

**11 - Resolutions
2 - Bylaws**



Amended Agenda:

- P&E Services – Traffic Bylaw Amendment Bylaw added;
- Finance – Amount of resolutions noted was in error.
- New Business – Letter of Support resolution

**CITY OF CHARLOTTETOWN
MONTHLY MEETING OF COUNCIL
MONDAY, DECEMBER 10, 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 - November 13, 2018
 - Special Meetings – November 30 & December 4, 2018
- 5. Business Arising out of the Minutes**
- 6. Reports of Committees**
 - 6.1 Planning & Heritage – Coun. Greg Rivard, Chair**
 - Monthly Report
 - Six (6) Resolutions
 - 1st reading of the Zoning & Development Bylaw – rezone property at 101 Oak Drive (PID# 452748)
 - 6.2 Parks, Recreation & Leisure Activities – Coun. Mitchell Tweel, Chair**
 - Monthly Report
 - One (1) Resolution
 - 6.3 Protective & Emergency Services – Coun. Jason Coady, Chair**
 - Monthly Report
 - Two (2) Resolutions
 - 1st reading – A bylaw to amend the Traffic Bylaw
 - 6.4 Water & Sewer Utility - Councillor Mike Duffy, Chair**
 - Monthly Report
 - No Resolutions
 - 6.5 Public Works & Urban Beautification – Coun. Terry Bernard, Chair**
 - Monthly Report
 - No Resolutions
 - 6.6 Economic Development, Tourism, Arts & Culture – Coun. Bob Doiron, Chair**
 - Monthly Report
 - No Resolutions

6.7 Environment & Sustainability – Coun. Mike Duffy, Chair

- Monthly Report
- One (1) Resolution

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

- Monthly Report
- No Resolutions

6.9 Finance, Audit & Tendering – Councillor Mike Duffy, Vice-Chair

- Monthly Report
- No Resolutions

6.10 Human Resources, Communications & Admin – Coun. Terry MacLeod, Chair

- Monthly Report
- No Resolutions

6.11 Intergovernmental Affairs & Event Attraction – Coun. Kevin Ramsay, Chair

- Monthly Report
- No Resolutions

6.12 Introduction of New Business

- Appointments for the Council Advisory Committee (no material attached)
- Letter of Support (resolution)

7. Motion to Adjourn



DRAFT

**Regular Meeting of Council
Tuesday, November 13, 2018 at 7:00 PM
Council Chambers, City Hall, 199 Queen Street**

Mayor Clifford Lee Presiding

Present: **Deputy Mayor Mike Duffy** **Councillor Terry Bernard**
 Councillor Greg Rivard **Councillor Mitchell Tweel**
 Councillor Kevin Ramsay **Councillor Eddie Rice (arr. 7:05pm)**
 Councillor Melissa Hilton **Councillor Jason Coady**
 Councillor Terry MacLeod **Councillor Bob Doiron**

Also: **Peter Kelly, CAO** **Scott Messervey, DCAO**
 Alex Forbes, PM **Brad MacConnell, DPC**
 Randy MacDonald, FC **Frank Quinn, PRM**
 Scott Adams, PWM **Bethany Kauzlarick, HRC**
 Richard MacEwen, UM **Wayne Long, EDO**
 Laurel Lea, TO **Ramona Doyle, SO**
 Steven Forbes, CS **Tracey McLean, RMC**

Regrets: **Paul Johnston, IAMM** **Ron Atkinson, EconDO**

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 Kevin Ramsay and Seconded by Councillor Mitchell Tweel that the agenda be approved. Carried.

4. Adoption of Previous Draft Minutes

Moved by Councillor Terry Bernard and Seconded by Councillor Melissa Hilton that the draft minutes of the previous meetings now be adopted. Carried.

- Regular Meeting – October 9, 2018
- Public & Special Meetings – October 23 and November 1, 2018

5. Business Arising out of the Minutes

No business arose from the minutes.

6. REPORTS OF COMMITTEES / RESOLUTIONS

6.1 Planning & Heritage – Coun. Greg Rivard, Chair

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

In response to a question raised regarding a legal opinion which was requested at September and October's monthly Council meetings relating to the micro-unit

development on Upper Prince Street and Young Street, the CAO indicated this matter is currently with the City Solicitors and when completed, the opinion will go back to Planning Board and the Board will bring back to Council for review.

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

RESOLVED:

That the request for a discretionary use variance for the property at 261 Brackley Point Road (PID #704544), be approved with the following conditions:

1. That the owner completes the following:
 - a. The owner applies for a building permit for the completed work done back in 2006 and 2008, when the motel suites were converted to apartment rental units;
 - b. That the 2011 Environmental Site Assessment report conducted by Fundy Engineering & Consulting Environmental Ltd. be submitted to the Planning & Heritage Department for review;
 - c. Enter into Development Agreement with the following conditions:
 - i. That the existing apartment building cannot be enlarged or be increased in occupancy;
 - ii. That the free standing sign along the front of the site be removed; and
 - iii. That the owner ensures that site drainage is compliant with the Zoning and Development By-law 2018-11.

CARRIED 9-0

Councillor Rice joined the meeting.

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

RESOLVED:

That the request 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), be approved;
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), be approved;
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), be approved;

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), be approved;
5. Consolidate the portion of the property located on Mount Edward Road (PID #390740) with the property located on Mount Edward Road (PID #492405), be approved, 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), be approved, subject to the approval of the Development Concept Plan, Design Review approval, the submission of a traffic study that supports the proposed and future development and the signing of a Development Agreement

CARRIED 9-1
Councillor Doiron was opposed

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 fifteen of the required parking spaces off-lot in the Pownal Parkade (100 Pownal Street, PID #340414) for a period of not less than 10 years with the rest of the required parking spaces to be paid through cash-in-lieu (\$6,000 per parking space required), be approved, subject to:

1. Design Review approval; and
2. The signing of a Development Agreement including bonusing agreement and parking requirements.

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.

CARRIED 10-0

**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.

CARRIED 10-0

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

RESOLVED:

That the request for a temporary use variance to the property located at 17 Ralden Avenue (PID #397083) to permit Chapman Bros Snow Removal to operate from December 2018 until May 2019, be rejected.

It was noted that Chapman Brothers had a new location secured for its operations; however, that building was sold recently. It was requested that Council consider a five (5) month extension so the company can remain on Ralden Avenue as the winter season is approaching.

DEFEATED 10-0

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

RESOLVED:

That the request for a temporary use variance to the property located at 17 Ralden Avenue (PID #397083) to permit Chapman Bros Snow Removal to operate from December 2018 until May 2019, be approved.

CARRIED 10-0

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

RESOLVED:

That the request for a temporary use variance to the property located at 17 Ralden Avenue (PID #397083) to permit Chapman Bros Snow Removal to operate from December 2018 until May 2019, be approved

CARRIED 10-0

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

RESOLVED:

Whereas Council denied the application to operate a home occupation (i.e., acupuncture & Chinese medicine business) from the property located at 29 Forest Drive (PID #791913) on October 9, 2018,

And that the application was submitted for reconsideration and presented to the Planning Board on November 7, 2018, where Staff indicated that the threshold for reconsideration was not met; therefore, Staff's original recommendation remains the same.

Be it Resolved that the request for reconsideration of a previous application to operate a home occupation (i.e., acupuncture & Chinese medicine business) from the property located at 29 Forest Drive (PID #791913), be rejected.

CARRIED 10-0

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

RESOLVED:

Whereas Council approved the Resolution to amend Section 5.2 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 on September 10, 2018.

Whereas, the resolution (2018-09-02 as it pertains to Zoning & Development Bylaw – Section 5.2.15 and Section 5.13.3) was read the first time on September 10, 2018 and read the second time on October 9, 2018.

Whereas, the new Zoning & Development Bylaw (2018-11) was approved by the Minister effective October 1, 2018, with the amendments pertaining to 2018-09-02 not yet incorporated in the new Bylaw (2018-11).

Whereas, the General Provisions for Signage is contained under Section 44 of the New Bylaw, therefore changing the amendments to the section from Section 5.2 and Section 5.13.3 of the Old Zoning & Development Bylaw to Section 44.2.1.n and Section 44.13.3 of the New Bylaw respectively.

Be it Resolved that the changes to the General Provisions for Signage adopted on October 9, 2018, with resolution (2018-09-02 as it pertains to Zoning & Development Bylaw – Section 5.2.15 and Section 5.13.3) be incorporated into General Provisions for Signage Section 44.2.1.n and Section 44.13.3 of the new Bylaw 2018-11, as attached, be approved

CARRIED 10-0

1st reading of the Zoning & Development Bylaw – a bylaw to amend the Zoning and Development Bylaw (2018-11-01) as it pertains to Mount Edward Road (PID# 492405) and a portion of PID# 390740.

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

RESOLVED:

That the said Bylaw be read a first time and said Bylaw (2018-11-01) be approved

and that it be read a second time at the next public meeting of Council.

CARRIED 10-0

1st reading of the Zoning & Development Bylaw - a bylaw to amend the Zoning and Development Bylaw (2018-11-02) as it pertains to 80 Grafton Street (PID# 340265).

Moved by Councillor Greg Rivard
Seconded by Councillor Terry MacLeod

RESOLVED:

That the said Bylaw be read a first time and said Bylaw (2018-11-02) be approved and that it be read a second time at the next public meeting of Council.

CARRIED 10-0

1st reading of the Zoning & Development Bylaw - a bylaw to amend the Zoning and Development Bylaw (2018-11-03) as it pertains to Belgrave Drive (PID# 1073634).

Moved by Councillor Greg Rivard
Seconded by Councillor Terry MacLeod

RESOLVED:

That the said Bylaw be read a first time and said Bylaw (2018-11-03) be approved and that it be read a second time at the next public meeting of Council.

CARRIED 10-0

6.2 Intergovernmental Affairs & Event Attraction – Coun. Kevin Ramsay, Chair
Councillor Ramsay indicated his Committee's report was included in the weekend package.

It was requested that a letter be sent to the Province asking that the City be included in any future discussions with regard to the possible sale of the Event Grounds by the Charlottetown Area Development Corporation (CADC) to Holland College. Councillor Ramsay took the request under advisement.

1st reading of the Conflict of Interest Bylaw (#2018-14) - to establish a City of Charlottetown bylaw with respect to outlining procedures to be followed by a member of Council pursuant to the provisions of Section 97 of the Municipal Government Act of P.E.I., R.S.P.E.I., 1988 Cap. M 12.1

Moved by Councillor Kevin Ramsay
Seconded by Councillor Bob Doiron

RESOLVED:

That the bylaw to establish the City of Charlottetown Conflict of Interest Bylaw be read a first time.

A question was raised as to whether this bylaw was reviewed by the City Solicitors and is it consistent with the regulations the MLAs adhere to. The CAO indicated this bylaw, as well as the others being presented, have been mandated by Municipal Affairs and are to be adopted by December 23, 2018.

After a brief discussion, it was moved by Councillor Mitchell Tweel and seconded by Councillor Bob Doiron that the motion be deferred. Motion Carried 9-1 with Councillor Ramsay opposed.

1st reading of the Code of Conduct Bylaw (#2018-15) – to establish a City of Charlottetown bylaw with respect to governing the conduct of the members of Council pursuant to the provisions of Section 107 of the Municipal Government Act of P.E.I., R.S.P.E.I., 1988 Cap. M 12.1

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Bob Doiron**

RESOLVED:

That the bylaw to establish the City of Charlottetown Code of Conduct Bylaw be read a first time.

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Bob Doiron**

RESOLVED:

That the bylaw now be approved as a City Bylaw and that it be entitled the City of Charlottetown Code of Conduct Bylaw and that it be read a second time a the next public meeting of Council.

CARRIED 10-0

1st reading of the Reserve Funds Bylaw (#2018-16) – to establish a City of Charlottetown bylaw with respect to the establishment of one or more reserve funds pursuant to the provisions of Section 155(1) of the Municipal Government Act of P.E.I., R.S.P.E.I., 1988 Cap. M 12.1

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Bob Doiron**

RESOLVED:

That the bylaw to establish the City of Charlottetown Reserve Funds Bylaw be read a first time.

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Bob Doiron**

RESOLVED:

That the bylaw now be approved as a City Bylaw and that it be entitled the City of Charlottetown Reserve Funds Bylaw and that it be read a second time a the next public meeting of Council.

CARRIED 10-0

1st reading of the Grants Bylaw (#2018-17) – to establish a City of Charlottetown bylaw with respect to the issuing of grants pursuant to the provisions of Section 158(1) of the Municipal Government Act of P.E.I., R.S.P.E.I., 1988 Cap. M 12.1

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Bob Doiron**

RESOLVED:

That the bylaw to establish the City of Charlottetown Grants Bylaw be read a first time.

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Bob Doiron**

RESOLVED:

That the bylaw now be approved as a City Bylaw and that it be entitled the City of Charlottetown Grants Bylaw and that it be read a second time a the next public meeting of Council.

CARRIED 10-0

1st reading of the Fees Bylaw (#2018-18) – to establish a City of Charlottetown bylaw with respect to the establishment and process for the collection of fees pursuant to the provisions of Section 162(1)(a)(i) of the Municipal Government Act of P.E.I., R.S.P.E.I., 1988 Cap. M 12.1

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Bob Doiron**

RESOLVED:

That the bylaw to establish the City of Charlottetown Fees Bylaw be read a first time.

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Bob Doiron**

RESOLVED:

That the bylaw now be approved as a City Bylaw and that it be entitled the City of Charlottetown Fees Bylaw and that it be read a second time a the next public meeting of Council.

CARRIED 10-0

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

Councillor Tweel indicated his Committee did not meet since the last Council meeting. Volunteer of the Month for November is the Organizing Committee for the 2018 George Trainor Holiday Classic Hockey Tournament.

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

RESOLVED:

That, as per the recent Request for Quotations for "Snow Clearing of Municipal Properties", the City of Charlottetown accepts the low bid from Lea MacDonald Construction Ltd for Simmons Sports Centre at \$3,851.35 (HST included),

And the low bid from Birt & MacKay Backhoe Services Ltd for Cody Banks Arena at \$5,700.00 (HST included), both subject to receipt of required insurance certificates,

And further that the Mayor and CAO are hereby authorized to execute any standard

contracts/agreements to implement this resolution.

CARRIED 9-0
Councillor Rice out of the room

6.4 Protective & Emergency Services – Coun. Jason Coady, Chair

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

6.5 Water & Sewer Utility - Deputy Mayor Mike Duffy, Chair

Deputy Mayor Duffy indicated his Committee did meet since the last Council meeting.

Moved by Deputy Mayor Mike Duffy
Seconded by Councillor Melissa Hilton

RESOLVED:

Whereas, the City of Charlottetown wishes to construct a sewer liftstation and sewer forcemain to replace the East Royalty Lagoon,

And the preferred routing for the forcemain is through PEI Housing Corporation lands PID#s 422642 and 192252,

Be it Resolved, that City Council support the establishment of an easement through said properties,

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

CARRIED 9-0
Councillor Rice out of the room

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

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

It was requested that Christmas decorations be distributed throughout different Wards particularly at/near Sherwood Hall, Cody Banks Arena and the main entrances into the city. Councillor Bernard indicated this request will be passed along to staff for consideration.

Moved by Councillor Terry Bernard
Seconded by Councillor Melissa Hilton

RESOLVED:

That, for the 'Storm Pipe Construction – 2018 – Package C' tender awarded to Birt & MacKay Backhoe Services Ltd., a project extra in the amount of \$70,674.45 (all taxes included) be approved.

This expenditure has been previously approved in the 2018-19 Capital budget,

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

CARRIED 10-0

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

RESOLVED:

That the City enter in to a one (1) year lease agreement with the option of a one (1) year extension with Cape D'Or Holdings Limited for the property at 68 Kensington Road in the amount of \$33,600 (plus applicable taxes),

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

In response to a question raised regarding an alternate option to leasing, Councillor Bernard indicated that there are no existing City-owned facilities capable of storing the snow clearing equipment and Kensington Road is a convenient and central location.

**CARRIED 9-1
Councillor Doiron opposed**

6.7 Economic Development, Tourism, Arts & Culture – Coun. Bob Doiron, Chair
Councillor Doiron indicated his Committee did not meet since the last Council meeting.

6.8 Environment & Sustainability – Deputy Mayor Mike Duffy, Chair
Deputy Mayor Duffy indicated his Committee did not meet since the last Council meeting; however, the Charlottetown Food Council draft minutes from October 16, 2018 are included.

6.9 Advanced Planning, Priorities & Special Projects – Coun. Kevin Ramsay, Chair
Councillor Ramsay indicated his Committee did not meet since the last Council meeting.

6.10 Finance, Audit & Tendering – Coun. Melissa Hilton, Chair
Councillor Hilton indicated her Committee's report was included in the weekend package. She thanked the Mayor for the leadership he showed her over the last 13 years while Councillor for Ward 9 and recognized staff for their hard work. She welcomed incoming Councillors-Elect Julie McCabe and Alanna Jankov

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

RESOLVED:

That the City of Charlottetown accepts the 2.1 acres of land as parkland for the Mackay Subdivision (PID 191718) as indicated in the attached survey plan,

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

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

CARRIED 10-0

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

RESOLVED:

That the City of Charlottetown enter into a purchase and sale agreement with WGB Holdings Ltd. for the purchase of a parcel of land (PID 392936) in the amount of \$45,000 (plus applicable taxes) for the purpose of storm water management

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

CARRIED 10-0

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

RESOLVED:

That the City of Charlottetown approves and accepts the Consolidated Financial Statements of the City of Charlottetown as prepared by management and audited by MRSB for the year ended December 31, 2017 (copies attached to this resolution).

**CARRIED 8-2
Councillors Doiron and Tweel opposed**

6.11 Human Resources, Communications & Admin – Coun. Terry MacLeod, Chair
Councillor MacLeod indicated his Committee did not meet since the last Council meeting.

An update regarding proposed policies and the audio/video equipment in the Council Chambers was requested. Councillor MacLeod referred to the Acting Human Resources Manager who indicated the Staffing Bylaw as well as the Domestic Violence Policy and Safety Plan, Employee Criminal Record Check Policy, Management and Non-union Compensation Policy will be forwarded for Council's consideration within the next few weeks. With regard to the audio/video equipment, the CAO indicated it may be another two months before any progress is made on this matter.

2nd reading of the Superannuation Plan Bylaw Amendment Bylaw (2018-13-A) - amend the Superannuation Plan Bylaw (#2018-13) provisions for the purpose of adding compassionate care leave to the approved leaves during which a Member can continue to accrue Pensionable Service, and ii) for allowing a Member to purchase past service during a period of part-time, seasonal, entry level seasonal, casual, or contract employment basis, occurring prior to the date upon which they became a Member of the Plan.

**Moved by Councillor Terry MacLeod
Seconded by Deputy Mayor Mike Duffy**

RESOLVED:

That the City of Charlottetown Superannuation Plan Bylaw Amendment Bylaw be read a second time and that the said Bylaw be now adopted.

CARRIED 10-0

6.12 New Business

Deputy Mayor Duffy made the following remarks with respect to Clifford Lee's term as Mayor (2003 – 2018):

Tonight marks the final Council meeting for Mayor Clifford Lee. As is tradition, a portrait has been painted of Mayor Lee by local artist Henry Purdy, which has been hung here in Council Chambers, alongside his predecessors.

This portrait is symbolic of Clifford Lee's 15 years of service as Mayor of the City of Charlottetown, the longest serving Mayor in the history for the City of Charlottetown. Prior to being elected as Mayor, he also served as a Councillor for 15 years, first elected in November of 1987. He was elected as the 45th Mayor of Charlottetown in November of 2003 and re-elected as Mayor in the 2006, 2010 and 2014 municipal elections.

As Mayor of Charlottetown, His Worship is also a member of the Atlantic Caucus for the Federation of Canadian Municipalities, Federation of PEI Municipalities and the Atlantic Mayors Congress.

On behalf of Charlottetown City Council, I wish to extend a sincere thank-you for the many years of service and leadership, Mayor Lee. You have truly made Charlottetown a place where great things happen and have been instrumental in countless projects and initiatives that have moved the City forward. We wish you the best of luck as you move to the next chapter in your career.

Mayor Lee congratulated the returning members of Council and welcomed the new Mayor-elect Philip Brown and Councillors-Elect Alanna Jankov and Julie McCabe. He also recognized all staff and outgoing Councillors Melissa Hilton and Eddie Rice for their service to the City.

7. Motion to Adjourn

Moved by Councillor Greg Rivard and Seconded by Councillor Terry MacLeod that the meeting be adjourned. Carried.

The meeting concluded at 8:05 PM



DRAFT

**Special Meeting of Council
Friday, November 30, 2018 at 12:15 PM
Council Chambers, City Hall, 199 Queen Street**

Deputy Mayor Mike Duffy Presiding

Present: **Councillor Melissa Hilton** **Councillor Eddie Rice**
 Councillor Greg Rivard **Councillor Terry Bernard**
 Councillor Kevin Ramsay **Councillor Bob Doiron**
 Councillor Terry MacLeod **Councillor Mitchell Tweel**

Also: **Peter Kelly, CAO** **Scott Messervey, DCAO**
 Bethany Kaulzarick, AHRM **Chantal Matheson, EA**
 Cindy MacMillan, AA **Steven Forbes, CS**
 Tracey McLean, RMC

Regrets: **Mayor Clifford Lee** **Councillor Jason Coady**

- 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 Greg Rivard and Seconded by Councillor Kevin Ramsay that the agenda be approved as presented. Carried.
- 4. Resolution & Bylaw Readings**

**Moved by Councillor Terry MacLeod
Seconded by Councillor Bob Doiron**

RESOLVED:

That the City of Charlottetown approves the following draft Policies as attached:

- Domestic Violence Policy and Safety Plan
- Employee Criminal Record Check Policy
- Management and Non-union Compensation Policy

Concern was raised regarding Section 14.0 Clothing Allowance of the Management and Non-union Compensation Policy and why does it apply to just the Police Chief and Deputy Police Chiefs. Councillor MacLeod, Chair of Human Resources, Communications and Administration Committee indicated that this policy was reviewed and discussed at the most recent Committee Meeting of Council and the consensus was that the clothing allowance remain in the policy.

CARRIED 7-1
Councillor Doiron was opposed

1st reading of the Conflict of Interest Bylaw (#2018-14) – to establish a City of Charlottetown bylaw with respect to outlining procedures to be followed by a member of Council pursuant to the provisions of Section 97 of the Municipal Government Act of P.E.I., R.S.P.E.I., 1988 Cap. M 12.1

Moved by Councillor Kevin Ramsay
Seconded by Councillor Bob Doiron

RESOLVED:

That the bylaw to establish the "CITY OF CHARLOTTETOWN CONFLICT OF INTEREST BYLAW" be read a first time.

Questions were raised once again asking if this bylaw is similar to what the Provincial MLAs adhere to and whether the City Solicitors reviewed it. The CAO indicated that the differences were outlined in an information sheet included in Council's meeting package and he further indicated that the City cannot dictate to the Province as there are differences in legislation and processes. It was also noted that the document was not reviewed by a Solicitor.

It was suggested that the bylaw be further reviewed and a deferral was requested. It was moved by Councillor Mitchell Tweel and seconded by Councillor Eddie Rice that the first reading of the Conflict of Interest Bylaw be deferred. Carried 8-0.

1st reading of the Staffing Bylaw Amendment Bylaw (#2018-20-A) - to amend the City of Charlottetown Staffing Bylaw as to establish fair and consistent practices for the recruitment and selection of staff.

Moved by Councillor Kevin Ramsay
Seconded by Councillor Bob Doiron

RESOLVED:

That the bylaw to amend the "CITY OF CHARLOTTETOWN STAFFING BYLAW" be read a first time.

Moved by Councillor Kevin Ramsay
Seconded by Councillor Bob Doiron

RESOLVED:

That the bylaw now be approved as a City Bylaw and that it be entitled the "CITY OF CHARLOTTETOWN STAFFING BYLAW" and that it be read a second time at the next Public Meeting of Council.

CARRIED 8-0

1st reading of the Procedural Bylaw (#2018-19) – to establish a City of Charlottetown bylaw with respect to the regulation of council proceedings pursuant to the provisions of Subsection 86(2)(e) of the Municipal Government Act of P.E.I., R.S.P.E.I., 1988 Cap. M 12.1

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Bob Doiron**

RESOLVED:

That the bylaw to establish the "CITY OF CHARLOTTETOWN PROCEDURAL BYLAW" be read a first time.

It was moved by Councillor Terry Bernard and seconded by Councillor Melissa Hilton that the Procedural Bylaw be amended by deleting Section 45 – Committees of Council below

45. Committees of Council

- 45.1. The Mayor may, by resolution, establish and appoint standing and/or ad hoc committees that will consider, discuss, and debate matters of Council interest before such matters are forwarded to Council for decision.
- 45.2. The mayor may also determine the committee's terms of reference and designate the committees mandate, term, council composition, objectives, tasks, duties and responsibilities, and appoint its members to deal with any matter.
- 45.3. The Mayor may also establish the eligibility criteria for membership and determine the events or circumstances that would result in a termination of a committee member.
- 45.4. The Mayor will by order, dissolve an ad hoc committee of Council upon completion of their specific mandate.
- 45.5. The CAO will designate certain employees of the City to be non-voting advisors to one or more committees, with the right and duties to attend their designated committee;

And be replaced with the following proposed amendment:

45. Committees of Council

- 45.1. Council shall, by resolution, establish a Council Advisory Committee which will recommend the terms of reference and Council appointments to any and all ad hoc or standing committees required or requested to consider, discuss or advise on matters of Council.
- 45.2. (a) The Council Advisory Committee shall consist of the Mayor, 2 members of Council (nominated and appointed by motion of Council) and the CAO in an advisory non-voting capacity (non-voting).

(b) The Council Advisory Committee shall all establish all committee mandates, terms, objectives, tasks, duties and responsibilities on any matter of which Council has requested.
- 45.3. The Council committee shall establish the eligibility criteria for membership and determine the events or circumstances that would result in a termination of a committee member.

- 45.4. A Council ad hoc committee shall dissolve upon completion of their specific mandate.
- 45.5 The CAO shall designate certain employees of the City as may be required to be non-voting advisors to one or more committees, with the right to attend their designated committee.

CARRIED 7-1
Councillor Doiron opposed

Moved by Councillor Kevin Ramsay
Seconded by Councillor Bob Doiron

RESOLVED:

That the bylaw be now approved as a City Bylaw and that it be entitled the "CITY OF CHARLOTTETOWN PROCEDURAL BYLAW" and that it be read a second time at the next Public Meeting of Council.

CARRIED 7-1
Councillor Doiron opposed

5. Adjournment

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

The meeting concluded at 12:45 PM



DRAFT

**Special Meeting of Council
Tuesday, December 4, 2018 at 12:15 PM
Council Chambers, City Hall, 199 Queen Street**

Deputy Mayor Mike Duffy Presiding

Present: **Councillor Melissa Hilton** **Councillor Eddie Rice**
 Councillor Greg Rivard **Councillor Terry Bernard**
 Councillor Kevin Ramsay **Councillor Mitchell Tweel**
 Councillor Terry MacLeod

Also: **Peter Kelly, CAO** **Scott Messervey, DCAO**
 Alex Forbes, PM **Bethany Kaulzarick, AHRM**
 Frank Quinn, PRM **Richard MacEwen, UM**
 Wayne Long, EDO **Jennifer Gavin, CO**
 Alicia Packwood, CA **Chantal Matheson, EA**
 Cindy MacMillan, AA **Jennifer Prinz, HRSO**
 Steven Forbes, CS **Tracey McLean, RMC**

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

- 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 Terry Bernard and Seconded by Councillor Kevin Ramsay that the agenda be approved as presented. Carried.
- 4. Finance Resolution**

Moved by Councillor Melissa Hilton
Seconded by Councillor Terry Bernard

RESOLVED:

That the Mayor, Deputy Mayor, Chief Administrative Officer and Deputy Chief Administrative Officer are hereby authorized banking signatories for the City of Charlottetown and the Charlottetown Water and Sewer Corporation. Effective December 6, 2018.

Two signatories are required, one being the Mayor or Deputy Mayor and the second

signatory must be the Chief Administrative Officer or the Deputy Chief Administrative Officer.

CARRIED 7-0

5. Bylaw Readings

2nd reading and adoption of the Code of Conduct Bylaw (#2018-15) – to establish a City of Charlottetown bylaw with respect to outlining procedures to be followed by a member of Council pursuant to the provisions of Section 97 of the Municipal Government Act of P.E.I., R.S.P.E.I., 1988 Cap. M 12.1

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Terry Bernard**

RESOLVED:

That the "CITY OF CHARLOTTETOWN CODE OF CONDUCT BYLAW" be read a second time and that the said Bylaw be now adopted.

An amendment to the Code of Conduct Bylaw was brought forward. Moved by Councillor Terry Bernard and Seconded by Councillor Kevin Ramsay that Subsection 11.1 be amended as stated: *Each Member of Council is required to file a Council Member Disclosure Statement (Schedule 'A') with the CAO within thirty (30) days of being elected; and prior to taking the Member's Oath of Office".* Council voted on the amendment and it Carried 7-0.

The CAO then read the motion (as noted above) to adopt the bylaw.

CARRIED 7-0

2nd reading and adoption of the Reserve Funds Bylaw (#2018-16) - to establish a City of Charlottetown bylaw with respect to the establishment of one or more reserve funds pursuant to the provisions of Section 155(1) of the Municipal Government Act of P.E.I., R.S.P.E.I., 1988 Cap. M 12.1

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Terry Bernard**

RESOLVED:

That the "CITY OF CHARLOTTETOWN RESERVE FUNDS BYLAW" be read a second time and that the said Bylaw be now adopted.

CARRIED 7-0

2nd reading and adoption of the Grants Bylaw (#2018-17) - to establish a City of Charlottetown bylaw with respect to the issuing of grants pursuant to the provisions of Section 158(1) of the Municipal Government Act of P.E.I., R.S.P.E.I., 1988 Cap. M 12.1

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Terry Bernard**

RESOLVED:

That the "CITY OF CHARLOTTETOWN GRANTS BYLAW" be read a second time and that the said Bylaw be now adopted.

CARRIED 7-0

2nd reading and adoption of the Fees Bylaw (#2018-18) - to establish a City of Charlottetown bylaw with respect to the establishment and process for the collection of fees pursuant to the provisions of Section 162(1)(a)(i) of the Municipal Government Act of P.E.I., R.S.P.E.I., 1988 Cap. M 12.1

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Terry Bernard**

RESOLVED:

That the "CITY OF CHARLOTTETOWN FEES BYLAW" be read a second time and that the said Bylaw be now adopted.

CARRIED 7-0

2nd reading and adoption of the Procedural Bylaw (#2018-19) - to establish a City of Charlottetown bylaw with respect to the regulation of Council proceedings pursuant to the provisions of Section 86(2)(e) of the Municipal Government Act of P.E.I., R.S.P.E.I., 1988 Cap. M 12.1

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Terry Bernard**

RESOLVED:

That the "CITY OF CHARLOTTETOWN PROCEDURAL BYLAW" be read a second time and that the said Bylaw be now adopted.

An amendment to the Procedural Bylaw was brought forward. Moved by Councillor Terry Bernard and Seconded by Councillor Kevin Ramsay that Section 45.2(b) becomes 45.2(c) and 45.2(b) now be stated as: *Should Council receive from its members more than two (2) nominees to serve on the Council Advisory Committee, then the Council shall by secret ballot vote two (2) members from those nominated. The two (2) nominees with the highest vote count shall serve as Councils two (2) representatives on the Council Advisory Committee.* Council voted on the amendment and it Carried 6-1 with Councillor Rice opposed.

The CAO then read the motion (as noted above) to adopt the Procedural Bylaw.

**CARRIED 6-1
Councillor Rice opposed**

2nd reading and adoption of the Staffing Bylaw Amendment Bylaw (#2018-20-A) – a bylaw to amend the Staffing Bylaw (#2018-20) to establish fair and consistent practices for the recruitment and selection of staff.

**Moved by Councillor Terry MacLeod
Seconded by Councillor Terry Bernard**

RESOLVED:

That the "CITY OF CHARLOTTETOWN STAFFING BYLAW AMENDMENT BYLAW" be read a second time and that the said Bylaw be now adopted.

CARRIED 7-0

2nd reading and adoption of the Zoning & Development Bylaw – a bylaw to amend the Zoning and Development Bylaw (2018-11-01) as it pertains to Mount Edward Road (PID#

492405) and a portion of PID# 390740. *That the appendix references Appendix "H" – Zoning Map of the Zoning & Development and Appendix "G" – Comprehensive Development Area Lands and Uses of the Zoning & Development By-law, be changed to Appendix "G" – Zoning Map and Appendix "B" – Comprehensive Development Area (CDA) Parcels and Permitted Uses of the Zoning & Development Bylaw respectively, as labeled in the new Zoning & Development By-law (Bylaw 2018-11), be approved.*

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

RESOLVED:

That the said Bylaw be read a second time and the said Bylaw be approved and adopted.

CARRIED 7-0

2nd reading and adoption of the Zoning & Development Bylaw - a bylaw to amend the Zoning and Development Bylaw (2018-11-02) as it pertains to 80 Grafton Street (PID# 340265)

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

RESOLVED:

That the said Bylaw be read a second time and the said Bylaw be approved and adopted.

CARRIED 7-0

2nd reading and adoption of the Zoning & Development Bylaw - a bylaw to amend the Zoning and Development Bylaw (2018-11-03) as it pertains to Belgrave Drive (PID# 1073634)

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

RESOLVED:

That the said Bylaw be read a second time and the said Bylaw be approved and adopted.

CARRIED 7-0

6. Adjournment

Moved by Councillor Terry MacLeod and Seconded by Councillor Kevin Ramsay that the meeting be adjourned. Carried.

The meeting concluded at 12:40 PM



**PLANNING AND HERITAGE COMMITTEE
REPORT TO COUNCIL
December 10, 2018**

The Planning & Heritage Committee met in a closed meeting on Tuesday, November 27, 2018.

The Planning Board met on Monday, December 3, 2018; copies of the Planning Board Report and the minutes are included in your package.

