

**20 – Resolutions
4 – Bylaw Readings
1 – Notice of Motion**



**CITY OF CHARLOTTETOWN
MONTHLY MEETING OF COUNCIL
MONDAY, JULY 08, 2019 AT 5:00 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 - June 10, 2019
 - Special Meetings - (open minutes) – June 5, 17, 21 & 28, 2019
 - Planning Public Meeting – June 25, 2019
- 5. Business Arising out of the Minutes**
- 6. Reports of Committees**
 - 6.1 Planning & Heritage – Coun. Greg Rivard, Chair**
 - Monthly Report
 - Eight (8) Resolutions
 - 1st reading of the Z&D Bylaw
 - Rezone 7 Lions Cres. From R-1S to R-3 zone
 - 2nd readings of the Z&D Bylaw
 - Site specific exemption at 185 Brackley Pt. Rd for Automobile Body Shop & Taxi Stand
 - Relating to definitions – Heritage Inn, Tourist Accommodation, Welding & Metal Fab.
 - 6.2 Strategic Priorities & Intergovernmental Cooperation - Coun. Alanna Jankov**
 - Monthly Report
 - Two (2) Resolutions
 - 6.3 Finance, Audit & Tendering – Coun. Terry Bernard, Chair**
 - Monthly Report
 - Two (2) Resolutions
 - 6.4 Human Resources, Communications & Admin – Coun. Julie McCabe, Chair**
 - Monthly Report
 - No Resolutions
 - 2nd Reading of the Superannuation Plan Bylaw Amendment
 - 6.5 Parks, Recreation & Leisure Activities – Coun. Mitchell Tweel, Chair**
 - Monthly Report
 - No Resolutions

6.6 Protective & Emergency Services – Coun. Bob Doiron, Chair

- Monthly Report
- Three (3) Resolutions

6.7 Water & Sewer Utility – Deputy Mayor Jason Coady, Chair

- Monthly Report
- One (2) Resolution

6.8 Public Works & Urban Beautification – Coun. Mike Duffy, Chair

- Monthly Report
- Two (3) Resolutions

6.9 Economic Development, Tourism & Event Management – Coun. Kevin Ramsay, Chair

- Monthly Report
- No Resolutions

6.10 Environment & Sustainability – Coun. Terry MacLeod, Chair

- Monthly Report
- No Resolutions

6.11 Council Advisory Committee – Coun. Terry MacLeod, Chair

- Monthly Report
- No Resolutions
- Notion of Motion to amend the Procedural Bylaw

6.12 New Business

7. Motion to Adjourn



DRAFT

**Regular Meeting of Council
Monday, June 10, 2019 at 5:00 PM
Council Chambers, City Hall, 199 Queen Street**

Mayor Philip Brown Presiding

Present: **Deputy Mayor Jason Coady** **Councillor Mike Duffy**
 Councillor Kevin Ramsay **Councillor Terry Bernard**
 Councillor Terry MacLeod **Councillor Julie McCabe**
 Councillor Bob Doiron **Councillor Mitchell Tweel**
 Councillor Alanna Jankov **Councillor Greg Rivard**

Also: **Peter Kelly, CAO** **Paul Smith, PC**
 Tim Mamyne, DFC **Alex Forbes, PM**
 Frank Quinn, PRM **Richard MacEwen, UM**
 Paul Johnston, IAMM **Scott Adams, PWM**
 Bethany Kauzlarick, HRM **Ron Atkinson, EconDO**
 Ramona Doyle, SO **Stephen Wedlock, AFM**
 Ronnie McPhee, CLO **Karen Campbell, CS**
 Alicia Packwood, CA **Cindy MacMillan, AA**
 Tracey McLean, RMC

Regrets: **Wayne Long, EDO** **Laurel Lea, TO**

Mayor Brown indicated that the City of Charlottetown along with the Town of Stratford had expanded a popular Water School Program. The program educates Grade 5 students, in select schools in Charlottetown and Stratford, about water conservation. Part of the class involved an art contest where students were asked to create a drawing that represented something they learned from the program. The Mayor then presented twelve students with their artwork framed and announced that their art would be featured in a local calendar.

- 1. Call to Order**
Deputy Mayor Coady called the meeting to order.
- 2. Declarations of Conflict of Interest**
Councillor MacLeod to excuse himself from the discussion/vote regarding the Planning resolution to rezone the property at 7 Lions Crescent.
- 3. Approval of Agenda**
It was requested that Strategic Priorities & Intergovernmental Cooperation and Parks & Recreation Committee reports be moved to the first and second items on the agenda, respectively. Also, a request to add the 2nd reading of the Tourism Accommodation Levy bylaw and a Parks & Recreation resolution was brought forward. Council agreed to the requests. Moved by Councillor Duffy and seconded by Councillor Ramsay that the agenda be approved as amended. Carried.

4. Adoption of Previous Draft Minutes

Moved by Councillor MacLeod and seconded by Councillor Rivard that the draft minutes of the previous meetings now be adopted. Carried.

- Regular Meeting - May 13, 2019
- Special Meeting - (open minutes) – May 17, 2019
- Parks & Recreation Public Meeting – May 27, 2019
- Planning Public Meeting – May 28, 2019

5. Business Arising out of the Minutes

No business arose from the minutes.

6. REPORTS OF COMMITTEES / RESOLUTIONS

6.1 Strategic Priorities & Intergovernmental Cooperation - Coun. Alanna Jankov

Councillor Jankov indicated that her Committee's report was included in the weekend package. She noted that Dr. Herb Dickieson is at this evening's meeting with respect to the following resolution.

An update was requested regarding the status of a possible third fire hall. Councillor Jankov referred to the CAO who indicated that Council directed staff to review potential partnerships; work continues.

**Moved by Councillor Alanna Jankov
Seconded by Councillor Terry Bernard**

RESOLVED:

Whereas, more than 13,000 Islanders have no family physician;

Whereas, the shortage of family physicians increases wait times, delayed diagnosis and treatment with potential further patient suffering and health risk; and

Whereas, physician shortage and associated extended wait times result in a measurable loss of income and productivity adversely affecting the Island economy; and

Whereas, a recent survey by the Medical Society of Prince Edward Island indicated that 56% of practicing Island physicians are planning to reduce or leave their practice over the coming five years; and

Whereas, the University of Prince Edward Island has a proven record of success in the development of the Faculties of Nursing, Engineering and the Atlantic Veterinary College,

Therefore, Be it Resolved That, the City of Charlottetown appeals to the Government of Prince Edward Island to initiate the following:

1. A facilitated Physician Recruitment and Retention program.

2. Immediate doubling, and later tripling of Family Physician Residency Positions.
3. Planning and negotiations for a Medical Faculty at the University of Prince Edward Island.

In response to a question raised of a similar program within the Provincial government, Mr. Dickieson indicated that the outgoing Liberal government started a program; however, the new government has not yet revised or initiated a new program for recruitment/retention. He further indicated that encouragement and support from the City of Charlottetown is very important.

CARRIED 10-0

**Moved by Councillor Alanna Jankov
Seconded by Councillor Terry Bernard**

RESOLVED:

Whereas Prince Edward Island was intact as one Region when Economic Regions were first created through the Employment Insurance Act and Regulations; and

WHEREAS the population of the entire Province of PEI is less than many of the Economic Regions created throughout the Country; and

WHEREAS the geographic area of the entire Province of PEI is less than over half the Economic Regions created throughout the Country; and

WHEREAS the City of Charlottetown previously noted its displeasure in the unfairness in the application of the Federal Legislature which was previously noted in the resolution of March 10, 2014;

THEREFORE BE IT RESOLVED THAT the City of Charlottetown restate and reaffirm its opposition to the 2014 changes to the EI program for the Charlottetown area, and

BE IT FURTHER RESOLVED THAT Charlottetown City Council Urge the Hon. Wayne Easter, the Hon. Lawrence MacAulay, MP Sean Casey, MP Robert Morrissey, Senator Percy Downe, Senator Mike Duffy, Senator Diane Griffin and Senator Brian Francis PEI to stress the importance of fairness and equity and put pressure on the Hon. Jean-Yves Duclos, Minister of Families, Children and Social Development and the Government of Canada to reinstate the Province of PEI as one Economic Region as it pertains to the Employment Insurance Act and Regulations.

And, forward to the FPEIM and the FCM for support.

It was recommended that the motion be amended to include the Federation of Canadian Municipalities and the Federation of PEI Municipalities for support.

Moved by Councillor Tweel and seconded by Council Bernard.

CARRIED 10-0

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

Councillor Tweel indicated his Committee's report was included in the weekend package. Volunteer of the Month for June is Paulette Ryan.

**Moved by Councillor Mitchell Tweel
Seconded by Councillor Terry Bernard**

RESOLVED:

That the City of Charlottetown supports the installation of the low profile modular composite docking system, excluding the small craft launch and accessible transfer station, along the shoreline of Victoria Park, as pilot project for 2019,

And that the public's use of this dock system be monitored and a findings report be brought back to Council, for future consideration of seasonal installation at this location in the future,

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

Once again, some concerns raised regarding the dock were security, liability and parking. Councillor Tweel indicated that the Parks & Rec staff have worked diligently on this initiative; the resolution has been revised from the original dated July 18, 2018 by excluding the small craft launch and accessible transfer station. Councillor Tweel further indicated that the dock will be monitored on a regular basis.

CARRIED 6-4

Councillors Doiron, Duffy, MacLeod & Ramsay opposed

6.3 Planning & Heritage – Coun. Greg Rivard, Chair

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

An update regarding a temporary use variance at Ralden Ave. which Council granted Chapman Bros. in November 2018 was requested. Councillor Rivard indicated that he would follow up and advise.

**Moved by Councillor Greg Rivard
Seconded by Councillor Julie McCabe**

RESOLVED:

That the request to amend Appendix "G" – Zoning Map of the Zoning & Development Bylaw from Single-Density Residential (R-1L) to Narrow Single-Density Residential (R-1N) for the property on the corner of Miller Street / Pearson Street / Hanover Street (PID #530980), be rejected.

Councillor Rivard indicated that he was talking with the applicant recently and they requested that the motion be deferred or approved and a development agreement be put in place. The applicant heard concerns from the local area residents and wishes to work with those residents to reach a compromise.

Moved by Councillor Greg Rivard and seconded by Councillor Kevin Ramsay to defer the resolution.

It was noted that there is a petition against this development in this particular Ward and the Chair was asked if the residents would get the opportunity to hear the new proposed plan. Councillor Rivard indicated that he would encourage the applicant to speak to the local residents but it most likely would not be through the public consultation process.

A clarification was requested regarding a revision to the applicant's plan. Councillor Rivard indicated that the two-storey buildings are being replaced by five (5) single-detached structures.

A vote was taken on the deferral. Carried 9-1 with Councillor McCabe opposed.

**Moved by Councillor Greg Rivard
Seconded by Councillor Julie McCabe**

RESOLVED:

That that the request to:

- a) Amend Appendix "A" – Future Land Use Map of the Official Plan from Downtown Neighbourhood to Downtown Mixed-Use Neighbourhood; and
- b) Amend Appendix "G" – Zoning Map of the Zoning & Development Bylaw from Downtown Neighbourhood (DN) Zone to the Downtown Mixed-Use Neighbourhood (DMUN) Zone;

for the property at 25 Pownal Street (PID #335588), be rejected.

**CARRIED 9-1
Councillor McCabe opposed**

Councillor MacLeod was excused from Council Chambers due to a perceived conflict of interest with respect to the following resolution.

**Moved by Councillor Greg Rivard
Seconded by Councillor Julie McCabe**

RESOLVED:

That the request to rezone the property at 7 Lions Crescent (PID #278721) from Single-detached Residential (R-1S) Zone to Medium Density Residential (R-3) Zone and the request to amend Appendix "A" – Future Land Use Map of the Official Plan from Low Density Residential to Medium Density Residential; and to amend Appendix "G" – Zoning Map of the Zoning & Development Bylaw from Single-detached Residential (R-1S) Zone to Medium Density Residential (R-3) Zone, for the property at 7 Lions Crescent be approved to proceed to public consultation.

CARRIED 9-0

Councillor MacLeod returned to the Chambers.

**Moved by Councillor Greg Rivard
Seconded by Councillor Julie McCabe**

RESOLVED:

That the request for a Home Occupation to allow online retail sale of a cosmetic product at 6 Vic Campbell Boulevard (PID # 275743) be approved subject to the condition that there will be no direct retail sales conducted on the property and distribution of the product shall be done by mail.

CARRIED 10-0

**Moved by Councillor Greg Rivard
Seconded by Councillor Julie McCabe**

RESOLVED:

That that the request for a variance to reduce the rear yard setback requirement from 24.6 ft to approximately 18.0 ft in order to construct a garage addition (approximately 24.0 ft x 30.0 ft) on the property at 37 Vista Street (PID #373225), be approved.

CARRIED 10-0

**Moved by Councillor Greg Rivard
Seconded by Councillor Julie McCabe**

RESOLVED:

That the request for a lot consolidation of 41-51 Allen Street (PID #371690 & PID #371609) and 53 Allen Street (PID #371517), be approved subject to a pinned final survey plan and a new perimeter deed description being registered describing the outer boundaries of Lot 19-1 be approved.

CARRIED 10-0

**Moved by Councillor Greg Rivard
Seconded by Councillor Julie McCabe**

RESOLVED:

That the request to obtain a site specific exemption in the Single-Detached Residential (R-1L) Zone of the Zoning & Development By-law as it pertains to 185 Brackley Point Road (PID #390963) in order to allow an Automobile Body Shop and a Transportation Service establishment (taxi stand) as permitted uses, be approved subject to the signing of a Development Agreement.

CARRIED 7-3

Deputy Mayor Coady, Councillors Bernard & Doiron opposed

**Moved by Councillor Greg Rivard
Seconded by Councillor Julie McCabe**

RESOLVED:

That the amendments to the Zoning and Development Bylaw (PH-ZD.2) pertaining to:

- Home Occupations;
- Tourist Accommodations;

- Low Density (R-2) and (R-2S) Zones;
- 500 Lot Area Design Standards;
- Parking Standards; and
- Appendix A. Definitions,

be approved to proceed to public consultation.

CARRIED 9-1
Councillor Doiron opposed

1st reading of the Zoning and Development Bylaw - to adopt Bylaw PH-ZD.2-015, to amend sections of the Zoning & Development Bylaw (Bylaw PH-ZD.2) to permit an Asphalt, Aggregate and Concrete Plant and insert a definition for said use under Appendix A. Definitions.

Moved by Councillor Greg Rivard
Seconded by Councillor Terry Bernard

RESOLVED:

That the Bylaw to amend the City of Charlottetown Zoning and Development Bylaw (PH-ZD.2-015) as it pertains to Zoning & Development Amendments, be read a first time.

There was considerable discussion both for and against this amendment. Some indicated that another plant on the Sherwood Road (in the M-2 zone) would negatively affect both area residents and businesses.

It was moved by Councillor Tweel and seconded by Councillor Doiron to defer the 1st reading so Council has more time to carefully review the matter and possible go to a public meeting. Carried 7-3 with Councillors Duffy, Jankov and Rivard opposed.

Councillor Tweel left the Council Chambers.

1st reading of the Secondary and Garden Suite Registration Bylaw - to adopt Bylaw, Bylaw PH-SSB.1, A Bylaw to create and implement the Secondary and Garden Suite Registry Bylaw to create and make available to the public a registry of all approved Secondary and Garden Suite(s) as per the previous Affordable Housing Amendment requirements.

Moved by Councillor Greg Rivard
Seconded by Deputy Mayor Jason Coady

RESOLVED:

That the bylaw to establish the City of Charlottetown Secondary and Garden Suite Registration Bylaw be read a first time.

CARRIED 9-0

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

RESOLVED:

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

CARRIED 9-0

1st reading of the Zoning and Development Bylaw - To adopt Bylaw 2018-11-019, A Bylaw to amend the Zoning & Development Bylaw, to amend sections of the Zoning & Development Bylaw (Bylaw 2018-19) relating to definitions pertaining to Heritage Inn, Tourist Accommodation, Welding and Metal Fabrication and general text amendments to sections relating to Home Occupations, Tourist Accommodations, Regulations for Semi-Detached Dwellings, Waterfront Zone Design Standards, and Parking.

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

RESOLVED:

That the bylaw to amend the City of Charlottetown Zoning and Development Bylaw (2018-11-019) be read a first time.

CARRIED 9-0

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

RESOLVED:

That City of Charlottetown Zoning and Development Bylaw (2018-11-019) be approved and it be read a second time at the next public meeting of Council.

CARRIED 9-0

1st reading of the Zoning and Development Bylaw – to rezone the property at 185 Brackley Point Road (PID #390963) as shown on Appendix "C" Approved Site Specific Exemptions of the Zoning & Development Bylaw, Bylaw #2018-11-018, to allow for an Automobile Body Shop and a Transportation Service Establishment (taxi stand) as permitted uses in the Single-Detached Residential (R-1L) Zone.

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

RESOLVED:

That the bylaw to amend the City of Charlottetown Zoning and Development Bylaw (2018-11-018) be read a first time.

**CARRIED 8-1
Councillor Doiron opposed**

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

RESOLVED:

That City of Charlottetown Zoning and Development Bylaw (2018-11-018) be approved and it be read a second time at the next public meeting of Council.

**CARRIED 8-1
Councillor Doiron opposed**

6.4 Finance, Audit & Tendering – Coun. Terry Bernard, Chair

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

Again, the Management Letter from the Auditors was requested. Councillor Bernard indicated he would bring the request back to the Finance Committee for discussion.

**Moved by Councillor Terry Bernard
Seconded by Councillor Mitchell Tweel**

RESOLVED:

That the following resolution and its attached backgrounder dated November 13, 2018 be rescinded:

"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 9-0

**Moved by Councillor Terry Bernard
Seconded by Councillor Mitchell Tweel**

RESOLVED:

That the City of Charlottetown accepts the 2.2 acres of land as parkland for the Mackay Subdivision (PID# 191718) as indicated in the revised 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 9-0

2nd reading of the Fees Bylaw Amendment Bylaw - amend the City of Charlottetown Fees Bylaw to incorporate Planning & Heritage Department Schedule of Permit and Process Fees.

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

RESOLVED:

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

CARRIED 9-0

6.5 Human Resources, Communications & Admin – Coun. Julie McCabe, Chair

Councillor McCabe indicated her Committee's report was included in the weekend package. She reported to Council that this evening's meeting is being live streamed as a pilot project.

With respect to the work regarding the application process for City advisory boards, HR employees, Lorenda MacEachern and Janine Abbott, were recognized and thanked for their efforts; roughly 290 applications were received.

1st reading of the Superannuation Plan Bylaw Amendment Bylaw – to amend the Superannuation Plan Bylaw to extend the time period (from one year to three years) over which an individual can pay for a prior period of leave or past service.

**Moved by Councillor Julie McCabe
Seconded by Councillor Alanna Jankov**

RESOLVED:

That the bylaw to amend the City of Charlottetown Superannuation Plan Bylaw be read a first time.

CARRIED 9-0

**Moved by Councillor Julie McCabe
Seconded by Councillor Alanna Jankov**

RESOLVED:

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

CARRIED 9-0

6.6 Protective & Emergency Services – Coun. Bob Doiron, Chair

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

In response to concerns raised once again regarding speeding, Councillor Doiron indicated he would take the matter back to the Committee for discussion.

6.7 Water & Sewer Utility – Deputy Mayor Jason Coady, Chair

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

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

RESOLVED:

That Island Coastal Services be awarded the tender for the Suffolk Wellfield Wellheads and Piping Expansion in the amount of \$894,700.00 (HST included), and

That the Utility's 2019-2020 Capital Budget be increased by \$500,000, including \$375,000 of CWWF funding to reflect an increase in the carryover of the previously approved project , and

That Coles Associates complete the engineering project oversight in the amount of \$51,750 (HST included),

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

CARRIED 9-0

Councillor Rivard left the Chambers.

6.8 Public Works & Urban Beautification – Coun. Mike Duffy, Chair

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

Several questions were raised relating to sidewalks, ditch infilling, curbing and street sweepers. Councillor Duffy suggested that those types of questions be emailed to the department for accurate and timely responses.

**Moved by Councillor Mike Duffy
Seconded by Councillor Terry Bernard**

RESOLVED:

That as per the conditions of the Tender for "2019 Storm Sewer Package B", the low submission of Island Coastal Ltd. in the amount of \$716,133.75 (taxes included) be accepted, and

That this expenditure has been previously approved in the 2019-20 Capital budget,

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

CARRIED 8-0

Moved by Councillor Mike Duffy
Seconded by Councillor Terry Bernard

RESOLVED:

That, per the publicly advertised Request for Quotes for "Pick up and Disposal of Compost, Recyclables, and Waste for Municipal Buildings", the submission of Label Construction Ltd. in the amount of \$3,389.05/month (all taxes included) be accepted.

CARRIED 8-0

Moved by Councillor Mike Duffy
Seconded by Councillor Terry Bernard

RESOLVED:

That, as per the conditions of the Tender for "Street Resurfacing" for the 2019 season, the submission of The Island Construction Ltd. in the amount of \$1,939,705.63 (all taxes included) be accepted, and

That this expenditure has been previously approved in the 2019 operational budget,

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

CARRIED 8-0

Moved by Councillor Mike Duffy
Seconded by Councillor Terry Bernard

RESOLVED:

That, as per the conditions of the Request for Quotations on "2019 Tree Maintenance Program", the price for Boom Truck Rental with Operator of \$166.75 (all taxes included) per hour, and the price for Stump Grinding of \$224.25 (all taxes included) per stump, received from Branch Manager Tree Service be accepted, and

That this expenditure has been previously approved in the 2019 operational budget,

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

CARRIED 8-0

6.9 Econ. Development, Tourism & Event Management – Coun. Kevin Ramsay, Chair
Councillor Ramsay indicated his Committee's report was included in the weekend package. He reported that the City's Tourism Officer Laurel Lea has been nominated for the Meeting Professionals International (MPI) Atlantic Canada Chapter Rising Star.

2nd reading of the Tourism Accommodation Levy Amendment Bylaw - amend the City of Charlottetown Tourism Accommodation Levy Bylaw, #2019-TAL-01, to apply the levy to all accommodations inclusive of B&Bs, Inns, Airbnb, VRBO, etc. sold in tourism establishments.

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

RESOLVED:

That the City of Charlottetown Tourism Accommodation Levy Bylaw be read a second time and that the said bylaw be now adopted.

**CARRIED 7-1
Councillor Doiron opposed**

6.10 Environment & Sustainability – Coun. Terry MacLeod, Chair

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

6.11 Council Advisory Committee – Coun. Terry MacLeod, Chair

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

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

RESOLVED:

That the City of Charlottetown request the 2023 Canada Games Host Society to allow for an additional appointee from the City, as recommended by the Council Advisory Committee.

CARRIED 8-0

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

RESOLVED:

That the following appointments to the Charlottetown Multi-Use Facility Funding Model Subcommittee, as recommended by the Council Advisory Committee, be approved:

- Councillor Terry Bernard
- Councillor Alanna Jankov
- Councillor Greg Rivard

CARRIED 8-0

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

RESOLVED:

That the following appointments, as recommended by the Council Advisory Committee, be approved:

Affordable Housing Advisory Committee

- Ashley Gillis
- Paul Crant

Eastlink Centre Joint Management Board

- Philip Matusiewicz
- Jeremy MacFadyen
- Thane Arsenault

PEI Arts Guild

- Barb Dunphy

Charlottetown Airport Authority

- Kent Scales

CARRIED 8-0

6.12 New Business

There was no new business

7. Adjournment

Moved by Councillor Ramsay and Seconded by Councillor Doiron that the meeting be adjourned. Carried.

The meeting concluded at 7:55 PM



DRAFT

**Special Meeting of Council
Wednesday, June 5, 2019 at 5:00 PM
Council Chambers, City Hall**

Mayor Philip Brown presiding

Present: **Deputy Mayor Jason Coady** **Councillor Terry MacLeod**
 Councillor Terry Bernard **Councillor Mike Duffy**
 Councillor Mitchell Tweel **Councillor Bob Doiron**
 Councillor Julie McCabe **Councillor Alanna Jankov**
 Councillor Kevin Ramsay

Also: **Peter Kelly, CAO** **Alex Forbes, PM**
 Tracey McLean, RMC

Regrets: **Councillor Greg Rivard**

1. Call to Order

Mayor Brown called the meeting to order.

2. Declarations of Conflict of Interest

There were no conflicts declared.

3. Approval of Agenda

It was suggested that the meeting remain open to the public and not move into a Closed session as indicated on the agenda. Moved by Councillor Bernard and seconded by Deputy Mayor Coady that the agenda be approved as amended. Carried.

4. Discussion Item:

a) Pergola on Victoria Row

The Mayor asked Alex Forbes, Planning Manager, to speak to his report. Mr. Forbes noted that the owners of Fishbones Restaurant on Victoria Row erected a pergola without obtaining a building permit or seeking other approvals from the City of Charlottetown. The structure is located on the City's right of way and businesses presently operating on the Victoria Row right of way are subject to the terms and conditions outlined in the Pedestrian Mall Agreement. He further noted that both the Public Works Department and Fire Department have expressed concerns regarding size and location of the pergola and how it affects egress along that particular area.

Mr. Forbes indicated that the Planning Committee suggests the following three (3) options for Council's consideration 1) Deny the request to retain the pergola and have it removed immediately 2) The owners ask the businesses, which make up the Victoria Row Merchants Association (VRMA), to endorse the structure as a pilot project for the 2019 season or 3) Deny the request to retain the pergola in 2019 but work with the owners and the VRMA over the winter months to find a compromise.

After discussion on the matter, it was the consensus of Council to choose Option #3. The following resolution was presented:

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

RESOLVED:

That the request to retain a pergola located on the City's right of way at 136 Richmond Street (Fishbones) be denied for the 2019 season, and

That the City collaborate with the owners of Fishbones and the Victoria Row Merchants Association to find a possible compromise for the 2020 tourist season.

**CARRIED 7-2
Councillors Doiron and McCabe opposed**

5. Motion to Adjourn

There being no further business, it was moved by Councillor Ramsay and seconded by Councillor Jankov that the meeting be adjourned. Carried.

The meeting adjourned at 5:40 PM



DRAFT

**Special Meeting of Council
Monday, June 17, 2019 at 12:00 Noon
Council Chambers, City Hall**

Mayor Philip Brown presiding

Present: **Deputy Mayor Jason Coady** **Councillor Terry MacLeod**
 Councillor Terry Bernard **Councillor Greg Rivard**
 Councillor Mike Duffy **Councillor Kevin Ramsay**
 Councillor Mitchell Tweel **Councillor Bob Doiron**
 Councillor Julie McCabe **Councillor Alanna Jankov**

Also: **Peter Kelly, CAO** **Alex Forbes, PM**
 Randy MacDonald, FC **David Hooley, CS**
 Jen Gavin, CO **Tracey McLean, RMC**

Regrets:

- 1. Call to Order**
Mayor Brown called the meeting to order.

- 2. Declarations of Conflict of Interest**
There were no conflicts declared.

- 3. Approval of Agenda**
It was suggested that the Closed agenda item relating to Zoning & Development amendments to permit an Asphalt, Aggregate and Concrete Plant as a use in a M-2 zone be discussed in camera, Council would then move back into an open session to deal with the proposed bylaw reading (reading was deferred at the Regular meeting on June 10, 2019) and move back into a closed session to address the remaining items. Moved by Councillor Jankov and seconded by Councillor Ramsay to approve the agenda as amended. Carried.

- 4. Motion to move into a Closed Session of Council**
Moved by Councillor MacLeod and seconded by Councillor Duffy to close the meeting to the Public to discuss matters pursuant to Section 119 (1) Subsection (e) of the Municipal Government Act of Prince Edward Island. Carried.

- 5. New Business**
The following is a result from discussions regarding amendments to the Zoning & Development Bylaw to permit an Asphalt, Aggregate and Concrete Plant which took place during the Closed session.

Council was advised that the motion to defer the matter to a Public Meeting which transpired at the Regular Meeting on June 10, 2019 would have to be rescinded.

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

RESOLVED:

That the deferral to go to a public meeting regarding amendments to the Zoning & Development Bylaw (Bylaw PH-ZD.2-015) to amend sections of the Bylaw (Bylaw PH-ZD.2) to permit an Asphalt, Aggregate and Concrete Plant and insert a definition for said use under Appendix A. Definitions, be rescinded.

CARRIED 6-4

Deputy Mayor Coady, Councillors Doiron, McCabe and Tweel opposed

Some Councillors raised concerns on behalf of local area residents and business owners regarding the amendments and how it will seriously impact their livelihood. In response to a question raised of whether any City staff or elected officials were in negotiations to purchase property off the applicant (Chapman Bros.) if/when this is approved, the CAO indicated that he is not aware of any such discussions.

1st reading of the Zoning & Development Bylaw - To adopt Bylaw PH-ZD.2-015, to amend sections of the Zoning & Development Bylaw (Bylaw PH-ZD.2) to permit an Asphalt, Aggregate and Concrete Plant and insert a definition for said use under Appendix A. Definitions.

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

RESOLVED:

That the Bylaw to amend the City of Charlottetown Zoning and Development Bylaw (PH-ZD.2-015) as it pertains to Zoning & Development Amendments, be read a first time.

CARRIED 6-4

Deputy Mayor Coady, Councillors Doiron, McCabe and Tweel opposed

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

RESOLVED:

That the Zoning & Development Amendment Bylaw (PH-ZD.2-015), be approved and that it be read a second time at the next public Meeting of Council.

CARRIED 6-4

Deputy Mayor Coady, Councillors Doiron, McCabe and Tweel opposed

It was suggested that the remaining Closed agenda items be deferred. There was no consensus reached; therefore, Council continued with the meeting.

Moved by Councillor Terry MacLeod and seconded by Councillor Kevin Ramsay to close the meeting to the Public to discuss matters pursuant to Section 119 (1) Subsection (e) of the Municipal Government Act of Prince Edward Island. Carried.

6. Other Business

Councillor Rivard and Councillor McCabe left the Chambers during the Closed meeting. Following discussions from the remaining Closed agenda items, resolutions were brought forward for Council's consideration:

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

RESOLVED:

That the following appointments to the Remuneration and Allowances Commission, as recommended by the Council Advisory Committee, be approved:

- Gerard Mitchell
- George MacDonald
- Stan MacPherson

**CARRIED 7-1
Councillor Doiron opposed**

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

RESOLVED:

That the following appointments to the Mayor's Task Force on Active Transportation, as recommended by the Council Advisory Committee, be approved:

- Ryan Bolger
- Margaret R. Gallant
- Joanne E. MacRae
- Heather Rossiter
- Peter Rukavina
- Karri Shea
- Jason White

CARRIED 8-0

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

RESOLVED:

That Council increase the 2019/2020 Capital budget by \$1,010,000.00 for the purchase of a new fire truck as indicated in the staff report (#02-2019 – Fire) dated June 14, 2019 from Chief MacDonald.

CARRIED 8-0

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

RESOLVED:

That the City of Charlottetown provide 10% (\$1.3 million) toward the new proposed public library as noted in the Closed session minutes of March 11 and April 9, 2019,

And further, that the City's \$1.3 million contribution come from the City's 2019/2020 additional \$3.3 million Federal Gas Tax funding, or in the alternative, from the City's 2019/2020 Capital budget if the capital funds are able to be reallocated and/or replaced with the noted Federal Gas Tax funds.

CARRIED 8-0

7. Motion to Adjourn

There being no further business, it was moved by Councillor Jankov and seconded by Councillor Rivard that the meeting be adjourned. Carried.

The meeting adjourned at 2:00 PM

DRAFT



DRAFT

**Special Meeting of Council
Friday, June 21, 2019 at 12:00 Noon
Council Chambers, City Hall**

Mayor Philip Brown presiding

Present: **Deputy Mayor Jason Coady** **Councillor Terry MacLeod**
 Councillor Terry Bernard **Councillor Bob Doiron**
 Councillor Mike Duffy **Councillor Alanna Jankov**
 Councillor Mitchell Tweel **Councillor Rivard (participated electronically)**
 Councillor Julie McCabe

Also: **Peter Kelly, CAO** **Alex Forbes, PM**
 Jen Gavin, CO **Tracey McLean, RMC**

Regrets: **Councillor Kevin Ramsay**

- 1. Call to Order**
Mayor Brown called the meeting to order.

