proposed to be replaced with a vinyl patio door and a new vinyl window installed on the ground floor level.



**Location Map**



Ole King Square view

### **PROPERTY HISTORY:**

19 Ole King Square is a wood framed Maritime Vernacular style house located near historic King Square. It was likely built by carpenter William Hodgson for his own use. The designation encompasses the building's exterior and parcel; it does not include the building's interior.

The heritage value of 19 Ole King Square lies in its association with various Charlottetown residents; its role as a good example of mid Nineteenth Century housing in the City; and its importance to the streetscape.

Although it is unclear when 19 Ole King Square was built, William Hodgson received the land from his brothers, Honourable Robert (who would become the first native born Lt. Governor of PEI), Joseph William, Daniel and Christopher, in 1834. It had been part of their father, Attorney General Robert Hodgson's estate when he passed away in 1811. According to a census taken in 1848, William Hodgson was living at 19 Ole King Square and when he died in 1862, he was still a resident of the home. Hodgson was a local carpenter and it is likely that he built this home and several others around Charlottetown.

The home stayed in his family's possession for a time, but by 1890, a local grocer by the name of Patrick Duffy had become owner of the home. According to local directories, Clara Smith, the widow of Josiah Smith, lived at the home in 1915. Later in 1925, W.G. Brennan is listed at the residence and by 1950, the home was occupied by a member of the RCMP, Peter Jay and his wife Mary.



19 Ole King Square was influenced by the Maritime Vernacular Cottage style of architecture. The style was common in mid 1800s Charlottetown. A distinctively Maritime style, its features include a


rectangular plan, a central doorway and a large, centrally placed wall dormer. This house also includes two smaller roof dormers on either side of the wall dormer. A well kept and attractive home that is located next to a very similarly styled home, it plays an important role in supporting the streetscape.

19 Ole King Square faces onto historic King Square. King Square was one of four public squares laid out in the 1771 plan of Charlottetown by Governor Walter Patterson and Surveyor Thomas Wright. Originally, the area nearby was residential and included light industry and a manufacturing community.

The following Maritime Vernacular Cottage style influenced character-defining elements contribute to the heritage value of 19 Ole King Square:

- The overall massing of the building and its wood frame construction
- The mouldings painted in a contrasting colour
- The roof that was once a gable roof but has been altered in the rear so that it does not have the typical slope that it once had.
- The large gabled wall dormer and the two smaller roof dormers on either side of it
- The style and symmetrical placement of the windows including the tall first floor windows symmetrically placed with two on each side of the door
- The centrally placed paired dormer windows and the smaller dormer windows
- The style and central placement of the door with its three paned transom light above
- The placement and size of the chimney

Respectfully, 						
Reviewed By:						
CAO	Dir Corp Svcs	Dir Pub Svcs	Dir F & D Svcs	Dir Hum Res	Mgr 	Other

 <p style="text-align: center;">City of Charlottetown</p>	<p><b>Report No: 2018-HERT-09 #6c</b></p>
	<p><b>Date:</b> September 25, 2018</p>
<p><b>Directed to:</b> Heritage Board</p>	<p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. GIS Map</li> <li>2. photo</li> <li>3. proposal drawings</li> </ol>
<p><b>Department:</b> Planning and Heritage</p>	
<p><b>Prepared by:</b> Todd Saunders</p>	
<p><b>Subject:</b> <u>25 Pownal Street (PID #335588)</u> – Application for exterior alterations.</p>	
<p><b>RECOMMENDATION:</b> It is anticipated additional information/clarity will be provided by the time of the meeting. See City of Charlottetown Zoning and Development Bylaw sections 6.7, 7.2 &amp; 7.3.</p>	

**REPORT:**

25 Pownal Street (PID 335588) is not a designated Heritage Resource but is located in the Downtown Neighbourhood Zone (DN) of the 500 Lot Area. The three adjacent properties on this block on Pownal Street (311, 15, & 17) are however, designated.



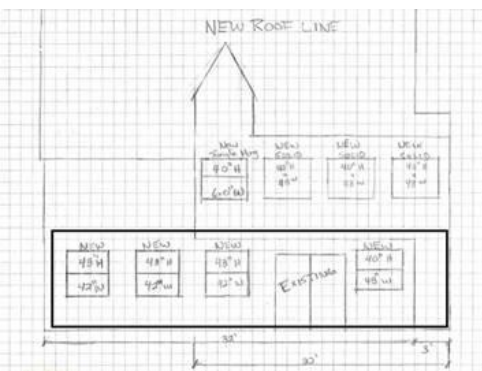
**Location Map**



**Pownal Street view**

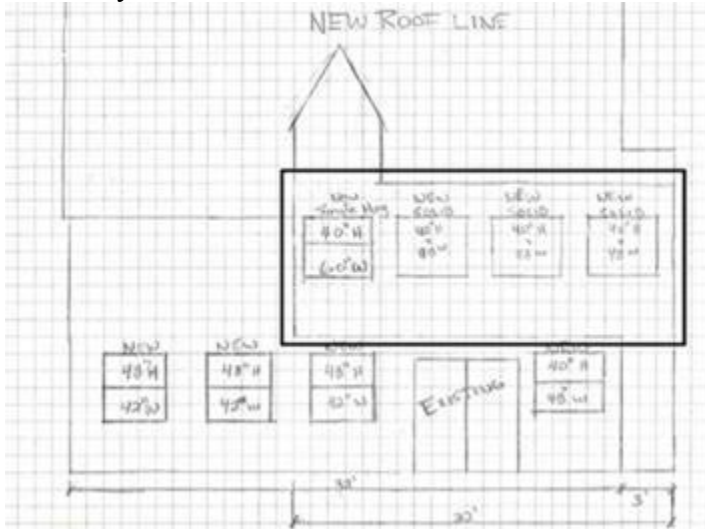
The application includes:

- Replacement of exterior cladding - a mix of vinyl siding and wood siding, possibly board & batten may be proposed.
- Upper Porch Windows – replacement of vinyl windows with vinyl windows to match the existing – this does not require approval as it is considered maintenance and is allowed under the provisions of the bylaw.
- Ground Floor Windows – it is proposed the existing two large storefront windows will be replaced with vinyl three smaller vinyl windows. The window on the north side of the door is to be replaced.

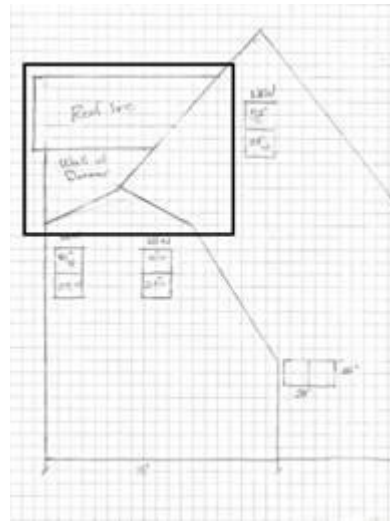
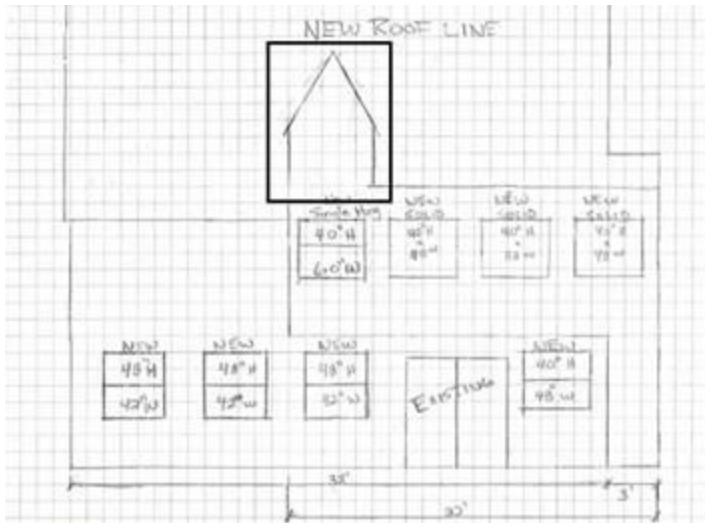




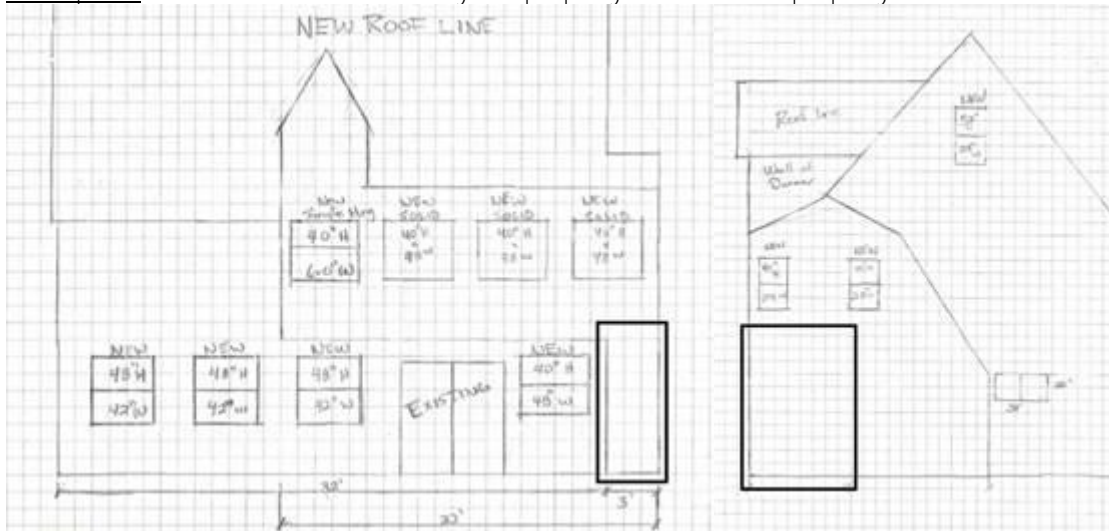
- Realignment of second storey porch roofline - Concept Option 1 / Concept Option 2, and the elevations drawings do not align. It is understood this portion of the building is to be re-built entirely.



- Dormer - It is understood the existing dormer is to be extended towards Pownal Street. Some confusion with this aspect of the application is that Concept Option 1 / Concept Option 2, and the elevations drawings do not align.



- Ground Floor Extension **It is understood** the ground floor stairwell is to be extended towards Pownal Street. As I have previously indicated, before we can approve this exterior wall, a survey plan would be required to determine where exactly the property line is on the property.



- Side Roof Line – It is understood that the roof line on the side of the building is to be reconfigured.



Respectfully,  
*Todd Saunders*  
 Reviewed By:

CAO	Dir Corp Svcs	Dir Pub Svcs	Dir F & D Svcs	Dir Hum Res	Mgr <i>AS</i>	Other
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# City of Charlottetown

**Report No:** 2018-HERT-09-#6d

**Date:** September 25, 2018

**Directed to:** Heritage Board

**Department:** Planning & Heritage

**Prepared by:** Todd Saunders

**Attachments:**

1. GIS Map
2. photos

**Subject:** 165-167 King Street (PID #337204) – installation of roof dormers.

**RECOMMENDATION:** An application is expected

## **REPORT:**

**An application for exterior alterations was supported by Heritage Board on Sept 4, 2018. It has since been noted dormers are being constructed on the roof which were not included in the original application.**

165-167 King Street (PID#337204) is not a designated Heritage Resource but is located in the Downtown Neighbourhood Zone (DN) of the 500 Lot Area. Adjacent properties are designated.



Property location





**PROPERTY BACKGROUND:**

Although little of its original character remains, this was no doubt one of the finer residences in Charlottetown when it was owned by barrister Charles Palmer in the mid-19th century. At that time the building was located on the south-east corner of Great George and Dorchester Streets. In 1890 it was moved to its present location to make way for the new double tenement of P.P. Gillis.

The Patriot of May 31, 1890 carried a story about plans to move the building. The article noted that the house had been built nearly 50 years before and had once been occupied by the Reddin family. Captain May had bought the house and plans were underway to move it to his lot on King Street where a new foundation was being constructed. In July of that year Mayor T. Heath Haviland issued a letter permitting Michael Egan and his servants to "remove the house formerly owned by Mr. Charles Palmer" to a site near the corner of King and Prince Street opposite the stable of M.P. Hogan.

A 1914 directory listed Ben Stentiford, machinist with the PEI Railway, as living at 165 King Street. Mrs. James Byrne, widow, was at 167 King.

Respectfully,

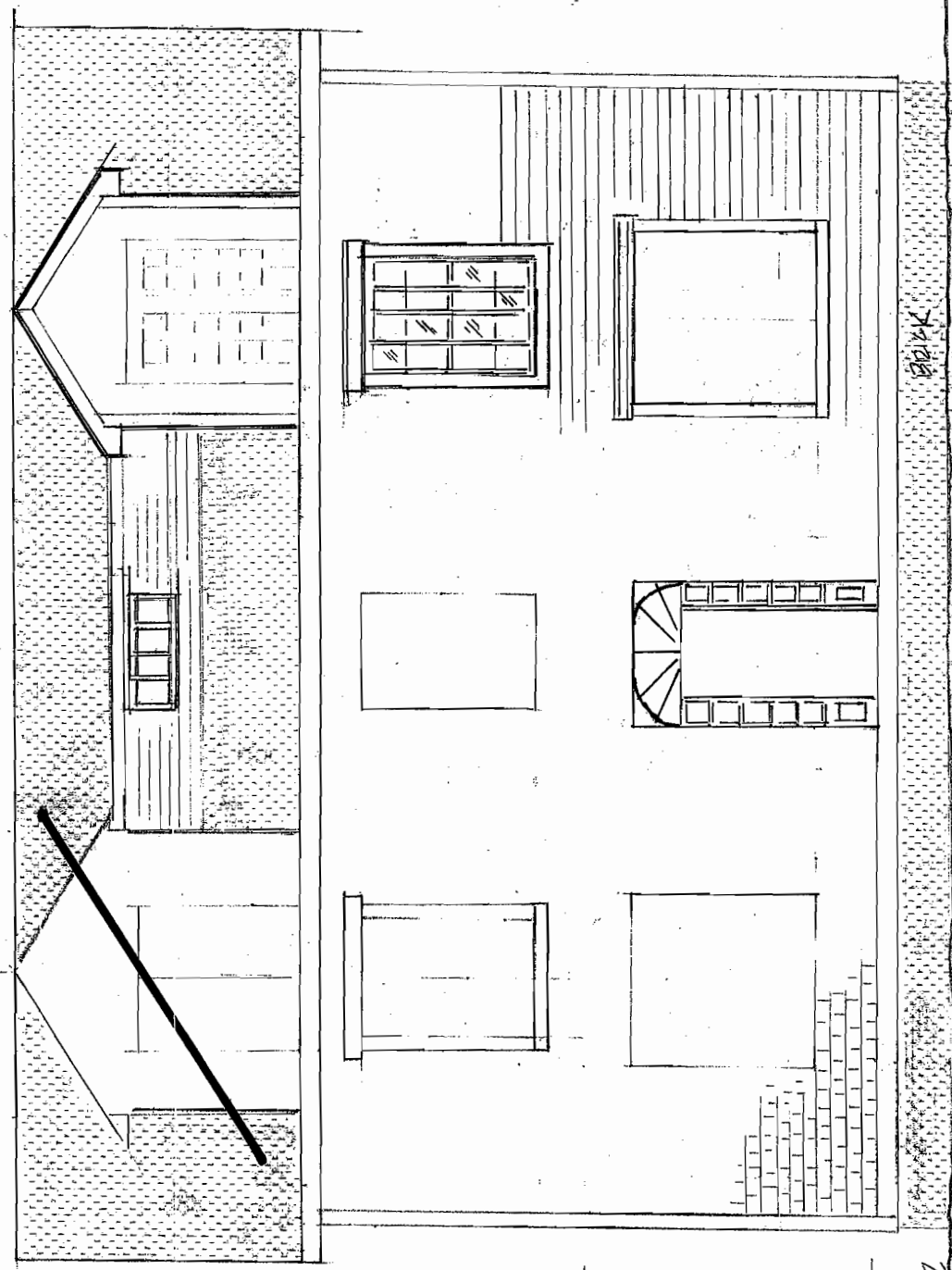
*Todd Saunders*

Reviewed By:

CAO	Dir Corp Svcs	Dir Pub Svcs	Dir F & D Svcs 3 of 3	Dir Hum Res	Mgr <i>JS</i>	Other
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10' option

8' option



FL.

FL.

FL.

GRADE

SPRINK

OPTION # 2

ELEVATION - KING ST. 165.167

SCALE: 1/4" = 1'-0" DGN. 07.18

WEST ELEVATION - OPTIONS

NOTES:

WEST ROOF SYSTEM

- BROKEN & CUT RAFTERS @ 40" OC
- REMOVE & REPLACE WITH 2x10 @ 2'
- SUPPLY & INSTALL NEW PLYWOOD  
C/W NEW ASPHALT ROOF SYSTEM.

EAST ROOF SYSTEM

- EXISTING 4x7 ± RAFTERS @ 40" OC EXCEEDING ALLOWABLE DEFLECTION.
- INSTALL NEW LOAD BEARING 2x4 KNEE WALL
- INSTALL NEW RAFTERS 2x10 @ 19.2' BETWEEN EXISTING AND AT SIDES OF EXISTING.
- INSTALL NEW PLYWOOD SHEATHING AND NEW ASPHALT ROOF SYSTEM.

WEST

EAST

ROOF PEAK

KNEEWALL 50"

INSTALL 2 NEW WINDOWS - 1 NORTH 1 SOUTH GABLE TO FIT ORIGINAL DESIGN SIZES.

SECOND FLOOR WINDOWS

RAISED DECORATIVE PANEL CORNERS

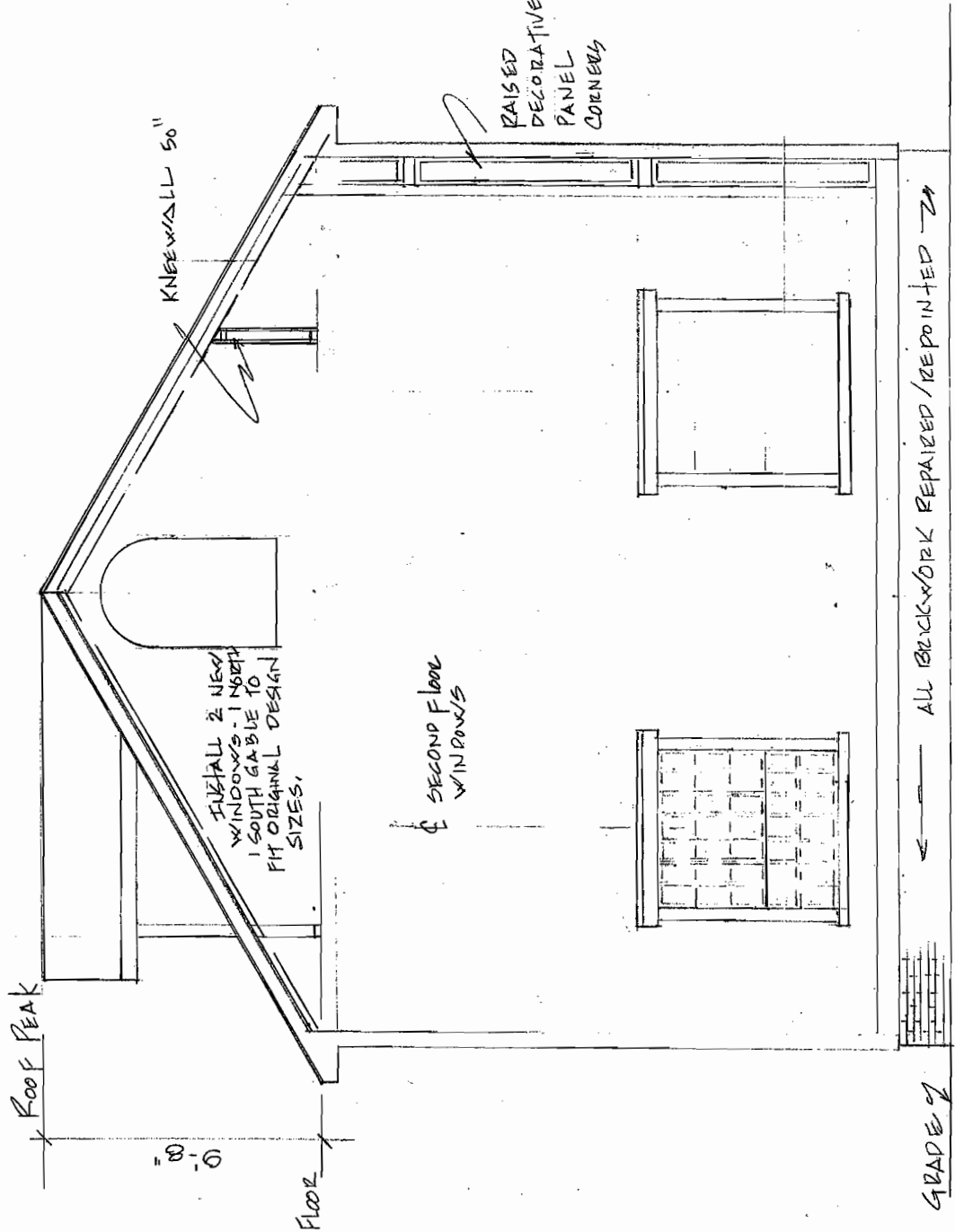
ALL BRICKWORK REPAIRED / REPOINTED

ELEVATION / SECTION - SOUTH

STRUCTURAL MODIFICATIONS

165-167 KING ST.

SCALE 1/4" = 1'-0" D.G. ✓







## City of Charlottetown

**Report No:** 2018-HERT-09-# 6e

**Date:** September 25, 2018

**Directed to:** Heritage Board

**Department:** Planning & Heritage

**Prepared by:** Greg Morrison, MCIP

**Attachments:**

1. Google Street View
2. Proposed Fascia Signage

**Subject:** 85 Fitzroy Street (PID #345934) – request to erect a fascia sign and projecting sign on the front of the building.

**RECOMMENDATION:** Heritage Board is encouraged approve the application as presented.

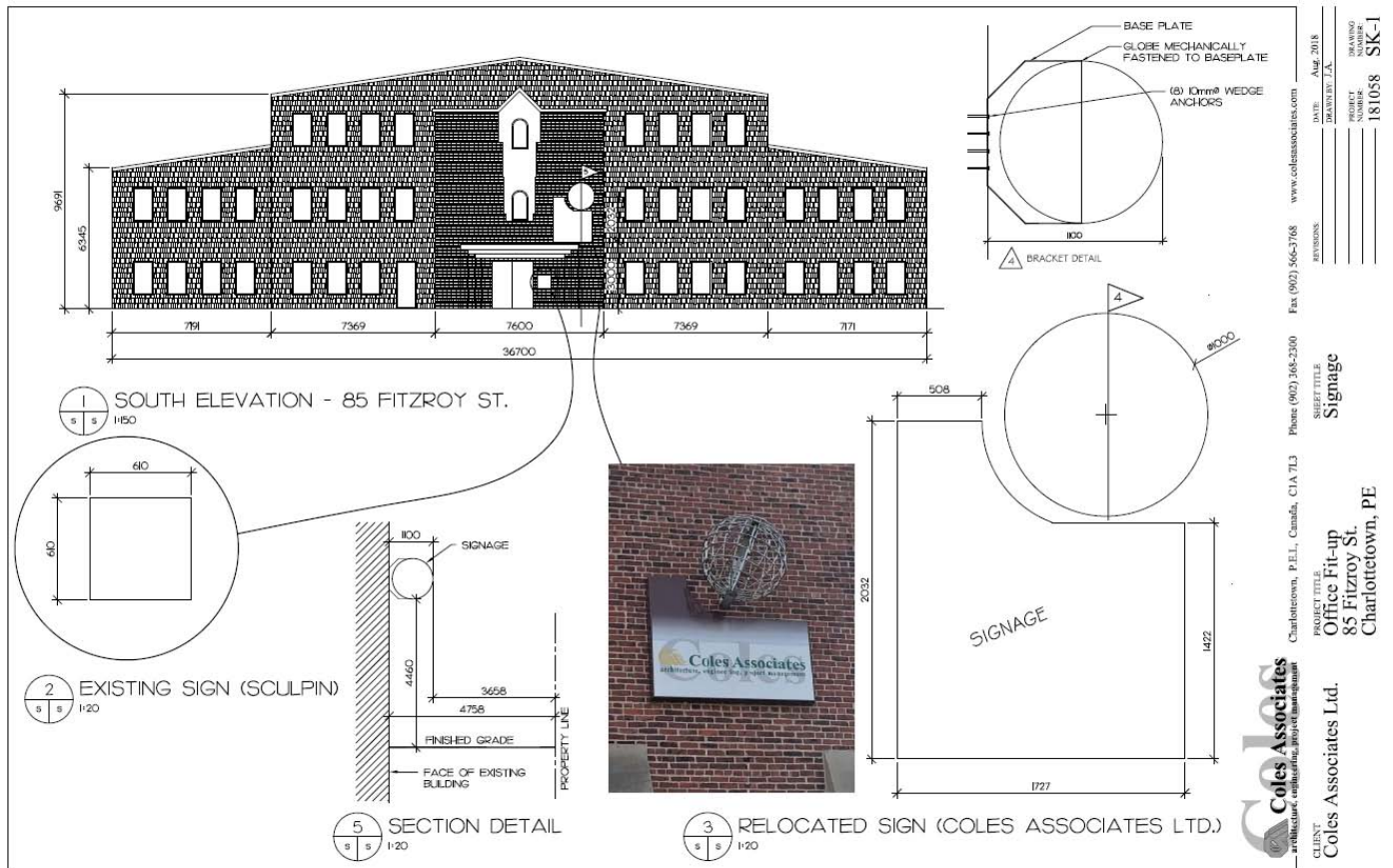
### **REPORT:**

The Planning & Heritage Department has received a request to locate a fascia sign and a projecting sign on front of the existing building located at 85 Fitzroy Street (PID #345934). The subject property is not a Designated Heritage Resource but is located in the Downtown Core (DC) Zone of the 500 Lot Area.



This application is before the Board in light of Section 5.21.1 of the Zoning & Development By-law which states that the *Heritage Board shall review application for signs that do not adhere to the Sign Design Criteria listed in Section 5.20, but adhere to all other requirements of Section 5.*

The applicant is proposing to move their existing signage from Founder’s Hall to the subject property as per the plans below:





Staff has a number of concerns with the proposed signage including the:


1. Size of the Fascia Sign  
The fascia sign must be reduced by a minimum of 25% as per Section 5.4.4.b.
2. Height of the Fascia Sign  
The fascia sign must not exceed 4.0 ft in the vertical dimension as per Section 5.12.4.h.i.
3. Location of the Fascia Sign  
The fascia sign must be located below the bottom of the second storey windows as per Section 5.12.4.f.

The concerns above will be addressed by Planning staff; however, we are looking for direction from the Heritage Board in relation to the colour of the fascia sign. As per Section 5.20.1.d. of the Zoning & Development By-law, the *sign board and background colours shall be dark with a light contrast colour for letter detailing.*

The applicant is looking to utilize the same fascia signage that had previously been erected on Founder's Hall, the previous location of Coles Associates. The existing sign was erected on Founder's Hall prior to the sign design criteria being established in April 2016. Staff feels that the application as presented is fairly minor in nature and due to the fact that the proposed fascia sign had been previously been located on the Charlottetown Waterfront, staff are recommending approval of the proposed fascia sign on the front of the building.

Staff would note that the applicant is in the process of rebranding their business and in doing so, would like to continue the colour scheme (light background with dark text) on their future signage. In light of the foregoing, the approval of this application would apply to the applicant's desire to utilize the same colour scheme on a future sign.

Respectfully,						
						
Reviewed By:						
CAO	Dir Corp Svcs	Dir Pub Svcs	Dir F & D Svcs	Dir Hum Res	Mgr 	Other

 <p style="text-align: center;">City of Charlottetown</p>	<p><b>Report No: 2018-HERT-08 #6f</b></p>
	<p><b>Date:</b> September 25, 2018</p>
<p><b>Directed to:</b> Heritage Board</p>	<p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. GIS Map</li> <li>2. Aerial view</li> <li>3. Proposal drawings</li> </ol>
<p><b>Department:</b> Planning and Heritage</p>	
<p><b>Prepared by:</b> Todd Saunders</p>	
<p><b>Subject:</b> <u>11 West Street (PID #365882)</u> – Application for the addition of an atrium at the rear of residence.</p>	
<p><b>RECOMMENDATION:</b> Heritage Board is encouraged to support the design proposal for a glass enclosed addition/atrium at the rear of the property. See City of Charlottetown Zoning and Development Bylaw sections 4.75.2, 7.2 &amp; 7.3 &amp; 7.5.2.</p>	

**REPORT:**

11 West Street (PID 365882) is not a designated Heritage Resource but is located in the Downtown Neighbourhood Zone (DN) of the 500 Lot Area. Two properties located to the immediate north-west at 17 West Street and 2 Kent Street are designated Heritage Resources, as are properties located at 5, 12, 18 & 22 West Street and 1 Grafton Street. Heritage Board deferred the application at the September 4, 2018 meeting. Comments from that meeting included:

- the proposed application is neat and the first level atrium is okay. However, the second level atrium looks awkward and is not in keeping with the neighbouring properties.
- It was recommended a single level atrium be considered.
- It was also noted the project is fairly visible from Victoria Park.

The revised application includes:

- The one-storey extension on the north side of the rear of the house is proposed to be shortened in length by 7ft.
- A new glass one storey atrium measuring 14ft in length is proposed to be added measuring the full 12ft in width to match the existing extension.
- The height and roof peak are to match that of the existing extension. The new atrium is to be a metal framed glass enclosure with garden doors on the south side.

Design Guidelines state:

Any Person proposing a Development, other than demolition, shall have consideration for the designated heritage resource(s) in the immediate area, and in particular the following:

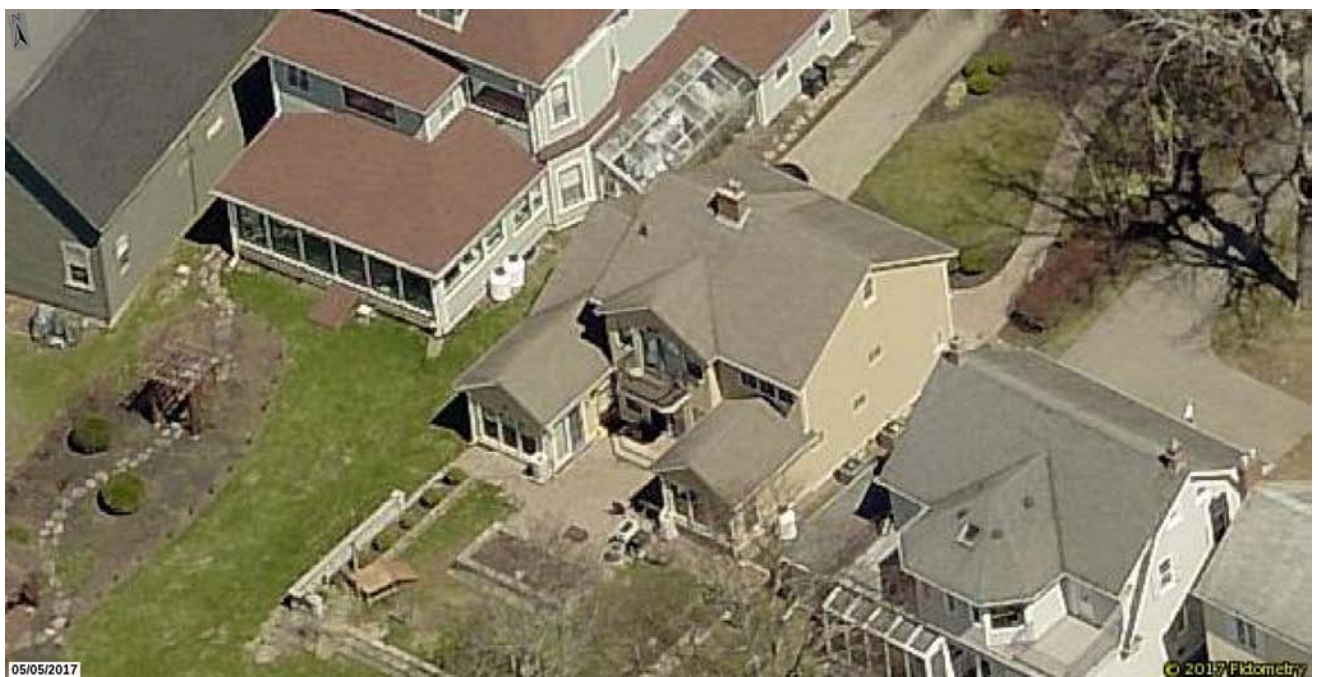
- a. the prevalent architectural styles of *buildings* located within the area, the streetscape, including *neighbourhood character streetscapes*, original or historical significance of the site or the heritage resource;
- b. the compatibility of the proposed development with existing development in the vicinity; and,
- c. the prevalent height to width ratios of the style and proportions of windows in *existing buildings*;
- d. the pitch, direction and arrangement of roofs on *existing buildings*;

- e. the size, shape and prominence of entrances and porches on *existing buildings*; and
- f. the location of any attached or protruding mechanical or utility appurtenances and right-of-ways or easements associated with the property.

This proposal does not impede on the 75ft buffer zone in accordance with the Provincial Environmental Protection Act. It may be noted the neighbouring property immediately to the south-west has a glass enclosed extension as well as the property immediately to the north-east.



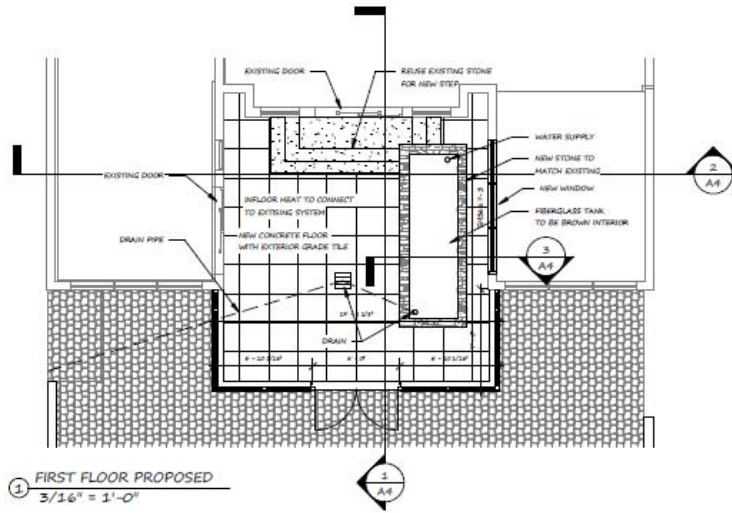
**Location Map**



**11 West Street – rear view**



**Sept 4 2018 proposal**



- GENERAL NOTE:
1. THE GENERAL CONTRACTOR AND OWNER ARE RESPONSIBLE TO REVIEW AND CONFIRM ALL DRAWING, NOTE & DIMENSIONS PRIOR TO THE START OF CONSTRUCTION.
  2. ALL CONSULTANTS AND CONTRACTOR ARE RESPONSIBLE TO ENSURE THEY ARE USING THE MOST RECENT SET OF DRAWINGS APPROVED FOR CONSTRUCTION.
  3. ALL BUILDING PERMITS, MUNICIPAL AND PROVINCIAL, MUST BE OBTAINED PRIOR TO THE START OF CONSTRUCTION.
  4. THE GENERAL CONTRACTOR AND OWNER ARE RESPONSIBLE TO ENSURE THAT ALL STRUCTURAL DESIGN COMPONENTS BE DESIGN AND/OR APPROVE BY A STRUCTURAL ENGINEER IN ACCORDANCE WITH THE NATIONAL BUILDING CODE AND ANY OTHER APPLICABLE INDUSTRY STANDARDS OR LEGISLATION. ALL LVL'S AND BEAM SHALL BE CONCEALED WITHIN FLOOR OR ATTIC SPACES.
  5. ENSURE APPLIANCES & PLUMBING FIXTURES ARE PURCHASED PRIOR TO CABINETS FABRICATION.
  6. BUILDING CONSTRUCTION LAYOUT AND DETAILS AS REPRESENTED ON THESE DRAWING MAY NOT ACCURATELY REFLECT CONDITIONS AS THEY EXIST OR ARE CREATED ON SITE. RESPONSIBLE TO THE OWNER AND CONTRACTOR ARE ALWAYS CONFORM SITE CONDITIONS.
  7. ALL GENERAL, FIRE, MECHANICAL AND ELECTRICAL COMPONENTS SHALL CONFORM TO THE NATIONAL, PROVINCIAL AND MUNICIPAL BUILDING CODES AND BYLAW.
  8. THE DOOR BETWEEN THE GARAGE AND THE HOUSE SHALL BE INSULATED METAL, FULLY WEATHERSTRIPPED O/W SELF-CLOSING HINGES. WALLS AND CEILING OF THE GARAGE SHALL HAVE FIRE-RATED GYPSUM BOARD ON WALLS AND CEILING.

FIRST FLOOR PROPOSED	
WEST ST.	
Drawn by	GD A1
Date	JUNE / 2017
Project number	2017-283 Scale 3/16" = 1'-0"



- GENERAL NOTE:
1. THE GENERAL CONTRACTOR AND OWNER ARE RESPONSIBLE TO REVIEW AND CONFIRM ALL DRAWING, NOTE & DIMENSIONS PRIOR TO THE START OF CONSTRUCTION.
  2. ALL CONSULTANTS AND CONTRACTOR ARE RESPONSIBLE TO ENSURE THEY ARE USING THE MOST RECENT SET OF DRAWINGS APPROVED FOR CONSTRUCTION.
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  6. BUILDING CONSTRUCTION LAYOUT AND DETAILS AS REPRESENTED ON THESE DRAWING MAY NOT ACCURATELY REFLECT CONDITIONS AS THEY EXIST OR ARE CREATED ON SITE. IT IS THE RESPONSIBILITY TO THE OWNER AND CONTRACTOR TO CONFORM SITE CONDITIONS.
  7. ALL GENERAL, FIRE, MECHANICAL AND ELECTRICAL COMPONENTS SHALL CONFORM TO THE NATIONAL, PROVINCIAL AND MUNICIPAL BUILDING CODES AND BYLAW.
  8. THE DOOR BETWEEN THE GARAGE AND THE HOUSE SHALL BE INSULATED METAL, FULLY WEATHERSTRIPPED O/W SELF-CLOSING HINGES. WALLS AND CEILING OF THE GARAGE SHALL HAVE FIRE-RATED GYPSUM BOARD ON WALLS AND CEILING.