The Heritage Board met on Tuesday, November 27, 2018; copies of the Heritage Board report and the minutes are included in your package. *Minutes of October 30, 2018 Heritage Board meeting is also attached in this report in relation to a resolution being put forward for Heritage.*

The Design Review Board met on Tuesday, November 27, 2018; copies of the Heritage Board report and the minutes are included in your package.

There are six (6) resolutions to be put forward, one (1) for Heritage and five (5) for Planning:

Heritage:

1. 41 Prince Street (PID #337097): Request to proceed to public notice of intention to designate the property as a Heritage Resource

Planning:

1. 101 Oak Drive (PID #452748): Rezone property from Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone
2. 120 Westridge Crescent (PID #776435): Minor variance to reduce lot frontage and a major variance to reduce the required lot area in order to construct a semi-detached dwelling on the vacant property
3. Amendments to the Zoning & Development Bylaw (Bylaw 2018-11) on Affordable Housing Zoning: Proposed amendments to implement objectives out of the Affordable Housing Strategy
4. Amendments to the Zoning & Development Bylaw (Bylaw 2018-11) on Home Occupation and Design Review: Proposed amendments to requirements on Home Occupation and Design Review sections
5. Planning & Heritage Bylaw numbers: Proposed changes to the numbering of current Bylaws to standardize Bylaw numbers for Planning

Reading Papers

First Reading:

1. 101 Oak Drive (PID #452748): Rezone property from Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone

Second Reading:

None.

Council Package
December 10, 2018
Page 2 of 2

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*

**PLANNING AND HERITAGE COMMITTEE – PLANNING BOARD
MONDAY, DECEMBER 3, 2018
5:00 P.M.**

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

Also: **Peter Kelly, CAO**

Regrets: **Councillor Jason Coady** **Karolyn Walsh, RM**

1. Call to Order
Councillor Rivard called the meeting to order at 5:01 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, December 03, 2018 be approved.

CARRIED

4. Adoption of Minutes
Moved by Roger Doiron, RM, and seconded by Lynn MacLaren, that the minutes of the meetings on Wednesday, October 31, 2018 and Wednesday, November 7, 2018, be approved.

CARRIED

5. Business arising from Minutes
There was no business arising from minutes.

6. 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 on the corner of Oak Drive and Doncaster Ave. Laurel Palmer Thompson, PII, presented the application. See attached report.

It was presented to the Planning Board on October 31, 2018 but the applicant was out of the country at that time and requested to defer this application to the December meeting to be able to provide more details relating to the site plan and building design. The applicant, Noel Doucette, and engineer, Mr. Dave Morris, were there to provide more information about the application.

Mr. Doucette indicated that they intend to build a duplex (pertaining to a semi-detached dwelling). There were 12 signatures received in opposition to the rezoning and Mr. Doucette's wife spoke to at least 8 residents last Saturday (December 1st) and they mentioned that the majority are not concerned about the rezoning or construction of the duplex but more on the drainage concerns. Mr. Doucette then decided to consult with Engr. David Morris to design the property's drainage plans to make sure it does not cause problems to existing properties. The proposed development will also locate the driveways along Doncaster Ave. Mr. Doucette then asked Mr. Morris to explain the drainage plans for the property.

Mr. Morris noted that the land is relatively flat and the water flow is the main concern of the residents. The plan is to install two swales on both sides of the property, one along Doncaster and the other at the back of the property to divert water from flowing to adjoining properties. He indicated that water is flowing toward his property from further uphill. This will provide a channelized flow to get the water to a piped system. They intend to pipe across Doncaster Ave to channel into the storm system then to the ditch along the bypass. Mr. Morris handed a copy of the proposed plans to the board and indicated that the proposed dwelling would be the same size as the existing property adjacent to it. It has a low driveway and water is not flowing into the collection system but flows into the driveway and the property.

Pat Langhorne, RM, asked Ms. Thompson she is recommending that the applicant build a single detached dwelling with accessory apartments and asked Mr. Doucette if he plans to live on one side or sell the house as one or two separate units. Ms. Thompson responded that she wanted to point to the Board that the new Bylaw now allows for an accessory apartment in a single detached dwelling. This then, meets the same density request as this rezoning. It is to be noted though that the owner or the principal resident must reside in that property and the accessory apartment can be rented. It would also be required to be registered in the Registry for Accessory Apartments. Mr. Doucette responded that he plans to sell the dwelling, either as one unit or as two separate units. He added that Ms. Thompson's recommendation would only allow them to build up to 80% of the main dwelling floor area (principal unit) and a basement unit does lend itself to seniors who prefer to live at ground level, and preferred a slab foundation so that they don't encounter water problems. Ms. Thompson also added that even if the property was a single detached dwelling, both units can still be rented as long as the principal owner lives in the main dwelling and is responsible for renting out the accessory apartment.

Lea MacDonald, RM, clarified if there are existing catch basins and Mr. Morris noted that there are no existing catch basins, just outlets. Therefore, they intend to channel the water to run into the existing catch basins. Mr. MacDonald also asked how many duplexes (or semi-detached) are in the area and Mr. Doucette responded that there are about five in the immediate area and a few more and pointed to properties on the map presented.

Pat Langhorne, RM, commented that the property and area has water problems and asked why it was never corrected. Mr. Morris noted that their proposal would then prevent water from building up or going back to properties.

Ms. Thompson added that her recommendation in the report is based upon what the Bylaw allows but it would be up to the Board to recommend a decision to Council. The Board has heard what the applicant is proposing and that the applicants have spoken to residents to address their concerns. Lynn MacLaren, RM, asked Ms. Thompson if the department received any calls lately from neighbours with concerns and Ms. Thompson responded that no calls were received. Ms. Thompson also added that on a staff's perspective, the applicant has tried to address the concerns on access and drainage raised during the Public Hearing. The plans have not yet been reviewed by staff as it was presented only at the meeting but should this application be approved, the drainage plan should still meet the requirements of the Bylaw.

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 Pat Langhorne, RM, that the request to amend Appendix "G" – Zoning Map of the Zoning and Development Bylaw to rezone the property located at 101 Oak Drive (PID #452748) from the Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone, be recommended to Council for approval.

CARRIED
(5-2)

7. 200 & 202 Spring Park Road (PID #s 367938 and 367979)

This application is request for two variances and a lot consolidation for the property at 200-202 Spring Park Road (PID #'s 367938 and 367979). The property is located in the Medium Density Residential (R-3) Zone. Laurel Palmer Thompson, PII, presented the application. See attached report.

The application is a minor variance for an increase in density for two additional units, thus decreasing the lot area requirement and a major variance to allow for the expansion of parking in the front yard. The property contains an 18-unit apartment building and the proposal is to build an additional 15 units with a connector between the two buildings to be used as a common room. The existing parking lot is located in the front yard of the building and is therefore considered a legal non-confirming use because it was built prior to the adoption of the Bylaw in 1998. If the additional parking for the new apartment building is expanded in the front of 202 Spring Park Road, it will be an extension of legal non-confirming use. Staff advised that if the variance is approved, the recommendation should be to require a landscaped buffer of 12 ft. with shrubs to screen the parking lot from the street. It was also discussed that the site plan does not appear to show adequate room to locate the landscape buffer. In order to incorporate a landscape buffer the applicant may have to reduce the foot print of the addition. Staff also advised that a development agreement be required which outlines the landscape requirements for the site. The

staff recommendation is to approve the application subject to a development agreement and the landscape buffer.

The applicant, Mr. Paul Murphy, attended to answer any possible questions. Lea MacDonald, RM, asked how much buffer is required between the street and the parking lot. Ms. Thompson noted that it is required to have at least 12 feet between the parking lot and the property boundary. Should the Board decide to decrease the buffer to less than 12 feet, a landscape hedge or a fence, etc. should be required. The current buffer between the sidewalk and the parking lot is on the City right-of-way. Councillor Rivard also asked if the property meets the rear yard setback requirement and is there an option to go back further to create more open space in the front. Ms. Thompson confirmed that they meet the average rear yard setback and if they pull back, they may still meet it but it is hard to determine if they will without seeing a revised site plan. Another option is to decrease the building footprint and reconfigure units inside. Mr. Rivard also asked if the applicant would be okay to pull the building back on the lot. Ms. Thompson mentioned that if it required a minor variance to do that, then another mailout will be circulated for that change. Councillor MacLeod also asked about snow removal and where would they put the snow if there's not enough space in front. Ms. Thompson noted that it is no different from what the current situation is. They either have to truck it off site or store it on their property.

Mr. Murphy, owner of the property, indicated that they have acquired the adjacent lot with an existing single family dwelling with the intent to further develop the site to address the shortage in apartment units. It would be a great neighbourhood because it is close to schools, the church and other retail shops. Should there be a need to revisit the proposal to make modifications to the current plan, we would have to review it again to determine whether the increased costs could be covered in a manner that would make the project viable.

Pat Langhorne, RM, asked what would be the configuration of the proposed apartment. Mr. Murphy commented that it would be nine (9) one-bedroom and six (6) two-bedroom units. Lynne MacLaren, RM, also asked where the garbage bins would be located on the site. Mr. Murphy noted that it is not shown on the plan but they will definitely provide for it on site. Ms. MacLaren commented that garbage trucks need to empty these bins so they need to be located in an accessible location.

Mr. Rivard asked if there is an opportunity to shrink the parking lot to allow the buffer in front to meet the 12 feet requirement and if Mr. Murphy would agree to that. Ms. Thompson noted though that there is a size requirement for parking spaces and drive aisles for parking lots that has to be satisfied.

Ron Coles, RM, also asked if the building can be reconfigured to face Spring Park Road. Ms. Thompson responded that this was looked at as an option but that configuration does not work. The Bylaw does not permit two buildings on a single lot.

Mr. MacLeod also asked how the parking lot is going to change the streetscape along Spring Park. Members of the board noted that the parking lot already exists along the street if approved

it will be an extension of the existing parking lot. Mr. Rivard also asked if there is an appetite for the applicant to landscape along the streetscape and Mr. Murphy indicated he would be willing to make those changes. Mr. Rivard also asked if this application is deferred, would the applicant be willing to go back with a new proposal and possibly undergo the variance process again, or would the applicant just stay with the current application. Mr. Murphy would be willing to undergo changes as recommended. Mr. Forbes also added that it may be best to also ask the applicant for their timeline. Mr. Murphy indicated that they are not proceeding with the project anytime soon and would be willing to work with staff to review the options for the building. Mr. Forbes also added that it would be best to have all plans refined, all questions or concerns about this project clarified before going to Council.

Ms. Thompson asked Mr. Murphy about the height of the existing building and Mr. Murphy noted that he does not have the height at the moment but he knows that it is three floors. And the new building will be slightly higher than the existing.

Ms. Thompson indicated that the land uses in the immediate area consists of a high school, a church, apartment buildings and lower density residential. She indicated that when reviewing the application staff weighed the front yard landscape requirements against the need for additional housing in the area. Therefore, staff recommends for approval of the variances subject to landscape buffer and a development agreement. If the board decides to defer the application until further design work is done on the building and landscape buffer requirements, then staff is supportive of this as well.

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

Moved by Lynn MacLaren, RM, and seconded by Loanne MacKay, RM, that the application for a minor variance to vary Section 15.2 of the Zoning & Development By-law by reducing the required lot area from 1,237.9 sq. ft. to approximately 1,190.64 sq. ft., a major variance to vary Section 3.9 c. of the Zoning and Development Bylaw to allow for the expansion of parking in the front yard and the consolidation of PID #'s 367938 and 367979 in order to construct a 15 unit addition to an apartment building in the Medium Density Residential (R-3) Zone for the property at 200-202 Spring Park Road (PID #'s 367938 and 367979), be deferred until a revised plan to address the Board's concerns are resolved.

CARRIED

8. 120 Westridge Crescent (PID #776435)

This is a variance application to reduce lot frontage and lot area in order to construct a semi-detached dwelling on the vacant property at 120 Westridge Crescent (PID #776435). The property is located in the Low Density Residential Single (R-2S) Zone. Greg Morrison, PII, presented the application. See attached report.

A building permit was issued on July 21, 2017 to demolish the single-detached dwelling and has remained vacant since that time. The property is located in the R-2S Zone in which semi-detached dwellings are a permitted use. The purpose of the variances is to construct a semi-

detached dwelling on the vacant property. That being said, the lot is undersized, both for lot frontage and lot area. The R-2S Zone required 72.2 ft of lot frontage in order to construct a semi-detached dwelling; however, the subject property only has 67 ft of lot frontage which represents a 7.2% minor variance. The lot area requirement is 7,491.7 sq.ft but the subject property has only 6,700 sq.ft which is a 10.57% major variance.

For a minor variance, if there are no written oppositions from residents, this variance may be approved by staff. Letters were sent to residents and staff has spoken to a resident in opposition, but since there were no written comments received, then the minor variance is approved and only the major variance will be dealt by the Board tonight.

Staff feels that variance is minor in nature, the zone allows the development of a two unit dwelling, and the proposed semi-detached dwelling meets all other setback requirements of the R-2S Zone. Should this variance be approved, staff feels that it may set a precedent for other residents in the area to request the same variances in order to convert their single-detached dwellings into two unit dwellings. The current bylaw allows for single-detached dwellings to be constructed with accessory apartments and these types of dwellings do not change the streetscape of the area while allowing two unit dwellings may potentially change the streetscape. Staff's recommendation is to reject the application. The applicant, Shane Dunn, attended the meeting to answer any possible questions.

Councillor Rivard asked how much difference would be required to meet the 10% variance and Mr. Morrison noted that it would be less than 100 sq.ft in additional lot area.

Shane Dunn, applicant, acknowledged Mr. Morrison's presentation and understood the idea that this application may set a precedent for future property owners requesting to demolish their existing houses in order to build two unit dwellings along the area. This proposal would be a benefit to the current housing need and will also be twice the tax base for the City. The goal is to build a one level semi-detached dwelling that will blend in terms of the cosmetic side or streetscape of that area. The developer for this property has built several houses in Charlottetown and Stratford area and has received positive feedback for the work.

Loanne MacKay, RM, asked why the original dwelling was demolished. Mr. Dunn mentioned that it was due to oil spill and the insurance company indicated that it would be more cost efficient to tear it down rather than to dig around the house and try to resolve the concern.

Lea MacDonald, RM, also clarified if it was a one storey dwelling and with a garage. Mr. Dunn confirmed that the dwelling would be single storey without a garage.

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

Moved by Councillor Terry MacLeod, and seconded by Lea MacDonald, RM, that the variance application to vary Section 14.2 of the Zoning & Development By-law by reducing the required lot area from 7,491.7 sq ft to approximately 6,700 sq ft the in order to

construct a semi-detached dwelling on the vacant property at 120 Westridge Crescent (PID #776435), be recommended to Council for approval.

CARRIED

9. Amendments to the Zoning & Development Bylaw (Bylaw 2018-11) on Home Occupation, Design Review and Parking

This is a proposal to amend three sections of the Zoning & Development Bylaw (Bylaw 2018-11) pertaining to Home Occupation, Design Review and Parking. Greg Morrison, PII, presented the application. See attached Report.

The first amendment is to remove the section that requires design review to be completed prior to public notification for a variance, rezoning, etc... This requirement has been found to be difficult to enforce in light of the fact that when a design review is completed and then the variance or rezoning is rejected, then the applicant needs to go back and undergo another set of design review process. Staff's opinion is that the development approvals should be determined first before a detailed design is reviewed. Developers would usually have the proposed designs at the time of the application and public hearing and then the design review can follow later to finalize the design.

The second amendment is to further restrict as-of-right home occupations. The new bylaw has simplified the process for permitted home occupations but staff feel that any proposed home occupation that generates hourly or scheduled appointments should follow the process for a minor variance which would require Council approval if there was public opposition.

The third amendment is to clarify regulations as to how much of your front yard / lot frontage can be used for a driveway / parking as well as prohibit parking on any landscaped area of the front yard.

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

Moved by Lynn MacLaren, and seconded by Roger Doiron, RM, that the amendments to the Zoning and Development Bylaw (Bylaw 2018-11) relating to Design Review, Home Occupation and Parking requirements, be recommended to Council to proceed to a Public Consultation.

CARRIED

10. Amendments to the Zoning & Development Bylaw (Bylaw 2018-11) on Affordable Housing Zoning

This is a proposal to amend three sections of the Zoning & Development Bylaw (Bylaw 2018-11) pertaining to Affordable Housing Zoning. Robert Zilke, PII, presented the application. See attached Report.

The Affordable Housing Initiative Program was adopted and approved on September 10th 2018 with the objective of increasing density and decreasing parking requirements. Councillor Rivard mentioned that there is pressure on the City on affordable housing. Council is working closely on what the City can do in relation to affordable housing and at the same what the Planning Department needs to implement in terms of the Bylaw requirements. Mr. Zilke continued on to discuss the different sections of the Bylaw that will be changed in relation to Affordable Housing as it relates to initiatives to support this program.

Pat Langhorne, RM, asked what affordable housing is in terms of dollar value. Robert Zilke noted that it based on CHMC's definition which is 30% after taxes of a person's gross annual income. Mr. Forbes also noted that in order to get into this category, it should be federally, provincially or municipally subsidized. Ms. Langhorne also added that not all affordable housing may be the best housing. Mr. Zilke noted that the applications will undergo design review process and while it may not the most expensive type buildings in the city they can incorporate elements in the design such as change in color, materials and incorporate different design elements etc. Mr. Forbes noted that we have a need to accommodate affordable housing but we also need to consider the designs of these buildings so that they integrate into neighbourhood.

Mr. Forbes also added that this application is going to a Public Hearing and we would like to invite as much people and developer to attend so we can hear as much detail as we can at the meeting, or meet specific groups ahead of time.

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 Lynn MacLaren, RM, that the amendments to the Zoning and Development Bylaw (Bylaw 2018-11) relating Affordable Housing, be recommended to Council to proceed to a Public Consultation.

CARRIED

11. Others

Alex Forbes, PHM, mentioned that we have recently adopted new Bylaws pertaining to the Zoning & Development Bylaw, Heritage and Conservation and the Building Code Bylaw. Staff is proposing to rename the current Bylaws so that we have unique identifiers to Planning Bylaws. This is a good opportunity to fix these Bylaw numbers and so when it goes to Council for amendments, it will be easier for Council to know that these are amendments pertaining to Planning Department. The following will be the proposed changes:

- Zoning & Development Bylaw from 2018-11 to PH-ZD.2-000
- Building Code Bylaw from 2018-12 to PH-BC.3-000
- Heritage Bylaw from 2018-07 to PH-HB.1-000

Where, the digit after the two letter code would refer to the number of bylaws adopted, and the last three digits would be the number of amendments made to the current bylaw.

Also, because of the MGA requirements, we are providing more transparency of all the applications and activities of the Department. As a result, we are also putting the Planning

packages in the website, Friday before the scheduled meeting. This is to allow the public to also read the reports as necessary instead of them just knowing what is in the report at the time of the meeting.

All these amendments will also be included in Council's package for next week.

11. New Business

There were no businesses discussed.

The meeting was adjourned at 6:38 p.m.

Councillor Greg Rivard, Chair



City of Charlottetown

Report No:
PLAN-2018-3-DECEMBER- 6a-1

Date: December 3, 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 Planning Board not to recommend to Council 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: This application was before the Board last month and a recommendation was passed to advance the application to public consultation. The application is a request to re-zone the property located at 101 Oak Drive PID # 452748 from R-1L (Single Detached Residential) to R-2 (Low Density Residential) to facilitate the construction of a semi-detached dwelling.

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 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 now permit 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 to R-2 given the fact that the same density can now be achieved under the current R-1L zoning. 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"> • Moderately higher density that will not adversely affect existing low density housing. • Increasing the capacity of existing underground services. • Additional density in fully serviced areas of the City. • Medium density housing style to meet future housing needs. • Development is harmonious with its surroundings. 	<ul style="list-style-type: none"> • Vacancy rate in Charlottetown continues to decrease. 	<ul style="list-style-type: none"> ▪ Could be considered a spot rezoning. ▪ The rezoning may increase interest in low to medium density development within the neighbourhood. ▪ Oak Drive is considered a stable neighbourhood developed with single detached dwellings. The change in housing form may cause concern with existing property owners.

FOLLOWING THE PUBLIC MEETING:

On October 12, 2018 a letter was sent to 46 residents located within 100 meters of the subject property advising them of the request to rezone and the date, time and location of the public meeting. To date there were no letters received in favor of or against the application. However, a petition with 20 signatures in opposition was received from residents in the neighbourhood.

A public meeting was held on Tuesday, October 23, 2018 at the Rodd Charlottetown Hotel. At the public meeting Danny Moase, real estate agent presented the application for the applicant. He mentioned that the proposal was for a half million dollar duplex that will be individually owned. The units would be designed with garages made of brick, units will be wheelchair accessible with doors 3 feet wide, roll in shower in the main level and master bedroom.

Comments received from the public included questions related to the orientation of the building and lot drainage issues. Mr. Moase confirmed that the building will face Doncaster Ave and water issues will be resolved through appropriate site design that includes manholes that satisfy all city requirements. There were also questions related to whether both units would obtain access from Doncaster Avenue. Mr. Moase confirmed that both units would obtain access from Doncaster Avenue with one driveway access opening to service both properties. Another

resident asked whether the petition had been received by Council and it was confirmed that they had a received a copy.

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. Given the opposition received from the neighbourhood staff has concerns encouraging Planning Board to recommend for this application to rezone this property to R-2. Staff does not feel the requested zoning change would be appropriate for the area given the recent changes to the Zoning and Development Bylaw to allow an additional unit within an R-1L zoned property. The requested density can be achieved without creating a spot zone. Therefore, staff is not supporting the application to rezone this property to R-2. Notwithstanding, there are no technical reasons why this property cannot be developed in the proposed manner. In the event that this application is approved, staff would suggest that access from Doncaster Avenue be limited to one driveway opening that would service both properties.

RECOMMENDATION:

Staff encourage the Board not to recommend to Council 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)

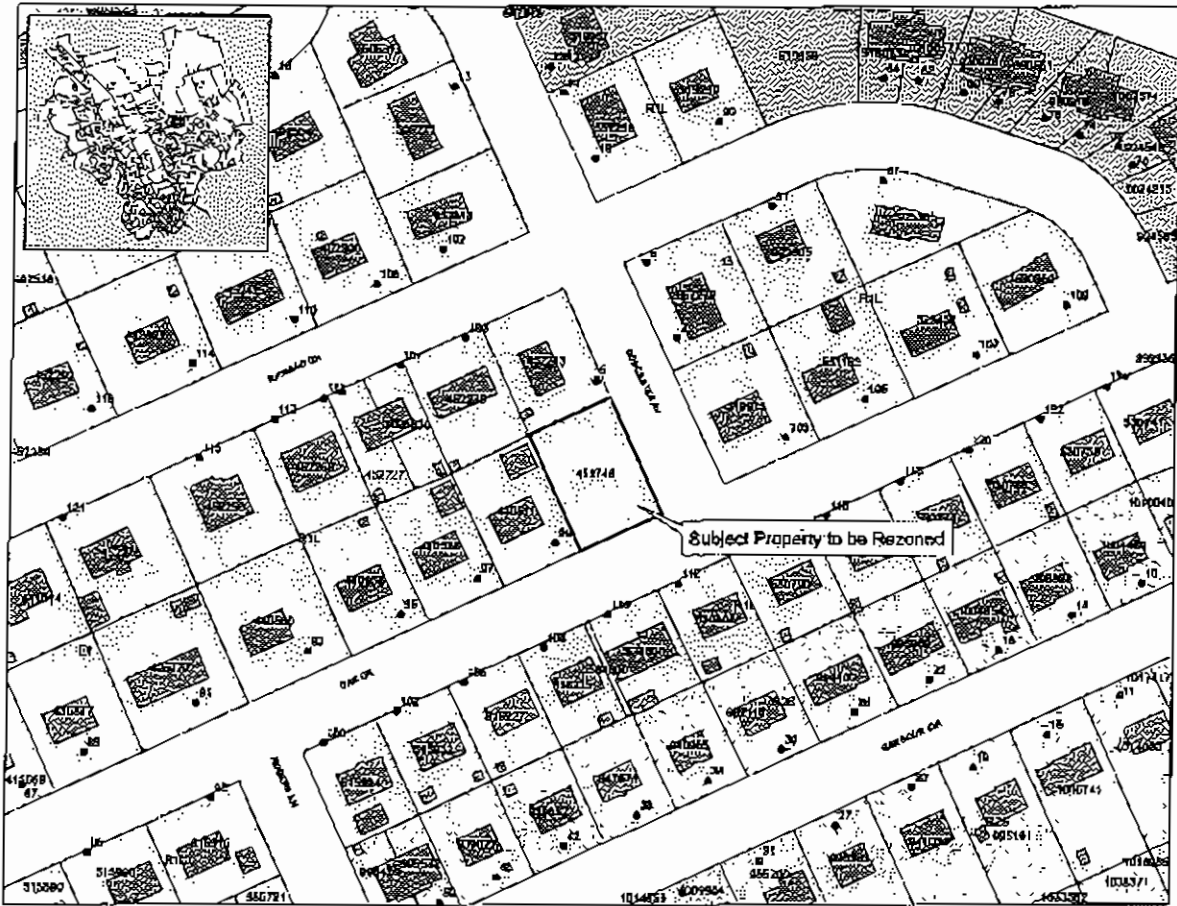
Respectfully,



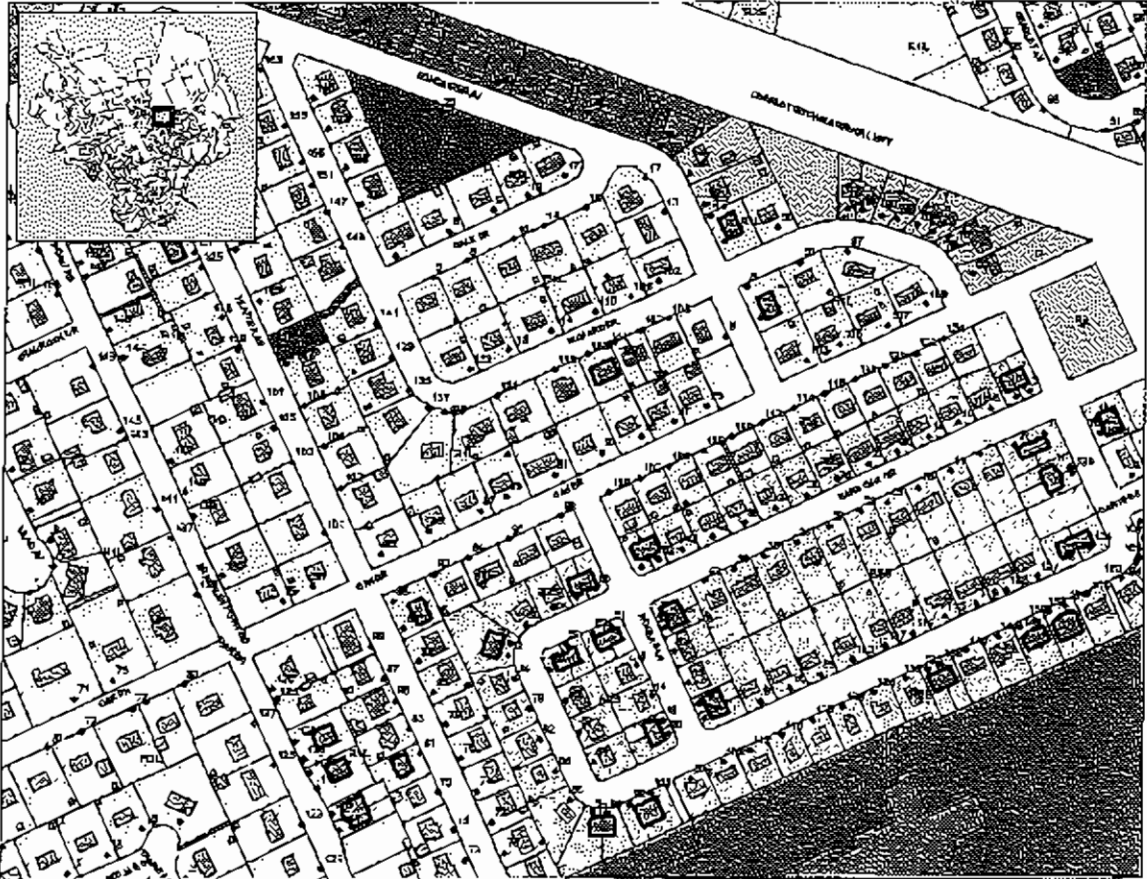
Reviewed By:

CEO	Dir Corp Svcs	Dir Pub Svcs	Dir F & D Svcs	Dir Hum Res	Mgr	Other
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Zoning map showing location of proposed rezoning:



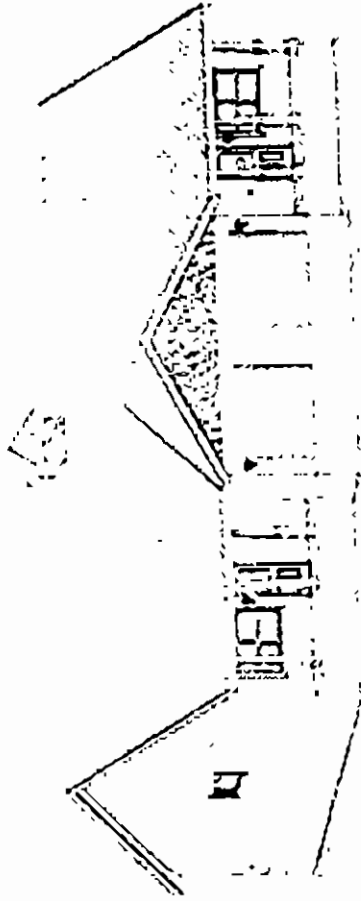
Semi Detached Dwellings in the Neighbourhood:



Plans showing proposed two unit dwelling:

DALLAIRE DESIGN SERVICES INC. 11 PALMWAY DRIVE, CORNHILL, N.S. DOB 114
 (902) 640-2077 info@dallaire.com

BUILDING AREA	
Name	Area
UNIT 1	1100 SF
CARAGE 1	250 SF
UNIT 2	1100 SF
CARAGE 2	250 SF



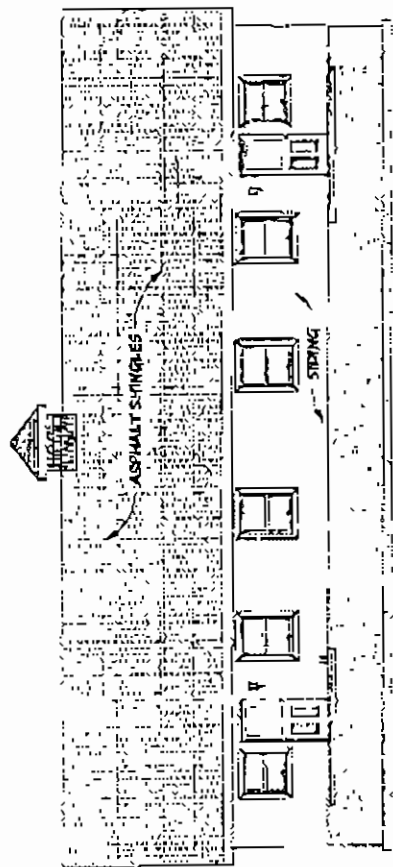
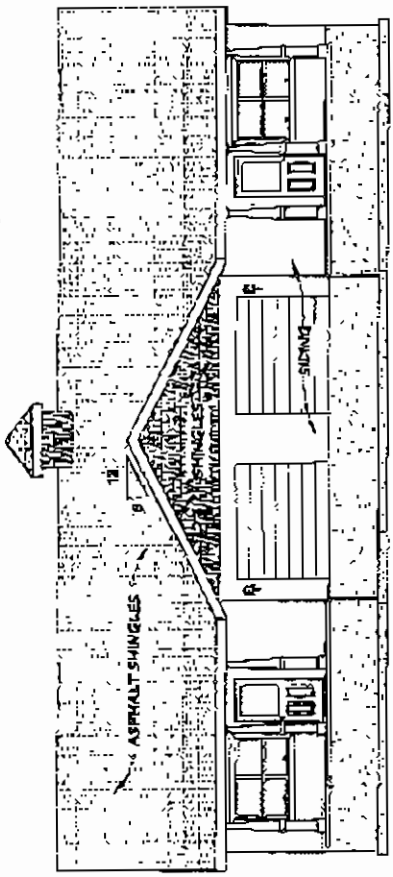
GENERAL NOTE
 These plans are not intended to be used for construction without the approval of the local authority having jurisdiction. The contractor shall be responsible for obtaining all necessary permits and approvals. The contractor shall be responsible for obtaining all necessary permits and approvals. The contractor shall be responsible for obtaining all necessary permits and approvals.

30 VIEWS
NOEL DOUCETTE

Project No: 60
 Date: JUNE / 2018
 Project Name: 2018-255 / 1-0

DALLAIRE DESIGN SERVICES INC.


69 FALCON DRIVE, CORNWALL, PE, C0A 1H4
 (902) 940-2872 gdl@dalldesign.com



GENERAL NOTE:
 THESE PLANS ARE AN ACCURATE REPRESENTATION TO BUILDING
 CONSTRUCTION. HOWEVER, THE CONTRACTOR AND/OR OWNER
 BORING THE NECESSARY CONSTRUCTION IS TO VERIFY
 DIMENSIONS AND COMPLIANCE WITH LOCAL BUILDING CODES AND
 LATEST NATIONAL BUILDING CODES OF CANADA.

THIS PLAN IS THE PROPERTY OF MALLORY DESIGN SERVICES INC. AND
 IS FOR EXCLUSIVE USE FOR ONE PROJECT ONLY. REPERMITS USE
 WITHOUT OBTAINING WRITTEN PERMISSION FROM MALLORY DESIGN
 SERVICES INC. IS STRICTLY PROHIBITED.