- 2. Declarations of Conflict of Interest**
There were no conflicts declared.

- 3. Approval of Agenda**
Moved by Councillor Duffy and seconded by Councillor Bernard that the agenda be approved as presented. Carried.

- 4. Discussion Items:**

a) 2nd reading of the Zoning and Development Bylaw - to adopt Bylaw PH-ZD.2-015, to amend sections of the Zoning & Development Bylaw (Bylaw PH-ZD.2) to permit an Asphalt, Aggregate and Concrete Plant and insert a definition for said use under Appendix A. Definitions.

**Moved by Councillor Terry Bernard
Seconded by Councillor Mike Duffy**

RESOLVED:
That the said Bylaw be read a second time and that the bylaw be approved and adopted.

As a Point of Order, it was requested that the 2nd reading be deferred to allow Council more time to carefully review the proposed amendment. The Mayor indicated normal process is that there is no discussion during second reading of a bylaw.

Questions were raised regarding Councillor Rivard's attendance via telephone. The Mayor advised Council that Section 14 Electronic Participation in Meetings of the City of

Charlottetown Procedural Bylaw permits Council to participate as if they were physically present:

14.1 Pursuant to subsection 122(4) of the Municipal Government Act, a Council Member or Committee of Council Member who is unable to attend a meeting of Council or Committee of Council in person may participate in the meeting by electronic means.

14.2 A Member may only participate by electronic means if the Council or Committee of Council Members are able to hear and speak to each other.

CARRIED 5-4

Deputy Mayor Coady, Councillors Doiron, McCabe and Tweel opposed

b) 2nd reading of the Secondary and Garden Suite Registration Bylaw - to adopt Bylaw, Bylaw PH-SSB.1, A Bylaw to create and implement the Secondary and Garden Suite Registry Bylaw to create and make available to the public a registry of all approved Secondary and Garden Suite(s) as per the previous Affordable Housing Amendment requirements.

**Moved by Councillor Terry Bernard
Seconded by Councillor Mike Duffy**

RESOLVED:

That the City of Charlottetown Secondary and Garden Suite Registration Bylaw be read a second time and that the said bylaw be now adopted.

CARRIED 8-1

Councillor Doiron opposed

4. Motion to Adjourn

There being no further business, it was moved by Councillor McCabe and seconded by Councillor Duffy that the meeting be adjourned. Carried.

The meeting adjourned at 12:20 PM



DRAFT

**Public Meeting of Council
Tuesday, June 25, 2019, 7:00 PM
Studio 1, Confederation Centre of the Arts
145 Richmond Street**

Mayor Philip Brown Presiding

Present:

**Deputy Mayor Jason Coady
Councillor Alanna Jankov
Councillor Mitchell Tweel**

**Councillor Mike Duffy
Councillor Robert Doiron
Councillor Terry Bernard**

Also:

**Alex Forbes, PHM
Laurel Palmer Thompson, PII**

Ellen Faye Ganga, PH IO/AA

Regrets:

**Councillor Greg Rivard
Councillor Julie McCabe**

**Councillor Kevin Ramsay
Councillor Terry MacLeod**

1. Call to Order

Mayor Philip Brown called the meeting to order at 7:04 pm.

2. Declarations of Conflict of Interest

There were no declarations of conflict.

3. Approval of Agenda

Mayor Philip Brown opened the meeting, introduced the members of the Council and the purpose of the meeting. Mayor Brown introduced the application and turned over to Laurel Palmer Thompson, Planner II, to provide more details.

4. 7 Lions Crescent (PID #278721)

This is a request to rezone the property at 7 Lions Crescent from Single Detached Residential Single (R-1S) Zone to Medium Density Residential (R-3) Zone and to amend the Official Plan Map from Low Density Residential to Medium Density Residential. The purpose of this application is to consolidate four (4) lots with the existing building at 7 Lion's Crescent to facilitate the construction of a 3-storey, 32-unit affordable apartment building

next to the existing building. Robert Haggis, architect for this application, is here to explain the proposed development.

Robert Haggis explained that the proposed development would require the consolidation of four lots in order to build an addition of 32-unit apartment building on the property and additional parking spaces. Mr. Haggis also provided details of the proposed apartment building having a mix of one and two bedroom unit and proposed materials for the exterior of the building.

Erin Kielly, resident, raised her comments and concerns regarding the proposed development and is outlined below:

- Concerns about off-street parking and asked if this will be addressed by the proposed development. Kids are on the street because they play along the park and wants to make sure all parking will be on site and be a safer place for kids to drive their bikes along Laurie Drive/Lion's Crescent
- Requested to expound the proposal on Lions Crescent of potential of being converted to a one-way street
- Consideration about possible upgrade or addition to the existing park. She recommended a concrete pad that would act as a rink or basketball court would be a good addition.

Alex Forbes, PHM, responded on the parking concern and mentioned that the existing apartment did not have enough parking spaces and this new development is an opportunity to add more parking spaces for the apartment.

Robert Haggis also commented that the additional parking spaces will help address the issue on parking.

Erin's sister who is also a resident of the area commented that since it is a senior's dwelling, is there a plan in place for accessibility and sidewalks along Laurie Drive/Lions Crescent. She added that it is not safe to walk along that street anymore. There are about two to three group homes in their area and there is almost zero accessibility. One of the Lion's Club member responded that as members of the club, we want to help the community.

Mayor Philip Brown commended Ms. Kielly's comments and recommendations and asked who owns the park. A Lion's club representative confirmed that the park is owned by the City and therefore Mr. Brown requested Ms. Kielly to summarize all concerns or recommendations on park upgrades and accessibility and forward it to her Councillor (Councillor Terry MacLeod).

Ms. Kielly also asked if the tree line along the property will be maintained and additional landscaping will be in place and Mr. Haggis confirmed that they are going to try and keep the trees along the property. Ms. Kielly also asked about the storm water management plan and Mr. Haggis responded that this will be dealt with at the development permit stage.

Mayor Brown asked about the timeline to begin with the development and a member of the Lions' Club responded that as soon as they get the zoning changed and financing approved, including working with the government for affordable housing incentives, then they would start with the development. They also added that they are going to work with the neighbours to ensure that all the concerns are addressed.

Ms. Kielly, mentioned that there are a lot of residents that walk that loop every day and we just want to make sure it's safe and that the Lion's Club is a good neighbor. Also, it is not the residents driving along we are concerned about because the seniors are very cautious, it is more the people driving through.

Earl Foster, resident, commented that the development will not affect him or his property too much but echoes the same concerns about traffic Mr. Foster is afraid that if we're not cautious with traffic, a child may get injured. Mr. Foster also added that there are no sidewalks along the area and asked where the City is going to get the property to make sure there is plenty of room for sidewalks. Children walk across properties to reach the park. Mr. Foster also added that if residents have company, where they are going to park their cars. Mr. Haggis noted that there will be 36 parking spaces for the new development.

Councillor Mitchell Tweel asked Mr. Haggis if this development has been consulted with the Police Department regarding the traffic concerns. Mr. Haggis responded that they have not discussed this with the Police Department yet. Mr. Forbes added that staff can work with the Police Department and Public Works to look at these concerns. Mr. Forbes added that the sidewalks are more of the City's issues rather than the applicant's issues. Mr. Tweel also clarified if this should be consulted with the Police Department first and Mr. Forbes responded that a traffic study is normally performed for a significant development or busier streets but will ask the opinion of the Police Department to see how this development would impact the neighbourhood.

Mayor Brown asked for any comments or questions; there being none, the meeting proceeded to the next item.

5. Adjournment of Public Session

Moved by Councillor Mike Duffy and seconded by Councillor Terry Bernard that the meeting be adjourned.

Meeting adjourned at 7:27 p.m.



DRAFT

**Special Meeting of Council
Friday, June 28, 2019 at 12 Noon
Council Chambers, City Hall, 199 Queen Street**

Mayor Philip Brown Presiding

Present: **Deputy Mayor Jason Coady** **Councillor Mike Duffy**
 Councillor Kevin Ramsay **Councillor Terry Bernard**
 Councillor Mitchell Tweel **Councillor Terry MacLeod**
 Councillor Greg Rivard **Councillor Bob Doiron (arr. at 12:10pm)**
 Councillor Alanna Jankov

Also: **Peter Kelly, CAO** **Tracey McLean, RMC**

Regrets: **Councillor Julie McCabe**

- 1. Call to Order**
Mayor Brown called the meeting to order.
- 2. Declarations of Conflict of Interest**
There were no conflicts declared.
- 3. Approval of Agenda**
Moved by Councillor Rivard and seconded by Councillor Bernard that the agenda be approved as presented. Carried.
- 4. City Insurance**

Councillor Bernard, Chair of Finance, indicated that at a previous meeting it was the consensus of Council that the City go to tender for insurance; however, he wants to ensure the City is adequately covered as the insurance expires on June 30, 2019.

There was some discussion among Council of what would be an appropriate length of time to extend the current coverage with Charlie Cooke Insurance until the City goes to tender. The CAO added that if Council decides on a two (2) month extension, there will be a \$5,000 surcharge applied. After discussions, the following resolution was presented:

Moved by Councillor Mitchell Tweel
Seconded by Councillor Alanna Jankov

RESOLVED:

That Council approve a one-year extension to the City's current Comprehensive commercial coverage with Charlie Cooke Insurance Agency Ltd. through JLT Canada, Policy # JLTPS-430 effective 2019-06-30,

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

CARRIED 5-4
Deputy Mayor Coady, Councillors Doiron, Ramsay and Rivard opposed

5. Adjournment

There being no further business, it was moved by Councillor Tweel and seconded by Deputy Mayor Coady that the meeting be adjourned. Carried.

The meeting concluded at 12:25 PM

DRAFT



**PLANNING AND HERITAGE COMMITTEE
REPORT TO COUNCIL
July 08, 2019**

The Planning & Heritage Committee did not meet in July 2019; therefore there are no reports to attach in this package.

The Planning Board met on Tuesday, July 02, 2019; copies of the Planning Board Report and the minutes are included in your package.

The Heritage Board did not meet in June 2019; therefore there are no reports to attach in this package.

The Design Review did not meet in June 2019; therefore there are no reports to attach in this package.

There are eight (8) resolutions to be put forward for Planning:

Planning:

1. 4A Prince Street (PID #841536): Request to obtain a site-specific exemption of the Waterfront (WF) Zone to provide 20 standard parking spaces off-lot on the Harbour Authority Parking Lot. Request to proceed to public consultation.
2. 16 Maypoint Road (PID #777920): Two major variances to decrease the minimum lot area requirement for a 12-unit townhouse use in the R-3 Zone from 2,640 sq.m (28,416.7 sq.ft.) to 2,387.6 sq.m (25,700.4 sq.ft.) and to decrease the rear yard setback requirement from 7.5m (24.6ft.) to 3.6m (11.8 ft.) in order to construct six (6) additional dwelling units.
3. 29 Ole King Square (PID #344713): Major variance to reduce the required lot frontage from 20m (65.6 ft) to approximately 12.1m (40.02 ft) in order to permit the existing four (4) residential dwelling units.
4. 7 Lions Crescent (PID #278721): Rezone the property at 7 Lions Crescent from Single Detached Residential (R-1S) Zone to Medium Density Residential (R-3) Zone and amend the Official Plan Map from Low Density Residential to Medium Density Residential. Public meeting was held on Tuesday, June 25, 2019.
5. 221 Belvedere Ave (PID #395087): Rezone a portion of the property at 221 Belvedere Ave. from Low Density Residential (R-2) Zone to Parking (P) Zone and amend the Official Plan Map from Low Density Residential to Commercial. Request to proceed to public consultation.
6. Miller Street / Pearson Street / Hanover Street (PID #530980): Rezone from the Single-Detached Residential (R-1L) Zone to the Narrow Single-Detached Residential (R-1N) Zone. Public meeting was held on Tuesday, May 28, 2019.
7. 71 and 73 Upper Prince Street (PID #683748 & PID #359521): Rezone both 71 and 73 Upper Prince Street from Low Density Residential (R-2) Zone to the Medium Density (R-3) Zone and to amend the Official Plan Map from Low Density Residential to Medium Density Residential in order to construct six (6) additional apartment units to create a twelve (12) unit apartment building. Request to proceed to public consultation.
8. 38-40 Hillsborough Street (PID #337535): Major variance to decrease the required lot frontage from 65.6 ft to approximately 45.9 ft in order to convert the existing 3-unit dwelling into a 4-unit dwelling.

Reading Papers:

First Readings:

1. 7 Lions Crescent (PID #278721): Rezone the property at 7 Lions Crescent from R-1S (Single Detached Residential Zone) to R-3 (Medium Density Residential Zone) and amend the Official Plan Map from Low Density Residential to Medium Density Residential. Public meeting was held on Tuesday, June 25, 2019.

Second Readings:

1. Amendments to the Zoning & Development By-law (PH-ZD.2): Site Specific Amendment for the property at 185 Brackley Point Road (PID #344044) to allow an Automobile Body Shop and a Transportation Service (taxi stand) as a permitted use in the Single-Detached Residential (R-1L) Zone.
2. Amendments to the Zoning & Development By-law (PH-ZD.2): Proposed amendments to sections of the By-Law relating to definitions pertaining to Heritage Inn, Tourist Accommodation, Welding and Metal Fabrication and general text amendments to sections relating to Home Occupations, Tourist Accommodations, Semi-detached dwellings, Waterfront Zone Design Standards and Parking.

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 MINUTES
TUESDAY, JULY 02, 2019, 4:30 P.M.
COUNCIL CHAMBERS, 2nd FLOOR, CITY HALL**

Present: Mayor Philip Brown
Councillor Greg Rivard, Chair
Councillor Julie McCabe
Basil Hambly, RM
Bobby Kenny, RM
Kris Fournier, RM
Rosemary Herbert, RM

Reg MacInnis, RM
Shallyn Murray, RM
Laurel Palmer Thompson, PII
Robert Zilke, PII
Ellen Faye Ganga, PH IA/AA

Regrets: Deputy Mayor Jason Coady, Vice-Chair
Councillor Bob Doiron

Alex Forbes, PHM
Greg Morrison, PII

1. Call to Order

Councillor Rivard called the meeting to order at 4:00 pm.

2. Declaration of Conflicts

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

Reg MacInnis, RM, was not present at the beginning of the meeting but was in as the applications were being discussed. Mr. MacInnis then declared conflict of interest on agenda item number 6.a.1. 7 Lions Crescent (PID #278721) and has stepped out of the room for this specific application.

3. Approval of Agenda

Moved by Bobby Kenny, RM and seconded by Councillor Julie McCabe, that the agenda for Tuesday, July 2, 2019, be approved.

CARRIED

4. Adoption of Minutes

Moved by Shallyn Murray, RM, and seconded by Kris Fournier, RM, that the minutes of the meeting held on Tuesday, June 4, 2019, be approved.

CARRIED

5. Business arising from Minutes

There was no business arising from minutes.

Prior to the discussion of the first item in the agenda, Councillor Rivard mentioned that the order of discussion of the application will be changed according to the applicants who are present during the meeting for their application.

6. 4A Prince Street (PID #841536)

This is an application to obtain a site-specific exemption of the Waterfront (WF) Zone for 4A Prince Street (PID #841536) in order to allow the applicant to enter into an agreement with the City to provide 20 standard parking spaces off-lot on the Harbour Authority parking Lot at 3 Stan MacPherson Way (PID #335430) for a period of not less than ten (10) years which is contrary to the Zoning & Development Bylaw (PH-ZD.2) and to permit cash-in-lieu for nine (9) standard parking spaces the parking request will provide required parking for the construction of a seven (7) storey mixed-use development. The property is located between Founder's Hall and the existing condominium building on the Waterfront. Laurel Palmer Thompson, Planner II presented the application. See attached report.

This application does not have to deal with any variance requests related to construction. The application is just a request for off-lot parking and cash-in-lieu requirements. Staff has been working with the applicants on this proposal prior to the new Bylaw (PH-ZD.2) being approved and adopted and this new Bylaw does not permit off-lot parking but rather cash-in-lieu. Hence, a site-specific amendment would be required to allow for off-lot parking. They have already secured the off-lot parking agreement before the new bylaw and they are requesting that this be honored by the City for 20 spaces and nine cash-in-lieu spaces be approved. Staff recommendation is to proceed to public consultation. Aaron Stavert, the applicant for the project, is here to answer any questions.

Mayor Brown clarified that this application is located in the space between Founder's Hall and Paul Madden's condos and asked if there are any height limits to the building or is a variance required for this application. Ms. Thompson confirmed the location of the property and also mentioned that the proposed development meets the requirement of the zone. No variances are required for the project. They are only requesting that the City honor their existing off-lot parking agreement and approve nine spaces cash-in-lieu. Mayor Brown also clarified what the specific request is for the public meeting and Ms. Thompson responded that it is for the site-specific amendment for 20 off-lot parking spaces. Cash-in-lieu does not require public consultation. Mayor Brown asked who owns the off-lot parking spaces and Ms. Thompson responded that it is owned by the Harbour Authority.

Councillor Rivard clarified if this is a 10-year lease with the Harbour Authority and if was brought up to the Board in the past. Ms. Thompson confirmed the lease duration and added that staff has been working with the applicants for about five to six years now and that the board/City is aware of this development but a development agreement was not signed. Councillor Rivard noted that it is not fair for the City to say that the off-lot parking be honored as there was no signed agreement. Mr. Stavert and Ms. Thompson responded that there was no development agreement in place for this application but that the City was aware of the requirement for off-lot parking. Mr. Stavert also added that there are 14 on-site parking spots that are currently used by the adjacent condominium as off-lot parking. However, this is not included in the parking spaces requirement calculation for this new development. Mr. Stavert also noted that the hotel also secured 20 additional spaces over and above what is required by the bylaw on CDC land. Therefore, they will have plenty of parking for guests. They are working to get these 20 off-lot parking spaces approved for their development as they are currently paying for them. Ms.

Thompson also clarified that the building is a mix of commercial and residential. Shallyn Murray, RM, also asked for the ratio of residential and hotel units and Mr. Stavert responded that it will be 60 units residential and 48 units for the hotel.

Mr. Rivard asked if the 14 spots lost from the other condominium is off site and Ms. Thompson confirmed. Ms. Thompson also explained that while construction is on-going, the condominium will be utilizing the off-lot spaces of this new development on Harbour Authority land but as soon as the construction is done, the 20 off lot parking spaces will be utilized by this development and the parking spaces with CADC as mentioned by Mr. Stavert earlier is not part of the City's requirement and is over and beyond what is required of them.

Mayor Brown also clarified the different parking spaces mentioned and asked what really exists on the property. Ms. Thompson responded that for this development, there are 19 parking spaces and 36 spaces that are covered by 2 tour bus parking spaces. The hotel component can be substituted for tour bus parking. Mayor Brown asked who owns the parking spaces and Mr. Stavert confirmed that the owner owns these spaces. On the property, there are 55 parking spaces and 3 barrier-free spaces. Rosemary Herbert, RM, asked if the 60 residential units would have 30 parking spaces and Ms. Thompson responded that it is what the Bylaw requires. Mayor Brown asked about the parking spaces with CADC as being part of the requirement in this application and Ms. Thompson clarified that the CADC is not part of this application and would be parking spaces over what is required for this application. Ms. Thompson clarified that the requirement is to provide for 84 parking spaces, where 55 would be available onsite, and the remaining 20 spaces will be a request for a site-specific amendment and the 9 remaining spaces would be cash-in-lieu.

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

Moved by Shallyn Murray, RM, and seconded by Bobby Kenny, RM, that the request to obtain a site-specific exemption of the Waterfront (WF) Zone for 4A Prince Street (PID #841536) in order to construct a seven (7) storey Mixed-Use Development and allow the applicant to enter into an agreement with the City to provide 20 standard parking spaces off-lot on the Harbour Authority parking Lot at 3 Stan MacPherson Way (PID #335430) for a period of not less than ten (10) years which is contrary to the Zoning & Development Bylaw (PH-ZD.2), be recommended to Council to approve the request proceed to public consultation.

CARRIED

7. 16 Maypoint Road (PID #777920)

This is a request for two major variances to decrease the minimum lot area requirement for a 12-unit townhouse use in the R-3 Zone from 2,640 sq.m (28,416.7 sq.ft.) to 2,387.6 sq.m (25,700.4 sq.ft.) and to decrease the rear yard setback requirement from 7.5m (24.6ft.) to 3.6m (11.8 ft.) in order to construct six (6) additional dwelling units. Robert Zilke, Planner II, presented the application. See attached report.

The current property has enough parking spaces for six additional dwelling units. However, Public Works and Environment and Sustainability have concerns about site line issues and potential removal of City owned trees. They are allowed to increase the number of units by four as-of-right which would meet the Bylaw requirements but the applicant is requesting that an addition of two more units to the allowable four units be permitted. Letters of objection were received and concerns were more on proximity of the proposed townhouse to the adjacent property and the street and one also raised concern about garbage. This requested variance does not have a unique circumstance and staff recommendation is to reject the application.

Councillor Rivard asked the applicant if there is an appetite to eliminate the additional two units and just add four more units as-of-right. The applicant responded that they wanted to maximize the lot space. She feels that it is a good fit in the neighbourhood and that parking will not be an issue. They can add more spaces if necessary as they would have extra spaces to use if ever. The applicant also mentioned that they would keep the façade of the building similar to the existing building. The applicant also indicated that garbage was not an issue with the tenants. Each tenant has their own bins and she has never received any garbage concerns. She did mention that based on her calculations, she should be able to build up to 14 units as of right and that this development can add to the community and provide a courtyard feel as well.

Shallyn Murray, RM, clarified if the site line issue is the only concern about the parking. Mr. Zilke confirmed and it was more of the ingress-egress along Beach Grove Road because of the way the road is configured. Councillor Rivard asked if they are okay coming off Maypoint Road and Mr. Zilke agreed with it.

Mayor Brown asked if the building will be extended by 6 units to the north and the applicant responded that it will be three units on each side of the building. Mayor Brown also asked if they owned the building adjacent and the brick building and the applicant confirmed that they only own the building where the proposed addition is being requested. Mayor Brown also asked if the driveway can be moved further up Beach Grove Road. Mr. Zilke responded that it was more of a public works concern because of the traveling site line, its visibility and the proximity of trees. Mr. Zilke also confirmed that they have enough parking spaces to accommodate the additional units but will require a variance for the 2 additional units. Mr. Zilke also clarified that the 14 units calculation is based on apartment units and not on townhouse units. Councillor Rivard also commented that if the building was torn down and built an apartment unit, then the 14 units would be permitted. Mr. Zilke responded that this can be recalculated if that would be the case.

Rosemary Herbert, noted that one of the letters of opposition indicated that with the setback being reduced, the back of the building is going to shade their building. The applicant responded that the building will be a 2-storey dwelling which will be lower and half the size compared to the other apartment building that is saying would block the sunlight. The extension of the townhouses does not but up to the building. Their building will still be open at the back. There are high trees at the back and they built at the very back of their property.

Basil Hambly, RM, asked about the corner units that are affected. The plan shows new doors and second doors on the side but would lose windows for the second storey/level. The applicant

confirmed that they are losing windows but those are bathroom windows and they are adding a deck on the side which will provide for natural light which they do not have at the moment. Mr. Hambly added that he was more concerned about fire or safety issues if it was losing a bedroom window.

Ms. Murray commented that the setback of the adjacent building is very small and the setback of the proposed variance is considerably bigger. Ms. Murray added that she feels that this is a good development and the location is a good area for more development. Mr. Zilke confirmed that the setback of the adjacent apartment building is smaller than the setback of this application.

Mayor Brown also asked if the trees will be kept and the applicant confirmed that they will keep those trees. Mayor Brown also asked if the building is in line with the existing buildings and Mr. Zilke confirmed that they are and it does meet the side yard requirements.

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

Moved by Shallyn Murray, RM, and seconded by Councillor Julie McCabe, that the request for variances to:

- a) **Decrease the minimum lot area requirement for a 12-unit townhouse use in the R-3 Zone from 2,640 sq.m (28,416.7 sq.ft.) to 2,387.6 sq.m (25,700.4 sq.ft.); and**
- b) **Decrease the rear yard setback requirement from 7.5m (24.6ft.) to 3.6m (11.8 ft.) in order to construct six (6) additional dwelling;**

for the property at 16 Maypoint Road (PID #777920), be recommended to Council for approval subject to the removal of the proposed access point and parking lot off of Beach Grove Road.

**CARRIED
(7-1)**

8. 29 Ole King Square (PID #344713)

This is a request for a major variance to reduce the required lot frontage from 20m (65.6 ft) to approximately 12.1m (40.02 ft) in order to permit the existing four (4) residential dwelling units for the property at 29 Ole King Square (PID #344713). Robert Zilke, Planner II, presented the application. See attached report. The applicant, Stacey Driscoll, is here to answer any possible questions.

Property records indicate that this is a 3-unit dwelling and the requested variance would legalize the existing fourth unit of the said dwelling. There will be an addition to the density but will not have an increase or impact to its physical structure. Staff recommends for approval of this application subject to bylaw conditions.

Councillor Rivard if the existing driveway that must be decommissioned required for parking and Mr. Zilke confirmed that they have enough parking for the existing dwelling and any expansion to properties within the 500 Lot area does not require additional parking. Mayor Brown just clarified that it was just converted to a parking space and will now be reverted back

to green space. Councillor Rivard asked the applicants if they have an issue converting this back to green space and Mr. Driscoll confirmed that they are okay with it.

Ms. Herbert also asked how the dwelling attained the fourth unit when the permit only permitted three units. Mr. Driscoll bought the unit with the second floor as boarding room. They then converted it to apartment units.

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

Moved by Mayor Philip Brown and seconded by Kris Fournier, RM, that the request for a variance to reduce the required lot frontage from 20m (65.6 ft) to approximately 16m (52 ft) in order to permit the existing four (4) residential dwelling units at 29 Ole King Square (PID #344713), be recommended to Council for approval, subject to the following conditions:

- a) **That occupancy permits are issued on all the additional dwelling units based on the completion of all required work/upgrades to the dwelling unit and the building as per the requirements of the Building & Development Permit; and**
- b) **That the existing surface driveway that leads out onto the crosswalk at the corner of Ole King Square and Weymouth Street be decommissioned and restored with landscaping.**

CARRIED

9. 7 Lions Crescent (PID #278721)

Reg MacInnis has declared conflict of interest for this application and has stepped out of the meeting room.

This is a request to rezone the property at 7 Lions Crescent from Single Detached Residential (R-1S) Zone to Medium Density Residential (R-3) Zone and amend the Official Plan Map from Low Density Residential to Medium Density Residential. Laurel Palmer Thompson, Planner II, presented the application. Please see attached report.

The application proceeded to a public meeting on June 25, 2019 and at the meeting, most of the concerns were about lack of sidewalks, accessibility, street traffic and safety of the children along the streets. There were no concerns about the proposed apartment and that the additional parking spaces would help address some of the issues of on-street parking. There was also a recommendation for potential park upgrades and for it to be more accessible. It was also recommended that this application be reviewed by the police department regarding the traffic issues but at this time, there is no feedback yet. However, staff feels that there would be no concerns on traffic but more on traffic issues for pedestrians and sidewalks. Should there be a concern or feedback from Police, it will be looked into and will be included in the package to Council. Staff feels that this is an affordable housing project and is needed in the neighbourhood and recommends that this application be recommended to Council for approval.

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

Moved by Councillor Julie McCabe M, and seconded by Rosemary Herbert, RM, that the request to:

- a) Amend Appendix “A” – Future Land Use Map of the Official Plan from Low Density Residential to Medium Density Residential; and**
 - b) Amend Appendix “G” – Zoning Map of the Zoning & Development Bylaw from Single-detached Residential (R-1S) Zone to Medium Density Residential (R-3) Zone,**
- for the property at 7 Lions Crescent (PID #278721), be recommended to Council for approval.**

CARRIED

10. 221 Belvedere Avenue (PID #395087)

This is a request to rezone a portion of the property at 221 Belvedere Avenue from Low Density Residential (R-2) Zone to Parking (P) Zone and amend the Official Plan Map from Low Density Residential to Commercial. Laurel Palmer Thompson, Planner II, presented the application. Please see attached report.

The proposed application is to allow for an extension of the parking area for a commercial development located on Brackley Point Road. In 2011, a portion of the adjacent property had been rezoned to Parking as well and this would be a similar application where the front of the lot would remain residential and the back would be parking spaces. Staff feels that there is a demand for parking for this business but also feels that this is further commercial creep into a residential area. There may be concerns within the neighbourhood. However, staff does not recall a great deal of opposition with the previous application to increase the parking lot. Therefore, staff is recommending that this proceed to public consultation to gauge the public’s opinion about this proposed rezoning.

Mr. Hambly clarified if the front of the current parking space is residential and if the owner of that property (and the property at 7 Valhalla Court) would be the owner of this proposed rezoning as well. Ms. Thompson confirmed that the front lots are residential and is owned by the same person but the owner of 7 Valhalla Court would be different. Mr. Hambly asked if this parking space would benefit the residents and Ms. Thompson responded that it would benefit the commercial units but does not benefit the neighbourhood.

Ms. Herbert asked if the houses are zoned R-2 and is there an application to rezone the lot. Ms. Thompson responded that there is no application to rezone the front portion of the property. Ms. Herbert and Councillor McCabe agreed that it would be best to put this forward to a public meeting to gauge whether there would be concerns from the residents in the area if this parcel of land is rezoned to provide more parking space. Mr. Kenny asked if the public park on the streets and Ms. Thompson confirmed that there is a lot of parking on the streets.

Councillor Rivard then asked how many parking spaces would be added and Ms. Thompson noted that a parking plan was not provided at the moment but will be available at the time of the meeting. She estimates approximately 16 spaces. Mr. Hambly asked who will be utilizing this

additional parking space and Ms. Thompson responded that it will be most likely be used by employees or individuals doing business in that commercial area.

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

Moved by Kris Fournier, RM, and seconded by Reg MacInnis, RM, that the request to:

a) Amend Appendix “A” – Future Land Use Map of the Official Plan from Low Density Residential to Commercial; and

b) Amend Appendix “G” – Zoning Map of the Zoning & Development Bylaw from Low Density Residential (R-2) Zone to Parking (P) Zone;

for the property at 221 Belvedere Avenue (PID #395087), be recommended to Council to proceed to public consultation.

CARRIED

11. Miller Street / Pearson Street / Hanover Street (PID #530980)

This is a request to rezone the property on the corner of Miller Street/ Pearson Street/ Hanover Street (PID #530980) from the Single-Detached Residential (R-1L) Zone to the Narrow Single-Detached Residential (R-1N) Zone to subdivide the vacant property and construct five (5) single-detached dwellings. Robert Zilke, Planner II, presented the application. See attached report.

The applicants are requesting to withdraw the application. The applicants now intends to proceed with R-1L development for which the property is currently zoned.

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

Moved by Mayor Philip Brown and seconded by Councillor Julie McCabe, that the request to amend Appendix “G” – Zoning Map of the Zoning & Development Bylaw from Single-Density Residential (R-1L) to Narrow Single-Density Residential (R-1N) for the property on the corner of Miller Street / Pearson Street / Hanover Street (PID #530980), be recommended to Council for withdrawal.

CARRIED

12. 71 & 73 Upper Prince Street (PID #683748 & PID #359521)

This is a request to rezone both 71 and 73 Upper Prince Street from Low Density Residential (R-2) Zone to the Medium Density (R-3) Zone and to amend the Official Plan Map from Low Density Residential to Medium Density Residential in order to construct six (6) additional apartment units to create a twelve (12) unit apartment building Robert Zilke, Planner II, presented the application. See attached report.

Staff recommends that this application be approved to proceed to public consultation.