ELEVATIONS	
WEST ST.	
Drawn by	GD A2
Date	SEPT / 2018
Project number	2017-283 Scale 1/8" = 1'-0"

**DALLAIRE DESIGN SERVICES INC.**

69 FALCON DRIVE, CORNWALL, PE, COA 1H4  
(902) 940-2872 gaetan\_dallaire@hotmail.com



IMAGES		
WEST ST.		
Drawn by	GD	A3
Date	SEPT / 2018	
Project number	2017-283	
		Scale

**DALLAIRE DESIGN SERVICES INC.**

69 FALCON DRIVE, CORNWALL, PE, COA 1H4  
(902) 940-2872 gaetan\_dallaire@hotmail.com



IMAGES		
WEST ST.		
Drawn by	GD	A4
Date	SEPT / 2018	
Project number	2017-283	
		Scale



DALLAIRE DESIGN SERVICES INC.

67 FALCON DRIVE, CORNWALL, PE, COA 3H4  
 (402) 440-2872 gaelan\_dallaire@hotmail.com



IMAGES	
WEST ST.	
Drawn by	GD
Date	SEPT / 2018
Project number	2017-283
Scale	
A5	

Respectfully,

*Todd Saunders*

Reviewed By:

CAO	Dir Corp Svcs	Dir Pub Svcs	Dir F & D Svcs	Dir Hum Res	Mgr <i>#</i>	Other
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**CITY OF CHARLOTTETOWN  
BYLAW**

**BE IT RESOLVED THAT THE “BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW (2018-10-01 as it pertains to a portion of Norwood Road (PID #192401)”**, as attached, be read a first time.

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod  
Date: October 09, 2018

**BE IT RESOLVED THAT** the said Bylaw (2018-10-01) be approved and that it be read a second time at the next Regular Meeting of Council.

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod  
Date: October 09, 2018

**WHEREAS THE ““BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW (2018-10-01 as it pertains to a portion of Norwood Road (PID #192401)”**, as attached, was read and approved a first time on October 09, 2018;

**BE IT RESOLVED THAT** the said Bylaw be read a second time.

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod  
Date: November 13, 2018

**BE IT RESOLVED THAT** the said Bylaw be approved and adopted.

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod  
Date: November 13, 2018

\_\_\_\_\_  
Mayor/Chairperson  
(signature sealed)

\_\_\_\_\_  
Chief Administrative Officer  
(signature sealed)

**MINISTERIAL APPROVAL**

This Bylaw to Amend the City of Charlottetown Zoning and Development Bylaw is hereby approved.

Dated on this \_\_ day of \_\_\_\_\_, \_\_\_\_\_.

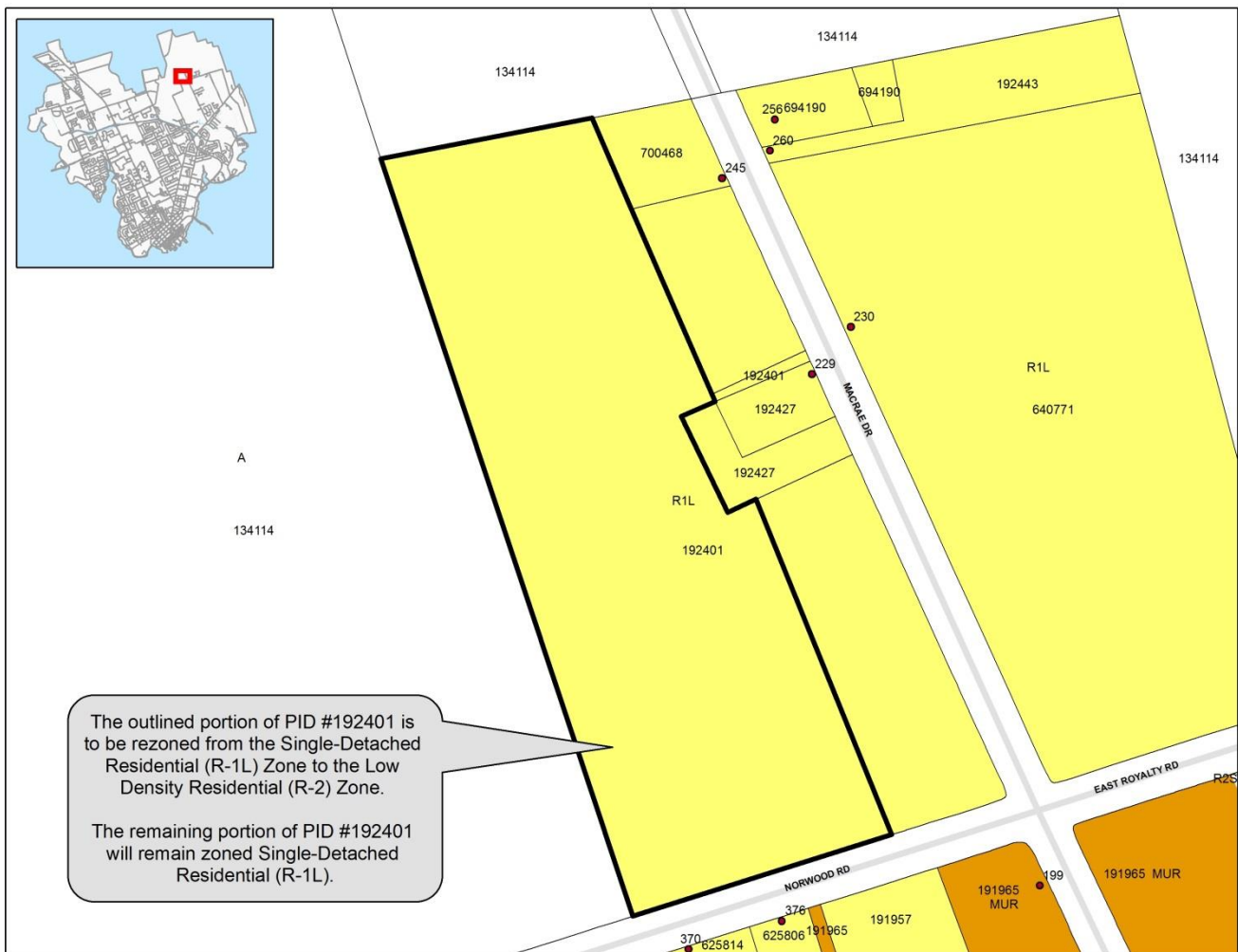
\_\_\_\_\_  
Hon. Richard Brown, Minister of Communities, Land and Environment

**BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW  
AMENDMENT # 2018-10-01**

**Authority**

The Council of the City of Charlottetown under authority vested in it by Section 16 and 19 of the *Planning Act R.S.P.E.I 1988 Cap. P-8* enacts as follows:

**Amend Appendix “H” – Zoning Map of the Zoning & Development Bylaw from the Single-Detached Residential (R-1L) to the Low Density Residential (R-2) Zone for a portion of the property located on Norwood Road (PID #192401)**



**Effective Date**

The effective date of this Bylaw is the date as signed by the Minister of Communities, Land and Environment.



**CITY OF CHARLOTTETOWN  
BYLAW**

**BE IT RESOLVED THAT THE “CITY OF CHARLOTTETOWN BUILDING CODE BYLAW, BYLAW 2018-12”, as attached, be read a first time.**

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod

Date: October 9, 2018

**BE IT RESOLVED THAT** the said Bylaw (2018-12) be approved and that it be read a second time at the next Regular Meeting of Council.

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod

Date: October 9, 2018

**WHEREAS THE “CITY OF CHARLOTTETOWN BUILDING CODE BYLAW, BYLAW 2018-12”, as attached, was read and approved a first time on October 9, 2018;**

**BE IT RESOLVED THAT** the said Bylaw be read a second time.

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod

Date: November 13, 2018

**BE IT RESOLVED THAT** the said Bylaw be approved and adopted.

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod

Date: November 13, 2018

\_\_\_\_\_  
Mayor/Chairperson  
(signature sealed)

\_\_\_\_\_  
Chief Administrative Officer  
(signature sealed)

**MINISTERIAL APPROVAL**

This City of Charlottetown Building Code Bylaw is hereby approved.

Dated on this \_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Hon. Richard Brown, Minister of Communities, Land  
and Environment

**Planning**

**October 9, 2018**

**THE CITY OF CHARLOTTETOWN BUILDING CODE BYLAW,  
BYLAW 2018-12**

**Authority**

The Council of the City of Charlottetown under authority vested in it by Section 16 and 19 of the *Planning Act R.S.P.E.I 1988 Cap. P-8* enacts as follows:

*(Attached City of Charlottetown Building Code Bylaw, Bylaw #2018-12)*

**Effective Date**

The effective date of this Bylaw is the date as signed by the Minister of Communities, Land and Environment.

# BUILDING CODE BYLAW

{made pursuant to the enabling powers conferred by and under the  
*Charlottetown Area Municipalities Act and the Planning Act*}

Date October 9, 2018

Bylaw #2018-12

Amended/Approved \_\_\_\_\_, 2018

## Part 1 - Repeals, Interpretation, Scope, Definitions and Administration

### Section 1.1. Repeals, Adoption and Interpretation

#### 1.1.1. Title, Repeals, and Effective Date

##### 1.1.1.1. Title

(1) This Bylaw may be cited as the Charlottetown Building Code Bylaw.

##### 1.1.1.2. Repeals and Effective Date of Bylaw

(1) The Building Code By law adopted by City on June 13, 2011 and which came into effect on July 10, 2011 is repealed and this Bylaw is substituted therefore.

(2) This Bylaw shall come into effect on and after November 1, 2018.

#### 1.1.2. Adoption

##### 1.1.2.1. Charlottetown Building Code

(1) This Bylaw hereby adopts the National Building Code of Canada, 2015 except as may be modified by this Bylaw and which together with this Bylaw shall be known as the “Charlottetown Building Code” and may be referred to as the “Code”.

(2) If and when the Government of Prince Edward Island adopts and mandates a Province wide Building Code Act and Regulations, this Bylaw will be repealed in whole or in part.

#### 1.1.3 Interpretation

##### 1.1.3.1 Numbering System

(1) This Bylaw has been prepared following the same decimal numbering system as used in the National Building Code of Canada 2015.

(2) The first number indicates the Part of this Bylaw; the second, the Section in the Part; the third, the Subsection and the fourth, the Article in the Subsection. An Article may be further broken down into Sentences (indicated by numbers in brackets), and the Sentence further divided into Clauses and Subclauses. They are illustrated as follows:

## CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

A	Division
A-3	Part
A-3.5	Section
A-3.5.2.	Subsection
A-3.5.2.1.	Article
A-3.5.2.1.(2)	Sentence
A-3.5.2.1.(2)(a)	Clause
A-3.5.2.1.(2)(a)(l)	Subclause

### 1.1.3.2 Schedules.

The Schedules “A-1” through “A-10” inclusive, and “B”, “C”, “D”, and “E” form an integral part of this Bylaw.

### 1.1.3.3 Charlottetown Building Advisory Committee

(1) Prior to adopting this Bylaw, the City of Charlottetown consulted an advisory group consisting of:

- (a) a representative of Community and Cultural Affairs of the Province of P.E.I.;
- (b) a representative of the Planning Department and the Fire Department of the City of Charlottetown;
- (c) a representative appointed from among persons nominated by the PEI Council of People with Disabilities;
- (d) a representative appointed from among persons nominated by the Executive of the Association of Professional Engineers of the Province of P.E.I.;
- (e) a representative appointed from among persons nominated by the Executive of the Province of P.E.I. Association of Architects;
- (f) a representative of the PEI Consulting Engineers Association; and,
- (g) a representative from Construction Association of PEI.

(2) After adoption of this Bylaw by Council, the Charlottetown Building Advisory Committee may be consulted from time to time by Council or City Staff for input on any major changes contemplated in this Bylaw.

## Section 1.2. Scope and Application

### 1.2.1 Application

#### 1.2.1.1 Scope

- (1) This Bylaw applies to the administration and enforcement of the National Building Code in the design, construction, erection, placement and *occupancy* of new *buildings*, and the *alteration*, reconstruction, *demolition*, removal, relocation, *occupancy* and change of *occupancy* classification of existing *buildings* and to the work necessary to correct *unsafe conditions* in existing *buildings* reported to the *authority having jurisdiction* or observed during an inspection.

**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

- (2) Any construction or condition that lawfully existed prior to the effective date of this Bylaw need not conform to this Bylaw provided that such construction or condition does not constitute an unsafe condition in the opinion of the authority having jurisdiction and in which case the relevant provisions of this Bylaw shall apply.
- (3) (a) Subject to Subclauses 1.2.1.1 (b) - (d) inclusive, the provisions of this Bylaw shall govern all applications for building or development permits made on or after November 1, 2018.
- (b) There shall be a four (4) month transition period from November 1, 2018 – February 28, 2019 during which time a building or development permit Applicant may elect to have the application governed by either the National Building Code 2010 or the National Building Code 2015.
- (c) Provisions under Section 9.36 of the National Building Code 2015 thereof relating to the National Energy Code shall not come into force until such time as adopted and mandated by the Provincial Government.
- (d) Construction pursuant to an application for a building permit duly filed with the authority having jurisdiction prior to November 1, 2018 need not conform to this Bylaw provided that such construction conforms to the bylaw in force on the date that the application for the building permit was duly filed and provided that the applicant has proceeded with all due dispatch.
- (4) Where a *building* or any part thereof is altered, this Bylaw applies to the parts of the *building* that are altered.
- (5) Where the whole or any part of a *building* is relocated within the area of jurisdiction of the *authority having jurisdiction* this Bylaw applies only to the parts of the *building* that are being altered or *constructed*.
- (6) Where the whole or any part of a *building* is relocated into the City of Charlottetown this Bylaw shall apply to the building.
- (7) When the whole or any part of a building is demolished, this Bylaw applies to the work involved in the demolition and to the work required to any parts remaining after demolition to the extent that deficiencies occurring or remaining after demolition require correction.
- (8) When a building is damaged by fire, earthquake or other cause, this Bylaw applies to the work necessary to reconstruct damaged portions of the *building*.
- (9) “Alternate Compliance Methods for Existing *Buildings*”, contained in Schedule “D” of this Bylaw, or a combination of the “Alternate Compliance Methods for Existing *Buildings*”, prescribed by the Building Code, may be used for a renovation to a *building* that existed prior to 1979 in the Former City of



## CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

Charlottetown and for a renovation to an existing building located outside of the Former City that was built prior to January 1, 1997;

- (10) When a *heritage building* or part thereof is undergoing a change in *occupancy* classification the *owner* may choose the “Alternate Compliance Methods for Existing *Buildings*”, contained in Schedule “D” of this Bylaw, or a combination of the “Alternate Compliance Methods for Existing *Buildings*”, and as prescribed by the Building Code and the Fire Prevention Bylaw.

### 1.2.1.2. Exemptions

(1) The Code does not apply to:

- (a) sewage, water, electrical, telephone, rail or similar systems located above, below or on an area which has been dedicated or deeded for public use,
- (b) public utility towers and poles, television and radio or other communication aerials and towers, except for loads resulting from those located on or attached to *buildings*,
- (c) flood control, dams for public water supply, hydroelectric dams and their related structures (not excluding *buildings*),
- (d) mechanical or other equipment and *appliances* not specifically regulated by the Code,
- (e) above ground or below ground bulk storage tanks not regulated under Part 6 of the Code, or the National Farm Building Code of Canada,
- (f) free-standing signs,
- (g) fences,
- (h) retaining walls or exterior steps not attached to, and forming part of, a *building's* construction,
- (i) modular homes and mobile homes built to CAN/CSA - A277-M-01, “Procedure for Certification of Factory Built Homes”, or CSA Z240 MH Series Standard “Mobile Homes”, except for the inspections required by Subclause 2.1.1.11,
- (j) accessory *buildings* not greater than 20 square meters (215.2 square feet) in area, or,

### 1.3.1. Definitions

#### 1.3.1.1. General

Definitions contained in Section 3 of the *Zoning & Development Bylaw* also apply in this Bylaw, unless the context clearly otherwise requires.

#### 1.3.1.2. Italicized Words

The words and phrases defined in Article 1.4.1.2. Division A of the *Code (National Building Code, 2015)* identified in this Bylaw in italics, also apply in this Bylaw unless otherwise defined.

In this Bylaw the following definitions apply:

“*Adaptable Dwelling Unit*” means a dwelling unit designed and constructed to facilitate future modifications to provide access for persons with disabilities.

## CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

“*Architect*” means a member licensed to practice or licensee of the PEI Association of Architects pursuant to the *Architects Act Chapter A-18-1*.

“*Authority having jurisdiction*” shall have the same meaning in this Bylaw as it does in the *National Building Code* and in the *National Fire Code*.

“*Building Official*” means a person appointed as an inspector pursuant to Section 2.4.1.

“*Building Permit*” means a building permit as required and/or obtained pursuant to the Zoning & Development Bylaw.

“*Chief Building Inspector*” means the Chief Building Inspector or his designate who is to carry out the duties assigned by City Council pursuant to this Bylaw.

“*City*” means the City of Charlottetown established under Section 3 of the *Charlottetown Area Municipalities Act, (1995)*.

“*Camping Accommodation*” means the same as defined in the PEI *Tourism Industry Act Chapter T-3.3 and regulations* and any amendments thereto from time to time.

“*Care Facility*” means the *occupancy* or use of a *building* or part thereof by persons who require special care or treatment because of cognitive or physical limitations pursuant to the *Community Care Facilities and Nursing Home Act and regulations* and any amendments thereto from time to time.

“*Code*” means the National Building Code of Canada, 2015 except as which may be modified by this bylaw and which together with this Bylaw shall be known as the “Charlottetown Building Code” but may be referred to simply as the “Code”.

“*Compliance Order*” means an order requiring an Owner to Bring the Work on a Property into conformance with the Code within the time period set out therein, the duration of which shall be at the discretion of the Inspector making it. A Compliance Order shall be in the form annexed as Schedule “B”.

“*Construct*” or “*construction*” means to do anything in the erection, installation, extension, relocation, material *alteration* or material repair of a *building* and includes the installation of a factory-made *building* fabricated or moved from elsewhere.

“*Council*” means the Council of the City of Charlottetown.

“*Demolition*” means the doing of anything in the removal of a *building* or any material part thereof.

“*Field Review of Construction*” means, and is limited to, the inspection and field review of the construction work at intervals appropriate to the stage of

## CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

construction, at the project site and where applicable at the fabrication location where *building* components are fabricated for use at the project site, that the *designer* in their professional discretion consider[s] necessary to determine substantially complies with the design drawings accepted by the *authority having jurisdiction* and all revisions thereto. “*Field Review of Construction*” does not include the coordination, quality and performance of construction.

“*Former City*” means that geographic area of the City established pursuant to the former *City of Charlottetown Act, (1979)* (now repealed).

“*Heritage Building*” means a registered heritage property registered under the Chapter H-3.1 of the *Heritage Places Protection Act* by the Province; designated by the City under the City’s *Zoning & Development Bylaw, Appendix A*; or, located within the designated Heritage Preservation Area designated in the City’s *Zoning & Development Bylaw*.

“*Heritage Preservation District*” means the heritage preservation area designated by the City pursuant to the City’s *Zoning & Development Bylaw*.

“*Mobile home*” means a transportable, single or multiple section *dwelling unit* certified by Canadian Standards Association prior to placement on the site as complying with the CAN/CSA-Z240 Series “*Mobile Homes*” at the time of manufacture.

“*Modular home*” means a finished section or sections of a complete *dwelling unit* built in a factory for transport to the site for installation certified by Canadian Standards Association prior to placement on the site as complying with the CSA Standard A277-M-01 “*Procedures for Certification of Factory Built Houses*”.

“*National Building Code of Canada, 2015*” means the National Building Code of Canada, 2015 as issued by the Canadian Commission on Building and Fire Codes, National Research Council of Canada, NRCC No. 53301, including all revisions and errata and corrections to errata made by that body, but does not include Part 7 (Plumbing Services), Section 9.34 (Electrical Facilities), Article 3.6.1.2 (Electrical Wiring and Equipment), Clause 9.36.1.3(1c) (NECB – National Energy Code), Sentence 9.36.1.3 (4) (NECB – National Energy Code)

“*Occupancy Permit*” means an occupancy permit as required and/or obtained pursuant to the City’s *Zoning & Development Bylaw*.

“*Owner*” means:

- (a) A person who legally owns a lot and is a registered land owner;
- (b) a tenant, lessee, or other Person in possession or occupancy of the subject lot or building; or
- (c) an executor, administrator, trustee, agent, or other Person managing the subject lot or building for the registered land Owner.

## CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

“*Professional Engineer*” means a member or licensee of the Association of Professional Engineers of PEI pursuant to the *Engineering Profession Act* Chapter E.8.1.

“*Roofed accommodation*” has the same meaning as defined in the PEI *Tourism Industry Act Chapter T-3.3 and Regulations* including any amendments thereto from time to time.

“*Work*” means any construction, duty or function regulated by this Bylaw, carried out on or about a construction site or on, in, or about a *building* or part thereof., except as may be exempted under the provisions of this Bylaw or the *Zoning and Development Bylaw*.

### Section 1.4. Administration

#### 1.4.1. Permits

##### 1.4.1.1. General

- (1) A *permit* is required if *work* regulated by the Code is to be done.
- (2) The *authority having jurisdiction* may place a value on the cost of the work based on an accepted costing standard for the purpose of determining *permit* fees to be applicable.
- (3) The *authority having jurisdiction* may, if applicable, withhold a *building permit* until satisfied that there is a valid on-site sewage disposal system *permit* issued by the Department of the Environment for the construction of a *building* requiring a new *private sewage disposal system*.
- (4) Subject to Section 1.4.1.11, the *authority having jurisdiction* may withhold the issuance of a *building permit* until satisfied that any and all applicable laws, bylaws, regulations or requirements under the *Charlottetown Area Municipalities Act*, including the *Zoning & Development Bylaw*, the *Fire Prevention Bylaw*, any lot grading plan or Development Agreement, have been complied with; and, all required permits have been issued by the Development Officer.
- (5) Except as may be specifically exempted by the Zoning & Development Bylaw, an *occupancy permit* is required:
  - (a) to allow the initial *occupancy* of a *building* or part thereof,
  - (b) when the *occupancy* classification of a *building* or part thereof is changed, or
  - (c) to allow partial *demolition* or *alteration* of a *building*.

##### 1.4.1.2. Application

To obtain a *permit* the *owner* shall file an application as prescribed by the *authority having jurisdiction*.

**1.4.1.3. Required Information**

(1) Every *building permit* application as a minimum shall:

- (a) identify and describe in detail the work and *occupancy* to be covered by the *permit* for which application is made,
- (b) describe the land by including where PEI property mapping exists in the unique Parcel Identifier (PID) and a description that will readily identify and locate the *building* lot,
- (c) include plans and specifications as required by Section 2.2 and 2.3 of Division C of the *Code*,
- (d) state the valuation of the proposed work and be accompanied by the required fee,
- (e) state the names, addresses and telephone numbers of the *owner*, *architect*, *professional engineer*, or other *designer*, *constructor* and any inspection or testing agency that has been engaged to monitor the work or part of the work, and
- (f) describe any special *building* systems, materials and *appliances*,
- (g) such additional information as may be required by the *authority having jurisdiction*.

**1.4.1.4. Letter of Undertaking when Professional Required to Design**

The *owner* shall, along with the application referred to in Article 1.4.1.2., submit a letter of undertaking to the *authority having jurisdiction* for the *Field Review of Construction* when the *building*, or part thereof, has been designed within the Scope of Part 4 of the *Code* as well as provided for under Article 2.1.1.5 for Part 9 *buildings*.

**1.4.1.5. Dimensional Tolerances**

If, in the opinion of the *authority having jurisdiction*, safety to life will not be reduced and *barrier-free* design and access will not be adversely affected, an *authority having jurisdiction* may accept a minor variation, not more than 2%, in a dimension given in this *Code*.

**1.4.1.6. Deviations**

The *owner* shall not deviate, nor authorize a deviation, from the *Code*, or the conditions of a *permit*, without first obtaining permission in writing to do so from the *authority having jurisdiction*.

**1.4.1.7. Land Survey**

In addition to Clause 1.4.1.3.(1)(c) the *owner*, if requested by the *authority having jurisdiction* shall submit an up-to-date plan of survey or real property report, prepared by a registered PEI Land Surveyor, containing sufficient information regarding the site and the location of the *building*:

(1) to establish before construction begins that this Bylaw of the Code related to the site and the location of the building will be complied with, and

(2) to verify that, upon completion of the work, compliance with all such Bylaw.

## CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

### 1.4.1.8. Responsibility for carrying out work

- (1) City shall rely on the undertakings and certificates required by this Bylaw and prescribed in the Schedules to this Bylaw to ensure the design and field work are carried out in accordance with the Code.
- (2) The random review or acceptance of plans, drawings and specifications, any random site inspections made by the *authority having jurisdiction* and the granting of a *permit* shall not in any way relieve the *owner*, *owner's agent*, the *constructor*, the *architect*, the *professional engineer*, or the *designer*, of a *building* from their respective responsibility for carrying out the work or having it carried out in accordance with this Bylaw, including ensuring that the *occupancy* of the *building*, or any part thereof, is in accordance with the terms of the *permit*.

### 1.4.1.9 Inspection Exemption Modular and Mobile Homes

Modular homes and mobile homes are subject to the inspection required by Clauses 2.1.1.11.(1)(b) of this Bylaw and are exempt for the work certified at factory in accordance with CSA Z240 MH Series “Mobile Homes” or the CSA Standard A277-M-16 “Procedures for Certification of Factory Built Houses”.

### 1.4.1.10 Site Grading

The *authority having jurisdiction* may require an *owner* to have a *building* site graded in conformance with any storm drainage plan, accepted by the *authority having jurisdiction*, for the area in which the *building* is located.

### 1.4.1.11 Permission to Proceed in Part

- (1) The *authority having jurisdiction* may allow, at the risk of the *owner*, with conditions if necessary, to ensure conformance with this *Code*, the *owner* to proceed with *excavation* or construction of part of a *building* before the plans of the entire *building* have been submitted.
- (2) If the *authority having jurisdiction* allows *excavation* or construction of part of a *building* under Sentence (1), the *owner* shall submit all such plans and specifications as may be required in connection therewith by the *authority having jurisdiction*, including at a minimum, complete plans and specifications for the work which is authorized under Sentence (1).
- (3) If an *owner* proceeds to excavate or *construct* part of a *building* under Sentences (1) and (2), the *owner* proceeds without assurance that the *excavation* or construction of other parts of the *building* will be allowed.

### 1.4.1.12 Temporary Building or Occupancy

- (1) Notwithstanding anything contained elsewhere in this Bylaw, a permit for a temporary *building* or part thereof, or a temporary change of occupancy classification of an existing building, may be issued by the *authority having jurisdiction*, authorizing for a limited time only the erection and existence of a *building*, or part thereof, or for a temporary change of *occupancy* classification, for an *occupancy* which, because of its nature, will exist for a

## CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

short time, under circumstances which warrant only selective compliance with the *Code*.

- (2) A *permit* for a temporary *building* or temporary change of *occupancy* classification shall state the date after which and the conditions under which the *permit* is no longer valid.
- (3) A *permit* for a temporary *building* or temporary change of *occupancy* classification may be extended provided permission in writing is granted by the *authority having jurisdiction*.
- (4) A *permit* for a temporary *building* or temporary change of *occupancy* classification shall be posted on the *building*.
- (5) A *permit* issued for a tent or temporary *air-supported structure*, shall be required to be renewed every twelve months.
- (6) A *permit* issued for a temporary change of *occupancy* classification shall be required to be renewed every twelve months.

### Part 2 - Responsibilities and Obligations

#### Section 2.1. Obligations of Owner

##### 2.1.1. General

###### 2.1.1.1. Required *Permits*

Every *owner* shall obtain all required *permits* or approvals prior to commencing the work to which they relate.

###### 2.1.1.2. Start Up Date

Every *owner* shall give adequate notice to the *authority having jurisdiction* of the date on which the *owner* intends to begin work prior to commencing work on the *building* site.

###### 2.1.1.3. Notice of Employees

- (1) Every *owner* shall, prior to commencing the work, give notice in writing to the *authority having jurisdiction* of:
  - a. the name, address and telephone number of
    - i. the *constructor* or other person in charge of the work,
    - ii. the *designer* of the work,
    - iii. the *architect(s)*, *professional engineer(s)*, and prime consultant(s) performing the *Field Review of Construction(s)*, and
    - iv. any inspection or testing agency engaged to monitor the work or part of the work, and
  - b. any change in or termination of employment of such persons during the course of the construction in writing, as soon as practical but not later than 3 days of such change, or termination occurs.

## CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

- (2) Every owner shall give notice in writing to the *authority having jurisdiction*:
- a. as soon as any change in ownership or change in the address of the owner occurs prior to the issuance of an *occupancy permit*, and
  - b. prior to occupying any portion of the *building* if it is to be occupied in stages.

### 2.1.1.4. Plans at Site

Every owner shall ensure that the required stamped plans, specifications and related documents on which the issuance of the *building permit* was based are available at the site of the work for inspection during working hours by the *authority having jurisdiction*, and that the *permit*, or true copy thereof, is posted conspicuously on the site during the entire execution of the work.

### Professional Design and Review

#### 2.1.1.5 Owner's Responsibility

An owner who undertakes to *construct* or have *constructed* a *building* or part thereof within the scope of Part 4 of the Code shall:

- (1) ensure that an *architect*, *professional engineer*, or both, as required, are appointed to undertake the design of the *building* or part thereof, and
- (2) complete and submit a letter of undertaking in the form specified in Schedule "A" for the *Field Review of Construction* of such *buildings*.

#### 2.1.1.6 Design Bylaw for Structural Components

Where the dimensions of a structural component are not provided in Part 9 of the Code for use in a *building* within the scope of that Part, and such dimensions are to be determined on the basis of calculation, testing or other means of evaluation, the owner shall:

- (1) ensure that a *professional engineer* is appointed to undertake the design of the structural component, and
- (2) when required by the *authority having jurisdiction*, complete and submit a letter of undertaking in the form specified in Schedule "A" for the *Field Review of Construction* for this structural component.

#### 2.1.1.7 Site Conditions, Size, or Complexity Requiring Professional Design and Inspection

Where the site conditions, the size or complexity of a *building*, part of a *building* or *building* component warrant, the *authority having jurisdiction* may require the owner to file a Letter of Undertaking and have appropriate Field Review of Construction Declarations submitted as deemed necessary.

#### 2.1.1.8 Design Bylaw for Sprinklered Building

- (1) Where a *building* is required or intended to be *sprinklered*, the owner shall:



## CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

- a. ensure that a *professional engineer* is appointed to undertake the design of the sprinkler system, and
- b. complete and submit a Letter of Undertaking in the form specified in Schedule “A” of the *Field Review of Construction*.

(2) Where the *alteration* of an existing *building* requires changes to an existing sprinkler system, the *authority having jurisdiction* may waive compliance with Clauses 2.1.1.8(1) (a) and (b). Where Clauses 2.1.1.8(1) (a) and (b) are waived, the design documents and test results conducted on the system as per the City’s Fire Prevention Bylaw must be filed with the *authority having jurisdiction*.

### **2.1.1.9 Alteration to Property Boundary or Ground Elevation**

No *owner* or person hired by the *owner* shall allow the ground elevations or the property boundaries of a *building* lot to be changed so as to place a *building* or part thereof, in contravention of this Bylaw, unless the *building* or part thereof, is so altered, after obtaining the necessary *permit* under the Zoning & Development Bylaw, such that no contravention will occur as a result of the change of the property boundary or grades.

### **2.1.1.10 Right of Entry**

(1) Every *owner* shall allow the *authority having jurisdiction* to enter any work site, *building* or premises at any reasonable time for the purpose of administering and enforcing this Bylaw.

(2) Any person who impedes, attempts to impede, refuses or does not permit an inspection pursuant to this Bylaw shall be guilty of an offense.

(3)

- a. In the event that the *authority having jurisdiction* is refused or not permitted to carry out an inspection pursuant to this Bylaw, the *authority having jurisdiction* may apply to a court of competent jurisdiction for an order authorizing entry on to the property in question.
- b. A court of competent jurisdiction may at any time issue a warrant in the prescribed form authorizing a person named in the warrant to enter and search a Building, receptacle or place if the court of competent jurisdiction is satisfied by information on oath that there are reasonable grounds to believe that an offence has been committed and the entry will afford evidence relevant to the commission of the offence. A search warrant shall name the date upon which it expires, which shall be not later than fifteen (15) days after the warrant is issued.

### **2.1.1.11 Notification for Inspection and Field Review of Construction**

(1) The *owner* of a *building* being constructed under the scope of Part 9 of the Code shall notify the *authority having jurisdiction* who may carry out a random inspection, at the following stage(s) of construction for compliance with the Code:

## CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

- a.
  - i. Footings
  - ii. Foundation, before commencing backfilling of the laterally supported foundation, before a superstructure is placed on the foundation,
  - iii. Framing, Roof, and Mechanical
  - iv. Insulation & Vapour Barrier before wall framing is covered,
  - v. Final Inspection before *Occupancy*
- b. for *mobile* and *modular homes* conforming to 1.4.1.9.
  - i. (a) in the case of a mobile home, the site preparation, foundation installation and anchorage in accordance with CSA **CSA-Z240.10.1-16** “Recommended Practice for Site Preparation, Foundation, and Anchorage of Mobile Homes”,  
(b) in the case of a modular home site preparation and foundation, installation and anchorage,
  - ii. before *occupancy*.

(2) The *owner* of a *building* being constructed outside the scope of Part 9 of the Code shall notify the *authority having jurisdiction* to carry out a random inspection, if required for compliance with the Code:

- a. of the intent to undertake construction that may be inspected and may be reviewed as per the appropriate Letter of Undertaking required by Article 2.1.1.5., 2.1.1.6., or 2.1.1.7.,
- b. of intent to cover construction that has been ordered to be inspected by the *authority having jurisdiction* before covering and,
- c. at intervals deemed necessary by the *authority having jurisdiction* based on the complexity of the *building* and,
- d. when construction has been completed so that a final inspection may be made.

### **2.1.1.12 Occupancy Prior to Completion**

Should the *owner* require *occupancy* to occur prior to the completion of all work the *owner* shall apply for the *occupancy permit* and shall ensure that no *unsafe condition* exists or will exist because of the work being undertaken or not completed.

### **2.1.1.13 Test or Inspections to Prove Compliance**

Every *owner* shall make, or have made at their own expense, the tests or inspections necessary to prove compliance with this Bylaw and shall promptly file a copy of all such test or inspection reports with the *authority having jurisdiction*.

### **2.1.1.14 Repairs to Public Property**

Every *owner* is responsible for the cost of repair of any damage to public property or works located therein that may occur as a result of undertaking work for which a *permit* was or was not required.

### **2.1.1.15 Discontinuation of Work**

## CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

Every owner who is unable to continue work owing to bankruptcy or other cause, is responsible, before leaving the site of the work, for ensuring that no *unsafe condition* remains at the site.

### 2.1.1.16 Suites of Residential Dwellings Required to be Barrier Free

#### Apartment Buildings from 12 Units up to and including 35 Units

(1) At least one unit of twelve units (1:12) or part thereof (0.5 or greater require an extra unit) in a new Group C apartment *building* of up to 35 shall conform to Section 3.8 (Part 3, Division B, Volume 1) of the National Building Code of Canada, for a *barrier free* unit and shall conform to the requirements in **Schedule “E”** of this Bylaw.

#### Apartment Buildings 36 Units and over

(2) At least one unit in eighteen units (1:18) or part thereof (0.5 or greater require an extra unit) in a new Group C apartment *building* of 36 units and over shall conform to Section 3.8 (Part 3, Division B, Volume 1) of the National Building Code of Canada, for a *barrier free* unit and shall conform to the requirements in **Schedule “E”** of this Bylaw.

## Section 2.2. Obligations of Professional

### 2.2.1 General

#### 2.2.1.1 Design

The *architect*, or *professional engineer* who undertakes to design a *building* or part thereof shall do so in accordance with their respective statutes and Bylaws to ensure that the design meets the intent of the *Code*.

#### 2.2.1.2 Field Review of Construction

The *architect*, or *professional engineer* who undertakes the *Field Review of Construction* shall do so in accordance with their respective statutes and Bylaws, and shall:

- (1) Inspect the *building* at intervals appropriate to the stage of construction to determine compliance with design referred to in Article 2.2.1.1.,
- (2) Coordinate with the *authority having jurisdiction* the review of any changes to the design documents for consistency with the intent of the plans and specifications.
- (3) When the architect or engineer is satisfied that the *work* substantially complies with the design drawings, promptly file with the *authority having jurisdiction* the *Letter of Undertaking and the Field Review of Construction Declarations*, Schedules A-1 and A-2 – **A-10**, respectively.

## Section 2.3. Obligations of Constructor

**2.3.1. General**

**2.3.1.1. Construction Safety Bylaw**

Every *constructor* shall ensure that all construction safety requirements of the *Occupational Health and Safety Act and Regulations*, are complied with.

**2.3.1.2. Work on Public Property**

Every *constructor* is responsible for ensuring that no *excavation* or other work is undertaken on public property, and that no *building* is erected or materials stored in whole or in part therein without approval having first been obtained in writing from the appropriate government authority.

**2.3.1.3. Responsibilities for the Work Undertaken**

- (1) Every *constructor* is responsible jointly and severally with the *owner* for all and any work actually undertaken.
- (2) Every *constructor* who is unable to continue work owing to bankruptcy or other cause, is responsible, before leaving the site of the work, for ensuring that no *unsafe condition* remains at the site.

**2.3.1.4. Owner Deemed to be Constructor**

Where the work for which a *permit* is issued is not under the control of a *constructor*, the *owner* shall be deemed to be the *constructor* and shall accept the responsibilities and obligations of a *constructor*.

**2.3.1.5. Materials, Systems, to Comply with Code**

Every *constructor* shall ensure that all materials, systems, equipment, used in the construction, *alteration*, reconstruction or renovation of a *building* meet of the *Code* for the work undertaken.

**Section 2.4. Obligation of Authority having Jurisdiction**

**2.4.1. Qualifications of Building Officials**

**2.4.1.1. Appointment**

A person appointed or eligible to be appointed by the City as a building official shall:

- (1) hold a valid diploma in architectural design or construction technology; and,
- (2) be a member in good standing of the New Brunswick, Nova Scotia or Ontario Building Officials Association(s).
- (3) meet the requirements of the Province of PEI Building Code Act and Building Code Regulations at such time when adopted and mandated.

**2.4.2. General**

**2.4.2.1. Administration and Enforcement**

The *authority having jurisdiction* shall administer and enforce this Bylaw.