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

TITLE: MINOR LOT AREA VARIANCE & MAJOR VARIANCE TO LEGAL NON CONFORMING USE AND LOT CONSOLIDATION FILE: PLAN-2018-3-DECEMBER-6b-2 200-202 Spring Park Road OWNER: Wildwood Holdings		
MEETING DATE: December 3, 2018		Page 1 of 4
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. GIS Map B. Proposed Site Plan C. Letter in response to the notification	
SITE INFORMATION: Context: Developed neighbourhood on Spring Park Road consisting of a variety of housing types and institutional uses. Ward No: 4 – Spring Park Existing Land Use: existing apartment building and single detached dwelling Official Plan: Medium Density Residential Zoning: Medium Density Residential Single (R-3) Zone		
PREVIOUS APPLICATIONS: Buildings were both constructed prior to amalgamation.		

RECOMMENDATION:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the Minor Variance Application to vary Section 15.2 of the Zoning & Development By-law by reducing the required lot area from 1,237.9 sq. ft. to approximately 1,190.64 sq. ft. and The Major Variance Section to vary Section 3.9 c. of the Zoning and Development Bylaw to allow for the expansion of parking in the front yard and the consolidation of PID#'s 367938 and 367979 in order to construct a 15 unit addition to an apartment building in the Medium Density Residential (R-3) Zone be approved at 200-202 Spring Park Road (PID #'s 367938 and 367979).

BACKGROUND:

Request

The property owner, Wildwood Holdings, has requested a minor variance to the lot area requirement to increase the density on the property located at 200 -202 Spring Park Road PID #'s 367938 & 367979. The applicant is purposing to consolidate the subject properties under Section

45.3.5 of the Zoning and Development Bylaw (*Notice to property owners within 100 meters of the subject property is required to consolidate properties in the R-3 Zone.*) and construct an addition of 15 units to the existing 18 unit apartment building. The Bylaw currently permits 31 apartment units and the applicant is requesting a minor variance to allow for 33 apartment units.

Development Context

Number #202 Spring Park Road is currently occupied with an 18 unit apartment building that predates amalgamation the adjoining property number #200 Spring Park Road is occupied with a single detached dwelling. The properties are located in a mature neighbourhood. Immediately adjacent to the south of the subject properties is a 32 unit apartment building. Colonel Gray High school is located on the west side of Spring Park Road. Directly east of the property is the Church of the Most Holy Redeemer and to the north is R-2 zoned land occupied with single detached dwellings. The uses surrounding the site include a mix of low density residential, medium density residential, parkland and institutional zoned properties.

History

The subject properties contain an 18 unit apartment building that was constructed somewhere during the 1970's and a single detached dwelling that was constructed post war. Both preexisted amalgamation.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Section 3.9.3 of the Zoning & Development By-law, on November 9, 2018 notice of the Planning Board meeting regarding this application was sent to owners of property within 100 metres (328.1 ft) of the subject property soliciting their written comments for or against the proposed variances. The deadline to submit written comments on the application was Monday, November 26,, 2018.

Public Feedback

In response to the City's notification letter One (1) letter in opposition to the minor and major variance was received. The letter cited concerns with increasing the density on the property given that the lot area requirement for the R-3 Zone was decreased with the adoption of the new Zoning and Development Bylaw. It also cited concerns with expanding the existing parking lot across the front yard of 200 Spring Park Road. See attached letter.

ANALYSIS:

Section 15 of the Zoning and Development Bylaw, the R-3 (Medium Density Residential Zone) requires 1,237.9 sq. ft. of lot area per unit. The applicant has requested a density variance to increase the number of units on the property from 31 units to 33 units. In this case the applicant has enough lot area for the approval of 31 units. The increase of 31 to 33 units would represent a 3.8% variance. Staff feel that a density increase of 31 to 33 units (3.8%) is minor in nature.

The applicant has also requested a major variance under Section 3.9 Major Variances of the Zoning and Development Bylaw. The applicant currently has a parking lot in the front yard of his existing 15 unit apartment building. If the applicant proceeds with an addition to the existing apartment building he has requested to expand his existing parking lot in front of the addition which will occupy most of the front yard of the 200 Spring Park Road property.

Because the existing apartment building was built prior to the adoption of the Zoning and Development Bylaw in 1998 parking in the front yard of this property is considered a legal non-conforming use. Section 43.6.1 a. of the current Zoning and Development Bylaw states, *"Parking Spaces for residential properties shall: a. Be exclusive of the Front Yard for any Building containing more than three (3) units; also*

Section 43.6 c. Location of Parking Facilities of the Zoning and Development Bylaw states, "No driveway or area designated for parking Spaces shall occupy more than 40% of the required front yard."

The Major Variance Section 3.9 c. of the Bylaw allows a property owner the opportunity to apply for *"The extension or intensification of a specific non-conforming use upon a site occupied by such use or Building on the effective date of this Bylaw."*

Also due to the placement of the existing building (which met the requirements of the former Bylaw) on the lot and the interior layout of the existing building the applicant has indicated that the addition has to line up with the existing building and can't be built closer to the street. The applicant has indicated that because of the location of the building on the site there isn't room to locate parking for the addition in the rear yard. Therefore, the applicant has also cited Section 3.9.1 b. of the Zoning and Development Bylaw.

b. the need for consideration of a Major Variance is owing to conditions specific to the property and is unique to the area and not the result of actions by the Owner, and a literal enforcement of this Bylaw would result in unnecessary and undue hardship;

Staff recognizes that the existing apartment building is set back further on the property than other buildings on the street. The applicant is proposing to connect the addition to the existing building with a breezeway to be used as a common room. This is to create a small courtyard area so light is not blocked by the addition to the existing apartment building.

Although, the existing parking lot is located in the front yard due to the existing building being setback extensively on the lot Staff do have some concerns with decreasing green space along the streetscape and increasing paving in the front yard of 200 Spring Park Road.

Notwithstanding staff's concerns, the proposed addition to the apartment building is located in a neighbourhood where multi-unit apartments are appropriate given the property's zoning, proximity to the high school, churches, and the downtown. It will also help to address the housing shortage that is currently being experienced within the City.

Section 6.4.3 of the Zoning and Development Bylaw requires, *"where the minimum Front Yard Setback permits, a strip of land not less than 3.7 m (12 ft.) in width shall be provided along a lot line(s) which abuts a street line which shall be a) used for no other purpose than Landscaped Area. b) where a parking lot is permitted in front of a building , the landscaped area shall be provided between the parking lot and the front lot line."*

The site plan submitted does not show a 12 ft. landscaped space between the parking lot and the property boundary however, if the Board chooses to support the variances a buffer should be required along the front property boundary to screen the existing parking lot and the expansion to the parking lot.

If the variances are approved a lot consolidation will also be required. As per Section 45.3.5 of the Zoning and Development Bylaw notification of the request for consolidation was included within the letter that was sent to residents on November 9, 2018. Staff do not have concerns with the consolidation of these properties to facilitate the construction of an addition to the existing apartment building.

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

Positive	Neutral	Shortcomings
<ul style="list-style-type: none"> ▪ A multi-unit apartment building is a permitted use in the Medium Density Residential (R-3) Zone. ▪ There is a requirement for additional housing within the neighbourhood. ▪ The proposed density variance of an additional 2 units is fairly minor in nature ▪ There is a variety of housing types and institutional uses in the immediate area including single-detached dwellings, apartment dwellings, educational institutions and a church. ▪ The location is within walking distance to the downtown and the high school. 	<ul style="list-style-type: none"> ▪ The parking lot for the existing apartment building is currently located within the front yard setback. ▪ The existing parking lot is considered legal non-conforming as the apartment building was constructed pre amalgamation. 	<ul style="list-style-type: none"> ▪ Contradicts Section 43.6.1 a of the Zoning and Development Bylaw. <i>“Parking Spaces for residential properties shall: a. Be exclusive of the Front Yard for any Building containing more than three (3) units; also contravenes Section 43.6 c. Location of Parking Facilities “No driveway or area designated for parking Spaces shall occupy more than 40% of the required front yard.”</i> ▪ Approving the major variance for parking reduces the amount of green space along Spring Park Road.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend that the minor and major variance requests and the lot consolidation be approved.

PRESENTER:

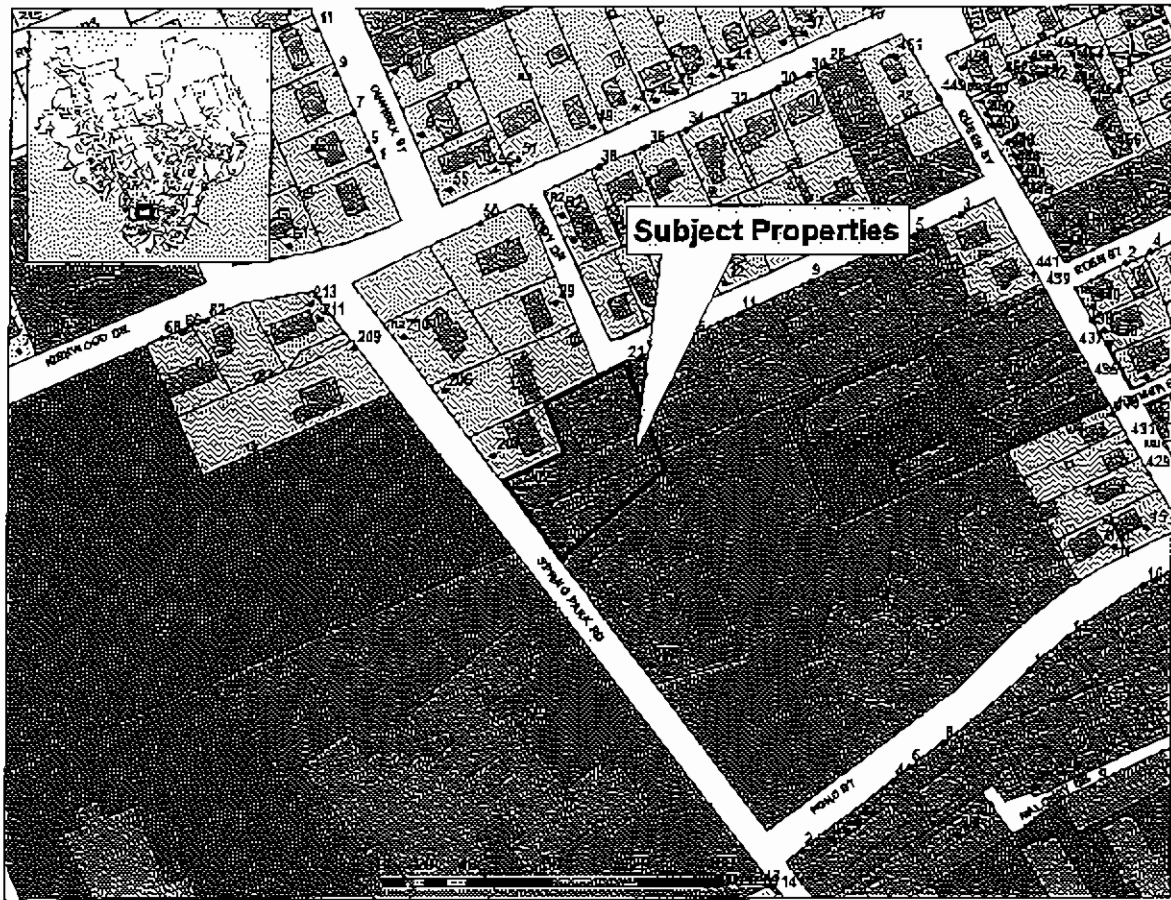
Laurel Palmer Thompson, MCIP
Planner II

MANAGER:

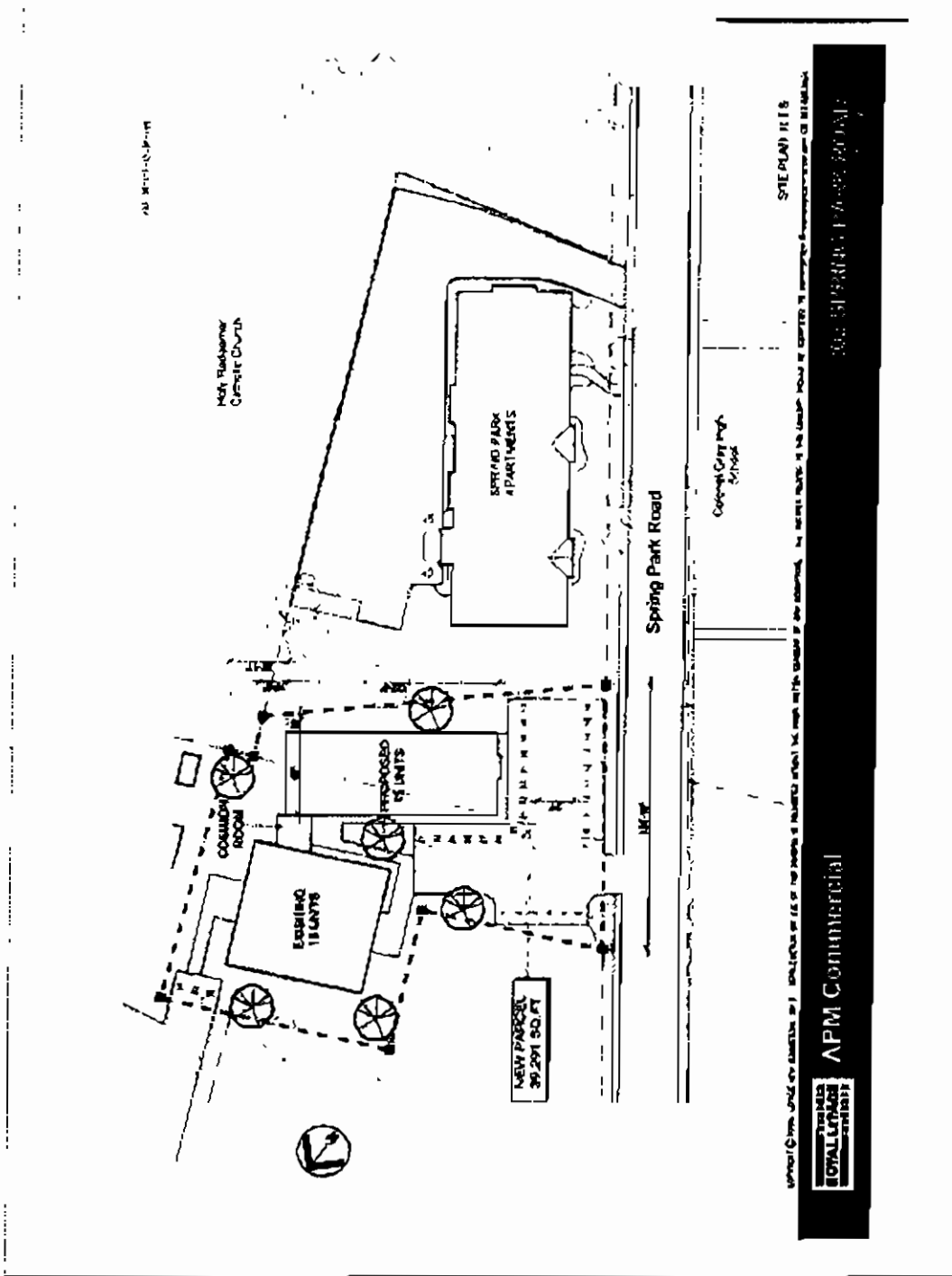
Alex Forbes, MCIP, MBA
Manager of Planning & Heritage



GIS Map:



Site Map:



APM Commercial
TOTAL LEASAGE
10,000 SQ. FT.

APM Commercial
TOTAL LEASAGE
10,000 SQ. FT.

STEPHAN HILLIS

Thompson, Laurel

From: B Sinnott <b1sinnott@yahoo.ca>
Sent: Friday, November 23, 2018 11:01 PM
To: Planning Department; Thompson, Laurel
Cc: Forbes, Alex
Subject: 200-202 Spring Park Road (PID #s 367938 & 367979)

Dear Laurel Palmer Thompson, MCIP, Planner II

I'm acknowledging receipt of your letter of November 9, 2018, and I'm responding to the application of above noted properties for a minor variance under section 3.8, and a major variance under section 3.9 of the New Zoning & Development Bylaw which took effect on October 1, 2018. I understand the new Zoning & Development Development Bylaw, which was put in place less than 2 months ago, was recently revised and is allowing developers to increase the density. I believe the bylaws are there to be adhered to so as to ensure their purpose and intent, and therefore only in rare cases when excellent valid reasons are provided should variances be granted.

Regarding the minor variance, I understand the number of units permitted on a lot is calculated based on the lot area requirement of the zone. In this case 1,237.9 sq. ft. of lot area is required for this R-3 Medium Density Residential zoned property. So the applicant has enough lot area for the approval of 31 units. The increase of 31 to 33 units is a 3.8% variance which is deemed a minor variance.

I realize the developer wants to consolidate properties, demolish the white house at 200 Spring Park Road and is applying for a minor variance to construct an addition of 15 units to the existing 18 unit Apt building (when the new recently revised October 1 bylaw - which already allows for increased density - permits only 13 units). The new bylaw is much more favourable to developers so they can build bigger and increase density. So, it's surprising that given the new bylaw which is more favourable to developers, that this developer would still apply to increase the number of apts that he's permitted, by the bylaw, to build. Why doesn't he just build the allowable additional 13 units to make a total of 31 units in the Apt. building and conform with the bylaw?

The paved parking lot that is currently in the front yard is considered legal non-conforming. Section 43.6.1 a. of the current Zoning and Development Bylaw states, "Parking Spaces for residential properties shall: a. Be exclusive of the Front Yard for any Building containing more than three (3) units;

The Major Variance Section 3.9 c. of the Bylaw allows a property owner the opportunity to apply for *"The extension or intensification of a specific non-conforming use upon a site occupied by such use or Building on the effective date of this Bylaw."*

Regarding the major variance, why make a bad situation worse? If the current parking lot is non-conforming to the current bylaw, it's just going to make it worse if the developer is allowed to increase the size of the non-conforming parking lot. Also, this front yard parking lot is quite an eyesore as it is. The developer wants to almost double the size of the current non-conforming paved front yard parking lot, and this will almost double the eyesore. This is completely out of character for the street as there is no other huge paved front yard parking lot on the street. This is a visually very unappealing to view such a huge parking lot from my front yard only a few

houses away. Since the front yard parking lot does not currently conform to the bylaw, why add to it and make it even worse by allowing the developer to make it so much larger?

Green Space is a high priority. The county, province and city is investing in many green initiatives. It appears from the site map that there will be very little green space left if this addition is built and the parking lot is enlarged. If approved, the much-larger front yard parking lot will practically double the size of the current paved parking lot, thereby reducing current green space, and even more green space will be reduced if developer is allowed to build more units than the bylaw allows.

The traffic on Spring Park Road is excessive - both pedestrian and vehicle traffic - and to have an additional 15 Apts with at least this many residents' cars (not to mention visitors' cars) driving and parking on the street is poor planning indeed. To make matters even worse, there is a new duplex going up next door with 2 driveways which will also add additional vehicles to the current traffic problem. There are 3 schools in this area - Colonel Gray High, Queen Charlotte Junior High and Spring Park Elementary - and there is a lot of traffic from all 3 of these school parking lots, not to mention the student pedestrians. Spring Park Road is also very busy with traffic early morning and evening with not only the school traffic, but all the downtown workers. The corner of Kirkwood Drive and Spring Park Road is very dangerous indeed. It's almost impossible for to exit my driveway without being hit. There are cars coming around the corner onto Spring Park Road from both directions on Kirkwood Drive and also coming up Spring Park Road from the other direction. I have much difficulty backing out of my driveway and have almost been hit multiple times. There is far too much traffic already on Spring Park Road.

If this minor variance for additional units, and this major variance to almost double the size of a huge non-conforming paved front yard parking lot contributes in such a major way to a visual eyesore, ruins the streetscape, reduces green space, and adds to the already excessive traffic problem on Spring Park Road, then why would anyone approve it?

These variances are a very bad idea and I object strongly to them.


Also, I'd like to strongly recommend that a traffic study be done by a traffic engineer at the cost of the developer.

I hope the city will review my concerns carefully and I hope they will reject the proposed minor and major variances.

Thank you.

Regards,

Bethany Sinnott

TITLE: LOT AREA & LOT FRONTAGE VARIANCES FILE: PLAN-2018-3-DECEMBER-6b-3 120 WESTRIDGE CRESCENT OWNER: VINCENT DUNN		
MEETING DATE: December 3, 2018		Page 1 of 4
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. GIS Map B. Proposed Site Plan C. Proposed Front Elevation	
SITE INFORMATION: Context: Developed neighbourhood in Hillsborough Park consisting of a variety of housing types. Ward No: 10 - Falconwood Existing Land Use: Vacant Property Official Plan: Mature Neighbourhood (Low Density Residential) Zoning: Low Density Residential Single (R-2S) Zone		
PREVIOUS APPLICATIONS: A building & development permit was issued on July 21, 2017 to demolish the existing single-detached dwelling.		

RECOMMENDATION:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the Variance Application to vary Section 14.2 of the Zoning & Development By-law by reducing the required lot frontage from 72.2 ft to approximately 67.0 ft and by reducing the required lot area from 7,491.7 sq ft to approximately 6,700 sq ft the in order to construct a semi-detached dwelling on the vacant property in the Low Density Residential Single (R-2S) Zone be rejected at 120 Westridge Crescent (PID #776435).

BACKGROUND:

Request

The property owner, Vincent Dunn, is applying to vary the lot frontage and lot area requirements as illustrated in Section 14.2 of the Zoning & Development By-law in order to construct a semi-detached dwelling at 120 Westridge Crescent (PID #776435) which is a vacant property in the Low Density Residential (R-2S) Zone. Approval of this application will allow for the construction of

a one-storey semi-detached dwelling with a building footprint of 1,990.80 sq ft (47.40 ft x 42.00 ft).

Development Context

The subject property is currently vacant and is located in Hillsborough Park on Westridge Crescent adjacent to a landscaped corridor which is owned by the City of Charlottetown. The uses surrounding the site include a variety of housing types including single-detached dwelling on either side of the subject property and semi-detached dwelling / townhouse dwelling across the street.

History

The subject property formally contained a single-detached dwelling; however, it was demolished following the issuance of a building & development permit on July 21, 2017. The property has remained vacant since that time.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Section 3.9.3 of the Zoning & Development By-law, notice of the Planning Board meeting regarding this application was sent to owners of property within 100 metres (328.1 ft) of the subject property soliciting their written comments for or against the proposed variances. The deadline to submit written comments on the application was Friday, November 30, 2018.

Public Feedback

At the time of writing this report, the Planning & Heritage Department has not received any written responses in relation to this application. Staff spoke with one resident who opposed the variance but did not submit a formal letter of opposition. If any written responses are received prior to the above noted deadline, they will be brought to the Planning Board meeting for discussion.

Staff would note that if no written objections are received prior to the above noted deadline, the proposed minor variance to the lot frontage may be approved by the Planner and only the major variance will be required to be decided by the Planning Board & Council.

ANALYSIS:

While the R-2S Zone allows for the development of semi-detached dwellings, Section 14.2 of the Zoning & Development By-law indicates that in order to be eligible to construct said dwelling, the property must have a lot frontage of 72.2 ft and a lot area of 7,491.7 sq ft. The subject property has a lot frontage of 67.0 ft and a lot area of 6,700 sq ft. The request represents a 10.57% major variance to the lot area and a 7.20% minor variance to the lot frontage.

Staff are concerned that need for the proposed variances is not owing to peculiar conditions specific to the property. While the R-2S Zone allows for 2-unit dwellings, the property is undersized to permit such a use. This situation is similar to the majority of dwellings on Westridge Crescent and Glenthorn Avenue. Should the variance be approved, numerous property owners may seek similar variances in order to convert their existing single-detached dwellings into 2-unit dwellings and it would be difficult to reject such a request in the future if the precedent was already established. If this was the case, then over time it could change the dynamic of the neighbourhood by becoming entirely 2-unit dwellings. Staff would also note that with the new Zoning & Development By-law, accessory apartments are permitted within single-detached dwellings which would allow the applicant to construct a second unit while maintaining the single-detached dwelling streetscape. Staff would note that there are limitations as to who can create an accessory apartment.

Notwithstanding staff's concerns above, the proposed variances are fairly minor in nature and the proposed semi-detached dwellings could be constructed while adhering to all other requirements of the Zoning & Development By-law including setbacks and parking. Further, the surrounding area already contains a variety of housing types. While the subject property is adjacent to single-detached dwellings, there are semi-detached dwellings and townhouse dwelling across the street. Further, there are apartment buildings further down Westridge Crescent.

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

Positive	Neutral	Shortcomings
<ul style="list-style-type: none"> ▪ Semi-detached dwelling is a permitted use in the Low Density 	<ul style="list-style-type: none"> ▪ The Zoning & Development By-law allows for accessory 	<ul style="list-style-type: none"> ▪ Contradicts Section 3.9.1.b. <i>The need for consideration of</i>

- Residential Single (R-2S) Zone.
- According to the site plan provided, all other requirements of the Zoning & Development By-law including setbacks and parking have been satisfied.
 - The proposed variances are fairly minor in nature
 - There is a variety of housing types on Westridge Crescent including single-detached dwellings, semi-detached dwelling, townhouse dwellings and apartment dwellings.

apartments within single-detached dwellings which would allow the applicant to construct a second unit while maintaining the single-detached dwelling streetscape.

a Major Variance is owing to peculiar conditions specific to the property and is unique to the area

- Approving this variance could set a precedent and eventually change the dynamic of the neighbourhood.

CONCLUSION:

The Planning & Heritage Department recommends that the lot frontage and lot area variance application, be rejected.

PRESENTER:



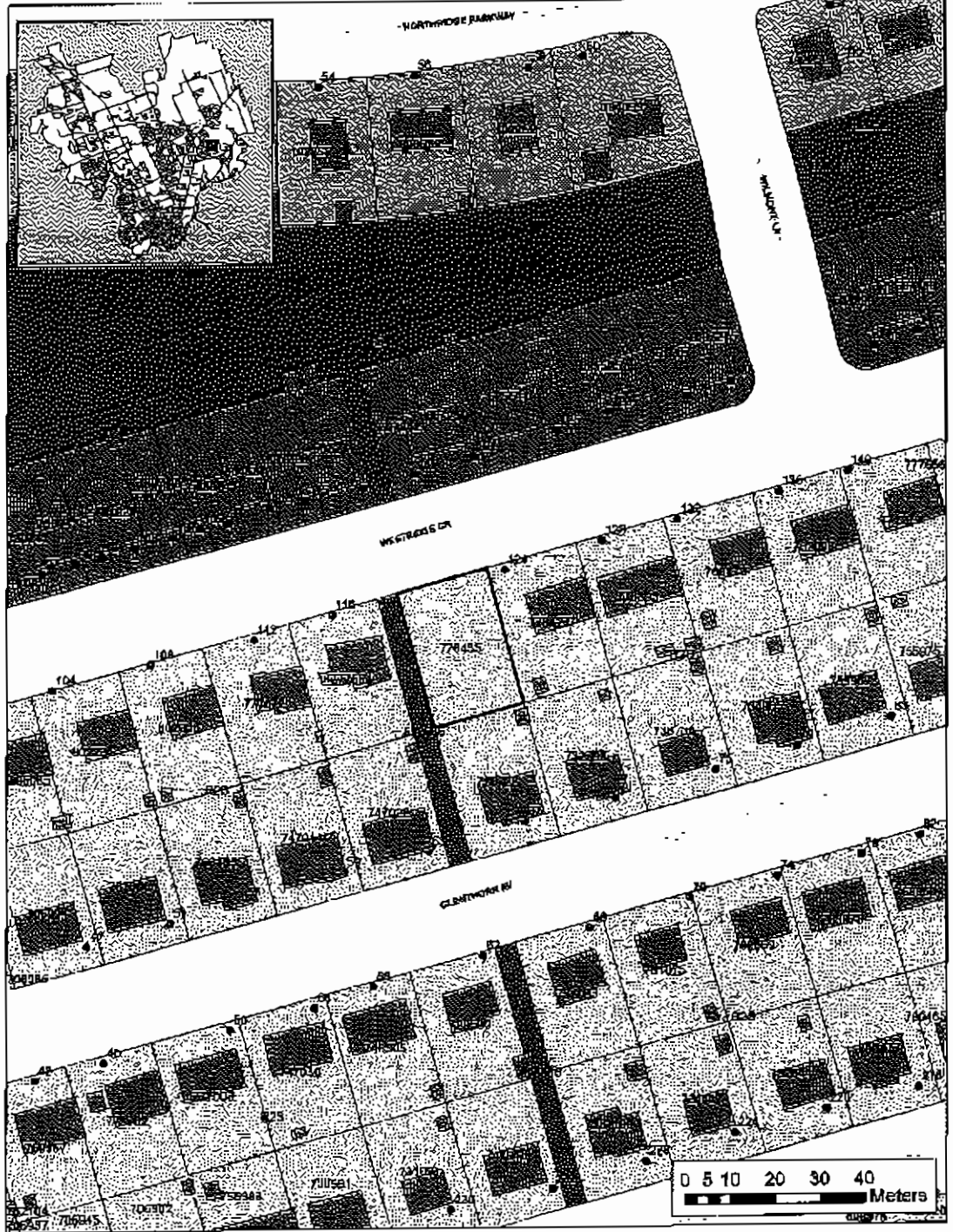
Greg Morrison, MCIP
Planner II

MANAGER:



Alex Forbes, MCIP, MBA
Manager of Planning & Heritage

Attachment A

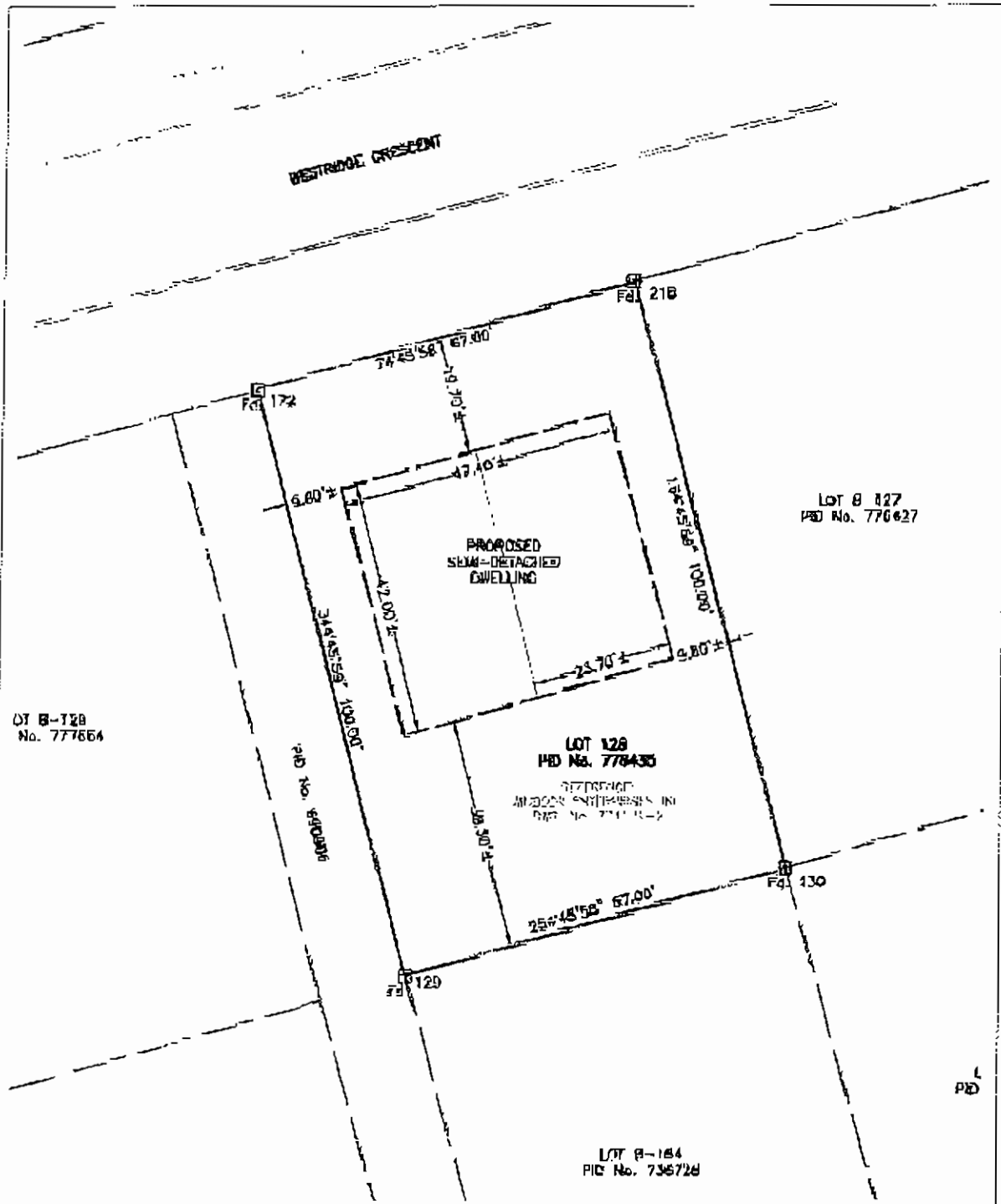


Attachment A: GIS Map
File: PLAN 2018 2-D-17-M2LK-00-
1210ws ridge Crescent
Owner: Vincent Dur...