Mayor Brown clarified if this property is a Heritage Property. Mr. Zilke confirmed that this specific property is not a heritage property but the adjacent properties are designated heritage

resources. Mayor Brown added that the street dates back to the 1800s. The tenants of the property were evicted and were told (including other residents in the neighbourhood) that this is going to be a short term rental property. Mayor Brown asked if we could determine if this are long term or short term rentals. Councillor Rivard added that there are no regulations for short term rentals but the department is looking at generating regulations for short term rentals. Mr. Zilke commented that the rentals were not discussed yet but may come up and asked during the public meeting.

Ms. Herbert commented that she has mixed feelings about this application because the property looks good as it is right now and asked why this property was not designated as a heritage property. Mr. Zilke mentioned that he cannot speak to why this property was not designated but there is a process to designate a property in order to keep and protect it as a heritage resource. Councillor Rivard also added that under the new Heritage Preservation Bylaw, a number of residents may request a property to be designated and Ms. Thompson also provided additional inputs on heritage properties.

Mr. Kenny also asked if the additions will only be done at the back and will not be visible along the streetscape. Mr. Brown noted that renovations to the front will have to be done as well. Mr. Zilke commented that permits would be required before any work can take place.

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

Moved by Bobby Kenny, RM, and seconded by Basil Hambly, RM, that the request to:

- a) Amend Appendix “A” – Future Land Use Map of the Official Plan from Low Density Residential to Medium Density Residential; and**
 - b) Amend Appendix “G” – Zoning Map of the Zoning & Development Bylaw from Low Density Residential (R-2) Zone to Medium Density Residential (R-3) Zone,**
- for the properties at 71 & 73 Upper Prince Street (PID #683748 & PID #359521), in order to construct six (6) additional apartment units to create a twelve (12) unit apartment building, be recommended to Council to proceed to public consultation.**

CARRIED

13. 38-40 Hillsborough Street (PID #337535)

This is a request for a major variance to decrease the required lot frontage from 65.6 ft to approximately 45.9 ft in order to convert the existing 3-unit dwelling into a 4-unit dwelling. Robert Zilke, Planner II, presented the application. See attached report.

Mr. Zilke added that the applicants are adding the fourth unit to the third floor of the building and there are no exterior modifications (i.e. enlargement of the structure) that will be done to the existing property. Mr. Hambly asked if additional parking would be required and Mr. Zilke responded that additional parking is not required since it is located in the 500 Lot Area and does not meet the threshold.

Ms. Herbert commended the application and feels that this is a good example of an application requesting for permission before performing any work. Mr. Hambly also commented that this may be a good example of where we can consider short term rental regulations. Mr. Hambly indicated that this dwelling may be planned on being short term rental units.

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

Moved by Reg MacInnis, RM, and seconded by Rosemary Herbert, RM, that the request for a variance to decrease the required lot frontage from 65.6 ft to approximately 45.9 ft in order to convert the existing 3-unit dwelling into a 4-unit dwelling for the property at 38-40 Hillsborough Street (PID #337535), be recommended to Council for approval.

CARRIED

14. New Business

There was no new business discussed.

15. Adjournment of Public Session

Moved by Mayor Philip Brown and seconded by Councillor Julie McCabe, that the meeting be adjourned. The meeting was adjourned at 5:39 p.m.

CARRIED

Councillor Greg Rivard, Chair



**Public Meeting of Council
Tuesday, June 25, 2019, 7:00 PM
Studio 1, Confederation Centre of the Arts
145 Richmond Street**

Mayor Philip Brown Presiding

Present:

**Mayor Philip Brown
Deputy Mayor Jason Coady
Councillor Alanna Jankov
Councillor Mitchell Tweel**

**Councillor Mike Duffy
Councillor Robert Doiron
Councillor Terry Bernard**

Also:

**Alex Forbes, PHM
Laurel Palmer Thompson, PII**

Ellen Faye Ganga, PH IO/AA

Regrets:

**Councillor Greg Rivard
Councillor Julie McCabe**

**Councillor Kevin Ramsay
Councillor Terry MacLeod**

1. Call to Order

Mayor Philip Brown called the meeting to order at 7:04 pm.

2. Declarations of Conflict of Interest

There were no declarations of conflict.

3. Approval of Agenda

Mayor Philip Brown opened the meeting, introduced the members of the Council and the purpose of the meeting. Mayor Brown introduced the application and turned over to Laurel Palmer Thompson, Planner II, to provide more details.

4. 7 Lions Crescent (PID #278721)

This is a request to rezone the property at 7 Lions Crescent from Single Detached Residential Single (R-1S) Zone to Medium Density Residential (R-3) Zone and to amend the Official Plan Map from Low Density Residential to Medium Density Residential. The purpose of this application is to consolidate four (4) lots with the existing building at 7 Lion's

Crescent to facilitate the construction of a 3-storey, 32-unit affordable apartment building next to the existing building. Robert Haggis, architect for this application, is here to explain the proposed development.

Robert Haggis explained that the proposed development would require the consolidation of four lots in order to build an addition of 32-unit apartment building on the property and additional parking spaces. Mr. Haggis also provided details of the proposed apartment building having a mix of one and two bedroom unit and proposed materials for the exterior of the building.

Erin Kielly, resident, raised her comments and concerns regarding the proposed development and is outlined below:

- Concerns about off-street parking and asked if this will be addressed by the proposed development. Kids are on the street because they play along the park and wants to make sure all parking will be on site and be a safer place for kids to drive their bikes along Laurie Drive/Lion's Crescent
- Requested to expound the proposal on Lions Crescent of potential of being converted to a one-way street
- Consideration about possible upgrade or addition to the existing park. She recommended a concrete pad that would act as a rink or basketball court would be a good addition.

Alex Forbes, PHM, responded on the parking concern and mentioned that the existing apartment did not have enough parking spaces and this new development is an opportunity to add more parking spaces for the apartment.

Robert Haggis also commented that the additional parking spaces will help address the issue on parking.

Erin's sister who is also a resident of the area commented that since it is a senior's dwelling, is there a plan in place for accessibility and sidewalks along Laurie Drive/Lions Crescent. She added that it is not safe to walk along that street anymore. There are about two to three group homes in their area and there is almost zero accessibility. One of the Lion's Club member responded that as members of the club, we want to help the community.

Mayor Philip Brown commended Ms. Kielly's comments and recommendations and asked who owns the park. A Lion's club representative confirmed that the park is owned by the City and therefore Mr. Brown requested Ms. Kielly to summarize all concerns or recommendations on park upgrades and accessibility and forward it to her Councillor (Councillor Terry MacLeod).

Ms. Kielly also asked if the tree line along the property will be maintained and additional landscaping will be in place and Mr. Haggis confirmed that they are going to try and keep

the trees along the property. Ms. Kielly also asked about the storm water management plan and Mr. Haggis responded that this will be dealt with at the development permit stage.

Mayor Brown asked about the timeline to begin with the development and a member of the Lions' Club responded that as soon as they get the zoning changed and financing approved, including working with the government for affordable housing incentives, then they would start with the development. They also added that they are going to work with the neighbours to ensure that all the concerns are addressed.

Ms. Kielly, mentioned that there are a lot of residents that walk that loop everyday and we just want to make sure it's safe and that the Lion's Club is a good neighbor. Also, it is not the residents driving along we are concerned about because the seniors are very cautious, it is more the people driving through.


Earl Foster, resident, commented that the development will not affect him or his property too much but echoes the same concerns about traffic Mr. Foster is afraid that if we're not cautious with traffic, a child may get injured. Mr. Foster also added that there are no sidewalks along the area and asked where the City is going to get the property to make sure there is plenty of room for sidewalks. Children walk across properties to reach the park. Mr. Foster also added that if residents have company, where are they going to park their cars. Mr. Haggis noted that there will be 36 parking spaces for the new development.

Councillor Mitchell Tweel asked Mr. Haggis if this development has been consulted with the Police Department regarding the traffic concerns. Mr. Haggis responded that they have not discussed this with the Police Department yet. Mr. Forbes added that staff can work with the Police Department and Public Works to look at these concerns. Mr. Forbes added that the sidewalks are more of the City's issues rather than the applicant's issues. Mr. Tweel also clarified if this should be consulted with the Police Department first and Mr. Forbes responded that a traffic study is normally performed for a significant development or busier streets but will ask the opinion of the Police Department to see how this development would impact the neighbourhood.

Mayor Brown asked for any comments or questions; there being none, the meeting proceeded to the next item.

5. Adjournment of Public Session

Moved by Councillor Mike Duffy and seconded by Councillor Terry Bernard that the meeting be adjourned. Meeting adjourned at 7:27 p.m.

TITLE: Request for Cash in lieu of parking and Site Specific Amendment(PID#841536) 4 a Prince Street FILE: PLAN-2019-06-June-6C-8 OWNERS: Paul Jenkins, Paul Murphy APPLICANT: Sable Arc Studios		
MEETING DATE: July 2, 2019		Page 1 of 5
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. GIS Map	
SITE INFORMATION: Context: Waterfront Zone mixed use development Ward No: 1 Queen's Square Existing Land Use: vacant WF lot. Official Plan: Waterfront Zoning: Waterfront		

RECOMMENDATION:

Staff encourages Planning Board to recommend to Council to proceed to public consultation to obtain a site specific exemption of the Waterfront Zone (WF) Zone of the Zoning & Development By-law as it pertains to 4a Prince Street (PID #841536) in order to construct a seven (7) storey mixed-use development and allow the applicant to enter into an agreement with the City to provide (20 standard parking spaces) off-lot on the Harbour Authority Parking lot at 3 Stan MacPherson Way PID# (335430) for a period of not less than 10 years which is contrary to the Zoning & Development By-law (2018-11) and to permit cash in lieu for 9 standard parking spaces.

REQUEST

The Planning & Heritage Department has received a request to construct a seven storey, mixed-use building on a vacant lot located at 4a Prince Street (PID #841536). The proposed building includes a ground floor with commercial space and a hotel lobby with the second to seventh floors containing 48 hotel units and 60 apartment units.

In order to construct the proposed building, the applicant requires a site specific exemption to the Zoning & Development By-law to allow the applicant to apply for off-lot parking which is not permitted in the Zoning & Development By-law (2018-11). The applicant is also requesting to provide cash-in-lieu for 9 standard parking spaces.

ANALYSIS:

Parking:

The subject property is located in the Waterfront Zone (WF) Zone. Staff completed a parking calculation based upon the submitted plans.

Standard Parking Spaces

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

Main Floor = +/- 4,000 sq ft of commercial retail, hotel = 6 spaces

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

60 residential dwelling units = 30 spaces

Hotel, 1 space per guest room.

48 hotel units = 48 parking spaces

Total required parking = 84 spaces

Parking spaces included onsite:

19 standard spaces

36 spaces substituted for (2) bus parking spaces

3 barrier free spaces

Total onsite parking = 55 standard spaces and 3 BF

Proposing offsite and cash-in -lieu:

20 offsite

9 cash-in-lieu

As per Section 4.44.6 of the previous Zoning & Development By-law (August 1, 2018), the development officer could, with the approval of the Council, approve off-lot parking for developments located in the 500 Lot Area provided that the building containing the required parking is within 787.4 ft of the subject lot and the developer has filed with the City, a lease providing the parking for a period of not less than 10 years.

The Bylaw was revised on (2018-11) and currently does not allow for off-lot parking but rather requires that cash-in-lieu of parking must be paid when adequate parking cannot be provided on the property and therefore, a site specific exemption is required.

In this circumstance, the applicant would be required to pay \$174,000.00 (\$6,000 per space x 29 spaces) to construct the proposed building. In light of the fact that this project has been developing for the past few years, and that a lease was obtained by the previous property owner that transferred to the existing property owner for off lot parking spaces the applicant is requesting that they be able to enter into an agreement with the City to provide the 20 standard parking spaces as off lot on land owned by the Harbour Authority (PID# 335430) and the remaining 9 standard parking spaces as cash-in-lieu as per the previous Zoning & Development By-law (August 1, 2018).

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"> • Promotes compact urban form and infill development, as well as the efficient use of infrastructure • Provides suitable commercial employment opportunities and public realm amenities within the neighbourhood. • Strengthens the character of the 500 Lot Area • Adds to the vibrancy of the waterfront. • Design review has been completed and the reviewer recommended for approval. 		<ul style="list-style-type: none"> • Requires a site specific exemption to allow the applicant to apply for off-lot parking. • Requires 9 spaces to be paid in cash-in-lieu.

CONCLUSION:

This project has already gone through the Design review phase and was recommended approval by the design reviewer. The design reviewer did identify that the parking that could not be

accommodated onsite would have to be approved through the Bylaw provision for cash-in-lieu. The Design reviewer was not aware of the existing leased spaces off site.

That being said, staff is confident that the requirements in the Zoning & Development By-law has been satisfied and the proposed development will enhance the waterfront zone.

Staff has confidence in recommending for the project to proceed to the public consultation phase for a site specific amendment pertaining to parking, the building design has been recommended through the design review process and is subject to the signing of a Development Agreement to ensure that the plans that have been reviewed will be constructed. The Development Agreement will also include provisions pertaining to the parking arrangement.

RECOMMENDATION:

Staff encourages Planning Board to recommend to Council to proceed to public consultation to obtain a site specific exemption of the Waterfront (WF) Zone of the Zoning & Development By-law as it pertains to 4a Prince Street (PID #841536) in order to construct a seven (7) storey mixed-use development and allow the applicant to enter into an agreement with the City to provide (20 standard parking spaces) off-lot on land owned by the Harbour Authority (3 Stan MacPherson Way, PID #335430) for a period of not less than 10 years which is contrary to the Zoning & Development By-law (2018-11) and cash-in-lieu for 9 standard parking spaces).

PRESENTER:


Laurel Palmer Thompson, MCIP
Planner II



MANAGER:

Alex Forbes, MCIP, MBA
Manager of Planning & Heritage



TITLE: <p style="text-align: center;">VARIANCE 16 MAYPOINT ROAD - 6B-6 OWNER/APPLICANT: RAKA HOLDINGS INC</p>		 CHARLOTTETOWN
MEETING DATE: July 2 nd , 2019		
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. Application related documents B. Map, air photo & drawings C. Previous Application D. Letters of Opposition	
SITE INFORMATION: Context: Corner Lot Ward No: 7 Existing Land Use: 6-unit townhouse Official Plan: Medium Density Residential Zoning: Medium Density Residential (R-3) Zone		
PREVIOUS APPLICATIONS: 97-155, 047-bld-11		

RECOMMENDATIONS:

That Variance Application 254-VAR-19 to vary the following:

- 1) To decrease the minimum lot area requirement for a 12 unit townhouse use in the R-3 Zone from 2,640 sq.m (28,416.7 sq.ft.) to 2,387.6 sq.m (25,700.4 sq.ft.); and
- 2) To decrease the rear yard setback requirement from 7.5m (24.6ft.) to 3.6m (11.8 ft.).

to allow for six (6) additional townhouse dwelling units in the Medium Density (R-3) Zone be **rejected** at 16 Maypoint Road (PID #777920).

BACKGROUND:

Request

The owner/applicant, Raka Holdings Ltd, is applying for the following variances:

- 1) To decrease the minimum lot area requirement for a 12 unit townhouse use in the R-3 Zone from 2,640 sq.m (28,416.7 sq.ft.) to 2,387.6 sq.m (25,700.4 sq.ft.); and
- 2) To decrease the rear yard setback requirement from 7.5m (24.6ft.) to 3.6m (11.8 ft.).

In order to create an additional six (6) dwelling units for property located at 16 Maypoint Road in the Medium Density (R-3) Zone. Approval of this application will allow for the construction an

additional six (6) townhouse dwelling units to an existing six (6) unit townhouse for a total of twelve (12) townhouse units.

Development Context

The subject site is currently developed with a six (6) unit townhouse development, and is located on the corner of Maypoint Road and Beach Grove Road. The property is relatively flat and level. Uses surrounding the site include other multi-dwelling developments in the form of apartments and townhouses. Maypoint Road provides access to the site.

History

In 2011 the current owner applied for a townhouse addition similar to the proposed development but with only four additional units rather than six. At that time the proposed rear yard setback was approximately 6m (19'10ft) based on an average calculation of all building walls facing the rear lot line. The permit expired prior to the work being commenced and was not extended.

ANALYSIS:

The owner proposes to construct an additional six (6) townhouse units that would result in a total of twelve (12) townhouse unit development. In order to develop the twelve (12) unit townhouse concept provided (see attachment A-2) the proposal requires two variances, one for lot area and one for a rear yard setback reduction of close to 50% from the minimum standard. The criteria for obtaining a variance is *owing to peculiar 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 by-law would result in unnecessary and undue hardship*. As-of-right the owner could construct four (4) additional units, thereby creating a 10-unit townhouse development that complies with all the requirements of the R-3 Zone without going through the major variance process. On balance, when considering the variance in question, key points from the Official Plan to be considered include:

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

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

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

Increasing density is a priority of the Official Plan and there is a need for additional dwelling units in the City but it must be done in a manner that respects the character and built form of the area which does not compromise established Zoning standards. A variance is to relieve a hardship that is unique and owing to the property, in this case the requested variances are to gain two additional units that would result in the maximization of density on the property. The additional parking area request off of Beach Grove Road would not be supported due to sight line issues for eastbound traffic. The site already maintains 12 parking spaces and as per the regulations in the Zoning By-law of one (1) parking space per unit, there is sufficient parking currently onsite.

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 using existing underground services. 	<ul style="list-style-type: none"> ▪ Additional parking is not required. 	<ul style="list-style-type: none"> ▪ The property does not have the required lot area and rear setback required in the R-3 Zone. ▪ Additional access off of Beach Grove Road compromises sightlines. ▪ There is no unique circumstance or hardship that limits the development of the property.

Commenting Agencies

All comments have been addressed and summarized below.

Public Works

Does not support the proposed southern access point off of Beach Grove Road due to sightline issues.

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 feet) of the subject site and notice posters were posted on the site.

Public Feedback

As of the writing of this report, the Planning & Heritage Department has received two (2) letters of opposition to this application from the owners of properties located at 149, 151 and 153 Beach Grove Road. The letters outlined the following reasons for the objection:

- 1) Concerns relating to fire separation between the proposed addition being in close proximity to the existing adjacent building;
- 2) Issues with existing residents utilizing refuse bins on the neighbouring property;
- 3) Concern with the proposed addition being so close to the rear property line that it would reduce sunlight to the existing buildings, create too much density with buildings in close proximity to each other and would negatively affect property values.
- 4) Provide a precedent for a similar development located at 24 Maypoint Road to apply for a similar proposal.

CONCLUSION:

The Planning & Heritage Department recommends that the following variances be rejected:

- 1) To decrease the minimum lot area requirement for a 12 unit townhouse use in the R-3 Zone from 2,640 sq.m (28,416.7 sq.ft.) to 2,387.6 sq.m (25,700.4 sq.ft.); and
- 2) To decrease the rear yard setback requirement from 7.5m (24.6ft.) to 3.6m (11.8 ft.).

to allow for six (6) additional townhouse dwelling units in the Medium Density (R-3) Zone be **rejected** at 16 Maypoint Road (PID #777920).




PRESENTER:

Robert Zilke, MCIP

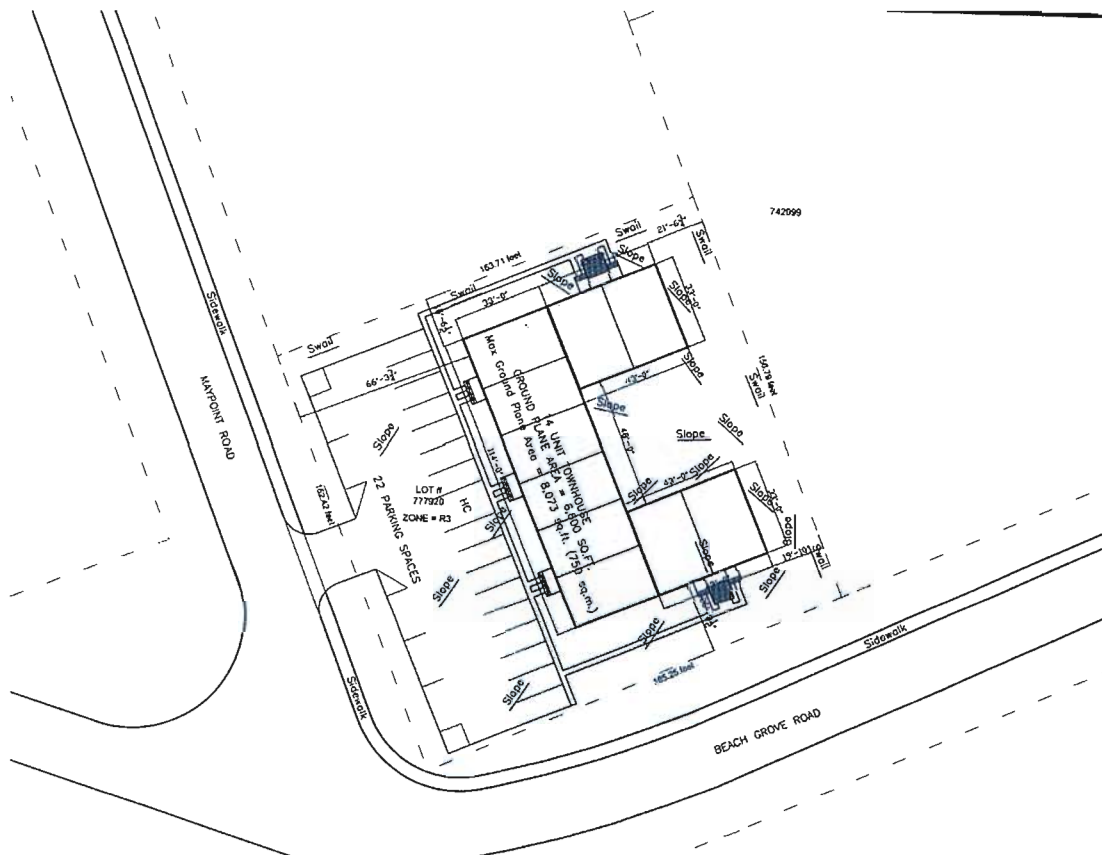
MANAGER:Alex Forbes, MCIP, MBA
Manager of Planning & Heritage

Attachment B



<p>Variance File #: 254-VAR-19 Address: 108 Spring Park Road Ward #: 7 Zone: Medium Density Residential (R3)</p>	<p>0 12.5 25 50 Meters <hr/> 0 40 80 160 Feet</p>
<p>LEGEND  Affected Lot</p>	<p>City of Charlottetown Planning & Heritage Department</p> 
	<p>Map Created: 06-26-2019</p>

Attachment C



DRAWING REVISIONS:

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

CLIENT REQUESTED CHANGES:

1.	
2.	
3.	
4.	
5.	
6.	

DAK DESIGNS
WE CAN DESIGN WHAT YOU CAN'T SEE

Randy McDougal
 Maypoint/Beach Grove
 Townhouses
 Existing
 Site Plan

Attachment D

We represent David Williams who owns a 12-unit apartment building at 153 Beach Grove Road backing onto the above property. Our client strongly opposes these proposed major variances, for the following reasons:

1. Fire separation – the proposed variance to the rear yard setback is more than 50% of the bylaw requirement. Our client is concerned about fire separation between this proposed new building and the building located on his property. His is also concerned about the fire separation between the existing building at 16 Maypoint Road and the proposed new building. In his view this would represent a significant safety hazard to tenants on both properties. Attached is a photo taken by my client showing (at left) the existing building at 16 Maypoint Road and (at right) the treed property line shared with my client. As you can see from this photo, there is very little room to add a second building.
2. There is an ongoing issue with tenants at 16 Maypoint Road placing garbage in my client's garbage bins. There is also an issue with tenants at 16 Maypoint Road and their guests parking in my client's parking lot and with fuel trucks servicing 16 Maypoint using my client's parking lot. All of these issues will be exacerbated by further development at 16 Maypoint, especially given the close proximity of the proposed new building to my client's parking lot.
3. The back yard of my client's property is already dark and placing a new 6 unit building within 11.8 feet of the rear yard property line will only further reduce sunlight.
4. The proposed development would in our client's view result in excessive density on PID#777920. It would be unharmonious and unattractive and have a negative impact on adjacent property values.
5. Bylaws exist for a reason and adjacent property should be entitled, except in the rarest of cases, to expect that multiple major variances will not be granted.

Spencer Campbell



Spencer Campbell, Q.C.

Partner

D: 902.629.4549

C: 902.393.1696

scampbell@stewartmckelvey.com

stewartmckelvey.com

Attachment D-1


I am writing on behalf of the owners of Norray Properties regarding the requested variances to allow for the construction of another set of townhouses near our buildings located at 149 and 151 Beach Grove Road. We are against any proposed variances to allow for this construction. As you are aware, the request is to alter the city by-laws so another row of units can be jammed between two existing buildings and I will outline why we feel this should not be permitted.

1. Allowing another building to be constructed in such close proximity to the existing structures will decrease the setback by over half presently allotted in the bylaws. This is concerning due to the decreased fire separation between the existing structures and the new building.
2. The area is presently zoned for Medium Density Residential (R-3) and if these variances are granted the density will increase to High. It is very clear from the property maps there is no room to erect another structure between the existing buildings as all the units affected will essentially be jammed together. There is a recipe which is working in the area now and it would be detrimental to the physical nature of all neighbouring properties, property values and the optics of curb appeal will be negatively affected if allowance is granted for increased density.
3. Granting these variances will establish a precedent to allow for future major variances in the area. We feel allowing construction at 16 Maypoint Road and other future high density construction will have a negative effect on the value of the properties in the area and if this application is passed, it will give rise to another proposal at 24 Maypoint Road and place another build in our backyard, not to mention open the door to future high density builds in areas not zoned accordingly.
4. This proposed build also affects the neighbouring subdivisions and owners in the surrounding area should be given an opportunity to submit their opinions as well. A 100m radius is much too small an area and only allows for a small number of property owners to voice their concerns.

Thank you for considering our perspective on this issue.

Peter Norton, Gary Rayner, Joe Gillis

Norray Properties

TITLE: LOT FRONTAGE VARIANCE FILE: PLAN-2019-6-JULY- 6B-5 29 OLE KING SQUARE OWNERS: STACY DRISCOLL & TERRY HENNESSEY		
MEETING DATE: July 2, 2019		Page 1 of 6
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. Application B. Property Map	
SITE INFORMATION: Context: Existing Dwelling in the 500 Lot Area. Ward No: 1 – Queens Square Existing Land Use: 4-Unit Dwelling Official Plan: Downtown Neighbourhood Zoning: Downtown Neighbourhood (DN) Zone		
PREVIOUS APPLICATIONS: A zoning inquiry was completed on Feb 2019 and May 2019.		

RECOMMENDATION:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the request for a variance to Section 28.2.1 of the Zoning & Development By-law by reducing the required lot frontage from 20m (65.6 ft) to approximately 16m (52 ft) in order to permit the existing four (4) residential dwelling units 29 Ole King Square (PID #344713), subject to the following conditions:

- 1) That occupancy permits are issued on all the additional dwelling units based on the completion of all required work/upgrades to the dwelling unit and building as per the requirements of the Building & Development Permit; and
- 2) That the existing surface driveway that leads out onto the crosswalk at the corner of Ole King Square and Weymouth Street be decommissioned and restored with landscaping.

BACKGROUND:

Request

The owners Stacy Driscoll and Terry Hennessey, is applying to vary the lot frontage requirement as illustrated in Section 29.2.1 of the Zoning & Development By-law in order to legally establish a 4-

unit dwelling at 29 Ole King Square (PID #344713). The subject property is located in the Downtown Neighbourhood (DN) Zone.

Development Context

The subject property is currently located in an established neighbourhood within the 500 Lot Area. The subject property is located on Ole King Square across from King Heritage Square and between Weymouth Street to the north-east and Hillsborough Street to the south-west. The buildings around King Square generally contain between single detached homes and multi-unit apartments.

Property History

Issues with this property were first raised by a zoning inquiry that indicated that there were four (4) dwelling units on the subject property. Both Provincial Assessment and City records indicated that there were only three (3) dwelling units approved for this building. Due to the size of the property and existing frontage of 16m (52 ft), the Zoning regulations of the past required 140 sq.m for each unit and thus the size of the property would still have only permitted a maximum of three (3) dwelling units.

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 variance. The deadline to submit written comments on the application was Friday, June 28, 2019.

Public Feedback

The Planning & Heritage Department has received no letters of support or opposition to this application.

ANALYSIS:

This property is unique in the fact that it has gone through various renovations and change in uses. The configuration / elevation of the building lends itself to resemble a large 3 storey single-detached dwelling – which it likely was in the past. In light of the fact that the property is located in the Downtown Neighbourhood (DN) Zone, any building type with four units or more requires 20m (65.6ft) of lot frontage. The property has a lot frontage of approximately 16m (52ft), which limits the lot to only three (3) dwelling units under the current and previous Zoning By-law regulations.

It is very difficult for staff to review an application of this nature when an additional dwelling unit was created without seeking the proper approvals. Attempting to resolve this situation by variance after the fact sends a message to the community that if you ignore the rules and regulations of the Zoning & Development By-law by operating without a permit, that you can later resolve this problem through the variance process. Residents expect staff to ensure that the rules and regulations of the By-law are adhered to. In this case, the new property owners are requesting that staff support an application which did not or would not today adhere to the By-law. These applications are much easier to review when the application is presented to the public prior to proceeding to implement the requested change in use. Approving these applications after the fact erodes the confidence of the public about the planning process.

On balance, when considering the variance in question, key points from the Official Plan to be considered include:

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

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

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

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

Should the variance be approved, the property owner would be required to obtain a Building & Development permit for the additional dwelling unit which would have to conform to all applicable fire life safety standards and Building Code regulations. Also, there is an existing surface parking area that was installed without Public Work approval, the space leads directly into the crosswalk

at the intersection of Ole King Square and Weymouth Street, thereby creating a vehicular and pedestrian conflict point.

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 using existing underground services. ▪ Additional density without adversely affecting existing density character of the area. ▪ The additional dwelling units and building would receive necessary Code upgrades to make the units safer. 	<ul style="list-style-type: none"> ▪ While additional parking is not required, the existing parking on the property is limited. 	<ul style="list-style-type: none"> ▪ The property does not have the lot frontage required in the DN Zone. ▪ The additional dwelling unit was constructed prior to obtaining a building permit. ▪ Existing surface parking off Ole King Square egresses into an existing crosswalk that is unsafe.

Staff would note that it is difficult to determine when the non-conformance started on the property. There is conflicting information with regards to the City’s files, Provincial assessment records and the statutory declaration. In light of the fact that the unit has been in existence for some time, staff feel that the most appropriate concern should be the safety of the occupants and that the building meets all applicable fire safety and Building Code standards and that the existing parking stall creating an unsafe situation at the corner of Ole King Square and Weymouth Street be removed.

CONCLUSION:

The Planning & Heritage Department recommends that the lot frontage variance application, be *approved* subject to the following conditions:

- 1) *That an occupancy permit is issued on the additional dwelling unit based on the completion of all required work/upgrades to the dwelling unit and building as per the requirements of the Building & Development permit; and*
- 2) *That the existing surface driveway that leads out onto the crosswalk at the corner of Ole King Square and Weymouth Street be decommissioned and restored with landscaping.*

PRESENTER:



Robert Zilke, MCIP
Planner II

MANAGER:



Alex Forbes, MCIP, MBA
Manager of Planning & Heritage

PLANNING

Rec'd April 23, 2019 Int EG

214-VAR-19



CHARLOTTETOWN

PLANNING & HERITAGE DEPARTMENT

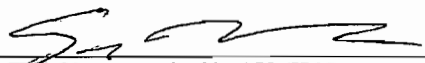
APPLICATION

FILE NUMBER 19-067	HERITAGE	SUBDIVISION Name _____
ASSESSMENT NUMBER 344713	VARIANCE 214-VAR-19	Number of Lots _____
REZONING FROM _____	TO _____	OTHER

- Applicant's Name Stacy Driscoll / Terry Hennissey
- Address 375 University Ave.
- Telephone: Work 902-626-5979 Home 902-626-5979
- Civic Address of Property to be Developed 29 010 King Square
- Present Use of Property (Zone) DN zone
- Proposed Use of Property and Brief Description of Work applying for variance for lot frontage. We have 16m and we require 20m for a four unit
- Site or Subdivision Plan Provided Yes No
- Building Plans Provided Yes No
- Estimated Start Date _____ Completion Date _____

I, the undersigned, as owner or authorized agent for the owner of 29 010 King Square (Civic Address) hereby make application for the above-noted development and certify the truth of all statements or representatives contained herein.