**2.4.2.2. Copies of Applications, Inspections, and Tests**

The *authority having jurisdiction* shall keep copies of all applications received, *permits* and orders issued, inspections and tests made and of all papers and documents connected with the administration of this Bylaw.

**2.4.2.3. Notices and Orders**

The *authority having jurisdiction* shall issue, in writing, such notices or orders as may be necessary to inform the *owner* where a contravention of this Bylaw has been observed. Such notices or orders may specify any remedial or other measures that are required to meet this Bylaw. Where the *authority having jurisdiction* issues such written notice or order, a copy shall be retained by the *authority having jurisdiction* and a copy shall be sent to:

- (1) the *owner*, by regular mail, at the address given on the *permit* application;
- (2) the *designer, architect or professional engineer* by regular mail, at the address given on the *permit* application;
- (3) the *constructor*, by regular mail, or if the *constructor* is present during the inspection, may be given to the *constructor*.

**2.4.2.4. Responding to Code Inquiries**

The *authority having jurisdiction* shall answer such relevant questions as may be reasonable with respect to the provisions of this Bylaw when requested to do so, but shall refrain from assisting in the laying out of any work and from acting in the capacity of a *designer*.

**2.4.2.5. Authority having Jurisdiction to Issue Permits**

The *authority having jurisdiction* shall issue a *building permit* and/or an *occupancy permit* to the *owner* when, to the best of *authority having jurisdiction's* knowledge, the applicable conditions, as set forth in this Bylaw, have been met.

**2.4.2.6. Safety**

The *authority having jurisdiction* shall, when inspecting *building* sites and structures, comply with applicable safety requirements made pursuant to the *Occupational Health and Safety Act* and Regulations.

**Section 2.5. Powers of Authority having Jurisdiction**

**2.5.1 General**

## CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

### 2.5.1.1 Right to Enter Property

The *authority having jurisdiction* may enter and inspect any work site, *building* or premises at any reasonable time for the purpose of administering or enforcing this Bylaw.

### 2.5.1.2 Orders

(1) The *authority having jurisdiction* is empowered to order:

- a. any person who contravenes any provision of this Bylaw to comply with this Bylaw within such reasonable time period as may be specified in the Order; and, such Order may be in the form annexed as Schedule “B”;
- b. to stop work on a work site or *building* or any part thereof if such work is proceeding in contravention of this Bylaw, or if there is deemed to be an *unsafe condition* and such Order may be in the form annexed as Schedule “C”;
- c. the removal of any unauthorized encroachment on public property;
- d. the removal of any site improvement or alteration, *building* or part thereof constructed in contravention of this Bylaw;
- e. the cessation of any *occupancy* in contravention of this Bylaw;
- f. the cessation of any *occupancy* if any *unsafe condition* exists because of work being undertaken or not completed;
- g. correction of any *unsafe condition*; and,
- h. the owner to uncover and replace at their own expense:
  - i. work that has been ordered to be done pursuant to an order issued by the *authority having jurisdiction* and which has been covered without being inspected; and
  - ii. work for which notification to inspect is required to be given pursuant to Article 2.1.1.11, and where uncovering the work is necessary to determine compliance with the Code.

### 2.5.1.3 Tests Required to Prove Compliance

The *authority having jurisdiction* may direct that tests of materials, equipment, devices, construction methods, structural assemblies or foundation conditions be made, or sufficient evidence or proof be submitted at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or foundation condition meets this Bylaw.

### 2.5.1.4 Reports Regarding Failure or Potential Failure

The *authority having jurisdiction* may require the owner or the owner’s representative, where any failure occurs which causes or has the potential to cause injury or loss of life, to submit a report stating the nature and details of the failure and the name and addresses of the *constructor*.

### 2.5.1.5 Conditional *Building* or *Occupancy Permit*

(1) The *authority having jurisdiction* may issue a *building* or *occupancy permit* conditional upon:

- a. the submission of additional information not available at the time where such information is of such a nature that withholding of the

## CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

*permit* until the information becomes available would be unreasonable,

- b. completion of such work that is incomplete at the time of inspection, or application is of such a nature that no *unsafe condition* exists and that withholding of the *permit* would be unreasonable.

### 2.5.1.6 Refuse to Issue *Permit*

(1) The *authority having jurisdiction* may refuse to issue any *permit*:

- a. whenever information submitted is inadequate to determine compliance with the provisions of this Bylaw,
- b. whenever incorrect information is found to have been submitted,
- c. that would authorize any *building* work or *occupancy* that would not be permitted by this Bylaw, or
- d. that would be prohibited by any other Act, Regulation or this Bylaw.

### 2.5.1.7 Revoke a *Permit*

(1) The *authority having jurisdiction* may revoke a *permit* by written notice to the *permit* holder if:

- a. there is contravention of any condition under which the *permit* was issued,
- b. the *permit* was issued in error, or
- c. the *permit* was issued on the basis of incorrect or incomplete information.

### 2.5.1.8 *Occupancy* Prior to Completion

The *authority having jurisdiction* may issue an *occupancy permit*, subject to compliance with provisions to safeguard persons in or about the premises, to allow the *occupancy* of a *building* or part thereof for the accepted use, prior to commencement or completion of the construction or *demolition* work.

### 2.5.1.9 Provide Reasons for Refusal

The *authority having jurisdiction* shall provide the reasons for refusal to grant a *permit*, when requested to do so.

### 2.5.1.10 Offenses and Enforcement

(1) Any person who violates, or who refuses or neglects to comply with, any provision of this Bylaw, including, without limitation, an order or direction of the *authority having jurisdiction* pursuant to Articles 2.1.1.9, 2.5.1.1, 2.5.1.2, 2.5.1.3, and 2.5.1.4 of this Bylaw is guilty of an offense. A first offense is punishable by a fine of up to \$5,000 and any subsequent offense is punishable by a fine of up to \$400.00 for each day during which the offense continues.

(2) In accordance with the relevant provisions of the *Charlottetown Area Municipalities Act* and the *Planning Act*, the *authority having jurisdiction* may enforce any violation of this Bylaw by way of a prosecution under the *Summary Proceedings Act* and/or by seeking a declaratory judgment, injunction or other order, remedy or relief from a court of competent jurisdiction.

Part 3

3.1 Amendments Made to Parts 1 through 9 inclusive of the National Building Code of Canada.

3.1.1. Amendments

3.1.1.1. Definition of *Owner*

The definition of “owner” in Section 1.4 (Part 1, Division A, Volume 2), of the National Building Code of Canada, 2015 is deleted and replaced herein with the definition of “owner” in Article 1.3.1.2 of this Bylaw.

3.1.1.2. Sentence 1.1.1.1(2) (Part 1, Division A, Volume 2) amended

Sentence 1.1.1.1.(2) (Part 1, Division A, Volume 2) of the National Building Code of Canada, 2015 is deleted and the following substituted:

1.1.1.1(2) (Part 1, Division A, Volume 2) Scope

- (a) Except as provided in Sentences (2) and (3), the Code applies to both site assembled and factory built *buildings*.
- (b) Mobile homes are exempt from this Code provided they meet the requirements of CSA Z240 MH Series and have not been structurally altered. This exemption does not extend to on-site preparations (foundations, *basements*, anchorage), interconnection of modules, connection to services or installation of *appliances* which shall meet the requirements of CSA Z240 MH Series.
- (c) Modular homes are exempt from this Code provided they meet the requirements of CSA A277-M-01 and have not been structurally altered. This exemption does not extend to on-site preparations (foundations, *basements*, anchorage), interconnection of modules, connection to services or installation of *appliances* which shall meet the requirements of CSA A277-M-01.

3.1.1.3. Section 3.2. (Part 3, Division B, Volume 2) amended

Section 3.2. (Part 3, Division B, Volume 2) 3.2. of the National Building Code of Canada, 2015 is amended by adding Article 3.2.2.91. “Schedule D - Alternate Compliance Methods For Existing Buildings”.

3.1.1.4. Plumbing Services (Part 7, Division B, Volume 2)

Part 7 Division B (Plumbing Services) of the National Building Code of Canada is deleted.

3.1.1.5. Electrical Facilities Section 9.34. (Part 9, Division B, Volume 2)

Section 9.34. Electrical Facilities (Part 9, Division B, Volume 2) of the National Building Code of Canada is deleted.



**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

**3.1.1.6. Electrical Wiring and Equipment Article 3.6.1.2. (Part 3, Division B, Volume 2)**

Article 3.6.1.2. Electrical Wiring and Equipment (Part 3, Division B, Volume 2) of the National Building Code of Canada is deleted.

**3.1.1.7. Alternate Compliance Methods For Existing *Buildings* Application**

The Alternate Compliance Methods contained in Schedule “D” of this Bylaw are hereby adopted and may be used in certain existing *buildings* as defined in Sentence 1.2.1.1.(9) of this Bylaw.

**3.1.1.8. Section 9.1. General (Part 9, Division B, Volume 2) amended**

Section 9.1. (Part 9, Division B, Volume 2) of the National Building Code of Canada, 2015 is amended by adding Sentence 9.1.1.1(2):

(1) The Alternate Compliance Methods for Existing *Buildings* contained in Schedule “D” of this Bylaw are hereby adopted and may be used in accordance with Sentences 1.2.1.1.(8), (9), and (10) of this Bylaw.

**3.1.1.9. Article 1.3.1.2. (Part 1, Division B, Volume 2) Applicable Editions amended**

Article 1.3.1.2. (Part 1, Division B, Volume 2) of the National Building Code of Canada, 2015 is deleted and replaced with the following:

(1) Except as provide[d] under Sentence (2) where documents are referenced in this Code, they shall be the editions designated in Table 1.3.1.2 (Part 1, Division B, Volume 2) except those documents designated under the following Acts or Regulations of the Province of Prince Edward Island in which case the edition so referenced shall be deemed to be enforced (see Appendix note A-1.3.1.2.)

- a. *Petroleum Products Act & Regulations;*
- b. *Boilers and Pressure Vessels Act of PEI and Regulations;*
- c. *Elevators and Lifts Act of PEI and Regulations ;*
- d. *Electrical Inspection Act of PEI and Regulations.*
- e. *Plumbing Regulations under the Environmental Protection Act*

(2) Where amendments to documents adopted by this Code apply, these amendments shall apply to the particular provisions of those documents adopted by the above Acts and Bylaw unless amended by this regulation.

**3.1.1.10. Moisture Content Article 9.3.2.5. (Part 9, Division B, Volume 2) deleted and replaced**

Article 9.3.2.5(1) Moisture Content (Part 9, Division B) of the National Building Code of Canada 2010 is deleted and replaced with

**9.3.2.5.**

only lumber designated as “S-Dry #2 grade or better” may be used in any construction except that lumber with a designation of “S-Green #2 or better” may be used for the construction of detached accessory buildings or structures.

**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

**3.1.1.11. Energy Efficiency Clause 9.36.1.3 (1c) (Part 9, Division B, Volume 2) deleted.**

Clause 9.36.1.3. (1c) Compliance and Application of the 2015 National Building Code is deleted.

**3.1.1.12. Energy Efficiency Sentence 9.36.1.3 (4) (Part 9, Division B, Volume 2) deleted.**

Sentence 9.36.1.3.(4) Compliance and Application of the 2015 National Building Code is deleted.

**3.1.1.11. Appendix Notes**

The Appendix Notes to the National Building Code of Canada 2015 edition apply as appendix notes to the *Code* and where amendments made by this regulation unless specifically replaced or amended herein.

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CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

Schedule “A”

Letter of Undertaking

**Declaration of Commitment by Owner  
to the Municipal Authority Having Jurisdiction  
Field Review of Construction**

**Preamble**

Whereas the *Building Code Bylaw* applies to the construction or *demolition* of a *building*;

And whereas the City of Charlottetown has by Bylaw adopted the National *Building Code*, with amendments as the Charlottetown *Building Code*, requiring compliance with it as adopted for the construction or *demolition* of *buildings*;

And whereas *architects*, and *professional engineers* are required by their respective statutes, *Bylaw*, and *Bylaws*, to ensure the general public of competent standards and ethical conduct in the design of *buildings*;

And whereas Part 2 of the Charlottetown *Building Code* requires professionals to design *buildings* in conformance with the minimum standards of the Charlottetown *Building Code* with sufficient drawings and documents to show how these standards have been met;

And whereas Part 2 of this Bylaw, requires that these *buildings* shall be inspected at intervals appropriate to the stage of construction to determine substantial compliance with the design drawings accepted by the *authority having jurisdiction* and all revisions thereto;

To: The authority having jurisdiction: Date: \_\_\_\_\_  
City of Charlottetown, 233 Queen Street, Charlottetown, PE, C1A 4B9

Att: \_\_\_\_\_ (Building Inspector)

Re: \_\_\_\_\_  
Address of project (print)  
\_\_\_\_\_  
Name of Project and Description (print)

I (the owner) submit this Letter of Undertaking to the *authority having jurisdiction* along with a completed application for a *building permit*.

The undersigned has appointed an *architect(s)*, *professional engineer(s)*, or *designer(s)*, or prime consultant(s) to undertake, as required in Articles 2.1.1.5. and 2.1.1.6. of this Bylaw, the *Field Review of Construction* and I have attached to this Letter of Undertaking  
(check appropriate boxes)

- Field Review of Construction* Commitment Declarations completed by me or the prime consultant appointed by me to coordinate the *Field Review of Construction*.
- Field Review of Construction* Commitment Declarations (identified below) completed by individual *designers* appointed by me to perform the *Field Review of Construction* for the applicable discipline(s).
- shall forward *Field Review of Construction* Commitment Declarations for those not yet appointed.

**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

(Initial the disciplines that apply to this project. All disciplines will not necessarily be employed on every project)

<input type="checkbox"/> Building Design	<input type="checkbox"/> Structural
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical
<input type="checkbox"/> Fire Suppression System	<input type="checkbox"/> Geotechnical
<input type="checkbox"/> Energy – Resource Conservation Measures	<input type="checkbox"/> Plumbing

I shall notify the *authority having jurisdiction* if the *architect*, or *professional engineer* named in the attached “Review of Construction Commitment “Declarations” ceases, for whatever reason, to provide the *Field Review of Construction* for this *building* and shall appoint another *architect* and *professional engineer* immediately so that the *Field Review of Construction* will continue uninterrupted. This notice and the necessary *Field Review of Construction* Commitment Declaration(s) shall be forwarded to the *authority having jurisdiction* as soon as practical, but not later than 3 business days.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Initials Sample

\_\_\_\_\_  
Print Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

Schedule "A-1" - Field Review of Construction  
Inspection Commitment Declaration  
Prime Consultant

**Preamble**

Whereas the *Building Code Bylaw* applies to the construction or *demolition* of a *building*;

And whereas the City of Charlottetown has by Bylaw adopted the National *Building Code*, with amendments as the Charlottetown *Building Code*, requiring compliance with it as adopted for the construction or *demolition* of *buildings*;

And whereas *architects*, and *professional engineers* are required by their respective statutes, *Bylaw*, and *Bylaws*, to ensure the general public of competent standards and ethical conduct in the design of *buildings*;

And whereas Part 2 of the Charlottetown *Building Code* requires professionals to design *buildings* in conformance with the minimum standards of the Charlottetown *Building Code* with sufficient drawings and documents to show how these standards have been met;

And whereas Part 2 of this Bylaw, requires that these *buildings* shall be inspected at intervals appropriate to the stage of construction to determine substantial compliance with the design drawings accepted by the *authority having jurisdiction* and all revisions thereto;

To: The authority having jurisdiction: Date: \_\_\_\_\_  
City of Charlottetown, 233 Queen Street, Charlottetown, PE, C1A 4B9

Att: \_\_\_\_\_ (Building Inspector)

Re: \_\_\_\_\_  
Address of project (print)  
\_\_\_\_\_  
Name of Project and Description (print)

This is to advise that I am the *professional engineer* appointed by the *owner* or prime consultant to perform the *Field Review of Construction* for the BUILDING DESIGN requirements.

I hereby declare as the Prime Consultant for this project that I will coordinate the Field Review of Construction for the following disciplines **which I have initialed.**

- |   |                    |
|---|--------------------|
| _____ Building Design                         | _____ Structural   |
| _____ Mechanical                              | _____ Electrical   |
| _____ Fire Suppression System                 | _____ Geotechnical |
| _____ Energy – Resource Conservation Measures | _____ Plumbing     |

I attach for your review the *Field Review of Construction* Inspection Commitment Declarations for each above marked and initialed discipline completed by an appropriate professional for each discipline, or shall forward the Field Review of Commitment Declaration for those not yet appointed.

I, and professionals who have completed the various *Field Review of Construction* Inspection Commitment Declarations will perform the *Field Review of Construction*.

**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

I also declare that

- 1) I will coordinate the review of shop drawings;
- 2) I will coordinate the review of changes to the design documents; and
- 3) When satisfied that the *work* substantially complies with the design drawings I will complete or have completed by the appropriate professional the Declaration of *Field Review of Construction* and return it to the *authority having jurisdiction* prior to requesting the *occupancy permit*.

Please be advised that I may delegate some or all of my duties associated with the coordination of the *Field Review of Construction* to another person employed by me or my firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the *Engineering Profession Act*, or the *Architects Act*.

The undersigned shall notify the *authority having jurisdiction*, in writing as soon as practical, but not later than 3 business days if the contract for *Field Review of Construction* is terminated at any time during construction.

_____		
Print Name		(Affix below the seal of the <i>licensed Architect or professional Engineer</i> in accordance with provincial legislation.)
_____	_____	
Signature	Initials Sample	(If not a design professional, this document must be signed by the person appointed as " <i>Prime Consultant</i> ")
_____		
Print Name of Firm or Company		
_____		
Print Address		
_____		
Mailing Address		
_____		
Telephone	Email	

**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

**Schedule “A-2” - *Field Review of Construction*  
Inspection Commitment Declaration  
Building Design Requirements**

**Preamble**

Whereas the *Building Code Bylaw* applies to the construction or *demolition* of a *building*;

And whereas the City of Charlottetown has by Bylaw adopted the National *Building Code*, with amendments as the Charlottetown *Building Code*, requiring compliance with it as adopted for the construction or *demolition* of *buildings*;

And whereas *architects*, and *professional engineers* are required by their respective statutes, *Bylaw*, and *Bylaws*, to ensure the general public of competent standards and ethical conduct in the design of *buildings*;

And whereas Part 2 of the Charlottetown *Building Code* requires professionals to design *buildings* in conformance with the minimum standards of the Charlottetown *Building Code* with sufficient drawings and documents to show how these standards have been met;

And whereas Part 2 of this Bylaw, requires that these *buildings* shall be inspected at intervals appropriate to the stage of construction to determine substantial compliance with the design drawings accepted by the *authority having jurisdiction* and all revisions thereto;

To: The authority having jurisdiction: Date: \_\_\_\_\_

**City of Charlottetown, 233 Queen Street, Charlottetown, PE, C1A 4B9**

Att: \_\_\_\_\_ (Building Inspector)

Re: \_\_\_\_\_

Address of project (print)

\_\_\_\_\_  
Name of Project and Description (print)

**This is to advise that I am the *professional engineer* appointed by the owner or prime consultant to perform the *Field Review of Construction* for the BUILDING DESIGN requirements.**

I hereby declare for the **Building Design Requirements** that:

- 1) I will review the structural shop drawings to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed therein;
- 2) I will coordinate the review of changes to the structural design drawings to determine that the changes conform to the *Code*; and
- 3) When satisfied that the *work* substantially complies with the design drawings, I will complete the Declaration of *Field Review of Construction* and return it to the *authority having jurisdiction* prior to requesting the occupancy *permit*.

Please be advised that I may delegate some or all of my duties associated with the *Field Review of Construction* to another person employed by me or my firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the *Engineering Profession Act*.

The undersigned shall notify the *authority having jurisdiction*, in writing as soon as practical, but not later than 3 business days if the contract for *Field Review of Construction* is terminated at any time during construction.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

(Affix below the seal of the licensed  
*Architect or professional Engineer* in  
accordance with provincial legislation.)

\_\_\_\_\_  
Print Name of Firm or Company

\_\_\_\_\_  
Print Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

**Schedule “A-3” - *Field Review of Construction*  
Inspection Commitment Declaration  
Structural Design Requirements**

**Preamble**

Whereas the *Building Code Bylaw* applies to the construction or *demolition* of a *building*;

And whereas the City of Charlottetown has by Bylaw adopted the National *Building Code*, with amendments as the *Charlottetown Building Code*, requiring compliance with it as adopted for the construction or *demolition* of *buildings*;

And whereas *architects*, and *professional engineers* are required by their respective statutes, *Bylaw*, and *Bylaws*, to ensure the general public of competent standards and ethical conduct in the design of *buildings*;

And whereas Part 2 of the *Charlottetown Building Code* requires professionals to design *buildings* in conformance with the minimum standards of the *Charlottetown Building Code* with sufficient drawings and documents to show how these standards have been met;

And whereas Part 2 of this Bylaw, requires that these *buildings* shall be inspected at intervals appropriate to the stage of construction to determine substantial compliance with the design drawings accepted by the *authority having jurisdiction* and all revisions thereto;

To: The authority having jurisdiction: \_\_\_\_\_ Date: \_\_\_\_\_  
**City of Charlottetown, 233 Queen Street, Charlottetown, PE, C1A 4B9**

Att: \_\_\_\_\_ (Building Inspector)

Re: \_\_\_\_\_  
Address of project (print)  
\_\_\_\_\_  
Name of Project and Description (print)

**This is to advise that I am the *professional engineer* appointed by the owner or prime consultant to perform the *Field Review of Construction* for the **STRUCTURAL DESIGN** requirements.**

I hereby declare for the **Structural Design Requirements** that:

- 1) I will review the structural shop drawings to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed therein;
- 2) I will coordinate the review of changes to the structural design drawings to determine that the changes conform to the *Code*; and
- 3) When satisfied that the *work* substantially complies with the design drawings, I will complete the Declaration of *Field Review of Construction* and return it to the *authority having jurisdiction* prior to requesting the occupancy *permit*.

Please be advised that I may delegate some or all of my duties associated with the *Field Review of Construction* to another person employed by me or my firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the *Engineering Profession Act*.

The undersigned shall notify the *authority having jurisdiction*, in writing as soon as practical, but not later than 3 business days if the contract for *Field Review of Construction* is terminated at any time during construction.

_____ Print Name	_____ Signature	(Affix below the seal of the <i>professional engineer</i> in accordance with provincial legislation.)
_____ Print Name of Firm or Company	_____	
_____ Print Address	_____	
_____ Mailing Address	_____	
_____ Telephone	_____ Email	



**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

**Schedule “A-4” - *Field Review of Construction*  
Inspection Commitment Declaration  
Mechanical Design Requirements**

**Preamble**

Whereas the *Building Code Bylaw* applies to the construction or *demolition* of a *building*;

And whereas the City of Charlottetown has by Bylaw adopted the National *Building Code*, with amendments as the Charlottetown *Building Code*, requiring compliance with it as adopted for the construction or *demolition* of *buildings*;

And whereas *architects*, and *professional engineers* are required by their respective statutes, *Bylaw*, and *Bylaws*, to ensure the general public of competent standards and ethical conduct in the design of *buildings*;

And whereas Part 2 of the Charlottetown *Building Code* requires professionals to design *buildings* in conformance with the minimum standards of the Charlottetown *Building Code* with sufficient drawings and documents to show how these standards have been met;

And whereas Part 2 of this Bylaw, requires that these *buildings* shall be inspected at intervals appropriate to the stage of construction to determine substantial compliance with the design drawings accepted by the *authority having jurisdiction* and all revisions thereto;

To: The authority having jurisdiction: \_\_\_\_\_ Date: \_\_\_\_\_

City of Charlottetown, 233 Queen Street, Charlottetown, PE, C1A 4B9

Att: \_\_\_\_\_ (Building Inspector)

Re: \_\_\_\_\_  
Address of project (print)

\_\_\_\_\_  
Name of Project and Description (print)

**This is to advise that I am the *professional engineer* appointed by the owner or prime consultant to perform the *Field Review of Construction* for the MECHANICAL DESIGN requirements.**

I hereby declare for the **Mechanical Design Requirements** that:

- 1) I will review the structural shop drawings to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed therein;
- 2) I will coordinate the review of changes to the structural design drawings to determine that the changes conform to the *Code*; and
- 3) When satisfied that the *work* substantially complies with the design drawings, I will complete the Declaration of *Field Review of Construction* and return it to the *authority having jurisdiction* prior to requesting the occupancy *permit*.

Please be advised that I may delegate some or all of my duties associated with the *Field Review of Construction* to another person employed by me or my firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the *Engineering Profession Act*.

The undersigned shall notify the *authority having jurisdiction*, in writing as soon as practical, but not later than 3 business days if the contract for *Field Review of Construction* is terminated at any time during construction.

\_\_\_\_\_  
Print Name Signature

(Affix below the seal of the *professional engineer* in accordance with provincial legislation.)

\_\_\_\_\_  
Print Name of Firm or Company

\_\_\_\_\_  
Print Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Email

CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

Schedule “A-5” - *Field Review of Construction*  
Inspection Commitment Declaration  
Electrical Design Requirements

**Preamble**

Whereas the *Building Code Bylaw* applies to the construction or *demolition* of a *building*;

And whereas the City of Charlottetown has by Bylaw adopted the National *Building Code*, with amendments as the Charlottetown *Building Code*, requiring compliance with it as adopted for the construction or *demolition* of *buildings*;

And whereas *architects*, and *professional engineers* are required by their respective statutes, *Bylaw*, and *Bylaws*, to ensure the general public of competent standards and ethical conduct in the design of *buildings*;

And whereas Part 2 of the Charlottetown *Building Code* requires professionals to design *buildings* in conformance with the minimum standards of the Charlottetown *Building Code* with sufficient drawings and documents to show how these standards have been met;

And whereas Part 2 of this Bylaw, requires that these *buildings* shall be inspected at intervals appropriate to the stage of construction to determine substantial compliance with the design drawings accepted by the *authority having jurisdiction* and all revisions thereto;

To: The authority having jurisdiction: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Charlottetown, 233 Queen Street, Charlottetown, PE, C1A 4B9**

Att: \_\_\_\_\_ (Building Inspector)

Re: \_\_\_\_\_  
Address of project (print)

\_\_\_\_\_  
Name of Project and Description (print)

**This is to advise that I am the *professional engineer* appointed by the owner or prime consultant to perform the *Field Review of Construction* for the ELECTRICAL DESIGN requirements.**

I hereby declare for the **Electrical Design Requirements** that:

- 1) I will review the structural shop drawings to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed therein;
- 2) I will coordinate the review of changes to the structural design drawings to determine that the changes conform to the *Code*; and
- 3) When satisfied that the *work* substantially complies with the design drawings, I will complete the Declaration of *Field Review of Construction* and return it to the *authority having jurisdiction* prior to requesting the occupancy *permit*.

Please be advised that I may delegate some or all of my duties associated with the *Field Review of Construction* to another person employed by me or my firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the *Engineering Profession Act*.

The undersigned shall notify the *authority having jurisdiction*, in writing as soon as practical, but not later than 3 business days if the contract for *Field Review of Construction* is terminated at any time during construction.

\_\_\_\_\_  
Print Name Signature

(Affix below the seal of the *professional engineer* in accordance with provincial legislation.)

\_\_\_\_\_  
Print Name of Firm or Company

\_\_\_\_\_  
Print Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Email

**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

**Schedule “A-6” - Field Review of Construction  
Inspection Commitment Declaration  
Fire Suppression Systems Design Requirements**

**Preamble**

Whereas the *Building Code Bylaw* applies to the construction or *demolition* of a *building*;

And whereas the City of Charlottetown has by Bylaw adopted the National *Building Code*, with amendments as the *Charlottetown Building Code*, requiring compliance with it as adopted for the construction or *demolition* of *buildings*;

And whereas *architects*, and *professional engineers* are required by their respective statutes, *Bylaw*, and *Bylaws*, to ensure the general public of competent standards and ethical conduct in the design of *buildings*;

And whereas Part 2 of the *Charlottetown Building Code* requires professionals to design *buildings* in conformance with the minimum standards of the *Charlottetown Building Code* with sufficient drawings and documents to show how these standards have been met;

And whereas Part 2 of this Bylaw, requires that these *buildings* shall be inspected at intervals appropriate to the stage of construction to determine substantial compliance with the design drawings accepted by the *authority having jurisdiction* and all revisions thereto;

To: The authority having jurisdiction: Date: \_\_\_\_\_  
**City of Charlottetown, 233 Queen Street, Charlottetown, PE, C1A 4B9**  
 Att: \_\_\_\_\_ (Building Inspector)  
 Re: \_\_\_\_\_  
 Address of project (print) \_\_\_\_\_  
 Name of Project and Description (print) \_\_\_\_\_

**This is to advise that I am the *professional engineer* appointed by the owner or prime consultant to perform the *Field Review of Construction* for the FIRE SUPPRESSION SYSTEMS DESIGN requirements.**

I hereby declare for the **Fire Suppression Systems Design Requirements** that:

- 1) I will review the structural shop drawings to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed therein;
- 2) I will coordinate the review of changes to the structural design drawings to determine that the changes conform to the *Code*; and
- 3) When satisfied that the *work* substantially complies with the design drawings, I will complete the Declaration of *Field Review of Construction* and return it to the *authority having jurisdiction* prior to requesting the occupancy permit.

Please be advised that I may delegate some or all of my duties associated with the *Field Review of Construction* to another person employed by me or my firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the *Engineering Profession Act*.

The undersigned shall notify the *authority having jurisdiction*, in writing as soon as practical, but not later than 3 business days if the contract for *Field Review of Construction* is terminated at any time during construction.

Print Name	Signature	(Affix below the seal of the <i>professional engineer</i> in accordance with provincial legislation.)
Print Name of Firm or Company		
Print Address		
Mailing Address		
Telephone	Email	

CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

Schedule "A-7" - Field Review of Construction
Inspection Commitment Declaration
Geotechnical Design Requirements

Preamble

Whereas the Building Code Bylaw applies to the construction or demolition of a building;
And whereas the City of Charlottetown has by Bylaw adopted the National Building Code, with amendments as the Charlottetown Building Code, requiring compliance with it as adopted for the construction or demolition of buildings;
And whereas architects, and professional engineers are required by their respective statutes, Bylaw, and Bylaws, to ensure the general public of competent standards and ethical conduct in the design of buildings;
And whereas Part 2 of the Charlottetown Building Code requires professionals to design buildings in conformance with the minimum standards of the Charlottetown Building Code with sufficient drawings and documents to show how these standards have been met;
And whereas Part 2 of this Bylaw, requires that these buildings shall be inspected at intervals appropriate to the stage of construction to determine substantial compliance with the design drawings accepted by the authority having jurisdiction and all revisions thereto;

To: The authority having jurisdiction: Date:
City of Charlottetown, 233 Queen Street, Charlottetown, PE, C1A 4B9
Att: (Building Inspector)
Re: Address of project (print)
Name of Project and Description (print)

This is to advise that I am the professional engineer appointed by the owner or prime consultant to perform the Field Review of Construction for the GEOTECHNICAL DESIGN requirements.

I hereby declare for the Geotechnical Design Requirements that:

- 1) I will review the structural shop drawings to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed therein;
2) I will coordinate the review of changes to the structural design drawings to determine that the changes conform to the Code; and
3) When satisfied that the work substantially complies with the design drawings, I will complete the Declaration of Field Review of Construction and return it to the authority having jurisdiction prior to requesting the occupancy permit.

Please be advised that I may delegate some or all of my duties associated with the Field Review of Construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the Engineering Profession Act.

The undersigned shall notify the authority having jurisdiction, in writing as soon as practical, but not later than 3 business days if the contract for Field Review of Construction is terminated at any time during construction.

Print Name Signature
Print Name of Firm or Company
Print Address
Mailing Address
Telephone Email

(Affix below the seal of the professional engineer in accordance with provincial legislation.)

**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

**Schedule “A-8” - Field Review of Construction  
Inspection Commitment Declaration  
Plumbing Design Requirements**

**Preamble**

Whereas the *Building Code Bylaw* applies to the construction or *demolition* of a *building*;

And whereas the City of Charlottetown has by Bylaw adopted the National *Building Code*, with amendments as the Charlottetown *Building Code*, requiring compliance with it as adopted for the construction or *demolition* of *buildings*;

And whereas *architects*, and *professional engineers* are required by their respective statutes, *Bylaw*, and *Bylaws*, to ensure the general public of competent standards and ethical conduct in the design of *buildings*;

And whereas Part 2 of the Charlottetown *Building Code* requires professionals to design *buildings* in conformance with the minimum standards of the Charlottetown *Building Code* with sufficient drawings and documents to show how these standards have been met;

And whereas Part 2 of this Bylaw, requires that these *buildings* shall be inspected at intervals appropriate to the stage of construction to determine substantial compliance with the design drawings accepted by the *authority having jurisdiction* and all revisions thereto;

To: The authority having jurisdiction: **Date:** \_\_\_\_\_  
City of Charlottetown, 233 Queen Street, Charlottetown, PE, C1A 4B9

Att: \_\_\_\_\_ (Building Inspector)

Re: \_\_\_\_\_  
Address of project (print)

\_\_\_\_\_  
Name of Project and Description (print)

**This is to advise that I am the *professional engineer* appointed by the owner or prime consultant to perform the *Field Review of Construction* for the PLUMBING DESIGN requirements.**

I hereby declare for the **Plumbing Design Requirements** that:

- 1) I will review the structural shop drawings to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed therein;
- 2) I will coordinate the review of changes to the structural design drawings to determine that the changes conform to the *Code*; and
- 3) When satisfied that the *work* substantially complies with the design drawings, I will complete the Declaration of *Field Review of Construction* and return it to the *authority having jurisdiction* prior to requesting the occupancy *permit*.

Please be advised that I may delegate some or all of my duties associated with the *Field Review of Construction* to another person employed by me or my firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the *Engineering Profession Act*.

The undersigned shall notify the *authority having jurisdiction*, in writing as soon as practical, but not later than 3 business days if the contract for *Field Review of Construction* is terminated at any time during construction.

\_\_\_\_\_  
Print Name Signature

(Affix below the seal of the *professional engineer* in accordance with provincial legislation.)

\_\_\_\_\_  
Print Name of Firm or Company

\_\_\_\_\_  
Print Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Email

CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

Schedule "A-9" - Field Review of Construction

Inspection Commitment Declaration

Energy – Resource Conservation Measures - Design Requirements

Preamble

Whereas the Building Code Bylaw applies to the construction or demolition of a building;

And whereas the City of Charlottetown has by Bylaw adopted the National Building Code, with amendments as the Charlottetown Building Code, requiring compliance with it as adopted for the construction or demolition of buildings;

And whereas architects, and professional engineers are required by their respective statutes, Bylaw, and Bylaws, to ensure the general public of competent standards and ethical conduct in the design of buildings;

And whereas Part 2 of the Charlottetown Building Code requires professionals to design buildings in conformance with the minimum standards of the Charlottetown Building Code with sufficient drawings and documents to show how these standards have been met;

And whereas Part 2 of this Bylaw, requires that these buildings shall be inspected at intervals appropriate to the stage of construction to determine substantial compliance with the design drawings accepted by the authority having jurisdiction and all revisions thereto;

To: The authority having jurisdiction: Date: \_\_\_\_\_

City of Charlottetown, 233 Queen Street, Charlottetown, PE, C1A 4B9

Att: \_\_\_\_\_ (Building Inspector)

Re: \_\_\_\_\_

Address of project (print)

Name of Project and Description (print)

This is to advise that I am the Licensed Architect or professional engineer appointed by the owner or prime consultant to perform the Field Review of Construction for the ENERGY – RESOURCE CONSERVATION MEASURES DESIGN requirements.

I hereby declare for the Energy – Resource Conservation Measures Design Requirements that:

- 1) I will review the structural shop drawings to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed therein;
2) I will coordinate the review of changes to the structural design drawings to determine that the changes conform to the Code; and
3) When satisfied that the work substantially complies with the design drawings, I will complete the Declaration of Field Review of Construction and return it to the authority having jurisdiction prior to requesting the occupancy permit.

Please be advised that I may delegate some or all of my duties associated with the Field Review of Construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the Engineering Profession Act.

The undersigned shall notify the authority having jurisdiction, in writing as soon as practical, but not later than 3 business days if the contract for Field Review of Construction is terminated at any time during construction.

Print Name Signature

(Affix below the seal of the licensed Architect or professional Engineer in accordance with provincial legislation.)

Print Name of Firm or Company

Print Address

Mailing Address

Telephone Email

CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

Schedule "A-10"

Declaration of Field Review of Construction

Note: This letter must be signed by a Licensed Architect or Professional Engineer as appropriate in accordance with Provincial Legislation and must be submitted after completion of the project but before the occupancy permit is issued. A separate letter must be submitted by each architect, or professional engineer hired by the owner or prime consultant.

To: The authority having jurisdiction: Date: \_\_\_\_\_

City of Charlottetown, 233 Queen Street, Charlottetown, PE, C1A 4B9

Att: \_\_\_\_\_ (Building Inspector)

Re: \_\_\_\_\_
Address of project (print)

\_\_\_\_\_
Name of Project and Description (print)

I hereby declare that I have fulfilled my obligations for Field Review of Construction as defined in the Letter of Undertaking and the Inspection Commitment Declaration and advise that I have reviewed the work at intervals appropriate, to determine substantial compliance with the design and all revisions thereto as accepted by the authority having jurisdiction for the following disciplines which I have initialed.

- Building Design
Mechanical
Fire Suppression System
Energy – Resource Conservation Measures
Structural
Electrical
Geotechnical
Plumbing

\_\_\_\_\_
Print Name

(Affix below the seal of the licensed Architect or professional Engineer in accordance with provincial legislation.)

\_\_\_\_\_
Signature Initials Sample

\_\_\_\_\_
Print Name of Firm or Company

\_\_\_\_\_
Print Address

\_\_\_\_\_
Print Municipality Postal Code

\_\_\_\_\_
Telephone Fax

Schedule “B”  
**COMPLIANCE ORDER**

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Name and Address of Owner: *(Certified Mail)* Date(s) of Inspection:

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Permit No: File No.: Structure:

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Location of Property:

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**REQUIRED ACTION**

- Comply with Building Code Bylaw
- Uncover for the purpose of inspection
- Comply with Zoning Bylaw
- Obtain permit
- Other - \_\_\_\_\_

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Nature of Contravention

Section Reference

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You are hereby ordered to take the action(s) set out above **ON OR BEFORE** \_\_\_\_\_

If a Compliance Order issued pursuant to section 2.5.1.2. of the Building Code Bylaw is not complied with within the time specified in it, the Inspector may issue a Stop Work Order requiring any or all Work on a Property to cease immediately. The Stop Work Order shall be issued to the Owner pursuant to the Building Code Bylaw and shall be effective from the time it is issued.