CHARLOTTETOWN
Planning & Heritage
Department



Attachment B

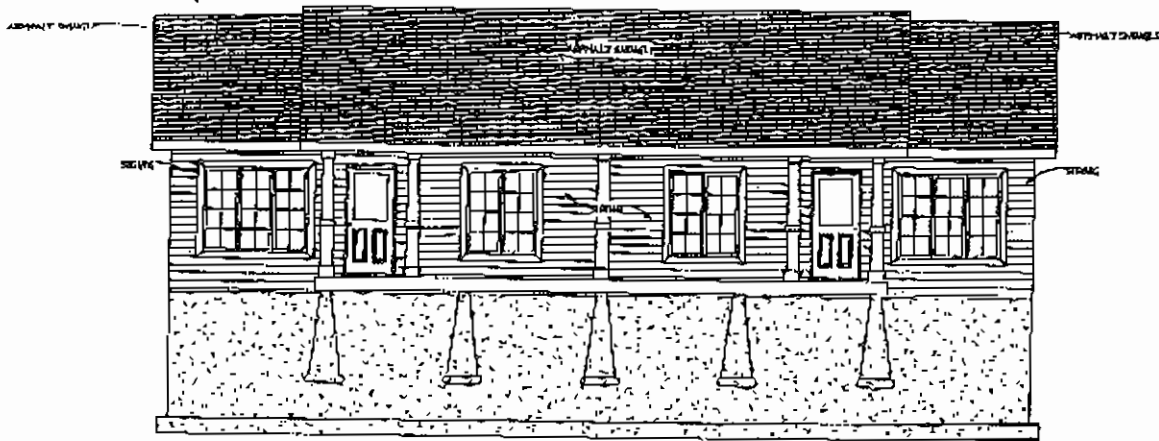


Attachment B: Proposed Site Plan
 File: PLAN-2018-2-DECEMBER-56-
 LDC Westridge Crescent
 Owner: Vincent Dunn


CHARLOTTETOWN
 Planning & Heritage
 Department




Attachment C



Attachment C Proposed Front Elevation
File # PLAN 2018 2 DEPT-HIB-4-60-
100 Westridge Crescent
Owner: Vincent Dur


CHARLOTTETOWN
Planning & Heritage
Department



TITLE: ZONING AMENDMENT AFFORDABLE HOUSING AMENDMENTS PLAN-2018-03-DECEMBER-6C-4		 CHARLOTTETOWN
MEETING DATE: December 3 rd 2018		Page 1 of 8
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. City of Charlottetown Affordable Housing Incentive Program	
The following are textual amendments to the Zoning & Development By-law in order to define, incentivize and establish land use regulations for affordable housing within the City of Charlottetown.		
Reason for Amendments: Implementation of the Affordable Housing Incentive Program		

RECOMMENDATIONS:

That the Planning Board recommend City Council to **approve** the request to proceed to a public consultation for By-law No. to include the following amendments:

- 1) To add Bonus Density to Section 3 to allow for developments to increase unit density up to 20% for Affordable Housing Dwellings;
- 2) Provide Planning Committee with the ability to provide input, amend and require a particular incentive for any Bonus Height application;
- 3) Remove the provision of three or four bedroom Dwelling Units from public benefits in the Bonus Height Applications;
- 4) To allow a development to combine the density bonuses for underground parking (20%) and affordable housing dwellings (20%) for a total density bonus of up to 40%;
- 5) Require affordable housing developments that are constructed entirely for the purpose of affordable housing to be subject to design review, whereby the design review costs be covered by the City;
- 6) Change the term Accessory Apartments to Secondary Suites throughout the By-law to be consistent with the National Building Code;
- 7) Amend the Garden Suite section to decrease the minimum required lot area from 1 acre to 0.5 acre and prevent a Garden Suite from being subdivided;
- 8) Include Garden Suite as an Accessory and Secondary Use in the Future Development (FD) Zone
- 9) Insert Affordable Housing parking standards (up to 50% decreases depending on area and form of the development) into the Parking Space Standards table;
- 10) Amend Appendix A: Definitions to remove the numbering and replace the definition of Accessory Apartment with Secondary Suite. Include additional definitions for Bedroom, Boarding/Rooming House and Group Home.
- 11) Amend Appendix F: Fee Schedule to exempt Affordable Housing development(s) as defined by the Zoning & Development By-law from permit and development fee(s).

BACKGROUND:

Staff at the request of City Council initiated a review of the Zoning By-law to implement the policy direction outlined in the *Affordable Housing Incentive Program*. The proposed amendments to the Zoning & Development By-law has been based on the policy objectives of the *Affordable Housing*

Incentive Program and best practices found in other Canadian cities. The intention is to provide incentives to the development community to construct more affordable housing dwellings across the City. The proposed changes will allow for increased densities/entitlements on properties across the City, reductions of parking requirements, and the creation of well-designed buildings for affordable housing developments.

Development Context

Summary of Proposed Changes to Zoning & Development By-law:

Intent of Change	Impacted Zone(s)	Proposed Regulations	Existing Regulations
<ul style="list-style-type: none"> Increase density and promote more affordable housing units in a variety of housing types and zones. 	<ul style="list-style-type: none"> R-3, R3T, R-4, R-4A, R-4B, MUR, ER-MUVC, MUC, C-1, C-2, C-3, CDA 	<ul style="list-style-type: none"> Affordable Housing development(s) are permitted for 20% density increases over and above the applicable zone requirements. As long as the development can meet all of the applicable requirements of the Zoning By-law. 	<ul style="list-style-type: none"> None
<ul style="list-style-type: none"> To provide Planning Committee with the ability to provide direction on specific public benefits that should be required for a Bonus Height application. 	<ul style="list-style-type: none"> DMUN, DMS, DC, WF 	<ul style="list-style-type: none"> Provide Planning Committee with the ability to provide input, amend and stipulate the preferred incentive for a Bonus Height application. 	<ul style="list-style-type: none"> It is at the developer's discretion on what public benefit is offered
<ul style="list-style-type: none"> Difficult for staff to quantify as a public benefit 	<ul style="list-style-type: none"> DMUN, DMS, DC, WF 	<ul style="list-style-type: none"> Remove 	<ul style="list-style-type: none"> The provision of three or four bedroom Dwelling Units
<ul style="list-style-type: none"> To encourage affordable housing and blended affordable housing developments to include underground parking. 	<ul style="list-style-type: none"> R-3, R3T, R-4, R-4A, R-4B, MUR, ER-MUVC, MUC, C-1, C-2, C-3, CDA 	<ul style="list-style-type: none"> To allow for combining of the Density and Underground Parking Bonus provisions, up to a maximum of 40%. 	<ul style="list-style-type: none"> Providing 75% of required parking spaces of a development underground, allowed for 20% density bonus.

<ul style="list-style-type: none"> • Increase affordable housing densities, while ensuring compatibility with the surrounding area. The costs of the design review will be covered by the City in order to promote good affordable housing building design. 	<ul style="list-style-type: none"> • DMUN, DMS, DC, WF, R-3, R3T, R-4, R-4A, R-4B, MUR, ER-MUVC, MUC, C-1, C-2, C-3, CDA 	<ul style="list-style-type: none"> • Development(s) that are constructed entirely for the purpose of Affordable Housing is subject to Design Review, the cost of the review will be covered by the City. 	<ul style="list-style-type: none"> • Design Review only applied to buildings within the 500 Lot Area.
<ul style="list-style-type: none"> • Change the term <i>Accessory Apartment</i> to <i>Secondary Suite</i> in order to be consistent with the National Building Code (NBC) of Canada 2015. 	<ul style="list-style-type: none"> • R1-L, R-1S, FD 	<ul style="list-style-type: none"> • Replace the term "Accessory Apartment" with "Secondary Suite". 	<ul style="list-style-type: none"> • Accessory Apartment
<ul style="list-style-type: none"> • Amend the minimum required lot area from 1 acre to 0.50 acre; • To prohibit the subdivision of the Garden Suite from the subject property. The intent is that these suites will not be subdivided in the future. 	<ul style="list-style-type: none"> • R1-L, R-1S, FD 	<ul style="list-style-type: none"> • (b) Has a minimum Lot Area of 0.2 hectares (0.5 acre); and • (d) A Garden Suite shall not be permitted to be separated from the principle lot through a condominium conversion or subdivision. 	<ul style="list-style-type: none"> • (b) Has a minimum Lot Area of 0.4 hectares (1 acre).
<ul style="list-style-type: none"> • To maintain consistency with the other low density residential zones by permitting a Garden Suite. 	<ul style="list-style-type: none"> • FD 	<ul style="list-style-type: none"> • Permit a Garden Suite as an Accessory or Secondary Use 	<ul style="list-style-type: none"> • None
<ul style="list-style-type: none"> • Promote and incentivize affordable housing projects with decreased parking requirements. • Direct development with decreased parking requirements along public transit routes to promote a <i>Walkable City</i>. 	<ul style="list-style-type: none"> • DMUN, DMS, DC, WF, R-3, R3T, R-4, R-4A, R-4B, MUR, ER-MUVC, MUC, C-1, C-2, C-3, CDA 	<ul style="list-style-type: none"> • Insert <i>Affordable Housing</i> in the Parking Standard Table. • Inside the 500 Lot Area 0.50 parking space per <i>Dwelling Unit</i> that has one (1) or less bedroom; 0.75 parking space per <i>Dwelling Unit</i> with two (2) or more bedrooms. • Outside the 500 Lot Area 0.75 parking stall per <i>Dwelling Unit</i> that has one (1) or less bedroom; 	<ul style="list-style-type: none"> • None

		<p>1 parking stall per <i>Dwelling Unit</i> that has two (2) or more bedrooms.</p>	
<ul style="list-style-type: none"> • Ensure amendments to the definition section of the By-law is clearer. • Define existing uses in the City. 	<ul style="list-style-type: none"> • Appendix A - Definitions 	<ul style="list-style-type: none"> • Boarding/Rooming House means a Dwelling or portion thereof in which the proprietor supplies lodging, for hire or gain, to other persons with or without meals in rooms furnished by the proprietor with necessary furnishings, and shall have anywhere from four (4) to a maximum of six (6) people but does not include a hotel. • Group Home means a facility licensed or funded by the Province of Prince Edward Island and used to provide supervised living accommodation for more than three (3) persons to a maximum of six (6) persons, living together in a single housekeeping unit because they require a supervised group living arrangement. • Registry of Approved Secondary Suites means a publically accessible registry or list of <i>Secondary Suites</i> which have been legally approved through the Building and Development Permit process. 	<ul style="list-style-type: none"> • None

		contains only one other dwelling unit and common spaces, and where both dwelling unit constitute a single real estate entity.	
<ul style="list-style-type: none"> Exempt affordable housing projects from building and development fees. 	<ul style="list-style-type: none"> Appendix F – Fee Schedule 	<ul style="list-style-type: none"> To exempt Affordable Housing development(s) as defined by the Zoning & Development By-law from permit and development fee(s). 	<ul style="list-style-type: none"> None

History

Over the past few years the City of Charlottetown has been dealing with a mounting housing problem, whereby supply of housing cannot keep up with the demand. The demand for housing has been rising and changing for a number of reasons:

Aging population has precipitated seniors moving from the rural areas and smaller communities into the City to be close to services and family;

- Air B&B has removed a large portion of long term rentals out of the housing market;
- Both Holland College and UPEI have experienced growth to its student population,
- Immigration has been steadily rising over the past four years.

These external changes to the housing market has resulted in increased demand for both rentals that are primarily sought after by the student and aging demographics and home ownership that is being sought by young professionals, families and new immigrants. The supply for housing has not increased as quickly because:

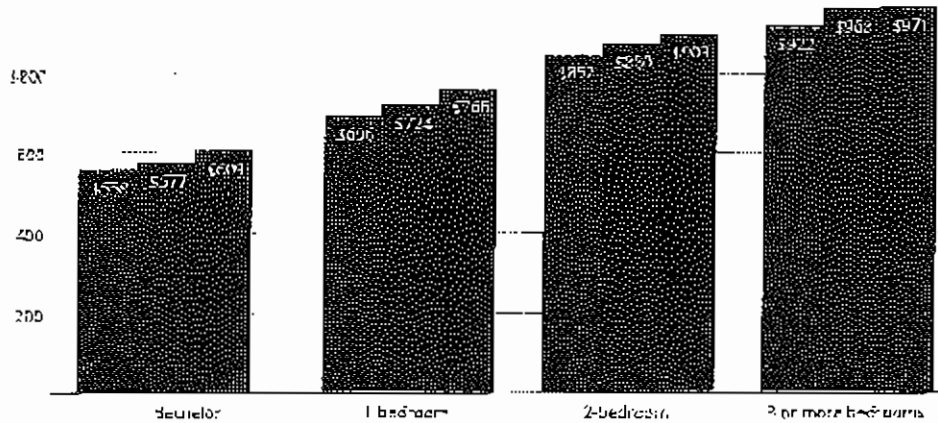
- Construction sector capacity is not sufficient to quickly match new housing demand with supply;
- Building costs have risen due to increases in material prices, increased building code requirements and the tight supply of contractors and labour;
- Federal mortgage rules and financing requirements have tightened, and
- Construction of new provincial affordable housing has lagged behind.

Vacancy rates have dropped sharply both in the City and Province over the last four years. From 2014 to 2017 the vacancy rate dropped 2.4% across all rental categories (market, affordable, social), according to the PEI Housing and Data Trends published in 2018. In the 2017 *Fall Housing Market Outlook*, Canada Mortgage and Housing Corporation (CMHC) forecasted 350-450 new units in the Charlottetown area in 2018. Recent building permit data for Charlottetown indicate that this number is higher with over 820 rental units approved for construction, however a majority of these units do not have occupancy and thus cannot be counted to available housing stock. The

situation has gotten to a point where demand for housing is greater than the supply. This housing shortage has resulted in the average monthly rents to increase, as the recent rental data released by CMHC shows:

Average rents

■ 2016 ■ 2017 ■ 2018

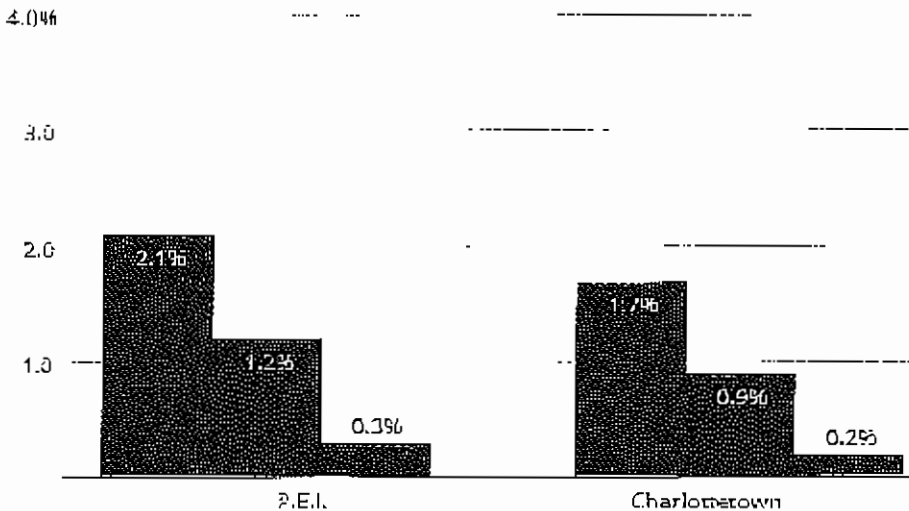


Source: Canada Mortgage and Housing Corporation

The CMHC recently provided an update to the vacancy rate for the Island. Charlottetown's vacancy rate has dropped from 0.9% to 0.2% - one of the lowest in the Province:

Vacancy rates by location

■ 2016 ■ 2017 ■ 2018



Source: Canada Mortgage and Housing Corporation

ANALYSIS:

The objective of the affordable housing amendments is to provide greater flexibility in the zoning regulations for affordable housing developments. Every residential zone from lower density to higher density have been amended to provide for more affordable housing in a unique way to its form and function. Density increases and parking reductions for multi-dwelling units and greater flexibility for both Secondary and Garden Suites for single detached properties. Further amendments could be reviewed with additional input to be received from stakeholders and the general public.

Consistency with the Official Plan

The Official Plan contains limited policies regarding affordable housing:

Section 3.3 Housing Needs and Variety states that one of the fundamental aims of good community management is to ensure that there is an adequate supply and variety of affordable housing for all sectors of the population.

It is important to note that the Official Plan will have to be updated in the near future to contain stronger support and guidance to address affordable housing issues.

Consistency with any applicable Master Plan

The *East Royal Master Plan* contains a guiding principal for affordable housing:

Policy iv. Range of housing – Provide a full range of housing types, including seniors and other special needs housing to create diverse residential neighbourhoods. The City will work with other government agencies and the private sector to promote innovative housing forms, development techniques, and incentives that will facilitate the provision of affordable housing.

The *Waterfront Master Plan* contains direction to increase density within the waterfront area:

Sections 28.15 and 28.16 – These policies grant development(s) to increase their maximum building height under the condition that a public benefit is provided. Affordable housing has been added as a public benefit within the Zoning & Development By-law to take advantage of this entitlement.

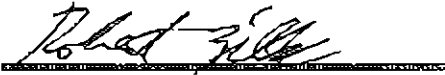
LEGISLATIVE REQUIREMENTS:***Public Meeting***

In accordance with Section 3.10.3 of The Charlottetown Zoning & Development By-law, Council shall conduct a public meeting to receive the views and opinions of the public. Staff shall meet with various stakeholders and members of the public to obtain feedback on the affordable housing amendments.

CONCLUSION:

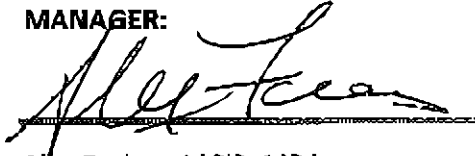
The Planning & Heritage Department encourages Planning Board to recommend to proceed to a public consultation for the affordable housing amendments.

PRESENTER:



Robert Zilke, MCIP
Planner II

MANAGER:



Alex Forbes, MCIP, MBA
Manager of Planning & Heritage

CITY OF CHARLOTTETOWN
AFFORDABLE HOUSING INCENTIVE PROGRAM

Policy Number: P-Admin-2018 (01)
Approved By: City Council

Originating Department: Advanced Planning
Date of Approval: September 10, 2018

Background

Municipalities not only across Canada, but around the world as well, are struggling to meet the demand for safe social and affordable housing units; and have begun to explore and implement strategies that they believe will assist in promoting development of additional and diverse housing stock. These proposed strategies have been varied and contain an assortment of incentives to try to entice multilevel partnerships through Canadian Mortgage and Housing (CMHC), private developers and/or non-profit agencies.

According to the Canadian Mortgage and Housing Corporation (CMHC), housing affordability is directly correlated to a household's level of income. The CMHC defines affordable housing as suitably-sized ownership housing that costs no more than 32% of a household's gross annual income, and no more than 30% of gross annual income for rental accommodations.

Charlottetown is no stranger to these housing demands and is readily aware that it too must do its part to assist and encourage the creation of community based partnerships through economic incentives to fulfill these growing voids within the community.

Objective

To both encourage and assist the private and non-profit sectors to come forward with various housing projects that will assist the City in meeting its residents housing demands thereby creating a larger inventory of affordable and accessible housing stock for all demographics within the City.

Strategic Direction

- 1) To encourage renovation of existing building stock, including the upper levels (2nd floor and above) commercial buildings within the existing downtown core.
- 2) To ensure the City has taxation policies that will encourage further development of affordable housing stock throughout the City.
- 3) To encourage new development that will provide affordable housing opportunities for the City's most vulnerable citizens.
- 4) To ensure the City's Zoning & Development Bylaw reflect the challenging housing needs within the various population segments.

Community Vision

As the City moves forward in building its community partnerships and provide housing options and opportunities throughout the City, it is important that it incorporates for the following fundamentals:

- Assist in supplying housing for vulnerable populations so to provide a range of housing options for the homeless, persons with disabilities, seniors, students, low income individuals and those who require ongoing supports.
- Affordable housing options should be blended and available throughout the City so not to stigmatize and/or overly concentrate any particular population.
- Develop strategic partnerships/relationships with all potential community stakeholders to ensure less NIMBYism (Not In My Backyard), stigma, and community opposition to affordable housing within the City.
- Look at creating financial incentives and strategies to advance affordable housing units throughout the City.
- Increase the population density in the downtown by allowing the upper floors of the City's Commercial Sector to be used for residential housing.

Eligibility

- 1) Within the City of Charlottetown this strategy applies to:
 - a) Any developer, Provincial Body or Crown Corporation, non-profit agency(s), rental co-operatives and/or other person or organization that provide new affordable housing opportunities.
 - b) Applicants that are eligible and are receiving financial assistance from the Province of PEI and/or the Government of Canada through a program designed for affordable housing needs.
- 2) In order to qualify for assistance the housing development must comply with all City of Charlottetown Bylaws, Zoning and Development requirements, and that the project has received all the approvals, certificates and licenses that may be required at any time and for any reason by the City of Charlottetown.
- 3) The City of Charlottetown reserves the right to amend and/or alter existing criteria or to impose additional or alternative criteria, as it may deem appropriate.
- 4) These incentives only apply to the property or part-there-of while the property or segment(s) of the property are being occupied as an affordable housing project or unit.

Recommendations:

- 1) In an effort to recognize that property owners are converting residential housing stock and dwellings units to Short Term Rentals (i.e. Airbnb) at an increasing rate and therefore eliminating housing stock and/or rental options for many of the City's residents. That the City of Charlottetown collaborate with the Assessment Division of the Province of PEI to establish the commercial assessment value of the property for that portion of the year the property/unit is used for commercial rental. The assessment value is to be determined by professional property assessors employed by the Province taking into account the commercial activity and revenue generation. Thereby resulting in a fairer property assessment of the property, acknowledging the commercial activity and subsequent commercial property valuation for taxation purposes (if the property is being used for commercial purpose for let's say 5 / 12th of the year, then the property should have a commercial valuation for that particular duration (5months/7months tax ratio)).
- 2) That the City support and encourage the construction of Accessory/Axillary Suites within existing residential dwellings (i.e. Single family) by amending its Zoning and Development By-laws to allow for additional residential Accessory/Auxiliary units. This may include basement, garden and carriage suites throughout the City.
- 3) That the City support and encourage the revitalization/rejuvenation of the upper levels of the Commercial Sector within the Downtown Core allowing for multi-residential units to be built in the upper floors.
- 4) The City's Zoning & Development Bylaw reduce its requirements for parking spaces for new multi-unit residential construction. The requirement should be lessened by up to 50% for affordable housing units (location and # of units' dependent) so to allow for more competitive market conditions.
- 5) That the City's Zoning & Development Bylaw presently allows for Bonus Density for affordable housing. These sections of the Zoning Bylaws be reviewed to strengthen density bonus development opportunities within all areas of the City. Such bonus considerations could allow for higher height and/or variance considerations. The percentage bonus density increase is dependent upon the derived benefits to the City and its' residents but should allow for up to 20% density increases.
- 6) In an effort to recognize innovative affordable housing trends the City should amend its Zoning & Development Bylaw to recognize and allow for the development of tiny homes. The City's Zoning and Development bylaw would need to be amended to allow for smaller lot sizes and living units.
- 7) In an effort to recognize the importance of ongoing energy efficiency and emerging Green Technology that applications under this program undergo a green lens review of the proposed technology so to ensure long term energy efficiency and sustainability.

Recommendations Continued:

- 8) That the City review its current application process and find ways to streamline and fast-track affordable housing applications; offering guidance to try to remove any barriers or restrictive zoning requirements.
- 9) That the City offer up to a 100% Property Tax Exemption Incentive on all new affordable housing units meeting and maintaining the City's strategic housing needs for a period up to 20 years.
- 10) That the City collaborate with the Provincial Government to match the City's property tax exemption initiative on properties and/or development projects approved by the City.
- 11) That the City would encourage integrated housing that would allow for seniors, youth, family housing and subsidized rental units be housed within the same building/complex. If for example 50% of the units were subsidized rentals, then the tax forgiveness would be 50%.
- 12) That the City forego the building permit and development fee(s) for affordable housing projects or percentage thereof for blended units within an overall project.
- 13) That the City expand its beautification program and explore the possibility of providing grass cutting services to these properties.
- 14) That the City collaborate with the Provincial Government to allow Municipalities to require in their Zoning Bylaws a percentage of affordable housing.
- 15) That the City give consideration to make any property under its ownership that is deemed to be surplus to the City's needs be made available through an RFP for social housing needs.
- 16) The City create an Affordable Housing Advisory Committee (AHAC) that meets at least quarterly to provide guidance and advice in regards to the City's changing housing trends, supply and demographics and subsequent affordable housing needs. The AHAC should consist of and be representative of developers, senior citizens, individuals involved with nonprofit housing groups/organizations, social agencies, the City's Youth Retention Committee, the Province, CMHC, City Staff and members at large. (Working in concert with the Community Advisory Board on Homelessness (John Howard Society) and/or Provincial Committee).
- 17) That the City encourage affordable housing projects be built in all wards within the City and that the City review and adjust its transit routing to compliment such developments.
- 18) Notwithstanding #15 above affordable housing development should follow sound planning principles, and as a rule, should be developed in residential areas only.

Recommendations Continued:

- 19) Collaborate with the Province to implement a Housing Action Plan which would in part support both the Province and the City in benchmarking/assessing community need and Capacity with the City.

Timely Application Required

An applicant shall make application for the program at the same time that the application for a building permit has been applied for. The onus to make a timely application is upon the developer.

Agreement

The applicant and the City shall enter into an agreement upon completion of the project. The agreement shall include but not be limited to:

- a) An approved City of Charlottetown building permit
- b) An approved City of Charlottetown Occupancy permit
- c) To continue to receive the annual benefits the applicant must submit annually information to the satisfaction of the City demonstrating that the property continues to operate as an affordable housing complex/unit(s).

Interpretation, Application & Appeal


The proper interpretation or application of this program shall be determined by the City's CAO or his/her designate. Where in doubt the matter shall be referred to City Council and Council's determination shall be final and binding.

Administration

The City of Charlottetown's Affordable Housing Incentive Program shall be administered by the CAO or his or her designate.

Amendment

This program shall be evaluated on an annual basis to determine whether or not the goals and objectives of the program are effectively and efficiently being met. Council may amend, alter, or terminate the program. Each ward will be evaluated to determine how each area is meeting the City's affordable housing objectives.

TITLE: ZONING & DEVELOPMENT BY-LAW AMENDMENTS FILE: PLAN-2018-3-DECEMBER-6:c -5		
MEETING DATE: December 3, 2018		Page 1 of 5
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. Amendments to Design Review B. Amendments to Home Occupations C. Amendments to Parking	

RECOMMENDATION:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the request to amend the following sections of the Zoning & Development By-law pertaining to Design Review, Home Occupations, and parking, be approved to proceed to public consultation:

Section 3.13.4 is amended as follows:

Remove Section 3.13.4

Section 3.13.5 is renumbered to 3.13.4

Section 5.6.1.c. is amended as follows:

By deleting the words "and where the additional parking is located in the front yard, no more than 40% of the front yard may be allocated for parking or pavement."

Section 5.8.3 is amended as follows:

Remove Sections 5.8.3.c., 5.8.3.h., 5.8.3.i.

Section 5.8.3.j. is amended as follows:

By inserting the words ", including uses with appointments typically on an hourly basis or as scheduled," following the words "Additional uses".

Section 43.6.1 is amended as follows:

Remove Sections 43.6.1.c.

Section 43.6.3 is added as follows:

No driveway or access to a parking lot for residential properties shall:

- a. Occupy more than 40% of the Front Yard;
- b. Occupy more than 40% of the Flankage Yard on a corner lot; and
- c. Occupy more than 40% of the Lot Frontage up to a maximum of 30 ft.

Section 43.6.4 is added as follows:

Parking in the Front Yard is limited to the driveway only and is not permitted on the remaining Front Yard area / landscaped area.

BACKGROUND / ANALYSIS:

The City of Charlottetown Planning & Heritage Department had recently hired Dv8 Consulting to develop a new Zoning & Development By-law which was implemented by the City on October 1, 2018. Zoning & Development By-laws in their nature are fluid documents with amendments required on a frequent basis in order to respond to the Departmental requirements. Since the adoption of the Zoning & Development By-law on October 1, 2018 it was noticed that changes were needed to take place in the sections pertaining to Design Review and Home Occupations in order to ensure the process in dealing with these types of applications is done properly.

Design Review

Section 3.13.4 of the Zoning & Development By-law states that:

Where a Development and/or Building Permit application is subject to Design Review and is also subject to an application for a Minor Variance, Major Variance, Rezoning and/or a Site Specific Exemption, the application shall be processed to the conditional approval Phase prior to the public notification stage of the review process for the Variance, Rezoning and/or Site Specific Exemption.

By the way the Zoning & Development By-law was created, the design review process is required to be completed prior to any public notification for a variance, rezoning or site specific exemption. This requirement has resulted in placing a considerable amount of onus on the applicant early in the process prior to having confirmation on what can be constructed on the

property. For example, if the applicant was requesting a height variance to construct a fourth floor, the current By-law would require that they complete Design Review for the 4-storey building; however, if Council was to reject the height variance, they would have to redo the Design Review process for a 3-storey building. This process became an issue at a recent IRAC Appeal on July 11, 2018.

Staff has determined that the design of the building could be finalized through the Development Agreement process once all other approvals have been grants or rejected. Notwithstanding, the applicant needs to submit a design that is sufficiently developed to indicate to Council and the public what is generally being proposed. The Design Review process in itself is costly for the developer and consumes a lot of staff time in an event the project does not proceed. Staff would like to work with applicant who has a reasonably developed proposal to proceed to a public consultation and provide an opportunity to fully finalize their design through the design review process.

Home Occupations

Historically, obtaining approval for a home occupation was a drawn out approval process including a notice sent to all property owners within 100m of the subject property and two advertisements in the newspaper. If no objections were received, the home occupation was approved; however, if objections were received, the disposition of the home occupation was determined by Council following a recommendation from the Planning Board.

The new Zoning & Development By-law which was implemented by the City on October 1, 2018 to simplify the process by allowing a number of uses to be as-of-right if they met the requirements set out Section 5.8.1 which included the size of the home occupation, number of employees, number of parking spaces, etc. These uses include:

- Home Daycare, subject to the by-law provisions for Home Daycares
- Tourist Accommodations, subject to the by-law provisions for Tourist Accommodations
- Personal Service Shop
- Home Office, clerical, computer and/or telephone-based services
- Custom sewing, crafts, or production of visual arts (i.e. painting, pottery, wood carving)
- Multi-Level Marketing Retail Sales

- Catering, for off-premise delivery of products
- Private lessons, tutoring, or training sessions
- Health and wellness services
- Additional uses may be considered following the process of review for a Minor Variance.

The concern that staff has encountered is that a number of the uses on the above mentioned list, have the ability to generate significant amounts of traffic due to the nature of the business. These businesses typically involve appointments scheduled on an hourly basis. In light of the foregoing, staff is proposing that these uses that generate frequent appointments are no longer permitted as-of-right but are subject to the process of review for a minor variance.

The proposed amendment to the Zoning & Development By-law would include removing Section 5.8.3.c., Personal Service Shop; Section 5.8.3.h., Private lessons, tutoring, or training sessions; and Section 5.8.3.i., Health and wellness services.

Section 5.8.3.j. which currently states *"Additional uses may be considered following the process of review for a Minor Variance"* would be amended to read *"Additional uses, including uses with appointments typically on an hourly basis or as scheduled, may be considered following the process of review for a Minor Variance."*

Parking

In light of recent amendments to allow for accessory apartments, concerns have been expressed in relation to the impact on the parking requirements for single-detached dwellings that may be permitted to obtain an accessory apartment.

Section 5.6.1.c. of the Zoning & Development By-law has regulations that require *one (1) additional parking space shall be provided [for an accessory apartment] and where additional parking is located in the front yard, no more than 40% of the front yard may be allocated for parking or pavement.*

The second part of this section is a duplicate on Section 43.6.1.c. of the Zoning & Development By-law; so staff is recommending that it be removed, and Section 43.6.1 be amended.

The amendments to Section 43.6.1 include limiting the amount of front yard and lot frontage that can be used for a driveway / access to a parking while also restricted parking from being on any landscaped area of the front yard.

LEGISLATIVE REQUIREMENTS:

Notification

If the proposed amendments to the Zoning & Development By-law are approved to proceed to the public consultation phase, the Planning & Heritage Department shall notify the public of said public meeting in accordance with Section 3.10.4.c of the Zoning & Development By-law.

CONCLUSION:

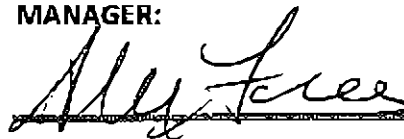
The Planning & Heritage Department recommends that the proposed Zoning & Development By-law amendments, be approved to proceed to public consultation.

PRESENTER:



Greg Morrison, MCIP
Planner II

MANAGER:



Alex Forbes, MCIP, MBA
Manager of Planning & Heritage

Attachment A

Section 3.13.4 is amended as follows:

Remove Section 3.13.4

~~3.13.4 Where a Development and/or Building Permit application is subject to Design Review and is also subject to an application for a Minor Variance, Major Variance, Rezoning and/or a Site Specific Exemption, the application shall be processed to the conditional approval Phase prior to the public notification stage of the review process for the Variance, Rezoning and/or Site Specific Exemption.~~

Section 3.13.5 is renumbered to 3.13.4

3.13.5 The Development Officer and Design Review Committee shall review Development and/or Building Permit applications for Alterations and Additions to existing Buildings for compliance with the Design Standards for the 500 Lot Area and shall give further consideration for the following:

- a. The original character of a Building or Structure, the construction and original architectural details;
- b. Use of the same traditional materials already used on the Building of this era;
- c. The scale of any Alterations or Additions to a Building in relation the scale of the original or the existing Building or Structure;
- d. Existing doors and windows, and these existing openings in relation and proportion to others in the Building;
- e. Original door and window casements, sashes, mullions, or muntins, and glazing in doors and windows;
- f. Alterations or Additions to the pitch, direction and arrangement of the roof and whether these are in keeping with the original or existing design of the Building or Structure;
- g. Architectural details which do not need to be changed, removed or replaced; or
- h. The location of any attached or protruding mechanical or Utility Services.

Attachment B

Section 5.8.3 is amended as follows:

Remove Sections 5.8.3.c., 5.8.3.h., 5.8.3.i.

Section 5.8.3.j. is amended as follows:

By inserting the words ", including uses with appointments typically on an hourly basis or as scheduled," following the words "Additional uses".

5.8.3 The following uses are permitted as Home Occupations:

- a. Home Daycare, subject to the by-law provisions for Home Daycares
- b. Tourist Accommodations, subject to the by-law provisions for Tourist Accommodations
- c. ~~Personal Service Shop~~
- d. Home Office, clerical, computer and/or telephone-based services
- e. Custom sewing, crafts, or production of visual arts (i.e. painting, pottery, wood carving)
- f. Multi-Level Marketing Retail Sales
- g. Catering, for off-premise delivery of products
- h. ~~Private lessons, tutoring, or training sessions~~
- i. ~~Health and wellness services~~
- j. Additional uses, *including uses with appointments typically on an hourly basis or as scheduled,* may be considered following the process of review for a Minor Variance.