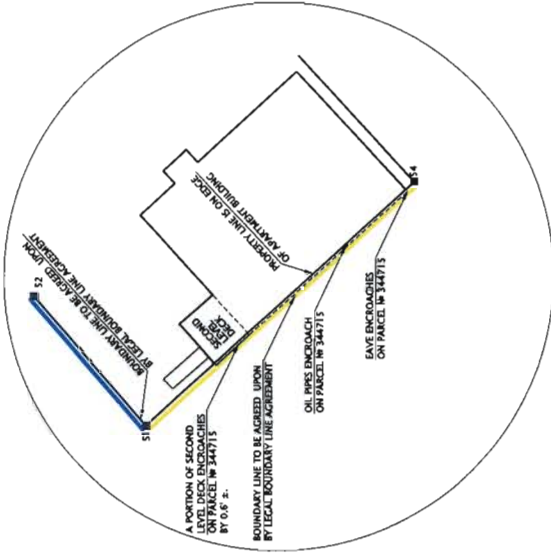
April 23/19
DATE


SIGNATURE OF OWNER OR AUTHORIZED AGENT

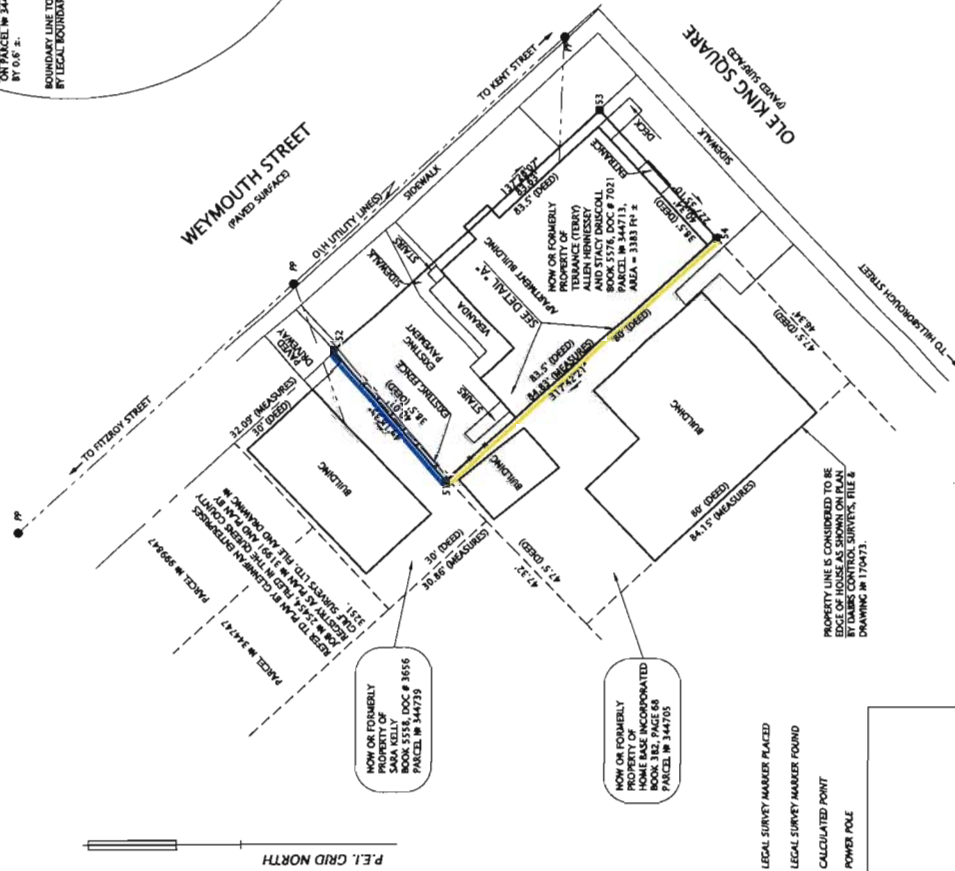
NOTE: This is an application ONLY and does not authorize the applicant to proceed with the proposed development until a building permit is applied for and issued for the development.



COORDINATES EXPRESSED IN FEET			
POINT	EASTING	NORTHING	
51	468429.91	331483.44	
52	468429.31	331506.53	
53	468516.58	331446.90	
54	468447.00	331419.20	



KEY PLAN : NOT TO SCALE



DETAIL "A"

NOTE:
FOR THIS SURVEY TO BE VALID IT IS NECESSARY TO PREPARE
AND EXECUTE LEGAL BOUNDARY LINE AGREEMENTS AS SHOWN.

NOTE:
STREET LIMIT ON WEYMOUTH STREET TAKEN OFF PLAN BY
GLENFINNAN ENTERPRISES JOB # 23-454 AND PLAN BY GULF
SURVEYS LTD. FILE AND DRAWING # 3251.

NOTE:
STREET LIMIT ON OLE KINGS SQUARE TAKEN OFF PLAN BY
GULF SURVEYS LTD. FILE AND DRAWING # 3983.

BOUNDARY LINE TO BE AGREED UPON BY LEGAL
BOUNDARY LINE AGREEMENT BETWEEN TERRANCE
(TERRY) ALLEN HENNESSY & STACY DRISCOLL
(PARCEL # 344713) AND HOME BASE INCORPORATED
(PARCEL # 344705).

BOUNDARY LINE TO BE AGREED UPON BY LEGAL
BOUNDARY LINE AGREEMENT BETWEEN TERRANCE
(TERRY) ALLEN HENNESSY & STACY DRISCOLL (PARCEL
344713) AND SARA KELLY (PARCEL # 344739).

- LEGEND:
- LEGAL SURVEY MARKER PLACED
 - FD
 - CP
 - CALCULATED POINT
 - POWER POLE

NOTE:
AZIMUTHS ARE GRID AND COORDINATES SHOWN ARE BASED ON THE P.E.I. DOUBLE
STEREOGRAPHIC PROJECTION WITH NAD83 (CSRS) REFERENCE SYSTEM. ALL COORDINATES
ARE EXPRESSED IN FEET.

NOTE:
L. BRIAN P. POTTER, PRINCE EDWARD ISLAND LAND SURVEYOR, DO HEREBY CERTIFY THAT
THIS SURVEY WAS EXECUTED UNDER MY DIRECTION AND SUPERVISION AND THAT THIS
PLAN IS A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY.



**DELTA SURVEYS -
DESIGNER SURVEYS INC.**

54 1/2 QUEEN ST. CHARLOTTETOWN, P.E.I. P.O. BOX 818 PH. 884-5831
- INCORPORATED (1968) -

**PLAN SHOWING PROPERTY OF
TERRANCE (TERRY) ALLEN HENNESSY
AND STACY DRISCOLL**

CHARLOTTETOWN, QUEENS COUNTY, P.E.I.

DATE	FILE	DRAWING	CHECKED	SHEET	OF
11-20	2019-0-3	D-19-50		1	1
APRIL 15, 2019					
DRAWN	CT				

29 OLE KING SQUARE/173 WEYMOUTH

PROPERTY LOCATED ON THE CORNER OF OLE KING SQUARE AND WEYMOUTH STREETS. THERE IS A GROUND FLOOR UNIT AND SECOND FLOOR UNIT FACING OLE KING SQUARE. THERE IS A GROUND FLOOR UNIT AND SECOND FLOOR UNIT FACING WEYMOUTH STREET.

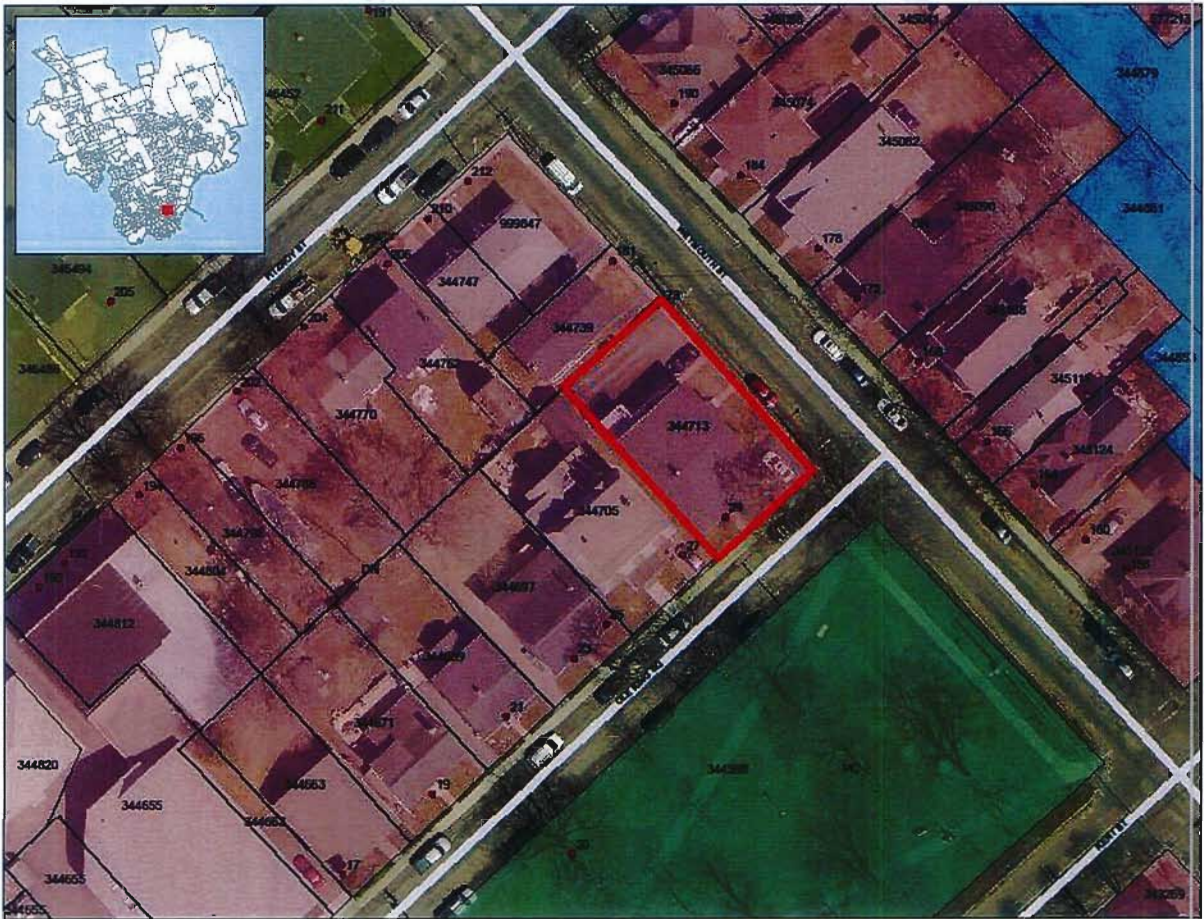
AT THE TIME OF PURCHASE THE SECOND FLOOR UNIT FACING OLE KING SQUARE WAS USED AS A BOARDING HOUSE UNIT. AFTER THE PURCHASE THE EXISTING KITCHEN AND BATHROOM WERE UPGRADED AND THE UNIT WAS RENTED MONTHLY.




THANK YOU


STACY DRISCOLL

TERRY HENNESSEY

Attachment B



<p>Variance File #: 214-VAR-19 Address: 29 Ole King Square Ward #: 1 Zone: Downtown Neighbourhood (DN)</p>	<p>0 12.5 25 50 Meters _____ 0 40 80 160 Feet</p>
<p>LEGEND  Affected Lot</p>	<p>City of Charlottetown Planning & Heritage Department</p> 
	<p>Map Created: 07-30-2018</p>

TITLE: FUTURE LANDUSE MAP AMENDMENT AND ZONING AMENDMENT (PID# 278721) 7 Lions Crescent FILE: PLAN-2019-07-July-6A1 OWNERS: Parkdale Sherwood Lions Corporation APPLICANT: Sable Arc Studios		
MEETING DATE: July 2, 2019		Page 1 of 10
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. GIS Map B. Concept Plan C. Elevation Drawings	
SITE INFORMATION: Context: Mature mixed density neighbourhood adjacent to a low density, medium density and MUC zoned land. Ward No: 2 Belvedere Existing Land Use: vacant R-1S lot. Official Plan: Low Density Residential Zoning: Low Density Residential		

RECOMMENDATION AFTER PUBLIC CONSULTATION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to Approve the request to amend Appendix "A" the Official Land Use Map of the City of Charlottetown from Low Density Residential to Medium Density Residential and a request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from R-1S (Low Density Residential Single) Zone to R-3 (Medium Density Residential) Zone at 7 Lions Crescent (PID #278721).

REQUEST

This is a request to rezone the property located at 7 Lions Crescent PID # 278721 from R-1S Low Density Residential to R-3 Medium Density Residential and to amend Appendix "A" the Official Plan Map from Low Density Residential to Medium Density Residential.

Development Context

The property is bounded to the north by Lions Crescent, to the east, by Laurie Drive with single detached dwellings on the opposite side of the street, to the south by R-1S zoned land and R-3 zoned land and to the west by R-3 zoned land on Lions Crescent.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Section 3.10 of the Zoning & Development By-law, on June 13, 2019 notice was sent to 34 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. The letter solicited their written comments for or against the proposed rezoning request and stated the deadline to submit written comments on the application.

Public Feedback

In response to the City's notification letter there were no letters received.

The Public meeting was held on June 26, 2019 at the Rodd Charlottetown Hotel. At the public meeting Robert Haggis the property owner's consultant presented the details of the application including parking, building design, building elevations, building materials and site design. When Mr. Haggis finished his presentation residents were invited to ask questions and make comments.

Approximately three residents spoke at the public meeting. They stated they had some concerns regarding traffic but indicated they weren't opposed to the development. Some of the comments received at the public meeting included:

- Questions about turning Lion's Crescent into a one way street?
- Some of the residents have concerns about off street parking?
- One resident indicated kids are crossing and on the street because of the park and she wants to make sure all parking will be on site and Lions Crescent will be a safe place for children to drive their bikes.
- Question if there is any consideration for park upgrades? The park needs to be upgraded a concrete pad that would act as a rink or basketball court would work well in the area.
- Since it's a senior building will sidewalks be put in? It's not a safe street to walk on anymore. There is 2-3 group homes in the area and there is almost zero accessibility in the area.
- Question to Council about making the park accessible.
- Will the tree line remain along the property?
- Where is the city going to get the property to make sure there is plenty of room for sidewalks?
- Would like to ensure there is enough parking on site to accommodate visitors.

ANALYSIS FOLLOWING THE PUBLIC MEETING:

This is an application to rezone 1 lot approximately .45 of an acre located on the corner of Laurie Drive and Lions Crescent. The land is currently zoned R-1S (Single Detached Residential) and is vacant. The proposal is to consolidate 4 lots and construct an additional apartment building on the three vacant lots. There is currently a 30 unit apartment building on one property the applicant is proposing to construct a 3 storey thirty two (32) unit affordable housing project on the remaining three lots. All properties will be consolidated and a new parking lot will be constructed between both buildings to provide parking for both. Forty seven (47) parking spaces are required for both buildings. The total lot area is 83,441 sq. ft. and the Bylaw requires 1,507 sq. ft. of lot area per unit on a corner lot. Therefore, 55 units are permitted. A density increase under Section 3.13 of the Bylaw can be applied to this building because it is an affordable housing project. Therefore, the density can be increased to a total of 66 units on site. The applicant is proposing a total of 62 units between the existing and proposed building. The R-3 zone permits more than one building on site. At the public meeting residents voiced concerns about parking on street from the existing building. The existing parking lot current only accommodates parking for 6 cars. Therefore, the new parking lot will alleviate the issue with on street parking.

This property borders land that is zoned for low density residential and land that is zoned for medium density residential. The single detached dwellings that are adjacent to the subject property along Lorie Drive back on to existing multi-unit dwellings. Open space consisting of a playground and park is located on the north side of Lions Crescent. Lions Crescent is also a bus route for public transit located within a mature mixed density residential neighbourhood. Zoning within this neighbourhood ranges from single detached residential to commercial development on St. Peter's Road. This lot is a corner lot and does provide a transition zone between the multi-unit development on Lions Crescent and the low density development on Lori Drive. However, if this property were rezoned to R-3 Medium Density Residential it would not be out of character with the neighbourhood as it is adjacent to a contiguous R-3 zone. A landscape buffer would be required to be retained along the property boundary of the proposed development and the low density development.

Residents at the public meeting did not have a concern with the change in landuse on this property. They did not feel the use was out of character for the neighbourhood. However, they did want to ensure that safety measures such as sidewalks are put in place so that children can safely access the park and ride their bikes along the street. Councillor Tweel asked if the proposal had been reviewed by the Police Department? Staff have since forwarded the proposal to the police department and feedback will be available before the Council meeting.

The property is located on a public transit route and therefore, residents do not have to rely on automobiles if public transit is available. This is an affordable housing project and the bylaw requires that in order to receive a density bonus the residence has to be located within 500 m of a public transit stop. There currently is a demand for affordable multi-unit residences within Charlottetown’s mature neighbourhoods.

Infill development within established low density residential neighbourhoods is supported within the policies of the Official Plan.

Section 3.1.2 of the Official Plan states, “2. *Our objective is to promote compact urban form and infill development, as well as the efficient use of infrastructure and public service facilities.*

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

Section 3.2 of the Official Plan further states,

3.2 Sustaining Charlottetown’s Neighbourhoods

Defining Our Direction

Our goal is to maintain the distinct character of Charlottetown’s neighbourhoods, to enhance the special qualities of each, and to help them adjust to the challenges of economic and social transformation.

1. *Our objective is to preserve the built form and density of Charlottetown’s existing neighbourhoods, and to ensure that new development is harmonious with its surroundings.*

- *Our policy shall be to ensure that the footprint, height, massing, and setbacks of new residential, commercial, and institutional development in existing neighbourhoods is physically related to its surroundings.*
- *Our policy shall be to establish an appropriate relationship between the height and density of all new development in mixed-use residential areas of existing neighbourhoods.*

3.3 Housing Needs and Variety

If Charlottetown is to continue to grow as a healthy community, affordable housing for all segments of society must generally be available throughout the City. Moreover, the housing requirements of those with special needs (e.g., disabled, homeless, people in transition) also have

to be addressed. Likewise, in the recent past, there has been a chronic shortage of most types of seniors housing. As the population base continues to age, this problem will become more acute unless civic decision-makers address it in a forthright manner.

These are some of the reasons why the City needs to encourage compact and contiguous development, more in-fill housing, and the efficient use of civic infrastructure. In addition, the direction of this plan is to make Charlottetown's neighbourhoods more stable and sustainable.

Defining Our Direction

Our goal is to work with public and private sector partners to create an attractive physical environment and positive investment climate in which the housing requirements of all residents can be met (including those with special needs), and to provide clear direction as to where residential development should take place.

- 1. Our objective is to encourage development in fully serviced areas of the City, to promote settlement and neighbourhood policies as mechanisms for directing the location of new housing, and to encourage new residential development near centres of employment.*
 - Our policy shall be to ensure that all new multiple dwelling unit buildings are serviced by water and wastewater systems which have the capacity to accept the development proposed.*
 - Our policy shall be to base residential densities on the availability of municipal services, education facilities, recreation and open space amenities, transportation routes, and such other factors as the City may need to consider.*

The Official Plan supports mixed forms of housing within existing neighbourhoods to allow for housing choices. Housing choices within neighbourhoods are important as they provide housing variety for people at various stages of their lives. Notwithstanding, it clearly states that new development must be physically related to its surroundings and that there should be an appropriate relationship between height and density for new development in existing neighbourhoods. "Our Policy shall be to ensure that the footprint, height, massing, and setbacks of new residential, commercial, and institutional development in existing neighbourhoods is physically related to its surroundings."

It should be considered that the City is currently experiencing an increased demand for housing. The vacancy rate within the City is very low. Many residents are being forced to leave the City because of the lack of housing options and affordable housing. It has been very difficult to

acquire land within established neighbourhoods at reasonable prices were rents can be kept at affordable levels. The Official Plan has various policies which support the efficient use of services and making neighbourhoods stable and sustainable by supporting more infill development. The Plan also supports various housing options within existing neighbourhoods if it is appropriate in mass, scale and height and will integrate well into the surrounding neighbourhood. The proposed apartment building is 3 storeys in height and is similar in height and scale to the existing apartment building on the street. If the rezoning is granted because it is an affordable housing project the building design will be required to go through a design review process.

In planning practice when assessing locations that are appropriate for residential uses it is appropriate to locate residential dwellings in locations close to amenities, transit, parkland, schools and within walkable neighbourhoods. The proposed site is within walking distance to transit and parkland.

Staff feel the proposed development meets many of the technical requirements stipulated in the Zoning Bylaw and policies of the Official Plan.

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"> ▪ The City is experiencing a demand for housing and this proposal would provide additional affordable options for housing within a mature neighbourhood. ▪ The proposal is close to parkland and public transit. ▪ The property is in an area that has municipal services. ▪ The project is an affordable housing project. 	<p>Residents have concerns about on street parking and lack of sidewalks in the area. Sidewalks need to be assessed by Public Works.</p>	<ul style="list-style-type: none"> ▪ The site is located adjacent to some low density development.

CONCLUSION:

Given the location of this proposed infill development adjacent to medium density development and that it is in a mixed density residential neighbourhood staff feel that the apartment building proposal can be integrated well on the site with the use of landscape buffers between it and the existing single detached residential dwellings. Therefore, staff feel that it is an appropriate use for the mixed residential neighbourhood. It should be considered that there is a severe housing shortage within the City. Therefore, such an affordable development would provide housing choices within the neighbourhood. Staff feel that the proposal does have merit and are recommending for approval of the application.

RECOMMENDATION:

Planning & Heritage Department encourages Planning Board to recommend to Council to approve the rezoning request for 7 Lion’s Crescent.

PRESENTER:

Laurel Palmer Thompson, MCIP
Planner II

A handwritten signature in blue ink that reads "Laurel Palmer Thompson". The signature is written in a cursive style and is positioned over a horizontal blue line.

MANAGER:

Alex Forbes, MCIP, MBA
Manager of Planning & Heritage


A handwritten signature in blue ink that reads "Alex Forbes". The signature is written in a cursive style and is positioned over a horizontal blue line.

GIS Map:



Elevations:



TITLE: FUTURE LANDUSE MAP AMENDMENT AND ZONING AMENDMENT (PID# 395087) 221 Belvedere Ave. FILE: PLAN-2019-06-June-6A-2 OWNERS: GGR Holdings Ltd. APPLICANT: Robert MacLellan		
MEETING DATE: July 2, 2019		Page 1 of 5
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. GIS Map	
SITE INFORMATION: Context: Mature mixed density neighbourhood adjacent to a low density, medium density and MUC zoned land. Ward No: 2 Belvedere Existing Land Use: vacant R-2 lot. Official Plan: Low Density Residential Zoning: Low Density Residential		

RECOMMENDATION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to proceed to public consultation for the request to amend Appendix “A” the Official Land Use Map of the City of Charlottetown from Low Density Residential to Commercial and a request to amend Appendix “G” – Zoning Map of the Charlottetown Zoning and Development Bylaw from R-2 (Low Density Residential) Zone to P (Parking) Zone at 221 Belvedere Ave (PID #395087).

REQUEST

This application is for the property located at **221 Belvedere Avenue (PID #395087)** which is currently zoned **R2- Low Density Residential**. The applicant has proposed to subdivide the property and to rezone the rear portion to **P-Parking**. This portion of the property would then be consolidated with the adjacent MUC-Mixed Use Commercial property (Sherwood Drug Mart) to provide approximately 16 additional parking spaces. The front portion of the parcel in question, which currently contains a single detached dwelling, will remain as R2 – Low Density Residential. This application also requires an Official Plan amendment from Low Density Residential to Commercial.

Development Context

The property is bounded to the north by Medium Density Residential (R-3) on Valhalla Court, Parking (P) to the east, by Low Density Residential (R-2) to the east and by Low Density Residential (R-2) and Business Office Commercial (C-1) zoned land to the west.

ANALYSIS:

This rezoning may be seen as equivalent to an extension of the MUC – Mixed Use Corridor on Brackley Point Road, which is part of the suburban commercial center, the Sherwood Shopping Center. However, consideration is required as to whether or not we want to allow a shift of the MUC/Parking zone further into the adjacent residential area on Belvedere Avenue. In the past the Parking zone has been used as a *transition zone* between commercial properties and residential properties, and often demarks the limits of such Commercial areas. It should be considered that in 2011 the applicant applied for the same application to extend the parking zone across the back of 223 Belvedere Avenue. The current application is an extension of that parking lot farther into the residential area.

Key sections from the Official Plan to be considered include:

Section 3.2.3

Our policy shall be to allow small-scale commercial and institutional development which serves the local needs of the neighbourhood, subject to the City’s development regulations.

Section 4.3.2

Our policy shall be to encourage in suburban centres the development of small to medium-scale structures, and in the Sherwood Shopping Centre, to encourage the development of a village atmosphere through the application of comprehensive urban design principles for buildings and street improvements.

Our policy shall be to require that appropriate landscaping be introduced as part of any expansion or improvements in both suburban centers so as to improve the visual appeal and general attractiveness of these areas.

Although we generally think of “development” in terms of building construction, the extension of a parking lot is another form of development which is directly related to business growth, and in this case the growth of a community service oriented business, a medical center/pharmacy. This property (approx. 2 acres), contains the medical center, a pharmacy, and a restaurant, all of which have high parking demands. Although the property owner has met the City’s parking requirements with the expansions of these businesses over the past 10 years, there has been

more demand for parking for these businesses. There is also a small expansion slated for the restaurant which shares the site.

Typically with “parking” applications we are challenged by the impacts of holes being left in the streetscape, however in this case the proposed parking area will be in the rear of existing properties and the streetscapes shall remain unchanged. If permitted there would be a requirement of landscaped buffers and/or fences between the new parking area and adjacent residential properties. The adjacent parking area is already serviced with storm water catchbasins which will be extended and utilized to prevent drainage onto adjacent properties.

However, we must also consider that although this area does already have a mix of commercial uses it is a further extension of a commercial use into a residential area. Currently the R-2 Low Density Residential Zone is adjacent to a Medium Density Residential (R-3) Zone. Both of these zones are transitional and this would be viewed in planning as “stepped zoning”. The extension of the Parking Zone along these residential properties would require landscaped buffers.

The Official Plan also promotes having a balance between all modes of transportation. ... *A growing awareness of the environment and the benefits of a healthy lifestyle has led to an increased demand for improved transit service and more facilities for pedestrians and bicyclists.* It would be with disregard of the Official Plan, and further the City’s Sustainability Plan, to increase the size of parking lots in response to such demand, without also looking at increased need for transit, cycling and pedestrian services to this area of the City.

Belvedere and Brackley Point Rd have been marked with bike lanes which allows cyclists to safely travel in this area of the City. There is a bus stop across the street at the Sherwood Shopping Center that many patients are known to use. Perhaps additional transit stops could be increased to the area to promote transit use instead of reliance on automobiles.

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"> ▪ The additional parking will add parking capacity to the site and will prevent motorists from parking along streets. ▪ The proposal is already adjacent to an existing parking and MUC Zone. 		<ul style="list-style-type: none"> ▪ The site is located adjacent to residential development ▪ Rezoning to parking can be viewed as commercial creep into a residential area.

CONCLUSION:

Given the location of this proposed extension of an existing parking zone and that it will not impact the streetscape. If approved appropriate landscape buffers would have to be integrated on the site between the parking lot and the existing residential development. The property is also adjacent to medium density development in a mixed use neighbourhood staff feel that it is worth gauging the neighbourhood's opinion on this request and are therefore recommending advancing the proposal to public consultation..

RECOMMENDATION:

The public meeting is an important first step in the rezoning process for the purpose of receiving the views and opinions of the public and applicant prior to Council approving or rejecting the rezoning and development application. **As such, Staff recommends proceeding to the public consultation stage for the rezoning application.**

PRESENTER:


Laurel Palmer Thompson, MCIP
Planner II

Laurel Palmer Thompson

MANAGER:

Alex Forbes, MCIP, MBA
Manager of Planning & Heritage

Alex Forbes

TITLE: REZONING APPLICATION FILE: PLAN-2019-2-JULY- GA-3 MILLER ST / PEARSON ST / HANOVER ST (PID #530980) OWNER: MAC & MAC ENTERPRISES INC.		
MEETING DATE: July 2, 2019		Page 1 of 2
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. GIS Map B. Site Plan (rezoning request)	
SITE INFORMATION: Context: Vacant property on the corner of Miller Street, Pearson Street, and Hanover Street Ward No: 9 – Stonepark Existing Land Use: Vacant Official Plan: Low Density Residential Zoning: Single-Detached Residential (R-1L)		
PREVIOUS APPLICATIONS: Application to rezone the property from R-1L to R-1N was submitted on June 13, 2014.		

BACKGROUND:

Request

The property owners, Mac & Mac Enterprises Inc., had made an application to rezone the property located on the corner of Miller Street, Pearson Street, and Hanover Street (PID #530980) from the Single-Detached Residential (R-1L) Zone to the Narrow Single-Detached Residential (R-1N) Zone. The purpose of the rezoning was to subdivide the vacant property and construct five (5) single-detached dwellings.

Property History

On June 4, 2019, this application was reviewed by the Planning Board at which time it was recommended to Council to reject the rezoning request. Council then met on June 10, 2019 at which time they elected to defer the application.

ANALYSIS:

Since that time, the applicants have decided to abandon their rezoning application. Instead, the applicants intend on subdividing the subject property into three parcels for the construction of single-detached dwellings in accordance with the Single-Detached Residential (R-1L) Zone requirements.

In light of the foregoing, the applicants have not provided any amendments or new information pertaining to their previous rezoning application from the R-1L Zone to the R-1N Zone. Due to the fact that Council previously deferred their application, the disposition of the application must now be determined by either rejecting the rezoning application or allowing the applicants to withdraw their rezoning application.

Staff would note that if this request was rejected, the applicants would not be permitted to apply to rezone the property to the R-1N Zone for one (1) year but they would still be able to proceed with the subdivision and development within the R-1L Zone.

CONCLUSION:

Council must determine the disposition of the application by either rejecting the rezoning application or allowing the applicants to withdraw their rezoning application.