Any person who fails to comply with a Compliance Order within the time period set out therein or who continues in contravention of a Stop Work Order is guilty of an offence under the Building Code Bylaw.

Date: \_\_\_\_\_ Building Inspector: \_\_\_\_\_

City of Charlottetown, 233 Queen Street, Charlottetown, PE, C1A 4B9, 902-629-4158



CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW

Schedule “C”  
STOP WORK ORDER

“POSTED”

Name and Address of Owner: (Certified Mail)

Permit No:

File No.:

Structure:

Location of Property:

TAKE NOTICE THAT whereas certain works are being carried out at the above project location, you are hereby advised that said works are being carried out in violation of the provisions of the Building Code and/or Zoning and Development Bylaw. It is hereby ordered that construction or demolition immediately cease as specified below:

ALL CONSTRUCTION

PART CONSTRUCTION (as detailed)

ALL DEMOLITION

PART DEMOLITION (as detailed)

DETAILS

NO PERSON shall perform any act in the construction or demolition of the building in respect of which this order is made other than work necessary to carry out a COMPLIANCE ORDER.

Any person who fails to comply with a Compliance Order within the time period set out therein or who continues in contravention of a Stop Work Order is guilty of an offence under the Building Code Bylaw.

Date: \_\_\_\_\_ Building Inspector: \_\_\_\_\_

City of Charlottetown, 233 Queen Street, Charlottetown, PE, C1A 4B9, 902-629-4158

**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

**Schedule “D”**

**Alternate Compliance Methods for Existing Buildings**

No.	Code Requirement	Alternate Compliance Method
1	<p><b>Fire Separations</b>                      3.1.3.1. (Part 3, Division B, Volume 2) and Table 3.1.3.1. (Part 3, Division B, Volume 2); 9.10.9. (Part 9, Division B, Volume 2) 2 h <i>fire separation</i> required between some major occupancies.</p>	<p>Except for F1 occupancies, 1 h <i>fire separation</i> is acceptable, if the <i>building</i> is fully <i>sprinklered</i>.</p>
2	<p><b>Fire Separations</b>                      3.1.3. (Part 3, Division B, Volume 2) and Table 3.1.3.1. (Part 3, Division B, Volume 2); 9.10.9. (Part 9, Division B, Volume 2) 1 h <i>fire separation</i> required between some major occupancies.</p>	<p><math>\frac{1}{2}</math> h <i>fire separation</i> is acceptable if the <i>building</i> is fully <i>sprinklered</i>.</p>
3	<p><b>Noncombustible Construction</b>                      3.1.5. (Part 3, Division B, Volume 2) and 9.10.6.1. (Part 9, Division B, Volume 2)                      All materials used in <i>noncombustible construction</i> must be <i>noncombustible</i> unless otherwise permitted.</p>	<p>1. Roofs may be of <i>combustible construction</i> provided the <i>building</i> is fully <i>sprinklered</i>.                      2. Up to 10% gross floor area to a maximum of 10% of any one floor area may be of <i>combustible construction</i> provided the <i>building</i> is fully <i>sprinklered</i>.</p>
4	<p>Fire-resistance Rating                      3.1.7.1.(1) (Part 3, Division B, Volume 2); 9.10.3.1. (Part 9, Division B, Volume 2) Where a material, assembly of materials or structural member is required to have a <i>fire resistance rating</i> it shall be tested in accordance with CAN/ULC-S101.</p>	<p>A fire-resistance rating may also be used based on:                      1. HUD No. 8 Guideline on Fire Ratings of Archaic Materials and Assemblies.                      2. Fire Endurance of Protected Steel Columns and Beams, DBR Technical Paper No. 194.                      3. Fire Endurance of Unit Masonry Walls, DBR Technical Paper No. 207.                      4. Fire Endurance of Light-Framed and Miscellaneous Assemblies, DBR Technical Paper No. 222.</p>
5	<p><b>Rating of Supporting Construction</b>                      3.1.7.5. (Part 3, Division B, Volume 2); 9.10.8.3. (Part 9, Division B, Volume 2) Supporting assemblies to have <i>fire resistance rating</i> at least equivalent to that of the supported floor.</p>	<p><i>Heavy timber</i> construction is permitted to have a <i>fire resistance rating</i> less than would be required by the Code provided the <i>building</i>;                      (a) is fully <i>sprinklered</i>, and                      (b) does not exceed 5 stories in <i>building height</i>.</p>
6	<p><b>Continuity of Fire Separations</b>                      3.1.8.3.(1) (Part 3, Division B, Volume 2) and (2); 9.10.9.2. (Part 9, Division B, Volume 2) <i>Fire separations</i> are required to be continuous above the ceiling space.</p>	<p><i>Fire separations</i> are not required to be continuous above the ceiling space where:                      (a) the ceiling space is <i>non-combustible construction</i>,                      (b) both <i>fire compartments</i> are <i>sprinklered</i>, or                      (c) the ceiling has a minimum rating of 30 minutes.</p>
7	<p><b>Wired Glass</b>                      3.1.8.5.(1) (Part 3, Division B, Volume 2) and 3.1.8.16.(2), Part 3, Division B,</p>	<p>For fixed transoms or sidelights, 6 mm wired glass fixed to a wood frame of at least 50 mm thickness with steel stops is</p>

**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

	Volume 2); 9.10.13.1. (Part 9, Division B, Volume 2) and 9.10.13.5. (Part 9, Division B, Volume 2) 6 mm wired glass in steel frame required in <i>fire separations</i> .	permitted in a required <i>fire separation</i> .
<b>8</b>	<b>Mezzanines</b> 3.2.1.1.(3) to (6) (Part 3, Division B, Volume 2); 9.10.4.1. (Part 9, Division B, Volume 2) <i>Mezzanines</i> enclosing more than 10% above the horizontal plane are considered as a <i>storey</i> in <i>building height</i> .	<i>Mezzanines</i> may enclose up to 20% above the horizontal plane and not be considered a <i>storey</i> in <i>building height</i> if the <i>building</i> is fully <i>sprinklered</i> .
<b>9</b>	<b>Building Height</b> 3.2.2.21. to 3.2.2.88 (Part 3, Division B, Volume 2) <i>Noncombustible construction</i> required for <i>buildings</i> over 4 <i>stories</i> in <i>building height</i> .	<i>Buildings</i> may be of <i>combustible construction</i> up to 5 <i>stories</i> provided: (a) the <i>building</i> is fully <i>sprinklered</i> , (b) the <i>building</i> contains Group C, D, E, F2 or F3 occupancies, and (c) floor assemblies not required to exceed 1 h <i>fire separation</i> requirements may be of <i>heavy timber construction</i> .
<b>10</b>	<b>Spatial Separation</b> 3.2.3. (Part 3, Division B, Volume 2); 9.10.14. (Part 9, Division B, Volume 2) The maximum area of <i>unprotected openings</i> .	The area of <i>unprotected opening</i> is not limited provided: (a) the exterior walls have a interior thermo barrier of 12.7 mm, thick gypsum board of lath, and plaster in good condition, (b) the <i>limiting distance</i> is a minimum 1 m, (c) the entire <i>building</i> has a supervised sprinkler system in conformance with Sentence 3.2.4.9.(2),(Part 3, Division B, Volume 2) and (d) the sprinkler system is connected to the fire department in conformance with Sentence 3.2.4.7.(4). (Part 3, Division B, Volume 2)
<b>11</b>	<b>Construction of Exposing Building Face</b> 3.2.3.7. (Part 3, Division B, Volume 2); 9.10.14.5. and 9.10.15.5. (Part 9, Division B, Volume 2) The <i>exposing building face</i> is required to have a <i>fire resistance rating</i> and/or be of <i>noncombustible construction</i> .	<i>Exposing building face</i> is not required to have a <i>fire resistance rating</i> if the <i>building</i> is fully <i>sprinklered</i> . Also, the <i>exposing building face</i> is not required to be of <i>noncombustible construction</i> if it is protected by an exterior sprinkler system conforming to NFPA 13 and has a thermo barrier as specified in <b>No.9(a)</b> of these compliance tables.
<b>12</b>	<b>Roof Covering Rating</b> 3.1.15.2. (Part 3, Division B, Volume 2) Class A, B or C roof covering in conformance with CAN/ULC-S107 required.	For existing roofs not covered by a Class A, B or C roofing a manually operated deluge system in accordance with NFPA 13 is permitted.

**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

<p><b>13</b></p>	<p><b>Interconnected Floor Space</b>  3.2.8. (Part 3, Division B, Volume 2);  9.10.1.3(6) (Part 9, Division B, Volume 2) Openings that are not protected by shafts or <i>closures</i> shall be protected in conformance with section 3.2. (Part 3, Division B, Volume 2) or Sentence 9.10.1.3(6) (Part 9, Division B, Volume 2)</p>	<p>1. An open stair in <i>buildings</i> of maximum 3 stories in <i>building height</i> need not comply with Subsection 3.2.8. (Part 3, Division B, Volume 2) provided:</p> <ul style="list-style-type: none"> <li>(a) it is not a required exit stair,</li> <li>(b) the <i>building</i> contains a Group C or D occupancy,</li> <li>(c) the <i>building</i> is fully <i>sprinklered</i> with fast response sprinklers,</li> <li>(d) corridors opening into the <i>interconnected floor space</i> are separated from the <i>interconnected floor space</i> by a <i>fire separation</i> with the rating required for the corridor, and</li> <li>(e) <i>smoke detectors</i> are installed in the rooms opening into the <i>interconnected floor space</i>.</li> </ul>
<p><b>14</b></p>	<p><b>Separation of Suites</b>  3.3.1.1. (Part 3, Division B, Volume 2);  9.10.9.13. and 9.10.9.14. (Part 9, Division B, Volume 2), <i>Suites</i> are required to be separated from adjoining <i>suites</i> by 3/4 h or 1 h rated <i>fire separations</i>.</p>	<p>Existing 1/2 h <i>fire separations</i> are acceptable in fully <i>sprinklered buildings</i> not exceeding 5 stories in <i>building height</i>.</p>
<p><b>15</b></p>	<p><b>Corridor Fire Separation</b>  3.3.1.4. (Part 3, Division B, Volume 2);  9.10.9.15. (Part 9, Division B, Volume 2)  <i>Public corridors</i> are required to be separated from the remainder of the <i>building</i> by a <i>fire separation</i> having a <i>fire resistance rating</i> of at least 3/4 h.</p>	<p>Existing corridors with 1/2 h <i>fire resistance ratings</i>, are acceptable in <i>residential occupancies</i> provided the <i>building</i>:</p> <ul style="list-style-type: none"> <li>(a) does not exceed 5 stories in <i>building height</i>, and</li> <li>(b) is fully <i>sprinklered</i> with fast response sprinklers.</li> </ul>
<p><b>16</b></p>	<p><b>Corridor Width</b>  3.3.1.9. and 3.4.3.1. (Part 3, Division B, Volume 2) ; 9.9.3.3. (Part 9, Division B, Volume 2) <i>Public corridors</i> and <i>exit corridors</i> are permitted to have a minimum width of 1100 mm.</p>	<p><i>Public corridors</i> and <i>exit corridors</i> are permitted with a minimum width of 800 mm provided:</p> <ul style="list-style-type: none"> <li>(a) the <i>occupant load</i> of the <i>building</i> is maximum 20 people, and</li> <li>(b) the <i>building</i> does not exceed 3 stories in <i>building height</i>.</li> </ul>
<p><b>17</b></p>	<p><b>Door Swing</b>  3.3.1.11. and 3.4.6.12(Part 3, Division B, Volume 2) ; 9.9.6.5. (Part 9, Division B, Volume 2) Doors required to swing in the direction of <i>exit travel</i>.</p>	<p>2nd egress door from a room is not required to swing in the direction of <i>exit travel</i> provided:</p> <ul style="list-style-type: none"> <li>(a) the <i>building</i> is fully <i>sprinklered</i> and the system is supervised in conformance with Sentence 3.2.4.8.(2), (Part 3, Division B, Volume 2) and</li> <li>(b) the <i>occupant load</i> of the <i>building</i> is maximum 100 people.</li> </ul>
<p><b>18</b></p>	<p><b>Stairs, Ramps, Handrails and Guards</b>  3.3.1.14., 3.3.1.16., 3.3.1.18., 3.4.6.4 to 3.4.6.9 (Part 3, Division B, Volume</p>	<p>Existing conditions that do not comply fully with the requirements are permitted if they do not create a hazardous condition and are</p>

**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

	2); 9.8. (Part 9, Division B, Volume 2)	acceptable to the <i>authority having jurisdiction</i> .
19	<p><b>Transparent Doors and Panels</b>            3.3.1.19. (Part 3, Division B, Volume 2); 9.6.1.4. (Part 9, Division B, Volume 2)            Glass in doors and sidelights <del>are</del> [is] required to be protected by <i>guards</i> and to be safety glass.</p>	Existing glass or transparent panels that do not comply fully with the requirements are permitted if sufficiently discernible or <i>guards</i> are provided in hazardous situations.
20	<p><b>Dead-end Corridors</b>            3.3.1.9.(7) (Part 3, Division B, Volume 2); 9.9.7.3. (Part 9, Division B, Volume 2) Dead-end corridors are permitted to a maximum length of 6 m.</p>	<ol style="list-style-type: none"> <li>Dead-end corridors are permitted to a maximum length of 10 m in Group C occupancies provided:               <ol style="list-style-type: none"> <li>the <i>building</i> is fully <i>sprinklered</i> with fast response sprinklers, and</li> <li><i>smoke detectors</i> are installed in the corridor system.</li> </ol> </li> <li>Dead-end corridors are permitted to a maximum of 15 m in length in Group D, E, F2 and F3 occupancies provided:               <ol style="list-style-type: none"> <li>the <i>building</i> is fully <i>sprinklered</i> with fast response sprinklers, and</li> <li><i>smoke detectors</i> are installed in the corridor system.</li> </ol> </li> </ol>
21	<p><b>Exits</b>            3.4.2.1. (Part 3, Division B, Volume 2); 9.9.8.2. (Part 9, Division B, Volume 2)  <i>Floor areas</i> shall be served by not fewer than 2 <i>exits</i> except as permitted by 3.4.2.1.(2) (Part 3, Division B, Volume 2).</p>	<p><i>Floor areas</i> may be served by a single <i>exit</i> within the limits of 3.4.2.1.(2) (Part 3, Division B, Volume 2) provided:</p> <ol style="list-style-type: none"> <li>the <i>building</i> does not exceed 3 <i>stories</i> in <i>building height</i>,</li> <li>the <i>building</i> is fully <i>sprinklered</i> with fast response sprinklers, and</li> <li>the <i>building</i> contains an approved fire alarm system with <i>smoke detectors</i> located in accordance with Sentence 3.2.4.12 (Part 3, Division B, Volume 2)</li> </ol>
22	<p><b>Reduction of Exit Width</b>            3.4.3.3(2) (Part 3, Division B, Volume 2); 9.9.6.1. (Part 9, Division B, Volume 2) Swinging doors in their swing shall not reduce the effective width of exit stairs and landings to less than 750 mm.</p>	Existing swinging doors in their swing are permitted to reduce the effective width of exit stairs and landings to a minimum of 550 mm provided: <ol style="list-style-type: none"> <li>they serve Group C or D occupancies,</li> <li>the <i>building</i> does not exceed 5 <i>stories</i> in <i>building height</i>, and</li> <li>the <i>building</i> is fully <i>sprinklered</i>.</li> </ol>
23	<p><b>Fire Separation of Exits</b>            3.4.4.1. (Part 3, Division B, Volume 2); 9.9.4. (Part 9, Division B, Volume 2)  <i>Exits</i> are required to be separated from the remainder of the <i>floor area</i> by a <i>fire separation</i> having a fire-resistance rating of not less than 3/4 h.</p>	<ol style="list-style-type: none"> <li>Existing <i>fire separations</i> of ½ h, are acceptable provided the <i>building</i> is fully <i>sprinklered</i> with fast response sprinklers and does not exceed 3 <i>stories</i> in <i>building height</i>.</li> <li><i>Buildings</i> not exceeding 5 <i>stories</i> in <i>building height</i> may have <i>exits</i> that are separated by a 3/4 h <i>fire separation</i> provided the <i>building</i> is fully <i>sprinklered</i>.</li> </ol>

**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

24	<p><b>Exits Through Lobbies</b>                      3.4.4.2. (Part 3, Division B, Volume 2);                      9.9.8.5. (Part 9, Division B, Volume 2)                      Rooms adjacent to the lobby are required to be separated by a <i>fire separation</i>.</p>	<p>Rooms adjacent to the lobby are not required to be separated by a <i>fire separation</i> provided:</p> <ul style="list-style-type: none"> <li>(a) the <i>floor area</i> is <i>sprinklered</i> with fast response sprinklers, and</li> <li>(b) <i>smoke detectors</i> are installed in the adjacent rooms</li> </ul>
25	<p><b>Rooms Opening into an Exit</b>                      3.4.4.4.(7) (Part 3, Division B, Volume 2); 9.9.5.9. (Part 9, Division B, Volume 2) <i>Service rooms</i> and ancillary rooms are not permitted to open directly into an exit.</p>	<p><i>Service rooms</i> and ancillary rooms may open directly into an <i>exit</i> provided:</p> <ul style="list-style-type: none"> <li>(a) the <i>building</i> is fully <i>sprinklered</i>,</li> <li>(b) the room is <i>sprinklered</i> with fast response sprinklers,</li> <li>(c) the door assembly has a <i>fire protection rating</i> of at least 20 min.,</li> <li>(d) the <i>building</i> does not exceed 3 stories in <i>building height</i>, and</li> <li>(e) weatherstripping is installed on the door to prevent the passage of smoke.</li> </ul>
26	<p><b>Illumination of Exit Signs</b>                      3.4.5.1.(3) (Part 3, Division B, Volume 2); 9.9.11.3(3) (Part 9, Division B, Volume 2)                      Exit signs are required to be illuminated continuously while the <i>building</i> is occupied.</p>	<p>In provincial or municipal designated heritage <i>buildings</i> where exit signage may compromise historic appearances, or authenticity of displays, exit signs may be installed to light only on an emergency condition, such as by the fire alarm system or due to power failure.</p>
27	<p><b>Clearance from Exit Doors</b>                      3.4.6.11 (1) (Part 3, Division B, Volume 2); 9.9.6.6. (Part 9, Division B, Volume 2) Stair risers shall not be closer than 300 mm from an <i>exit door</i>.</p>	<p>Except as permitted in Sentences 3.4.6.11(2) or 9.9.6.6(2), existing <i>exit doors</i> shall not extend beyond the first riser.</p>
28	<p><b>Fire Escapes</b>                      3.4.7. (Part 3, Division B) (Volume 2);                      9.9.2.1. (Part 9, Division B, Volume 2)                      Fire escapes are required to conform to Article 3.4.7. (Part 3, Division B, Volume 2).</p>	<p>Existing fire escapes that do not completely conform to Article 3.4.7. are acceptable provided:</p> <ul style="list-style-type: none"> <li>(a) they are acceptable to the <i>authority having jurisdiction</i>, and</li> <li>(b) the <i>building</i> is fully <i>sprinklered</i>.</li> </ul>
29	<p><b>Fire Escape Construction</b>                      3.4.7.2. (Part 3, Division B, Volume 2);                      9.9.2.1. (Part 9, Division B, Volume 2)</p>	<p>Existing <i>combustible</i> fire escapes are permitted if the <i>building</i> is permitted to be of <i>combustible construction</i> by Part 3, (Part 3, Division B, Volume 2) Part 9 (Part 9, Division B, Volume 2) or by these compliance tables.</p>
30	<p><b>Protection of Fire Escapes</b>                      3.4.7.4. (Part 3, Division B, Volume 2);                      9.9.2.1 (Part 9, Division B, Volume 2)                      Openings in the exterior wall adjacent to the fire escape are required to be protected by <i>closures</i>.</p>	<p>Existing openings in the exterior wall adjacent to the fire escape are not required to be protected by <i>closures</i> provided:</p> <ul style="list-style-type: none"> <li>(a) the <i>building</i> is fully <i>sprinklered</i>, and</li> <li>(b) a sprinkler head is located within 1.5 m of the opening required to be protected by Article 3.4.7.4. (Part 3, Division B, Volume 2)</li> </ul>
31	<p><b>Vertical Service Space</b>                      3.6.3.1. (Part 3, Division B, Volume 2)                      Vertical service spaces are required to</p>	<p>Existing <i>vertical service spaces</i> that do not completely conform to the rated <i>fire separation</i> requirements are acceptable</p>

**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

	be separated from the adjacent <i>floor area</i> by a rated <i>fire separation</i> .	provided the <i>building</i> is fully <i>sprinklered</i> .
<b>32</b>	<b>Height and Area of Rooms</b> 3.7.1. (Part 3, Division B, Volume 2); 9.5. (Part 9, Division B, Volume 2) The height and area of rooms are required to comply to minimum dimension requirements.	Existing rooms are not required to comply to the minimum dimension requirements of Subsection <b>3.7.1.</b> (Part 3, Division B, Volume 2) or Section 9.5. (Part 9, Division B, Volume 2).
<b>33</b>	<b>Window Areas</b> <b>9.9.10.1</b> (Part 9, Division B, Volume 2) Windows in <i>dwelling units</i> are required to comply to minimum dimensions.	Existing windows are not required to comply with the minimum dimensions of Article <b>9.9.10.1</b> (Part 9, Division B, Volume 2).
<b>34</b>	<b>Washrooms Required to be Barrier-Free</b> 3.8.2.3.(1) Code Except as permitted by Sentence (2), a washroom in a storey to which a barrier-free path of travel is required in accordance with Article 3.8.2.1., shall be barrier-free in accordance with the appropriate requirements in Articles 3.8.3.8. to 3.8.3.12. Code.	Except in <i>Assembly occupancies</i> and Group D <i>Business and personal services occupancies</i> intended to offer medical or therapeutic services, a barrier free washroom need not be provided in an existing building with a building area less than 120 m <sup>2</sup> .
<b>35</b>	<b>Entrances</b> <b>3.8.2.2.</b> (1) Code (1) In addition to the barrier-free entrances required by Sentence (2), not less than 50% of the pedestrian entrances of a building referred to in Sentence 3.8.1.1.(1) shall be barrier-free and shall lead from a) the outdoors at sidewalk level, or b) [a] ramp that conforms to Article 3.8.3.4. and leads from a sidewalk.	Where an existing building has: (a) a building area less than 120 m <sup>2</sup> , (1292 sq. ft.), and (b) the slope from the entrance level floor at the entrance door to a street or public way is greater than 1 in 10, and (c) no entrance is more than 1 m to the property line, and (d) no alternate access to an entrance from a street or public way is possible; the owner may use a stair with (a) a maximum rise of 150 mm (6"), and (b) a minimum run of 280 mm (11"), and (c) tactile landings, and (d) contrasting colour nosings, and (e)] an unobstructed width of 1 m.
<b>36</b>	<b>Mechanical Systems</b> Part 6 of Code	Existing mechanical systems in <i>buildings</i> are not required to fully comply to the requirements of Parts 6 or 7 provided: (a) it is not an <i>unsafe condition</i> , and (b) it is acceptable to the authority having jurisdiction.

**CITY OF CHARLOTTETOWN – BUILDING CODE BYLAW**

**Schedule E**

**Suites of Residential Occupancies Required to Be Barrier-Free**

**General**

(1) Where a suite of residential occupancy is required by Article 2.1.1.16. to provide barrier free access it shall be served by

- (a) entrances in accordance with Article 3.8.2.2. NBC 2015,
- (b) barrier-free path of travel to, into, and throughout each required suite in accordance with Article 3.8.2.3. NBC,
- (c) an accessible balcony if required in accordance with 3.3.1.7. (1) (c) NBC, and
- (d) barrier free controls for the operation of *building* services or safety devices, including electrical switches, thermostats and intercom switches, shall be accessible to a person in a wheelchair, operable with one hand, and mounted not more than 1 200 mm above the floor and electrical receptacles shall be located between 400 mm and 550 mm above the finished floor, except as required by clause (3)(f) (bathroom).

**Sleeping Area**

(2) Where a suite of residential occupancy is required by Article 2.1.1.16. to provide barrier free access it shall contain at least one sleeping area with

- (a) a minimum floor area 12.25 m<sup>2</sup>,
- (b) a least one horizontal room dimension not less than 3.35 m, and
- (c) at least one closet that provides
  - (i) a minimum clear opening of 900 mm,
  - (ii) clothes hanger rods located at a height of 1 200 mm, and
  - (iii) at least one shelf located at a height of 1 370 mm. 76

**Bathroom**

(3) Where a suite of residential occupancy is required by Article 2.1.1.16. to provide barrier free access, a minimum of one accessible bathroom shall be provided with

- (a) in a bathroom that does not have a bathtub a floor space of not less than 3.7 m<sup>2</sup> with no dimension less than 1 700 mm when the door swings out and 4.0 m<sup>2</sup> with no dimension less than 1 800 mm when the door swings in,
- b) a water closet conforming to Article 3.8.3.13. NBC,
- (c) a lavatory conforming to Article 3.8.3.15. NBC,
- (d) where a shower is provided, it shall conform to Article 3.8.3.16. NBC,
- (e) where a tub is provided, it shall conform to Article 3.8.3.17. NBC, and
- (f) a GFI razor outlet located not more than 1 200 mm above the floor, and

**Kitchen**

(4) Where a suite of residential occupancy is required by Article 2.1.1.16. to provide barrier free access the kitchen shall have

- (a) a minimum 1 200 mm clearance between counters and all opposing base cabinets, counter tops, appliances.
- (b) a minimum of one work surface that is
  - (i) 750 mm wide x 600 mm deep,
  - (ii) 810 mm to 860 mm above the floor,
  - (iii) have a clear floor area 750 mm 1 200 mm which may extend [extend] 480 mm under the work surface,
  - (iv) have a knee space a minimum of 750 mm wide, 480 mm deep, and 680 high, and
  - (v) have a minimum of one electrical receptacle shall be located at the front or side of the work surface.





**CITY OF CHARLOTTETOWN  
BYLAW**

**BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW (2018-09-01 as it pertains to 34 Jardine Street (PID #1053032), Lot 2009-1 Skyline Drive (PID #1034685) and Lot 2002-6 Amanda Drive (PID #939819))", as attached, be read a first time.**

Moved by Councillor \_\_\_\_\_  Greg Rivard

Seconded by Councillor \_\_\_\_\_  Terry MacLeod

Date: September 10, 2018

**BE IT RESOLVED THAT the said Bylaw (2018-09-01) be approved and that it be read a second time at the next Regular Meeting of Council.**

Moved by Councillor \_\_\_\_\_  Greg Rivard

Seconded by Councillor \_\_\_\_\_  Terry MacLeod

Date: September 10, 2018

**WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW (2018-09-01 as it pertains to 34 Jardine Street (PID #1053032), Lot 2009-1 Skyline Drive (PID #1034685) and Lot 2002-6 Amanda Drive (PID #939819))", as attached, was read and approved a first time on Date: September 10, 2018;**

**BE IT RESOLVED THAT the said Bylaw be read a second time.**

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod

Date: October 9, 2018

**BE IT RESOLVED THAT the said Bylaw be approved and adopted.**

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod

Date: October 9, 2018

\_\_\_\_\_  
Mayor/Chairperson  
(signature sealed)

\_\_\_\_\_  
Chief Administrative Officer  
(signature sealed)

**MINISTERIAL APPROVAL**

This Bylaw to Amend the City of Charlottetown Zoning and Development Bylaw is hereby approved.

Dated on this \_\_\_ day of \_\_\_\_\_,

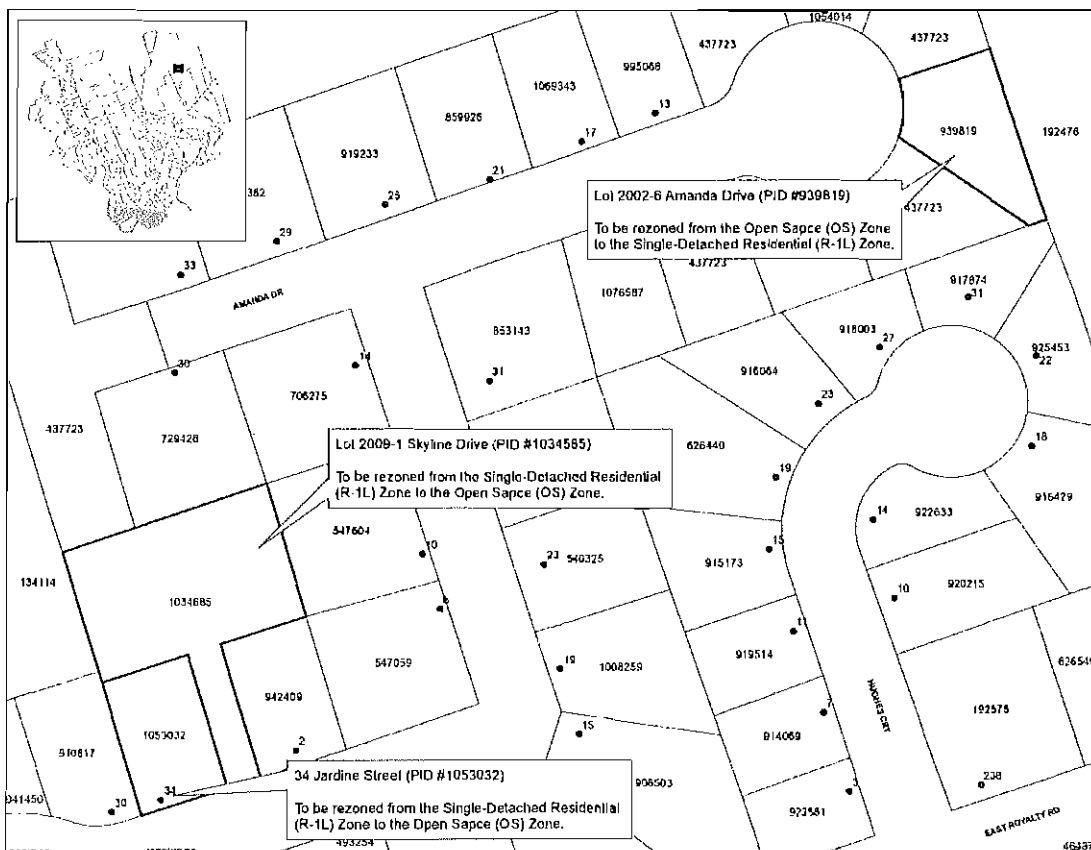
\_\_\_\_\_  
Hon. Richard Brown, Minister of Communities, Land  
and Environment

**BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT  
BYLAW  
AMENDMENT # 2018-09-01**

**Authority**

The Council of the City of Charlottetown under authority vested in it by Section 16 and 19 of the *Planning Act R.S.P.E.I 1988 Cap. P-8* enacts as follows:

1. Amend Appendix “H” – Zoning Map of the Zoning & Development By-law from the Single-Detached Residential (R-1L) Zone to the Open Space (OS) Zone for the property located at 34 Jardine Street (PID #1053032);
2. Amend Appendix “H” – Zoning Map of the Zoning & Development By-law from the Single-Detached Residential (R-1L) Zone to the Open Space (OS) Zone for the property located at Lot 2009-1 Skyline Drive (PID #1034685); and
3. Amend Appendix “H” – Zoning Map of the Zoning & Development By-law from the Open Space (OS) Zone to the Single-Detached Residential (R-1L) Zone for the property located at Lot 2002-6 Amanda Drive (PID #939819).



**Effective Date**

The effective date of this Bylaw is the date as signed by the Minister of Communities, Land and Environment.



**CITY OF CHARLOTTETOWN  
BYLAW**

**BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW (2018-09-02 as it pertains to Zoning & Development By-law - Section 5.2.15 and Section 5.13.3)", as attached, be read a first time.**

Moved by Councillor \_\_\_\_\_  Greg Rivard

Seconded by Councillor \_\_\_\_\_  Terry MacLeod

Date: September 10, 2018

10-0  
10-0

**BE IT RESOLVED THAT the said Bylaw (2018-09-02) be approved and that it be read a second time at the next Regular Meeting of Council.**

Moved by Councillor \_\_\_\_\_  Greg Rivard

Seconded by Councillor \_\_\_\_\_  Terry MacLeod

Date: September 10, 2018

**WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW (2018-09-02 as it pertains to Zoning & Development By-law - Section 5.2.15 and Section 5.13.3)", as attached, was read and approved a first time on September 10, 2018;**

**BE IT RESOLVED THAT the said Bylaw be read a second time.**

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod

Date: October 9, 2018

**BE IT RESOLVED THAT the said Bylaw be approved and adopted.**

Moved by Councillor \_\_\_\_\_ Greg Rivard

Seconded by Councillor \_\_\_\_\_ Terry MacLeod

Date: October 9, 2018

\_\_\_\_\_  
Mayor/Chairperson  
(signature sealed)

\_\_\_\_\_  
Chief Administrative Officer  
(signature sealed)

**MINISTERIAL APPROVAL**

This Bylaw to Amend the City of Charlottetown Zoning and Development Bylaw is hereby approved.

Dated on this \_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Hon. Richard Brown, Minister of Communities, Land  
and Environment

**BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT  
BYLAW  
AMENDMENT # 2018-09-02**

**Authority**

The Council of the City of Charlottetown under authority vested in it by Section 16 and 19 of the *Planning Act R.S.P.E.I 1988 Cap. P-8* enacts as follows:

**Amend Section 5.2.15 and Section 5.13.3 of the Zoning & Development By-law in order to allow additional signage to identify points of access / egress on institutional properties seven (7) acres or larger.**

**Amendments to the Bylaw:**

~~Remove Section 5.2.15: Signs placed at the head of a driveway to identify points of access / egress, up to a maximum Sign Area of 0.5sq.m (5.4sq.ft) and a maximum height of 1.22m (4ft). Signs shall not include any advertising aside from a corporate logo;~~

and replace with:

5.2.15: Signs placed at the head of a driveway to identify points of access / egress, not include any advertising aside from a corporate logo, are permitted on:

- a) Properties in an institutional zone which are 7.0 acres or greater in lot area, provided that:
  - i. The maximum Sign Area is 2.97 sq.m (32 sq.ft);
  - ii. The maximum height is 2.74m (9 ft); and
  - iii. The Sign shall be setback a minimum of 1 m (3.3 ft) from the property line or a building.
- b) Properties in all other zones and in an institutional zone which are less than 7.0 acres in lot area, provided that:
  - i. The maximum Sign Area is 0.5sq.m (5.4sq.ft); and
  - ii. The maximum height is 1.22m (4 ft).
  - iii. The Sign shall be setback a minimum of 1 m (3.3 ft) from the property line or a building.

And in Section 5.13.3:

- Move the Institutional (I) Zone from the category restricting Sign Area shall not exceed 4.65sq.m (50sq.ft) per Sign Face and Signs shall not exceed 3.7m (12.1ft) in height.
- To the category restricting Sign Area shall not exceed 9.29sq.m (100sq.ft) per Sign Face and Signs shall not exceed 6m (19.7ft) in height.

**5.13 FREE STANDING SIGNS**

.3 Free Standing Signs shall be adhere to the following provisions:

Zone	Dimensions	General Provisions
<b>DMS Zone</b> <b>DMUN Zone</b> <b>DC Zone</b> <b>PC Zone</b> <b>WF Zone</b>	Sign Area shall not exceed 2.32sq.m (25sq.ft) per Sign Face. Signs shall not exceed 2.5m (8.2ft) in height.	a. Signs shall have a maximum of two parallel Sign Faces; b. Signs shall not impede pedestrian or vehicular visibility when accessing a lot; c. Signs shall be setback a minimum of 1m (3.3ft) from the property line or a building; d. Signs erected on a corner lot shall be prohibited within the Sight Triangle Area; e. Signs shall have a minimum Clearance of 2.2m (7.2ft) above open areas and 4m (13ft) above a driveway or vehicular traffic area; f. When a Business Premise(s) is located on a corner lot or through lot, one Sign is permitted on two Frontages, provided that the second Sign is 50% of the total Sign Area identified in this table, and there is a minimum distance of 30.1m (99ft) between the Signs; and g. Signs erected in the 500 Lot Area or on a Heritage Resource shall adhere to the Sign design criteria listed in Section 5.20.
<b>C-1 Zone</b> <b>DMU Zone</b> <b>P Zone</b> <b>PZ Zone</b>	Sign Area shall not exceed 3.72sq.m (40sq.ft) per Sign Face. Signs shall not exceed 3.7m (12.1ft) in height.	
<del><b>I Zone</b></del> ( <i>deleted here</i> ) <b>OS Zone</b>	Sign Area shall not exceed 4.65sq.m (50sq.ft) per Sign Face. Signs shall not exceed 3.7m (12.1ft) in height.	
<b>C-2 Zone</b> <b>MUC Zone</b> <b>I Zone</b> ( <i>inserted here</i> )	Sign Area shall not exceed 9.29sq.m (100sq.ft) per Sign Face. Signs shall not exceed 6m (19.7ft) in height.	
<b>C-3 Zone</b>	<b>Shopping Centres:</b> Sign Area shall not exceed 30sq.m (323sq.ft) per Sign Face. Signs shall not exceed 9.75m (32.0ft) in height. <b>Non-Shopping Centres:</b> Sign Area shall not exceed 12.0sq.m (130sq.ft) per Sign Face. Signs shall not exceed 8m (26.2ft) in height.	
<b>A Zone</b> <b>M1 Zone</b> <b>M2 Zone</b> <b>M3 Zone</b>	Sign Area shall not exceed 13.9sq.m (150sq.ft) per Sign Face. Signs shall not exceed 8m (26.2ft) in height.	

**Effective Date**

The effective date of this Bylaw is the date as signed by the Minister of Communities, Land and Environment.