Attachment C

Section 5.6.1.c. is amended as follows:

By deleting the words "and where the additional parking is located in the front yard, no more than 40% of the front yard may be allocated for parking or pavement."

- 4.6.1 One (1) Accessory Apartment may be permitted in a Single-detached Dwelling if:
- a. The Accessory Apartment is less than:
 - i. 80% of the Gross Floor Area of the main Dwelling Unit (excluding the Garage); and
 - ii. 80 sq m (861 sq ft) in Floor Area;
 - b. The Accessory Apartment has no more than two (2) bedrooms;
 - c. One (1) additional Parking Space shall be provided ~~and where the additional parking is located in the front yard, no more than 40% of the front yard may be allocated for parking or pavement.~~
 - d. The subject property shall not contain a Garden Suite.
 - e. The main Dwelling Unit on the subject property is a Principle Residence Unit.
 - f. The subject property must comply with all other regulations of the By-law, including Lot Area, Lot Frontage, Setbacks, and Building Height, and where a variance has been granted for the development of the main Dwelling Unit, an Accessory Apartment shall not be permitted.

Section 43.6.1 is amended as follows:

Remove Sections 43.6.1.c.

- 42.6.1 Parking Spaces for residential properties shall:
- a. Be exclusive of the Front Yard for any Building containing more than three (3) units;
 - b. Not be situated within 1.5 m (4.9 ft) of any door or window serving as a bedroom;
 - c. ~~No driveway or area designated for Parking Spaces shall occupy more than 40% of the required Front Yard.~~

Section 43.6.3 is added as follows:

- 43.6.3 *No driveway or access to a parking lot for residential properties shall:*
- a. *Occupy more than 40% of the Front Yard;*
 - b. *Occupy more than 40% of the Flankage Yard on a corner lot, and*
 - c. *Occupy more than 40% of the Lot Frontage up to a maximum of 30 ft.*

Section 43.6.4 is added as follows:

- 43.6.4 *Parking in the Front Yard is limited to the driveway only and is not permitted on the remaining Front Yard area / landscaped area.*

Attachment C:
Amendments to Parking
File: PLAN 2015-3-DECEMBER-06-9


CHARLOTTETOWN
Planning & Heritage Department

**PLANNING AND HERITAGE COMMITTEE – HERITAGE BOARD
NOVEMBER 27, 2018 12:30 PM
PARDKALIE ROOM, CITY HALL**

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

1. Call to Order

Councillor Greg Rivard called the meeting to order at 12:28 pm.

2. Declaration of Conflicts

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

3. Approval of Agenda

Moved by Bobby Shepherd, RM, and seconded by Simon Moore, RM, that the agenda for Tuesday, November 27, 2018, be approved.

CARRIED

4. Adoption of Minutes

Moved by Aaron Stavert, RM, and seconded by Bobby Shepherd, RM, that the minutes of the Tuesday, October 30, 2018 meeting be approved.

CARRIED

5. Business arising from Minutes

There was no business arising from the minutes.

6. 18 Trafalgar Street (PID #369868)

This is an application to construct a detached garage to the property located at 18 Trafalgar Street (PID #369868). The property is located outside of the 500 Lot Area and is a designated Heritage Resource. See attached report.

The application includes:

- An existing mini barn is to be removed from the property.
- 25ft x30ft. two-car garage to be located on the south side yard
- Windows are wood Pella to match the existing house. Grill pattern to match as indicated on the drawing;
- Side door is fiberglass to match the house; 8 ft overhead doors will be matched to the color of the existing house doors. The door hardware can be changed or removed.
- Wood shingle cladding stained to match main building.
- Roof pitch @ 6/12 to keep the peak height just below the 17'-6" max

Historically, the property may have had a number of "out buildings" associated with it so the addition of a detached garage is very much in keeping with the tradition of the property. The garage placement on the site meets zoning requirements. The garage design is clearly subordinate to the main building, as is its placement on the site. Building materials such as wood windows and corner boards, and design elements such as dormer windows and brackets mimic the main building creating a sense of connection. The change in roof style from a mansard roof to a hipped roof keeps it from being an historic replica.

Comments/concerns noted:

- Staff noted that the plans have slightly changed from the original plan included in the package where the roof pitch is shallower and there will no longer be an upper storage in the garage.

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 application to construct a detached garage to the property located at 18 Trafalgar Street (PID #369868) as per plans submitted, be approved.

CARRIED

Moved by Simon Moore, RM, and seconded by Councillor Jason Coady, RM, that the meeting be adjourned.

The meeting was adjourned at 12: 31 PM.

Councillor Greg Rivard

- The entry step/deck providing access to the ground floor at the rear is to be re-constructed.

Comments/concerns noted:

- Board member clarified that the application is to replace the windows and Staff confirmed the windows that will be replaced with wooden windows at this time will be those on the top floor and the existing vinyl windows will be replaced over time.
- Board member also requested that a final recommendation on what needs to be done for the door. Staff mentioned that the door has had columns and wood pieces on top for many years and based on few inquiries noted that these wood pieces are probably not original. It is suspected there may have originally been double doors given the opening size. Staff also noted that the property owners are willing to put the door columns back or take them out based on appropriate recommendations. Board members indicated they thought both options were appropriate to either leave the columns in place or remove them.
- Board member also asked if there are other buildings to reference in terms of the door design. Other board members felt that the door has been there for years but they are not original to the property.

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

Moved by Simon Moore, RM and seconded by Aaron Stavert, RM, that the window replacements and exterior alterations to the property located at 93 Pownal Street (PID # 339986), be approved.

CARRIED

7. 41 Prince Street (PID #337097)

This is an application to designate the property located at 41 Prince Street (PID #337097) as a Heritage Resource. The property is not a designated Heritage Resource but is located in the Downtown Neighbourhood (DN) Zone of the 500 Lot Area. The owners of the property are requesting to have the property designated as a Heritage Resource. The current owner is planning to sell the property at this time and has provided staff a document of all property transactions and an extensive history of the property.

A heritage evaluation of the property was undertaken in 2007 but it didn't rank very high but since we now have more information about the history of the property, the property would rank substantially higher when re-evaluated. If a property is being requested to be designated and it is believed that there's a historic credence to it, allowing it to be designated gives the City more control over future developments for the property. See attached report.

Comments/concerns:

- Council commented that looking at the portion of building believed to date from 1805, it looks like a log cabin and even if it was shingled, it doesn't change the historic value of the property.
- Board member also commented that since the owners are trying to sell the property, requesting to designate the property seems like a counter argument to what the board

usually deals with. Staff mentioned that the implications of designating the property has been discussed with the property owners, including the intent of wanting to protect the property after it being sold.

- Council also clarified that this application needs to go through Public Consultation. Staff confirmed and mentioned that this application will be presented to the new Council to go to Public Consultation.

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

Moved by Aaron Stavert, RM, and seconded by Bobby Shepherd, RM, that the application to designate the property located at 41 Prince Street (PID #337097) as a Heritage Resource, be recommended to Council to proceed to Public Consultation.

CARRIED

8. 140 Rochford Street (PID #345736)

This is an application for an addition of new fire egress stair on the north side of the property located at 140 Rochford Street (PID #345736). The property is a designated Heritage Resource and is located in the Downtown Neighbourhood (DN) Zone of the 500 Lot Area. The proposed fire egress stair will be added to accommodate the required egress from the existing third floor units. See attached report.

The application includes:

- Two new steel doors are to be installed with glass panel to meet required fire regulations are to be installed in the existing window openings of the north elevation to allow for egress from each of the two units.
- A wooden stair and rail system is to be installed with landings as indicated.
- The upper platform/deck measures 4ft 6in deep by approximately 17ft. and is supported by 6in x 6in posts which extend the full height from grade.

Questions/Comments:

- Board member commented that they cannot have wooden fire escape for three floors and that it is close to the windows and that the windows need to be protected or non-combustible. Staff noted that the Building Inspectors looked at this application and advised that the application is acceptable.
- Board member also asked if the egress can be on the other side of the building and Staff noted that there were apparently complications to get out the other way.
- Board members clarified on which side the egress would be and Staff confirmed that it will be along Euston Street. Staff also noted that a metal staircase may look better and also noted the building is setback considerably from the street.
- Board members also asked if these are existing apartments and Staff asked fire inspectors if the egress is really needed fire inspectors confirmed that it is needed. Staff also asked if they can only build a balcony and not the stairs.
- The Board asked for alternatives to this application and at the time of the meeting, no alternatives are available. Board members felt that it doesn't have a very good layout at this time since this is a designated and quite prominent property in the downtown area. Board members also requested to check the building codes in terms of the fire egress

requirements. Staff noted the application has gone through an engineer but not an architectural designer and that the application can be deferred so the applicant can look at other options.

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

Moved by Aaron Stavert, RM, and seconded by Simon Moore, RM, that the application for an addition of new fire egress stair on the north side of the property located at 140 Rochford Street (PID #345736), be deferred until the applicant provides options for the fire egress.

CARRIED

9. 15 Hillsborough Street (PID #336198)

This is a request for alterations to the existing building including a rear extension for the property at 15 Hillsborough Street (PID #336198). 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 new owner of the property is planning to restore the main building and add a one storey section on the rear. This property is a good example of a log house in Charlottetown, it is the oldest on a block that was settled early and remained undisturbed by fire or development.

The proposal includes:

- Addition on the back of the existing building to construct a bedroom and a bathroom.
- Renovate the second floor to create a bedroom while retaining the dormer.
- A proposed new shed dormer across the full width of the rear which will provide access to a new roof deck on the top of the new addition.
- Although the drawings submitted suggest the dormer on the front of the building no longer breaks the eave line, it is actually intended to remain as existing.
- Door placement to the deck is centered on the rear shed dormer with glass rail on the roof top deck
- Relocating the garage re-cladding the garage with board and batten siding.

Questions/Comments:

- Board member asked if the images shown will be the intended design and Staff confirmed with clarifications on the placement of the doors and windows and front dormer.
- It was questioned if these changes will be seen from the street and staff noted that these are less visible from the street

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

Moved by Aaron Stavert, RM, and seconded by Simon Moore, RM, that the request for alterations to the existing building while retaining the dormers as is, including a rear extension for the property at 15 Hillsborough Street (PID #336198), be approved.


CARRIED

Heritage Board
October 30, 2018
Page 5 of 5

Moved by Councillor Jason Coady and seconded by Aaron Stavert, RM, that the meeting be adjourned.

The meeting was adjourned at 12:18 PM.

Councillor Greg Rivard

 <p style="text-align: center;">City of Charlottetown</p>	<p>Report No: 2018-HERT-11-#6a</p>
	<p>Date: November 27, 2018</p>
<p>Directed to: Heritage Board</p>	<p>Attachments:</p> <ol style="list-style-type: none"> 1. GIS Map 2. Photo 3. proposal drawings
<p>Department: Planning & Heritage</p>	
<p>Prepared by: Todd Saunders</p>	
<p>Subject: 18 Trafalgar Street (PID #369868) - Construction of a new detached garage.</p>	
<p>RECOMMENDATION: Heritage Board is encouraged to support the application pending all other requirements being met. See City of Charlottetown Heritage Preservation Bylaw section 5, & 6.</p>	

REPORT:

Proposed construction of a detached garage. The property is located outside of the 500 lot area and is a designated Heritage Resource.

The application includes:

- An existing mini barn is to be removed from the property.
- 25ft x30ft. two car garage to be located on the south side yard. (size is revised slightly from drawings shown)
- Windows and doors to match those of the main building.
- Wood shingle cladding stained to match main building.

PROPERTY HISTORY:

The heritage value of 18 Trafalgar Street lies in its well-preserved Second Empire influenced architecture and its importance to the Trafalgar Street streetscape.

Although it is unclear who built 18 Trafalgar Street, we know that it was built in approximately 1875. An examination of aerial photographs and cadastral maps reveal that the home stood by itself on Trafalgar Street for many years. An atlas of Prince Edward Island published by the Cummins Company in approximately 1928, indicates that a farmer named Fred W. Burk owned a large property in the area. The 1915 edition of McAlpine's Directory for Prince Edward Island lists Burk as residing in the Charlottetown Royalty as well. Whether or not an ancestor of Burk built the home, it is not clear.

For most of its history, the home did not face the street however since the 1980s, it was reoriented so that it currently faces Trafalgar Street. 18 Trafalgar Street is still used as a home to this day and has been



Street elevation



EXTERIOR ELEVATION (FRONT)

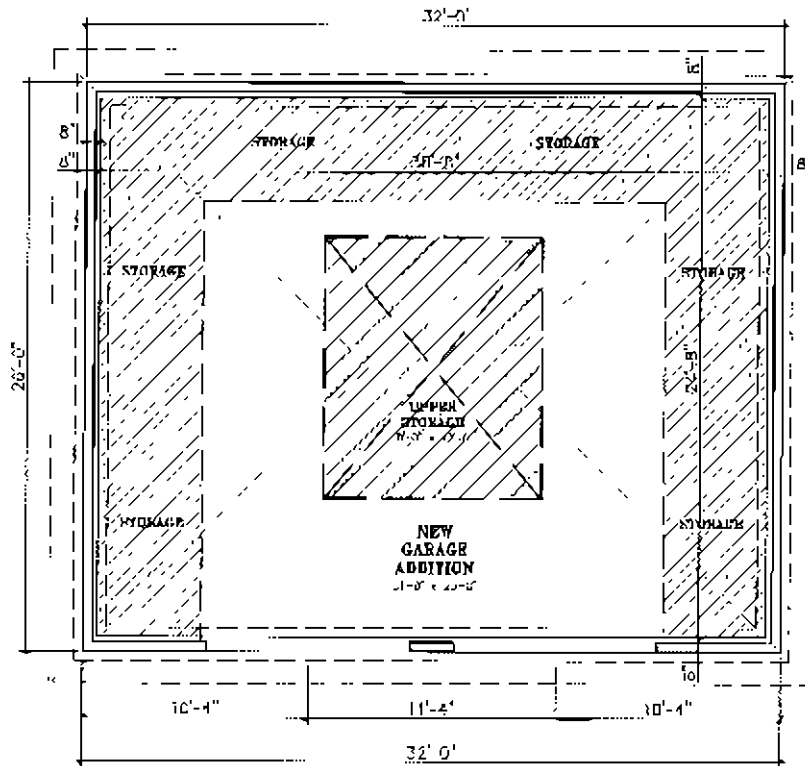
SCALE: 3/16" = 1'-0"



NCA 6-22-21
 FLOOR GRADE 11'0"

EXTERIOR ELEVATION (SIDE - HOUSE)

SCALE 3/16" = 1'-0"



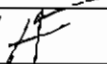
FOUNDATION PLAN

SCALE 1/8" = 1'-0"

Respectfully,

78

Reviewed By:

CAO	Dir Corp Svcs	Dir Pub Svcs	Dir F & D Svcs	Dir Hum Res	Dir 	Other
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David Lopes, acknowledged and appreciated the comments provided by the Board on materiality and has made revisions to the design accordingly to help improve the overall look of the project. Mr. Lopes discussed the changes that were made from the original proposal to align and meet the requirements and comments from the previous design review meeting. See attached report for details.

Comments/concerns noted:

- Board member asked if there's any specific reason for breaking the stone façade along the West elevation of the building and having it further away from the cylinder as compared to the East Elevation, thus making it look like a lot of different materials along that area. Mr. Lopes indicated that the location noted is where the stairwell is situated and this area consists of cross bracing which prevents having any windows. It also puts a little novelty in the area and gives a little playfulness to the design. It is also a location for signage or lighting at night.
- Board member also mentioned that the original design had a black exterior cladding in the design and Mr. Lopez confirmed that this has been changed to make it look less busy. Mr. Lopes confirmed that his client has decided to use more wood like materials to make it look more natural and less costly.
- The Board noted that one of the items from the previous meeting was to have a setback for the third floor and confirmed that this was addressed in this revision. Mr. Lopes confirmed that they have added the one foot setback for the third floor to address this concern.
- Board member also asked about the access to the roof deck and design strategies to make it look less prominent. Mr. Stavert commented that the original design seemed to reduce the impact and lessen the visibility as much as possible. Mr. Lopes noted that the rooftop shed is where the elevator shaft is and the owner likes this design better than the original. It was suggested that is not too visible from the ground, depending on where you are looking from.
- The Board also noted if the entry canopy can be a semi-circle than a rectangle shape and Mr. Lopes noted that the semi-circle may be a little out of touch and may create too many different looks/shapes along that elevation.

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 revised design review application for the property located at 8 Stan MacPherson Way (PID #1088368), be approved.

CARRIED
5-1

The meeting was adjourned at 12:27 PM.

Councillor Greg Rivard



City of
Charlottetown

Report No: 2018-DESN-11-#6A

Date:
November 27, 2018

Directed to:
Design Review Committee

Department:
Planning & Heritage

Prepared by:
Todd Saunders/ Greg Morrison

- Attachments:**
1. GIS Map
 2. Original Building Design
 3. October 2018 Building Design
 4. November 2018 Design
 5. October 15 Design Review comments
 6. October 25 Design Review comments

Subject:
Revised design proposal for mixed-use three storey building on the property located at 8 Stan MacPherson Way (PID #1088368).

RECOMMENDATION:
Staff encourages the Design Review Committee to recommend to Council to approve the request for the proposed development located at 8 Stan MacPherson Way (PID #1088368). See Section 7 Zoning and Development Bylaw.

BACKGROUND:

The proposed development of this site has been subject to, and approved through the rezoning and variance processes since an application was first made in 2016. The design has been subject to the Design Review process where recommendations for changes have been made. (See attached Design Review comments) At the October 30, 2018 meeting of the Design Review Committee it was noted concern remained regarding the materiality of the proposed design. A number of materials were presented on a single plane without any physical articulation. Given this is a building that will be located along the waterfront, the board felt that the design should be of a quality that merits this location and it's important to the city.

Staff mentioned that the design reviewer did discuss the application of building materials on the various street frontages of the exterior of this building. The design reviewer questioned the architect whether it was possible to contrast the various building materials by applying them on an angle to help with the transition - front materials to be wood and the back to be more of stone (wood representing residential and stone representing industrial feel of the waterfront). The applicant did not agree with the recommendation so the architect continued with the design as presented.

Staff also added that the architect has spent considerable time to make the design and materiality work. There were concessions on some design elements and since some of the concerns raised today are similar to previous comments, it was suggested that another discussion with the architect on this issue should be undertaken.

- The timeline of the project was discussed and Staff noted that the application has been around since 2016 and the applicants already did some site works and intend to start doing foundations as soon as possible.
- The Board noted if there are changes that need to be made or additional reviews need to be considered, we can defer this application until issues are addressed.

As per Section 7 of the Zoning & Development Bylaw:

FRONT FAÇADE HEIGHT AND WIDTH

- The primary plane of the front façade shall not appear taller than traditional Buildings on the Street, unless the adjacent Building marks an identifiable transition in Building style and/or land use.
- Building elements that are taller than the primary plane of the front façade shall be designed to contrast that of the lower levels in materials and/or design.
- A single wall plane on the front facade shall not exceed the maximum façade width of the traditional Buildings on the Street unless the adjacent Building marks an identifiable transition in Building style and/or land use.
- For larger or wider Buildings, vertical divisions or bays in the façade at a width consistent with the traditional Buildings on the Street shall be clearly articulated.

BUILDINGS MATERIALS

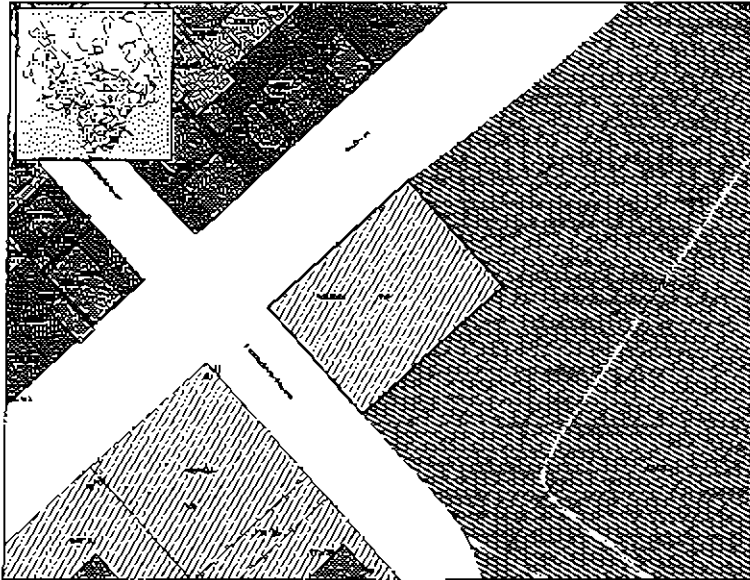
- The Front and Flankage facades shall carry a consistent type and quality of materials. Where a Side Yard Setback is greater than 3 m (9.8 ft), the Side facade shall also carry a consistent material. This clause also applies to the rear façade on a Corner Lot when the Rear Yard is greater than 3 m (9.8 ft).
- Cement clap-board is not permitted on the Front or Flankage façade of a Building, but may be permitted on the Side or Rear of the Building.
- Vinyl siding is not permitted on the Front or Flank façade of a Building, but may be permitted on the Side or Rear of the Building.
- Materials such as plastic, plywood, concrete block, mirrored glass and metal siding utilizing exposed fasteners are not permitted on the Front and Flankage facades of a Building.
- The appearance of Building materials shall be true to their nature and should not mimic other materials.
- Where a prohibited material currently exists it may be maintained and replaced as necessary.

Respectfully,

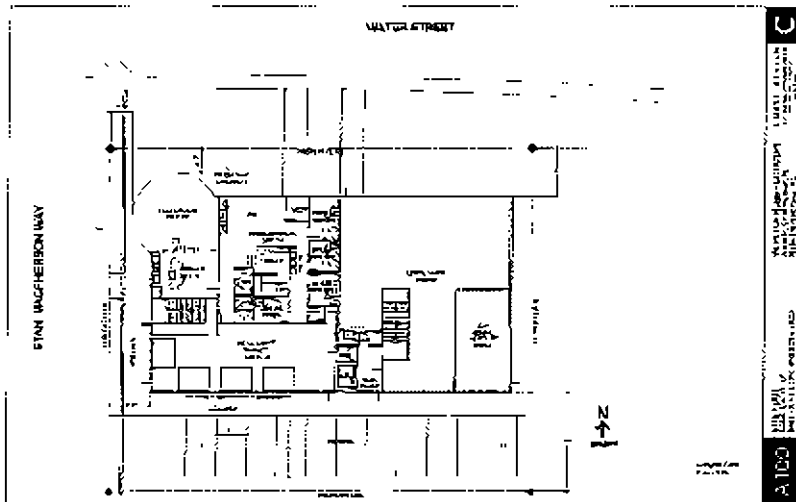
78

Reviewed By:

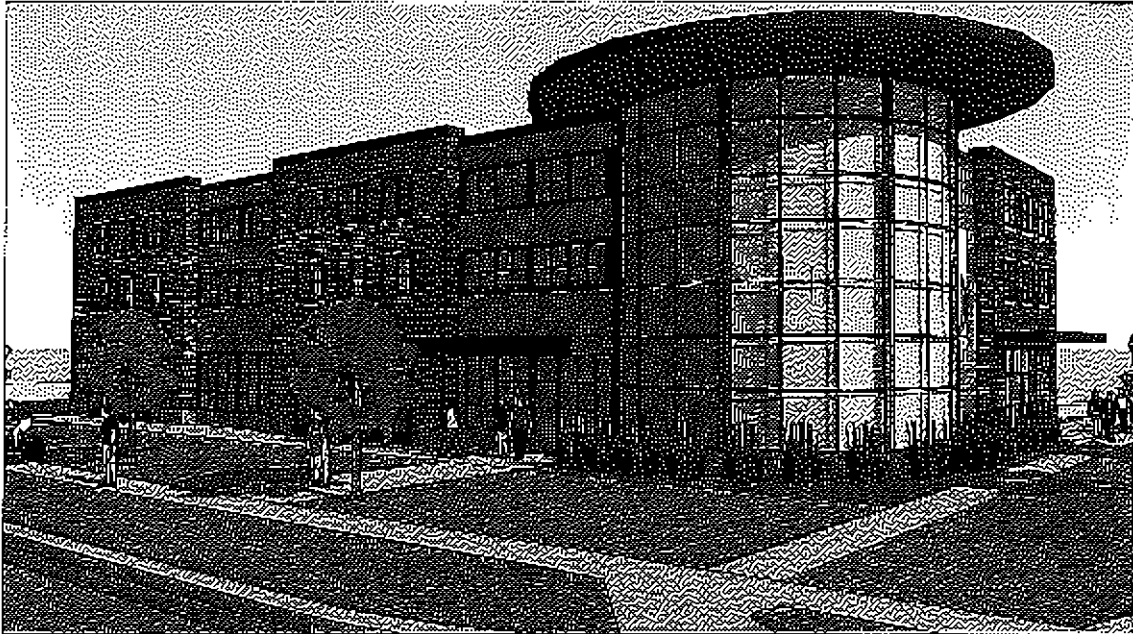
CAO	Dir Corp Svcs	Dir Pub Svcs	Dir F & D Svcs	Dir Hum Res	Mgr A	Other
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Location Map



Original Site Plan



1 VIEW CORNER WATER & HILLSBOROUGH STREETS (STONE)
A100 Not to Scale

Original Building Design



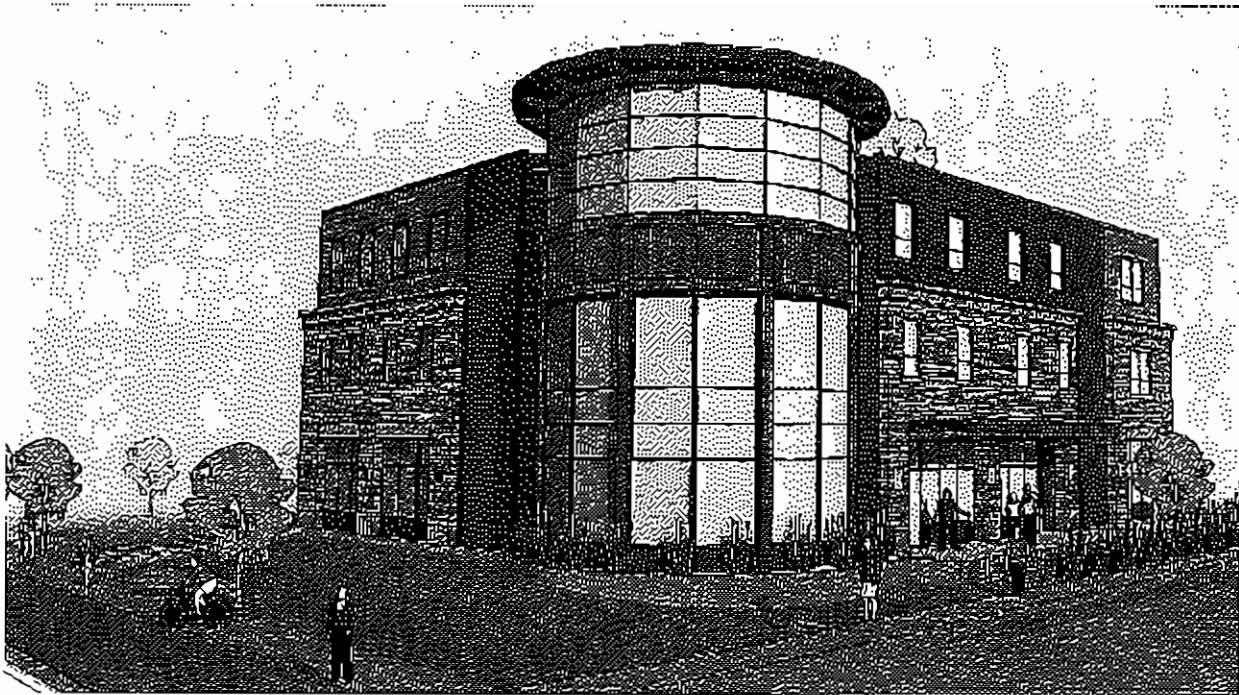
MCPEI TRIBAL OFFICE BUILDING DESIGN REVIEW SUBMISSION
(CORNER WATER ST & STAN MACPHERSON WAY)

October Design Proposal

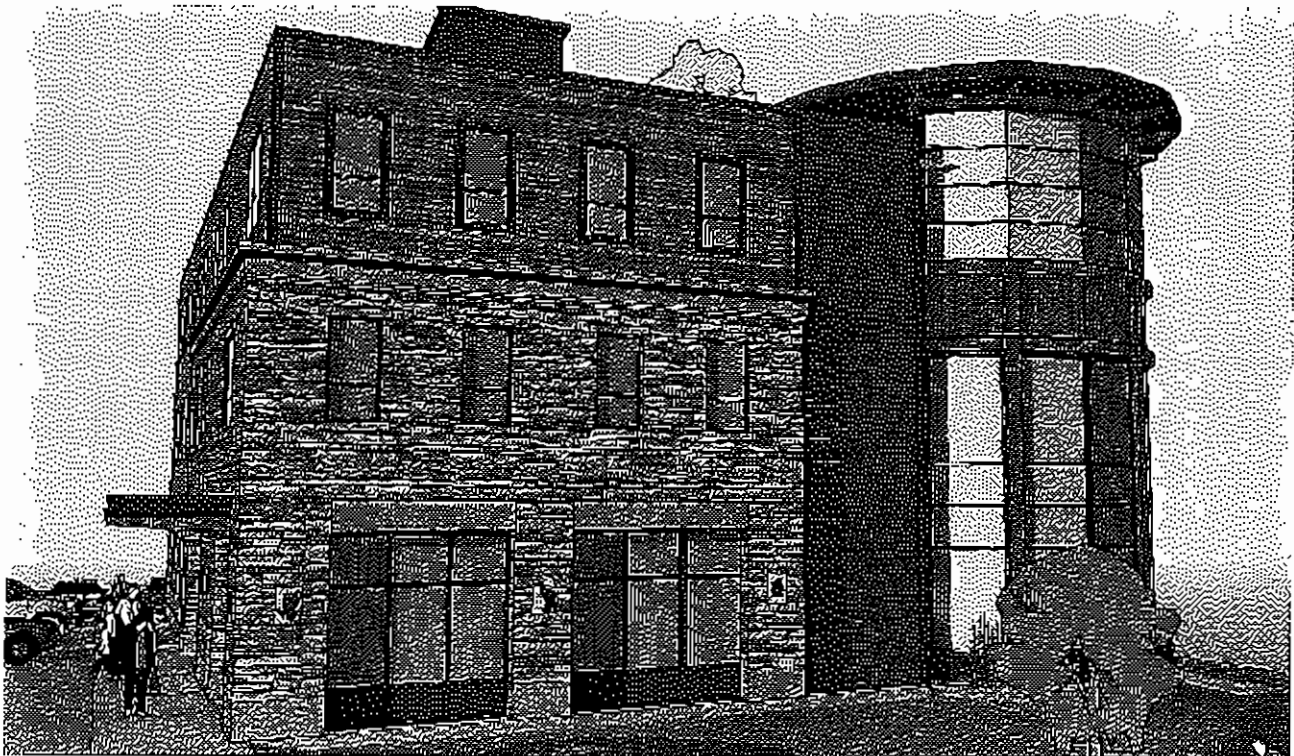


VIEW EAST BUILDING ELEVATION (PARKING LOT)

October Design Proposal



MCPEI TRIBAL OFFICE BUILDING DESIGN REVIEW RESUBMISSION
Nov 20, 18



VIEW CORNER WATER & STAN MACPHERSON WAY



VIEW EAST BUILDING ELEVATION (PARKING LOT)



PRINCIPAL OFFICE AND LEASE SPACE ENTRANCE (EAST SIDE- PARKING LOT)



BUILDING VIEW SOUTH EAST CORNER (PARKING LOT)



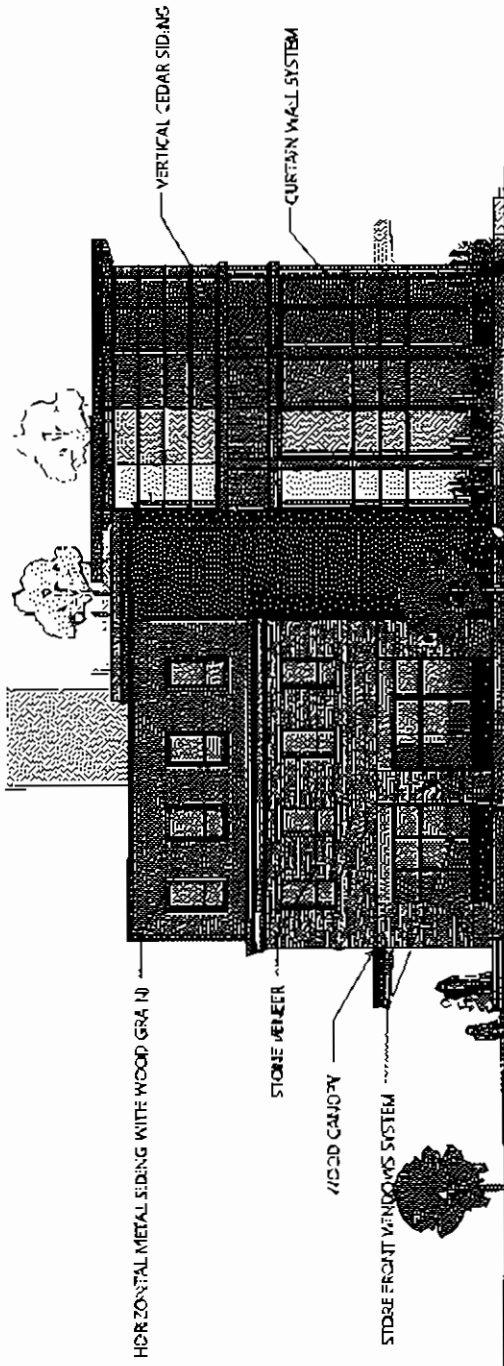
BUILDING VIEW SOUTH FRIENDSHIP CENTER ENTRANCE



BUILDING VIEW SOUTH WEST CORNER - FRIENDSHIP CENTER AND CRAFT MARKET ENTRANCE (STAN MACPHERSON WAY)