PRESENTER:



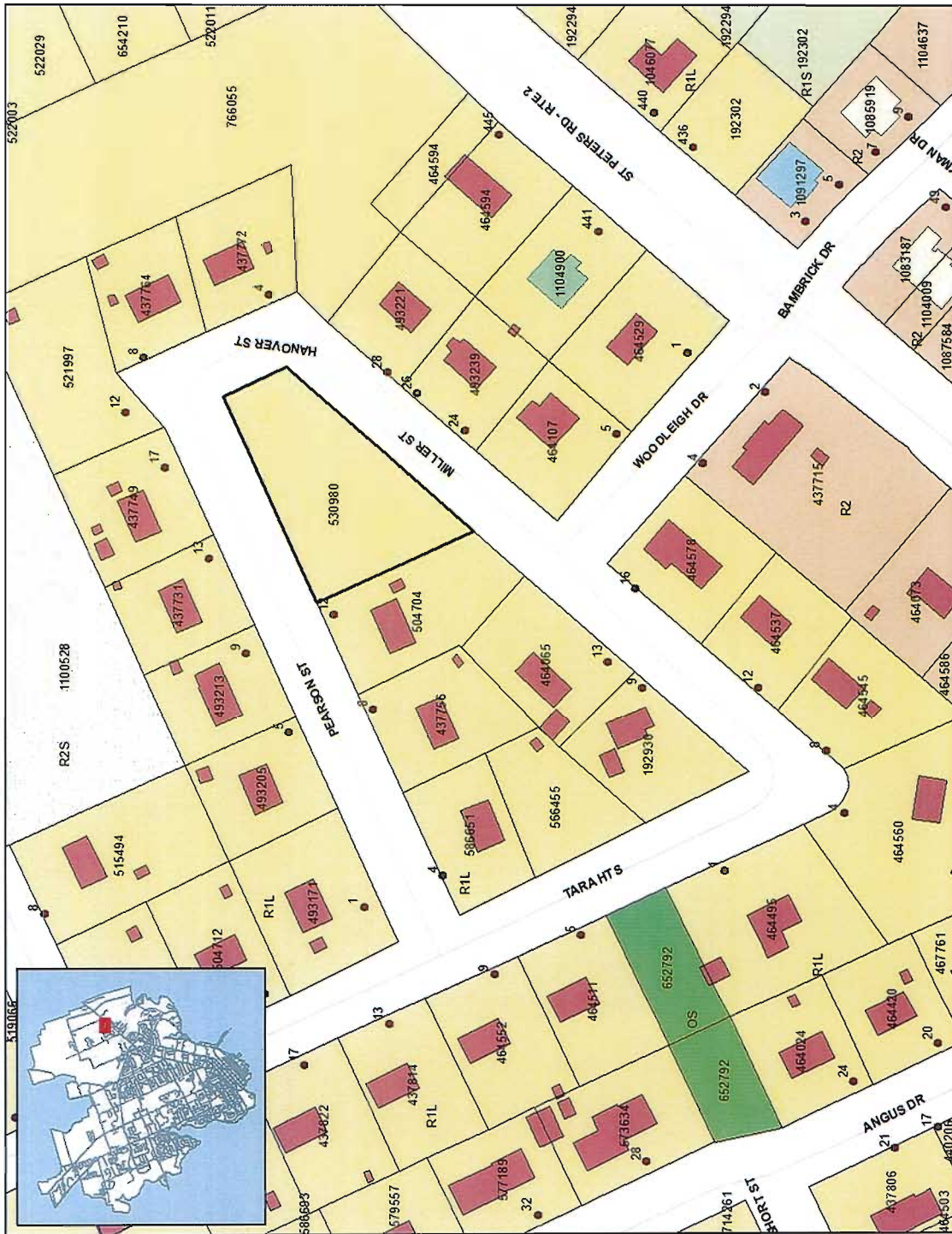
Greg Morrison, MCIP
Planner II

MANAGER:



Alex Forbes, MCIP, MBA
Manager of Planning & Heritage

Attachment A

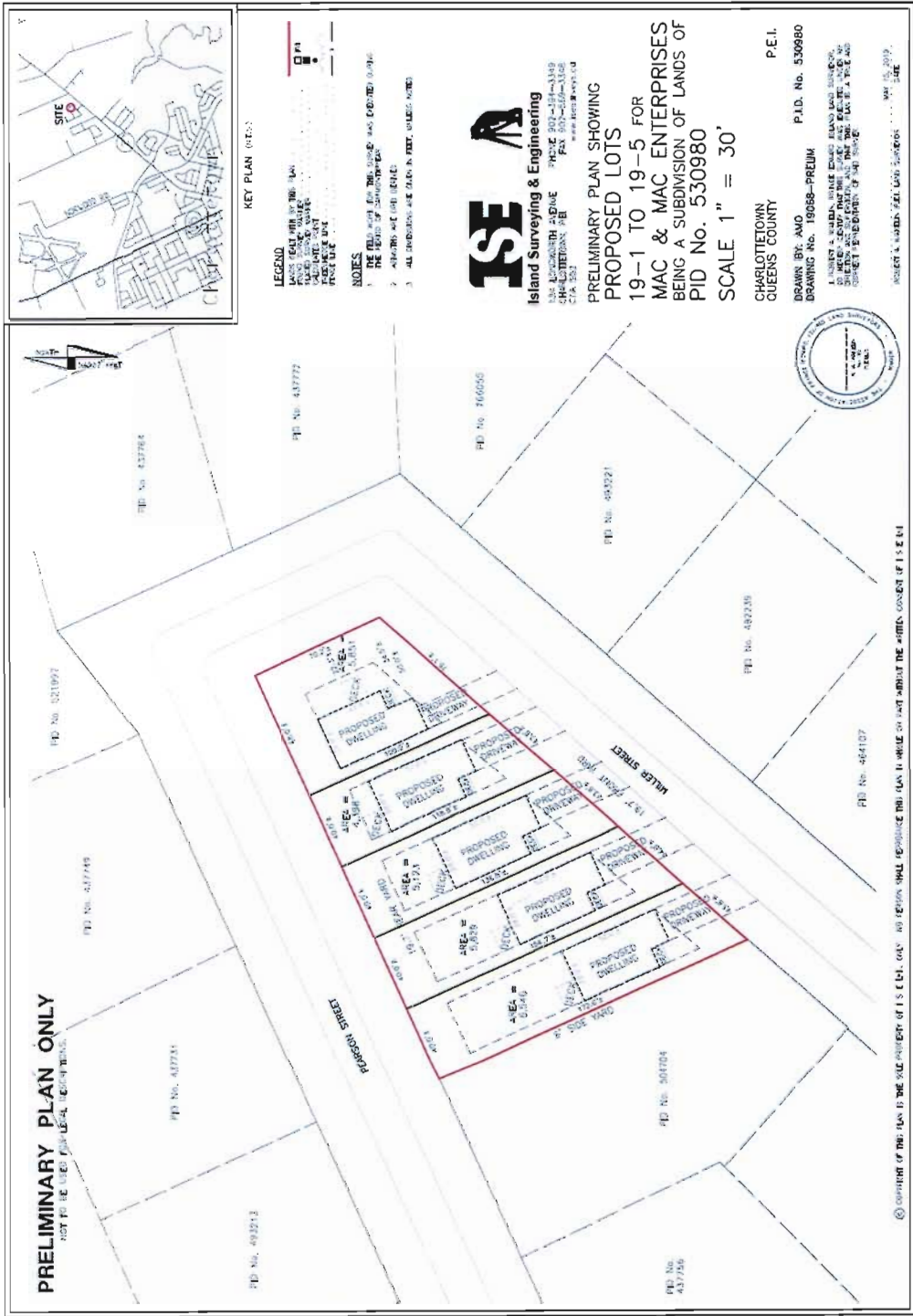


Attachment A: GIS Map
File: PLAN-2019-2-JULY-
Miller St / Pearson St / Hanover St
(PID #530980)
Owner: Mac & Mac Enterprises Inc.


CHARLOTTETOWN
Planning & Heritage
Department




Attachment B



Attachment B: Site Plan
 File: PLAN-2019-2-JULY-
 Miller St / Pearson St / Hanover St
 (PID #530980)
 Owner: Mac & Mac Enterprises Inc.



TITLE: REZONING APPLICATION FILE: PLAN-2019-2-JULY-6A-4 71 AND 73 UPPER PRINCE STREET (PID 359521/683748) OWNER: BRIAN & SHAWN SHEA		
MEETING DATE: July 2, 2019		Page 1 of 4
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. Application and Building Plans B. Property Map	
SITE INFORMATION: Context: Two separate properties with five dwelling units Ward No: 4 Existing Land Use: A five (5) unit apartment building Official Plan: Low Density Residential Zoning: Low Density Residential (R-2) Zone		
PREVIOUS APPLICATIONS: 89-147, 98-403		

RECOMMENDATION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to proceed to public consultation for the rezoning request to:

1. Amend Appendix "A" – Future Land Use Map of the Official Plan from Low Density Residential to Medium Density Residential for the properties located at 71 and 73 Upper Prince Drive (PID #359521 & #683748); and
2. Amend Appendix "G" – Zoning Map of the Zoning & Development By-law from the Low Density Residential (R-2) Zone to the Medium Density (R-3) Zone for the properties located at 71 and 73 Upper Prince Drive (PID #359521 & #683748).

The applicant is also requesting a lot consolidation of both properties to construct the proposed addition. The requested lot consolidation does not require public consultation but notification of this consolidation will be included in the public meeting notification. The proposed lot consolidation will also be included in the recommendation to Council following the public meeting.

BACKGROUND:

Request

The property owner, Shawn Shae, is applying to rezone the properties located at 71 and 73 Upper Prince Drive (PID #359521 & #683748) from the Low Density Residential (R-2) Zone to the Medium

Density (R-3) Zone. The purpose of the rezoning is to allow for an additional six (6) apartment units to the existing five (5) apartment units for a total of eleven (11) apartment units.

Development Context

The subject property is an interior lot that is adjacent to institutional and multi-dwelling developments in the vicinity. To the north is an Institutional (I) Zone property (i.e. Chances Daycare), to the south is a property zoned High Density Residential (R-4) and across the street is a three (3) dwelling unit and Prince Street Elementary School. The remainder of the surrounding properties in the area are zoned Low Density Residential (R-2) Zone and being used for residential purposes.

Property History

According to the Charlottetown City Directory for 1937, Mrs. Julia Farquharson lived at 73 Upper Prince Street. The Farquharsons chose the fashionable Second Empire style for 71-73 Upper Prince Street. The style is readily identified by its Mansard roof that is almost flat on the top section and has deeply sloping, often curved, lower sections that generally contain dormers. In 1989 an interior renovation permit was issued to renovate a seven (7) bedroom apartment to three (3) one bedroom apartments. The last building permit was issued in 1998 for renovations to the existing building's roof system.

LEGISLATIVE REQUIREMENTS:

Notification

If the proposed rezoning is 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. The public notification will also include the request for lot consolidation.

ANALYSIS:

The subject properties 71 and 73 Upper Prince Street once consolidated would meet the requirements of the Medium Density (R-3) Zone in terms of lot frontage and area. In fact the total lot area of the combined properties would permit a total of up to 15 apartment units. The owner is ensuring that the proposed addition would maintain the form and design of the existing building onsite. Should the rezoning be approved, the applicant is also applying for a lot consolidation. The consolidation of 71 and 73 Upper Prince Street would contain the entirety of the proposed

development. There are two existing accesses for both properties that would be maintained off of Upper Prince Street for residents.

On balance, when considering both the rezoning and Official Plan amendments in question, key points from the Official Plan to be considered include:

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

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

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

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

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 using existing underground services. ▪ Additional density without adversely affecting existing character of the area. ▪ The additional dwelling units would be constructed to 	<ul style="list-style-type: none"> • May increase interest in medium density development in the neighbourhood. 	<ul style="list-style-type: none"> ▪ Submitted plans will have to be revised to convert a proposed regular parking space into an accessible space. Refuse container storage will have to be identified.

applicable Building and Fire Codes.

- Provides three (3) additional parking spaces above what is required.

The four sections of the Official Plan above provide policy to support higher density in existing neighbourhoods with existing underground services.

CONCLUSION:

The Planning & Heritage Department recommends that the rezoning and Official Plan amendment applications be approved to proceed to public consultation to obtain feedback from the adjacent property owners.

PRESENTER:

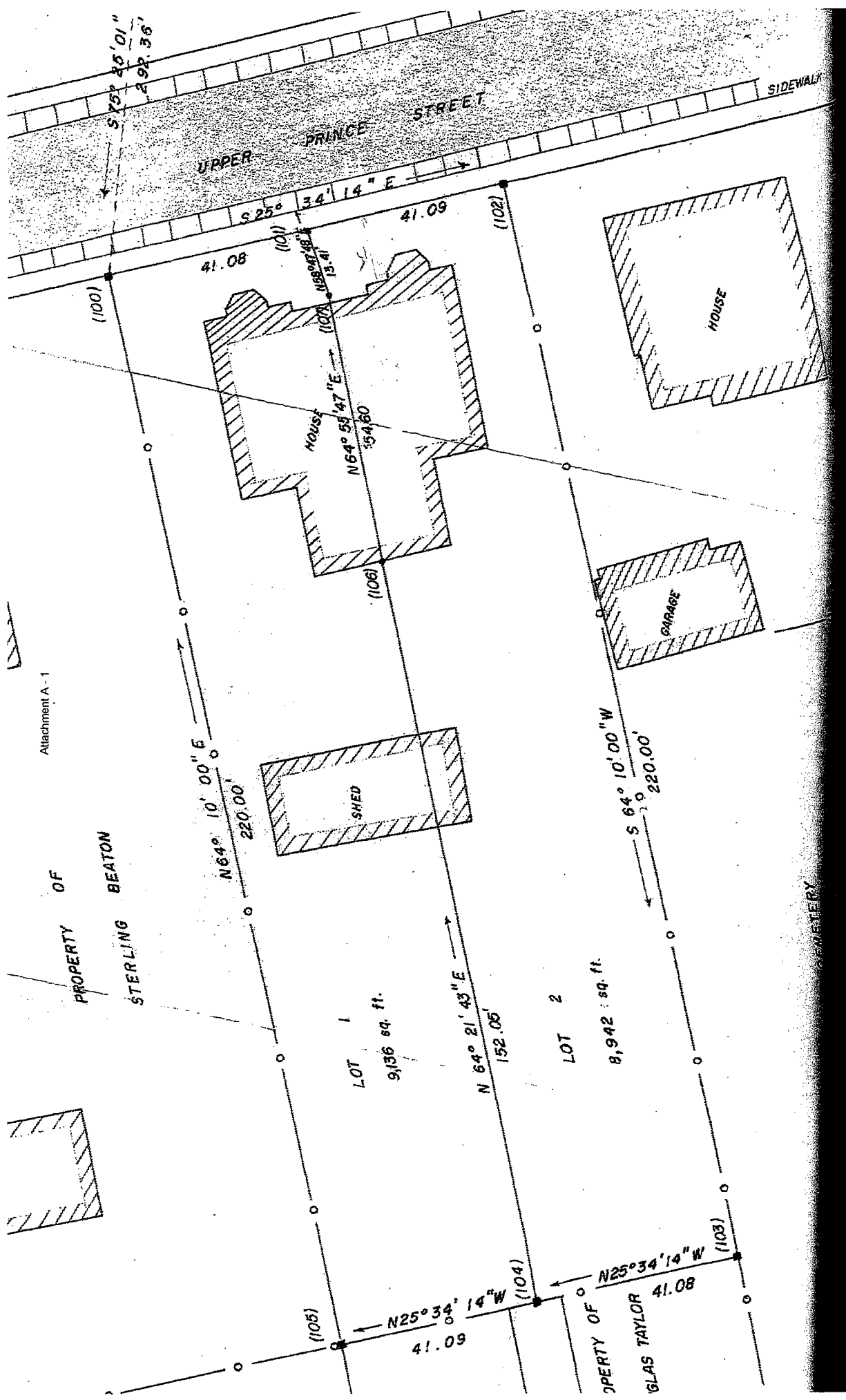


Robert Zilke, MCIP
Planner II

MANAGER:



Alex Forbes, MCIP, MBA
Manager of Planning & Heritage



PRELIMINARY DRAWING

PLAN NO. 1208 AP

WIDTH: 51'-0"
DEPTH: 55'-0"

MAIN FLOOR AREA: 2550 ft² (236.9 m²)
 - UNIT #1: 1011 ft²; #2: 1011 ft²; COMMON: 528 ft²
 SECOND FLOOR AREA: 2149 ft²
 - UNIT #3: 1011 ft²; #4: 1011 ft²; COMMON: 127 ft²
 THIRD FLOOR AREA: 2149 ft²
 - UNIT #5: 1011 ft²; #6: 1011 ft²; COMMON: 127 ft²
 TOTAL LIVING AREA: 6848 ft² (636 m²)

NBC 3.2.2.52 GROUP C. UP TO 3 STOREYS
 MAX BLDG AREA PERMITTED : 900 m²
 FLOORS, LOADBEARING WALLS, COLUMNS,
 ARCHES REQUIRE A 45 MIN. F.R.R.

LIST OF DRAWINGS

- A1. COVER PAGE
- A2. EAST ELEVATION
- A3. SOUTH ELEVATION
- A4. WEST ELEVATION
- A5. NORTH ELEVATION
- A6. MAIN FLOOR PLAN
- A7. SECOND FLOOR PLAN
- A8. THIRD FLOOR PLAN
- A9. SECTION A-A, ROOF PLAN
- A10. SECTION B-B
- F1. FOUNDATION PLAN

**General Notes to be applied to drawings:**

1. All ceiling to be 2 storeys high, type X drywall on one hour fire resistant fire separation rating.
2. All doors and door frames from corridors to residential units to be fire rated minimum 20 minute complete with closures.
3. Wrap all columns and load-bearing exterior walls with 5/8" thick type 'X' drywall.
4. All fire doors to be self-closing doors.
5. Handrails shall be continuous on one side of stair minimum and terminate 12" beyond top and bottom of step (on one side minimum).
6. Highway Entry Walls and Utility Rooms/Dwelling unit - Walls to be constructed as follows:
 - 5 1/2" thick absorptive material
 - Resilient Metal Channel on one side spaced 24" O.C.
 - Layer 5/8" Type X drywall on resilient metal channel side
 - 2" Air Space
 - 2" Type X drywall on resilient metal channel side
7. All ceilings to have 2 layers 5/8" Type X drywall for required 1 hr fire resistance rating.
8. No storage is permitted below stairs.
9. Provide smoke detector panels within suite of Main Entrance.
10. Provide fire alarm pull stations in Corridor, Stairwell, Mechanical Room(s), Common Room.
11. Provide Emergency Lighting in all Exit, Corridor, Stairwell at each landing, Common Room, etc.
12. Provide fire extinguishers in all Corridor, Stairwells, Mechanical Rooms and Storeroom.
13. Provide portable fire extinguishers at all exits at each floor level.
14. All electrical shall be shield steel unless it is entirely within a single residential unit.
15. All combustible piping penetrations, drains, waste and vent piping which penetrates a fire separation or fire penetration must be equipped with:
 - Firestop
 - Firestop
 - Firestop
16. Doorlocks shall be provided on all dwelling unit doors.
17. Door viewers shall be provided on all dwelling unit doors.
18. Provide self-latching on BOTH sides of the back height between the latching side of door to exit stair shafts. The self-latching shall be min. 24" high and shall be located 5 feet above the finished floor level and not more than 12" from the door.

architecture
Engineering

PROJECT: SHAWN SHEA - 6 UNIT
7173 UPPER PRINCE ST.

A1. COVER PAGE

SCALE: N.T.S

DATE: MAY 14/ 2019

DRAWN BY: 3D HOME DESIGN

CHECKED BY:

REVISIONS:



EXISTING BUILDING

architecture
Engineering

PROJECT: SHAWN SHEA - 6 UNIT
71/73 UPPER PRINCE ST.

A2. EAST ELEVATION

SCALE: 1/8" = 1'-0"

DATE: MAY 14/ 2019

DRAWN BY: 3D HOME DESIGN

CHECKED BY:

REVISIONS:



ALLOW FOR A SINGLE LAYER OF 5/8" TYPE 'X' GYPSUM BOARD ON EACH SIDE OF CENTRE TRUSS FOR FIRE STOP REQUIREMENTS



WEST ELEVATION

architecture
Engineering

PROJECT: SHAWN SHEA - 6 UNIT
71/73 UPPER PRINCE ST.

A-4 WEST ELEVATION

SCALE: 1/8" = 1'-0"

DATE: MAY 14/ 2019

DRAWN BY: 3D HOME DESIGN

CHECKED BY:

REVISIONS:

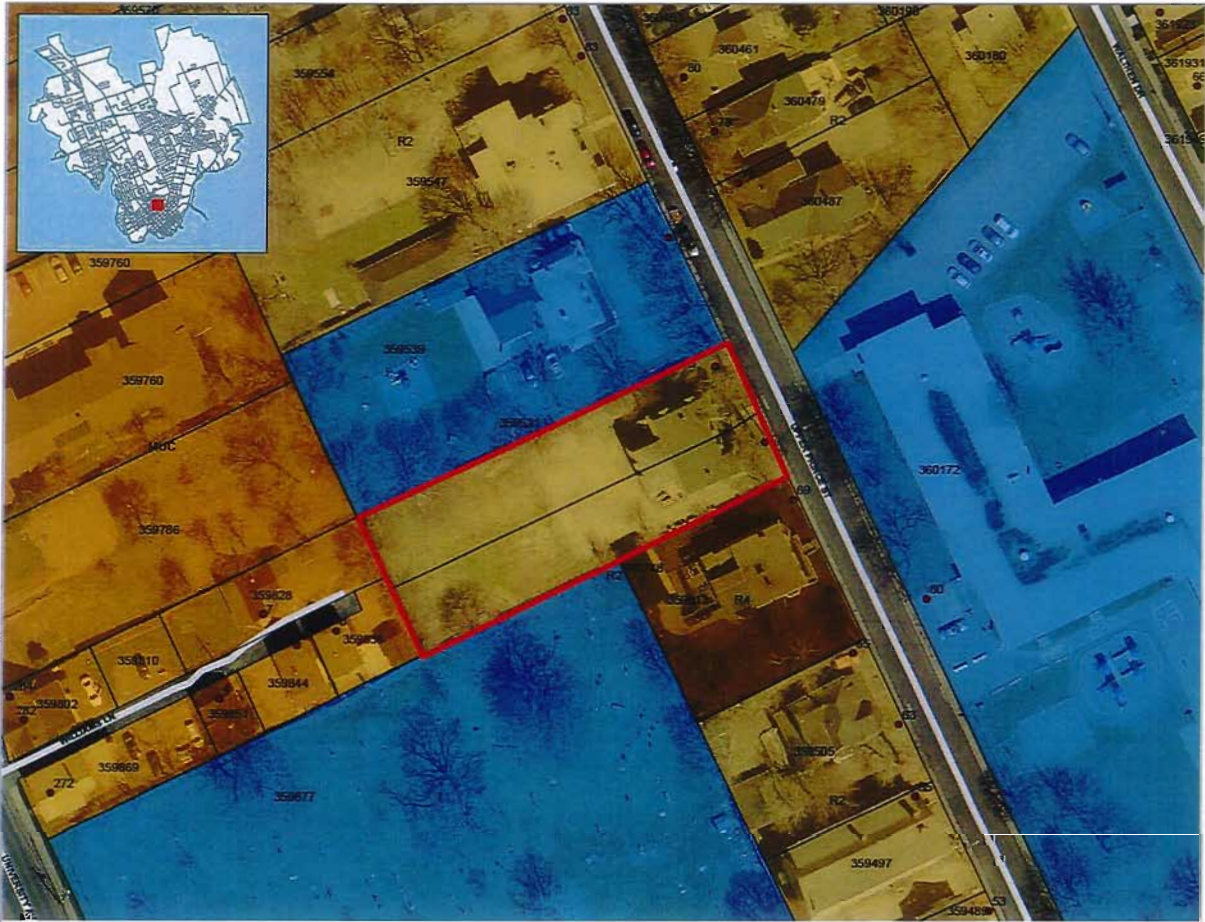





NORTH ELEVATION


architecture
Engineering

PROJECT: SHAWN SHEA - 6 UNIT
71773 UPPER PRINCE ST.
A.S. NORTH ELEVATION
SCALE: 1/8" = 1'-0"
DATE: MAY 14/ 2019
DRAWN BY: 3D HOME DESIGN
CHECKED BY:
REVISIONS:

Attachment B



<p>Variance File #: 303-REZ-19 Address: 71 and 73 Upper Prince St Ward #: 4 Zone: Low Density Residential (R2)</p>	<p>0 12.5 25 50 Meters</p>
	<p>0 40 80 160 Feet</p>
<p>LEGEND</p> <p> Affected Lot</p>	<p>City of Charlotte Planning & Heritage Department</p> 
 <p>CHARLOTTETOWN</p>	<p>Map Created: 06-26-2019</p>

TITLE: <p style="text-align: center;"> LOT FRONTAGE VARIANCE FILE: PLAN-2019-2-JULY- 68-7 38-40 HILLSBOROUGH STREET OWNER: TERRIE WILLIAMS & DAVID TOOMBS </p>		
MEETING DATE: July 2, 2019		Page 1 of 5
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. GIS Map B. Proposed Exterior Renovations <i>(not included in this variance request)</i>	
SITE INFORMATION: Context: Multi-Unit Dwelling in the 500 Lot Area. Ward No: 1 – Queens Square Existing Land Use: 3-Unit Dwelling Official Plan: Downtown Neighbourhood Zoning: Downtown Neighbourhood (DN) Zone		
PREVIOUS APPLICATIONS: N/A		

RECOMMENDATION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to reduce the required lot frontage from 65.6 ft to approximately 45.9 ft in order to convert the existing 3-unit dwelling into a 4-unit dwelling at 38-40 Hillsborough Street (PID #337535).

BACKGROUND:

Request

The property owners, Terrie Williams & David Toombs, are proposing to convert the existing 3-unit dwelling into a 4-unit dwelling by renovating the third floor into an independent dwelling unit. Should the variance be approved, the applicant will also be constructing an exterior entrance on the back of the dwelling for the proposed unit but the increased density would be accommodated within the existing dwelling (i.e., no additions required for the additional dwelling unit).

Development Context

The existing 3-unit dwelling is located in the Downtown Neighbourhood (DN) Zone of the 500 Lot Area on the corner of Hillsborough Street and Dorchester Street.

Property History

A zoning inquiry was completed on April 4, 2019 which stated that:

The property is located in the Downtown Neighbourhood (DN) Zone. A building permit was issued on July 12, 1993 for renovations to the existing 3-unit dwelling and as such, conforms to the uses of the DN Zone.

Further, the property is located in the Heritage Preservation Area and as such, must comply with the regulations relating to the 500 Lot Area.

Finally, the building may encroach on the Hillsborough Street right-of-way and the Dorchester Street right-of-way. The City would not object to either of the existing encroachments but does reserve the right to prohibit any new or future encroachment on either street right-of-way.

Following the completion of the said zoning inquiry, the property was sold to the applicants, Terrie Williams & David Toombs.

A Building & Development Permit application was submitted to the Planning & Heritage Department on June 14, 2019. The detailed project description stated:

New cape cod siding, new vinyl windows, new roof, replacement of rotten porch as per the attached drawings on the front. Paving and expansion of gravel driveway, new fences, addition of 2 small decks on back, opening up the third floor into a separate unit with it's own entrance at the back, frost wall added with mud room entrance to unit #2 at the back. Currently going from 3 units to 4 units (with the conversion of the loft into an apartment). New wiring throughout, new plumbing. Addition of heat pumps in each unit, separate electric hot water heaters and convect air electric heat.

In light of the fact the conversion from a 3-unit dwelling to a 4-unit dwelling requires Council approval, a variance application was submitted on June 12, 2019.

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 variance. The deadline to submit written comments on the application is Friday, June 28, 2019.

Public Feedback

At the time of writing this report, the Planning & Heritage Department did not receive any written comments. If any written comments are received prior to the deadline, they will be brought to the attention of the Planning Board members at the meeting on July 2, 2019.

ANALYSIS:

Appendix A. Definitions of the Zoning & Development By-law defines lot frontage as:

Lot Frontage means the horizontal distance between the Side Lot Lines measured at the minimum Front Yard Setback for the Zone as measured parallel to the Street... Where a Lot abuts two Streets, the Lot Frontage means the lesser distance of the two Frontages.

As per Section 28.2 of the Zoning & Development By-law, any building type, 3 units or less in the Downtown Neighbourhood (DN) Zone requires 34.8 ft of lot frontage. Further, an apartment dwelling: 4 units or more in the DN Zone requires 65.6 ft of lot frontage.

In light of the fact that the subject property has 45.9 ft of lot frontage, it would only be permitted to contain three (3) residential dwelling units.

When considering the variance in question, key points from the Official Plan to be considered include:

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

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

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

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

The proposed variance to increase the existing 3-unit dwelling into a 4-unit dwelling adheres to several points from the Official Plan as it is allowing multiple-family dwellings un the downtown core, utilizing existing underground services to its fullest practical capacity, and is additional residential dwelling units near centres of employment. Further, in light of the fact that the renovations to create the fourth residential dwelling unit will not require any exterior additions, the existing streetscape and adjacent dwellings will not be adversely affected.

As per Section 43.2 of the Zoning & Development By-law, *Renovations, Alterations, changes in use or intensification of use, which do not result in an increase in the Gross Floor Area of more than 390.2 sq m (4,200 sq ft) of a Building, shall not require any additional parking, but the number of spaces which existed prior to the Renovations, Alterations, changes in use or intensification of use shall not be diminished.* While not required, the applicants are proposing to pave and expand the existing driveway along Dorchester Street.

Should the variance be approved, the property owners would be required to obtain a Building & Development permit for the additional dwelling unit which would have to conform to the National Building Code.

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 using 	<ul style="list-style-type: none"> ▪ While additional parking is not 	<ul style="list-style-type: none"> ▪ The property does not have

- | | | |
|--|--|---|
| existing underground services. | required, the existing parking on the property is limited. | the lot frontage required in the DN Zone. |
| ▪ Additional density without adversely affecting existing character / streetscape of the area. | | |
| ▪ Additional density is located near centres of employment. | | |

CONCLUSION:

The Planning & Heritage Department recommends that the lot frontage variance, be approved.

PRESENTER:



Greg Morrison, MCIP
Planner II

MANAGER:



Alex Forbes, MCIP, MBA
Manager of Planning & Heritage

Attachment B



Attachment B: Proposed Exterior Renovations
File: PLAN-2019-2-July-
38-40 Hillsborough Street (PID #337535)
Owners: Terri Williams & David Toombs



CHARLOTTETOWN
Planning & Heritage Department



CITY OF CHARLOTTETOWN

RESOLUTION

Planning #1

MOTION CARRIED _____

MOTION LOST _____

Date: July 08, 2019

Moved by Councillor _____ Greg Rivard

Seconded by Deputy Mayor _____ Jason Coady

BE IT RESOLVED:

That the request to obtain a site-specific exemption of the Waterfront (WF) Zone for 4A Prince Street (PID #841536) in order to construct a seven (7) storey Mixed-Use Development and allow the applicant to enter into an agreement with the City to provide 20 standard parking spaces off-lot on the Harbour Authority parking Lot at 3 Stan MacPherson Way (PID #335430) for a period of not less than ten (10) years which is contrary to the Zoning & Development Bylaw (PH-ZD.2), be approved to proceed to public consultation.



CITY OF CHARLOTTETOWN

RESOLUTION

Planning #2

MOTION CARRIED _____

MOTION LOST _____

Date: July 08, 2019

Moved by Councillor _____ Greg Rivard

Seconded by Deputy Mayor _____ Jason Coady

BE IT RESOLVED:

That the request for variances to:

- a. **Decrease the minimum lot area requirement for a 12-unit townhouse use in the R-3 Zone from 2,640 sq.m (28,416.7 sq.ft.) to 2,387.6 sq.m (25,700.4 sq.ft.); and**
- b. **Decrease the rear yard setback requirement from 7.5m (24.6ft.) to 3.6m (11.8 ft.) in order to construct six (6) additional dwelling;**

for the property at 16 Maypoint Road (PID #777920), be approved, subject to the removal of the proposed access point and parking lot off of Beach Grove Road.



CITY OF CHARLOTTETOWN

RESOLUTION

Planning #3

MOTION CARRIED _____

MOTION LOST _____

Date: July 08, 2019

Moved by Councillor _____ Greg Rivard

Seconded by Deputy Mayor _____ Jason Coady

BE IT RESOLVED:

That the request for a variance to reduce the required lot frontage from 20m (65.6 ft) to approximately 16m (52 ft) in order to permit the existing four (4) residential dwelling units at 29 Ole King Square (PID #344713), be approved, subject to the following conditions:

- a. That occupancy permits are issued on all the additional dwelling units based on the completion of all required work/upgrades to the dwelling unit and the building as per the requirements of the Building & Development Permit; and
- b. That the existing surface driveway that leads out onto the crosswalk at the corner of Ole King Square and Weymouth Street be decommissioned and restored with landscaping.



CITY OF CHARLOTTETOWN

RESOLUTION

Planning #4

MOTION CARRIED _____

MOTION LOST _____

Date: July 08, 2019

Moved by Councillor _____ Greg Rivard

Seconded by Deputy Mayor _____ Jason Coady

BE IT RESOLVED:

That the request to:

- a) Amend Appendix "A" – Future Land Use Map of the Official Plan from Low Density Residential to Medium Density Residential; and
- b) Amend Appendix "G" – Zoning Map of the Zoning & Development Bylaw from Single-detached Residential (R-1S) Zone to Medium Density Residential (R-3) Zone,

for the property at 7 Lions Crescent (PID #278721), be approved.