CITY OF CHARLOTTETOWN  
 BUILDING CONSTRUCTION STATISTICS FOR September 2017  
 DOLLAR VALUES

	September	Totals
Residential New	\$ 3,231,000.00	26,104,000.00
Residential Renovations and Additions	385,100.00	2,137,600.00
Industrial-Commercial New	978,000.00	9,391,000.00
Industrial-Commercial Renovations	3,041,676.00	11,669,877.00
Institutional New	0.00	54,000.00
Institutional Renovations	0.00	12,603,243.00
Signage	49,300.00	292,903.00
Other	100,000.00	609,595.00
Agriculture	0.00	0.00
<b>TOTALS</b>	<b>7,785,076.00</b>	<b>62,862,218.00</b>

CITY OF CHARLOTTETOWN  
 BUILDING CONSTRUCTION STATISTICS FOR SEPTEMBER 2018  
 DOLLAR VALUES

	SEP	Totals
Residential New	\$3,597,000.00	\$22,081,850.00
Residential Renovations and Additions	\$114,500.00	\$1,574,600.00
Industrial-Commercial New	\$2,639,720.00	\$32,741,810.00
Industrial-Commercial Renovations	\$430,000.00	\$11,311,400.00
Institutional New	\$0.00	\$2,000,000.00
Institutional Renovations	\$0.00	\$2,167,500.00
Signage	\$7,500.00	\$229,205.00
Other	\$147,000.00	\$1,086,448.42
Agriculture	\$0.00	\$0.00
<b>TOTALS</b>	<b>6,935,720.00</b>	<b>73,192,813.42</b>

CITY OF CHARLOTTETOWN  
 BUILDING CONSTRUCTION STATISTICS FOR 2017  
 BREAKDOWN OF PERMITS ISSUED \*(Not projects)\*

	September	Totals
Single Family Dwellings - New	4	50
Two-Family Dwellings - New	5	11
Multi-Family Dwellings - New	1	5
Residential Renovations and Additions	18	57
Industrial-Commercial New	2	11
Industrial-Commercial Renovations	8	60
Institutional New	0	1
Institutional Renovations	0	13
Signage	2	46
Other	1	92
Agriculture Renovations	0	0
<b>TOTALS</b>	<b>41</b>	<b>346</b>

CITY OF CHARLOTTETOWN  
 BUILDING CONSTRUCTION STATISTICS FOR SEPTEMBER 2018  
 BREAKDOWN OF PERMITS ISSUED \*(Not projects)\*

	SEP	Totals
Single Family Dwellings - New	9	40
Two-Family Dwellings - New	0	9
Multi-Family Dwellings - New	2	8
Residential Renovations and Additions	8	59
Industrial-Commercial New	4	21
Industrial-Commercial Renovations	7	57
Institutional New	0	2
Institutional Renovations	0	4
Signage	5	53
Other	6	74
Agriculture Renovations	0	0
<b>TOTALS</b>	<b>41</b>	<b>327</b>

FILE #	PID #	PERMIT #	APPLICATION DATE	APPROVAL	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
18-012	346619	173-BLD-18	2-May-18	5-Sep-18	228 Hillsborough Street	Renovations to existing 6 Unit apartment building	Melody McInnis	26-Sep-18
18-226	1095389	356-BLD-18	6-Aug-18	5-Sep-18	56 MacLeod Court	Fitup of commercial space	Craftsman Construction	26-Sep-18
18-399	344200	380-BLD-18	16-Aug-18	5-Sep-18	151 Kent Street	Removal of interior walls and internal fixtures	William Chandler	26-Sep-18
18-433	369017	367-BLD-18	9-Aug-18	6-Sep-18	10 Young Street	Moving 21 X 23 Garage to 106 Norwood Road	Timothy Myers	27-Sep-18
18-434	559708	368-BLD-18	9-Aug-18	6-Sep-18	106 Norwood Road	Demolish existing Garage	Timothy Myers	27-Sep-18
18-486	368134	411-BLD-18	5-Sep-18	5-Sep-18	428 Queen Street	Demolition of home	Kelley MacQueen	26-Sep-18
18-477	349142	402-BLD-18	29-Aug-18	6-Sep-18	10 York Lane	18 X 14 Addition to back of home	Stephen & Kelly Cogswell	27-Sep-18
18-448	38694	Parent 376-BLD-18	15-Aug-18	7-Sep-18	150 Royalty Road (Lot 537)	New Single Family Dwelling	New Homes Plus	28-Sep-18
17-044B	534115	561-bld-17	6-Sep-18	6-Sep-18	60 Riverside Drive	Occupanc Permit - Interior fitup (rental clinic)	Transportation, Infrastructure and Energy	27-Sep-18
FILE	APPLICATION DATE	APPROVAL DATE	MAILED OUT	PROPERTY	PID#	DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
2018-025	30-Aug-18	4-Sep-18	4-Sep-18	Lot 18-1 MacL	684514	Subdivision of property	Leroy MacLeod	25-Sep-18
FILE #	PID #	PERMIT #	APPLICATION DATE	APPROVAL	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
18-146	861294	387-BLD-18	21-Aug-18	10-Sep-18	25 Fourth Street	Construct Demising wall	WM&M 1993 Ltd	1-Oct-18
18-374A	388272	407-BLD-18	31-Aug-18	5-Sep-18	21 John Yeo Drive (Unit 5)	Interior fitup for office space (Unit 5)	APM Commercial	26-Sep-18
18-374B	388272	408-BLD-18	31-Aug-18	5-Sep-18	21 John Yeo Drive (Unit 2)	Interior fitup for office space (Unit 2)	APM Commercial	26-Sep-18
18-396	part of 388629	332-BLD-18	20-Jul-18	6-Sep-18	42-48 Endenis Lane (Lot 2017-6)	New 4 unit townhouse	VY Build Inc	27-Sep-18
18-398	658526	379-VAR-18	16-Aug-18	10-Sep-18	30 Norwood Road	Minor Variance - Increase height requirement	William Chandler	1-Oct-18
18-406	1 of 1094962	343-BLD-18	26-Jul-18	11-Sep-18	182 Essex Crescent	New Single Family Dwelling	Ryan & Jessica Shanahan	2-Oct-18
18-407	903625	344-BLD-18	26-Jul-18	7-Sep-18	249 Brackley Point Road	16x24 addition to back of building	Firstonsite	28-Sep-18
18-422	784033	355-BLD-18	3-Aug-18	11-Sep-18	1 Garfield Street	Moving interior walls	Brad Campbell	2-Oct-18
18-443			6-Aug-18	10-Sep-18	Z & D ByLaw Amendments	Amendment - allow additional signage	City of Charlottetown	1-Oct-18
18-447	1048404	375-BLD-18	14-Aug-18	11-Sep-18	79 Gardiner Drive	10' X 20' Addition to driveway	David Beaton	2-Oct-18
18-452	335315	378-BLD-18	16-Aug-18	10-Sep-18	20 Great George Street	Installation of elevating lift	Brighton Construction	1-Oct-18
18-461	1076686	383-BLD-18	20-Aug-18	14-Sep-18	54-56-58-60 Michelle Crescent	New 4 unit townhouse	Mark McQuaid	5-Oct-18
18-472	340554	398-BLD-18	27-Aug-18	10-Sep-18	33 Hensley Street	Window replacement	Ka Bik Rose Lam	1-Oct-18
18-474	193110	400-BLD-18	24-Aug-18	10-Sep-18	14 Hartz Road	New Single Family Dwelling	Scott Glosson	1-Oct-18
18-478	361378	403-BLD-18	29-Aug-18	11-Sep-18	58 Douglas Street	New Single family home	Bill Zhang	2-Oct-18
18-501	373084	423-BLD-18	13-Sep-18	14-Sep-18	480 University Avenue	13' X 4' Facia Sign	Barb MacLeod	5-Oct-18
17-114	340927	084-bld-17	10-Sep-18	10-Sep-18	267 Richmond Street	Occupancy permit - residential apartments	Steve Godkin	1-Oct-18
FILE #	PID#	PERMIT #	APPLICATION DATE	APPROVAL DATE	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL

18-398	658526	379-VAR-18	16-Aug-18	10-Sep-18	30 Norwood Road	Minor Variance - Increase height requirement	William Chandler	1-Oct-18
18-400	685, 939819	338-REZ-18	24-Jul-18	10-Sep-18	34 Jardine St, Lot 2009-1 Skyline Dr, Lot 2002-6 Amanda Dr	Rezoning of three properties as identified	City of Charlottetown	1-Oct-18
18-426	1073634	359-BLD-18	7-Aug-18	10-Sep-18	137 Belgrave Drive	REJECTED BY COUNCIL - Site specific amendment to allow oversized building	Bill Watters	1-Oct-18
18-443			6-Aug-18	10-Sep-18	Zoning & Development ByLaw Amendments	Amendment - allow additional signage	City of Charlottetown	1-Oct-18
18-084B	335992		31-Jul-18	10-Sep-18	15 Hillsborough Street	REJECTED BY COUNCIL -Bylaw amendment to delist property from Appendix A of Z&D	Ray Campbell	1-Oct-18
<b>FILE #</b>	<b>PID #</b>	<b>PERMIT #</b>	<b>APPLICATION DATE</b>	<b>APPROVAL DATE</b>	<b>PROPERTY LOCATION</b>	<b>WORK DESCRIPTION</b>	<b>NAME</b>	<b>DEADLINE TO MAKE AN APPEAL</b>
18-412	339051	349-BLD-18	31-Jul-18	21-Sep-18	97 Queen Street	12x12 pressure treated patio on roof top	Josh Warren	12-Oct-18
18-427	1088368	425-BLD-18	14-Sep-18	17-Sep-18	8 Stan MacPherson Way	Phase 1 - Site Preparation	David Lopes	8-Oct-18
18-475	1094952	401-BLD-18	27-Aug-18	19-Sep-18	190 Essex Crescent (Lot# 103)	New Single Family Dwelling	Roy Mutch Construction Inc	10-Oct-18
18-482	773275	409-BLD-18	31-Aug-18	21-Sep-18	9 Carr Court	Change of Use to 3 Bedroom B&B	Jiayi Dai (Diana)	12-Oct-18
18-491	857441	413-BLD-18	10-Sep-18	17-Sep-18	7 Long Boat Drive (Lot 78)	Single family dwelling	PEI Home & RV Centre	8-Oct-18
18-495	1034909	416-BLD-18	11-Sep-18	19-Sep-18	70 Nicholas Lane	5 Unit Commercial Warehouse	Paramount Construction Ltd	10-Oct-18
18-503	728394	426-BLD-18	13-Sep-18	21-Sep-18	1 Mariner Drive	8 X 12 Entry to mini-home	Gerry Hickey	12-Oct-18
18-504	ROW	428-BLD-18	17-Sep-18	17-Sep-18	Various location	PEI Marathon event signs at designated spots	PEI Marathon	8-Oct-18
18-509	274191	435-BLD-18	18-Sep-18	20-Sep-18	37 St Peters Road	35"X150" fascia/vinyl (election banner)	Philip Brown	11-Oct-18
<b>FILE</b>	<b>APPLICATION DATE</b>	<b>APPROVAL DATE</b>	<b>MAILED OUT</b>	<b>PROPERTY DATE</b>	<b>PID#</b>	<b>DESCRIPTION</b>	<b>NAME</b>	<b>DEADLINE TO MAKE AN APPEAL</b>
2017-026	22-Jun-17	14-Sep	17-Sep	3 Walker Drive	452920, 524017	Lot consolidation	Sobeys Capital Inc.	5-Oct-18
<b>FILE #</b>	<b>PID #</b>	<b>PERMIT #</b>	<b>APPLICATION DATE</b>	<b>APPROVAL DATE</b>	<b>PROPERTY LOCATION</b>	<b>WORK DESCRIPTION</b>	<b>NAME</b>	<b>DEADLINE TO MAKE AN APPEAL</b>
18-305	385583	450-BLD-18	27-Sep-18	28-Sep-18	154 St Peters Road	New 14 X 12 Facia signage	Priority Permits Ltd	19-Oct-18
18-305	385583	451-BLD-18	27-Sep-18	28-Sep-18	154 St Peters Road	Reface of existing freestanding Sign	Priority Permits Ltd	19-Oct-18
18-324	1097005	377-BLD-18	15-Aug-18	26-Sep-18	96 Sherwood Road	Phase 2 - Building shell and systems	APM Commercial	17-Oct-18
18-460	88694 Parent	382-BLD-18	20-Aug-18	24-Sep-18	134 Royalty Road (Lot# 326)	New Single Family Dwelling	New Homes Plus	15-Oct-18
18-464	46164 parent	386-BLD-18	21-Aug-18	25-Sep-18	20 Alice Avenue (Lot# 110)	New Single Family Dwelling	Matt Carter	16-Oct-18
18-492	360149	414-BLD-18	10-Sep-18	28-Sep-18	7 Waithen Drive	Remove and replace existing fire escape	Jordan Davies	19-Oct-18
18-493	706119	415-BLD-18	10-Sep-18	28-Sep-18	433 Lower Malpeque Road	single family dwelling	David Feener	19-Oct-18
18-502	373969	424-BLD-18	13-Sep-18	28-Sep-18	62 Skyview Drive	16 X 24 Utility building	Gerry Hickey	19-Oct-18
18-507	354001	433-BLD-18	18-Sep-18	25-Sep-18	37 Villa Avenue	20 X 24 Deck	Nancy Pierce	16-Oct-18
18-513	361626	441-BLD-18	21-Sep-18	25-Sep-18	40 Passmore Street	moving 16' X 9' Shed onto property	John Drinkwater	16-Oct-18
18-522	344671	445-BLD-18	26-Sep-18	26-Sep-18	19 Ole King Square	Replacement of windows, roof and patio doors	Devin Bruce	17-Oct-18



FILE	373126	471-bld-17	27-Sep-18	27-Sep-18	27-Sep-18	550 University Avenue	Occupancy Permit Renovation of Dalton Hall	UPEI (Jackie MacPhail)	18-Oct-18
	APPLICATI ON DATE	APPROVAL DATE	MAILED OUT	PROPERTY	PID#	DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL	
2018-015	22-May-18	24-Aug-18	24-Sep-18	Extension of	480491	Subdivision of property into 19 lots	Parker Built Homes	14-Sep-18	
2018-027	25-Sep-18	25-Sep-18	25-Sep-18	MacWilliams	192161	Lot Consolidation	PEI Infrastructure Inc.	16-Oct-18	



**HUMAN RESOURCES, COMMUNICATIONS  
AND ADMINISTRATION COMMITTEE  
REPORT TO COUNCIL  
October 9, 2018**

The Human Resources, Communications and Administration Committee last met on September 24, 2018. The minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

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Councillor Terry MacLeod, Chair

**Human Resources, Communications & Administration Committee  
Monday, September 24, 2018  
11:00 AM– Sherwood Room**

**Present:** Councillor Terry MacLeod, Chair                      Bethany Kauzlarick, HRC  
Deputy Mayor Mike Duffy, Vice-Chair                      Jennifer Gavin, CO  
Peter Kelly, CAO    Lorenda MacEachern, HREA

**Absent:** Councillor Bob Doiron, Member

**1) Call to Order**

Councillor Terry MacLeod, called the meeting to order at 11:05 AM.

**2) Declarations of conflict of interest**

There were no conflicts of interest declared.

**3) Approval of Agenda**

The agenda was approved as circulated.

**4) Adoption of Minutes**

The minutes from August 28<sup>th</sup>, 2018 were approved as circulated.

**5) Business arising from Minutes**

There was no business arising from the minutes.

**6) Reports:**

**(a) Communications Update**

Jennifer Gavin, CO provided an update. Communications staff continue to be busy with media requests. A film crew is currently in Charlottetown for an upcoming series about Cavendish. There is a signed location agreement for filming to take place in Victoria Park on Tuesday, September 25<sup>th</sup>, 2018. A traffic advisory is in place advising motorists and pedestrians of the filming, as well as an off duty Police officer to assist with the road closure.

**(b) Human Resources – Report No: HR092420180S-HR Updates-  
Attachment OHS Report:**

Bethany Kauzlarick, HRC presented the report. The OHS activity report was attached. The OH&S Officer continues weekly orientations for new staff as well as rehires and continues to work with all departments to ensure safety training is complete.

**7) Introduction of New Business**

There was no new business.

**8) Motion to move into closed session**

Motion to move into closed session (11:15 AM), as per Section 119 (1) sub-sections (d) of the PEI Municipal Government Act was moved by Deputy Mayor Mike Duffy and seconded by Councillor Terry MacLeod.

**9) Adjournment of Public Session**

Motion to adjourn was moved by Councillor Terry MacLeod and seconded by Deputy Mayor Duffy. Public session of meeting adjourned at 11:45 AM.

DATA



City of  
Charlottetown

Report No: HR09242018OS  
Open Session

Date: September 24, 2018

Directed to: Human Resources, Communication  
and Administration Committee

Attachments:  
  
OHS Report

Department: Human Resources

Prepared by: Bethany Kauzlarick, Acting  
HRM

Subject: HR Updates

**RECOMMENDATION:**

Recent general HR activities – For information only.

**OCCUPATIONAL HEALTH AND SAFETY**

Occupational Health and Safety activity attached.

The City's OH&S Officer continues weekly employee orientations for rehires and new staff, and continues to work with all departments to ensure safety training is complete.

Respectfully,

Bethany Kauzlarick, Acting HRM

**Reviewed By:**

<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Deputy CAO	<input type="checkbox"/> Mgr	<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**RECOMMENDATIONS/ACTIONS:**

OCCUPATIONAL HEALTH AND SAFETY

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Orientation Employee	3	0	0	81	133	67	12	0	0	0	0	0	296
Orientation Contractor	1	0	0	1	0	2	0	2	0	0	0	0	6
Recordable Incidents	9	13	8	4	10	13	4	9	0	0	0	0	70
No Lost Time Incidents	8	12	8	4	9	8	3	6	0	0	0	0	58
Lost Time Incidents	1	1	0	0	1	5	1	3	0	0	0	0	12
OH&S Inspection Reports	0	0	1	0	0	0	0	2	0	0	0	0	3
OH&S Orders	0	0	0	0	0	0	0	0	0	0	0	0	0
OH&S Stop Work Orders	0	0	0	0	0	0	0	1	0	0	0	0	1

Safety Training	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Extinguisher Training	0	0	0	0	0	0	0	0	0	0	0	0	0
First Aid	0	0	0	0	0	0	19	7	0	0	0	0	26
Automatic External Defibrillator	0	0	0	0	0	0	0	7	0	0	0	0	26
Fall Protection Training	0	0	0	0	0	0	0	0	0	0	0	0	0
WHMIS 2015 Training	0	0	7	0	0	0	0	0	0	0	0	0	7
JOHNS Committee Training	0	0	0	0	0	0	0	0	0	0	0	0	0
Silica Hazards & Controls Training	0	0	0	0	0	0	0	24	0	0	0	0	24
Traffic Control Person	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Control Manager	0	0	0	0	5	0	0	0	0	0	0	0	5
Hot Work Training	0	0	0	0	0	0	0	0	0	0	0	0	0
Lock Out Tag Out Training	3	0	0	81	133	67	12	0	0	0	0	0	296
Confined Space Retrieval Train	0	0	0	0	0	0	0	0	0	0	0	0	0
Power Line Hazards Training	0	0	0	0	0	0	0	0	0	0	0	0	0
PIR Risk Management Training	0	0	0	0	0	0	0	0	0	0	0	0	0
Slips Trips & Falls	0	0	0	0	0	0	0	0	0	0	0	0	0

- 1 Lost Time Incident  
Injury  
1st Day Missed  
1st Day Back To Work  
62-2018  
Lower Back  
August 2 2018  
August 7 2018, Worker missed 3 Days
  - 2 Lost Time Incident  
Injury  
1st Day Missed  
1st Day Back To Work  
67-2018  
Head  
August 9 2018  
August 23 2018 Worker missed 6 Days
  - 3 Lost Time Incident  
Injury  
1st Day Missed  
1st Day Back To Work  
68-2018  
Ankle  
August 22 2018  
September 18 2018 Worker missed 19 Days
  - 4 Lost Time Incident  
Injury  
1st Day Missed  
1st Day Back To Work
  - 5 Lost Time Incident  
Injury  
1st Day Missed  
1st Day Back To Work
- OH&S Inspection Reports  
Please see attached.



**INTERGOVERNMENTAL AFFAIRS & EVENT ATTRACTION COMMITTEE  
REPORT TO COUNCIL  
OCTOBER 9, 2018**

The Intergovernmental Affairs & Event Attraction Committee met October 2<sup>nd</sup> and the open draft minutes are included in your package.

There is 1 resolution for your consideration.

Respectfully submitted,

Mayor Clifford Lee, Chair

**Intergovernmental Affairs & Event Attraction  
Committee Meeting  
Tuesday, October 2, 2018  
12:15 PM - Parkdale Room**

**Present:** Mayor Clifford Lee, Chair  
Peter Kelly (CAO)  
Karen Lavers (ESM&C)

Councillor Kevin Ramsay  
Wayne Long (EDO)  
Jill Stewart (AAM&C)

**Regrets:** Councillor Bob Doiron

**1. Call to Order**

Chair Mayor Lee called the meeting to order at 12:15pm

**2. Declarations of conflict of interest**

There were no conflicts of interest declared.

**3. Approval of Agenda**

The agenda was approved as circulated.

**4. Adoption of Minutes**

The minutes from the July 26, 2018 meeting were included in the meeting package. It was moved by Councillor Kevin Ramsay and seconded by Mayor Clifford Lee that the minutes be approved. Carried.

**5. Business arising from Minutes**

There was no business arising from the minutes.

**6. Introduction of New Business**

There was no new business.

**7. Updates**

**a. Municipal Twinning Partnerships –**

Wayne Long (EDO) provided an overview of two proposed Municipal Twinning Partnerships that he has been working on in conjunction with Mayor Lee over the past few months. The proposed partnerships are with the Town of Shediac, New Brunswick and Town of Forest City, North Carolina. The Committee reviewed the proposed Municipal Twinning



Protocols as presented by the EDO, and after a short discussion agreed to endorse and forward a Resolution on to Council.

**b. Event Bidding**

Wayne Long (EDO) provided an overview on signature event bidding which was in follow-up to a bid previously endorsed by the Committee. If successful, the EDO will bring the resulting hosting contract forward to the Committee for consideration and endorsement, and then on to Council by way of a Resolution.

**8. Adjournment of Public Session**



# CITY OF CHARLOTTETOWN

## RESOLUTION

**Intergovernmental  
Affairs & Event  
Attractions #1**

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Date: October 9, 2018

Moved by Councillor \_\_\_\_\_ Kevin Ramsay

Seconded by Mayor \_\_\_\_\_ Clifford Lee

### RESOLVED:

That the City of Charlottetown enter into Municipal Twinning Protocols (as attached) with the Town of Shediac, New Brunswick and Town of Forest City, North Carolina.

The implementation of these Municipal Twinning Protocols will not represent an increase to the City's Annual Budget.

And that the Mayor and CAO are hereby authorized to execute the Protocols to implement this resolution.

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**MUNICIPAL TWINNING PROTOCOL**

BETWEEN

**THE CITY OF CHARLOTTETOWN  
PRINCE EDWARD ISLAND  
CANADA**

AND

**TOWN OF SHEDIAC**  
**NEW BRUNSWICK**  
**CANADA**

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## INTRODUCTION

The Municipal Twinning Protocol will serve as a broad-based, long-term relationship-partnership between the City of Charlottetown and the Town of Shediac. Both the City of Charlottetown and the Town of Shediac are respectful of, and committed to, the Municipal Twinning Protocol and have a common desire to cooperate closely on the foundations that bind the two municipalities.

**Convinced** of the need for cooperation between the two municipalities;  
**Aware** of the uniqueness each municipality possesses and the mutual benefits a municipal twinning will offer;  
**Given** that the two cities are committed fully to a municipal twinning;

## COMMITMENTS

The City of Charlottetown and the Town of Shediac hereby agree as follows:

### Article 1

The municipalities will work together to raise awareness of their Municipal Twinning among residents in both municipalities by working collaboratively.

### Article 2

The municipalities will work together on joint cultural, heritage, tourism, beautification, event and economic initiatives and projects that will advance the relations between the municipalities.

### Article 3

The municipalities will work together on various best practices to produce optimal and positive results for each municipality.

### Article 4

Implementation of the Municipal Twinning Protocol will be the responsibility of the Mayor's Offices of the City of Charlottetown and the Town of Shediac.

### Article 5

The Municipal Twinning Protocol will take effect on the day of signing by both municipalities. Each party may terminate the Municipal Twinning Protocol by providing written notice thereof to the other party. The Municipal Twinning Protocol is not intended to create legal obligations under municipal, provincial, or federal laws.

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The Mayor of the City of Charlottetown, Mr. Clifford Lee, and the Deputy Mayor of the Town of Shediac, Ms. Patricia Bourque-Chevarie, hereby agree to enter into a Municipal Twinning Protocol.

**Signed this 15th day of October, 2018**

For the City of Charlottetown

For the Town of Shediac

Clifford Lee,  
Mayor of Charlottetown

Patricia Bourque-Chevarie,  
Deputy Mayor of Shediac

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**MUNICIPAL TWINNING PROTOCOL**

BETWEEN

**THE CITY OF CHARLOTTETOWN  
PRINCE EDWARD ISLAND  
CANADA**

AND

**TOWN OF FOREST CITY**  
**NORTH CAROLINA**  
**UNITED STATES OF AMERICA**

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## INTRODUCTION

The Municipal Twinning Protocol will serve as a broad-based, long-term international relationship-partnership between the City of Charlottetown and the Town of Forest City. Both the City of Charlottetown and the Town of Forest City are respectful of, and committed to, the Municipal Twinning Protocol and have a common desire to cooperate closely on the foundations that bind the two municipalities.

**Convinced** of the need for cooperation between the two municipalities;  
**Aware** of the uniqueness each municipality possesses and the mutual benefits a municipal twinning will offer;  
**Given** that the two cities are committed fully to a municipal twinning;

## COMMITMENTS

The City of Charlottetown and the Town of Forest City hereby agree as follows:

### Article 1

The municipalities will work together to raise awareness of their Municipal Twinning among residents in both municipalities by working collaboratively.

### Article 2

The municipalities will work together on joint cultural, heritage, tourism, beautification, event and economic initiatives and projects that will advance the relations between the municipalities.

### Article 3

The municipalities will work together on various best practices to produce optimal and positive results for each municipality.

### Article 4

Implementation of the Municipal Twinning Protocol will be the responsibility of the Mayor's Offices of the City of Charlottetown and the Town of Forest City.

### Article 5

The Municipal Twinning Protocol will take effect on the day of signing by both municipalities. Each party may terminate the Municipal Twinning Protocol by providing written notice thereof to the other party. The Municipal Twinning Protocol is not intended to create legal obligations under municipal, provincial, state or federal laws.

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The Mayor of the City of Charlottetown, Mr. Clifford Lee, and the Mayor of the Town of Forest City, Mr. Steve Holland, hereby agree to enter into a Municipal Twinning Protocol.

**Signed this 15th day of October, 2018**

For the City of Charlottetown

For the Town of Forest City

Clifford Lee,  
Mayor of Charlottetown

Steve Holland,  
Mayor of Forest City

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**PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE  
REPORT TO COUNCIL  
October 9<sup>th</sup>, 2018**

The Parks, Recreation and Leisure Activities Committee met on October 1<sup>st</sup>, and those DRAFT minutes are included in your package.

There is one resolution from our department.

The Volunteer of the Month for October is Nicole Cheverie. Nicole is a volunteer with the Charlottetown Tigers Basketball Association.

Respectfully submitted,

Councillor Mitchell Tweel, Chair

**PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE**  
**Monday, October 1<sup>st</sup>, 2018**  
**12:00 PM – Sherwood Room, City Hall**

**Present:**      **Councillor Mitchell Tweel, Chair**  
                  **Councillor Terry Bernard**  
                  **Peter Kelly, CAO**  
                  **Jackie McKinnon AA (Note Taker)**

**Councillor Melissa Hilton**  
**Frank Quinn, PRM**  
**Nancy McMinn, PS**

**Regrets:**      **Scott Messervey, Deputy CAO**

**1. CALL TO ORDER**

The meeting was called to order at 12:15PM by Chair Mitchell Tweel.

**2. DECLARATIONS OF CONFLICT OF INTEREST**

No declarations of conflict.

**3. APPROVAL OF AGENDA**

The agenda was approved as circulated.

**4. ADOPTION OF MINUTES (August 6<sup>th</sup>, 2018)**

It was Moved by Councillor Hilton and Seconded by Councillor Bernard that the minutes of August 6<sup>th</sup>, 2018 were be approved as circulated.

**5. BUSINESS ARISING FROM THE MINUTES**

Councillor Hilton asked if there was anything further to report on the Beach Volleyball. The PRM did not have anything to report at this time, however, he indicated that he would do some research the and report back to the committee. Chair Tweel also wanted it noted that he too was approached by a resident on this matter and would like more information.

**6. REPORTS:**

**a. Playground Equipment & Installation Schedule – Update**

The PRM provided an overview of the playground installation schedule (included) and noting that everything is on schedule.

**b. Resolution – Memorial Ball Field Light Replacement**

The PRM reported that three submissions were received in the recently advertised tender for this project. The bids were higher than the initial estimate for this project due to the increase in lighting costs.

Council approved \$100,000 under the 2018 Capital Budget for the Memorial Field Light Replacement and further, the PRM noted that there are sufficient funds within the 2018 Parks and Recreation Capital Budget (savings within various Capital projects) to cover the project. The PRM reviewed the projects where the funds would be allocated from.

A discussion was held on the lighting options (HALIDE vs. LED) and it was agreed to accept the recommendation of Richardson Associates to proceed with the HALIDE option as it would take 22 years to recoup the additional cost of \$63,000 to install the LED lights, further it anticipated that the life of the poles will expire within 25 -28 years and at that time, the lights would then possibly have to be replaced as well.

Moved and seconded that the resolution be accepted and forwarded to City Council for approval with the backgrounder as noted.

**c. Verbal Update on Tender - East Royalty Soccer Complex Parking Lot Extension**

The PRM noted that this tender is closing on Friday, October 5<sup>th</sup>, 2018. The bid submissions will be reviewed, and if an acceptable bid is received, a resolution will be brought forward to Council Meeting on October 9<sup>th</sup>. This information will be sent out to PRLA & Finance Committee prior to council.

On the topic of the East Royalty Complex, a discussion was held on the clean fill being brought to the Landfill Site. Councillor Bernard mentioned that he would like to see these trucks travelling through the neighborhoods for a minimum period of time as possible and further, that they be restricted to hours when children are in school. Nancy will follow up with contractor regarding their dumping schedule.

**d. 2018 Capital Project Update - Verbal:**

The PRM gave a brief verbal update on some of the capital projects to date:

- Simmons Arena – Sandblasting & Painting Beams - completed.
- Simmons/CBA Mechanical Refrigeration Upgrades - completed
- East Royalty Remediation – Tender closing Friday for Parking Lot
- Memorial Field Light Replacement – resolution being brought to Council October 9<sup>th</sup> for consideration
- Memorial Field Backstop - completed
- Playground Equipment – on schedule
- VP Batting cage – going out to a call for quotes
- QE Park Tennis Court – underway and will be completed within 1-2weeks
- Hillsborough Park Tennis Courts awarded and awaiting for contractor to start
- VP Tennis Court Resurfacing – underway and if weather permits, it is hoped to be completed this fall
- VP Tennis Clubhouse – Exterior Access to washrooms – design plan is completed and it is hoped to have work completed this fall
- Andrew’s Pond Trail Development – working with land owner and plan to build trail this fall
- Pharmacy Boardwalk Replacement - completed
- Victoria Park Plan – Dock systems purchased, upgrades to drainage system and pathway at playground
- Hermitage Square Development – list of planned development underway

**6. MOTION TO MOVE INTO CLOSED:**

Moved by Chair Tweel and Seconded by Councillor Hilton to go into closed session at , as per section 119 (1) sub-section (e) of the Prince Edward Island Municipal Government Act. Motion Carried.

**7. MOVED BACK INTO OPEN SESSION AT 1:35PM**

**8. INTRODUCTION OF NEW BUSINESS:**

There was no new business to report.

**10. MOTION TO ADJOURN**

Moved by Chair Tweel and Seconded by Councillor Hilton that the meeting be adjourned a 1:35PM. Motion Carried.

The meeting adjourned at approximately

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Chair: Councillor Mitchell Tweel

DRAFT

# Charlottetown Parks and Recreation Department

## 2018 Playground Equipment Proposed Installation Schedule

Updated September 28, 2018

PARK	Playground Equipment	Stage and Scope of Work	Proposed	
			Order of Install	Installation Dates
Rosedale Park	climber	retrofit climber, site prep and install <b>(completed)</b>	1	May 7 - June 1
Windsor Park	medium structure	retrofit, site prep & install <b>(completed)</b>	2	May 7 - June 8
Centennial Park	independent accessible piece	new piece to existing structure, site prep, install <b>(completed)</b>	3	June 11 - 20
"Bomber" Callaghan Park	8 foot 2 bay swing set	replacement, remove old, build swing, site prep, install <b>(completed)</b>	4	Jun 21 - July 10
"Bomber" Callaghan Park	independent piece	replacement, remove old, teeter totter, site prep, intall <b>(completed)</b>	4	Jun 21 - July 10
"Bomber" Callaghan Park		relocate an existing independent piece, site prep, install <b>(completed)</b>	4	Jun 21 - July 10
Mulberry Park	medium structure	new, structure is being built, site prep (done), install <b>(completed)</b>	5	Aug 8 - 24
Desbrisay Park	8 foot 2 bay swing set	replacement, remove old, swing to be built, site prep, install <b>(completed)</b>	6	Aug 27 - Sept 14
Desbrisay Park	independent piece	replacement, remove old, teeter totter to built, site prep, intall <b>(completed)</b>	6	Aug 27 - Sept 14
J. Frank McAulay Park	8 foot 2 bay swing set	replacement, remove old (done), swing, site prep in progress, install	7	Sept 21 - Oct 12
J. Frank McAulay Park	medium structure	replacement, structure is being built, site prep in progress, install	7	Sept 21 - Oct 12
Malcolm Darrah Park	medium structure	replacement, structure is built, site prep, install	8	Sept 21 - Oct 12
Southview Park	8 foot 2 bay swing set	replacement, remove old, build swing, site prep, install <b>(completed)</b>	9	July 23 - Aug 10
Southview Park	independent piece	replacement, remove old, teeter totter, site prep, intall <b>(completed)</b>	9	July 23 - Aug 10
Skyview Park	independent piece	replacement, remove old, teeter totter to built, site prep, intall	10	Oct 1 - 19
George Smith	multi surface pad/b-ball net	replace old pad and basketball upright		by Oct 12
Windsor Park	multi surface pad/b-ball net	new, construct pad and add basketball uprights		by Oct 12

**NOTES:**

- 1) The new playground equipment has all arrived. Staff are working through the list of installs for 2018.
- 2) The Parks Management approach is similar to last year with two teams working on installs. The lead playground inspector will coordinate all installs.
- 3) The proposed installation schedule is weather dependent. It can be impacted by when equipment arrives & when a contractor is available to do ground work.
- 4) Staff anticipates competing all installs by October 19, 2018



# CITY OF CHARLOTTETOWN

## RESOLUTION

Parks and Recreation #1

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Date: October 9, 2018

Moved by Councillor \_\_\_\_\_ Mitchell Tweel

Seconded by Councillor \_\_\_\_\_ Melissa Hilton

### RESOLVED:

**That, as per the recently advertised tender for the “2018 Memorial Ball Field Light Replacement”, the City of Charlottetown accepts the bid of \$204,700.00 (HST included) from Hansen Electric Ltd. for this project.**

**And that the amount from Richardson Associated for project management and professional fees for \$4,025 (HST included) be accepted.**

**And that this amount will be expensed to the 2018 Parks and Recreation Capital Budget,**

**And further, that the Mayor and CAO are hereby authorized to execute standard contracts/agreements to implement this resolution.**

## Backgrounder for Resolution # 1

Date: October 9, 2018

**Line Department: Parks and Recreation**

**Budget Category: 2018 Capital**

### Overview of Expense: 2018 Memorial Ball Field Light Replacement

The City of Charlottetown recently advertised a tender for the light replacement at Memorial Ball Field. The scope of work includes: supply of the lighting system, miscellaneous materials, removal of existing lighting system and the installation of a new lighting system.

SCL Engineering Inc. evaluated the wooden light poles late in 2017 and submitted a report in 2018, which noted the wooden poles are in good condition and did not need to be replaced for another 25 to 28 years.

The City requested that the bidders consider both HID (metal halide) lighting and LED lighting for comparison purposes. Richardson Associates evaluated both the metal halide solution and the LED solution and concluded that "based on the energy savings of the LED over the metal halide and based on the hours of used as outlined in the report the updated simple paycheck on the incremental cost of the LED system would be approximately 22 years.." It is Richardson Associate's opinion that the additional \$63,000 expenditure of the LED system over the metal halide system is not warranted.

Council approved \$100,000 under the 2018 Capital Budget for the Memorial Field Light Replacement.

The bids are higher than the initial estimate for this project, due to the increase in lighting costs. There are sufficient funds in the 2018 Parks and Recreation Capital Budget, and staff are recommending to re-allocate the necessary funds from the following project accounts that were under budget. (NOTE: This list will be provided at the Committee meeting on Monday)

#### Procurement Details:

The tender was advertised in the local media and on the City of Charlottetown website for a two week period. There were three bids received for both halide and led lighting systems. The submissions were evaluated by Richardson Associates and department staff.

Company	Option #1 LED (HST included)	Option #2 HALIDE (HST Included)
Hansen Electric Ltd.	267,950.00	\$204,700.00
Ainsworth	270,945.00	208,895.00
K.Line Construction	\$414,700.00	\$334,700.00

Recommendation:

It is recommended that the bid of **\$204,700.00 (HST included)** from Hansen Electric Ltd. be accepted for the 2018 Memorial Ball Field Light Replacement project.

And that the amount of **\$4,025 (HST included)** from Richardson Associated for the project management and professional fees for be accepted.

These amounts are within the allocated 2018 Parks and Recreation Capital Budget.

Justification for Recommendation:

The bid for 2018 Memorial Ball Field Light Replacement from the "Hansen Electric Ltd. is deemed to be a fair price for the scope of work and they meet the requirements of the tender.

Staff are recommending to Council that they proceed with awarding the Memorial Field Ball Light Replacement project. If awarded, the new lights will be ordered by middle of October and the work is scheduled to be completed by January 31, 2019.





**PROTECTIVE AND EMERGENCY SERVICES COMMITTEE  
REPORT TO COUNCIL  
October 9, 2018**

The Protective & Emergency Services Committee met on September 24, 2018. The minutes are included in your package.

The Highway Traffic Act by location breakdown will be included with next months package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Jason Coady, Chair

**PROTECTIVE AND EMERGENCY SERVICES COMMITTEE**  
**September 24, 2018**  
**12 NOON**

**Present:** Councillor Jason Coady  
Councillor Greg Rivard  
Councillor Terry Bernard  
Randy MacDonald, FC

Tim Mamy, DFC  
Brad MacConnell, DPC  
Helen McGuigan, Exec. Asst.

**Regrets:** Chief Paul Smith, PC  
Peter Kelly, CAO

Chair Jason Coady welcomed everyone to the meeting.