BUILDING VIEW SOUTH WEST (STAN MACPHERSON WAY)



HORIZONTAL METAL SIDING WITH WOOD GRAIN

VERTICAL CEDAR SIDING

STONE VENEER

CURTAIN WALL SYSTEM

WOOD CANOPY

STORE FRONT WINDOWS SYSTEM

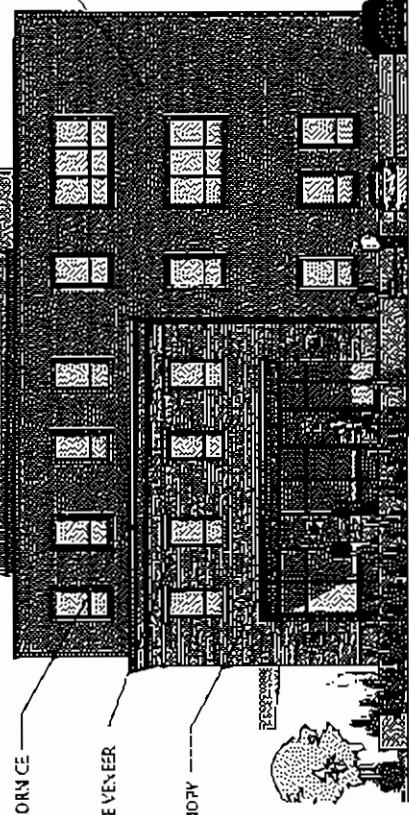
1 WATER ST. (NORTH ELEVATION)

AZ07 Not to Scale

GREEN ROOF

1
AZ07

HORIZONTAL WOOD GRAIN METAL SIDING



CORNICE

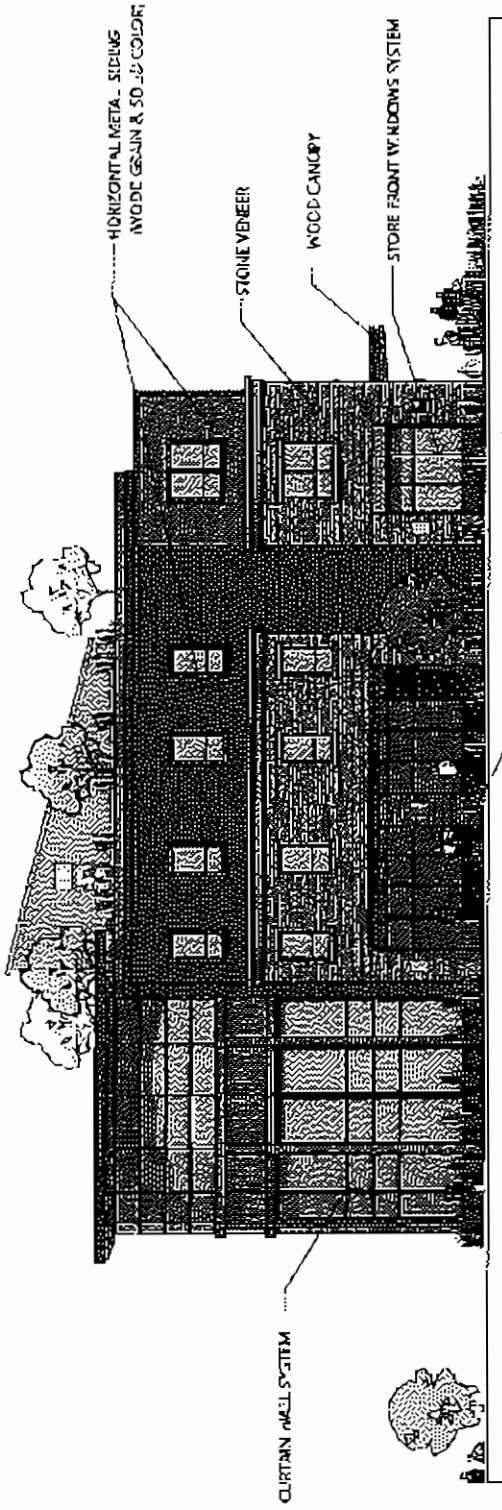
STONE VENEER

WOOD CANOPY

2 SOUTH ELEVATION

AZ07 Not to Scale

2
AZ07



HORIZONTAL METAL SIDING
NYLON GREEN & SO. COLOR

STONE VENEER

WOOD CANOPY

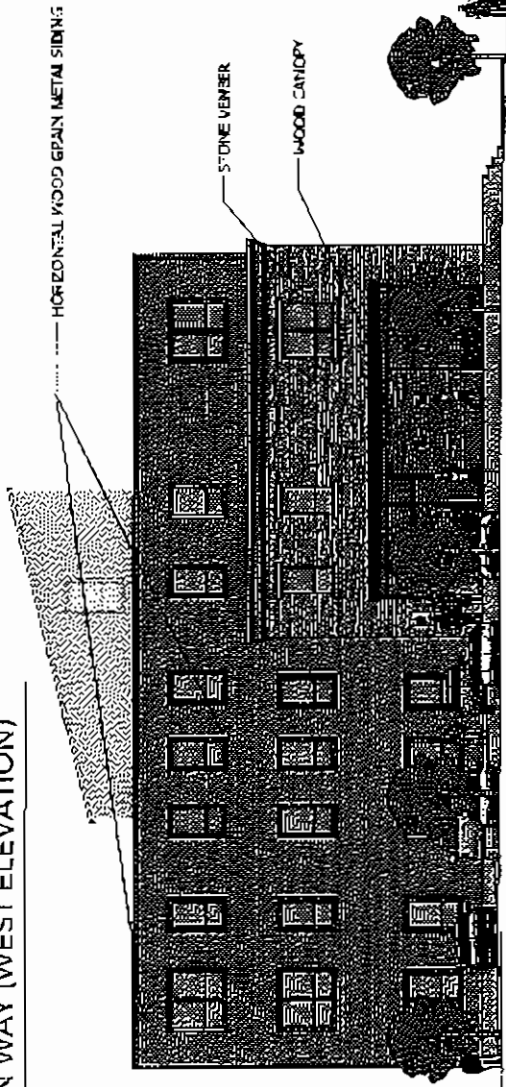
STORE FRONT WINDOWS SYSTEM

CURTAIN WALL SYSTEM

STORE FRONT WINDOWS SYSTEM

1 STAN MACPHERSON WAY (WEST ELEVATION)

A206 Not to Scale



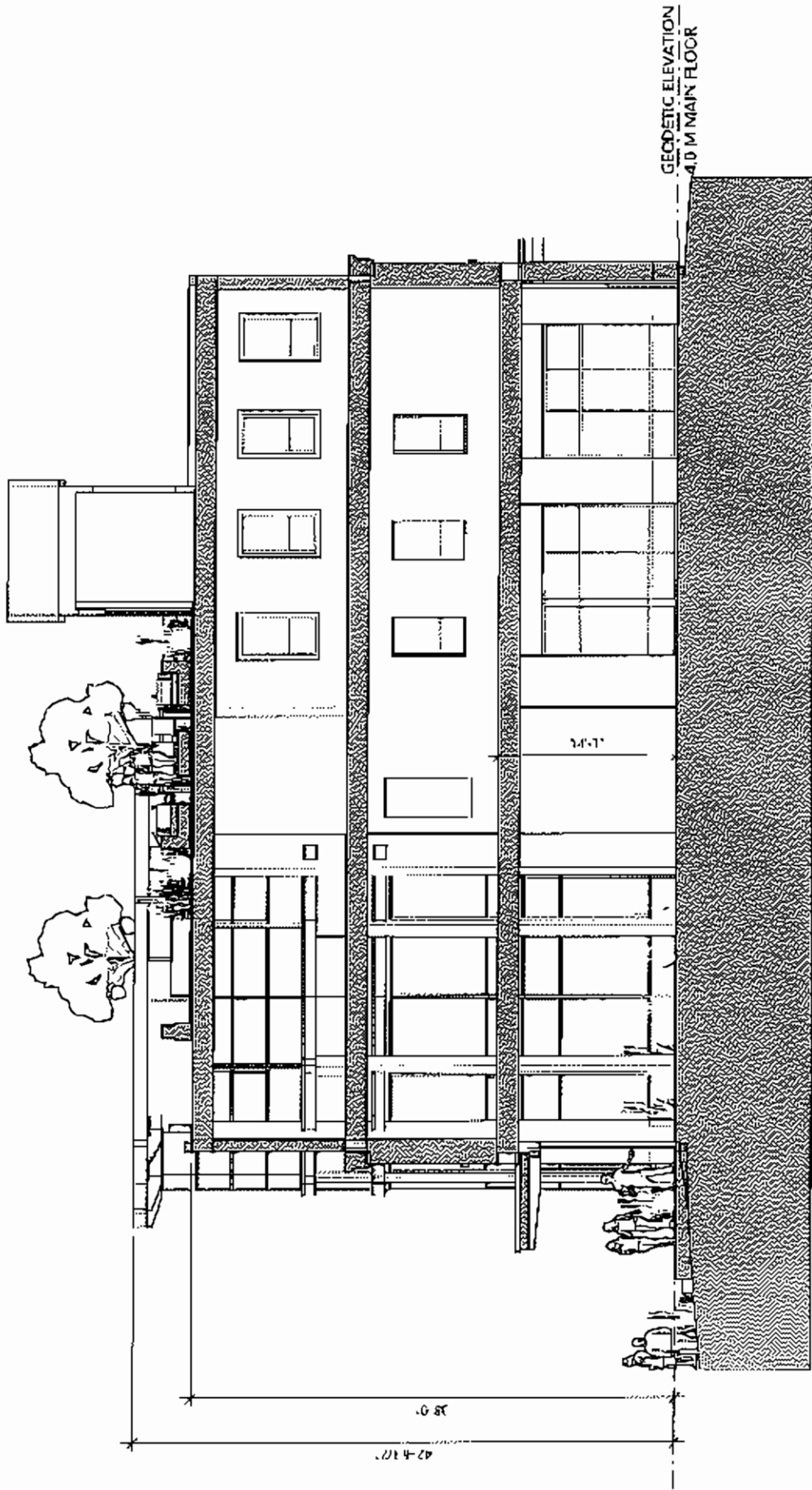
HORIZONTAL WOOD GRAIN METAL SIDING

STONE VENEER

WOOD CANOPY

2 EAST ELEVATION

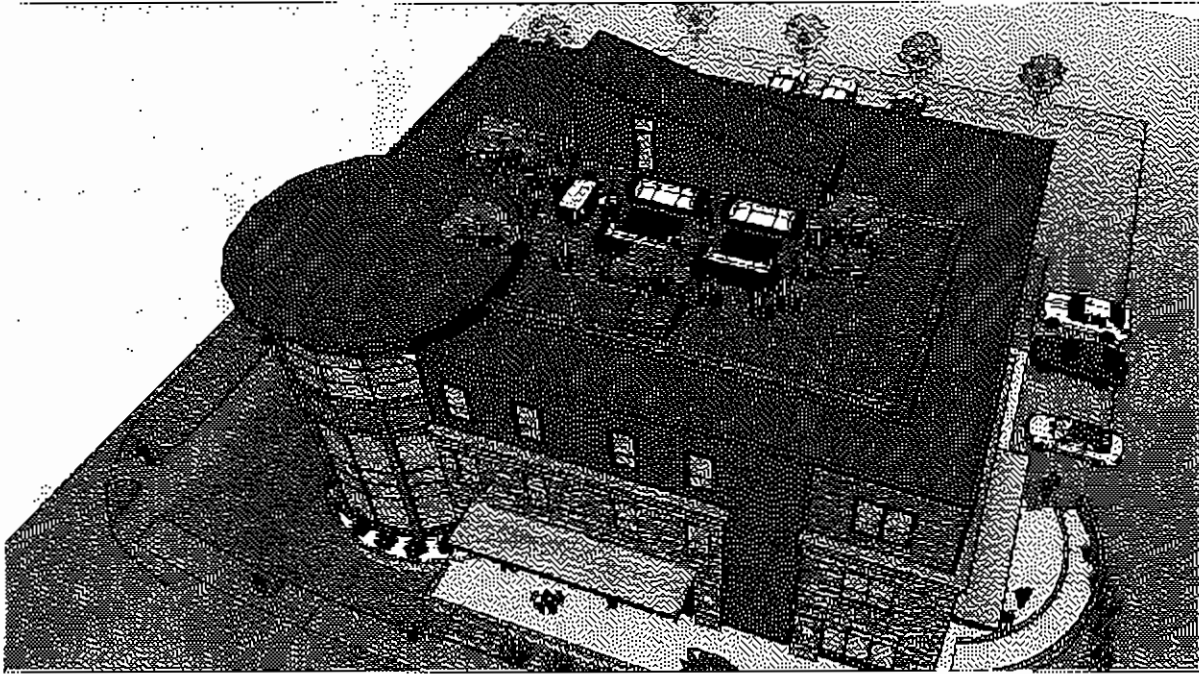
A206 Not to Scale



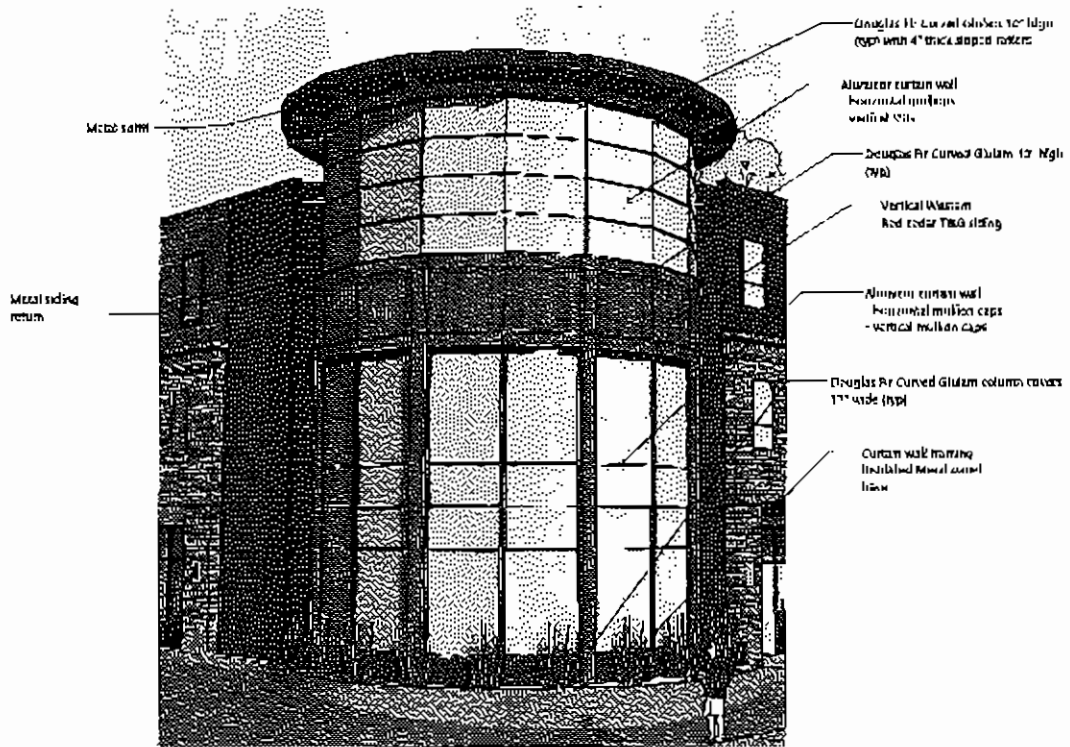
TYPICAL BUILDING SECTION

Not to Scale





VIEW OF GREEN ROOF AND SIDEWALKS ALONG STAN MACPHERSON DRIVE



FELLOWS & COMPANY LIMITED

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fellows@nb.albri.com

Peter Fellows, B.Arch., AANB

October 3, 2018

FCL Project 1020

Alex Forbes, MBA, MCIP
Manager of Planning and Heritage
City of Charlottetown
PO Box 98, 233 Queen Street
Charlottetown, PEI
C1A 7K2

Attn: Alex Forbes/Greg Morrison

Sir:

**Re: MCPEI Office Building corner of Water
Street and Stan MacPherson Way, Charlottetown, PEI
Design Review**

This project as we understand is a revised version of a larger building originally submitted for the same location. Also, this building has been specifically designed for the clients on two of its three floors. We state this because the inside layouts figure prominently into the rhythm of the exterior elevational composition. In addition to this, a building such as this has certain cultural imagery and material choices to consider. The use of natural materials for example and the use of circular motifs are certainly important in designing for the First Nation peoples. These factors forced us to review this project from a slightly different point of view. I will be honest, this project proved to be the most difficulty to date I have struggled. Unlike other reviews where we consciously avoided our own design parameters I am afraid we stepped into this one full bore. However, as always these are opinions and suggestions only. We hope they will be viewed in a positive manner and only acted upon if the Architect and the Client agree. If the City and/or the Client take offense to any of these suggestions they should understand it is not our intent to be negative in any way. We sincerely believe that our suggestions will enhance the project resulting in a win for all those involved.

Having prefaced the above thoughts, here is our design review of the MCPEI Office Building. Some in written form and some in graphic form:

Design Review Parameters

This application was reviewed with references to the:

- Applicant's drawings: A100, A101, A102, A103, A104, A201, A202, A301, & A302, and coloured renderings A000, A200-A208 plus A210
- City of Charlottetown Zoning & Development By-Law - amended December 12th, 2017
- City of Charlottetown Comprehensive Water Front Master Plan-Final Report Dec. 2012.
- City of Charlottetown 500 Lot Area Development Standards & Design Guidelines- Undated

Design Review Comments

1. Discrepancies

One noticed was the site plan had a slightly different floor layout than the drawing called main floor plan

The other seemed to show the Multi-purpose Room No. 1 as a two storey space but the plans were not conclusive. We assumed in the end that this was only one storey in height and that the perspective drawings were not 100% complete at this time.

Commentary

These are minor at this stage

2. Review by the Zoning & Development By-laws

We reviewed this building specifically under section "7.2 Development Standards for New Development in the 500 Lot area" and "7.4 Design Standards for Non-Residential Development" only. Also Section "4.4 Waterfront Zone (WF)"

We feel that the proponent has understood and respected these two sections. There is a reference to utilizing "wood windows" but we are unclear at this stage if the windows shown are metal or wood presumably this might be picked up at a more detailed stage, like permit stage.

Waterfront Zone

The only issue we encountered here was the limit of cornice projections at 3'-3"

Commentary

We feel that the roof projection of the glass corner which scales 4'-0" is too weak a statement. Our strong suggestion is that 5'-0" will look better and give the proper significance to the "Parliament room" that it deserves. Here I think cultural issues trump zoning issues.

A Discussion relating to the Design and the 500 Lot Area Development Standards

When looking at the current proposal as it relates to its site and other factors such as heritage issues we find that all of the basic components are there but in need of some adjustment.

The two nearest heritage structures are the stone Brass Shop (coffee house) and Founder's Hall- both masonry and both on the water side. A closer look at the fenestrations of both indicates the arched window head- a nice feature but not one easily integrated into the ground floor of this building. Using multiple panes within the large windows certainly leans toward heritage- even better if they are made of wood. While Founder's Hall is primarily brick and the small Brass Shop (coffee house) being stone suggests to us that a masonry stone or brick is a good choice for the first 2 storeys on the harbour side. I am sure that the clients would encourage the stone but if cost is an issue then brick is a good second choice. The North side of Water Street in this area is mostly two to three storey wood clad apartment buildings- so to us the logical material facing Water Street should utilize a strong wood look to embrace the area. Natural wood would be our first choice but codes and maintenance suggest to us that the newer wood grained metal siding is both realistic and maintenance free- therefore a good choice.

We understand the symbolism of the glass tower but think it can be improved upon. To be truly effective, the roof must be seen to go above the main structure which will give the statement strength and will allow the Parliament Room to have a high ceiling and therefore

greater prominence. The roof overhang with its glulam beams looks weak and should probably extend more than shown. The first floor market area is equally important but the second floor as leasable space is not as relevant. We believe that separating the two cylinders of glass (one of clean structural glass and one of standard capped curtain wall) with a row of punch windows and real wood panels will serve to accent top and bottom and offer a break from overuse of a good thing. On the end of Founder's Hall there is a nice detail of diagonal wood panels that might if used make for a nice tie-in. The location of this corner element would be improved if it sprang from a true 45° plane and that both sides transitioned into the same material-both wood look. Detailing would also be much simpler.

The entry canopies (all shown rectangular) might be used to advantage for example the South one might be semi-circular to better relate to the plaza it serves. The market side could be truncated to suggest something less traditional.

In analyzing the building facades, the use of the dark siding seemed a little bit too random and not consistent i.e. wide with windows, blank, and wider with many windows. If these were to serve as visual breaks then their placement should be more thought out and perhaps not with windows at all. These could also be non-rectangular maybe thus adding a dynamic to the structure. Some colour here might be of interest.

The top of the building could take a cue from the new condos across from Founder's Hall and put on a single stopped roof over the elevator stairwell. This controversial element on the condos might even be helped by emulating this modern look, effectively helping both.

Finally it strikes us that pedestrians seeking entry to the upper floors of the office need a sidewalk from the Water Street sidewalk on the East.

Design Review Conclusions

We think the building with or without some modifications will be an asset for Chattelotown. We have taken the liberty in including sketches showing what all this might look like.

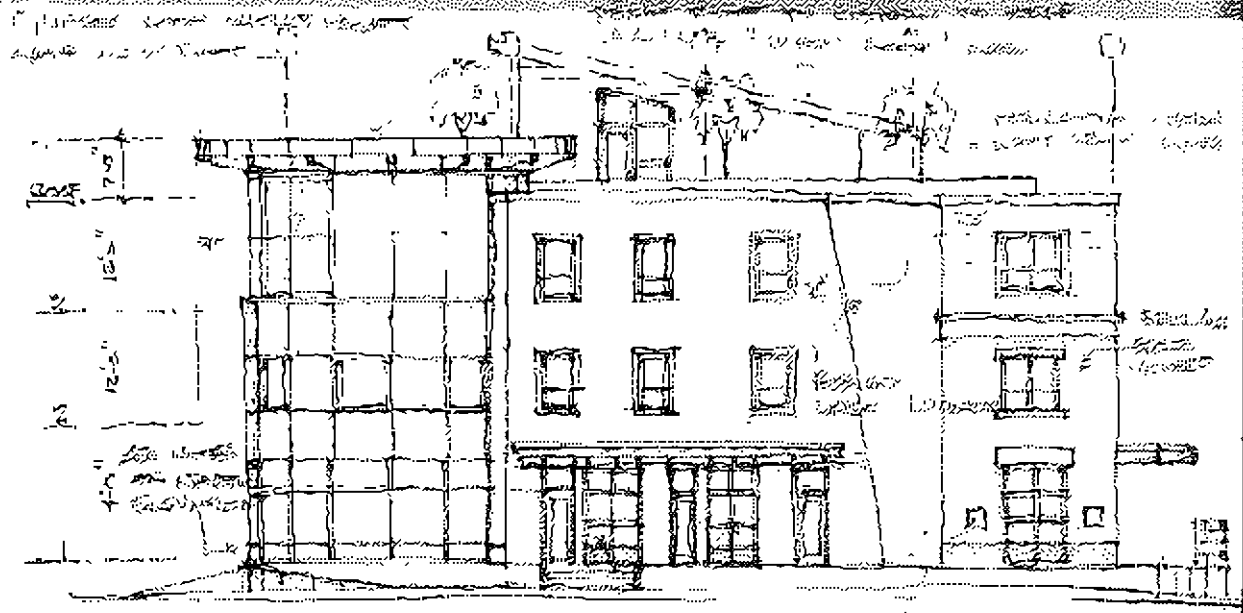
Thank you for your continued patience with our sometimes lengthy review

Yours truly,



Peter Fellows, B.Arch I, AANB

Attachments- 7 sketches



Handwritten notes on the left side of the sketch, including the word "ELEVATION" and other illegible text.

WEST ELEVATION
 10' x 12' 6"

Handwritten notes on the right side of the sketch, including the word "ELEVATION" and other illegible text.

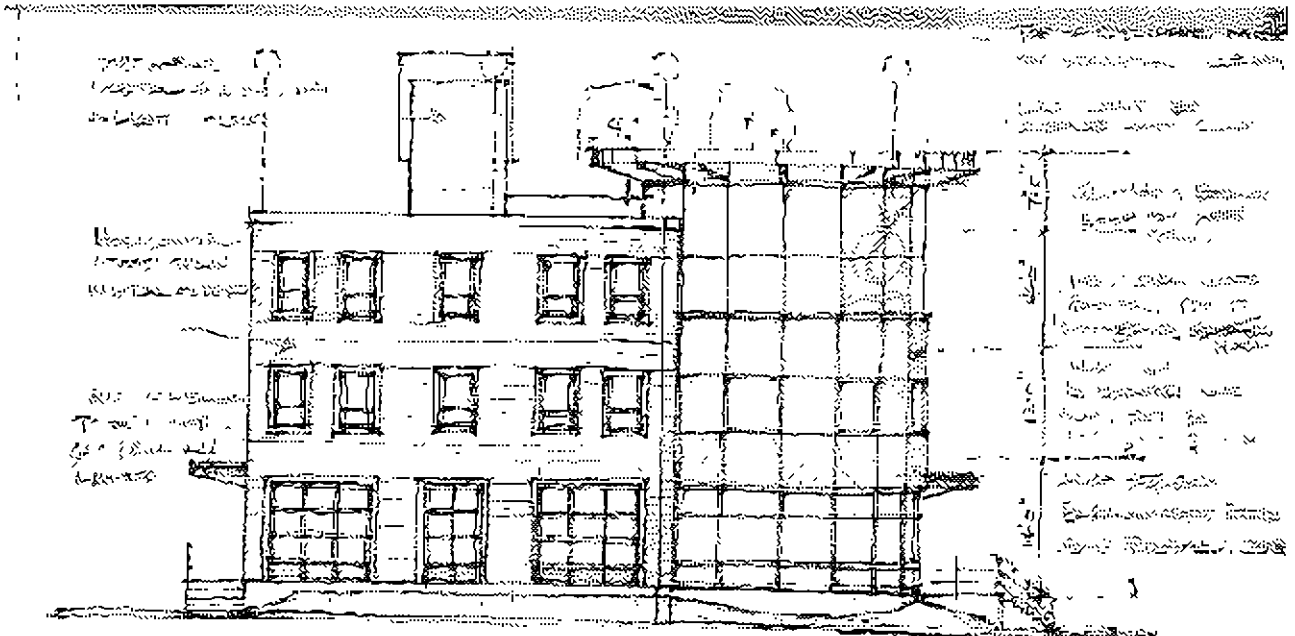


Handwritten notes on the left side of the sketch, including the word "ELEVATION" and other illegible text.

Handwritten notes at the bottom left of the sketch, including the word "ELEVATION" and other illegible text.

Handwritten notes at the bottom right of the sketch, including the word "ELEVATION" and other illegible text.





NORTH ELEVATION



SOUTH ELEVATION

(2)

Handwritten notes and annotations in the bottom right corner, including phrases like "Handwritten notes" and "Architectural details".

FELLOWS & COMPANY LIMITED

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F 506.432.6141

fellows@nb.aibn.com

Peter Fellows B.Arch., AANB

October 25, 2018

FCL Project 1020

Alex Forbes, MBA, MCIP
Manager of Planning and Heritage
City of Charlottetown
PO Box 98, 233 Queen Street
Charlottetown, PEI
C1A 7K2

Attn: Alex Forbes/Greg Morrison

Sir

**Re: Office Building corner of Water
Street and Stan MacPherson Way, Charlottetown, PEI
Design Review**

We have had a chance to re-review this project after amendments by the Architects, Coast Design Inc., responded to our comments of October 15, 2018.

The changes reflect our major suggestions, and we feel that this example of Charlottetown's review process has worked as the City Planners hoped it would. Collaboration between the designer, David Lopes, the City Planning Group and ourselves as outside reviewers, have all worked together to improve this particular project.

Our biggest concern, the glass cylindrical corner, has been greatly improved upon by ensuring that it rises above the adjacent roof, thus giving it more prominence. Two other big concerns have been addressed: the addition of a pedestrian walk on the east side, and the revision of the roof top element with its new roofline.

We are pleased that the process has allowed for the positive benefits to develop in this fashion, and that all parties are winners!

Although some of our other ideas have not been specifically adjusted, we are confident that Mr. Lopes, as he moves through his design development phase with his client, will keep these potential thoughts in mind. As Architects, we fully understand the outside influence that clients, and sub consultants can have on final details.

Once again it has been a pleasure to assist with this method of external design review for the City, and we are pleased to see this important project proceed to final design phase and its ultimate construction.

Yours truly,



Peter Fellows, B.Arch., AANB



CITY OF CHARLOTTETOWN

RESOLUTION

Heritage #1

MOTION CARRIED _____

MOTION LOST _____

Date: December 10, 2018

Moved by Councillor _____ Greg Rivard

Seconded by Councillor _____ Terry MacLeod

BE IT RESOLVED:

That the application to designate property located at 41 Prince Street (PID #337097) as a Heritage Resource, be approved to proceed to the Public Notice of Intention to designate commence in January 2019.



CITY OF CHARLOTTETOWN

RESOLUTION

Planning #1

MOTION CARRIED _____

MOTION LOST _____

Date: December 10, 2018

Moved by Councillor _____ Greg Rivard

Seconded by Councillor _____ Terry MacLeod

BE IT RESOLVED:

That the request to amend Appendix "G" – Zoning Map of the Zoning and Development Bylaw to rezone the property located at 101 Oak Drive (PID #452748) from the Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone, be approved.



CITY OF CHARLOTTETOWN

RESOLUTION

Planning #2

MOTION CARRIED _____

MOTION LOST' _____

Date: December 10, 2018

Moved by Councillor _____ Greg Rivard

Seconded by Councillor _____ Terry MacLeod

BE IT RESOLVED:

That the variance application to vary Section 14.2 of the Zoning & Development By-law by reducing the required lot area from 7,491.7 sq. ft. to approximately 6,700 sq. ft. the in order to construct a semi-detached dwelling on the vacant property at 120 Westridge Crescent (PID #776435), be approved.



CITY OF CHARLOTTETOWN

RESOLUTION

Planning #3

MOTION CARRIED _____

MOTION LOST _____

Date: December 10, 2018

Moved by Councillor _____ Greg Rivard

Seconded by Councillor _____ Terry MacLeod

BE IT RESOLVED:

That the amendments to the Zoning and Development Bylaw (Bylaw 2018-11) relating to Design Review, Home Occupation and Parking requirements, be approved to proceed to Public Consultation to be scheduled in January 2019.



CITY OF CHARLOTTETOWN

RESOLUTION

Planning #4

MOTION CARRIED _____

MOTION LOST _____

Date: December 10, 2018

Moved by Councillor _____ Greg Rivard

Seconded by Councillor _____ Terry MacLeod

BE IT RESOLVED:

That the amendments to the Zoning and Development Bylaw (Bylaw 2018-11) relating to Affordable Housing, be approved to proceed to Public Consultation to be scheduled in January 2019.



CITY OF CHARLOTTETOWN

RESOLUTION

Planning #5

MOTION CARRIED _____

MOTION LOST _____

Date: December 10, 2018

Moved by Councillor _____ Greg Rivard

Seconded by Councillor _____ Terry MacLeod

BE IT RESOLVED:

That the request to renumber Planning Bylaws below:

- From Zoning and Development Bylaw, Bylaw #2018-11 to PH-ZD-2;
- Building Code Bylaw, Bylaw #2018-12 to PII-BC-2; and
- Heritage Preservation Bylaw, Bylaw #2018-07 to PII-IIB-1

be approved to proceed to a Public Consultation to be scheduled in January 2019.



CITY OF CHARLOTTETOWN
ZONING & DEVELOPMENT BYLAW
 2018-11-010

To amend Appendix "G" Zoning Map of the Zoning and Development Bylaw to rezone the property located at 101 Oak Drive (PID #452748) from the Single-Detached Residential (R-11.) Zone to the Low Density Residential (R-2) Zone.

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW (2018-11-010 as it pertains to 101 Oak Drive (PID # 452748)", as attached, be read a first time.

Moved by Councillor _____ Greg Rivard

Seconded by Councillor _____ Terry MacLeod
 Date: December 10, 2018

BE IT RESOLVED THAT the said Bylaw (2018-11-010) 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: December 10, 2018

WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW (2018-11-010 as it pertains to 101 Oak Drive (PID #452748)", as attached, was read and approved a first time on December 10, 2018;

BE IT RESOLVED THAT the said Bylaw (2018-11-010) be read a second time.

Moved by Councillor _____ Greg Rivard

Seconded by Councillor _____ Terry MacLeod
 Date: January 14, 2019

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

Moved by Councillor _____ Greg Rivard

Seconded by Councillor _____ Terry MacLeod
 Date: January 14, 2019

 Mayor/Chairperson
 (signature scaled)

 Chief Administrative Officer
 (signature scaled)



City of Charlottetown
A bylaw to amend the Zoning and Development Bylaw
BYLAW # 2018-11-010

BE IT ENACTED by the Council of the City of Charlottetown as follows.

PART I – INTERPRETATION AND APPLICATION

1. Title

(1) This Bylaw shall be known and cited as the “Zoning and Development Bylaw amendment bylaw”

2. Authority

(1) Section 16 of the Planning Act R.S.P.L.I 1988 Cap P-8, enables the Council of the City of Charlottetown, to adopt bylaws implementing an official plan for the municipality.

3. Purpose

(1) The purpose of this bylaw is to amend the City of Charlottetown’s Zoning and Development Bylaw provisions found in Appendix G to rezone the property located at 101 Oak Drive (PID # 452748) from Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone.