CITY OF CHARLOTTETOWN

RESOLUTION

Planning #5

MOTION CARRIED _____

MOTION LOST _____

Date: July 08, 2019

Moved by Councillor _____ Greg Rivard

Seconded by Deputy Mayor _____ Jason Coady

BE IT RESOLVED:

That the request to:

- a) **Amend Appendix "A" – Future Land Use Map of the Official Plan from Low Density Residential to Commercial; and**
- b) **Amend Appendix "G" – Zoning Map of the Zoning & Development Bylaw from Low Density Residential (R-2) Zone to Parking (P) Zone;**

for the property at 221 Belvedere Avenue (PID #395087), be approved to proceed to public consultation.



CITY OF CHARLOTTETOWN

RESOLUTION

Planning #6

MOTION CARRIED _____

MOTION LOST _____

Date: July 08, 2019

Moved by Councillor _____ Greg Rivard

Seconded by Deputy Mayor _____ Jason Coady

BE IT RESOLVED:

That the request to amend Appendix "G" – Zoning Map of the Zoning & Development Bylaw from Single-Density Residential (R-1L) to Narrow Single-Density Residential (R-1N) for the property on the corner of Miller Street / Pearson Street / Hanover Street (PID #530980), be withdrawn.



CITY OF CHARLOTTETOWN

RESOLUTION

Planning #7

MOTION CARRIED _____

MOTION LOST _____

Date: July 08, 2019

Moved by Councillor _____ Greg Rivard

Seconded by Deputy Mayor _____ Jason Coady

BE IT RESOLVED:

That the request to:

- a) **Amend Appendix "A" – Future Land Use Map of the Official Plan from Low Density Residential to Medium Density Residential; and**
- b) **Amend Appendix "G" – Zoning Map of the Zoning & Development Bylaw from Low Density Residential (R-2) Zone to Medium Density Residential (R-3) Zone,**

for the properties at 71 & 73 Upper Prince Street (PID #683748 & PID #359521), in order to construct six (6) additional apartment units to create a twelve (12) unit apartment building, be approved to proceed to public consultation.



CITY OF CHARLOTTETOWN

RESOLUTION

Planning #8

MOTION CARRIED _____

MOTION LOST _____

Date: July 08, 2019

Moved by Councillor _____ Greg Rivard

Seconded by Deputy Mayor _____ Jason Coady

BE IT RESOLVED:

That the request for a variance to decrease the required lot frontage from 65.6 ft to approximately 45.9 ft in order to convert the existing 3-unit dwelling into a 4-unit dwelling for the property at 38-40 Hillsborough Street (PID #337535), be approved.



**CITY OF CHARLOTTETOWN
BYLAW**

To adopt Bylaw PH-ZD.2-016, A Bylaw to amend the Zoning & Development Bylaw, to rezone the property at 7 Lions Crescent (PID #278721) from Single-detached Residential (R-1S) Zone to Medium Density Residential (R-3) Zone.

BE IT RESOLVED THAT THE “BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-016, as it pertains to 7 Lions Crescent (PID #278721))”, as attached, be read a first time.

Date: _____ July 08, 2019

Moved by Councillor: _____ Greg Rivard

Seconded by Deputy Mayor: _____ Jason Coady

BE IT RESOLVED THAT the Zoning & Development Amendment Bylaw (PH-ZD.2-016), be approved and that it be read a second time at the next Public Meeting of Council.

Date: _____ July 08, 2019

Moved by Councillor: _____ Greg Rivard

Seconded by Deputy Mayor: _____ Jason Coady

WHEREAS THE “BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-016, as it pertains to 7 Lions Crescent (PID #278721))”, as attached, was read and approved a first time on July 08, 2019;

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

Date: _____ August 12, 2019

Moved by Councillor: _____ Greg Rivard

Seconded by Deputy Mayor: _____ Jason Coady

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

Date: _____ August 12, 2019

Moved by Councillor: _____ Greg Rivard

Seconded by Deputy Mayor: _____ Jason Coady

Mayor/Chairperson
(signature sealed)

Chief Administrative Officer
(signature sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-016

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 “Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-016”

2. Authority

(1) Section 16 of the Planning Act R.S.P.E.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.

PART II – AMENDMENTS

4. The zoning of the property at 7 Lions Crescent (PID #278721) as shown on Appendix “G” of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-016, is Medium Density Residential (R-3) Zone, hereby excluding it from its former designation of Single Detached Residential (R-1S) Zone.



PART III – EFFECTIVE DATE

20. Effective Date

(1) The effective date of the Zoning & Development Bylaw amendment is the date as signed by the Minister of Communities, Land and Environment.

First Reading:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-016, was read a first time at Council meeting held on the _____ day of _____, 2019.

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-016, was approved by a majority of Council members present at the Council meeting held on _____ day of _____, 2019.

Second Reading:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-016, was read a second time at Council meeting held on the _____ day of _____, 2019.

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-016, was approved by a majority of Council members present at the Council meeting held on _____ day of _____, 2019.

Approval and Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-016, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2019.

21. Signatures

Mayor/Chairperson
(signature sealed)

Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-016, adopted by the Council of the City of Charlottetown on _____ day of _____, 2019 is certified to be a true copy.

Chief Administrative Officer
(signature sealed)

Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-016) is hereby approved.

Dated on this __ day of _____, _____.

Hon. Bloyce Thompson
Minister of Agriculture and Land

Effective Date

The effective date of the Official Plan amendment is the date as signed below by the Minister of Communities, Land and Environment.

Adoption and Approval by Council:

The Official Plan amendment(s) was adopted and approved by a majority of the Councillors present at the Council Meeting held on 8th day of July, 2019.

Mayor/Chairperson
(signature sealed)

Chief Administrative Officer
(signature sealed)

MINISTERIAL APPROVAL

This Official Plan Amendment (PH-OPA.1-003) is hereby approved.

Dated on this __ day of _____, _____.

Hon. Bloyce Thompson
Minister of Agriculture and Land



CITY OF CHARLOTTETOWN

**Official Plan Amendment PH-OPA.1-003
Appendix “A” – Official Plan Map**

Authority

The Council for the City of Charlottetown under the authority vested in it by Section 11 and 15 of the Planning Act R.S.P.E.I. 1988 Cap. P-8 hereby enacts as follows:

The land use for 7 Lions Crescent (PID #278721) as shown on Appendix A – Official Plan Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential.





CITY OF CHARLOTTETOWN
BYLAW

Carried
8-1
Councillor
Tweed absent
Councillor
Doiron
opposed

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (2018-11-18, as it pertains to 185 Brackley Point Road (PID #390963))", as attached, be read a first time.

Date: _____ June 10, 2019

Moved by Councillor: _____ Greg Rivard

Seconded by Deputy Mayor: _____ Jason Coady

8-1

BE IT RESOLVED THAT the Zoning & Development Amendment Bylaw (2018-11-018), be approved and that it be read a second time at the next Regular Meeting of Council.

Date: _____ June 10, 2019

Moved by Councillor: _____ Greg Rivard

Seconded by Deputy Mayor: _____ Jason Coady

8-1

WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (2018-11-018, as it pertains to 185 Brackley Point Road (PID #390963))", as attached, was read and approved a first time on June 10, 2019;

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

Date: _____ July 08, 2019

Moved by Councillor: _____ Greg Rivard

Seconded by Deputy Mayor: _____ Jason Coady

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

Date: _____ July 08, 2019

Moved by Councillor: _____ Greg Rivard

Seconded by Deputy Mayor: _____ Jason Coady

Mayor/Chairperson
(signature sealed)

Chief Administrative Officer
(signature sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # 2018-11-018

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 “Bylaw to amend the Zoning and Development Bylaw, Bylaw # 2018-11-018”

2. Authority

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

Obtain a site specific exemption in the Single-Detached Residential (R-1L) Zone of the Zoning & Development By-law as it pertains to 185 Brackley Point Road (PID #390963) in order to allow an Automobile Body Shop and a Transportation Service establishment (taxi stand) as permitted uses, subject to:

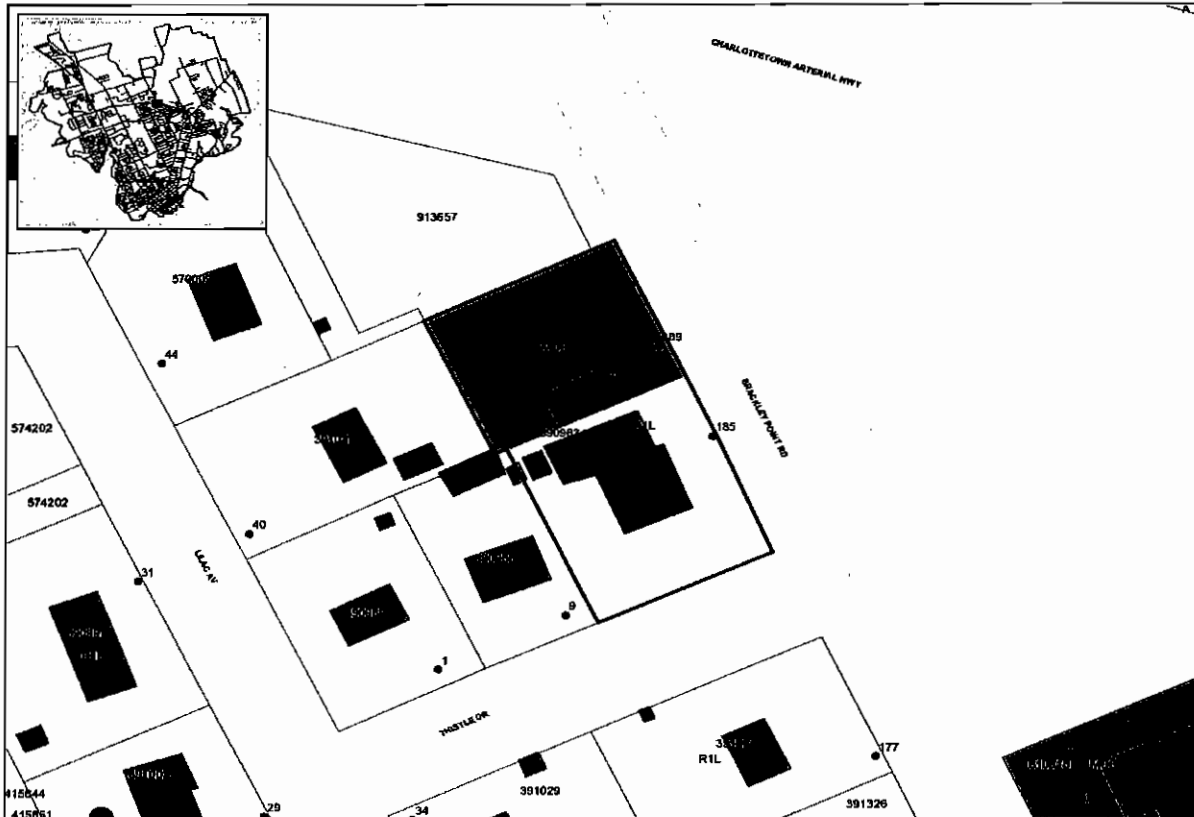
1. The signing of a Development Agreement.

3. Purpose

(1) The purpose of this bylaw is to amend the City of Charlottetown’s Zoning and Development Bylaw provisions found in Appendix C.

PART II – AMENDMENTS

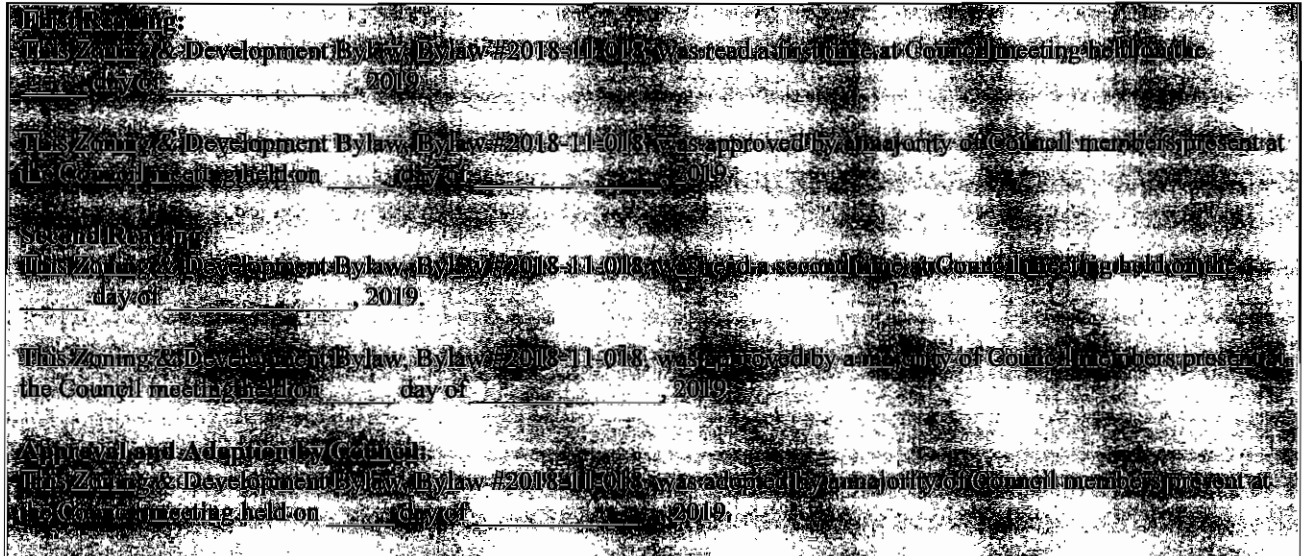
4. The zoning of the property at 185 Brackley Point Road (PID #390963) as shown on Appendix “C” Approved Site Specific Exemptions of the Zoning & Development Bylaw, Bylaw #2018-11-018, to allow for an Automobile Body Shop and a Transportation Service Establishment (taxi stand) as permitted uses in the Single-Detached Residential (R-1L) Zone.



PART III – EFFECTIVE DATE

5. Effective Date

(1) The effective date of the Zoning & Development Bylaw amendment is the date as signed by the Minister of Communities, Land and Environment.



6. Signatures

Mayor/Chairperson
(signature sealed)

Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #2018-11-018, adopted by the Council of the City of Charlottetown on ____ day of _____, 2019 is certified to be a true copy.

Chief Administrative Officer
(signature sealed)

Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (2018-11-018) is hereby approved.

Dated on this __ day of _____, _____.

Hon. Bloyce Thompson
Minister of Communities, Land and Environment



CITY OF CHARLOTTETOWN
BYLAW

*Carried
9-0
(Councillor
Absent)*

To adopt Bylaw 2018-11-019, A Bylaw to amend the Zoning & Development Bylaw, to amend sections of the Zoning & Development Bylaw (Bylaw 2018-19) relating to definitions pertaining to Heritage Inn, Tourist Accommodation, Welding and Metal Fabrication and general text amendments to sections relating to Home Occupations, Tourist Accommodations, Regulations for Semi-Detached Dwellings, Waterfront Zone Design Standards, and Parking.

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (2018-11-019, as it pertains to Zoning & Development Amendments)", as attached, be read a first time.

Date: _____ June 10, 2019

Moved by Councillor: Greg Rivard 9-0

Seconded by Deputy Mayor: Jason Coady

BE IT RESOLVED THAT the Zoning & Development Amendment Bylaw (2018-11-019), be approved and that it be read a second time at the next Regular Meeting of Council.

Date: _____ June 10, 2019

Moved by Councillor: Greg Rivard 9-0

Seconded by Deputy Mayor: Jason Coady

WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (2018-11-019, as it pertains to Zoning & Development Amendments)", as attached, was read and approved a first time on June 10, 2019;

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

Date: _____ July 08, 2019

Moved by Councillor: _____ Greg Rivard

Seconded by Deputy Mayor: _____ Jason Coady

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

Date: _____ July 08, 2019

Moved by Councillor: _____ Greg Rivard

Seconded by Deputy Mayor: _____ Jason Coady

Mayor/Chairperson
(signature sealed)

Chief Administrative Officer
(signature sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # 2018-11-019

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 “Bylaw to amend the Zoning and Development Bylaw, Bylaw # 2018-11-019”

2. Authority

(1) Section 16 of the Planning Act R.S.P.E.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 relating to definitions pertaining to Heritage Inn, Tourist Accommodation, Welding and Metal Fabrication and general text amendments to sections relating to Home Occupations, Tourist Accommodations, and Regulations for Semi-Detached Dwellings, Waterfront Zone Design Standards, and Parking.

PART II – AMENDMENTS

4. Section 5.9.1 is amended by adding additional subsections as follows:

- j) Required parking for home occupations may be provided in tandem with parking for the main residence.*
- k) The maximum number of clients permitted on the premise of appointment-based home occupations at any one time will be determined by Council.*

5. Section 5.9.3.g. is amended as follows:

To replace the text “following the process of review for a *Minor Variance*” with “following the process of review for a *Major Variance*”

6. Section 5.9.4 is added as follows:

5.9.4 The following uses are prohibited as Home Occupations:

- a. Medical, Health and Dental Office;*
- a. Automobile Body Shop;*
- b. Eating and Drinking Establishment;*
- c. Retail Store;*
- d. Welding and Metal Fabrication*

7. Section 5.11 title reference is amended as follows:

To replace the text “*Tourist Accommodations on Residential Properties*” with “*Tourist Accommodations on Residential Properties*”

8. Section 5.11.1 are amended and added as follows:

Add below table:

REGULATIONS FOR A TOURIST ACCOMMODATION

Zone Designation	# of Bedrooms Permitted
-------------------------	--------------------------------



- b. R3, R4, and the 500 Lot Area Zones Four (4) bedrooms are permitted for the first 370 sq m (3,982.8sq ft) of *lot area*, and for every additional bedroom over four (4) the *lot* must be increased by 100 sq m (1076.4 sq ft), up to a maximum of 7 bedrooms.

- d. **Heritage inn** in the R3, R4 and the 500 Lot Area Zones Up to seven (7) bedrooms

9. Section 13.2 table is amended as follows:

REGULATIONS FOR SEMI-DETACHED DWELLINGS

	Interior Lot	Corner Lot
2 Lot Frontage (Minimum)	11.0 m (36.1 ft) per unit	12.2 m (40 ft) per unit
4 Rear Yard (Minimum)		
Front yard access	7.5 m (24.6 ft)	7.5 m (24.6 ft)
Rear lane access	10.5 m (34.6 ft)	10.5 m (34.6 ft)
6 Flankage Yard (Minimum)		6.0 m (19.7 ft)

10. Section 14.2 table is amended as follows:

REGULATIONS FOR SEMI-DETACHED DWELLINGS

	Interior Lot	Corner Lot
2 Lot Frontage (Minimum)	11.0 m (36.1 ft) per unit	12.2 m (40 ft) per unit
4 Rear Yard (Minimum)		
Front yard access	7.5 m (24.6 ft)	7.5 m (24.6 ft)
Rear lane access	10.5 m (34.6 ft)	10.5 m (34.6 ft)
6 Flankage Yard (Minimum)		6.0 m (19.7 ft)

11. Section 33.3 table for the Waterfront Zone is amended as follows:

By inserting "All buildings shall be setback a minimum of 8m (26.2ft) from the ordinary high water mark" under subsection 4 and insert "Low-Rise Building: A low-rise building may be setback from the interior lot line. This setback may not exceed 20% of the lot frontage;

Mid-Rise Building: Massing for mid-rise Buildings with a height above 13 m (42.6.1 ft) or the height of the streetwall, the mid-rise portion of a building shall be step-back from the interior lot lines no less than 10% of the lot frontage or 5.5m (18ft); whichever is less. Where a lot has more than one streetline, the greater lot width shall be applied" under subsection 6 as follows:

REGULATIONS FOR PERMITTED USES

Interior/Corner Lots	
2	Height (See Map D) Minimum: 10 m (32.3 ft) Maximum: 16.5 m (54.1 ft) properties adjacent to Water St Maximum: 24.5 m (80.4 ft) for all other properties.
5	Streetwall Height (See Map G) Maximum: 15.5 m (50.9 ft) on Water St Maximum: 16.5 m (54.1 ft) on all other streets
4	Rear or Side Yard A Setback may be permitted but not to exceed 20% of the Lot Width or Lot Depth. "All buildings shall be setback a minimum of 8m (26.2ft) from the ordinary high water mark."
7	Ground Floor Finished Floor Elevation (FFE) Minimum 3.76 m CGVD28 (Canadian Geodetic Vertical Datum 1928)

12. Section 43.1 Parking Table is amended as follows:

Inserting the Use "Home Occupation" following the Use "Funeral Establishment" but preceding the Use "Hospital" as follows:

Dwelling Unit	1 space per Dwelling Unit
Dwelling Unit in the 500 Lot Area	1 space per Dwelling Unit in a Building with three or fewer Dwelling Units and in a Building with more than three Dwelling Units the parking shall be 1 space for every two Dwelling Units with no Parking Lot to have less than three Parking Spaces.
Funeral Establishment	A minimum of 15 spaces plus 1 space for each 5 seats
Home Occupation	A minimum of one (1) parking space per one (1) full-time or two part-time employees is required; and for appointment-based home occupations the required parking will be left to Council's discretion.
Hospital	1.25 spaces per bed

13. **Appendix A: Definitions are amended and added as follows:**

Add definitions for:

Heritage Inn means an Owner occupied establishment on a designated heritage resource that provides lodging to travelers on a short-term basis by way of a tourist accommodation;

Welding and Metal Fabrication means the stamping, drawing, grinding, machining, turning, heat treating, galvanizing, plating, coating or other metal processing or metal fabricating including pipe or tube fabrication and including the production of recycled metals entirely from scrap; and

Amend the definition for Tourist Accommodation as follows:

Tourist Accommodations means temporary accommodations for travelers or transients within a Dwelling to provide accommodation and breakfast for remuneration, ~~and includes bed and breakfasts and tourist homes,~~ but a Hotel is a separate use and are separately defined.

PART III – EFFECTIVE DATE

14. Effective Date:

- (1) The effective date of the Zoning & Development Bylaw amendment is the date as signed by the Minister of Communities, Land and Environment.



15. Signatures:

 Mayor/Chairperson
 (signature sealed)

 Chief Administrative Officer
 (signature sealed)

This Zoning & Development Bylaw, Bylaw #2018-11-019, adopted by the Council of the City of Charlottetown on ____ day of _____, 2019 is certified to be a true copy.

 Chief Administrative Officer
 (signature sealed)

 Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (2018-11-019) is hereby approved.

Dated on this __ day of _____, _____.

 Hon. Bloyce Thompson
 Minister of Communities, Land and Environment

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

	June	Totals
Residential New	\$2,365,000.00	26,352,150.00
Residential Renovations and Additions	28,500.00	1,874,460.00
Industrial-Commercial New	3,798,000.00	34,027,090.00
Industrial-Commercial Renovations	661,900.00	9,730,900.00
Institutional New	0.00	1,500,000.00
Institutional Renovations	0.00	517,500.00
Signage	25,900.00	196,765.00
Other	46,000.00	529,500.00
Agriculture	0.00	0.00
TOTALS	6,925,300.00	74,728,365.00

**CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR JUNE 2019
DOLLAR VALUES**

	JUN	Totals
Residential New	\$5,899,150.00	\$30,109,150.00
Residential Renovations and Additions	\$526,000.00	\$3,753,050.00
Industrial-Commercial New	\$300,000.00	\$12,445,000.00
Industrial-Commercial Renovations	\$588,000.00	\$5,720,545.00
Institutional New	\$75,000.00	\$5,323,000.00
Institutional Renovations	\$0.00	\$9,722,000.00
Signage	\$28,800.00	\$386,405.00
Other	\$172,600.00	\$559,512.00
Agriculture	\$0.00	\$0.00
TOTALS	7,589,550.00	68,018,662.00

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

	June	Totals
Single Family Dwellings - New	8	24
Two-Family Dwellings - New	1	4
Multi-Family Dwellings - New	0	7
Residential Renovations and Additions	6	34
Industrial-Commercial New	2	10
Industrial-Commercial Renovations	3	33
Institutional New	0	1
Institutional Renovations	0	3
Signage	8	34
Other	56	97
Agriculture Renovations		0
TOTALS	84	247

**CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR JUNE 2019
BREAKDOWN OF PERMITS ISSUED *(Not projects)***

	JUN	Totals
Single Family Dwellings - New	5	31
Two-Family Dwellings - New	6	13
Multi-Family Dwellings - New	3	6
Residential Renovations and Additions	11	48
Industrial-Commercial New	1	8
Industrial-Commercial Renovations	7	45
Institutional New	1	3
Institutional Renovations	0	2
Signage	2	27
Other	11	46
Agriculture Renovations	0	0
TOTALS	47	229



Planning & Heritage Summary (Week ending June 14, 2019)

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 #	PID #	PERMIT #	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
18-338	369322	463-BLD-18	3-Oct-18	10-Jun-19	APPROVED	137 Walthen Drive	Addition to existing Garage	Jody La Pierre	1-Jul-19
18-582	1057637	519-BLD-18	7-Nov-18	11-Jun-19	APPROVED	67-69 Herbert Street (Lot# 31)	New Semi Detached Dwelling	Clawz Holdings Inc	2-Jul-19
19-007	387761	007-BLD-19	30-May-19	30-May-19	APPROVED	670 University Ave	Occupancy permit issued for Eclipse Clothing	Kyle Firlotte/RCS Cons	20-Jun-19
19-049	340984	327-BLD-19	3-Jun-19	4-Jun-19	APPROVED	93 Weymouth Street	Convert from 5 units to 6 units	Ryan Trowsdale	25-Jun-19
19-050	340992	328-BLD-19	3-Jun-19	4-Jun-19	APPROVED	101 Weymouth Street	Convert from 3 units to 6 units	Ryan Trowsdale	25-Jun-19
19-068	390963	190-BYL-19	10-Apr-19	10-Jun-19	APPROVED	185 Brackley Point Rd	Site specific exemption to M-1 (Automobile body shop)	Osama Abdoh	1-Jul-19
19-074C	739128	318-BLD-19	29-May-19	13-Jun-19	APPROVED	6 Prince Street	Interior fit-up - Doughnuts by Design	Kip Rosvold	4-Jul-19
19-074D	739128	352-BLD-19	12-Jun-19	13-Jun-19	APPROVED	6 Prince Street	Restaurant Renovations	David Mitchell	4-Jul-19
19-087	1105113	089-BLD-19	1-Mar-19	7-Jun-19	APPROVED	28-30 Bambrick Drive (Lot#17-33)	New Semi-detached dwelling	Jeremy Pierce	28-Jun-19
19-122	1086321	357-BLD-19	12-Jun-19	12-Jun-19	APPROVED	136 Nassau Street	Replace siding	Janet Weinreich-Keall	3-Jul-19
19-130	335620	139-BLD-19	14-Jun-19	14-Jun-19	APPROVED	49 Water Street	Occupancy permit - storage into office space	Regan MacLellan	5-Jul-19
19-156	340265	173-BLD-19	30-May-19	30-May-19	APPROVED	80 Grafton Street	Footing Permit	Brighton Construction	20-Jun-19
19-206	335588	242-REZ-19	2-May-19	10-Jun-19	REJECTED	25 Pownal Street	Rezone from DN to DMUN	Heather Moyse c/o Regan MacLellan	1-Jul-19
19-213	373225	250-VAR-19	7-May-19	10-Jun-19	APPROVED	37 Vista Street	Variance application	Greg Mills	1-Jul-19
19-215	278846	253-BLD-19	8-May-19	11-Jun-19	APPROVED	21 Riverside Drive	Addition to existing retail space	John DeVries	2-Jul-19
19-226	857441	264-BLD-19	10-May-19	3-Jun-19	APPROVED	19 Longboat Drive	10' X 28' Deck at side of home	Margaretta & Patrick Byrne	24-Jun-19
19-228	1100568	266-BLD-19	13-May-19	10-Jun-19	APPROVED	90 MacRae Drive (Lot# 167)	Single Family dwelling	Mark McLaine	1-Jul-19

FILE #	PID #	PERMIT #	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
19-253	363887	296-BLD-19	23-May-19	1-Jun-19	APPROVED	88 Oriabar St	Addition to existing day care centre	Super Stars Daycare	22-Jun-19
19-256	387910	299-BLD-19	4-Jun-19	4-Jun-19	APPROVED	618 University Ave	Occupancy Permit issued for UPEI	Jackie MacPhail/Mandy McKenna	25-Jun-19
19-267	366511	312-BLD-19	13-Jun-19	13-Jun-19	APPROVED	14 Hillsborough Street	Occupancy Permit-Existing 3rd unit approval	Ron Coles	4-Jul-19
19-273	368035	318-BLD-19	31-May-19	5-Jun-19	APPROVED	33 Pond Street	Accessory building	David Lopes	26-Jun-19
19-273	388595 parent	319-BLD-19	29-May-19	4-Jun-19	APPROVED	324 Upton Road (Lot 19-4)	New single family dwelling	George Zafiris	25-Jun-19
19-282	723684	329-BLD-19	3-Jun-19	7-Jun-19	APPROVED	34 Warburton Drive	Pool & deck	Martin Stearns	28-Jun-19
19-287	340430	334-BLD-19	27-May-19	5-Jun-19	APPROVED	165 Richmond Street	Temporary interpretation container	Parks Canada, Barb MacDonald	26-Jun-19
19-289	515932	335-Z1-19	7-Jun-19	12-Jun-19	APPROVED	102 Oak Drive	Zoning Inquiry	Key Murray Law	3-Jul-19
19-290	944942	336-BLD-19	7-Jun-19	13-Jun-19	APPROVED	11 Sheffield Crescent	Pool & deck	Rene Wolfe	4-Jul-19
19-297	746164	348-BLD-19	10-Jun-19	12-Jun-19	APPROVED	16 Alice Ave (Lot 111)	New single family dwelling	Steven Miller (MC Builders)	3-Jul-19
19-302	419879	353-BLD-19	12-Jun-19	14-Jun-19	APPROVED	133 Southdale Avenue	Deck replacement	Andrew Cormier	5-Jul-19
19-303	345066	359-BLD-19	13-Jun-19	14-Jun-19	APPROVED	190 Weymouth Street	Convert Retail unit into Residential unit	Michael Wasnidge	5-Jul-19
19-145	275743	155-BLD-19	1-Apr-19	10-Jun-19	APPROVED	6 Vic Campbell boulevard	Home Occupation application	Thoa Thi Nguyen	1-Jul-19

Lot Subdivisions

FILE	PID#	APPLICATION DATE	APPROVAL DATE	MAILED OUT	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
2019-015	PIDs 371690, 371617 & 371609	9-May-2019	11-Jun-19	17-Jun-19	APPROVED	41, 51 & 53 Allen Street	Lot Consolidation	Austin McQuaid Inc	2-Jul-19
2019-019	PID# 728915	27-May-19	30-May-19	17-Jun-19	APPROVED	Upton Road Lots 28A & 28B	Lot Consolidation	Murray Richard/Vince Dunn	20-Jun-19
2019-021	PID#s 145797 & 145789	29-May-19	11-Jun-19	17-Jun-19	APPROVED	562 Malpeque Road	Lot Consolidation	Maple Isle Homes PEI Inc.	2-Jul-19
2019-022	PID# 278168	30-May-19	3-Jun-2019	17-Jun-19	APPROVED	134 St Peters Road Lots 19-1 & 19-2	Subdivision of property into 2 Lots	APM Commercial	24-Jun-19