**FIRE**

**OPERATIONAL REPORT** – Deputy Fire Chief Tim Mamy provided the following information from the Fire Department for the period from August 22 to September 18, 2018:

1. **FIRE INSPECTIONS** - Thirteen fire inspections were conducted
2. **HAZARD COMPLIANCE ORDERS** – Ten Hazard Compliance Orders were issued.
3. **SITE VISITS** – There were nine site visits.
4. **PLAN REVIEWS, PERMITS, SAFETY PLANS** – There were eight Plan Reviews, Permits and Safety Plans.
5. **FIRE INVESTIGATIONS** – There were seven fire investigations.
6. **FIRE INSPECTOR CONSULTATIONS** – There were sixteen Fire Inspector consultations. Those included meetings, code inquiries, site visits, etc.
7. **FIRE DRILLS** – There were six fire drills.
8. **PUBLIC EDUCATION SESSIONS/PARTICIPANTS** – There were four sessions with a total of 98 participants.
9. **ENGINE 1 FIRE SAFETY VISITS** – There were twenty-eight visits.

**10. SMOKE ALARM CAMPAIGN VISITS** - There were a total of 2471 homes visited April to August, 476 homes were entered and tested, 408 individuals were spoken with, 1587 door tags were left. Twenty-two batteries and 18 smoke alarms were replaced.

**11. EMERGENCY RESPONSES** – District 1 had 29 emergency responses (Engine 1 – 8 A.M. – 4 P.M. – 5 responses and 12 P.M. – 8 A.M. – 4 responses). District 2 had 21 emergency responses. There were two Fire Inspector callouts. Total on scene time was 41 hours and 49 minutes.

**12. TRAINING** - The weekly training schedule included training in the incident command system, live fire training with the Charlottetown Airport Authority, a tour of the Irving Propane facility in advance of a planned exercise, a water shuttle and relay drills. Several members are scheduled for pump operators, rope rescue and MFR courses in the near future.

**13. DEPARTMENT ACTIVITIES** – VFF Brad Wonnacott participated at the Fire Fit Nationals in Calgary and finished with an excellent placing of fourth in his event. Members participated in the annual Gold Cup Parade and as duty crew during this event. The new Rescue truck is now in service and is responding to calls.

**14.** Chief MacDonald provided the following information to Committee:

- Social Media had 1770 tweets, 2311 followers and 2081 Face Book likes.
- New Rescue – Now in service.
- New Engine – Draft RFP is currently being reviewed by the Finance Department.
- Lieutenant Competition - Still ongoing.
- EMO MOU's – Have been completed.
- Firefighters were successful in controlling a scrap yard fire at A&S Metals situated at 8 Day Avenue on September 10<sup>th</sup>. This was a job well done.
- Recruitment Campaign commenced on Thursday, September 20<sup>th</sup> and will conclude on Friday, October 26<sup>th</sup>.
- Presumptive Legislation for Firefighters with Cancer and Heart Injuries – Met with WCB on September 14<sup>th</sup> to review proposal and provide feedback.
- Canadian Association of Fire Chief's Conference – Was attended by Chief MacDonald from September 16<sup>th</sup> through September 19<sup>th</sup>.
- Firefighter's Ball – Cost of Firefighter's Ball was discussed as well as possible funding.
- Former Rescue 1 – Re-distribution and Disposal Request Form has been forwarded to CAO.

- Fire Prevention Week Initiatives – Messages placed on City water bills, Domino’s Pizza boxes, posters placed in schools as well as school fire drills being conducted, Community Safety Net Booklets being delivered to Grade 3 classes, Fire Prevention Banner to be installed on Kent St., radio advertisements.
- Upcoming Events – Newcomers Station Visitation, UPEI Fair Day, West Royalty School Family Day, Information Sessions, Autism Families, Old Navy Family Day, Open House, Home Depot - Fire Prevention Week Display, Fire Prevention Week, “Have Coffee with a Firefighter”.

## POLICE

15. **TRAFFIC** – Deputy/Chief MacConnell discussed with Committee a briefing note prepared as a result of an inquiry by Councillor M. Duffy at last month’s Council meeting with regard to bicycle licensing. After reviewing the briefing note and discussion it was decided not to license bicycles at this time.

A briefing note pertaining to a Traffic Enforcement Unit was also discussed as per inquiries from Councillor M. Tweel. In order for any consideration to be given to this, additional resources would have to be in place. It was decided the recommended course of action would be to implement the use of technology prior to any consideration of increased staffing.

16. **SPECIAL EVENTS** - Traffic Changes have been prepared for Farm Day in the City which will take place on September 30<sup>th</sup>.

Given the size of the run traffic assistance will be provided for the Run for the Cure which also takes place on September 30<sup>th</sup>.

Planning is also underway for the PEI Marathon which will be held on October 14<sup>th</sup>. Planning includes road closures and traffic points. Operational Plan is in place.

Police Memorial Service will be held at Trinity United Church in Summerside on September 30<sup>th</sup>. Members from our Police Services will be attending.

17. **PERSONNEL POLICE** - Cpl. Sean Coombs has been identified for the position of Deputy Chief of Police. Cpl. Coombs has accepted and will commence his duties as Deputy Chief effective October 15<sup>th</sup>.

Work continues to identify suitable candidates for the Constable vacancies. Interviews will be held on October 23<sup>rd</sup> and October 25<sup>th</sup>.

Personnel will be selected to move into lateral positions in Major Crime and Street Crime. Expressions of interest have been posted.

As a result of recent promotions to Sergeant and Deputy Chief, there now are two Corporals vacancies. Cst. Robert Larter and Cst Melissa Craswell will be promoted to Corporals effective October 15<sup>th</sup>.

Training is underway for members in the use of the Laser Scanner.

**18. OPERATIONAL ISSUES** - Deputy MacConnell advised Committee preparations continue for legislation roll out on October 17<sup>th</sup> as it pertains to Cannabis. There will be CPKN training for all Police Services personnel.

Copy of RFI (Request For Information) was sent to the Finance Department for review and input pertaining to Towing Services.

Deputy MacConnell updated Committee on the Ticketing System (E-Ticketing)

Deputy Chief MacConnell advised Committee the first session for the Citizen Police Academy (CPA) begins on September 25<sup>th</sup> 2018. It is expected eighteen individuals will be attending this year.

It was moved by Councillor Bernard and seconded by Councillor Rivard that we move into the closed portion of the meeting.

When the closed portion of the meeting was complete, it was moved by Councillor Rivard and seconded by Councillor Bernard to move to the open portion once again.

Chief MacDonald asked Committee's approval to once again make a donation to the 148 Army Corp. Committee approved the donation.

Meeting was adjourned



### FIRE CALLS FOR SEPTEMBER 2018

District #1		District #2	
Type	Number	Type	Number
A/Alarm – Alarm Ringing No Fire	15	A/Alarm – Pulled/Accidental	5
A/Alarm – Detector Accidental	1	A/Alarm – Smoke/Steam	1
A/Alarm –Pulled/Accidental	4	A/Alarm –Equipment Malfunction	4
A/Alarm – Smoke/Steam	2	A/Alarm – Working on System	1
A/Alarm – Equip Malfunction	3	A/Alarm – Cooking	1
A/Alarm – Working on System	6	Motor Vehicle Fire/Accident	3
A/Alarm – Cooking	1	Fire Scrap Metal Property	1
EMS/Medical Call	3	EMS Assistance	2
Water Rescue	1	Mulch Fire	1
Motor Vehicle Fire/Accident	3		
Mutual Aid to St. #2	1		
Elevator Rescue	1		
Dumpster Fire	2		
Propane Smell	1		
Smoke in Apartment	1		
<b>Fire Calls</b>	<b>45</b>	<b>Fire Calls</b>	<b>19</b>

#### Total Calls for the Years 2017 and 2018

Total Fire Calls for 2017	Dist:		Total Fire Calls for 2018	Dist:	
	#1	#2		#1	#2
January	29	+ 16 (45)	January	33	+ 18 (51)
February	39	+ 17 (56) (101)	February	23	+ 14 (37) (88)
March	32	+ 17 (49) (150)	March	32	+ 11 (43) (131)
April	35	+ 17 (52) (202)	April	27	+ 15 (42) (173)
May	39	+ 24 (63) (265)	May	38	+ 26 (64) (237)
June	37	+ 16 (53) (318)	June	21	+ 24 (46) (283)
July	53	+ 19 (72) (390)	July	54	+ 27 (81) (364)
August	38	+ 15 (53) (443)	August	53	+ 25 (78) (442)
September	27	+ 15 (42) (485)	September	45	+ 19 (64) (506)
October	40	+ 15 (55) (540)	October		
November	31	+ 23 (54) (594)	November		
December	44	+ 13 (57) (651)	December		
	<b>Total Calls 2017 - 651</b>				

#### 2018 (2017) (From January 1<sup>st</sup> to September 30, 2018)

75	76	Auto Alarms (No Fire/Alarm Ringing) both Station
9	18	Auto Alarms – Detector Activated both Stations
29	29	Auto Alarms – Pulled/Accidental/False both Stations
15	13	Auto Alarms – Smoke/Steam/Dust both Stations
47	61	Auto Alarms – Equip. Malfunction both Stations
7	5	Auto Alarms – Sprinkler/Power Failure both Stations
33	32	Auto Alarms – Working on System/Workers set off
43	60	Auto Alarms – Cooking both Stations
258	294	<b>Total Auto Alarm</b>
51	38	Mutual Aid/Stand By - Both Stations
12	8	Fire Calls to the WR Ind. Park – District #2

September 2018

	2018 Monthly Reported	2018 Monthly Actual	2018 Actual To Date	2017 Monthly Actual	2017 Actual To Date
Robbery	0	0	5	0	3
Assault	32	21	207	27	193
Break & Enter	19	15	72	7	59
Theft of MV	2	1	8	1	11
Theft Over \$5000	1	1	12	0	5
Theft Under \$5000	106	92	637	60	521
Have Stolen Goods	3	2	14	2	18
Frauds	23	20	157	9	91
Offensive Weapons	3	3	12	0	17
Other Criminal Code	120	88	714	99	666
Drugs	10	10	86	7	84
LCA	71	64	363	62	455
Municipal - Totals	2195	2195	24579	3130	27416
Parking Tickets	2045	2045	23511	3013	26624
Nuisance Bylaw	119	119	742	87	524
Dog Bylaw	31	31	326	30	268
Collisions	94	94	727	85	754
HTA	292	284	3726	435	3692
HTA Violations		*	*	424	3500
Other Traffic	44	44	645	90	804
CC Traffic	41	28	67	30	210
Complaints		1434	10957	1252	10249

\* HTA Violations for September 2018 will be reported next month.

August 2018 Actual To Date - Other Traffic was incorrect and has been corrected above

**CHARLOTTETOWN POLICE DEPARTMENT**  
**BY-LAW ENFORCEMENT**  
*Monthly Report September 2018*

**Phone Call Breakdown**

Call Type	Total This Month	Total Previous Month	Total To Date
Dangerous, Hazardous, Unsightly	135	476	611
Nuisance	14	82	96
Zoning & Development	22	121	143
Traffic	20	131	151
Snow Related	0	54	54
Street Vendors	21	218	239
Other Bylaws (Crossing Guards, Etc)	9	105	114
<b>TOTAL</b>	<b>221</b>	<b>1187</b>	<b>1408</b>

**Taxi Bylaw Breakdown**

	Total This Month	Total Previous Month	Total To date
Taxi License Bylaw	2	48	50
Taxi Inspections	4	136	140
<b>Total</b>	<b>6</b>	<b>184</b>	<b>190</b>

**Breakdown of Duties**

	Week 1 Sept 3 <sup>rd</sup> - 7 <sup>th</sup>	Week 2 Sept 10 <sup>th</sup> - 14 <sup>th</sup>	Week 3 Sept 17 <sup>th</sup> - 21 <sup>st</sup>	Week 4 Sept 24 <sup>th</sup> - 28 <sup>th</sup>	Week 5	Total this Month	Total Prev. Month	TOTAL to Date
Files OPENED	8	10	13	12	0	43	262	305
Files CONCLUDED	11	10	9	9	0	39	191	230
Site Visits	6	14	15	14	0	49	302	351
SOT's sworn	60	68	72	67	0	267	2996	3263
Towed Vehicles	0	0	0	0	0	0	21	21
Paid Summons	0	0	0	0	0	\$0	\$11,202	\$11,202
Information's Signed	0	0	0	266	0	266	1645	1911
Crossing Guard Duties	0	0	0	0	0	0	10	10
Bylaw/Parking Tickets	0	0	0	0	0	0	0	0

**Quick Look At This Month:**

- This month there was a total of 221 calls received/made through the Bylaw Enforcement Office for September.
- There were 43 occurrences generated as a results of complaints
- There were 49 site visits/follow-ups made in September.
- There was one (1) "Written Warning" in September.
- There are no "Resolutions To Council" this month.
- CPS hired 4 new Crossing Guards to fulfill recent retirements and position needs.
- The majority of the calls for September were for Unsightly Premises (garbage and uncut grass).

Cst Todd Sutcliffe \_\_\_\_\_

Date: October 8, 2018





**WATER AND SEWER UTILITY COMMITTEE  
REPORT TO COUNCIL  
OCTOBER 9, 2018**

The Water and Sewer Utility Committee met on Wednesday, October 3, 2018. The draft minutes are attached.

There are 2 resolutions for your consideration.

Respectfully submitted,

Deputy Mayor Mike Duffy, Chair

**Water & Sewer Utility Committee**  
**Wednesday, October 3, 2018**  
**12:15 PM – Sherwood Room**

**Present:** Deputy Mayor Mike Duffy, Chair  
Councillor Melissa Hilton, Vice-Chair  
Councillor Mitchell Tweel, Member at Large (12:25 pm)  
Peter Kelly, CAO  
Richard MacEwen, UM  
Chantal Matheson, EA

**Regrets:** None

**1) Call to Order**

Deputy Mayor Mike Duffy called the meeting to order at 12:15 PM.

**2) Declarations of conflict of interest**

There were no conflicts of interest declared.

**3) Approval of Agenda**

The agenda was approved as circulated.

**4) Adoption of Minutes**

It was moved by Deputy Mayor Mike Duffy and seconded by Councillor Melissa Hilton that the minutes from September 5, 2018 be approved.

**5) Business arising from Minutes**

There was no business arising from the minutes.

**6) Reports**

*a. CPCP Interceptor Sewer Pumping Station Electrical Updates:*

Richard MacEwen, UM presented the report. A tender was issued for the completion of electrical upgrades at the Navy Quay, West Royalty and Dorchester sewer pumping stations. The bids were reviewed by CBCL and they recommended the acceptance of the low bid from Hansen Electric. After some discussion it was the consensus of the Committee to accept the low tender from Hansen electric. The Committee will forward a resolution to Council for approval.

*b. ACWWA Guidelines Update:*

Richard MacEwen, UM presented the report. The Atlantic Canadian Water and Waste Water Association (ACWWA) is a non-profit national body representing the common interested of Atlantic Canada's municipal water and waste water services and their private sector suppliers and partners. The ACWWA is looking to update Water and Wastewater Guideline documents. ACWWA is submitting an application for funding to support document update.

The funding request is to Natural Resources Canada under Building Regional Adaption Capacity and Expertise Program. ACWWA has asked the Charlottetown Water & Sewer Utility to support the guidelines by providing a Committee Chair for Wastewater updates. The project is anticipated to take place over a three year period. After some discussion it was the consensus of the Committee to forward a resolution to Council to support ACWWA BRACE application and support Richard MacEwen in Chairing the Wastewater updates.

### **7) New Business**

There was no new business.

### **8) Motion to move into closed session**

Motion to move into closed session, as per Section 119 (1) sub-sections (e) of the PEI Municipal Government Act was moved by Councillor Melissa Hilton and seconded by Councillor Mitchell Tweel.

### **Meeting Adjourned**



# CITY OF CHARLOTTETOWN

## RESOLUTION

Water & Sewer #1

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Date: October 9, 2018

Moved by Deputy Mayor \_\_\_\_\_ Mike Duffy

Seconded by Councillor \_\_\_\_\_ Melissa Hilton

### RESOLVED:

**That Hansen Electric be awarded the tender for the CPCP Interceptor Sewer Pumping Station Electrical Upgrades in the amount of \$454,250 (HST included),**

**And that this be expensed out of the 2018 Utility Capital Budget,**

**And further that the Mayor and CAO are hereby authorized to execute standard contracts/agreements to implement this resolution.**



**Report No:** UPS 10-18

**Date:** October 1, 2018

**Directed to:** Utility Chair & Committee

**Department:** Utility

**Prepared by:** Richard MacEwen, Utility Manager

**Attachments:**

- Bid Sheet

**Subject:** CPCP Interceptor Sewer Pumping Station Electrical Upgrades

**Recommendation:**

Accept the low tender for the CPCP Pumping Station Upgrades.

**Report:**

A tender was issued for the completion of electrical upgrades at the Navy Quay, West Royalty and Dorchester sewer pumping stations. The bids were reviewed by CBCL and they recommend acceptance of the low bid from Hansen Electric.

Tenders Received:

Contractor	Value (HST included)
Hansen Electric	\$454,250.00
Ainsworth	\$463,450.00
Filtrum Construction	\$586,960.00

Respectfully,

Reviewed By:

CAO	Deputy CAO				Mgr	Other
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**Recommendations/Actions:**



# CHARLOTTETOWN

## REQUEST FOR TENDER

**DEPARTMENT:** Water & Sewer Utility Department

**ITEM:** CPCP Interceptor Sewer Pumping Station Electrical Upgrades

**DATE:** Friday September 28, 2018

**TIME:** 2:00:00 PM local time

**ATTENDEES:** Jason Hughes (Hansen Electric), John Arsenault (Ainsworth), Kyle Glen (Island Overhead Doors), Dwayne Abrey (CBCL Ltd), Paul Johnston, Richard MacEwen, Connie McGaugh and Vada Fernandez

<b>BIDDER</b>	<b>Security (cheque/Bid Bonds)</b>	<b>AMOUNT (Taxes Included)</b>
1. Filtrum Construction	<b>Bid Bond</b>	<b>\$586,960.00</b>
2. Hansen Electric	<b>Bid Bond</b>	<b>\$454,250.00</b>
3. Ainsworth	<b>Bid Bond</b>	<b>\$463,450.00</b>
4.		
5.		
6.		
7.		
8.		
9.		
10.		



# CITY OF CHARLOTTETOWN

## RESOLUTION

Water/Sewer Utility #2

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Date: October 9, 2018

Moved by Deputy Mayor \_\_\_\_\_ Mike Duffy

Seconded by Councillor \_\_\_\_\_ Melissa Hilton

### RESOLVED:

**WHEREAS, the Atlantic Canadian Water and Wastewater Association (ACWWA) is seeking funding from Natural Resources Canada (NRCan) to complete updates to the Atlantic Canada Water and Wastewater Guideline Documents. And ACWWA has approached the City of Charlottetown to support the guideline updates by providing a Committee Chair for the wastewater guidelines.**

**BE IT RESOLVED, that City Council support the request for funding by ACWWA to NRCan by agreeing to have the Manager of the Charlottetown Water and Sewer Utility act as Chair of the Wastewater Guidelines Update Committee.**

**BE IT FURTHER RESOLVED, that the City's contribution to the project be recognized as in-kind contributions of staff time with an estimated value of \$29,000 over a three-year period.**



**City of  
Charlottetown**

**Report No: UPS 11-18**

**Date: October 1, 2018**

**Directed to:** Utility Chair and Committee

**Attachments:** BRACE application and Budget

**Department:** Water and Sewer Utility

**Prepared by:** Richard MacEwen, Manager

**Subject:** Atlantic Canada Water and Wastewater Association Wastewater Guidelines Update

**RECOMMENDATION:**

Support ACWWA BRACE application.

**REPORT:**

The Atlantic Canadian Water and Wastewater Association is a non-profit national body representing the common interests of Atlantic Canada's municipal water and wastewater services and their private sector suppliers and partners. ACWWA is looking to complete an update of water and wastewater Guideline Documents.

ACWWA is submitting an application for funding to support the document upgrades. The funding request is to Natural Resources Canada under their Building Regional Adaptation Capacity and Expertise (BRACE) Program.

ACWWA has asked Halifax Water and the Charlottetown Water and Sewer Utility to support the guideline updates by providing Committee Chairs. Halifax chairing the water updates and Charlottetown chairing the wastewater updates.

The project is anticipated to take place over three fiscal years. The request is for approximately 290 hours of staff time over the three-year period.

This is a significant time commitment that would be balanced by developing a good understanding the guidelines that will lead water and wastewater system designs of the future.

Respectfully,

  
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**Reviewed By:**

	Manager	Other				
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**RECOMMENDATIONS/ACTIONS:**



# Application to BRACE

## 1. Project Title

Incorporating climate resilience for municipal infrastructure into the updates of existing Atlantic Canada Water and Wastewater Design Guidelines.

## 2. Project Lead

Two Guidelines will be updated in this project:

- The “Atlantic Canada Guidelines for the Supply, Treatment, Storage, Distribution, and Operation of Drinking Water Supply Systems (2004)”.
- The “Atlantic Canada Wastewater Guidelines Manual for Collection, Treatment, and Disposal (2006)”.

The project leads are members of and represent the Atlantic Canada Water and Wastewater Association (ACWWA). The project leads are as follows:

Atlantic Canada Water Supply Guidelines	Atlantic Canada Wastewater Guidelines
<p>Wendy Krkosek, Ph.D., P.Eng. Water Quality Manager Halifax Water 455 Cowie Hill Road PO Box 8388 RPO CSC Halifax NS B3K 5M1 902-483-4432 <a href="mailto:wendyk@halifaxwater.ca">wendyk@halifaxwater.ca</a></p>	<p>Richard MacEwen, FEC, P. Eng. Manager, Water and Sewer Utility City of Charlottetown PO Box 98, 199 Queen Street Charlottetown, PEI C1A 7K2 902-629-4014 <a href="mailto:rmacewen@charlottetown.ca">rmacewen@charlottetown.ca</a></p>

## 3. Names, Affiliations and Roles of other key people working on the project

The updates to the Guidelines will be conducted by Guideline Consultants to be selected through a competitive Request for Proposals for each of the water and wastewater guidelines. Both projects will be managed by a Project Committee, with a Chair representing a Utility and ACWWA, and members representing Regulators. Proposed Project Committee members are as follows:

- Atlantic Canada Water Supply Guidelines
  - Chair- Wendy Krkosek, Ph.D., P.Eng., Halifax Water
  - Nova Scotia Environment Representative: Angelina Polegato
  - New Brunswick Department of Environment and Local Government Representative: Sylvie Morton, P.Eng.
  - Prince Edward Island Communities, Land and Environment Representative: Morley Foy, P.Eng.

- 
- Newfoundland and Labrador Department of Municipal Affairs and Environment Representative: Deneen Spracklin, P.Eng.
  - Atlantic Canada Wastewater Guidelines
    - Chair- Richard MacEwen, FEC, P.Eng., City of Charlottetown
    - Nova Scotia Environment Representative: Stefan Fury, P.Eng.
    - New Brunswick Department of Environment and Local Government Representative: Sylvie Morton, P.Eng.
    - Prince Edward Island Communities, Land and Environment Representative: Morley Foy, P.Eng.
    - Newfoundland and Labrador Department of Municipal Affairs and Environment Representative: Deneen Spracklin, P.Eng.

#### 4. Objective of the Project

The objectives of the project are to incorporate climate resilience when investigating, designing, approving, constructing, and operating municipal water and wastewater infrastructure in Atlantic Canada and to build capacity through training workshops, webinars and dissemination of information.

The target audience includes municipalities (utilities and/or public works), consulting engineers, private developers and provincial regulators, all of which utilize the Atlantic Canada Water and Wastewater Guidelines for water and wastewater projects. Adaptation action will result from the identification of climate resilience requirements by the engineers (consulting or in-house), approval to proceed by the municipality or utility, design of the infrastructure by the engineer, and review/approval of the design by provincial regulators.

Workshops and conference presentation will be held during the project to obtain input from stakeholders (i.e. consultants, equipment suppliers, managers of utilities and regulators), and to provide capacity building to the practitioners. Application of the updated guidelines, workshops, and conference presentations will increase adaptation action and provide guidance for inclusion of climate resilience when projects are undertaken.

#### 5. Outputs and Outcomes

Expected outputs include the following:

- Inclusion, in the updated guidelines, of a specific chapter dedicated to the consideration of climate resilience when investigating, designing, approving, constructing, and operating municipal water and wastewater infrastructure in Atlantic Canada.
- Update of applicable sections within the Guidelines to ensure design considerations include climate resilience considerations.
- Identify key resources for adaptation and building resilience to climate change for municipal infrastructure.
- Outline the need for adequate pre-design investigations of proposed projects to ensure that the upgrade of existing infrastructure and the construction of new infrastructure consider climate resilience.

- 
- Develop Capacity Building Program to ensure that all water and wastewater practitioners are aware of the specific updates that relate to consideration of climate resilience.

Dissemination of the completed guidelines will be through the following:

- Respective provincial consulting engineer organizations
- Respective public works/municipal engineer organizations
- Respective provincial regulators through the review and approval of projects
- Presentation in a special session at the annual ACWWA conference
- Webinars and courses/workshops in the region
- Presentation at National Conferences

The target audience for the expected outputs will be Federal, Provincial, and Municipal governments, consultants, private developers, practitioners in the water/wastewater industry, and equipment vendors who supply, install and/or operate water and wastewater infrastructure.

Progress and impact during the project will be measured by feedback received at workshops, webinars, and conferences. Progress and impact after the end of the project will be measured by the regulatory process that requires designs to be reviewed and approved by provincial regulators. Proponents of submissions deemed to be in non-compliance with the requirements of the guidelines will be advised of such by the regulators.

## 6. Methodology

The updates to the Guidelines will be conducted by Guideline Consultants to be selected through a competitive Request for Proposals process for each of the water and wastewater guidelines. Each of the Guideline updates will be managed by a separate Project Committee consisting of regulatory and/or municipal utility personnel, as discussed in section 3.

Committee meetings will be held in each of the four provinces throughout the course of the project for the Guideline Consultants to present the progress and solicit input from Committee members.

Committee meetings will incorporate town hall type of workshops with stakeholders to present the project and to solicit input and feedback on the existing technical requirements, allowing an opportunity for stakeholders to discuss issues related to climate resilience.

The use of the updated Guidelines will ensure that due consideration for overall design requirements, and specific climate resilience are considered. The Guidelines will provide a framework for designers to develop technically sound designs to incorporate climate resilience and to provide technical justification which would support decisions by regulators in the approval process.

NRCan will be invited to attend key meetings and events to create opportunities for the regional participants to gain from the national perspective, and for NRCan to observe the interactions at the regional level.

Success will be evaluated by participation of stakeholders throughout the process, monitoring the level of feedback from practitioners in the industry during the Capacity Building Program and responses to questionnaires distributed through water and wastewater associations in the region.

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## 7. Work Plan

### a. Tasks

The following work plan will be followed after ACWWA has awarded the contracts to the selected Guideline Consultants. It is expected that the work plan will be similar for both the Water Supply Guidelines and the Wastewater Guidelines.

#### **Task 001 Startup Meeting (1)**

A Startup Meeting will be held at the commencement of each of the two projects. The location for the Startup Meeting will be as determined by the Committees. For the purpose of this proposal, we have assumed the meeting location for the Startup Meeting will be in Halifax, NS. The intent is to rotate the locations of each of the four planned meetings during the course of the work to allow equal access by stakeholders in each province. Additionally, the committee meetings for the two guidelines will be held on consecutive days, to economize on travel time and expenses.

The purpose of the Startup Meetings will be to introduce the Guideline Consultants to the Project Committee members, to review the proposals, and to identify and discuss sections of the Guidelines that require updating. This meeting will also allow for the discussion of requirements that are not uniform in all four provinces.

A comprehensive discussion will be required on climate resilience to ensure that the requirements are properly addressed.

The format and the font of the Guidelines will be agreed upon.

The meeting should conclude with the Guideline Consultants having clear direction on how to proceed with the required updates.

A town hall type of workshop will be held to coincide with the Committee Meeting. The workshop will cover both Guidelines. Stakeholders will be notified and encouraged to attend through local water and wastewater associations and other organizations. A priority will be to introduce and discuss climate resilience, and to gauge the level of experience by the attendees.

#### **Task 002 Guidelines Updates, Draft #1**

The Guideline Consultants will collect information from other jurisdictions, compile a summary of errors/omissions and comments from stakeholders, identify missing sections, and complete a first draft of the updates. The draft will include a new chapter on climate resilience, and references to climate resilience where applicable throughout the guidelines.

A digital copy of the draft will be forwarded to the Project Committee members for review and comments.

#### **Task 003 Draft #1 Review Meeting (2)**

Following review of the Guideline Updates Draft #1, the Project Committees and the Guideline Consultants will meet to discuss the document and proposed changes chapter by chapter. We have assumed that this meeting will be in Charlottetown, PE. This is considered as a critical meeting to ensure that the updates are in accordance with the respective provincial and utility requirements.

In addition, this will be the first opportunity for the Project Committees to review and discuss the new chapter on Climate Resilience. It is expected that this chapter will result in substantial discussions. It is expected that requirements from the four provinces will differ. A consensus will have to be resolved during the meeting.

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A workshop will be scheduled to coincide with the Committee Meetings. As per the Startup Meeting in Halifax, stakeholders will be notified and encouraged to attend through local water and wastewater associations and other organizations. A priority will be to introduce and discuss climate resilience, and to gauge the level of experience by the attendees.

#### **Task 004 Guidelines Updates, Draft #2**

The Guideline Consultants will address comments received during Meeting/Workshop 2 and produce Draft 2 of the Guidelines. A digital copy of the draft will be forwarded to the Project Committee members for review and comments.

#### **Task 005 Draft #2 Review Meeting (3)**

The Project Committee and the Guideline Consultants will meet to review Draft #2 in St. John's, NL. At this point it is assumed that there will be general agreement with the contents and direction of the Guidelines.

A workshop will be scheduled to coincide with the Committee Meetings. As per the previous meetings/workshops in Halifax and Charlottetown, stakeholders will be notified and encouraged to attend through local water and wastewater associations and other organizations. A priority will be to introduce and discuss climate resilience, and to gauge the level of experience by the attendees.

#### **Task 006 Final Guidelines**

The Guideline Consultants will address comments received during Meeting/Workshop 3 and produce the Final Guidelines. A digital copy of the Final Guidelines will be forwarded to the Project Committee members for review and comments.

#### **Task 007 Final Guidelines Review Meeting (4)**

At 90% completion, the Project Committee and the Guideline Consultants will meet in Fredericton, NB, to review the document.

A workshop will be scheduled to coincide with the Committee Meetings. As per previous meetings, stakeholders will be notified and encouraged to attend through local water and wastewater associations and other organizations. A priority will be to introduce and discuss climate resilience, and to gauge the level of experience by the attendees.

Comments from the Meeting/Workshop 4 will be incorporated into the final documents.

The Final Guidelines will be provided in digital format, for dissemination to the industry by ACWWA, provincial agencies, and other water and wastewater associations.

#### **Task 008 Capacity Building Program**

A Capacity Building Program will be integrated into the development of the Guidelines, in consultation with the Project Committee. This will include raising awareness of climate resilience, the distribution of the updated guidelines, identification of required changes to regulatory requirements including time lines for compliance with new requirements, and as appropriate, discussions with stakeholders with projects currently "in the queue" for design or regulatory approvals.

This program will include stakeholder engagement in workshops held during the development of the updates for the Guidelines, solicitation of feedback and input from stakeholders, dissemination of the finished updated Guidelines by ACWWA and other local water and wastewater associations. Webinars and course offerings will be planned and coordinated by ACWWA as part of their ongoing continuing education courses, attended by the selected Guideline Consultants.



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### **Task 009 National Adaptation Canada Conferences**

Two National Adaptation Canada Conferences will be attended. It is proposed that attendees include the Project Leads and the Guideline Consultants. The Conferences will provide opportunities to observe progress on climate resilience requirements at the national level, and to present progress in Atlantic Canada. It is assumed that the Guideline Consultants will present the status of the Atlantic Canada project at the Conferences.

The Project Leads and Guideline Consultants will be able to network with peers on a national level, and convey the findings at the municipal/provincial level.

#### **b. Schedule**

The project will start once funding is in place. The timeline of the project will also depend on securing in-kind and cash contributions, which may need to be adjusted, depending on the contribution received from NRCan. The project is estimated to have an approximate 23-month duration, spanning three fiscal years. Milestone dates are provided below for reference only.

### Target Milestone Dates

<b>Year 1 Quarter 3 (October – December 2018)</b>	
NRCan funding finalized	December 2018
<b>Year 1 Quarter 4 (January – March 2019)</b>	
Provincial and municipal funding finalized	January 2019
Terms of Reference issued for updating Guidelines	January 2019
Guideline Consultants selected and notified	February 2019
Mobilization by Guideline Consultants	March 2019
<b>Year 2 Quarter 1 (April – June 2019)</b>	
Startup Meeting 1	April 2019
Capacity Building Program	May 2019 – May 2021
<b>Year 2 Quarter 2 (July – September 2019)</b>	
Meeting 2	August 2019
<b>Year 2 Quarter 3 (October – December 2019)</b>	
Meeting 3	December 2019
<b>Year 2 Quarter 4 (January – March 2020)</b>	
Meeting 4	April 2020
<b>Year 3 Quarter 1 (April – June 2020)</b>	
Webinars, outreach, dissemination of presentation materials	April – November 2020
National Adaptation Conferences (2 in Canada)	To be determined

#### 8. Capacity of the Team to deliver the Project

CVs of the Project Leads for the Water and Wastewater Guidelines are attached in Appendix A.

#### 9. Capacity of Organization to deliver the Project

The project proponent is the Atlantic Canada Water and Wastewater Association (ACWWA).

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The ACWWA is a section of the American Water Works Association (AWWA) and a Member Association of Water Environment Federation (WEF). With more than 600 water professionals from Atlantic Canada, ACWWA provides training and information that keeps members current in the rapidly advancing water profession. Established in 1881, AWWA is the largest nonprofit, scientific and educational association dedicated to managing and treating the world's most important resource - water. With approximately 50,000 members, it provides solutions to improve public health, protect the environment, strengthen the economy and enhance quality of life. AWWA is represented in Canada, USA, Mexico and Puerto Rico. ACWWA is one of five sections in Canada. WEF is a not-for-profit technical and educational organization of 36,000 individual members and 75 affiliated Member Associations (MAs) representing water quality professionals around the world. Since 1928, WEF and its members have protected public health and the environment. As a global water sector leader, its mission is to connect water professionals; enrich the expertise of water professionals; increase the awareness of the impact and value of water; and provide a platform for water sector innovation. ACWWA is one of five MAs in Canada.

ACWWA's experience in the management of funds includes the development of the Water Supply Guidelines in 2003/2004 with a budget of \$75,000. The Association organizes training and education courses with an annual budget in the \$200,000 range and the management of the annual ACWWA Conference with a budget of \$200,000. This conference rotates in different venues throughout Atlantic Canada and the conference budget is separate from the ACWWA budget.

ACWWA's budget, without the conference budget, is in the vicinity of \$320,000 per year. The financial transactions are conducted by the ACWWA Executive Director, and overseen/approved by a Secretary Treasurer who reports to the Board on a quarterly basis. The Executive Director holds diplomas in business and accounting. The financial transactions are reviewed by a Certified Accountant on a regular basis, and an audited statement, based on general accounting principles, is submitted on a yearly basis. The audited statement is presented for approval to the Board and general membership on an annual basis.

## **10. Budget**

The budget is presented in Appendix B.

## **11. Partnering/stakeholder involvement and Letters of Support**

One measurement of success in this project is the acceptance of the updated Guidelines by the end-users. Currently, the existing guidelines are not uniformly used by all consultants, regulators, utilities and developers in all four provinces. The approach that is proposed for this project intends to engage these stakeholders in the process, to provide access to the development of the updates for each Guideline, to solicit input and feedback throughout the project, and to build capacity through webinars, courses and conferences. The stakeholder engagement includes notification of the intention by ACWWA to update the Guidelines, invitation of stakeholders to attend webinars and workshops to provide input and feedback, dissemination of the final updated Guidelines through ACWWA and other water and wastewater associations, webinars and continuing education courses to present the revised Guidelines.

Documentation of financial and in-kind support are provided in Appendix C.