PART II – AMENDMENTS

4. Appendix “G” is amended as follows:

(1) By changing the Zone for the property located at 101 Oak Drive (PID # 452748) from Single-Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone;



PART III. ADOPTION AND APPROVAL

5. The effective date of this bylaw is the date it is signed by the Minister of Communities, Land and Environment

First reading:

This bylaw was read a first time by a majority of Councillors present at the Council Meeting held on the ___ day of _____, _____

This bylaw was approved by a majority of Councillors present at the Council Meeting held on the ___ day of _____, _____

Second reading:

This bylaw was read a second time by a majority of Councillors present at the Council Meeting held on the ___ day of _____, _____

This bylaw approved by a majority of Councillors present at the Council Meeting held on the ___ day of _____, _____

Adoption and Approval by Council:

This bylaw was adopted by a majority of Councillors present at the Council Meeting held on the ___ day of _____, _____

This bylaw (2018-11-010) is declared to be passed on the ___ day of _____, _____

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

MINISTERIAL APPROVAL

This Bylaw (_____) is hereby approved.

Dated on this ___ day of _____, _____

Hon. Richard Brown
Minister of Communities, Land and Environment

**CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR November 2017
DOLLAR VALUES**

	November	Totals
Residential New	\$ 2,200,000.00	29,089,000.00
Residential Renovations and Additions	187,000.00	2,531,060.00
Industrial-Commercial New	2,645,000.00	12,786,000.00
Industrial-Commercial Renovations	445,900.00	13,657,277.00
Institutional New	0.00	4,354,000.00
Institutional Renovations	2,539,000.00	20,272,243.00
Signage	14,040.00	309,443.00
Other	0.00	609,595.00
Agriculture	0.00	0.00
TOTALS	8,030,940.00	83,608,618.00

**CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR NOVEMBER 2018
DOLLAR VALUES**

	Nov	Totals
Residential New	\$ 9,308,000.00	35,454,850.00
Residential Renovations and Additions	446,500.00	2,353,600.00
Industrial-Commercial New	500,000.00	32,066,810.00
Industrial-Commercial Renovations	525,500.00	12,761,900.00
Institutional New	0.00	6,400,000.00
Institutional Renovations	912,000.00	3,182,500.00
Signage	30,900.00	274,105.00
Other	37,100.00	1,230,805.42
Agriculture	0.00	0.00
TOTALS	11,760,000.00	93,724,570.42

**CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR 2017
BREAKDOWN OF PERMITS ISSUED (Not projects)**

	2017	Totals
Single Family Dwellings - New	1	55
Two-Family Dwellings - New	3	14
Multi-Family Dwellings - New	2	7
Residential Renovations and Additions	4	75
Industrial-Commercial New	4	16
Industrial-Commercial Renovations	5	76
Institutional New	0	2
Institutional Renovations	4	19
Signage	5	54
Other	0	95
Agriculture Renovations	0	0
TOTALS	28	413

**CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR NOVEMBER 2018
BREAKDOWN OF PERMITS ISSUED (Not projects)**

	Nov	Totals
Single Family Dwellings - New	2	43
Two-Family Dwellings - New	4	17
Multi-Family Dwellings - New	2	12
Residential Renovations and Additions	5	72
Industrial-Commercial New	1	22
Industrial-Commercial Renovations	3	63
Institutional New	0	3
Institutional Renovations	3	9
Signage	6	63
Other	5	90
Agriculture Renovations	0	0
TOTALS	30	394



CHARLOTTETOWN

Planning & Heritage Summary (Week ending November 2, 2018)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information provided on this page is intended to provide notice to the public when building and development permits have been approved by the Charlottetown Planning and Heritage Department. Residents or interested parties have 21 days to appeal to the Island Regulatory and Appeals Commission (IRAC) any building and development permit approvals listed below within the required time period.

If you have any questions regarding the approvals listed below, please contact the Planning and Heritage Department at 902-629-4158.

Planning Development Permit Approvals

FILE	APPLICATION DATE	APPROVAL DATE	MAILED OUT	PROPERTY	PIUP	DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
18-235	278188	189-BLD-18	8-May-18	31-Oct-18	132 St Peters Road	Revised from May 24 Approval - Site work for new Wendy's restaurant.	Adam Clark	21-Nov-18
18-302C	342311	506-BLD-18	30-Oct-18	2-Nov-18	123 Grafton Street	Signage application for iWave	TSC Signs Inc	23-Nov-18
18-337	368803	272-BLD-18	29-Oct-18	29-Oct-18	364 University Ave	Occupancy Permit to operate franchise restaurant	K Todd MacKinnon	19-Nov-18
18-374E	388272	507-BLD-18	30-Oct-18	1-Nov-18	21 John Yeo Drive	Pylon Sign (Free standing sign)	APM Commercial	22-Nov-18
18-496	354688	418-BLD-18	12-Sep-18	1-Nov-18	83 Green Street	Addition to existing dwelling	Chris Linzel-Waddell	22-Nov-18
18-548	parent 1094952	481-BLD-18	15-Oct-18	31-Oct-18	178 Essex Crescent (Lot# 107)	New Single Family Dwelling	Jay Nogler	21-Nov-18
18-549	portion of 192161	482-BLD-18	16-Oct-18	2-Nov-18	51-53 MacWilliams Road (Lot# 26)	New Semi Detached Dwelling	Derek A. French	23-Nov-18
18-550	portion of 192161	483-BLD-18	16-Oct-18	2-Nov-18	47-49 MacWilliams Road (Lot# 27)	New Semi Detached Dwelling	Derek A. French	23-Nov-18
18-570	534115	502-BLD-18	25-Oct-18	29-Oct-18	60 Riverside Drive	Temporary structure for mobile MRI trailer	Kevin Barry (PEI Dept of Health)	19-Nov-18
18-575	757481	509-BLD-18	30-Oct-18	2-Nov-18	21 Katie Drive	locate 8' X 10' shed on property	Clark Johnston	23-Nov-18
16-020	361485	012-bld-16	30-Oct-18	30-Oct-18	370 Queen Street	Occupancy Permit-convert single family into two units	Elizabeth Baston	20-Nov-18

Lot Subdivision

FILE	APPLICATION DATE	APPROVAL DATE	MAILED OUT	PROPERTY	PIUP	DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
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Council Approvals

FILE	APPLICATION DATE	APPROVAL DATE	MAILED OUT	PROPERTY	PIUP	DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
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CHARLOTTETOWN

Planning & Heritage Summary (Week ending November 9, 2018)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information provided on this page is intended to provide notice to the public when building and development permits have been approved by the Charlottesville Planning and Heritage Department. Residents or interested parties have 21 days to appeal to the Island Regulatory and Appeals Commission (IRAC) any building and development permit approvals listed below within the required time period.

If you have any questions regarding the approvals listed below please contact the Planning and Heritage Department at 902-629-4156

Planning Development Permit Approvals

18-114	278929	422-BLD-18	13-Sep-18	9-Nov-18	29 Garfield Street	Building Addition - Phase 1 foundation	Roger MacDonald	30-Nov-2018
18-312	335042	443-BLD-18	24-Sep-18	6-Nov-18	8-10 Water Street	Renovation of heritage property	Terry Hennessy	27-Nov-2018
18-312	335042	518-BLD-18	6-Nov-18	7-Nov-18	8-10 Water Street	Interior renovation of 6 unit heritage property	Nine Yards (Shallyn Murray)	28-Nov-2018
18-398	658626	477-BLD-18	12-Oct-18	6-Nov-18	30 Norwood Road	Phase II - 44 unit apartment building	William Chandler	27-Nov-2018
18-514	369009	442-BLD-18	21-Sep-18	7-Nov-18	54 Kirkwood Drive & 214 Spring Park Road	Footing Permit - New Duplex dwelling	Studio Brehaut Architecture	28-Nov-2018
18-541	425892	469-BLD-18	5-Oct-18	8-Nov-18	115 Deacon Grove Lane	Interior Renovations to Hillsborough Hospital	Phillip Jefferson (Dept of TIE)	29-Nov-2018
18-546	1071588	478-BLD-18	15-Oct-18	7-Nov-18	26 MacAlear Drive	30' X 32' Addition to existing building	Fitzgerald & Snow	28-Nov-2018
18-559	342071	490-BLD-18	19-Oct-18	8-Nov-18	77-79 Grafton Street	1" X 12" signage lettering on facade	Sign Craft	29-Nov-2018
18-567	356618	497-BLD-18	24-Oct-18	7-Nov-18	10 Douglas Street	1 bedroom addition to existing dwelling	Phil O'Halloran	28-Nov-2018
18-568	192153	498-BLD-18	24-Oct-18	7-Nov-18	67-69 East Royalty Road (Lot# 265)	Semi-detached dwelling	James Daw	28-Nov-2018
18-571	338376	503-BLD-18	29-Oct-18	6-Nov-18	58 Great George Street	Replace wooden windows	Amy Linthorne	27-Nov-2018
18-572	338376	504-BLD-18	29-Oct-18	6-Nov-18	62 Great George Street	Replace nine wooden windows	Amy Linthorne	27-Nov-2018
18-573	338202	505-BLD-18	29-Oct-18	6-Nov-18	145 Dorchester Street	Replace five wooden windows	Amy Linthorne	27-Nov-2018
18-577	857441	511-BLD-18	31-Oct-18	8-Nov-18	16 Long Boat Drive	New Single Family Dwelling	PEI Home & RV Centre	29-Nov-2018
18-586	1044957	523-BLD-18	9-Nov-18	9-Nov-18	9 Walthen Drive	8 X 12 Baby Barn	Paul Bender	30-Nov-2018

CHARLOTTETOWN

Planning & Heritage Summary (Week ending November 16, 2018)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information provided on this page is intended to provide notice to the public when building and development permits have been approved by the Charlottetown Planning and Heritage Department. Residents or interested parties have 21 days to appeal to the Island Regulatory and Appeals Commission (IRAC) any building and development permit approvals listed below within the required time period.

If you have any questions regarding the approvals listed below please contact the Planning and Heritage Department at 902-628-4158

Planning Development Permit Approvals

FILE	APPLICATION DATE	APPROVAL DATE	MAILED OUT	PROPERTY	FILE #	DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
18-385	341388	11-Jul-18	15-Nov-18	82 Weymouth Street		Close in deck area (10x14 roof)	Kair MacLeod Vinyl Siding	6-Dec-18
18-411	791913	25-Oct-18	13-Nov-18	29 Forest Drive		Rejected by Council: Reconsideration for Home Occupancy - Acupuncture treatment Etc	Jianbin Li	4-Dec-18
18-434	558708	11-Sep-18	15-Nov-18	108 Norwood Road		Moved garage from Young Street to Norwood Rd	Timothy Myers	6-Dec-18
18-453	704544	3-Oct-18	13-Nov-18	281 Brackley Point Rd		Major Variance-Discretionary Use	Canada Yan Resources Investment Inc	4-Dec-18
18-528	1076686	14-Nov-18	14-Nov-18	32-34-36-38-40 Michelle Crescent		Footing Permit-Five Unit townhouse construction	Sherdale Properties	5-Dec-18
18-582	343392	22-Oct-18	14-Nov-18	126 Hillsborough Street		Deck at rear of home	Zita Roberts	5-Dec-18
18-574	397083	30-Oct-18	13-Nov-18	17 Raiden Ave		Temporary Use Variance	Chapman Brothers Construction Ltd	4-Dec-18
18-580	358960	2-Nov-18	15-Nov-18	202 University Avenue		30' X 252" backlite sign	Dong Sheng Liang	6-Dec-18
18-584	748164	7-Nov-18	14-Nov-18	15 Alice Avenue (Lot# 87)		New Single Family home	Steven Miller	5-Dec-18
18-585	395251	7-Nov-18	13-Nov-18	190 Belvedere Avenue		insulation in basement	Lisa Steele	4-Dec-18
18-077	348239	2-Nov-18	16-Nov-18	241 Prince Street		Free standing sign	Sign Craft	7-Dec-18
18-513	361626	6-Nov-18	13-Nov-18	40 Passmore Street		Addition to back of home	John Drinkwater	4-Dec-18

Lot Subdivision

FILE	APPLICATION DATE	APPROVAL DATE	MAILED OUT	PROPERTY	FILE #	DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
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Council Approvals

18-411	791913	25-Oct-18	13-Nov-18	29 Forest Drive		Rejected by Council: Reconsideration for Home Occupancy - Acupuncture treatment Etc	Jianbin Li	4-Dec-18
18-453	704544	3-Oct-18	13-Nov-18	281 Brackley Point Rd		Major Variance-Discretionary Use	Canada Yan Resources Investment Inc	4-Dec-18
18-574	397083	30-Oct-18	13-Nov-18	17 Raiden Ave		Temporary Use Variance	Chapman Brothers Construction Ltd	4-Dec-18
18-574	n/a	6-Aug-18	13-Nov-18	n/a		Zoning & Development Bylaw Amendment - allow additional signage - change in section numbers to align to new Z&D Bylaw section	City of Charlottetown	4-Dec-18



CHARLOTTE-TOWN

Planning & Heritage Summary (Week ending November 23, 2018)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information provided on this page is intended to provide notice to the public when building and development permits have been approved by the Charlotte-Town Planning and Heritage Department. Residents or interested parties have 21 days to appeal to the Island Regulatory and Appeals Commission (IRAC) any building and development permit approvals listed below within the required time period.

If you have any questions regarding the approvals listed below please contact the Planning and Heritage Department at 902-629-4158.

Planning Development Permit Approvals

FILE	APPLICATION DATE	APPROVAL DATE	MAILED DATE	PROPERTY	FILE#	DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
18-012	346619	173-BLD-18	20-Nov-18	228 Hillsborough Street		Occupancy permit for existing 6 unit apartment (except for Unit #5)	Meidy McInnis	11-Dec-18
18-211	342022	166-BLD-18	30-Apr-18	57 Grafton Street		Interior Renovations to existing building	Brunac Construction	13-Dec-18
18-244	191783 Parent	197-BLD-18	11-May-18	16 Elena Court (Lot# 16-59)		New 36 unit apartment building	Robert Haggis (SableArc)	10-Dec-18
18-506	679464	432-BLD-18	18-Sep-18	100 Capital Drive		Restoration of water damaged building	Finlonselle	10-Dec-18
18-534	394684	458-BLD-18	2-Oct-18	16 Centennial Drive		Renovations to existing nursing home to create new kitchen	Brandon MacDonald	10-Dec-18
18-569	372276	499-BLD-18	24-Oct-18	447 University Ave. (Unit 8)		Interior fit-up for M&M Food Market	Vince Jones	10-Dec-18

Lot Subdivision

FILE	APPLICATION DATE	APPROVAL DATE	MAILED DATE	PROPERTY	FILE#	DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
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Council Approvals

FILE	APPLICATION DATE	APPROVAL DATE	MAILED DATE	PROPERTY	FILE#	DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
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CHARLOTTE-TOWN

Planning & Heritage Summary (Week ending November 30, 2018)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information provided on this page is intended to provide notice to the public when building and development permits have been approved by the Charlotte-Town Planning and Heritage Department. Residents or interested parties have 21 days to appeal to the Island Regulatory and Appeals Commission (IRAC) any building and development permit approvals listed below within the required time period.

If you have any questions regarding the approvals listed below please contact the Planning and Heritage Department at 902-629-4158.

Planning Development Permit Approvals

FILE	APPLICATION DATE	APPROVAL DATE	MAILED OUT	PROPERTY	PID#	DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
18-570B	534115	532-BLD-18	21-Nov-18	APPROVED	60 Riverside Drive	Phase 1 - Decommission of existing MRI Equipment	SDI Worldwide (Jeremy Wilcocks)	19-Dec-18
18-57B	545863	512-BLD-18	1-Nov-18	APPROVED	41 MacLeod Court	Phase 2 - Commercial space	Chris Linzel-Waddell	17-Dec-18
18-602	192278	534-BLD-18	23-Nov-18	APPROVED	272 St Peters Road	New Fascia signage for existing restaurant	Courtney Trafford	18-Dec-18
18-608	622233	540-BLD-18	27-Nov-18	APPROVED	44 Keaton Drive (Lot 18-4)	Footing Permit for Single Family Dwelling	Mark Burke	18-Dec-18

Lot Subdivision

FILE	APPLICATION DATE	APPROVAL DATE	MAILED OUT	PROPERTY	PID#	DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
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Council Approvals

FILE	APPLICATION DATE	APPROVAL DATE	MAILED OUT	PROPERTY	PID#	DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
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**PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
December 10th, 2018**

The Parks, Recreation and Leisure Activities Committee did not meet in December, thus there are no minutes or reports in your package.

There is one resolution from our department.

The Volunteer of the Month for December is Brian Morrison. Brian is currently the Director of Finance with the Charlottetown Minor Hockey Association

Respectfully submitted,

Councillor Mitchell Tweel, Chair



CITY OF CHARLOTTETOWN

RESOLUTION

Parks and Recreation #1

MOTION CARRIED _____

MOTION LOST _____

Date: December 10, 2018

Moved by Councillor _____ Mitchell Tweel

Seconded by Councillor _____ Mike Duffy

RESOLVED:

That, as per the recently advertised request for quotes for the “ 2018 Heritage Squares Supply of Decorative Luminaires and Poles” the City of Charlottetown accepts the bid of \$67,850.00 (HST included) from Hansen Electric Ltd.

And that the amount from Richardson Associates for professional fees and project management for \$2, 587.50 (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: December 10, 2018

Line Department: Parks and Recreation

Budget Category: 2018 Capital

Overview of Expense:

2018 Heritage Squares Supply of Decorative Luminaires and Poles

The City of Charlottetown recently advertised a request for quotes for the supply of fifteen (15) decorative luminaires and poles for the Heritage Squares (Hillsborough, King and Rochford).

Council approved \$100,000 in the 2018 Capital Budget for Heritage Square Development, which includes the purchase of new lights.

Procurement Details:

The request for quotes was advertised in the local media and on the City of Charlottetown website for a two week period. One bid was received. The submission was evaluated by Richardson Associates and department staff.

Company	Quote Amount (HST included)
Hansen Electric Ltd.	\$67,850

Recommendation:

It is recommended that the bid of \$67,850 (HST included) from Hansen Electric Ltd. be accepted for the purchase of 15 Decorative Luminaires and Poles.

And that the amount of \$2,587.50 (HST included) from Richardson Associates for professional fees and project management be accepted.

Justification for Recommendation:

The bid for the 2018 Heritage Squares Supply of Decorative Luminaires and Poles from Hansen Electric Ltd. is deemed to be a reasonable price for the current market. The proposed luminaires and poles are deemed to be of high quality.

If awarded the new luminaires and poles are scheduled to delivery on or before February 28, 2019.



**PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
December 10, 2018**

Due to the election and pending Committee structure the Protective & Emergency Services Committee did not have a meeting in November.

There are two resolutions for your consideration.

Respectfully submitted,

Councillor Jason Coady, Chair



FIRE CALLS FOR NOVEMBER 2018

District #1		District #2	
Type	Number	Type	Number
A/Alarm – Alarm Ringing No Fire	15	A/Alarm – Alarm Ringing No Fire	3
A/Alarm – Pulled/Accidental	1	A/Alarm – Detector Activated	2
A/Alarm – Smoke/Steam	1	A/Alarm – Pulled/Accidental	3
A/Alarm – Equip Malfunction	8	A/Alarm – Equip Malfunction	11
A/Alarm – Working on System	5	A/Alarm – Working on System	1
A/Alarm – Cooking	6	A/Alarm - Cooking	2
Elevator Rescue	4	Tree on Power Line	1
Tree Fire	2	Mutual (EMS)	2
Pole on Fire	2	CO Alarm	2
Mutual (City Police)	1	Vehicle Fire	2
Mutual Aid (EMS)	2	Smell of Gas	1
Power Line Sparking	1	Kitchen Fire	1
Motor Vehicle Accident	1	Grease Fire	2
Oven Fire	1	Oil Leak	1
Propane/Smoke Smell	2		
Small Fire	1		
<i>Fire Calls</i>	53	<i>Fire Calls</i>	34

Total Calls for the Years 2017 and 2018

Total Fire Calls for 2017	Dist: #1	Dist. #2	Total Fire Calls for 2018	Dist: #1	Dist. #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	48	+ 14 (62) (568)
November	31	+ 23 (54) (594)	November	53	+ 34 (87) (655)
December	44	+ 13 (57) (651)	December		
	<i>Total Calls 2017 - 651</i>				

2018 (2017) (From January 1st to November 30, 2018)

113	92	Auto Alarms (No Fire/Alarm Ringing) both Station
12	25	Auto Alarms – Detector Activated both Stations
34	36	Auto Alarms – Pulled/Accidental/False both Stations
18	16	Auto Alarms – Smoke/Steam/Dust both Stations
74	70	Auto Alarms – Equip. Malfunction both Stations
7	8	Auto Alarms – Sprinkler/Power Failure both Stations
44	43	Auto Alarms – Working on System/Workers set off
63	78	Auto Alarms – Cooking both Stations
365	368	<i>Total Auto Alarm</i>
58	44	Mutual Aid/Stand By - Both Stations
15	11	Fire Calls to the WR Ind. Park – District #2

	2018 Monthly Reported	2018 Monthly Actual	2018 Actual To Date	2017 Monthly Actual	2017 Actual To Date
Robbery	0	0	7	1	5
Assault	28	17	252	15	226
Break & Enter	12	9	86	7	81
Theft of MV	0	0	15	1	14
Theft Over \$5000	0	0	12	2	7
Theft Under \$5000	106	96	804	70	666
Have Stolen Goods	4	4	25	1	19
Frauds	19	18	195	28	133
Offensive Weapons	1	1	13	3	20
Other Criminal Code	98	69	869	75	825
Drugs	6	6	108	12	105
LCA	28	26	409	37	532
Municipal - Totals	2629	2628	30116	3313	33946
Parking Tickets	2570	2570	28905	3231	32946
Nuisance Bylaw	38	37	846	50	673
Dog Bylaw	21	21	365	32	327
Collisions	110	109	938	101	931
HTA	176	173	4131	401	4495
HTA Violations		122	3722	331	4202
Other Traffic	38	38	729	47	954
CC Traffic	35	20	314	19	254
Complaints		1194	13426	1049	12497

HIGHWAY TRAFFIC ACT – Moving Violations non- speeding

The following is a synopsis of vehicles found in violation of non-speed related moving violations for the month of Nov 2018.

Allen St/Upper Prince	1
Belvedere Ave/Carmichael	1
Belvedere Ave/ Farmers Mkt	1
Brackley Point Rd/Arterial	1
Falconwood Dr/Kensington	1
Fitzroy St/Edward	1
Gerald St/Orlebar	1
Grafton St/Queen	1
Kent St/Hillsborough	1
North River Rd/Capital	4
Patterson Dr	1
Sydney St/Weymouth	3
University Ave/Browns	1
University Ave/Enman	3

HIGHWAY TRAFFIC ACT – Non-Moving Violations

The following is a synopsis of vehicles found in violation of non-moving violations for the month of Nov 2018.

Allen St/Walthen	1
Beach Grove Rd/Scott	1
Belvedere Ave/North River	1
Belvedere Ave/Queen	1
Brackley Point Rd/Ellis	1
Capital Dr/North River	3
Euston St/Pownal	1
Euston St/Weymouth	5
Great George St/Fitzroy	2
Great George St/Kent	3
Green St	1
Kent St/Queen	2
King St/Prince	1
Longworth Ave/Laphorne	2
Maple Ave/Oak	4
Mount Edward Rd/Arterial	5
Mount Edward Rd/Belvedere	1
Mount Edward Rd/Centennial	1
Mount Edward Rd/Longworth	1
Mount Edward Rd/Woodlawn	1
Murchison Lane	1
Northridge Pkwy	1
North River Rd/Burns	1

Palmers Lane	1
Park St/Kensington	1
Patterson Dr	1
Queen St/Bayfield	1
Queen St/Nassau	2
Queen St/Water	1
Riverside Dr/Garfield	1
Rte2/John Yeo	1
St Peters Rd/Falconwood	1
St Peters Rd/MacRae	1
St Peters Rd/MacWilliams	1
St Peters Rd/Woodward	5
Summer St/Upper Prince	1
University Ave/Belvedere	2
University Ave/Browns	1
University Ave/Buchanan	1
University Ave/Enman	1
University Ave/Kirkwood	1
University Ave/Pond	1
University Ave/Summer	1
Upton Rd	1
Water St/Prince	2
Water St Pkwy	1

HIGHWAY TRAFFIC ACT – SPEED MONITORING

Police vehicles are equipped with radar monitoring devices, which provide speed monitoring capabilities in both stationary and moving operational modes from both marked and unmarked police vehicles. These capabilities provide monitoring to be at random and targeted locations.

The following is a synopsis of vehicles found in violation of speeding regulations for the month of Nov. 2018.

Allen St	3
Brackley Point Rd/Arterial Hwy	1
Brackley Point Rd/Maple Hills	5
Brighton Rd/Brighton Compound	1
Lower Malpeque Rd/Gates	1
Lower Malpeque Rd/Highfield	2
Lower Malpeque Rd/Melody	1
Mount Edward Rd/Woodlawn	1
North River Rd/McGill	2
North River Rd/Westview	1
Pine Dr/Maple	2
Rte 2/Stockman	1
St Peters Rd/MacRae	2
St Peters Rd/Robertson	1
University Ave./Browns	3
University Ave./Enman Cres.	1
University Ave/McKinnon	2

CHARLOTTETOWN POLICE DEPARTMENT
BY-LAW ENFORCEMENT
Monthly Report November 2018

Phone Call Breakdown

Call Type	Total This Month	Total Previous Month	Total To Date
Dangerous, Hazardous, Unsightly	63	729	792
Nuisance	9	103	112
Zoning & Development	5	160	165
Traffic	6	178	184
Snow Related	13	54	67
Street Vendors	12	256	268
Other Bylaws (Crossing Guards, Election Etc)	16	130	146
TOTAL	124	1610	1734

Taxi Bylaw Breakdown

	Total This Month	Total Previous Month	Total To date
Taxi License Bylaw	2	52	54
Taxi Inspections	3	141	144
Total	5	193	198

Breakdown of Duties

	Week 1 Nov 1 st - 2 nd	Week 2 Nov 5 th - 9 th	Week 3 Nov 12 th - 16 th	Week 4 Nov 19 th - 23 rd	Week 5 Nov 26 th - 30 th	Total this Month	Total Prev. Month	TOTAL to Date
Files OPENED	5	7	6	5	1	24	333	357
Files CONCLUDED	3	7	9	7	2	28	319	347
Site Visits	7	8	12	7	10	44	393	437
SOT's sworn	0	0	0	160	0	160	3449	3609
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 (Parking Summons)	0	0	0	147	0	147	2128	2275
Crossing Guard Duties	0	0	0	2	0	2	11	13
Bylaw/Parking Tickets	0	0	0	0	0	33	0	33

Quick Look At This Month:

- This month there was a total of 124 calls received/made through the Bylaw Enforcement Office for November.
- There were 24 occurrences generated as a results of complaints
- There were 44 site visits/follow-ups made in November.
- There were 2 "Written Warnings" in November.
- There are two (2) "Resolutions To Council" this month.
- The majority of the calls for November were for Unsightly Premises (garbage) and Snow issues due to the early snow this year.

Cst Todd Sutcliffe _____

Date: December 10, 2018



CITY OF CHARLOTTETOWN

RESOLUTION

Protective and
Emergency Services
1

MOTION CARRIED _____

MOTION LOST _____

Date: December 10, 2018

Moved by Councillor _____ Jason Coady

Seconded by Councillor _____ Terry Bernard

RESOLVED:

That the Public Works Manager be authorized to remove any garbage and other materials or debris, clean up and properly dispose of same, at the owners expense, on property located at 96 Upper Prince Street (PID# 360404) in accordance with the terms of the Dangerous, Hazardous and Unsightly Bylaw of the City of Charlottetown.



CITY OF CHARLOTTETOWN

RESOLUTION

Protective and
Emergency Services
2

MOTION CARRIED _____

MOTION LOST _____

Date: December 10, 2018

Moved by Councillor _____ Jason Coady

Seconded by Councillor _____ Terry Bernard

RESOLVED:

That the Public Works Manager be authorized to remove any garbage and other materials or debris, clean up and properly dispose of same, at the owners expense, on property located at 6 Pond Street (PID# 357467 in accordance with the terms of the Dangerous, Hazardous and Unsightly Bylaw of the City of Charlottetown.



CITY OF CHARLOTTETOWN

TRAFFIC BYLAW AMENDMENT BYLAW

#2018-06-A

To amend the City of Charlottetown Traffic Bylaw, 2018-06, as outlined in the attached amending bylaw #2018-06-A

RESOLVED: THAT the bylaw to amend the “**CITY OF CHARLOTTETOWN TRAFFIC BYLAW**” be read a **first** time.

Moved by Councillor _____ Jason Coady

Seconded by Councillor _____ Greg Rivard
Date: December 10, 2018

RESOLVED: THAT the bylaw be now approved as a City Bylaw and that it be entitled the “**CITY OF CHARLOTTETOWN TRAFFIC BYLAW**” and that it be read a second time at the next public meeting of Council.

Moved by Councillor _____ Jason Coady

Seconded by Councillor _____ Greg Rivard
Date: December 10, 2018

THEREFORE; BE IT RESOLVED: THAT the “**CITY OF CHARLOTTETOWN TRAFFIC BYLAW**” be read a **second** time and that the said Bylaw be now adopted.

Moved by Councillor _____

Seconded by Councillor _____
Date:

City of Charlottetown, PEI
A Bylaw to Amend the City of Charlottetown Traffic Bylaw
Bylaw # 2018-06-A

BE IT ENACTED by the Council of the City of Charlottetown as follows:

PART I – INTERPRETATION AND APPLICATION

1. Title

- 1.1. This bylaw shall be known and cited as the “Traffic Bylaw Amendment Bylaw.”

2. Purpose

- 2.1. The purpose of this bylaw is to amend the City of Charlottetown’s Traffic bylaw to permit the use of electronic traffic tickets.

3. Definitions

- 3.1. In this bylaw, any word and term that is defined in the *Municipal Government Act*, the Highway Traffic Act or the City of Charlottetown Traffic Bylaw has the same meaning as in those Acts or bylaw.

4. Schedule “A” of the City of Charlottetown Traffic Bylaw is hereby amended by the following:

- 4.1. Title added to existing Schedule ‘A’ – **TRAFFIC TICKET – HAND WRITTEN TICKET**
- 4.2. A second version traffic ticket has been added to allow for the use of an Electronic Traffic Ticket and titled **TRAFFIC TICKET – ELECTRONIC TICKET**

Approval and Adoption

5. Effective Date

- 5.1. This Traffic Bylaw Amendment Bylaw, #2018-06-A shall be effective on the date of approval and adoption as noted on the following page.

First Reading:

This Traffic Bylaw Amendment Bylaw, #2018-06-A, was read a first time and approved by a majority of members present at the Council meeting held on the ____ day of _____, 2018.

Second Reading:

This Traffic Bylaw Amendment Bylaw, #2018-06-A, was read a second time and approved by a majority of members present at the Council meeting held on the ____ day of _____, 20__.

Approval and Adoption by Council:

This Traffic Bylaw Amendment Bylaw, #2018-06-A, was adopted by a majority of Council members present at the Council meeting held on the ____ day of _____, 20__.

6. Witness the corporate seal of the City of Charlottetown

Mayor

Chief Administrative Officer

This Traffic Bylaw Amendment Bylaw, #2018-06-A adopted by the Council of the City of Charlottetown on ____ day of _____, 20__ is certified to be a true copy.

Chief Administrative Officer

Date

SCHEDULE "A"

TRAFFIC TICKET – HAND WRITTEN TICKET

PAYMENT MAY BE MADE BY MAIL, INTERNET OR BY PERSON

BY MAIL: MAKE REMITTANCE PAYABLE TO THE CITY OF CHARLOTTETOWN AND MAIL WITH THIS NOTICE TO

CHARLOTTETOWN CITY POLICE
10 KIRKWOOD DRIVE, P.O. BOX 98
CHARLOTTETOWN, P.E.I.
C1A 7K2

WEB PAYMENT: PAY YOUR PARKING TICKET(S) DIRECT ONLINE THROUGH A SECURE SITE USING YOUR MASTERCARD OR VISA. SECURE SITE CAN BE FOUND AT

www.cityofcharlottetown.ca
THEN CLICK ON ACCESSING CITY HALL AND ONE LINE SERVICES
OR
www.charlottetown.ca
THEN CLICK ON PAY PARKING FINES

IN PERSON: BRING THIS NOTICE OF VIOLATION TO CITY POLICE 10 KIRKWOOD DRIVE, CHARLOTTETOWN, P.E.I. DURING REGULAR BUSINESS HOURS: MONDAY TO FRIDAY.

EXACT PAYMENT MAY ALSO BE MADE THROUGH THE USE OF AN AFTER HOURS DROP BOX, LOCATED INSIDE THE MAIN LOBBY OF THE POLICE STATION AT 10 KIRKWOOD DRIVE, CHARLOTTETOWN.

FOR CONVENIENCE AN EXACT PAYMENT DROP BOX IS ALSO LOCATED AT THE FRONT DOOR OF CITY HALL, 139 QUEEN STREET CHARLOTTETOWN.

DISPUTE RESOLUTION:

WHERE A DISPUTE OR PROBLEM ARISES THE RESULT OF AN ISSUED VIOLATION, THIS MAY ONLY BE DEALT WITH BY THE CHARLOTTETOWN POLICE DEPARTMENT

IN PERSON: PERSONS WISHING TO DISPUTE A VIOLATION MUST ATTEND AT THE CHARLOTTETOWN POLICE DEPT 10 KIRKWOOD DRIVE, CHARLOTTETOWN.

FOR YOUR CONVENIENCE DISPUTE RESOLUTION FORMS ARE AVAILABLE DURING REGULAR BUSINESS HOURS, IN THE MAIN LOBBY OF CITY HALL. THE FORMS MAY BE COMPLETED AND DEPOSITED IN THE CITY HALL DROP BOX. A REVIEW OF THE INFORMATION WILL BE COMPLETED AND NOTIFICATION MADE WITH RESPECT TO REVIEW OUTCOME.

DEPOSIT BOX LOCATED AT THE FRONT DOOR OF CITY HALL 139 QUEEN STREET, CHARLOTTETOWN.

INCOMPLETE OR INCORRECT PAYMENT DOES NOT SETTLE A TICKET AND MAY NOT BE ACCEPTED

CITY OF CHARLOTTETOWN

CANADA
PROVINCE OF PRINCE EDWARD ISLAND
CITY OF CHARLOTTETOWN

ISSUE DATE

ISSUE TIME

XXXXXXXX

TO THE OPERATOR OF:

PLATE

NOTICE OF VIOLATION

VIOLATION

PROFILE

YEAR OF REGISTRATION

YOU ARE HEREBY NOTIFIED THAT YOU ARE ALLEGED TO HAVE COMMITTED A VIOLATION OF THE TRAFFIC BY-LAW AS INDICATED BELOW.