Council Approvals

FILE #	PID#	PERMIT #	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
19-138	530980	147-REZ-19	28-Mar-19	10-Jun-19	DEFERRED	Miller Street (PID# 530980)	Rezoning from R1L to R1N	Franklin MacDonald	1-Jul-19
19-206	335588	242-REZ-19	2-May-19	10-Jun-19	REJECTED	25 Pownal Street	Rezone from DN to DMUN	Heather Moyses c/o Regan MacLellan	1-Jul-19
19-277	278721	322-REZ-19	31-May-19	10-Jun-19	APPROVED FOR PUBLIC CONSULTATION	7 Lions Crescent (Lot 1)	Rezone from R-1S to R-3 & cons	Robert Haggis	1-Jul-19
19-145	275743	155-BLD-19	1-Apr-19	10-Jun-19	APPROVED	6 Vic Campbell boulevard	Home Occupation application	Thoa Thi Nguyen	1-Jul-19
19-213	373225	250-VAR-19	7-May-19	10-Jun-19	APPROVED	37 Vista Street	Variance application	Greg Mills	1-Jul-19
2019-015	PIDs 371690, 371617 & 371609	9-May-2019	11-Jun-19	10-Jun-19	APPROVED	41, 51 & 53 Allen Street	Lot Consolidation	Austin McQuaid Inc	1-Jul-19
19-068	390963	190-BYL-19	10-Apr-19	10-Jun-19	APPROVED	185 Brackley Point Rd	Site specific exemption to M-1 (Automobile body shop)	Osama Abdoh	1-Jul-19
19-101	N/A	N/A	6-May-19	10-Jun-19	APPROVED	Zoning & Development ByLaw Amendments	Proposed amendments to the Zoning & Development Bylaw pertaining Home Occupations, Tourist accommodations, Low Density (R-2 and R-2S) Zones, 500 Lot Area Standards and Appendix A. Definitions	City of Charlottetown	1-Jul-19



Planning & Heritage Summary (Week ending June 21, 2019)

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 #	PID #	PERMIT #	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
17-153	341404	118-bld-17	21-Jun-19	21-Jun-19	APPROVED	342 Gratton Street	Occupancy Permit	SableARC Studios	12-Jul-19
18-505	759944	429-BLD-18	19-Jun-19	21-Jun-19	APPROVED	206 Sherwood Road	Occupancy Permit - Renovation of existing building and two small addition	Brighton Construction	12-Jul-19
18-527	1076686	453-BLD-18	27-Sep-18	19-Jun-19	APPROVED	42-44-46-48-50-52 Michelle Crescent	Six Unit townhouse construction	Sherdale Properties	10-Jul-19
19-074E	739128	359-BLD-19	13-Jun-19	19-Jun-19	APPROVED	6 Prince Street	Restaurant kitchen and retail counter	Kevin MacLean	10-Jul-19
19-145	275743	155-BLD-19	1-Apr-19	19-Jun-19	APPROVED	6 Vic Campbell boulevard	Home Occupation application	Thoa Thi Nguyen	10-Jul-19
19-209	746164	245-BLD-19	29-May-19	29-May-19	APPROVED	12 Alice Avenue (Lot# 112)	Footing Permit-New single family dwelling	Lea & MacLeod LTD	19-Jun-19
19-213	373225	365-BLD-19	13-Jun-19	21-Jun-19	APPROVED	37 Vista Street	New attached garage	Greg Mills	12-Jul-19
19-229	342196	267-BLD-19	17-Jun-19	17-Jun-19	APPROVED	82-94 Kent Street	Occupancy Permit-Egress window and Fire escape repairs	Xiongliang Chen	8-Jul-19
19-260	1103969	304-BLD-19	24-May-19	19-Jun-19	APPROVED	24-26 Bambrick Drive (Lot 17-32)	New Semi-detached dwelling	Paramount Construction	10-Jul-19
19-261	1103951	305-BLD-19	24-May-19	19-Jun-19	APPROVED	20-22 Bambrick Drive (Lot 17-31)	New Semi-detached dwelling	Paramount Construction	10-Jul-19
19-270	1102771	315-BLD-19	30-May-19	21-Jun-19	APPROVED	27-29 Bambrick Drive (Lot 17-26)	New Semi-detached dwelling	Wade MacDonald	12-Jul-19
19-271	1104314	316-BLD-19	30-May-19	21-Jun-19	APPROVED	23-25 Bambrick Drive (Lot #17-27)	New Semi-detached dwelling	Wade MacDonald	12-Jul-19
19-279	366716	324-BLD-19	31-May-19	20-Jun-19	APPROVED	29 Brittany Drive (Lot 65)	New single family dwelling	A..C. McCardle Construction	11-Jul-19
19-282	723684	360-BLD-19	14-Jun-19	17-Jun-19	APPROVED	34 Warburton Drive	Accessory building	Martin Stearns	8-Jul-19
19-295	872028	343-BLD-19	5-Jun-19	17-Jun-19	APPROVED	Peakes Quay, Unit 10A Great George St	Signage Application - individually cut letters mounted on plywood	Barbara MacLeod	8-Jul-19
19-305	335653	356-BLD-19	12-Jun-19	20-Jun-19	APPROVED	65 Water Street	Interior renovation for third floor office space only	Robert Haggis	11-Jul-19
19-306	337634	385-BLD-19	19-Jun-19	21-Jun-19	APPROVED	264 Dorchester Street	Renovate existing dwelling	Doug Lelacheur	12-Jul-19

FILE #	PID #	PERMIT #	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
19-308	397455	367-BLD-19	6-Jun-19	18-Jun-19	APPROVED	135 St Peters Rd	Signage application	Day Nite Neon Signs (Chris Boone)	9-Jul-19
19-314	746164	374-BLD-19	18-Jun-19	19-Jun-19	APPROVED	19 Alice Ave (Lot 88)	New Single family dwelling	Jaycor Inc	10-Jul-19
19-315	688929	364-BLD-19	14-Jun-19	19-Jun-19	APPROVED	118 Parkside Drive	In-ground pool	Omar Hashem	10-Jul-19
19-318	868281	378-BLD-19	19-Jun-19	21-Jun-19	APPROVED	80 Commonwealth Ave	New heating plant building	William Chandler	12-Jul-19
19-321	918003	384-BLD-19	19-Jun-19	20-Jun-19	APPROVED	27 Hughes Court	10x14 Shed	Doug Mahar	11-Jul-19
19-324	411827	388-BLD-19	20-Jun-19	21-Jun-19	APPROVED	358 Lower Malpeque Road	Deck renovation	Lyndsay McQuillan & Matthew Martel	12-Jul-19

Lot Subdivisions

FILE	PID#	APPLICATION DATE	APPROVAL DATE	MAILED OUT	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
2017-038	822569 & 862551	3-Oct-17	27-May-19	19-Jun-19	APPROVED	Fox Run Drive (Lot# 3 & 4)	Subdivision	Island Realty	17-Jun-19
2019-027	PID #1102565	17-Jun-19	18-Jun-19	19-Jun-19	APPROVED	24-26 Holmes Lane	Lot subdivision of property into two lots (80-1 & 80-2)	Jaycor Inc	9-Jul-19

Council Approvals

FILE #	PID#	PERMIT #	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
19-101	N/A	N/A	4-Mar-19	21-Jun-19	APPROVED; DONE 2ND READING. FOR MINISTER APPROVAL	Zoning & Development ByLaw Amendments	Proposed amendments to the Zoning & Development Bylaw pertaining to Asphalt, Aggregate & Concrete Plant	City of Charlottetown	12-Jul-19
19-102	N/A	N/A	4-Mar-19	21-Jun-19	APPROVED; DONE 2ND READING. FOR MINISTER APPROVAL	Secondary & Garden Suite Registry	Proposal to create and implement the Secondary and Garden Suite Registry Bylaw	City of Charlottetown	12-Jul-19



Planning & Heritage Summary (Week ending June 28, 2019)

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 #	PID #	PERMIT #	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
18-468	388629 parent	390-BLD-18	22-Aug-18	27-Jun-19	APPROVED	66-68-70-72 Enderis Lane (Lot# 9)	New 4 unit townhouse	VY Build Inc	18-Jul-19
19-018	363671	412-BLD-19	25-Jun-19	27-Jun-19	APPROVED	101 Longworth Avenue	Temporary outdoor seating	Red Island Cider	18-Jul-19
19-074G	739128	395-BLD-19	21-Jun-19	24-Jun-19	APPROVED	6 Prince Street	Founders hall urban market (booth)	Suzanne Keough	15-Jul-19
19-074H	739128	407-BLD-19	24-Jun-19	26-Jun-19	APPROVED	6 Prince Street	Interior fitup (baked goods)	Colleen MacKay	17-Jul-19
19-076D	388207	391-BLD-19	20-Jun-19	25-Jun-19	APPROVED	167 Minna Jane Drive	Interior fitup for Hair Salon & Spa	APM Construction Ltd.	16-Jul-19
19-122	1086321	380-BLD-19	19-Jun-19	24-Jun-19	APPROVED	136 Nassau Street	Window addition	Janet Weinreich-Keall	15-Jul-19
19-137	336198	398-BLD-19	21-Jun-19	25-Jun-19	APPROVED	15 Hillsborough Street	Construct an accessory apartment	Paul Coles	16-Jul-19
19-153	406736	379-BLD-19	19-Jun-19	28-Jun-19	APPROVED	32 Cobirt Drive (Lot# 07-27)	Phase 2- Sitework & Foundation	William Chandler	19-Jul-19
19-208	1100528	244-BLD-19	2-May-19	27-Jun-19	APPROVED	74-76 MacWilliams Road (Lot 7)	Two 4-unit condominiums	Doug Beaton	18-Jul-19
19-219	622333	257-BLD-19	9-May-19	26-Jun-19	APPROVED	40 Keaton Drive (Lot 18-5)	Single Family dwelling	Blue Heron Construction	17-Jul-19
19-309	440537	368-BLD-19	17-Jun-19	27-Jun-19	APPROVED	57 Birch Hill Drive	Garage addition	Michael Snowie	18-Jul-19
19-338	354738	413-BLD-19	26-Jun-19	27-Jun-19	APPROVED	93 Green Street	Sunroom/mudroom addition	Scott Lee & Eva Kovacic	18-Jul-19

Lot Subdivisions

FILE	PID#	APPLICATI ON DATE	APPROVAL DATE	MAILED OUT	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
2019-031	PID #492405	21-Jun-19	21-Jun-19	24-Jun-19	APPROVED	Mount Edward Road	Lot Consolidation	Board of Governors (c/o Herman McQuaid)	12-Jul-19
2019-032	PID #1100528 & 192153	21-Jun-19	24-Jun-19	26-Jun-19	APPROVED	East Royalty Road	Lot subdivision of 25 Lots (Lots 250-275 exc. Lot 265)	Montgomery Heights Inc.	15-Jul-19
2019-033	PID #1100528 & 192153	21-Jun-19	24-Jun-19	26-Jun-19	APPROVED	MacWilliams Road	Lot subdivision of 2 Lots (Lots 3.8-23,28-31,33-34)	Montgomery Heights Inc.	15-Jul-19



Council Approvals

FILE #	PID#	PERMIT #	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
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**STRATEGIC PRIORITIES & INTERGOVERNMENTAL
COOPERATION COMMITTEE
REPORT TO COUNCIL
JULY 8, 2019**

The Strategic Priorities & Intergovernmental Cooperation Committee met on June 28, 2019 and the draft minutes are included in your package.

There are two resolutions for your consideration.

Respectfully submitted,

Councillor Alanna Jankov, Chair

STRATEGIC PRIORITIES & INTERGOVERNMENTAL COOPERATION
Friday, June 28, 2019
12:15 PM – Parkdale Room

Present: Councillor Alanna Jankov, Chair
Councillor Terry Bernard, Vice-Chair
Councillor Greg Rivard, Member at Large
Deputy Mayor Jason Coady, Member at Large
Mayor Philip Brown

Also: Peter Kelly, CAO
Chantal Matheson, EA

Regrets: None

1) Call to Order

Councillor Alanna Jankov, Chair called the meeting to order at 12:15 PM.

2) Declarations of conflict of interest

There were no conflicts of interest declared.

3) Approval of Agenda

It was moved by Councillor Terry Bernard and Seconded by Councillor Greg Rivard that the agenda be approved. Carried.

4) Approval of Minutes

It was moved by Mayor Philip Brown and seconded by Councillor Terry Bernard that the minutes from May 23, 2019 be approved as circulated. Carried.

5) Motion to move into closed session

Motion to move into closed session, as per Section 119 (1) sub-section (a), (b) and (e) of the PEI Municipal Government Act was moved by Councillor Greg Rivard and seconded by Mayor Philip Brown. Carried.

6) Discussions:

After some discussion in the closed session, it was the consensus of the Committee to forward the following resolutions to Council for their consideration:

- a) Moved by Councillor Greg Rivard and Seconded by Councillor Terry Bernard. Carried. That as per the Strategic Priorities & Intergovernmental Cooperation Committee discussions pertaining to the City's Fire Services Long Term Strategic Location Strategy, that the City of Charlottetown work towards initiating and implementing a three (3) Station System.

- b) Moved by Councillor Greg Rivard and Seconded by Councillor Terry Bernard. Carried. Whereas the City of Charlottetown has decided to implement a three (3) Station System;

And whereas, the City has reviewed its coverage area;

Therefore, be it resolved, that the City of Charlottetown write a letter to the Province of Prince Edward Island to express its desire to purchase the provincially owned land on St. Peters Road between Norwood Road and Charlottetown Arterial Highway (PID # unassigned - map attached) to secure the site for a future Fire Station;

And, be it further resolved, that the City confirm with the Province its ability to do so.

7) New Business

There was no new business.

8) Meeting Adjourned

Moved by Mayor Philip Brown and Seconded by Councillor Terry Bernard that the meeting be adjourned. Carried.

The meeting adjourned at 12:55 PM



CITY OF CHARLOTTETOWN

RESOLUTION

Strategic Priorities &
Intergovernmental
Cooperation #1

MOTION CARRIED _____

MOTION LOST _____

Date: July 8 2019

Moved by Councillor _____ Alanna Jankov

Seconded by Councillor _____ Terry Bernard

RESOLVED:

That as per the Strategic Priorities & Intergovernmental Cooperation Committee discussions pertaining to the City's Fire Services Long Term Strategic Location Strategy, that the City of Charlottetown work towards initiating and implementing a three (3) Station System.



CITY OF CHARLOTTETOWN

RESOLUTION

Strategic Priorities &
Intergovernmental
Cooperation #2

MOTION CARRIED _____

MOTION LOST _____

Date: July 8, 2019

Moved by Councillor _____ Alanna Jankov

Seconded by Councillor _____ Terry Bernard

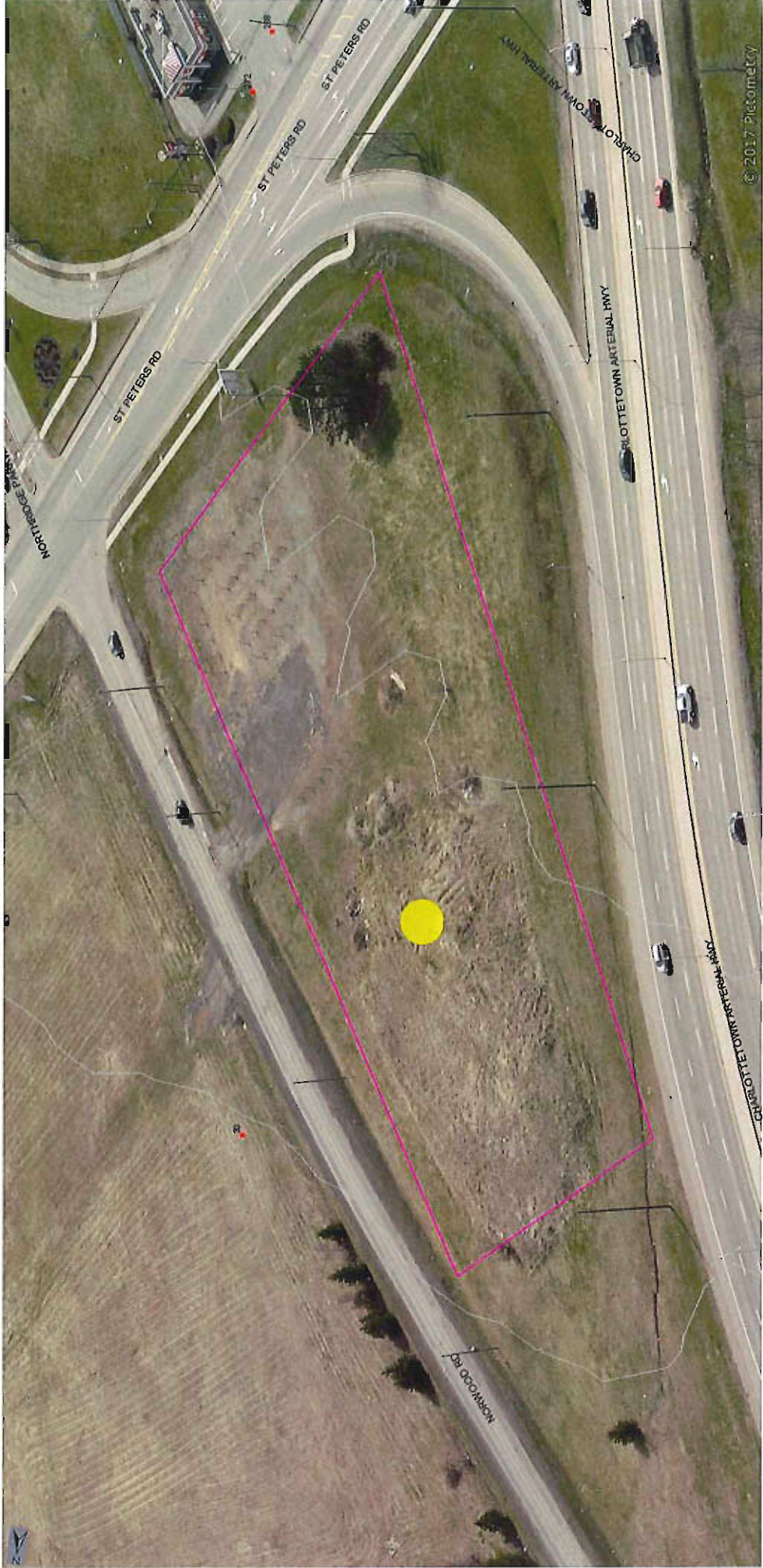
RESOLVED:

Whereas the City of Charlottetown has decided to implement a three (3) Station System;

And whereas, the City has reviewed its coverage area;

Therefore, be it resolved, that the City of Charlottetown write a letter to the Province of Prince Edward Island to express its desire to purchase the provincially owned land on St. Peters Road between Norwood Road and Charlottetown Arterial Highway (PID # unassigned (map attached)) to secure the site for a future Fire Station;

And, be it further resolved, that the City confirm with the Province its ability to do so.



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05/05/2017

AFFORDABLE HOUSING ADVISORY BOARD
Wednesday, June 12, 2019
12:00 PM – Parkdale Room

Present: Councillor Alanna Jankov
Aimee Power, Chair
Ashley Gillis
Craig Cameron

Greg McKee
Jamie MacDonald
Kandance Hagen
Donna Keenan

Also: Peter Kelly, CAO
Alex Forbes, MP
Chantal Matheson, EA

Regrets: Ladjane Carvalho-Schulman

1) Call to Order

Councillor Alanna Jankov, called the meeting to order at 12:15 PM.

Councillor Alanna Jankov is the Chair of the Strategic Priorities and Intergovernmental Cooperation Committee. The Affordable Housing Advisory Board falls under the terms of reference for the Strategic Priorities and Intergovernmental Cooperation Committee.

2) Declarations of conflict of interest

There were no conflicts of interest declared.

3) Approval of Agenda

The agenda was approved as circulated.

4) Introductions

The committee members gave introductions. Councillor Alanna Jankov explained to the Board members that a Chair of the Committee was required.

Aimee Power's name was put forward unopposed to Chair the Board. Motion Carried.

Peter Kelly, CAO explained that all meetings of the Affordable Housing Advisory Board are open to the public.

5) Meeting Date & Time

The Committee members agreed to meet the second Thursday of each month at 12:00 PM.

6) Terms of Reference

There was a discussion on terms of reference for the Board. City staff will forward guidelines to help the Board establish their terms of reference.

7) New Business

There was no new business.

8) Meeting Adjourned

The meeting adjourned at 12:55 pm. Motion Carried.



**FINANCE, AUDIT & TENDERING COMMITTEE
REPORT TO COUNCIL
July 8th, 2019**

The Finance, Audit & Tendering Committee met on July 3rd, 2019. A monthly summary financial statement till the month of May is included in the package.

There two resolutions are included in this package for your consideration.

- Sale of 614 Malpeque Road
- Outside City Fire Protection Rates

Respectfully submitted,

Councillor Terry Bernard, Chair

Finance, Audit & Tendering Committee
July 6th, 2019
12:00 pm Parkdale Room

Present: **Councillor Terry Bernard (Chair)** **Councillor Greg Rivard**
 Councillor Kevin Ramsay **Councillor Mike Duffy**
 Mayor Philip Brown **Peter Kelly, CAO**
 Mark Lanigan, FM **Connie McGaugh, ACC**

Regrets:

1) Call to Order

Chair Bernard called the meeting to order at 12:05 pm and welcomed Mark Lanigan as the new Finance Manager.

2) Declarations of conflict of interest

There were no conflicts of interest declared.

3) Approval of Agenda

Two additional items were added to the agenda, CPCP Upgrades Project Increase and One (1) New 72" Commercial Grade Front Mount Lawn Mower. Moved by Councillor Rivard and seconded by Councillor Ramsay that the amended agenda be approved as circulated. Motion Carried.

4) Adoption of Minutes

Moved by Councillor Ramsay and seconded by Councillor Rivard that the minutes of June 5th, 2019 be approved as circulated. Motion Carried.

5) Business arising from Minutes

Mayor Brown would like clarification on some resolutions.

6) Public Procurements

- a. Growth Management Strategy (22-May-19)**
- b. 2019 Fleet Vehicle Purchase (Re-issued)(22-May-19)**
- c. Utility – Inventory (4-June-19)**
- d. Update on Tenders**
- e. CPCP Upgrades Project Increase**
- f. One (1) New 72" Commercial Grade Front Mount Lawn Mower**

Committee reviewed the bid sheets for the public procurements which have closed and are under review. It is anticipated that the Public Works and Beautification, Water & Sewer Utility Committees will be bringing resolutions forward to Council on Monday, July 8th meeting. Committee has deferred the Growth Management Strategy for further information.

7) Introduction of New Business

Committee approved the recommendations for the sale of the house at 614 Malpeque Road and for the rate increase for fire protection for outside communities resolutions will be brought forward to Monday, July 8th Meeting of Council from the Finance, Audit and Tendering Committee.

8) Adjournment of Public Session

Moved by Chair Duffy and seconded by Councillor Ramsay that the meeting be adjourned. Motion Carried.

Meeting adjourned 1:30 p.m.

Chair: Councillor Terry Bernard



CITY OF CHARLOTTETOWN

RESOLUTION

Finance Committee #1

MOTION CARRIED _____

MOTION LOST _____

Date: July 8, 2019

Moved by Councillor _____ Terry Bernard

Seconded by Councillor _____ Greg Rivard

RESOLVED:

That the Council approve sale of 614 Malpeque Road (PID#572982), residential portion of property acquired for Miltonvale wellfield development. The property was purchased in 2012 being 16.22 acres at a price of \$375,000. With the reservoir complete (12.82 acres retained), the residential portion of the property (3.4 acres) can be sold. An offer of \$345,000 has been received thru the real estate brokers.

Further, that the Mayor and CAO be hereby authorized to execute such standard contracts and agreements required to implement this resolution.


CHARLOTTETOWN

Report No: IC- WSC 4-19

Date: June 24, 2019

Directed to: Utility Chair & Committee

Department: Water and Sewer

Prepared by: Richard MacEwen, Utility
Manager**Attachments:**

- Original Purchase Report
- Current Sale Offer

Subject: Sale of 614 Malpeque Road**Recommendation:**

Support sale of 614 Malpeque Road residential portion.


Report:

The Charlottetown Water and Sewer Corporation purchased a property at 614 Malpeque Road to be used for a reservoir associated with the Miltonvale Wellfield development. The property included a residential home as well as the field of interest. The 16.22 acre property was purchased in November 2012 for \$375,000.

The reservoir has now been built and the residential portion of the property can be sold. The reservoir portion of the property will be approximately 12.82 acres and the residential portion 3.4 acres. The residential portion was valued at \$295,000 at the time of purchase. There is currently an offer of \$345,000 for the residential portion of the property.

From to Utility

Respectfully,



Reviewed By:

CAO

Mgr

Other

Recommendations/Actions:*Approved*



CITY OF CHARLOTTETOWN

RESOLUTION

Finance #2

MOTION CARRIED _____

MOTION LOST _____

Date: July 8, 2019

Moved by Councillor _____ Terry Bernard

Seconded by Councillor _____ Greg Rivard

RESOLVED:

That the City/Utility implement the following rates for outside fire protection effective for 2019-20:

Hydrant charge – Water, Maintenance, and Capital: \$911.95

Hydrant charge – Water and Maintenance: \$807.30



City of Charlottetown
2019/2020 Budget Summary
Current Period: MAY-2019

Currency: CAD
 No specific Ledger requested

	Original Budget	Revised Budget	YTD Encumbrance	YTD Actual	Total Revenue/ Expenditures	Previous Yr YTD Actual	Funds Available	% of Bud Expense
City Operating Revenue								
Surplus (Deficit) from Previous Year	1,829,178	1,829,178	-	1,829,178	1,829,178	2,286,834	-	100.00%
Property Taxes	34,172,513	34,172,513	-	5,860,024	5,860,024	36,956,648	28,312,489	17.15%
Provincial Grant	13,637,983	13,637,983	-	2,335,814	2,335,814	16,565,933	11,302,169	17.13%
Partial Grant in Lieu of Taxes (QEH)	140,000	140,000	-	-	-	140,000	140,000	0.00%
Licenses	1,217,135	1,217,135	(3,863)	162,310	158,448	1,236,125	1,058,687	13.02%
Parking Garages	685,000	685,000	-	81,648	81,648	774,734	603,352	11.92%
Parking Meters	1,020,000	1,020,000	-	141,990	141,990	1,166,077	878,010	13.92%
Police	1,131,500	1,131,500	-	121,543	121,543	1,202,775	1,009,957	10.74%
Credits from Outside Sources	505,000	505,000	-	52,706	52,706	839,499	452,294	10.44%
Outside Fire Protection	30,000	30,000	-	-	-	30,000	30,000	0.00%
Utility Administration Fee	205,000	205,000	-	51,250	51,250	256,250	153,750	25.00%
Interest	40,000	40,000	-	6,969	6,969	74,965	33,031	17.42%
Recreation	618,390	618,390	-	(3,707)	(3,707)	286,428	622,097	-0.60%
Transfer From Parkland Reserves	172,143	172,143	-	-	-	127,558	172,143	0.00%
Tourism Accomodation Levy Admin Fee	36,500	36,500	-	-	-	-	36,500	0.00%
Provincial Infrastructure Fund/MCEG	1,715,400	1,715,400	-	-	-	-	1,715,400	0.00%
Credits from Other Levels of Government	-	-	-	-	-	66,866	-	
Total City Operating Revenue	57,155,742	57,155,742	(3,863)	10,639,725	10,635,863	62,010,692	46,519,879	18.61%
Water & Sewer Revenue								
Surplus (Deficit) from Previous Year	(1,200,000)	(1,200,000)	-	(1,200,000)	(1,200,000)	259,908	-	100.00%
Water & sewer services	11,044,681	11,044,681	-	1,332,163	1,332,163	9,625,400	9,712,518	12.06%
Fire protection - hydrant services	1,139,380	1,139,380	-	284,845	284,845	1,171,406	854,535	25.00%
Contract services billed	167,500	167,500	(67,117)	10,270	(56,847)	190,741	224,347	-33.94%
Non-operating	37,500	37,500	-	-	-	53,714	37,500	0.00%
Municipal Capital Expenditures Grant	2,150,000	2,150,000	-	-	-	-	2,150,000	0.00%
Total Water & Sewer Revenue	13,339,061	13,339,061	(67,117)	427,278	360,161	11,301,169	12,978,900	2.70%
Total Operating Revenue - City, Water & Sewer	70,494,803	70,494,803	(70,980)	11,067,003	10,996,024	73,311,861	59,498,779	15.60%
Total City Government	2,435,700	2,435,700	10,307	347,589	357,896	2,421,158	2,077,804	14.69%
Total Finance and Audit	957,064	957,064	7,487	132,001	139,488	854,980	817,577	14.57%
Total Municipal Buildings	2,160,605	2,160,605	206,023	343,784	549,806	2,260,361	1,610,799	25.45%
Total Insurance	685,000	685,000	-	5,883	5,883	577,884	679,117	0.86%
Total Mayor and Council	860,311	860,311	-	88,878	88,878	823,107	771,432	10.33%
Total Fire Department	3,976,673	3,976,673	31,518	988,181	1,019,699	4,697,475	2,956,974	25.64%
Total Police Department	9,705,543	9,705,543	23,087	1,724,793	1,747,880	10,625,228	7,957,663	18.01%
Total Public Works	14,498,250	14,498,250	652,942	1,305,242	1,958,184	14,718,121	12,540,066	13.51%
Total Parks and Recreation	3,782,655	3,782,655	94,153	410,343	504,499	3,947,171	3,278,155	13.34%
Total Community Sustainability	379,580	379,580	12,810	(6,114)	6,696	200,901	372,884	1.76%
Total Planning	1,247,102	1,247,102	4,299	166,380	170,679	1,026,288	1,076,423	13.69%
Total Heritage	185,500	185,500	717	56,729	57,446	52,260	128,054	30.97%
Total Economic Development	655,637	655,637	199,868	142,912	342,780	464,166	312,857	52.28%
Total Tourism	225,200	225,200	33,478	(16,505)	16,973	187,470	208,227	7.54%
Total Human Resources	752,420	752,420	-	109,450	109,450	654,956	642,970	14.55%
Total Strategic Priorities & Intergovernmen	170,000	170,000	-	231	231	8,309	169,769	0.14%
Total Information Technology	422,000	422,000	4,530	87,060	91,590	-	330,410	21.70%
Total Transit	1,005,100	1,005,100	710,000	162,814	872,814	1,147,721	132,286	86.84%
Total Event Attraction	448,350	448,350	41,083	14,494	55,577	432,817	392,773	12.40%
Total Arts and Culture	426,973	426,973	215,678	89,461	305,139	442,971	121,834	71.47%
Total Other	4,213,429	4,213,429	1,898,949	439,913	2,338,862	3,062,471	1,874,567	55.51%
Total Water and Sewer	13,330,432	13,330,432	846,726	1,313,060	2,159,785	12,552,317	11,170,649	16.20%
Total Expenditure	70,474,742	70,474,742	4,993,655	8,697,222	13,690,878	69,210,315	56,783,865	19.43%
Total Operating Surplus (Deficit) - City, Water	20,061	20,061	(5,064,635)	2,369,781	(2,694,854)	4,101,546	2,714,914	



**HUMAN RESOURCES, COMMUNICATIONS
AND ADMINISTRATION COMMITTEE
REPORT TO COUNCIL
JULY 8, 2019**

The Human Resources, Communications and Administration Committee last met on June 19, 2019. The minutes are included in your package.

There are no resolutions for your consideration.

Note that the second reading (Superannuation Plan Amendment Bylaw) is attached.

Respectfully submitted,

Councillor Julie McCabe, Chair

Human Resources, Communications & Administration Committee
Wednesday, June 19, 2019
8:00 AM– Parkdale Room

Present: Mayor Philip Brown
Councillor Julie McCabe, Chair
Councillor Alanna Jankov, Vice-chair
Councillor Mike Duffy, Member
Councillor Kevin Ramsay, Member

Peter Kelly, CAO
Bethany Kauzlarick, HRM
Jennifer Gavin, CO
Lorenda MacEachern, HREA

1) Call to Order

Councillor Julie McCabe called the meeting to order at 8:00 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 May 22, 2019 were approved as circulated.

5) Business arising from Minutes

There was no business arising from the minutes.

6) Reports:

a) Human Resources Update – Report no. HR061920190S

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.

b) Communications Update –

The Communications Officer updated the committee on the streaming project for the Council Chambers that will allow the public to tune in to Council meetings online. A temporary fix was in place for the June Council meeting, but the permanent fix is expected to be in place for the July meeting. Other upgrades to the Council Chambers are being managed through the Administration/IT department, the plan includes creating an overflow room and improving the sound quality both in the room and for the online video.

The CO also informed the committee that the team is exploring platforms for online forms and surveys to improve the in-house capabilities for both.

7) Introduction of New Business

There was no new business.