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## Appendix A - CVs for Project Leads for Water and Wastewater Guidelines



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## Appendix B - Proposed Budget



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## Appendix C - Documentation of financial and in-kind support

## Annual Budget

## Year 1: Project Start - March 31, 2019

Item			Requested from NRCan	From Other Sources		Total Cost
	Cash	In-Kind				
<b>1.0 Salaries and benefits</b>	Hours	Rate				
1.1 Project leads	10	\$ 100	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
1.2 Committee members	10	\$ 100	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
1.3 Assistants	10	\$ 75	\$ -	\$ -	\$ 750.00	\$ 750.00
<b>2.0 Professional, scientific, contracted services</b>	Hours	Rate				
2.1 Senior engineering	11	\$ 150	\$ 1,650.00	\$ -	\$ -	\$ 1,650.00
2.2 Engineering support	11	\$ 100	\$ 1,100.00	\$ -	\$ -	\$ 1,100.00
2.3 Technical support	11	\$ 75	\$ 825.00	\$ -	\$ -	\$ 825.00
2.4 Guideline Consultants expenses			\$ -	\$ -	\$ -	\$ -
<b>3.0 Travel including meals and accommodations</b>						
<b>3.1 Committee meetings and capacity building (meetings/workshops)</b>						
.1 Airfares and related travel costs (provincial staff)			\$ -	\$ -	\$ -	\$ -
.2 Ground transportation (provincial staff)			\$ -	\$ -	\$ -	\$ -
.3 Accommodations and meals (provincial staff)			\$ -	\$ -	\$ -	\$ -
.4 Airfares and related travel costs (project leads)			\$ -	\$ -	\$ -	\$ -
.5 Ground transportation (project leads)			\$ -	\$ -	\$ -	\$ -
.6 Accommodations and meals (project leads)			\$ -	\$ -	\$ -	\$ -
.7 Meeting rooms			\$ -	\$ -	\$ -	\$ -
.8 Miscellaneous expenses			\$ -	\$ -	\$ -	\$ -
<b>4.0 Other Expenses</b>						
Administration (15%)			\$ -	\$ -	\$ 949.00	\$ 949.00
Webinars, outreach, dissemination of material			\$ -	\$ -	\$ -	\$ -
Presentation materials			\$ -	\$ -	\$ -	\$ -
<b>Subtotal Year 1</b> (Project Start - March 31, 2019)			<b>\$ 3,575.00</b>	<b>\$ -</b>	<b>\$ 3,699.00</b>	<b>\$ 7,274.00</b>

## SOURCES OF FUNDING

Year 1: Project Start - March 31, 2019

Requested from Natural Resources Canada: \$ 3,575.00 49.1% of total project cost

## Cash from other sources

1. Cash donation from provincial regulatory agencies towards Guideline Consultants fees & expenses \$ -
2. Cash donation from provincial regulatory agencies for travel costs \$ -

## In-kind contributions from other sources

1. Provincial regulatory agency staff time \$ 1,750.00
2. Utilities (project leads staff time) \$ 1,000.00
3. ACWWA administration expenses \$ 949.00

## Annual Budget

Year 2: April 1, 2019 - March 31, 2020

Item	Hours	Rate	Requested from NRCan	From Other Sources		Total Cost
				Cash	In-Kind	
<b>1.0 Salaries and benefits</b>						
1.1 Project leads	450	\$ 100	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00
1.2 Committee members	592	\$ 100	\$ -	\$ -	\$ 59,200.00	\$ 59,200.00
1.3 Assistants	350	\$ 75	\$ -	\$ -	\$ 26,250.00	\$ 26,250.00
<b>2.0 Professional, scientific, contracted services</b>						
2.1 Senior engineering	813	\$ 150	\$ 97,950.00	\$ 24,000	\$ -	\$ 121,950.00
2.2 Engineering support	721	\$ 100	\$ 72,100.00	\$ -	\$ -	\$ 72,100.00
2.3 Technical support	29	\$ 75	\$ 2,175.00	\$ -	\$ -	\$ 2,175.00
2.4 Guideline Consultants expenses			\$ 24,680.00	\$ -	\$ 14,600.00	\$ 39,280.00
<b>3.0 Travel including meals and accommodations</b>						
<b>3.1 Committee meetings and capacity building (meetings/workshops)</b>						
.1 Airfares and related travel costs (provincial staff)			\$ -	\$ 4,840.00	\$ -	\$ 4,840.00
.2 Ground transportation (provincial staff)			\$ -	\$ 1,190.00	\$ -	\$ 1,190.00
.3 Accommodations and meals (provincial staff)			\$ -	\$ 5,600.00	\$ -	\$ 5,600.00
.4 Airfares and related travel costs (project leads)			\$ 1,710.00	\$ -	\$ -	\$ 1,710.00
.5 Ground transportation (project leads)			\$ 580.00	\$ -	\$ -	\$ 580.00
.6 Accommodations and meals (project leads)			\$ 1,680.00	\$ -	\$ -	\$ 1,680.00
.7 Meeting rooms			\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
.8 Miscellaneous expenses			\$ 7,200.00	\$ -	\$ 5,000.00	\$ 12,200.00
<b>4.0 Other Expenses</b>						
Administration (15%)			\$ -	\$ -	\$ 64,621.00	\$ 64,621.00
Webinars, outreach, dissemination of material			\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
Presentation materials			\$ 20,250.00	\$ -	\$ -	\$ 20,250.00
<b>Subtotal Year 2 (April 1, 2019 - March 31, 2020)</b>			<b>\$ 245,125.00</b>	<b>\$ 35,630.00</b>	<b>\$ 214,671.00</b>	<b>\$ 495,426.00</b>

## SOURCES OF FUNDING

Year 2: April 1, 2019 - March 31, 2020

Requested from Natural Resources Canada: \$ 245,125.00 49.5% of total project cost

## Cash from other sources

1. Cash donation from provincial regulatory agencies towards Guideline Consultants fees & expenses \$ 24,000.00
2. Cash donation from provincial regulatory agencies for travel costs \$ 11,630.00

## In-kind contributions from other sources

1. Provincial regulatory agency staff time \$ 85,450.00
2. Utilities (project leads staff time) \$ 45,000.00
3. ACWWA administration expenses \$ 64,621.00

## Annual Budget

Year 3: April 1, 2020 - March 31, 2021

Item			Requested from NRCan	From Other Sources		Total Cost
	Cash	In-Kind				
<b>1.0 Salaries and benefits</b>	Hours	Rate				
1.1 Project leads	120	\$ 100	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00
1.2 Committee members	104	\$ 100	\$ -	\$ -	\$ 10,400.00	\$ 10,400.00
1.3 Assistants	40	\$ 75	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
<b>2.0 Professional, scientific, contracted services</b>	Hours	Rate				
2.1 Senior engineering	200	\$ 150	\$ 6,000.00	\$ 24,000.00	\$ -	\$ 30,000.00
2.2 Engineering support	184	\$ 100	\$ 18,400.00	\$ -	\$ -	\$ 18,400.00
2.3 Technical support	80	\$ 75	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00
2.4 Guideline Consultants expenses			\$ 12,740.00	\$ -	\$ -	\$ 12,740.00
<b>3.0 Travel including meals and accommodations</b>						
<b>3.1 Committee meetings and capacity building (meetings/workshops)</b>						
.1 Airfares and related travel costs (provincial staff)			\$ -	\$ 820.00	\$ -	\$ 820.00
.2 Ground transportation (provincial staff)			\$ -	\$ 610.00	\$ -	\$ 610.00
.3 Accommodations and meals (provincial staff)			\$ -	\$ 2,240.00	\$ -	\$ 2,240.00
.4 Airfares and related travel costs (project leads)			\$ 7,760.00	\$ -	\$ -	\$ 7,760.00
.5 Ground transportation (project leads)			\$ 610.00	\$ -	\$ -	\$ 610.00
.6 Accommodations and meals (project leads)			\$ 3,700.00	\$ -	\$ -	\$ 3,700.00
.7 Meeting rooms			\$ 600.00	\$ -	\$ -	\$ 600.00
.8 Miscellaneous expenses			\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
<b>4.0 Other Expenses</b>						
Administration (15%)			\$ -	\$ -	\$ 18,695.00	\$ 18,695.00
Webinars, outreach, dissemination of material			\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Presentation materials			\$ 6,750.00	\$ -	\$ -	\$ 6,750.00
<b>Subtotal Year 3 (April 1, 2020 - March 31, 2021)</b>			<b>\$ 71,560.00</b>	<b>\$ 27,670.00</b>	<b>\$ 44,095.00</b>	<b>\$ 143,325.00</b>

## SOURCES OF FUNDING

Year 3: April 1, 2020 - March 31, 2021

Requested from Natural Resources Canada: \$ 71,560.00 49.9% of total project cost

## Cash from other sources

1. Cash donation from provincial regulatory agencies towards Guideline Consultants fees & expenses \$ 24,000.00
2. Cash donation from provincial regulatory agencies for travel costs \$ 3,670.00

## In-kind contributions from other sources

1. Provincial regulatory agency staff time \$ 13,400.00
2. Utilities (project leads staff time) \$ 12,000.00
3. ACWWA administration expenses \$ 18,695.00



**PUBLIC WORKS & URBAN BEAUTIFICATION COMMITTEE  
REPORT TO COUNCIL  
October 9<sup>th</sup>, 2018**

The Public Works & Urban Beautification Committee met on Tuesday, October 2<sup>nd</sup>, 2018, with minutes included in the Regular Monthly Council package.

Three resolutions are anticipated to be forwarded.

Respectfully submitted,

Councillor T. Bernard, Chair

**PUBLIC WORKS & URBAN BEAUTIFICATION COMMITTEE**  
**Tuesday, October 2, 2018**  
**12:00 PM– West Royalty Room, City Hall**

**Present:**      **Councillor Terry Bernard, Chair**  
                         **Councillor Melissa Hilton**  
                         **Councillor Terry MacLeod**  
                         **Peter Kelly, CAO**  
                         **Scott Adams, MPW**  
                         **Paul Johnston, MIAM**  
                         **Wallace Higgins, AA**

**CALL TO ORDER**

The meeting was called to order at approximately 12:20pm by Chair Terry Bernard.

**DECLARATIONS OF CONFLICT OF INTEREST**

No declarations of conflict.

**APPROVAL OF AGENDA**

The agenda was approved by Chair Bernard and seconded by Councillor Hilton.

**ADOPTION OF MINUTES**

It was moved by Chair Bernard and seconded by Councillor Hilton that the minutes from September 6<sup>th</sup>, 2018, meeting be approved.

**BUSINESS ARISING FROM THE MINUTES**

Not applicable.

**UPTON FARMS – REQUEST TO INSTALL TWO (2) DIRECTIONAL LIGHTS ON CITY ROW**

Upton Farms has made a formal request to Public Works Department, to permit the installation of two (2) direction signs on City ROW. These signs will be installed to direct vehicles to their parking lot located on Maypoint Road.

The manager has reviewed the requested locations. There appears to be no conflicts with other signage nor any sight lines issues. The locations requested are suitable for the installation. The manager recommends that these signs are no larger than 60x60, the standard size for most signs on residential street.

The Public Works Committee recommended to approve the locations as indicated on the plan with a Land Use Agreement.



## **2018 DITCH INFILL PROGRAM – UPDATE**

Three construction tenders have been awarded to two separate firms with work underway. Plus a construction tender to reline & repair storm outfall at Navy Quay is awarded to a separate firm.

### **Underway/Completed:**

2018-A Earth Form/CBCL Pine, Miller/Woodleigh/Hanover, Skyline/Madeline/Jardine, Evergreen/Maine/Melody, Cherry

2018-B Birt & MacKay/CBCL Donald, Capital

2018-C Birt & MacKay/WSP Stockman Dr Phase 2

Navy Quay Outfall 7305516 Canada Inc/Harland - reline and repair seawall

2019-20 Design CBCL Engineering Angus, Belgrave, McLean SD, Moore, Ellen's Creek, Shamrock, Centennial, Parkview, Elizabeth, Westhill

### **TENDERS:**

RFQ – Traffic Signal – Poles and Arms – Closes on October 4, 2018. A resolution will be brought forward to the next council meeting for approval.

Tender - 2018 Sidewalk Construction – Closes on October 2, 2018. A resolution will be brought forward to the next council meeting for approval.

RFQ – Tandem Truck with Winter Plow & De-icing Equipment – Closes on October 3, 2018. No bids were submitted.

RFQ – Overhead Door Replacements – Kent Street Fire Station – Closed on September 28, 2018. A resolution will be brought forward to the next council meeting for approval.

## **NEW BUSINESS**

### **2018/19 MUNICIPAL BUILDINGS WINTER MAINTENANCE:**

Prior to the 2017/18 winter maintenance season, Public Works sent out an RFQ for snow clearing at municipal buildings. In the RFQ, there was a provision, that if both parties mutually agreed, the services would be extended to the 2018/19 winter season, with the yearly rates being adjusted by the transportation component of the PEI Consumer Price Index, as reported by Statistics Canada. The CPI adjustment rate for the 2018/19 season is estimated to be approximately 4.5%, which will increase the snow clearing by \$915.35. The final rate will be calculated once the CPI factor for the month of September is released.

**MOTION TO MOVE INTO CLOSED SESSION**

Moved by Chair Bernard and Seconded by Councillor Hilton to go into closed session, as per section 119 (1) sub-sections (a) & (e) of the Prince Edward Island Municipal Government Act.  
Motion Carried.

**MOTION TO ADJOURN**

Moved by Chair Bernard and Seconded by Councillor MacLeod that the meeting be adjourned.  
Motion Carried.

The meeting adjourned at approximately 12:47pm.

*The next regular meeting of the Public Works & Urban Beautification Committee is tentatively set for 12:00 on Wednesday, November 7<sup>th</sup>, 2018, at City Hall.*

- end -

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Councillor T. Bernard, Chair



# CITY OF CHARLOTTETOWN

## RESOLUTION

Public Works #1

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Date: October 09, 2018

Moved by Councillor \_\_\_\_\_ Terry Bernard

Seconded by Councillor \_\_\_\_\_ Melissa Hilton

**RESOLVED:**

**That, per the publicly advertised Request for Quotation for ‘2018 Concrete Sidewalk Construction’, the low submission of Curran & Briggs in the amount of \$376,199.50 (all taxes included) be accepted.**

**This expenditure has been previously approved in the 2018-19 capital budget.**

**The Mayor and CAO are hereby authorized to execute any standard contracts/agreements to implement this resolution.**

- RFQ was publicly advertised, closing Tuesday, October 2<sup>nd</sup>, 2018
- Two (2) submission was received as follows:

Curran & Briggs	\$ 376,199.50 (taxes included)
Earthform Corp	\$ 431,681.25 (taxes included)
- Offers were reviewed by City staff who find no issues with the low submission



# CITY OF CHARLOTTETOWN

## RESOLUTION

Public Works #2

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Date: October 09, 2018

Moved by Councillor \_\_\_\_\_ Terry Bernard

Seconded by Councillor \_\_\_\_\_ Melissa Hilton

### RESOLVED:

**That, per the publicly advertised Request for Quotation for ‘Overhead Door Replacements – Kent St Fire Station’, the low submission of Island Overhead Doors in the amount of \$6,105.88 (all taxes included) per door be accepted.**

**This expenditure has been previously approved in the 2018-19 capital budget.**

**The Mayor and CAO are hereby authorized to execute any standard contracts/agreements to implement this resolution.**

- RFQ was publicly advertised, closing Friday September 28, 2018
- Two (2) submission was received as follows:

Island Overhead Doors	\$ 6,105.88 per door (taxes included)
Coles Doors	\$10,619.02 per door (taxes included)
- There are 7 doors expected to be undertaken in this project
- Offers were reviewed by City staff who find no issues with the low submission



# CITY OF CHARLOTTETOWN

## RESOLUTION

Public Works #3

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Date: October 09, 2018

Moved by Councillor \_\_\_\_\_ Terry Bernard

Seconded by Councillor \_\_\_\_\_ Melissa Hilton

### RESOLVED:

**That, per the publicly advertised Request for Quotation for ‘Traffic Signals – Poles and Arms’, the submission of Mallard Forestry Equipment Inc. in the amount of \$45,390.62 (all taxes included) be accepted.**

**This expenditure has been previously approved in the 2018-19 capital budget.**

**The Mayor and CAO are hereby authorized to execute any standard contracts/agreements to implement this resolution.**

- RFQ was publicly advertised, closing Thursday October 04, 2018
- One (1) submission was received as follows:
  - Mallard Forestry Equipment      \$ 45,390.62 (taxes included)
- These are items for upcoming projects and reserve stock
- Offer was reviewed by PW staff and found to be reasonable





**ECONOMIC DEVELOPMENT, TOURISM,  
ARTS & CULTURE COMMITTEE  
REPORT TO COUNCIL  
OCTOBER 9, 2018**

The Economic Development, Tourism, Arts & Culture Committee has not met since last council meeting.

The Arts Advisory Board met on September 17 & 24, 2018. The draft minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Robert Doiron, Chair

**Charlottetown Arts Advisory Board Meeting**  
**Monday, September 17, 2018**  
**12:15 PM – Parkdale Room**

**Present:** Mark Sandiford, Chair      Ron Atkinson, EconDO  
              Maria Driscoll                      Cheryl Wagner  
              Claire Nantes                         Sharon Larter  
              Cindy MacMillan, AA

**Regrets:** John Morris                      Barbara MacLeod

**1. Call to Order:**

The meeting was called to order by Mark Sandiford, Chair at 12:15 pm.

**2. Declarations of Conflict of Interest**

None

**3. Approval of Agenda:**

It was moved by Sharon and seconded by Maria that the agenda be approved as circulated. Carried.

**4. Adoption of Minutes:**

The minutes from the August meeting were included in the meeting package. It was moved by Claire and seconded by Sharon that the minutes be approved as circulated. Carried.

**5. Business Arising from Minutes**

There was no business arising from the minutes.

**6. Items for discussion:**

Silly Walk Crosswalk Sign

The Board was advised that the Silly Walk Crosswalk Sign has been approved by the Public Works Department for installation at the crosswalk on Richmond St. from Confederation Centre to the Sir John A. MacDonald statue. This Silly Walk sign will only be erected during the time that Richmond Street is closed to vehicular traffic as it does not meet signage codes. An email has been sent to consult with the Victoria Row Merchants' Association notifying them of these plans.

Art in the City

Mark advised that there are still conversations happening with an interested organization and that both parties want to ensure that the correct individuals are included in discussions. There

was also a discussion on the possible purchase of the crows made of tires that were showcased during Art in the Open this year.

#### Public Art Policy

The Board reviewed and discussed some changes that they may be looking to make. Maria spoke with another Canadian municipality and compared the differences between the policies. The idea of also including guidelines/steps for artists to follow was discussed. The Board will meet again on September 24, 2018 for final proposed changes to the policy.

#### 7. **Introduction of New Business**

There was no new business.

#### 8. **Motion for Adjournment**

Meeting Adjourned 1:40 p.m.

**Charlottetown Arts Advisory Board Meeting**  
**Monday, September 24, 2018**  
**12:15 PM – Parkdale Room**

DRAFT

**Present:** Mark Sandiford, Chair      Ron Atkinson, EconDO  
Maria Driscoll                      Cheryl Wagner  
Claire Nantes                        Sharon Larter  
Barbara MacLeod                 Cindy MacMillan, AA

**Regrets:** John Morris

**1. Call to Order:**

The meeting was called to order by Mark Sandiford, Chair at 12:15 pm.

**2. Declarations of Conflict of Interest**

None

**3. Approval of Agenda:**

It was moved by Barb and seconded by Cheryl that the agenda be approved as circulated.  
Carried.

**4. Adoption of Minutes:**

The minutes from the September 17, 2018 meeting were included in the meeting package. It was moved by Cheryl and seconded by Sharon that the minutes be approved as circulated.  
Carried.

**5. Business Arising from Minutes**

Silly Walk Crosswalk Sign

There has been a slight delay with the installation of the Silly Walk sign. Mark had the opportunity for a photo to be taken at the signage site with the Guardian. The Board is still hoping to have the sign erected before Richmond Street re-opens to vehicles.

**6. Items for discussion:**

Public Art Policy Review

The Board reviewed various sections of the policy and discussed the proposed edits. Work will continue on this Policy and when completed, the proposed changes will be sent to the Economic Development, Tourism, Arts & Culture Committee for recommendation to Council.

**7. Introduction of New Business**

There was no new business.

**8. Motion for Adjournment**

Meeting Adjourned 1:30 p.m.



**ENVIRONMENT & SUSTAINABILITY COMMITTEE  
REPORT TO COUNCIL  
OCTOBER 9, 2018**

The Environment & Sustainability Committee met on Wednesday, September 26, 2018, and the draft minutes are included in your package.

The Charlottetown Food Council met on September 17 & 24, 2018. The draft minutes are also included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Deputy Mayor Mike Duffy, Chair



**ENVIRONMENT & SUSTAINABILITY COMMITTEE**  
**Wednesday, September 26, 2018**  
**12:15 PM – Sherwood Room, City Hall**

**PRESENT:** Deputy Mayor Mike Duffy, Chair  
Councillor Jason Coady, Vice-Chair  
Councillor Kevin Ramsay, Member  
Peter Kelly, CAO

**ALSO:** Ramona Doyle, SO  
Betty Pryor, PO  
Cindy MacMillan, AA

**REGRETS:** N/A

**1) Call to Order**

The meeting was called to order at approximately 12:15 pm by the Chair.

**2) Declarations of conflict of interest**

Councillor Ramsay declared a conflict of interest in the three (3) Transit reports.

**3) Approval of Agenda**

Chair Duffy requested to add two (2) additional items to the agenda; Fitzroy Street bike lane and Turf Management sessions. It was moved by Councillor Kevin Ramsay and seconded by Councillor Coady that the agenda be approved as amended. Carried.

**4) Adoption of Minutes**

It was moved by Councillor Coady and seconded by Councillor Ramsay that the minutes from August 14, 2018 be approved as circulated. Carried.

**5) Business arising from the minutes**

There was no business arising from the minutes.

Councillor Ramsay excused himself from the meeting while the Transit reports were presented.

**6) Reports**

**A. Transit Updates – Electric Bus, Ridership, ICIP Funding (E&S 18-29) –**

R. Doyle, Sustainability Officer, presented the report. NewFlyer's electric bus, the Xcelsior CHARGE was on PEI, September 4-6, 2018 as a demonstration of electric bus capabilities. The bus was in operation in Cornwall and Stratford on

September 4; in Charlottetown on September 5 and provided a private tour to stakeholders in Charlottetown and in Summerside.

Modeling provided by CUTRIC and NewFlyer demonstrates a cost saving when comparing energy use for a new diesel transit bus (litres of diesel) and a new electric bus (kilowatt hours). A conservative cost saving per bus per year when comparing diesel vs. electricity is \$15,000-\$20,000 but some estimates show cost savings as being as much as \$40,000/year/bus. The price differential between the purchase of a diesel vs. an electric bus is \$350,000. A number of Canadian municipalities have begun to electrify their fleets including St. Albert, Winnipeg, Toronto, Laval and Vancouver.

Funding support is available through the Investing in Canada Infrastructure Program which allocates \$27 million in federal funding for transit improvements on PEI. Federal contributions are capped at 40%, with an expectation that Provincial Governments will provide a minimum of 33% and the remaining 27% will come from municipalities. The bilateral agreement between the Province of PEI and the Government of Canada was signed in August 2018 and funds are expected to be released beginning April 1, 2019.

After a brief discussion, it was moved by Councillor Coady and seconded by Chair Duffy that the Environment and Sustainability Committee support the concept and continue discussions.

**B. Transit Capital Upgrades – PTIF Phase II complete – E&S 18-30**

R. Doyle, Sustainability Officer, presented the progress report on the Public Transit Infrastructure Fund - Phase II which was an upgrading project completed on the capital area transit service on August 31, 2018. The original project estimate was \$448,328 and the final costs were \$402,183. The City of Charlottetown's contribution to this project was \$75,409 which was expensed out of the 2017 and 2018 Capital Budgets.

The Province of PEI and the Government of Canada will have provided funding of \$301,637 for the completion of this project.

Outcomes from PTIF Phase 2 project include:

- Free WIFI available on all City buses
- ReadyPass app available for all transit users which allows for trip planning and includes GPS tracking to display the location of the next bus
- Transit trip planning now available on Google Maps
- 27 new shelters added (17 in Charlottetown; 5 in Cornwall; 5 in Stratford)
- Improvements made to existing shelters
- Easement agreements in place on transit shelters located on private property



- Signage improvements including full stop schedules made along the entire transit system

**C. Transit Capital Upgrades – Purchase of additional buses – E&S 18-31**

R. Doyle, Sustainability Officer, presented the report. The purchase of the used Calgary buses in 2016 provided a necessary upgrade in the transit fleet and allowed T3 Transit to retire a number of the trolley buses and use two trolleys as spares. Unfortunately, the spare trolleys quickly deteriorated and had to be retired as well. The current transit fleet now includes no spare buses and the current fleet has an average age of 10 years.

Ridership has grown substantially, increasing by 25% from 2015 to 2017 when ridership surpassed 500,000 on Charlottetown routes. Early projections for 2018 show similar rates of growth, and an additional increase of 15-18% in ridership is expected in 2018, compared to 2017. The increase in ridership demonstrates an increasing demand for transit services and has also led to more wear-and-tear on the used buses. Initial feedback from the public is that transit is an essential service and that expansions to the service area and service hours will be needed to accommodate growing ridership. Additional buses will be required in order to respond to this growing demand and test additional routes and accommodate longer service hours.

T3 Transit purchased an additional three used buses to ensure reliable operation of the capital area transit system. The estimated cost for purchase and refurbishment is \$210,000 (\$70,000 per bus). Unfortunately, the purchase of these buses is not eligible under the Public Transit Infrastructure Funding (PTIF) program which no longer is accepting applications. The new funding program - Investing in Canada Infrastructure Program - will not open until April 1, 2019 and limits have been set on rehabilitation project funding. Therefore, the total cost of the bus purchase and upgrade will be the responsibility of the City of Charlottetown and the Towns of Cornwall and Stratford.

The City's contribution to capital transit upgrades is 75% and therefore the City's contribution would be \$157,500. In the original transit budget 2018 provided for Council review, there was \$305,000 including as a reserve fund to replace buses. This amount was not included in the final capital budget and therefore capital funds will need to be accessed from capital funds that are not projected to be spent before March 31, 2019. Both the Town of Cornwall and the Town of Stratford have already committed their share of the funds to the purchase of the buses (10% and 15%, respectively).

It was moved by Councillor Coady and seconded by Chair Duffy that support for a survey to be issued to riders on extending transit hours and routes be conducted. The Committee supported the recommendation that staff explore

expensing the \$157,500 towards the purchase of three (3) additional used buses and their refurbishment out of either the 2018/19 or 2019/20 Capital Budget.

Councillor Ramsay re-entered the meeting.

**D. Fitzroy Bike Lane**

Chair Duffy would like to see a public meeting held to discuss the next phase of the Fitzroy Street Bike Lane. The Chair would like to see this meeting take place in November.

**E. Turf Management Sessions**

Chair Duffy suggested that over the winter the City hold weekly information sessions on Turf Management in hopes to better educate residents on pest management.

**F. Pesticide Infestation Exception Application Update – E&S 18-32**

B. Pryor provided an update on the 315 Infestation Exception Applications that were received and approved as of September 18, 2018. There were 310 for chinch bug only, two for chinch bug & white grub, one for chinch bug and sod webworms, one for white grub, and one for Dutch elm disease. Of those three, the sod webworm and one white grub did not meet the threshold.

Of the 315 applications approved, 177 were new to us this year and 138 were repeats from 2017. It is hoped that the drop in those that were done last year is due to our efforts to promote other alternatives.

**G. Water Conservation Update – E&S 18-33**

B. Pryor provided the update. Three fountains have been purchased for installation at the dog park off Acadian Drive, Connaught Square, and Orlebar Park. Each fountain is accessible and consists of a bottle filler, drinking fountain, and pet fountain. The one at Acadian Drive has been installed.

The portable water station had its inaugural City event at the staff BBQ in June. It was also set up at Canada Day celebrations in Victoria Park and is planned to be at a number of City events in 2019.

Since its start in October 2015, there have been approximately 5,425 meters installed under the Residential Meter Program with, as of September 15, approximately 250 remaining to be installed.

The Low Income Financial and Technical (LIFT) Program was launched a year ago in collaboration with Efficiency PEI's Home Energy Low-income Program (HELP). The LIFT Program provides Water & Sewer Utility customers with a water audit, installation of low-flow showerhead, installation of low-flow aerator on bathroom sink and, if applicable, a voucher for low-flow toilet and installation.

As of September 21, there have been 111 applications received (57 in 2017 and 54 in 2018) with 78 toilet rebate vouchers issued. Rebates have been approved for 16 toilet installations.

On Saturday, September 29, the City is supporting TD Tree Days and staff will be participating in the tree planting at Miltonvale wellfield along with staff from TD. The event is 9:00am-12:00 noon and the public is invited to attend. The event includes the planting of 150 native trees and shrubs as well as information on watersheds and the emerald ash borer.

Work is continuing with the watershed groups on projects that meet the objectives of the ICSP.

**F. Cancellation of Financial Literacy Fair**

R. Doyle advised the Committee that the planned event with Skills PEI will not be taking place as Skills PEI has decided not to go forward with the partnership. The City may look at alternate partners.

**8) Introduction of New Business**

There was no new business.

**9) Adjournment**

Moved by Councillor Coady and seconded by Councillor Ramsay that the meeting be adjourned. Carried.

**The meeting adjourned at 1:10 pm.**





City of  
Charlottetown

Report No: E&S 18-29

Date: September 24, 2018

**Directed to:** Chairman M. Duffy, Members of the E&S Committee

**Department:** Environment and Sustainability

**Prepared by:** Ramona Doyle, Sustainability Officer

**Attachments:**

- Electric Bus Demonstration Recap
- Comparison of diesel bus capital replacement plan with electric bus capital replacement plan
- Ridership highlights – September 2018

**Subject:** Electric Bus Update

**RECOMMENDATION:** That the Environment & Sustainability Committee review the provided information on electric bus fleet renewal and provide direction to the CATCC on future transit bus purchasing priorities.

**REPORT:**

NewFlyer’s electric bus, the Xcelsior CHARGE was on PEI, September 4-6, 2018 as a demonstration of electric bus capabilities. The bus was in operation in Cornwall and Stratford on September 4; in Charlottetown on September 5 and provided a private tour to stakeholders in Charlottetown and then in Summerside on September 6.

Modeling provided by CUTRIC and NewFlyer demonstrates a cost saving when comparing energy use for a new diesel transit bus (litres of diesel) and a new electric bus (kilowatt hours). A conservative cost saving per bus per year when comparing diesel vs. electricity is \$15,000-\$20,000 but some estimates show cost savings as being as much as \$40,000/year/bus. The price differential between the purchase of a diesel vs. an electric bus is \$350,000. Based on the conservative estimates, a simple payback on the additional cost of an electric bus would be 17 years. Using more favorable cost-saving estimates, payback may be achieved in less than 9 years. As this is relatively new technology in Canada, there is not a large body of data available yet on performance and payback rates.

The simple paybacks do not incorporate the cost-savings associated with reduced air and noise pollution, nor the cumulative effects on climate change. They also don’t take into consideration the potential for new legislation requiring low-carbon transportation. Essentially, the discussion around electric buses is new territory for the City and would require leadership support in order to take a proactive approach to community and environmental health. A number of Canadian municipalities have begun to electrify their fleets including St. Albert, Winnipeg, Toronto, Laval and Vancouver. These municipalities have recognized the value of low-carbon economies and have made public commitments to the transition.

Funding support is available through the Investing in Canada Infrastructure Program which allocates \$27 million in federal funding for transit improvements on PEI. Federal contributions are capped at 40%, with an expectation that Provincial Governments will provide a minimum of 33% and the remaining 27% will come from municipalities. The

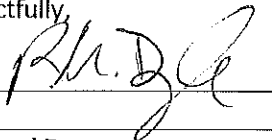
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bilateral agreement between the Province of PEI and the Government of Canada was signed in August 2018 and funds are expected to be released beginning April 1, 2019.

This information has been reviewed with the Capital Area Transit Coordinating Committee which includes representatives of the Towns of Cornwall and Stratford; T3 Transit and the CAO and SO from the City of Charlottetown. Each municipal representative has been tasked with bringing this information to their respective committees of Council to review and to gauge attitudes towards electric vs. diesel fleet replacement plans. Three options have been provided for your review: Option 1: primarily electric fleet; Option 2: mixed fleet; and Option 3: diesel fleet. It is important to keep in mind that a mixed fleet does pose challenges for operations – staff must be trained in both electric and diesel fleet repair and operation and infrastructure must support both. It is therefore recommended that T3 Transit not just include 1 token electric bus in its fleet but rather that a direction be set for full transition to electric by 2030 so that diesel infrastructure and skillsets be phased out. This transition phase and timeline would also align well with the recommendations included in the City's draft Community Energy Plan.

On a final note, it should be emphasized that there was a significant amount of public support demonstrated while the electric bus was in Charlottetown. The buses are quiet and do not release any unsightly exhaust. They provide a very comfortable riding experience for users and it would be expected that a transition to an electric transit fleet would encourage even more riders to take advantage of transit services further reducing commuter traffic and its negative environmental effects in Charlottetown as well as alleviated parking concerns. Some ridership highlights are attached which show that transit ridership continues to grow and that records are continuing to be broken in each municipality.

Respectfully,



Reviewed By:

CAO

Mgr

Other

**RECOMMENDATIONS/ACTIONS:**

**Charlottetown – Cornwall- Stratford  
September Ridership Highlights  
September 20, 2018**

**Charlottetown:**

- Record Day: Friday, Sept 14 – 2,792, Record Saturday, Sept 15 – 1,534, Record Sunday, Sept 9 533
- Average passenger fares per day, Monday to Friday in September: 2,629, 2017 – 2,166
- Passenger fares per service hour for September 2018: 36.8

**Stratford:**

- Tuesday, September 18, 163 passenger fares
- Average passengers per day in September 2018 - 151, 2017 - 127
- Passenger fares per service hour: 16.7

**Cornwall:**

- Tuesday, September 11, 82 passenger fares
- Average to passenger fares per day in September 2018 66; 2017 – 55.
- Passenger fares per service hour: 17.6

**Charlottetown – Cornwall – Stratford  
Electric Bus Demonstration Recap  
September 20, 2018**

**September 4, 2018**

The electric bus did the North Collector and Cornwall routes around noon and then went to work in Stratford for the afternoon/evening runs.

Distance Travelled: 141.41 Km's  
Energy Used: 126.40 kWh

**September 5, 2018**

The electric bus did a complete 12 hour shift on University Avenue with Shawn McNeil. It had full loads, was standing room only at various points and performed tremendously well.

Distance Travelled: 212.95 KM's  
Energy Used: 217.60 kWh

Costing of energy used: 217 kwh \* \$0.1154 = \$25.11  
Monthly Demand Charge: assuming a 3 hour charge and one bus being charged, 72.53 kWh \* \$13.43 = \$974.08. Assuming the bus operates 24 days a month the demand charge is \$40.59 a day (\$974.08/24).

Total energy cost per day: \$25.11 + \$40.59 = \$65.70

Cost of diesel: 105 liters of diesel a day \* \$1.10 = \$115.50 (net of HST)

**September 6, 2018**

We took the electric bus around Cornwall, Stratford and Charlottetown to show politicians and stakeholders. Then we took the electric bus to Summerside.

Distance Travelled: 172.02 KM's  
Energy Used: 152 kWh

See the attached reports from New Flyer that provide further information on the trips.



**Trius Transit (2007) Inc.**  
**Capital Replacement Plan**  
**20-Sep-18**

There is an 18 month lead time in ordering new transit vehicles. We need to make an order by the end of 2018 so we can take delivery of the vehicles in the middle of 2020. We are assuming we will make consistent orders every December going forward which would allow us to take delivery of vehicles every June.

We are presenting two scenarios to integrate electric buses into our fleet. If we are going to make the decision to introduce electric buses there needs to be the commitment from all parties that electric will eventually make up the majority of our fleet. This is due to the time and money that needs to be invested into infrastructure, training and tooling whether we have one electric bus or ten.

We have included the option of buying all diesel bus for comparative purposes to show how much more of an investment electric buses would be.

For this illustration we are assuming:

- an electric bus costs \$1,000,000
- a diesel bus costs \$600,000
- utilizing the funding formula present in the bilateral agreement - 40% Federal, 33% Provincial, 27% Municipal
- at depot chargers that can charge up to three buses is \$150,000 for the cabinet and then \$10,000 for each dispenser.
- \$750,000 in facility upgrades required - indoor parking, tooling, electrical fit ups for charging equipment etc.

**Option 1: 10 Electric & 4 Diesel**

	Electric Buses	Diesel Buses	Bus Purchases	Chargers	Facility Upgrades	Total Cost	Federal - 40%	Provincial - 33%	Municipal - 27%	Charlottetown - 75%	Stratford - 15%	Cornwall - 10%	
Delivery Date	1 May, 2020	2	2	3,200,000	170,000	750,000	4,120,000	1,648,000	1,359,600	1,112,400	834,300	166,860	111,240
	1 May, 2021	2	1	2,600,000	170,000		2,770,000	1,108,000	914,100	747,900	560,925	112,185	74,790
	1 May, 2022	2	1	2,600,000	20,000		2,620,000	1,048,000	864,600	707,400	530,550	106,110	70,740
	1 May, 2023	2	1	2,000,000	170,000		2,170,000	868,000	716,100	585,900	439,425	87,885	58,590
	1 May, 2024	2	1	2,000,000	170,000		2,170,000	868,000	716,100	585,900	439,425	87,885	58,590
		10	4	12,400,000	700,000	750,000	13,850,000	5,540,000	4,570,500	3,739,500	2,804,625	560,925	373,950

**Option 2: 8 Electric & 6 Diesel**

	Electric Buses	Diesel Buses	Bus Purchases	Chargers	Facility Upgrades	Total Cost	Federal - 40%	Provincial - 33%	Municipal - 27%	Charlottetown - 75%	Stratford - 15%	Cornwall - 10%	
Delivery Date	1 May, 2020	2	2	3,200,000	170,000	750,000	4,120,000	1,648,000	1,359,600	1,112,400	834,300	166,860	111,240
	1 May, 2021	1	2	2,200,000	10,000		2,210,000	884,000	728,300	596,700	447,525	89,505	59,670
	1 May, 2022	1	2	2,200,000	160,000		2,360,000	944,000	778,800	637,200	477,900	95,580	63,720
	1 May, 2023	2	2	2,000,000	20,000		2,020,000	808,000	666,600	545,400	409,050	81,810	54,540
	1 May, 2024	2	2	2,000,000	170,000		2,170,000	868,000	716,100	585,900	439,425	87,885	58,590
		8	6	11,600,000	530,000	750,000	12,880,000	5,152,000	4,250,400	3,477,600	2,608,200	521,640	347,760

**Option 3: 14 Diesel**

	Electric Buses	Diesel Buses	Bus Purchases	Chargers	Facility Upgrades	Total Cost	Federal - 40%	Provincial - 33%	Municipal - 27%	Charlottetown - 75%	Stratford - 15%	Cornwall - 10%	
Delivery Date	1 May, 2020	4	4	2,400,000			2,400,000	960,000	792,000	648,000	486,000	97,200	64,800
	1 May, 2021	3	3	1,800,000			1,800,000	720,000	594,000	486,000	364,500	72,900	48,600
	1 May, 2022	3	3	1,800,000			1,800,000	720,000	594,000	486,000	364,500	72,900	48,600
	1 May, 2023	2	2	1,200,000			1,200,000	480,000	396,000	324,000	243,000	48,600	32,400
	1 May, 2024	2	2	1,200,000			1,200,000	480,000	396,000	324,000	243,000	48,600	32,400
		0	14	8,400,000	-	-	8,400,000	3,360,000	2,772,000	2,268,000	1,701,000	340,200	226,800



# City of Charlottetown

Report No: E&S 18-30

Date: September 24, 2018

Directed to: Chairman M. Duffy, Members of the E&S Committee

Attachments:

- 

Department: Environment and Sustainability

Prepared by: Ramona Doyle, Sustainability Officer

Subject: PTIF – Phase 2 Final Report

**RECOMMENDATION: Update only**

**REPORT:**

The Public Transit Infrastructure Fund – Phase 2 was an upgrading project completed on the capital area transit service ended on August 31, 2018. The project included technology upgrades (WIFI, and ReadyPass) and transit shelter improvements (27 new shelters and signage). The original project estimate was \$448,328 and the final costs were \$402,183. The City of Charlottetown’s contribution to this project was \$75,409 which was expensed out of the 2017 and 2018 Capital Budgets.

A final claim will be submitted to the Infrastructure Secretariat of PEI in the next few weeks once proof of payment on all project invoices have been received. The Province of PEI and the Government of Canada will have provided funding of \$301,637 for the completion of this project.