VEHICLE OFFENCE	MIN.	MAX.	VEHICLE OFFENCE	MIN.	MAX.
<input type="checkbox"/> METER VIOLATION	\$15	\$25	<input type="checkbox"/> TOO CLOSE TO INTERSECTION	\$25	\$50
<input type="checkbox"/> BLOCKING SIDEWALK	\$50	\$150	<input type="checkbox"/> BLOCKING FIRE HYDRANT	\$25	\$100
<input type="checkbox"/> BLOCKING DRIVEWAY	\$25	\$50	<input type="checkbox"/> NO PARKING	\$25	\$100
<input type="checkbox"/> DOUBLE PARKING	\$25	\$50	<input type="checkbox"/> RESTRICTED PARKING	\$25	\$100
<input type="checkbox"/> BLOCKING CROSSWALK	\$25	\$100	<input type="checkbox"/> OVERNIGHT PARKING	\$25	\$100
<input type="checkbox"/> BLOCKING LOADING ZONE	\$25	\$50	<input type="checkbox"/> EXCESSIVE OVERTIME PARKING	\$10	\$100
<input type="checkbox"/> DISABLED PARKING ONLY	\$50	\$150	<input type="checkbox"/> OTHER	\$25	\$100

OFFENCE DATE _____ TIME _____ M METER NO _____

OTHER DETAILS OF OFFENCE _____

LOCATION _____

ISSUING OFFICER _____

METER VIOLATIONS SHALL BE REDUCED TO \$5.00 IF PAID WITHIN 7 DAYS FROM THE DATE OF ISSUE.

IF THE PENALTY FOR OTHER VIOLATIONS IS PAID WITHIN SEVEN (7) DAYS FROM THE DATE OF ISSUE THEN THE AMOUNT SHALL BE AS INDICATED ABOVE UNDER MINIMUM FINES. IF ANY VIOLATION IS NOT PAID WITHIN SEVEN (7) DAYS THEN A SUMMONS WILL BE ISSUED AND THE PENALTY MAY BE UP TO THE MAXIMUM AMOUNT AS INDICATED ABOVE PLUS SERVICE FEES, TOWING CHARGES AND COURT COSTS.

PAYMENT INSTRUCTIONS OR DISPUTE RESOLUTIONS
SEE REVERSE SIDE

SCHEDULE "A"

TRAFFIC TICKET – ELECTRONIC TICKET



CHARLOTTETOWN

NOTICE OF VIOLATION

YOU ARE HERBY NOTIFIED THAT YOU ARE ALLEGED TO HAVE COMMITTED A VIOLATION OF THE TRAFFIC BY-LAW AS INDICATED BELOW

TICKET NO. DATE:

TIME METER NO.

PLATE # EXPIRY DATE PROVINCE

VEHICLE INFO

LOCATION DETAILS

Charlottetown, Prince Edward Island

VIOLATION DETAILS

FINE AMOUNT:

I CERTIFY THAT I DID AT THE DATE AND TIME NOTED ABOVE PERSONALLY PLACE THE ORIGINAL COPY OF THIS TICKET ON THE WINDSHIELD OF THE SAID VEHICLE.

METER VIOLATIONS REDUCED TO \$10.00 IF PAID WITHIN 7 DAYS FROM THE DATE OF ISSUE, WITH THE EXCEPTION OF DISABLED PARKING AND BLOCKING SIDEWALKS, ALL OTHER VIOLATIONS WILL BE REDUCED TO \$35.00 IF PAID WITHIN 20 DAYS FROM DATE OF ISSUE

SEE REVERSE FOR PAYMENT OPTIONS AND DISPUTE RESOLUTIONS



CITY OF CHARLOTTETOWN

PAYMENT MAY BE MADE BY MAIL, INTERNET OR IN PERSON

ENQUIRIES (902) 629-4041 or (902) 629-4089

BY MAIL: MAKE REMITTANCE PAYABLE TO THE CITY OF CHARLOTTETOWN AND MAIL WITH THIS NOTICE TO

CHARLOTTETOWN POLICE SERVICES
10 KIRKWOOD DRIVE, P.O. BOX 98
CHARLOTTETOWN, P.E.I.
CIA 7K2

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FOR YOUR CONVENIENCE AN EXACT PAYMENT DROP BOX IS ALSO LOCATED AT THE FRONT DOOR OF CITY HALL, 199 QUEEN STREET, CHARLOTTETOWN.

DISPUTE RESOLUTION:

WHERE A DISPUTE OR PROBLEM ARISES AS A RESULT OF AN ISSUED VIOLATION, THIS MAY ONLY BE DEALT WITH BY THE CHARLOTTETOWN POLICE SERVICES.

IN PERSON: PERSONS WISHING TO DISPUTE AN ISSUED VIOLATION MUST ATTEND AT THE CHARLOTTETOWN POLICE SERVICES, 10 KIRKWOOD DRIVE, CHARLOTTETOWN.

FOR YOUR CONVENIENCE DISPUTE RESOLUTION FORMS ARE AVAILABLE DURING REGULAR BUSINESS HOURS IN THE MAIN LOBBY AT CITY HALL LOCATED AT THE FRONT DOOR OF CITY HALL, 199 QUEEN STREET CHARLOTTETOWN. THE FORMS MAY BE COMPLETED AND DEPOSITED IN THE CITY HALL DROP BOX. A REVIEW OF THE INFORMATION WILL BE COMPLETED AND NOTIFICATION WITH RESPECT TO REVIEW OUTCOME.

INCOMPLETE OR INCORRECT PAYMENT DOES NOT SETTLE A TICKET AND MAY NOT BE ACCEPTED.

IF NOT PAID WITHIN 20 DAYS, A SUMMONS WILL BE ISSUED.



**WATER AND SEWER UTILITY COMMITTEE
REPORT TO COUNCIL
DECEMBER 10, 2018**

The Water and Sewer Utility Committee did not meet since the last Council Meeting.

There are no resolutions for your consideration.

Respectfully submitted,

Deputy Mayor Mike Duffy, Chair



**PUBLIC WORKS & URBAN BEAUTIFICATION COMMITTEE
REPORT TO COUNCIL
December 10th, 2018**

The Public Works & Urban Beautification Committee have not met since the last Monthly Meeting of Council.

There are no resolutions planned to be presented to Council.

Respectfully submitted,

Councillor T. Bernard, Chair



**ECONOMIC DEVELOPMENT, TOURISM,
ARTS & CULTURE COMMITTEE
REPORT TO COUNCIL
DECEMBER 10, 2018**

The Economic Development, Tourism, Arts & Culture Committee has not met since last council meeting.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Robert Doiron, Chair



**ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
DECEMBER 10, 2018**

The Environment & Sustainability Committee met on Thursday, December 6, 2018 and the draft minutes are included in your package.

There is one (1) resolution for your consideration.

Respectfully submitted,

Councillor Mike Duffy, Chair

ENVIRONMENT & SUSTAINABILITY COMMITTEE
Thursday, December 6, 2018
8:30 AM – 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
Cindy MacMillan, AA

REGRETS: N/A

1) Call to Order

The meeting was called to order at approximately 8:35 am by the Chair.

2) Declarations of conflict of interest

There were no declarations of conflict.

3) Approval of Agenda

It was moved by Councillor Coady and seconded by Councillor Ramsay that the agenda be approved as circulated. Carried.

4) Adoption of Minutes

It was moved by Councillor Coady and seconded by Councillor Ramsay that the minutes from September 26, 2018 be approved as circulated. Carried.

5) Reports

A. Tender Award – Fitzroy Bike Lane Engineering Services (E&S 18-34) –

R. Doyle, Sustainability Officer, presented the report. A Request for Proposals (RFP) was issued in November 2018 to collect proposals on the final engineering design for a seasonal bike lane on Fitzroy Street that would connect the Confederation Trail at Joe Ghiz Park to the Victoria Park bike lane. This connector route was originally recommended in the 2012 Regional Active Transportation Plan developed for the City and in partnership with the PEI Department of Transportation, and Infrastructure Renewal, and the Towns of Cornwall and Stratford. Further investigation on a downtown cross-connector route was completed in 2018 by CBCL Ltd. where once again, Fitzroy Street was identified as the most suitable connector. A two-way bike lane on the south side of Fitzroy Street was recommended and initial conceptual designs were provided.

In the spring of 2018, a funding application was approved by Council and submitted for consideration for Municipal Strategic Component (MSC) of the Gas Tax Fund to complete the Fitzroy Street Bike Lane project. The application was successful and includes 50% funding for the two project phases- 1) engineering and design (2018-2019) and 2) construction (2019-2020).

Two proposals were received for phase 1 of the project, from CBCL Ltd. and Harbourside Engineering Group. A requirement of the RFP is for the winning proponent to hold a community consultation session with the public in order to incorporate ideas into the final design and accommodate any concerns from residents, pedestrians, cyclists, and motorists. The final design will be presented to Council in February 2019 for review and capital budget consideration.

It is recommended that the Fitzroy Street Bike Lane Engineering Services tender be awarded to CBCL Limited in the amount of \$74,163.50 (including HST). This amount will be funded 50% by the MSC of the Gas Tax fund.

It is further recommended that the City's portion (approx. \$37,500) be expensed out of the 2018 City Capital Budget, and that funds be reallocated from the \$100,000 that was budgeted for the Pownal Parkade Lighting Project to cover these expenses.

Moved by Councillor Coady and seconded by Councillor Ramsay to forward the recommendation to the Finance Committee and that a resolution be forwarded for Council's consideration at the Regular Council meeting in December.

6) Adjournment

Moved by Councillor Ramsay and seconded by Councillor Coady that the meeting be adjourned. Carried.

The meeting adjourned at 8:55 am.



CITY OF CHARLOTTETOWN

RESOLUTION

Environment &
Sustainability #1

MOTION CARRIED _____

MOTION LOST _____

Date: December 10, 2018

Moved by Deputy Mayor _____ Mike Duffy

Seconded by Councillor _____ Jason Coady

RESOLVED:

That, as per the conditions of the Request for Proposals on “Fitzroy Street Bike Lane Engineering Services” the low submission of CBCL Ltd. in the amount of \$74,163.50 (taxes included) be accepted,

And that the City’s portion of this amount, \$37,500, be expensed out of the 2018-2019 City Capital Budget by reallocating funds from the Pownal Parkade Lighting Project to the Fitzroy Street Bike Lane Project,

And that the remaining amount, \$37,500 be covered by the approved Municipal Strategic Component of the Provincial Gas Tax Funding for the Fitzroy Street Bike Lane Project,

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



City of Charlottetown

Report No: E&S 18-34

Date: December 5, 2018

Directed to: Chairman M. Duffy, Members of the E&S Committee

Attachments:

Department:
Environment & Sustainability Committee

Prepared by: Ramona Doyle, SO

Subject: Tender Award – Fitzroy Street Bike Lane Engineering Services

RECOMMENDATION: That the E&S Committee award the Fitzroy Street Bike Lane Engineering Services to CBCL Ltd.

REPORT:

A Request for Proposals (RFP) was issued in November 2018 to collect proposals on the final engineering design for a seasonal bike lane on Fitzroy Street that would connect the Confederation Trail at Joe Ghiz Park to the Victoria Park bike lane. This connector route was originally recommended in the 2012 Regional Active Transportation Plan developed for the City and in partnership with the PEI Department of Transportation, and Infrastructure Renewal, and the Towns of Cornwall and Stratford. Further investigation on a downtown cross-connector route was completed in 2018 by CBCL Ltd. where once again, Fitzroy Street was identified as the most suitable connector. A two-way bike lane on the south side of Fitzroy Street was recommended and initial conceptual designs were provided.

In the spring of 2018, a funding application was approved by Council and submitted for consideration for Municipal Strategic Component (MSC) of the Gas Tax Fund to complete the Fitzroy Street Bike Lane project. The application was successful and includes 50% funding for the two project phases – 1) engineering and design (2018-2019) and 2) construction (2019-2020)

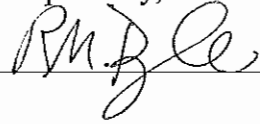
Two proposals were received for phase 1 of the project, from CBCL Ltd. and Harbourside Engineering Group. A requirement of the RFP is for the winning proponent to hold a community consultation session with the public in order to incorporate ideas into the final design and accommodate any concerns from residents, pedestrians, cyclists, and motorists. The final design will be presented to Council in February 2019 for review and capital budget consideration. The two bids are as follows:

Bidder	Engineering Consulting Services (Incl HST)	Preparation of Construction Tender Documents (Incl HST)	Overall Score (Technical + Financial Score)
Harbourside Engineering Group	\$97,106.00	\$6,187.00	90
CBCL Limited	\$56,913.50	\$17,250.00	97

It is recommended that the Fitzroy Street Bike Lane Engineering Services tender be awarded to CBCL Limited in the amount of \$56,913.50 (including HST). This amount will be funded 50% by the MSC of the Gas Tax fund. It is further recommended that the remaining amount be expensed

out of the 2018 City Capital Budget, and that funds be reallocated from the Pownal Parkade Lighting Project to cover these expenses.

Respectfully,



Reviewed By:

	Manager	Other				
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RECOMMENDATIONS/ACTIONS:

CHARLOTTETOWN RIDERSHIP - NOVEMBER 2018

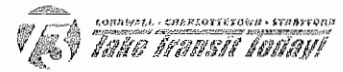
Sum of Charlottetown Ri: Route #	1	2	3	4	5	6	7	9	11	13	14	Grand Total	
Date	Day	1	2	3	4	5	6	7	9	11	13	14	Grand Total
01-11-18	Thu	653	287	280	354	143	277	16	345	215	2	0	2,572
02-11-18	Fri	599	264	285	310	128	241	15	290	236	3	3	2,374
03-11-18	Sat	506	241	311	0	0	179	0	0	0	0	0	1,237
04-11-18	Sun	472	0	0	0	0	0	0	0	0	0	0	472
05-11-18	Mon	561	262	302	347	141	198	22	357	278	5	1	2,474
06-11-18	Tue	504	260	251	359	132	225	16	302	214	2	3	2,268
07-11-18	Wed	624	308	296	368	124	253	24	304	238	4	2	2,545
08-11-18	Thu	630	298	306	392	114	0	20	324	278	3	3	2,368
09-11-18	Fri	695	301	348	349	118	0	15	337	226	2	3	2,394
10-11-18	Sat	351	269	284	0	0	206	0	0	0	0	0	1,110
11-11-18	Sun	0	0	0	0	0	0	0	0	0	0	0	0
12-11-18	Mon	265	121	169	119	53	140	13	162	122	2	2	1,168
13-11-18	Tue	512	341	254	263	107	190	21	274	204	2	3	2,171
14-11-18	Wed	515	298	281	307	116	164	20	216	191	3	2	2,113
15-11-18	Thu	642	274	263	364	140	219	22	286	205	2	1	2,418
16-11-18	Fri	553	286	282	299	101	141	17	275	132	0	2	2,088
17-11-18	Sat	555	303	312	0	0	216	0	0	0	0	0	1,386
18-11-18	Sun	387	0	0	0	0	0	0	0	0	0	0	387
19-11-18	Mon	559	300	298	322	146	216	18	199	277	1	5	2,341
20-11-18	Tue	603	248	293	430	153	233	27	294	213	4	2	2,500
21-11-18	Wed	599	326	303	350	135	242	21	265	212	3	2	2,458
22-11-18	Thu	535	307	249	379	117	212	22	224	226	3	4	2,278
23-11-18	Fri	773	323	358	386	118	281	17	335	273	4	1	2,869
24-11-18	Sat	210	315	365	0	0	143	0	0	0	0	0	1,033
25-11-18	Sun	435	0	0	0	0	0	0	0	0	0	0	435
26-11-18	Mon	592	315	261	315	138	214	14	199	275	2	0	2,325
27-11-18	Tue	611	323	296	360	128	192	20	326	218	3	0	2,477
28-11-18	Wed	640	313	313	347	158	208	10	288	233	4	2	2,516
29-11-18	Thu	120	84	60	74	30	85	13	81	101	5	0	653
30-11-18	Fri	644	365	255	347	129	235	17	275	221	2	2	2,492
Grand Total		15,345	7,332	7,275	7,141	2,669	4,910	400	5,958	4,788	61	43	55,922

CHARLOTTETOWN RIDERSHIP - NOVEMBER 2018

Day	Values		Monthly Ridership
	Non Paying	Paying	
Sun	6	1288	1,294
Mon	127	8181	8,308
Tue	120	9296	9,416
Wed	220	9412	9,632
Thu	159	10150	10,289
Fri	149	12068	12,217
Sat	64	4702	4,766
Grand Total	845	55077	55,922

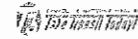
	2018		2017		2016		2015	
	Paying	Non - Paying	Paying	Non - Paying	Paying	Non - Paying	Paying	Non - Paying
Total Ridership	55,922	47,591	47,591	41,656	41,656	34,877	34,877	34,877
Monday - Friday	49,087	42,224	42,224	36,320	36,320	30,236	30,236	30,236
Saturday	4,702	2,984	2,984	3,376	3,376	2,759	2,759	2,759
Sunday	1,192	1,014	1,014	866	866	710	710	710
Average	1,288	1,318	1,318	1,017	1,017	1,043	1,043	1,043
Working Da	64	58	58	86	86	82	82	82
Working Da	4	3	3	4	4	4	4	4
Working Da	3	8	8	14	14	2	2	2
Working Da	3	4	4	4	4	5	5	5
Average	431	332	332	258	258	209	209	209

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.
October	69	leaking valve stopping door from closing, no lost time
October	67	Broken spring, 10 minutes for a replacement bus

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



**ADVANCED PLANNING, PRIORITIES & SPECIAL PROJECTS COMMITTEE
REPORT TO COUNCIL
DECEMBER 10, 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
December 10th, 2018**

The Finance, Audit & Tendering Committee met on December 4th and 6th, 2018. Draft preliminary Financial Statements to the end of November are included in this package for Council consideration.

There are no resolutions included in this package for your consideration.

Respectfully submitted,

Councillor Mike Duffy, Vice-Chair

**Finance, Audit & Tendering Committee
December 4th, 2018
11:30 a.m. – Sherwood Room**

Present: Deputy Mayor Mike Duffy Councillor Terry Bernard
Councillor Greg Rivard Scott Messervey, DCAO
Connie McGaugh, ACC

Regrets: Councillor Melissa Hilton Peter Kelly, CAO

1) Call to Order

Deputy Mayor Duffy called the meeting to order at 11:45 a.m.

2) Declarations of conflict of interest

There were no conflicts of interest declared.

3) Approval of Agenda

Moved by Councillor Rivard and seconded by Councillor Bernard that the agenda be approved as circulated. Carried.

4) Adoption of Minutes

This item has been deferred

5) Business arising from Minutes

There was no business arising from the minutes.

6) Signatory for Banking

Committee will be forwarding a resolution to Council for approval of signatory for banking. Moved by Councillor Bernard and seconded by Councillor Rivard. Carried.

7) Finance Questions Under Advisement

There were no new finance questions under advisement.

8) Manager's Operational Update

This item has been deferred

9) Introduction of New Business

There was no new business to introduce.

10) Adjournment of Public Session

Moved by Councillor Bernard and seconded by Councillor Rivard that the meeting be adjourned. Carried.

Meeting adjourned 11:46 a.m.

Vice-Chair: Deputy Mayor Mike Duffy

Finance, Audit & Tendering Committee
December 6th, 2018
9:00 a.m. – Sherwood Room

Present: **Deputy Mayor Mike Duffy** **Councillor Terry Bernard**
 Councillor Greg Rivard **Peter Kelly, CAO**
 Scott Messervey, DCAO **Connie McGaugh, ACC**

Regrets: **Councillor Melissa Hilton**
Guests: **Frank Quinn, PM**

1) Call to Order

Deputy Mayor Duffy called the meeting to order at 9:00 a.m.

2) Declarations of conflict of interest

There were no conflicts of interest declared.

3) Approval of Agenda

Moved by Councillor Rivard and seconded by Councillor Bernard that the agenda be approved as circulated. Carried.

4) Adoption of Minutes

The minutes of November 13th and December 4th, 2018 were approved as circulated. Moved by Councillor Bernard and seconded by Councillor Rivard. Carried.

5) Business arising from Minutes

There was no business arising from the minutes.

6) Public Procurement (Closing)

- a. Utility – Winter River Wellfields Upgrades Phase 5: Suffolk Wellfield Wellheads and Piping Expansion (8-Nov-18)

Committee was informed that the Water & Sewer Utility Manager plans on having this item retendered since it came in over cost.

- b. Sustainability – Fitzroy Street Bike Lane Engineering Services (4-Dec-18)

Committee agreed with the recommendation of the low bid offer. A resolution will be being brought forward to Monday nights regular Meeting of Council. Moved by Councillor Rivard and seconded by Councillor Bernard. Carried.

- c. P&R – Heritage Squares Supply of Decorative Luminaires and Poles (4-Dec-18)

Parks Manager spoke about why there may have been only one price and he will consulting with his consultant to make sure this is a fair price. Committee approves with this item going to Council for approval on Monday night. Moved by Councillor Bernard and seconded by Councillor Rivard. Carried.

7) Finance Questions Under Advisement

There were no new finance questions under advisement.

8) Manager's Operational Update

DCAO informed Committee that Finance is wrapping up the audit, working on finalizing the management letter with the auditors. Municipal financial information return is being finalized and expect to submit to the Province next week. Finance is still dealing with staffing challenges.

9) Introduction of New Business

There was no new business to introduce.

10) Adjournment of Public Session

Moved by Councillor Bernard and seconded by Councillor Rivard that the meeting be adjourned. Carried.

Meeting adjourned 9:15 a.m.

Vice-Chair: Deputy Mayor Mike Duffy



City of Charlottetown
2018 Monthly Financial Statement

November 2018

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REVENUE	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2018 TO DATE	2017 TO DATE	2018 BALANCE	% RECEIVED
Property Taxes	41,199,957	41,199,957	39,885,744	29,512,795	1,314,213	
Provincial Grant	15,259,336	15,259,336	2,026,588	10,825,387	13,232,748	
Partial Grant in Lieu of Taxes (QEH)	175,000	175,000	140,000	-	35,000	
Licenses	781,900	781,900	1,014,887	615,478	(232,987)	
Parking Garages	868,750	868,750	616,896	502,408	251,854	
Parking Meters	1,162,500	1,162,500	965,900	860,153	196,600	
Police	1,397,250	1,397,250	987,433	948,147	409,817	
Credits from Outside Sources	699,000	699,000	856,063	296,751	(157,063)	
Outside Fire Protection	37,500	37,500	30,000	-	7,500	
Utility Administration Fee	256,250	256,250	205,000	205,000	51,250	
Interest	37,500	37,500	74,222	32,561	(36,722)	
Recreation	895,075	895,075	304,267	615,051	590,808	
Transfer from Parkland Reserves	43,000	43,000	-	146,227	43,000	
Tourism Accom Levy Administration Fee	37,500	37,500	-	(1,681)	37,500	
Provincial Infrastructure Fund/MCEG	1,639,757	1,639,757	-	-	1,639,757	
City Municipal Capital Expenditure Grant	-	-	25,134	-	(25,134)	
City Operating Revenue	64,490,275	64,490,275	47,132,134	44,558,277	17,358,141	
City Capital Grants from other levels of Government	3,091,571	3,091,571	-	799,916	3,091,571	
City Total Revenue	\$ 67,581,846	\$ 67,581,846	\$ 47,132,134	\$ 45,358,193	\$ 20,449,712	



City of Charlottetown
2018 Monthly Financial Statement

November 2018

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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	1,867,027	1,500,575	743,805
Finance and Audit	928,982	928,982	679,256	726,047	249,726
Municipal Buildings	2,647,104	2,647,104	1,723,022	1,813,565	924,082
Insurance	638,965	638,965	577,884	491,889	61,081
Mayor and Council	898,500	898,500	646,257	647,874	252,243
Reports and Studies	42,750	42,750	3,190	26,642	39,560
	7,785,294	7,767,133	5,496,636	5,206,592	2,270,497

Protective Services:

Fire Department	4,878,165	4,898,165	3,886,258	3,803,918	1,011,907
Police Department	11,853,870	11,853,870	8,617,805	8,094,043	3,236,065
Street Lighting	1,406,250	1,406,250	956,410	1,011,011	449,840
Emergency Preparedness	77,500	77,500	52,995	47,696	24,505
	18,215,785	18,235,785	13,513,468	12,956,668	4,722,317

Street Maintenance:

Public Works	15,483,689	15,483,689	12,244,273	9,787,477	3,239,416
Traffic & Parking	13,375	13,375	11,645	67,250	1,730
	15,497,064	15,497,064	12,255,918	9,854,727	3,241,146

Fiscal Services

	8,392,335	8,392,335	8,525,476	6,603,800	(133,141)
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Parks and Recreation

	4,641,206	4,641,206	3,313,753	3,200,023	1,327,453
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Community Sustainability

	253,643	251,804	182,020	121,337	69,784
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City of Charlottetown

2018 Monthly Financial Statement

November 2018

	2018 ORIGINAL BUDGET	2018 REVISED BUDGET	2018 TO DATE	2017 TO DATE	2018 BALANCE	% EXPENSED
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EXPENDITURES (continued)

Planning	1,302,699	1,302,699	836,915	721,389	465,784	
Heritage	227,223	227,223	46,918	116,080	180,305	
Economic Development	957,085	957,085	855,139	129,392	101,946	
Tourism	217,875	217,875	145,548	160,437	72,327	
Human Resources	876,976	876,976	502,102	563,393	374,874	
Intergovernmental Affairs	24,930	24,930	-	1,672	24,930	
Transit System	1,345,971	1,345,971	1,424,849	868,072	(78,878)	
Advanced Planning	45,000	45,000	9,069	47,442	35,931	
Event Attraction	550,400	550,400	345,553	1,655,899	204,847	
Arts and Culture	546,523	546,523	478,135	397,521	68,388	
Other	3,605,304	3,605,304	3,142,637	1,942,837	462,667	
EXPENDITURE TOTAL	64,485,313	64,485,313	51,074,136	44,547,281	13,411,177	
Surplus (deficit)	3,096,533	3,096,533	(3,942,002)	810,912	7,038,535	

CHARLOTTETOWN WATER & SEWER UTILITY

Revenue	15,180,598	15,180,598	8,485,343	8,604,463	6,695,255	
Expenditures	15,421,781	15,421,781	10,156,006	8,877,418	5,265,775	
Surplus (Deficit)	(241,183)	(241,183)	(1,670,663)	(272,955)	1,429,480	

TOTAL CITY REVENUE	82,762,444	82,762,444	55,617,477	53,962,656	27,144,967	
TOTAL CITY EXPENDITURE	79,907,094	79,907,094	61,230,142	53,424,699	18,676,952	
TOTAL SURPLUS (DEFICIT)	2,855,350	2,855,350	(5,612,665)	537,957	8,468,015	



Charlottetown Water and Sewer Corporation
2018 Monthly Financial Statements
Month of: November

	2018 Budget	2018 Revised Budget	2018 Y-T-D	2017 Y-T-D	% Rec'd/Exp'd
Revenue					
Metered Sales	9,649,065	9,649,065	7,103,548	6,412,449	73.62%
Unmetered Sales	581,527	581,527	286,906	933,101	49.34%
Fire Protection	1,171,406	1,171,406	937,125	937,125	80.00%
Penalties	137,500	137,500	81,199	89,950	59.05%
Services Billed	175,000	175,000	(45,192)	15,675	-25.82%
Non-operating	37,500	37,500	51,898	36,910	138.39%
Sludge Handling Fees	225,000	225,000	69,859	179,252	31.05%
Municipal Capital Expenditures Grant	3,203,600	3,203,600	-	-	0.00%
Total Revenue	15,180,598	15,180,598	8,485,343	8,604,462	
Expenditures					
Salaries	3,747,890	3,707,890	2,636,640	2,620,454	71.11%
Benefits	930,720	930,720	670,224	630,514	72.01%
Repairs and Maintenance - Buildings	733,424	708,424	574,614	422,466	81.11%
Repairs and Maintenance - Water and Sewer Infrastructure	454,982	489,982	437,524	360,851	89.29%
Repairs and Maintenance - Vehicles	161,099	155,099	111,562	88,946	71.93%
Repairs and Maintenance - Equipment	1,082,785	1,150,785	931,983	653,313	80.99%
Office	165,495	165,495	109,029	100,402	65.88%
Power	1,233,692	1,233,692	873,796	840,419	70.83%
Asphalt	81,966	81,966	68,668	35,591	83.78%
Backhoe Rental	61,002	61,002	48,461	62,976	79.44%
Committee Expenses	201,051	201,051	160,841	160,200	80.00%
Election Expenses	25,100	25,100	25,100	20,000	100.00%
Telephone and Radios	70,412	103,412	69,362	41,383	67.07%
Fuel	55,030	55,030	10,616	27,070	19.29%
Service Contracts	64,700	64,700	3,911	37,969	6.04%
Meeting Expenses	12,686	7,686	2,753	6,795	35.82%
Clothing Allowance and Rental	65,116	65,116	38,729	45,861	59.48%
Staff Training and Travel	122,540	105,540	74,910	59,494	70.98%
Elected Officials Training and Travel	6,250	6,250	-	-	0.00%
Chemicals	180,358	180,358	132,058	120,449	73.22%
Extraordinary Item	810,000	810,000	-	-	
Consulting Fees	117,460	117,460	(68,378)	2,393	-58.21%
Insurance	176,388	176,388	130,197	90,714	73.81%
Property Taxes	32,882	32,882	13,385	18,148	40.71%
New Vehicles	113,235	90,235	55,268	53,699	61.25%
New Equipment	130,426	130,426	122,265	(28,982)	93.74%
Infrastructure Replacement	187,710	167,710	143,715	52,517	85.69%
Grants	52,000	52,000	32,000	32,000	61.54%
Water Conservation	75,000	75,000	67,874	36,599	90.50%
Miscellaneous	9,630	9,630	541	558	5.62%
Debt charges	4,260,752	4,260,752	2,678,359	2,284,620	62.86%
Total Expenditures	15,421,781	15,421,781	10,156,007	8,877,419	
Surplus (Deficit)	\$ (241,183)	\$ (241,183)	\$(1,670,664)	\$ (272,957)	



**HUMAN RESOURCES, COMMUNICATIONS
AND ADMINISTRATION COMMITTEE
REPORT TO COUNCIL
December 10, 2018**

The Human Resources, Communications and Administration Committee last met on November 15, 2018. The minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Terry MacLeod, Chair

Human Resources, Communications & Administration Committee
Thursday, November 15, 2018
12:15 PM– Sherwood Room

Present: Councillor Terry MacLeod, Chair
Deputy Mayor Mike Duffy, Vice-Chair
Councillor Bob Doiron, Member
Peter Kelly, CAO

Bethany Kauzlarick, HRM
Jennifer Gavin, CO
Jennifer Prinz, HRSO
Lorenda MacEachern, HREA

1) Call to Order

Councillor Terry MacLeod called the meeting to order at 12:15 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 September 24th, 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. The City's communications office is working on annual Christmas events promotions with the Tourism Office and our Events Development Officer.

They've also been assisting with the Community Energy Plan promo, among other items, and working on transition pieces for the new Mayor and Council.

One project currently in progress is the City street map, which is the detailed street map that is beyond what is provided to tourists who are visiting the Capital City. It hasn't been updated for a few years, therefore a number of edits were required.

The plan is to create a printable street map in-house for the few users who pick up a hardcopy and make the digital file available online. With updates to GPS and other online mapping available, the City will aim to phase out the printed street map over time as only a handful of people use it for the cost and time to create it and keep it updated. The tourism maps will still be made available to the public in hardcopy. An interactive map with a number of layers, such as the Ward boundaries, zoning, and City landmarks, has been created and is being tested;

however, a new server would be needed to house the interactive map if it was going to be made available to the public.

(b) Human Resources – Report No: HR111520180S-HR Updates- Attachment OHS Report:

Bethany Kauzlarick, HRM 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 (12:25 PM), 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 Bob Doiron.

9) Adjournment of Public Session

Motion to adjourn was moved by Deputy Mayor Duffy and seconded by Councillor Doiron. Public session of meeting adjourned at 1:15 PM.



City of
Charlottetown

Report No: HR11152018OS
Open Session

Date: November 15, 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:

CAO

Deputy CAO

Mgr

Other

RECOMMENDATIONS/ACTIONS:

OCCUPATIONAL HEALTH AND SAFETY
2018

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Orientation Employee	3	0	0	0	81	133	87	12	0	2	0	0	325
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	3	6	0	0	79
No Lost Time Incidents	8	12	8	4	9	8	3	6	3	6	0	0	67
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
Automate External Defibrillator	0	0	0	0	0	0	19	7	0	0	0	0	26
Fall Protection Training	0	0	0	0	0	0	0	0	16	0	0	0	16
WHMIS 2015 Training	0	0	7	0	0	0	0	0	0	0	0	0	7
JOHNS Committe Training	0	0	0	0	0	0	0	0	0	0	0	0	0
Silica Hazards & Controls Trainin	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	0	81	133	67	12	0	14	0	0	325
Confined Space Retrieval Train	0	0	0	0	0	0	0	0	0	0	0	0	0
Chain Saw Training(Refresher)	0	0	0	0	0	0	0	0	0	11	0	0	11
Power Elevated Work Platform	0	0	0	0	0	0	0	0	16	0	0	0	16
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

2 Lost Time Incident
Injury
1st Day Missed
1st Day Back To Work

3 Lost Time Incident
Injury
1st Day Missed
1st Day Back To Work

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



**INTERGOVERNMENTAL AFFAIRS & EVENT ATTRACTION COMMITTEE
REPORT TO COUNCIL
DECEMBER 10, 2018**

The Intergovernmental Affairs & Event Attraction Committee has not met since last Council meeting.

There are no resolutions for your consideration.

Respectfully submitted,

Mayor Clifford Lee, Chair