Outcomes from PTIF Phase 2 project include:

- Free WIFI available on all City buses
- ReadyPass app available for all transit users which allows for trip planning and includes GPS tracking to display the location of the next bus
- Transit trip planning now available on Google Maps
- 27 new shelters added (17 in Charlottetown; 5 in Cornwall; 5 in Stratford)
- Improvements made to existing shelters
- Easement agreements in place on transit shelters located on private property
- Signage improvements including full stop schedules made along the entire transit system

Respectfully,

Reviewed By:

CAO

Mgr

Other

**RECOMMENDATIONS/ACTIONS:**



City of  
Charlottetown

Report No: E&S 18-31

Date: September 24, 2018

Directed to: Chairman M. Duffy, Members of the E&S Committee

Attachments:

- Capital Replacement Plan - Transit

Department: Environment and Sustainability

Prepared by: Ramona Doyle, Sustainability Officer

Subject: Transit Capital Upgrades 2018

**RECOMMENDATION:** That the Environment & Sustainability Committee approve \$157,500 towards transit fleet upgrades for 2018 and further that this amount be expensed from the 2018 Capital Budget.

**REPORT:**

Initially, the purchase of the used Calgary buses in 2016 provided a necessary upgrade in the transit fleet and allowed T3 Transit to retire a number of the trolley buses that were well-beyond their useful life and use two trolleys as spares. Unfortunately, the spare trolleys quickly deteriorated and had to be retired as well. The current transit fleet now includes no spare buses and the current fleet has an average age of 10 years. Spare buses are particularly important when the average age of the buses is high as aging buses must be pulled from operation regularly to conduct repairs and maintenance.

Ridership has grown substantially over the past three years, increasing by 25% from 2015 to 2017 when ridership surpassed 500,000 on Charlottetown routes. Early projections for 2018 show similar rates of growth, and an additional increase of 15-18% in ridership is expected in 2018, compared to 2017. The increase in ridership demonstrates an increasing demand for transit services and has also led to more wear-and-tear on the used buses. Initial feedback from the public is that transit is an essential service and that expansions to the service area and service hours will be needed to accommodate growing ridership. Additional buses will be required in order to respond to this growing demand and test additional routes and accommodate longer service hours.

Due to a short window of opportunity and the lack of spare buses, T3 Transit purchased an additional three used buses to ensure reliable operation of the capital area transit system. The estimated cost for purchase and refurbishment is \$210,000 (\$70,000 per bus). Unfortunately, the purchase of these buses is not eligible under the Public Transit Infrastructure Funding (PTIF) program which no longer is accepting applications. The new funding program – Investing in Canada Infrastructure Program - will not open until April 1, 2018 and limits have been set on rehabilitation project funding. Therefore, the total cost of the bus purchase and upgrade will be the responsibility of the City of Charlottetown and the Towns of Cornwall and Stratford.

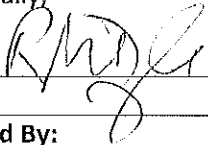
The City's contribution to capital transit upgrades is 75% and therefore the City's contribution would be \$157,500. In the original transit budget 2018 provided for Council review, there was \$305,000 including as a reserve fund to

continued

replace buses. This amount was not included in the final capital budget and therefore capital funds will need to be accessed from capital funds that are not projected to be spent before March 31, 2019. Both the Town of Cornwall and the Town of Stratford have already committed their share of the funds to the purchase of the buses (10% and 15%, respectively).

It is recommended that the Environment & Sustainability Committee bring a resolution to City Council to approve \$157,500 in spending towards the purchase of three additional used buses and their refurbishment and this amount be expensed out of the existing 2018 Capital Budget.

Respectfully,



Reviewed By:

CAO

Mgr

Other

RECOMMENDATIONS/ACTIONS:

**Trius Transit (2007) Inc.**  
**Capital Replacement Plan**  
**20-Sep-18**

When we purchased the Eldardo's there had been in service on average 9 years and had between 575,000 - 650,000 Km's  
 Our buses travel on average 50,000 Km's per year  
 On average the buses now have between 650,000 - 725,000 Km's

Unit Number	Service Age May 2018	Service Age May 2019	Service Age May 2020	Service Age May 2021	Service Age May 2022	Service Age May 2023	Service Age May 2024
Estimated Average Km's Per Vehicle	687,500	737,500	787,500	837,500	887,500	937,500	987,500
60	10	11	12	13			
61	10	11					
62	10	11	12				
63	10	11					
64	10	11	12				
65	10	11	12	13			
66	10	11					
67	10	11					
68	10	11	12	13			
69 - Sunny	9	10	11				
70	10	11	12	13	14		
71	10	11	12	13	14		
72 - T3 Purchased 2018		11	12	13	14	15	
73 - T3 Purchased 2018		11	12	13	14	15	
74 - T3 Purchased 2018		11	12	13	14	15	
<b>Current Fleet on Road</b>	<b>12</b>	<b>15</b>	<b>11</b>	<b>8</b>	<b>5</b>	<b>2</b>	<b>0</b>
<b>Proposed # Units to Purchase</b>			<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>
2020 - 1			1	2	3	4	5
2020 - 2			1	2	3	4	5
2020 - 3			1	2	3	4	5
2020 - 4			1	2	3	4	5
2021 - 1				1	2	3	4
2021 - 2				1	2	3	4
2021 - 3				1	2	3	4
2022 - 1					1	2	3
2022 - 2					1	2	3
2022 - 3					1	2	3
2023 - 1						1	2
2023 - 2						1	2
2024 - 1							1
2024 - 2							1
<b>Proposed New Fleet on Road</b>		<b>0</b>	<b>4</b>	<b>7</b>	<b>10</b>	<b>12</b>	<b>14</b>



City of  
Charlottetown

Report No: E&S 18-32

Date: September 24, 2018

Directed to: Chairman M. Duffy, Members of the E&S Committee

Attachments: N/A

Department: Environment and Sustainability

Prepared by: Betty Pryor, Projects Officer

Subject: Pesticide Infestation Exception Application Update

**RECOMMENDATION:**

For information purposes only

**REPORT:**

As of September 18, 2018, 315 Infestation Exception Applications were received and approved. There were 310 for chinch bug only, two for chinch bug & white grub, one for chinch bug and sod webworms, one for white grub, and one for Dutch elm disease. Because Arena was listed for the sod webworm and white grub along with the chinch bug, additional applications were not requested. Of those three, the sod webworm and one white grub did not meet the threshold.

Of the 315 applications approved, 177 were new to us this year and 138 were repeats from 2017. It is hoped that the drop in those that were done last year is due to our efforts to promote other alternatives. As for the ones that were not done last year, many were done in previous years and some were done the first time this year. Since a number of people were not home at the time of inspection, exact numbers are not available.

Respectfully,

*Betty Pryor*

Reviewed By:

CAO

Manager

Other

*RD*

**RECOMMENDATIONS/ACTIONS:**



City of  
Charlottetown

Report No: E&S 18-33

Date: September 24, 2018

Directed to: Chairman M. Duffy, Members of the E&S Committee

Attachments: N/A

Department: Environment and Sustainability

Prepared by: Betty Pryor, Projects Officer

Subject: Water Conservation-Wellfield Protection Update

**RECOMMENDATION:**

For information purposes only

**REPORT:**

Three fountains have been purchased for installation at the dog park off Acadian Drive, Connaught Square, and Orlebar Park. Each fountain is accessible and consists of a bottle filler, drinking fountain, and pet fountain. The one at Acadian Drive has been installed.

The portable water station had its inaugural City event at the staff BBQ in June. It was also set up at Canada Day celebrations in Victoria Park and is planned to be at a number of City events in 2019. This is an integral part as we promote sustainable events within the City.

Water restrictions are in place June 1-September 30 and a "Use Water Wisely" campaign is held during this time. This year there was signage installed at the bus shelters and on the back of one bus. The campaign also included signs installed on University Avenue and Mount Edward Road, advertising in *The Buzz*, and radio ads during the months of July and August.

Since its start in October 2015, there have been approximately 5,425 meters installed under the Residential Meter Program with, as of September 21<sup>st</sup>, approximately 250 remaining to be installed. Installations have been scaled down to one day every two weeks.

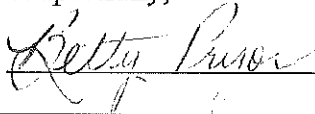
The Low Income Financial and Technical (LIFT) Program was launched a year ago in collaboration with efficiencyPEI's Home Energy Low-income Program (HELP). The LIFT Program provides Water & Sewer Utility customers with a water audit, installation of low-flow showerhead, installation of low-flow aerator on bathroom sink and, if applicable, a voucher for low-flow toilet and installation. As of September 21<sup>st</sup>, there have been 111 applications received (57 in 2017 and 54 in 2018) with 78 toilet rebate vouchers issued. Rebates have been approved for 16 toilet installations, two were approved for installation only, and were not eligible.

On Saturday, September 29<sup>th</sup>, the City is supporting TD Tree Days and staff will be participating in the tree planting at Miltonvale wellfield along with staff from TD. The event is 9:00am-12:00 noon and the public is invited to attend. The event includes the planting of 150 native trees and shrubs as well as information on watersheds and the emerald ash borer.

Funding has been received from the Prince Edward Island Wildlife Conservation Fund to help host a fieldtrip this fall for Grade 8 students at the Miltonvale wellfield.

Work is continuing with the watershed groups on projects that meet the objectives of the ICSP.

Respectfully,

  
\_\_\_\_\_

Reviewed By:

CAO

Manager

Other



**RECOMMENDATIONS/ACTIONS:**



**CHARLOTTETOWN FOOD COUNCIL**  
**Monday, September 17, 2018**  
**5:00 PM – Parkdale Room, City Hall**

**PRESENT:** Karen Murchison, Chair  
Stan Chaisson  
Travis Cummiskey  
Phil Ferraro  
Bernie Plourde  
Gail Metcalfe  
Shannon Courtney  
Emilee Sorrey  
Pierre Hajjar

**ALSO:** Jessica Brown, SOC  
Ramona Doyle, SO  
Christina MacLeod, Facilitator, Volume 18

**REGRETS:** Robert Godfrey, Vice Chair  
Sarah Donald  
Mike MacDonald  
Morgan Palmer  
Jennifer Whittaker

**1) Call to Order**

The meeting was called to order at 5:02 PM

**2) Declarations of conflict of interest**

No declarations of conflict.

**3) Approval of Agenda**

The agenda was approved by Karen Murchison and seconded by Stan Chaisson

**4) Adoption of Minutes**

The minutes from the August 13, 2018 meeting were included in the meeting package. It was moved by Phil Ferraro and seconded by Bernie Plourde that the minutes from August 13, 2018 be approved.

**5) Business arising from the minutes**

There was no business arising from the minutes.

**6) Discussion**

- A.** **Introductions** – Food Council members introduced themselves and shared some background information on their associations with food.
- B.** **Facilitated Strategic Planning** - C. MacLeod introduced herself and talked about the objectives of the meeting – to understand motivations of the members of the Charlottetown Food Council and to develop a vision and mission that will help inform the strategic direction of the Food Council. Members were asked to share their motivations of applying to be a member and any outcomes that they would hope to achieve from their time on the Council. Motivations included a desire to make positive improvements in the school system to support healthy eating and food literacy; improving the connection between food producers and consumers; improving access to local markets for local producers; addressing issues surrounding food security; increasing the understanding of the connection between health and nutrition; and strengthening local food networks. Outcomes included food procurement policy improvements for institutions; education for all generations; increasing edible landscaping in the City; expanding markets for local food; improving food offerings in schools; creating connections with food to other important social issues (such as affordable housing); and creating community kitchens, food hubs and other infrastructure that supports community wellbeing through food.
- C.** **Developing a Draft Mission Statement** – C. MacLeod described the importance of setting a vision and mission for any organization that wants to create change – it ensures a shared and agreed upon purpose for the Food Council and allows that purpose to easily be communicated with others. C. MacLeod provided examples from other organizations on mission statements, which can be thought of as “how” an organization accomplishes their goals. After some discussion, the Council agreed upon a draft mission statement: **Improving the local food system through advocacy and action for the health of our community.** The draft mission will be shared with those members who were not able to attend and revisited at the second strategic planning meeting on September 24, 2018.
- D.** **Developing a Draft Vision Statement** – C. MacLeod provided examples from other organizations on vision statements, which can be thought of as the “end goal” that an organization works towards. After some discussion, the Council agreed upon a draft vision statement: **A vibrant community built on a healthy food system.** The draft mission will be shared with those members who were not able to attend and revisited at the second strategic planning meeting on September 24, 2018.

## **7) MOTION TO ADJOURN**

Moved by Gail Metcalfe and seconded by Shannon Courtney that the meeting be adjourned. Motion carried.

The Meeting adjourned at 8:00 PM.

**CHARLOTTETOWN FOOD COUNCIL**  
**Monday, September 24, 2018**  
**1:00 PM – Parkdale Room, City Hall**

**PRESENT:** Karen Murchison, Chair  
Robert Godfrey, Vice Chair  
Mike MacDonald  
Bernie Plourde  
Gail Metcalfe  
Shannon Courtney  
Morgan Palmer

**ALSO:** Jessica Brown, SOC  
Ramona Doyle, SO  
Christina MacLeod, Facilitator, Volume 18

**REGRETS:** Stan Chaisson  
Travis Cumiskey  
Phil Ferraro  
Sarah Donald  
Emilee Sorrey  
Pierre Hajjar  
Jennifer Whittaker

**1) Call to Order**

The meeting was called to order at 12:15 PM

**2) Declarations of conflict of interest**

No declarations of conflict.

**3) Approval of Agenda**

The agenda was moved by Robert Godfrey and seconded by Mike MacDonald

**4) Adoption of Minutes**

The minutes from the September 17, 2018 meeting were included in the meeting package. It was moved by Karen Murchison and seconded by Morgan Palmer that the minutes from September 17, 2018 be approved.

**5) Business arising from the minutes**

There was no business arising from the minutes.

## 6) Discussion

- A. Introductions** – Food Council members introduced themselves and shared some background information on their associations with food. C. MacLeod provided a summary of last weeks' strategic planning meeting.
- B. Charlottetown Food Council Mission & Vision Statement** – The mission and vision statements that had been drafted at the first strategic planning meeting on September 17th 2018 were accepted by the Charlottetown Food Council members.  
**Mission:** Improving the local food system through advocacy and action for the health of our community.  
**Vision:** A vibrant community built on a healthy food system.
- C. Name and Brand of Charlottetown Food Council** - Members expressed support for the name Charlottetown Food Council. Robert Godfrey felt it was important to have 'Charlottetown' in the title because there is a two-way reliance between producers and the capital City within the local food system. Morgan Palmer agreed, and mentioned the connection we all have to Charlottetown where many either live, work, and/or play. Morgan also felt it was important to include that named connection to the Municipality the Food Council is based out of.  
**Brand visuals:** Food Council member's discussed incorporating urban/rural landscapes into the logo to represent the connection between the two. Toronto Food Council example was used. All agreed the logo should be simple/clean.  
**Ideas:** barn and highrise, skyline and veggies. Food produced on PEI. Community/people.  
**Colors:** complement the Inspired City logo and Charlottetown logo colors. Natural colors – green, blue, harvest yellow, not a lot of red.  
**Members disliked:** anthropomorphized produce, busy logos.
- D. Food Charter** – A Food Charter is a document that states a value, vision, or principle statement and/or series of goals set by a region related to its food system. It is a non-binding document that acts as a guide or reference for program and policy makers to ensure that any action in the food system can be related back to key objectives.  
The council reviewed the City of Peterborough's food charter as an example and discussed the values and detailed vision that should be included in the Charlottetown Food Charter.
- E. Next Meeting** – It was determined that the Food Council will meet on the 3<sup>rd</sup> Tuesday of each month, from 7:00 PM-9:00 PM at City Hall. The next meeting will be October 16. Meetings will be monthly unless the Council decides otherwise. For the next agenda, the Council will review the Vision, Mission, and Food Charter and make any necessary adjustments before adoption.

**7) MOTION TO ADJOURN**

Moved by Robert Godfrey and seconded by Mike MacDonald that the meeting be adjourned. Motion carried.

The Meeting adjourned at 3:15 PM.

DRAFT



# Accidents



Date	Description	Transit at Fault	Length of Time out of service	Status
Jan, 2018	No accidents in Jan/2018			
Feb, 2018	No accidents in Feb/2018			
Mar, 2018	Put black mark on bumper of car	yes	no lost time	
April	Bus was in right hand turning lane and a car tried to squeeze beside it on the right hand side.	no	no lost time	
May	car mad an illegal lane change and broke one of the busses running lights	no	no lost time	
June	No accidents in June/2018			
July	out of parking lot hitting the bus	no	30 min	

CHARLOTTETOWN RIDERSHIP - MARCH 2018

Sum of Charlottetown Ri Route #	1	2	3	4	5	6	7	9	11	13	14	Grand Total
01-09-18 Sat	405	306	355	0	0	190	0	0	0	0	0	1,256
02-09-18 Sun	503	0	0	0	0	0	0	0	0	0	0	503
03-09-18 Mon	0	0	0	0	0	0	0	0	0	0	0	0
04-09-18 Tue	569	298	303	370	149	297	21	380	295	1	1	2,684
05-09-18 Wed	669	442	286	416	108	215	18	405	182	4	2	2,747
06-09-18 Thu	530	389	295	363	122	219	18	352	290	3	2	2,583
07-09-18 Fri	631	353	334	328	112	243	16	329	297	3	2	2,648
08-09-18 Sat	455	443	463	0	0	0	0	0	0	0	0	1,361
09-09-18 Sun	533	0	0	0	0	0	0	0	0	0	0	533
10-09-18 Mon	579	368	360	328	119	257	21	326	299	2	1	2,660
11-09-18 Tue	614	269	283	399	123	269	20	309	260	2	2	2,550
12-09-18 Wed	584	309	306	332	124	268	20	314	302	4	0	2,563
13-09-18 Thu	581	304	313	366	120	274	18	349	229	4	0	2,558
14-09-18 Fri	716	342	304	436	127	248	16	384	215	3	1	2,792
15-09-18 Sat	477	393	398	0	0	266	0	0	0	0	0	1,534
16-09-18 Sun	461	0	0	0	0	0	0	0	0	0	0	461
17-09-18 Mon	681	323	296	332	108	256	20	323	303	5	1	2,648
18-09-18 Tue	652	258	279	397	136	204	22	334	201	2	1	2,486
19-09-18 Wed	554	332	302	332	105	281	23	329	293	5	3	2,559
20-09-18 Thu	629	323	298	345	120	257	22	323	448	2	3	2,770
21-09-18 Fri	693	295	308	420	136	270	17	372	235	3	1	2,750
22-09-18 Sat	456	310	359	0	0	224	0	0	0	0	0	1,349
23-09-18 Sun	434	0	0	0	0	0	0	0	0	0	0	434
24-09-18 Mon	652	290	271	306	99	233	19	390	276	4	1	2,541
25-09-18 Tue	716	296	307	405	126	296	22	371	262	0	4	2,805
26-09-18 Wed	501	273	283	308	145	214	18	296	222	3	2	2,265
27-09-18 Thu	577	335	269	329	126	293	21	330	231	3	2	2,516
28-09-18 Fri	666	269	288	273	135	219	19	329	260	2	2	2,462
29-09-18 Sat	500	356	396	0	0	226	0	0	0	0	0	1,478
30-09-18 Sun	466	0	0	0	0	0	0	0	0	0	0	466
<b>Grand Total</b>	<b>16,484</b>	<b>7,876</b>	<b>7,656</b>	<b>6,785</b>	<b>2,340</b>	<b>5,719</b>	<b>371</b>	<b>6,545</b>	<b>5,100</b>	<b>55</b>	<b>31</b>	<b>58,962</b>

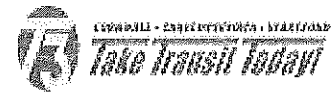
CHARLOTTETOWN RIDERSHIP - MARCH 2018

Day	Values		Monthly Ridership
	Paying	Non	
Sun	18	2379	2,397
Mon	105	7744	7,849
Tue	181	10344	10,525
Wed	165	9969	10,134
Thu	113	10314	10,427
Fri	188	10464	10,652
Sat	105	6873	6,978
<b>Grand Total</b>	<b>875</b>	<b>58087</b>	<b>58,962</b>

	2018	2017	2016
Total Ridership	58,962	50,757	45,924
Monday - Friday	48,835	42,278	39,706
Paying	752	1,059	781
Non - Paying	19	20	21
Working Days	19	20	21
Average	2,610	2,167	1,928
Saturday	6,873	5,737	4,113
Paying	105	117	63
Non - Paying	5	5	4
Working Days	5	5	4
Average	1,396	1,171	1,044
Sunday	2,379	1,555	1,258
Paying	18	11	2
Non - Paying	5	4	4
Working Days	5	4	4
Average	479	392	315



# Customer Complaints



Date	Description
Jan-18	8:15 Stratford bus was late. This was due to an accident on the bridge
Jan-18	Customer called to say bus was early at the Walmart shelter.
Jan-18	Stratford bus late picking up on Bunbury side. This was due to a 3 car accident on the bridge.
Feb-18	Person was upset that her cat in a cage was not permitted on the bus. Our policy is only service animals are allowed on our buses
Feb-18	Customer called to say bus was early at the Walmart shelter.
Feb-18	Customer called to say bus ran yellow light on Kensington Rd.
Feb-18	Customer called to say bus did not wait for him as he was only a few meters from the stop.
Mar-18	Customer complaint saying it was difficult to get through to someone to help them.
Mar-18	Customer said they were splashed by bus on University Avenue
18-Mar	Bus failed to yield right away at a crosswalk on the avenue.
April	Customers should have been informed of new times prior to the updated schedule being implimented.
April	Customer felt they should have been able to get on the bus at the corner of Belvedere and University Ave. This would not have been a safe location to stop the bus.
May	Customer felt the bus was running early and should be pulling into the Indigo stop even if there is no one in the shelter. (especially when running early)
May	Customer left a phone message stating they felt the Cornwall bus was travelling too fast in the roundabout. They did not leave a call back number.
May	The police received a complaint about the busses speeding on Linden Avenue.
May	Customer called wanting us to clean up the broken bottles around one of the shelters.
May	Buses meeting at the Confederation Center are causing traffic to be backed up.
May	Passanger car driver feels the bus did a rolling stop and nearly forced them into a concrete barrier.
May	Customer called to advise us that the bus was early thus leaving her behind.
June	Customer informed us of the shelters had garbage around it - this was promptly cleaned up
June	Customer advised Complaint regarding individuals smoking in the shelter
June	Customer missed transfer as she was the last person to exit her bus and the bus she wanted to transfer to left - discussed with drivers involved
June	Hard for drivers to hear the bell which is used to single the bus to stop at next location - working with mechancis to turn up the volume of the bells and discussed with driverson importance of being aware of passengers
June	Passanger feels that the driver was rude while he was explaining to another passanger why they could not use their July pass in June - reminded all drivers about the importance of customer service and how to properly handle a situation like this.
July	Home owner feels the bus travels way too fast on Mason Road
July	Bus late for pick up at at Walmart. Heavy traffic.
July	Bus late for pick up at the Confederation Center. Heavy traffic.
July	Bus late arriving at Charlottetown Mall. Heavy traffic.



# Marketing Initiatives



Date	Initiative
01/31/2018	Launched WIFI available on all of our Transit Buses
01/31/2018	ReadyPass hardware installed on Transit Vehicles and substantial progress on app software. To start Beta test in the coming week.
01/31/2018	Continued social media and press presence surrounding these initiatives
02/28/2018	Conducted 7 city tours for Holland College Belmont Street
02/28/2018	Pocket Guides have been updated and sent to the printers.
02/28/2018	ReadyPass soft launch was completed. Request for beta users was sent out and we are now getting feedback from them on how the app is performing
28-12-18	With help of Cornwall, Charlottetown and Stratford, completed the Transit Love promotion
15-Mar-18	Spoke to class of Newcomers regarding Transit
03/31/2018	Continued work on ReadyPass and Google Transit - 75 users currently using as controlled Beta test. Working to implement feedback
03/31/2018	Stickers placed in all buses regarding WIFI
03/31/2018	Preparing Instructional Videos for ReadyPass - to be launched in April
May	Wide distribution of the newest T3 RIDE GUIDE
May	Participated in the Health and Wellness Expo at Invesco
June	Google Transit Published
June	Beta testing on Ready Pass - implementing feedback
June	Increased Social Media presence
June	Updating website to include trip planning features

# Breakdowns



Date	Unit	Description
1-Jan	71	CRACKED RADIATOR HOSE 15 MIN FOR REPLACEMENT BUS
1-Feb		No breakdowns
1-Mar		No breakdowns
April		No breakdowns
May	68	CRACKED RADIATOR HOSE 15 MIN FOR REPLACEMENT BUS
May	69	Bus was losing acceleration replacement time 15 minutes.
May	68	Broken rear spring, replacement time 15 minutes.
June	71	Broken rear spring, replacement time 15 minutes.
July	69	Problem with the throttle, replacement time 15 minutes.
July	71	Transmission (computer) 15 minutes for replacement.
July	63	Radiator hose down 15 minutes
August	63	Leaking hose 15 minutes for replacement bus.
August	71	Broken belt. Down time 15 minutes.
August	70	Antifreeze leak resulting in 10 minute delay.
August	71	Bus losing power. No down time.
September	69	No Acceleration. 15 minutes down time.



**ADVANCED PLANNING, PRIORITIES & SPECIAL PROJECTS COMMITTEE  
REPORT TO COUNCIL  
OCTOBER 9, 2018**

The Advanced Planning, Priorities & Special Projects Committee did not meet since the last Council meeting.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Kevin Ramsay, Chair



**FINANCE, AUDIT & TENDERING COMMITTEE  
REPORT TO COUNCIL  
October 9<sup>th</sup>, 2018**

The Finance, Audit & Tendering Committee met on October 4<sup>th</sup>, 2018. Draft preliminary Financial Statements to the end of September are included in this package for Council consideration.

There are no resolutions included in this package for your consideration.

Respectfully submitted,

Councillor Melissa Hilton, Chair

**Finance, Audit & Tendering Committee**  
**Thursday, October 4<sup>th</sup>, 2018**  
**12:00 PM– Sherwood Room**

**Present:**      **Councillor Melissa Hilton**                      **Deputy Mayor Mike Duffy**  
                  **Councillor Greg Rivard**                                      **Councillor Terry Bernard**  
                  **Peter Kelly, CAO**    **Scott Messervey, DCAO**  
                  **Connie McGaugh**

**Regrets:**      **N/A**

**1) Call to Order**

Chair, Councillor Hilton called the meeting to order at 12:00 PM.

**2) Declarations of conflict of interest**

There were no conflicts of interest declared.

**3) Approval of Agenda**

Moved by Deputy Mayor Duffy and seconded by Councillor Rivard that the agenda be approved as circulated. Carried.

**4) Adoption of Minutes**

The draft minutes from September 6<sup>th</sup> and 25<sup>th</sup>, 2018 were included in the meeting package. It was moved by Councillor Rivard and seconded by Councillor Bernard that the minutes be approved. Carried.

**5) Business arising from Minutes**

There was no business arising from the minutes.

**6) Public Procurements**

Closed/Closing

- a.      Parks - Memorial Ball Field Light Replacement (21-Sept-18)
- b.      PW – RFQ - Overhead Door Replacements (28-Sept-18)
- c.      Utility - GPCP Interceptor Sewer Pumping Station Electrical Upgrades (28-Sept-18)
- d.      PW – RFQ - Traffic Signal – Poles and Arms (4-Oct-18)
- e.      PW - 2018 Concrete Sidewalk Construction (2-Oct-18)
- f.      PW – RFP - Tandem Truck Equipment (3-Oct-18)
- g.      Parks - East Royalty Soccer Complex Parking Lot Expansion (5-Oct-18)

It is anticipated that resolutions will be presented to Council by the Parks, Recreation & Leisure Activities, Public Works & Urban Beautification and Water & Sewer Utility Committees.

### **7) Finance Questions Under Advise ment**

There were no new finance questions under advise ment.

### **8) Manager's Operational Update**

DCAO updated Committee on the status of the financial statements. Finance Staff are working hard on getting the statements completed. Most of the information is with the Auditors. We are hoping to have final draft statements completed in the next 10 days.

### **9) Introduction of New Business**

There was no new business to introduce.

### **10) Motion to move into closed session**

Moved by Deputy Mayor Duffy and seconded by Councillor Bernard to move into closed session, as per Section 119 (1) sub-sections (a) & (e) of the PEI Municipal Government. Carried.

### **11) Adjournment of Public Session**

Moved by Deputy Mayor Duffy and seconded by Councillor Rivard that the meeting be adjourned. Carried.

**Meeting adjourned 12:30 PM**

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Chair: Melissa Hilton





**City of Charlottetown**  
**2018 Monthly Financial Statement**

September 2018

Page 1 of 3

<b>REVENUE</b>	<b>2018 ORIGINAL BUDGET</b>	<b>2018 REVISED BUDGET</b>	<b>2018 TO DATE</b>	<b>2017 TO DATE</b>	<b>2018 BALANCE</b>	<b>% RECEIVED</b>
Prior year Surplus (Deficit)	2,286,834	2,286,834	2,286,834	(530,062)	-	
Property Taxes	41,199,957	41,199,957	32,145,578	24,271,037	9,054,379	
Provincial Grant	15,259,336	15,259,336	2,026,588	8,798,799	13,232,748	
Partial Grant in Lieu of Taxes (QEH)	175,000	175,000	-	-	175,000	
Licenses	781,900	781,900	755,891	487,201	26,009	
Parking Garages	868,750	868,750	472,390	377,002	396,360	
Parking Meters	1,162,500	1,162,500	791,221	656,546	371,279	
Police	1,397,250	1,397,250	795,387	794,522	601,863	
Credits from Outside Sources	699,000	699,000	134,270	39,583	564,730	
Outside Fire Protection	37,500	37,500	30,000	-	7,500	
Utility Administration Fee	256,250	256,250	153,750	153,750	102,500	
Interest	37,500	37,500	72,071	32,520	(34,571)	
Recreation	895,075	895,075	311,301	446,678	583,774	
Transfer from Parkland Reserves	43,000	43,000	-	146,227	43,000	
Tourism Accom Levy Administration Fee	37,500	37,500	-	(10,571)	37,500	
City Municipal Capital Expenditure Grant	1,639,757	1,639,757	-	-	1,639,757	
<b>City Operating Revenue</b>	<b>66,777,109</b>	<b>66,777,109</b>	<b>39,975,281</b>	<b>35,663,232</b>	<b>26,801,828</b>	
City Capital Grants from other levels of Government	3,091,571	3,091,571	1,545,786	799,916	1,545,785	
<b>City Total Revenue</b>	<b>\$ 69,868,680</b>	<b>\$ 69,868,680</b>	<b>\$ 41,521,067</b>	<b>\$ 36,463,148</b>	<b>\$ 28,347,613</b>	



**City of Charlottetown**  
**2018 Monthly Financial Statement**

September 2018

Page 2 of 3

2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2018 TO DATE	2017 TO DATE	2018 BALANCE	% EXPENSED
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**EXPENDITURES**

General Government Services:

City Government	2,628,993	2,610,832	1,549,638	1,166,580	1,061,194
Finance and Audit	928,982	928,982	557,166	584,324	371,816
Municipal Buildings	2,647,104	2,647,104	1,474,032	1,469,290	1,173,072
Insurance	638,965	638,965	331,331	491,889	307,634
Mayor and Council	898,500	898,500	589,318	550,459	309,182
Reports and Studies	42,750	42,750	-	7,135	42,750
	<u>7,785,294</u>	<u>7,767,133</u>	<u>4,501,485</u>	<u>4,269,677</u>	<u>3,265,648</u>

Protective Services:

Fire Department	4,878,165	4,898,165	2,882,817	2,564,173	2,015,348
Police Department	11,853,870	11,853,870	7,072,669	6,432,605	4,781,201
Street Lighting	1,406,250	1,406,250	769,427	827,628	636,823
Emergency Preparedness	77,500	77,500	49,141	43,938	28,359
	<u>18,215,785</u>	<u>18,235,785</u>	<u>10,774,054</u>	<u>9,868,344</u>	<u>7,461,731</u>

Street Maintenance:

Public Works	15,483,689	15,483,689	8,596,943	8,369,471	6,886,746
Traffic & Parking	13,375	13,375	8,072	54,521	5,303
	<u>15,497,064</u>	<u>15,497,064</u>	<u>8,605,015</u>	<u>8,423,992</u>	<u>6,892,049</u>

Fiscal Services

	<u>8,392,335</u>	<u>8,392,335</u>	<u>7,504,139</u>	<u>5,131,380</u>	<u>888,196</u>
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Parks and Recreation

	<u>4,641,206</u>	<u>4,641,206</u>	<u>2,752,611</u>	<u>2,646,162</u>	<u>1,888,595</u>
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Community Sustainability

	<u>253,643</u>	<u>251,804</u>	<u>142,610</u>	<u>75,811</u>	<u>109,194</u>
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**City of Charlottetown**  
**2018 Monthly Financial Statement**

September 2018

Page 3 of 3

2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2018 TO DATE	2017 TO DATE	2018 BALANCE	%
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**EXPENDITURES (continued)**

Planning	1,302,699	1,302,699	678,583	563,811	624,116
Heritage	227,223	227,223	21,430	81,565	205,793
Economic Development	957,085	957,085	846,907	117,467	110,178
Tourism	217,875	217,875	130,022	129,884	87,853
Human Resources	876,976	876,976	407,173	449,556	469,803
Intergovernmental Affairs	24,930	24,930	-	823	24,930
Transit System	1,345,971	1,345,971	1,389,411	690,860	(43,440)
Advanced Planning	45,000	45,000	9,069	42,811	35,931
Event Attraction	550,400	550,400	269,867	1,798,590	280,533
Arts and Culture	546,523	546,523	472,824	269,934	73,699
Other	5,892,138	5,892,138	3,105,235	1,486,983	2,786,903
<b>EXPENDITURE TOTAL</b>	<b>66,772,147</b>	<b>66,772,147</b>	<b>41,610,435</b>	<b>36,047,650</b>	<b>25,161,712</b>
City Capital Grants transferred from Reserves	3,091,571	3,091,571	1,545,786	799,916	1,545,785
<b>Surplus (deficit)</b>	<b>4,962</b>	<b>4,962</b>	<b>(1,635,154)</b>	<b>(384,418)</b>	<b>1,640,116</b>

**CHARLOTTETOWN WATER & SEWER UTILITY**

Revenue	15,440,506	15,440,506	10,348,474	7,128,522	5,092,032
Expenditures	15,421,781	15,421,781	8,478,800	7,365,026	6,942,981
<b>Surplus (Deficit)</b>	<b>18,725</b>	<b>18,725</b>	<b>1,869,674</b>	<b>(236,504)</b>	<b>(1,850,949)</b>

TOTAL CITY REVENUE	85,309,186	85,309,186	51,869,541	43,591,670	33,439,645
TOTAL CITY EXPENDITURE	85,285,499	85,285,499	51,635,021	44,212,592	33,650,478
<b>TOTAL SURPLUS (DEFICIT)</b>	<b>23,687</b>	<b>23,687</b>	<b>234,520</b>	<b>(620,922)</b>	<b>(210,833)</b>



**Charlottetown Water and Sewer Corporation**  
**2018 Monthly Financial Statements**  
**Month of: September 2018**

	<b>2018 Budget</b>	<b>2018 Revised Budget</b>	<b>2018 Y-T-D</b>	<b>2017 Y-T-D</b>	<b>% Rec'd/Exp'd</b>
<b>Revenue</b>					
Surplus (Deficit) from Previous Year	\$ 259,908	\$ 259,908	\$ 259,908	\$ (27,255)	2989.88%
Metered Sales	9,649,065	9,649,065	6,076,073	5,419,579	39.59%
Unmetered Sales	581,527	581,527	230,458	803,061	29.98%
Fire Protection	1,171,406	1,171,406	702,844	702,844	40.00%
Penalties	137,500	137,500	65,690	72,101	31.33%
Services Billed	175,000	175,000	13,745	35,425	21.05%
Non-operating	37,500	37,500	259	(4,941)	0.69%
Sludge Handling Fees	225,000	225,000	69,279	127,708	19.65%
Infrastructure Funding	-	-	2,930,218	-	
Municipal Capital Expenditures Grant	3,203,600	3,203,600	-	-	0.00%
<b>Total Revenue</b>	<b>15,440,506</b>	<b>15,440,506</b>	<b>10,348,474</b>	<b>7,128,522</b>	
<b>Expenditures</b>					
Salaries	3,747,890	3,747,890	2,077,066	2,052,392	36.66%
Benefits	930,720	930,720	564,978	525,703	39.32%
Repairs and Maintenance - Buildings	733,424	723,424	434,719	329,619	41.01%
Repairs and Maintenance - Water and Sewer Infrastructure	454,982	454,982	413,169	313,887	76.59%
Repairs and Maintenance - Vehicles	161,099	155,099	87,563	73,391	34.31%
Repairs and Maintenance - Equipment	1,082,785	1,088,785	839,325	514,125	70.10%
Office	165,495	165,495	87,835	88,593	33.59%
Power	1,233,692	1,233,692	712,330	682,783	36.85%
Asphalt	81,966	81,966	47,053	23,822	43.95%
Backhoe Rental	61,002	61,002	40,644	57,176	59.55%
Committee Expenses	201,051	201,051	120,631	120,150	40.00%
Election Expenses	25,100	25,100	25,100	20,000	100.00%
Telephone and Radios	70,412	80,412	64,785	33,260	74.07%
Fuel	55,030	55,030	9,771	23,209	13.70%
Service Contracts	64,700	64,700	3,911	37,806	6.04%
Meeting Expenses	12,686	12,686	2,484	6,006	13.48%
Clothing Allowance and Rental	65,116	65,116	33,788	33,106	48.62%
Staff Training and Travel	122,540	122,540	57,043	50,927	28.76%
Elected Officials Training and Travel	6,250	6,250	-	-	0.00%
Chemicals	180,358	180,358	114,330	95,183	60.39%
Extraordinary Item	810,000	810,000	-	-	
Consulting Fees	117,460	117,460	52,070	(5,757)	27.64%
Insurance	176,388	176,388	2,302	90,542	1.06%
Property Taxes	32,882	32,882	13,385	13,459	26.43%
New Vehicles	113,235	113,235	45,136	5,196	26.44%
New Equipment	130,426	130,426	115,670	32,443	78.20%
Infrastructure Replacement	187,710	187,710	127,615	45,550	54.24%
Grants	52,000	52,000	32,000	32,000	61.54%
Water Conservation	75,000	75,000	59,362	29,741	18.99%
Miscellaneous	9,630	9,630	466	317	3.63%
Debt charges	4,260,752	4,260,752	2,294,270	2,040,398	29.60%
<b>Total Expenditures</b>	<b>15,421,781</b>	<b>15,421,781</b>	<b>8,478,801</b>	<b>7,365,027</b>	
<b>Surplus (Deficit)</b>	<b>\$ 18,725</b>	<b>\$ 18,725</b>	<b>\$ 1,869,673</b>	<b>\$ (236,505)</b>	