8) Adjournment

Motion to adjourn was moved by Councillor Duffy and seconded by Councillor Jankov.
Public session of meeting adjourned at 9:06 AM.



City of
Charlottetown

Report No: HR06192019OS
Open Session

Date: June 19, 2019

Directed to: Human Resources,
Communication and Administration
Committee

Attachments:

OHS Report

Department: Human Resources

Prepared by: Bethany Kauzlarick, 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, HRM

Reviewed By:

CAO

Mgr

Other

RECOMMENDATIONS/ACTIONS:

**OCCUPATIONAL HEALTH AND SAFETY
2019**

January February March April May June July August September October November December YTD

Orientation Employee	0	0	0	79	163	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	242
Orientation Contractor	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Recordable Incidents	16	9	6	3	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45
No Lost Time Incidents	14	7	4	1	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	37
Lost Time Incidents	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8
OH&S Inspection Reports	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
OH&S Orders	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
OH&S Stop Work Orders	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1

Safety Training	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0
First Aid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Automatic External Defibrillator	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fall Protection Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WHMIS 2016 Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JOHS Committee Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arc Flash Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Control Person	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Control Manager	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hot Work Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lock Out Tag Out Training	0	0	0	79	163	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	242
Confined Space Retrieval Train	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Power Line Hazards Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P/R Risk Management Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Slips Trips & Falls	0	0	0	0	0	0	0	0	0	0	0	0	0	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

OH&S Inspection Reports

City of Charlottetown, PEI
A Bylaw to Amend the City of Charlottetown Superannuation Plan Bylaw
Bylaw #2018-13-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 “Superannuation Plan Amendment Bylaw.”

2. Purpose

- 2.1. The purpose of this bylaw is to amend the City of Charlottetown’s Superannuation Plan Bylaw to extend the time period (from one year to three years) over which an individual can pay for a prior period of i) part-time, seasonal, entry level seasonal, casual, or contract employment service, or ii) maternity leave, paternity leave, compassionate care leave, or any other leave required by law. The City also wishes to allow such purchases to be made in regular instalments as an alternative to a lump sum.

3. Authority

- 3.1. This bylaw is adopted pursuant to Part 7, Division 2, Section 180(p) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.

4. Definitions

- 4.1 In this bylaw, any word and term that is defined in the Municipal Government Act and the City of Charlottetown’s Superannuation Plan Bylaw has the same meaning as in that Act or bylaw.

PART II – AMENDMENTS

5. Section 4.13 (iv) is deleted in its entirety and replaced with:

- 4.13 (iv) The required cost must be contributed in full as a lump sum, or in regular instalments, within three years of the date of election.

Regular instalments will be determined by amortizing the full cost of the purchase, with interest at the going concern interest rate used in the most recent Actuarial Valuation, over a period not to exceed three years from the date of election.

6. Section 4.9 (ii) is deleted in its entirety and replaced with:

- 4.9 (ii) For those on such a leave that ended after January 1, 2016, the election must be made within one year of the Member returning to work, and the required contributions must be made in full as a lump sum, or in regular instalments, within three years of the date of election.



**CITY OF CHARLOTTETOWN
SUPERANNUATION PLAN AMENDMENT
#2018-13-A**

*Carried
9-0
Councillor
Tweed
Absent*

To amend the City of Charlottetown Superannuation Plan Bylaw, #2018-13-A, to extend the time period (from one year to three years) over which an individual can pay for a prior period of leave. **OR PAST SERVICE.**

RESOLVED: THAT the bylaw to amend the "CITY OF CHARLOTTETOWN SUPERANNUATION PLAN BYLAW" be read a first time.

Moved by Councillor *Julie McCabe* Julie McCabe
Seconded by Councillor *Alanna Jankov* Alanna Jankov
Date: June 10, 2019

9-0

RESOLVED: THAT the plan be now approved as a City plan and that it be entitled the "CITY OF CHARLOTTETOWN SUPERANNUATION PLAN BYLAW" and that it be read a second time at the next public meeting of Council.

Moved by Councillor *Julie McCabe* Julie McCabe
Seconded by Councillor *Alanna Jankov* Alanna Jankov
Date: June 10, 2019

9-0

THEREFORE; BE IT RESOLVED: THAT the "CITY OF CHARLOTTETOWN SUPERANNUATION PLAN BYLAW" be read a **second** time and that the said plan be now adopted.

Moved by Councillor *Julie McCabe* Julie McCabe
Seconded by Councillor *Alanna Jankov* Alanna Jankov
Date:

This Superannuation Plan Bylaw Amendment Bylaw, #2018-13-A, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2019.

CAO

Mayor

7. The last paragraph in Section 4.9 is deleted in its entirety and replaced with:

The required contributions will be determined as the amount the Member would have contributed had they elected to make contributions during the temporary leave of absence, plus interest at the going concern interest rate used in the most recent Actuarial Valuation, from the middle of the period of the temporary leave of absence until the date the contributions are remitted to the Fund, or until the date that regular instalments begin.

8. The following paragraph is added at the end of Section 4.9:

Regular instalments will be determined by amortizing the full cost of the purchase, with interest at the going concern interest rate used in the most recent Actuarial Valuation, over a period not to exceed three years from the date of election.

Approval and Adoption

9. Effective Date

9.1. This Superannuation Plan Amendment Bylaw, #2018-13-A shall be effective on the date of approval and adoption below.

First Reading:

This Superannuation Plan Amendment Bylaw, #2018-13-A was read a first time and approved by a majority of members present at the Council meeting held on the ___ day of _____, 2019.

Second Reading:

This Superannuation Plan Amendment Bylaw, #2018-13-A was read a second time and approved by a majority of members present at the Council meeting held on the ___ day of _____, 2019.

Approval and Adoption by Council:

This Superannuation Plan Amendment Bylaw, #2018-13-A was adopted by a majority of Council members present at the Council meeting held on the ___ day of _____, 2019.

Signatures and Witness the corporate seal of the City of Charlottetown

Mayor

Chief Administrative Officer

This Superannuation Plan Amendment Bylaw, #2018-13-A adopted by the Council of the City of Charlottetown on ___ day of _____, 2019 is certified to be a true copy.

Chief Administrative Officer

Date



**PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
July 8th, 2019**

The Parks, Recreation and Leisure Activities Committee met on June 20th and a copy of those DRAFT minutes are included in your package.

There are no resolutions from our department.

The Volunteer of the Month for July is Katrina Durdle. Katrina is a volunteer with the Sherwood Parkdale Minor Baseball Association.

Respectfully submitted,

Councillor Mitchell Tweel, Chair

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
Thursday, June 20th, 2019
12:15 PM – Parkdale Room, City Hall

Present: Councillor Mitchell Tweel, Chair
Frank Quinn, PRM
Philip Brown, Mayor
Mike White AS

Councillor Bob Doiron
Peter Kelly, CAO
Christopher Drummond, PC

Others:
Dave Stewart, Guardian,
Hillary Wood, Veg PEI

Regrets: Councillor Kevin Ramsay and Councillor Terry Bernard

1. CALL TO ORDER

The meeting was called to order at 12:20 PM by Chair Mitchell Tweel.

2. DECLARATIONS OF CONFLICT OF INTEREST

No declarations of conflict.

3. APPROVAL OF AGENDA

Moved by Mayor Brown and seconded by Councillor Doiron, that the agenda for Thursday, June 20th 2019, be approved with one item added which is the Fox Mosaic project.

CARRIED

4. ADOPTION OF MINUTES (April 30th, 2019)

Moved by Councillor Bernard and seconded by Councillor McCabe that the minutes of April 30th, 2019 be approved.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

Mayor Brown asked if the PRM received an email from DJ Walling who had a few questions around the floating dock system. The PRM noted that he is in receipt of the email and will be responding to it.

a. Verbal Update on the installation of the Floating Dock System

The PRM reported that since the Council gave approval on June 10th that he has been in contact with CHA Inc. to enter into a water lot lease agreement. The agreement will be forwarded to legal counsel for review and finally to the CAO and Mayor for signature (hopefully next week). Insurance coverage is in place for the dock system and they (insurers) have been sent a copy of the rules and regulations signage to be placed at the site. The insurer will provide approval or draft changes within the next week or so. Finally, it is hoped that (East Coast Docks) will be available to begin the installation July 3rd (following the Canada Day festivities and clean up) and be completed by July 5th. Initially they were striving for June 28th; however, the installers had a couple of large projects that they had to complete prior to beginning our dock install.

Also the Mayor asked if we are promoting the public dock system at the Yacht Club. The PRM noted that it used to be promoted in our Program Brochure however it has somehow been removed over the last couple of years. It will be put back in the brochure and also on our website. It can also be included in the photo opt when the Victoria Park floating dock is opened for the public, to remind users that the Yacht Club slip is available for small craft launch for public.

Mayor Brown raised a question regarding the confirmation on the \$\$ spent by the City for the initial purchase of the small public dock system installed at the Yacht Club and also the annual fee for the installation/removal and storage of the docks. The PRM stated that he could give an approximate cost based on memory; however, he would follow up with the exact costs as requested.

6. REPORTS:

a. Four Requests for Rental Fee Waiver

- 1. Gifts from the Heart Group** – requesting to use the Hillsborough Park Community Centre for fundraiser for van for low income families. This is a nonprofit group and all items are provided free of charge to those in need. The PRLA committee agreed with the staff recommendation to waive the \$150 rental fee for this event.
- 2. PEI U15 Provincial Baseball Team** – looking to have field rental waived for two time slots (up to four to six). A discussion was held and it was noted that this is a nominal fee however; other provincial teams and regular users pay a seasonal fee for their respective field use. It is not about the \$\$ rather setting a precedent for other teams. The PC noted that these provincial team practices will only be utilizing time that is available after all of the regular times are booked and further, they will not be bumping any users, etc. from the field. After further discussion, the PRM recommended that we offer a reduced rate for these rentals. The PRLA agreed with the staff recommendation to offer the team a reduced per-use rate rather than a full waiver of the rental fee.
- 3. Shad Mount Allison** – looking for use of the West Royalty Community Centre for an overnight lodging as they are bring a group of 50 students to PEI as part of an education and cultural experience and this will be an overnight trip. The facility is not in use that weekend and therefore the staff are recommending that we waive the fee however that the user is required to pay a damage deposit. The PRLA agreed with the staff recommendation.
- 4. Brian Knox Information and Tribute Concert for CN Railway** – offering a concert at the VP Cultural Pavilion. It was noted that this can be a fundraiser for Special Olympics. The PRM noted that they cannot charge for the concert, however, they can accept donations. After some discussion, the PRLA agreed with staff recommendation to waive the \$50 rental fee. It is to be reiterated to the user that this is by donation only and that funds are to be given to the chosen recipient as a fundraiser.

b. Veg on the Block event on August 4th, 2019 at Confederation Landing

The PRM received a request from the organizer (Veg PEI) of this event to permit vendors to sell their product (plant based food) during the event which is booked at Confederation Landing. Veg PEI is a non-profit group that acts as a resource of all things plant based for the Island through education and community events. Hillary Wood, President of Veg PEI was present and gave a brief overview of the event.

Ms. Wood noted that this event was initially to take place along Queen Street and was to be held earlier in June, however, with changes to their board, the event got pushed to August at which time the Downtown Market takes place on Queen Street on Sundays. The organizers then had to look for another venue and thus, are looking for the use of Confederation Landing to host their event which will run from 12-6pm.

The PRM noted that as per the City's Mobile Canteens Bylaw, these may be permitted in the City on public Open Spaces subject to approval of the Manager of Parks and Recreation, in consultation with the Parks, Recreation and Leisure Activities Committee.

The PRM stated that staff is in favor of this event as it is promoting health and all things plant based and the PRM recommends granting permission for vendors to sell their product during this event. The PRLA Committee supports the staff recommendation.

c. Renewal of Lease Agreement for five years with Waterfront Investments Inc. and request to increase to lease amount by \$4,000 per year

The PRM noted that there has been increased demand for public washrooms due to the increased venues and events along the waterfront area.

The Mayor noted that back when he was on the PRLA committee, the original city contribution amount was only \$10,000. The PRM noted that during the signing of the last five year agreement (2014-2019), the city's contribution increased to \$14,000 and they are now looking to increase that to \$18,000 for the next signing. The question was asked as to how much the other two tenants pay and it was confirmed they pay almost \$17,000 between them which brings the total to just under \$35,000 per season for the contribution of the operations of the two public washrooms.

There was a lengthy discussion on the use of the public washrooms and who is responsible for them and what the funds actually cover. Discussions also included the new pop up seasonal floating restaurants that are now opened on the dock and whether or not they are being asked to contribute anything towards the costs of operating these washrooms and further, Chair Tweel would like confirmation from the Water Sewer Manager that the grey water from these floating restaurants is being properly disposed of through the City's waste water system. There was also discussion on whether or not an actual staff person is assigned specifically for the cleaning of the washrooms, etc.

As a result of these discussions, it was the consensus of the PRLA Committee that these washrooms are necessary as there is high demand and further, that they do have

to be maintained. The PRLA Committee agreed to enter into a one-year (season) agreement with Waterfront Investments at the suggested increase of \$4,000. Over the summer/fall season, staff will monitor the site and report back on the cleanliness and general conditions of the venue and will also look into any other options for public washrooms in the area. Further, the Chair is recommending that a cost benefit analysis be done to assure that we are getting value for our dollar. The PRM will be touch with the Landlord (Waterfront Investments) and ask that the agreement be changed to one-year and resent to the City for signing.

Motion was moved by Mayor Brown and seconded by Councillor Doiron for the city to enter into a one-year lease agreement with Waterfront Investments Inc. to provide public washrooms at the area noted.

CARRIED

d. Request to use Founders Hall green space for 2019 Great Island Grilled Cheese event on September 13th, 2019

The PRM presented a request to hold the above event at the city owned green space in front of Founders Hall. The PRM noted that staff can approve such events being held on our property; however, he wanted to make the PRLA Committee aware of it.

The Chair raised some concerns as he would like this space to remain open for everybody and he doesn't see this green space as a place for events. The PRM stated that this is a public event that is open to the community and looking for a high profile location where they can be seen. The Chair is in favor of this great event, however, he is recommending that they use Confederation Landing rather than the green space. The PRM will confirm that they have the space booked at the landing.

Motion was moved by Mayor Brown and seconded by Councillor Doiron that the 2019 Great Island Grilled Cheese Event be granted permission to run their event at the Confederation Landing rather than the green space in front of Founders Hall.

CARRIED

e. Playground Equipment and Installation Schedule Update

The PS presented the proposed schedule for the 2019 parks equipment installation and noted that the list is based on good weather with no delays due to rain, etc.

Equipment installs will take place at Doncaster Park, Upton Park, Andrews Court Park, Desbrisay Park and Messer Park. Swing sets (2-3 bay) will be installed at G. Stewart MacKay Park, Shell Court Park, Centennial Park, Victoria Park, Richmond Hill Park and Thorndale Park.

Mayor Brown brought up Victoria Park and asked if we had to add more equipment to this park after just having opened a \$1M playground. The PRM noted that the swing set is actually replacing one that had been removed which is highly used and further, that the new Jumpstart Playground has brought even more users to the park so this piece is needed. We are not adding any additional equipment as this is a replacement of an 'old' swing set that is highly used.

Fox Mosaic Project

Chair Tweel stated that at yesterday's Economic Development and Tourism and Events Management meeting this topic was discussed and it was asked that it be brought back to the PRLA Committee for further discussion and follow up.

At this time, 1:20PM, Beth Hoar, Forest Environmental Officer (FEO), joined the meeting and Chair Tweel asked that she provide the committee with an update on the Fox Mosaic project.

The project began in 2016 through the Events Development Officer and the Mayor's office as part of the Canada 150 project and funding was to be granted through Heritage Canada to build these green sculptures for every province in Canada. Charlottetown was to build and receive a Fox Mosaic sculpture. This sculpture, along with all others from around the country would be on display in Gatineau, QC as part of a summer festival during the summer of 2017. In 2018, it was decided that they (City of Gatineau) would keep it for another year and then the sculptures for each province would be shipped back to each province. We received our Fox Mosaic in late fall of 2018. Discussions were held around the cost to maintain this piece of living plant sculpture year after year and it was deemed too costly and wasteful. After much discussion, it was agreed that it would work best if we did some kind of metal cladding and allow to rust, thus taking on the look of a fox with coloring, etc.

Due to the size of the structure, it was determined that we (City) had to apply for a permit to put it in a park. It was deemed that the best location was to place in the arboretum at Victoria Park where we used to have the large plant based salamander. The application was forwarded to the Planning Department and then since it was going in Victoria Park the Heritage Advisory Board became involved. The FEO provided the board with a report and additional information. The Heritage Board did not feel this was the best location and made recommendation to reject the application and suggested other locations. Further the Arts Advisory Board would also like to weigh in on it as it is being seen as artwork.

The PRM noted that this project was initially approved by the PRLA Committee and it was intended to go into Victoria Park from the onset. Due to the change in the design, it then had to go through Planning as it was no longer a 'living planting' but a more permanent structure, and there it was questioned as to why it was being put in Victoria Park. We do have money approved in our Parks and Recreation Capital Budget to proceed with this project.

The FEO noted that Victoria Park was the only location that was ever discussed at the Parks and Recreation Department and it was always the plan to be placed there. Further, the specific location would be the arboretum area which is an educational area with native trees and shrubs and where our children's nature education tours take place.

The item is now back before this committee's agenda so that the PRLA Committee could discuss and see what steps we could take to advance this project and have the Fox Mosaic placed in its original and only discussed location within the arboretum area at Victoria Park. The CAO stated that if this committee wished to forward a recommendation to Council it could do so.

The Mayor asked if we could use this art project at another park. The PS stated that we would like it to be placed in a natural environment where you would see the fox and also as part of the nature education as mentioned by the FEO.

Motion was moved by Mayor Brown and seconded by Councillor Doiron that the PRLA Committee request that this application, which was rejected by Heritage Board, be brought before Council, since Council will make the final decision on the application. Further, that the PRLA Committee is in favor of moving this project forward and it is recommended that the Fox Mosaic be located at its original intended location which is in the arboretum at Victoria Park.

The FEO left the meeting at this time (1:30PM)

7. INTRODUCTION OF NEW BUSINESS

Mayor Brown brought up the Winsloe Soccer Complex and that there is an issue with water run off during heavy rain and melting snow. He noted that the field is graded to the west and when heavy rain occurs, the water runs and the properties that run parallel to the fields and park are being drenched with water to the depth of 6’-8’. Mayor Brown did an onsite meeting as the request of a resident.

The PRM mentioned that he was recently contacted by Public Works and he hasn’t had a chance yet to discuss with the PS or Parks Foreman and would like to get all the facts before responding. Further, it could be that when the properties were developed after the fields were already there and the water should have been dealt with at the time of development with regard to storm water management.

Mayor Brown stated that when the homes were built the regulations were not in effect to deal with storm water.

The PRM will consult with Public Works and confirm the facts and come up with a solution.

8. MOTION TO ADJOURN

Moved by Mayor Brown and Seconded by Councillor Doiron that the meeting be adjourned at 1:35PM.

CARRIED

Chair: Councillor Mitchell Tweel



City of
Charlottetown

**Report No: 9 – Veg on the Block Event
Request for Vendors**

Date: June 20, 2019

Directed to: Standing Committee

Attachments:
Veg PEI Letter of Request
Special Event Application

Committee: PRLA

Prepared by: Frank Quinn

Subject: Veg on the Block event on August 4, 2019 at Confederation Landing. Request to have vendors sell product.

RECOMMENDATION:

Staff recommends granting permission to the organizer of the Veg on the Block event to enable them to have vendors sell product during this community event.

REPORT:


The PRM received a request from the organizer of the Veg on the block event to permit vendors to sell their product during this event, which is booked at Confederation Landing on August 4, 2019 from 12 – 6 PM. Veg PEI is a non-profit group that acts as resource of all things plant-based for the Island through education and community events. Please see attached Veg PEI letter of request and Special Event Application. Set-up will take place from 8:30 – 11:30 AM and tear down will occur between 6 – 9 PM. The organizer will ensure all vendors have the necessary permits. The department will provide the support as per past practice (i.e., picnic tables, garbage cans, access to electrical).

As per the City’s Mobile Canteens Bylaw, mobile canteens may be permitted in the City on public Open Spaces subject to the approval of the Manager of Parks and Recreation, in consultation with the Parks, Recreation and Leisure Activities Committee

Respectfully,

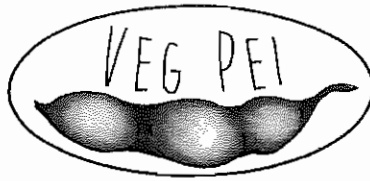
Frank Quinn

Reviewed By:

	Manager 	Other				
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RECOMMENDATIONS/ACTIONS:

The PRLA Committee supports the staff recommendation.



May 8th, 2019

To Whom It May Concern,

Veg PEI is a vegetarian and vegan association whose aim is to make plant-based living accessible to Islanders. Our non-profit acts as a resource of all things plant-based for the Island through education and community events. We have been active for approximately 3 years and have witnessed a tremendous rise in vegetarian and vegan living among Islanders and Island businesses.

Prince Edward Island is well known for being a food-lover's paradise. Every year we have many exciting food events that showcase the people on our Island who play a part in our food system. Despite this, these events are largely exclusive to those who consume animal products; at a vegan event all folks can participate regardless of dietary restrictions. This thought was the catalyst for planning a totally vegan, one-day food event that all Islanders could partake in.

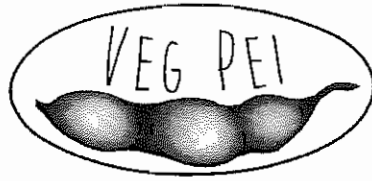
Veg on the Block is set to take place on August 4th. We are preparing for a day full of delicious food, activities, music and fun! Admission to the festival will be free and we will have local plant-based entrepreneurs, restaurants, farmers, artisans and musicians all showcasing what they have to offer. Almost every other capital city in Canada holds a "vegfest" which can range from small events, such as our idea, to massive 3-day festivals (in cities like Toronto!). We think it's time for Charlottetown to join in with *Veg on the Block*.

For this project, we have been consulting with Discover Charlottetown. They have been a huge support in the planning and developing stages of *Veg on the Block*, providing insight and advice on key components to executing this kind of festival. They've agreed with us that there is a plant-based aspect missing from the Island food event landscape.

Through *Veg on the Block*, our main objective is to shine a spotlight on local businesses who are paving the way for plant-based life on the Island. This not only strengthens our economy by introducing islanders to local entrepreneurs, but also serves as a way for our festival to help meet some of the sustainability goals that both our organization and our city values.

Did you know that animal agriculture is one of the top contributors to climate change? And that plant-based diets have **much** less of a negative impact on our water, air and land? Making a conscious effort to cut down on meat consumption is vital to the longevity and health of our planet, and a totally plant-based festival supports that vision.

The health of Islanders is another big priority for us as an organization. Very recently, Health



Canada made some enormous changes to Canada's Food Guide that emphasizes the importance of eating plant-based foods. Vegetarian and vegan diets have been proven to improve overall health, help with illnesses, and increase life span! Having access to plant-based foods and education about the health benefits of a plant-based diet are just two of the ways our festival promotes healthy living.

We really hope for this dream of ours to come true. What our team loves about Charlottetown is how open the city has become to change and growth, and how strong our community is when it comes together. *Veg on the Block* is our way of celebrating the progress our plant-based community has made here on our diverse and blossoming island

Thank you for your time,

A handwritten signature in cursive script that reads "Hilary Wood".

Hilary Wood
President, Veg PEI

Charlottetown Parks and Recreation Department - Special Event Application Form



Location Requested: Confed. landing Event Date August 4th/2019

Name of Event: Veg on the Block
Organization: Veg PEI
(For Profit/Non Profit) please specify: Non profit
Type of Event public vegan food festival Time of Event: 12pm-6pm
Contact: Hilary Wood Mailing Address: 85 Richmond St. Apt. 11
Phone: 902 940 7898 (Daytime) Postal Code: C1A1H7
(Evenings) e-mail address: ~~hwood@vegpei.com~~ vegpeiassn@gmail.com
Number of Participants: 15-20 vendors Spectators: ~200 Vehicles: 0
Description of Event: -attached-

List Services required from the Parks and Recreation Department (ie: washrooms, power, picnic tables, etc.)
washrooms, power, picnic tables, garbage bins
potentially steel gates

The following activities, if they are permitted, require special permission and/or licenses: Please check off any that you may be including as part of your event:
Food Preparation (must comply with Department of Health Regulations for food service)
Amplified Sound:
Sales of any kind (Clarify)
Service of Alcoholic Beverages (see applicable regulations on second page)
Temporary Structures/Equipment (see applicable regulations on second page)
Entertainment (specify) PT
Mobile canteens (Number) _____ (Special approval required)
Other (Please specify): _____

Charlottetown Recreation Department / Rental Rules and Regulations:

1. The space is not to be used for any other purpose that what has been stated.
2. The space and surrounding grounds must be protected from damage and mistreatment by the user at all times. Damage and uncleanliness above normal wear and tear will be the responsibility of the user and the user will be billed if it is excessive.
3. Access to the space is limited to the time agreed upon.
4. If a key is signed out it must be returned on the first working day following event. A lost key will be replaced by the department, with a re-keying fee of \$100.00, charged to the user.
5. If no arrangements have been made with staff, the user is responsible for securing all windows and doors, shutting off all lights and equipment before vacating any park building.
6. All waste must be sorted in the correct containers. Any fees associated with incorrect sorting of waste may be passed on to the user. Users may be billed the additional cost or a deduction made from the damage deposit.

Please Attach:

- A map and site plan for the area requested
- Proof of liability Insurance coverage for the event

A permit fee of \$25.00 plus an additional fee (as per schedule on last page) may be required upon confirmation of event approval

RETURN COMPLETED APPLICATION TO:
CITY OF CHARLOTTETOWN WORKS BUILDING
12 MACALEER DRIVE PARKS AND ARENAS OFFICE,
PO BOX 98, CHARLOTTETOWN PE C1A 7K2 - ATTENTION: DIANNE DOWLING
OR FAX TO: (902) 368-1239
QUESTIONS RE APPLICATION PROCESS: (902) 629-4024 (Dianne)

I have read and agree to the above rules and regulations:

Signed by: Hilary Wood Date May 8/19



City of
Charlottetown

Report No: 10 – Renewal of Lease
Agreement with Waterfront Investments
Inc for Washrooms

Date: June 20, 2019

Directed to: Standing Committee

Attachments:
Letter from Waterfront Investments Inc

Committee: PRLA

Prepared by: Frank Quinn

Subject: Renewal of lease agreement for five years with Waterfront Investments Inc. and request to increase the lease amount by \$4,000 per year and to assist with garbage collection on the weekend.

RECOMMENDATION:

Staff recommends that the City renews the lease agreement for five years (2019 to 2024) with Waterfront Investments Inc. (the landlord of PID #872028) for the purpose of providing public washrooms at the building. Further that staff recommends agreeing to the increased lease amount of \$4,000 per year, since the level of use has increased and this is deemed to be an essential public service.

REPORT:

The PRM received a letter of request (dated May 23, 2019) for the City to renew the lease agreement for five years (April 1, 2019 to April 30, 2024) with Waterfront Investments Inc. (the landlord of PID #872028) for the purpose of public washrooms at the building. Further that the request included increasing the lease amount by \$4,000 per year, which would make the new lease amount per year \$18,000. It was noted by Mr. Dolan that the other two tenants (CADC and Peake’s Quay) have agreed to an increased lease amount. Please see attached letter of request from Waterfront Investments Inc.

It is deemed that these public washrooms at this location are an essential public service, which the City supports at the busy waterfront location. The increased traffic flow over the past few seasons have increased the expenses required to operate these public washrooms (i.e., required to hire more staff). In 2018, there were a number of complaints received by the department that the washrooms were not being maintained at acceptable service level.

There is an additional request asking if the City or the Parks and Recreation Department could collect the garbage on Saturday and Sundays, which would assist with keeping this area clean during the weekends.

Staff would ask that the City Finance (Council) approves new funds (\$4,000) to cover this additional lease expense.

Respectfully,
Frank Quinn

Reviewed By:

CAO	Manager	Other			
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RECOMMENDATIONS/ACTIONS:

The PRLA Committee approved the City of Charlottetown entering into a one year lease agreement (at the increase amount) with Waterfront Investments Inc. to provide public washrooms at the area noted. Further that staff will monitor the site and report back on the cleanliness and general conditions of the facility and will also look into any other options for public washrooms in the area.

*Waterfront Investments Inc.
PO Box 2813, Charlottetown, PE*

May 23, 2019

The City of Charlottetown
Frank Quinn
Manager of Parks and Recreation

Dear Mr Quinn:

Further to our conversation, this letter hopefully explains the lease amount increase of \$4000.00 per annum we are implementing (lease) with the City of Charlottetown.

The Charlottetown waterfront has increased its foot traffic over the past few seasons which have been an asset for sure, but with this increase comes an increase of expenses as well. There has been additional food venues added which causes extra usage of the public washrooms as well as more garbage created. This upcoming season more food venues are being added.

With the complaints in the past regarding the washrooms and garbage removal we have no choice but to hire more staff. We have had to hire additional staff 4 – 5 hours per day 7 days a week for the 12 weeks over the busy season just to clean the washrooms and assist with the garbage left behind by food venue customers. The cost alone is over \$5000.00

With the extra food venues, and events surrounding the area the garbage collection is an issue. Peake's Quay and CADC currently take care of the garbage collection Monday thru Friday. We are asking if the City, or Parks and Recreation could collect the garbage's on Saturday and Sunday, this would help clean up the overflowing garbage cans. We want to continue making the Charlottetown waterfront a pleasant summer spot to visit. Please feel free to contact me with any queries on this matter.

Sincerely



Liam Dolan
Waterfront Inv
Peakes Quay
902 368-1330
902 628-5248



City of
Charlottetown

Report No: 11 – 2019 Great Island Grilled
Cheese Challenge

Date: June 20, 2019

Directed to: Standing Committee

Attachments:
Event Management Committee Report
Challenge Letter Request

Committee: PRLA

Prepared by: Frank Quinn

Subject: 2019 Great Island Grilled Cheese Challenge request to use the City’s greenspace in front of Founder’s Hall

RECOMMENDATION:

Staff recommends approving the 2019 Great Island Grilled Cheese Challenge organizers to use the City’s greenspace in front of Founder’s Hall for this event.

REPORT:

See attached Event Management Committee Report and The Great Island Grilled Cheese Challenge letter of request.

Respectfully,

Frank Quinn

Reviewed By:

CAO 	Manager 	Other				
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RECOMMENDATIONS/ACTIONS:

The PRLA Committee granted permission for the 2019 Great Island Grilled Cheese Challenge organizers to use Confederation Landing rather than the green space in front of Founders Hall.



City of
Charlottetown

Report No: EM 07-19

Date: March 13, 2019

Directed to:
ED, Tourism & Event Management Committee

Attachments:
- 2019 Great Island Grilled Cheese Challenge Letter of Request

Department:
Event Management

Prepared by:
Wayne Long, Events Development Officer (EDO)

Subject:
2019 Great Island Grilled Cheese Challenge

RECOMMENDATION:

That the Committee support the event relocating to Charlottetown and being held at a City-controlled waterfront property, and that the recommendation to be sent on to the Parks, Recreation & Leisure Activities Committee for endorsement.

REPORT:

The Great Island Grilled Cheese Challenge is looking to relocate to Charlottetown on Sunday, September 15. The event is a signature activity of the annual Fall Flavours festival which sees several other events happen in Charlottetown as well.

The event, now entering its 7th year, is family focused and attracts upwards of 500 people.

An 80' x 120' tent will be erected on September 13th, with tear down scheduled to take place on September 16th, the Monday following the event.

Consideration is requested for two locations:
- Founder's Hall greenspace (preferred location)
- Confederation Landing

As a point of interest, in the past even when the event was held in Stratford, the City provided in-kind services of picnic tables and waste receptacles as a good neighbour/partner.

Respectfully,

Reviewed By:

CAO	Dir Corp Svcs	Dir Pub Svcs	Dir F & D Svcs	Dir Hum Res	Mgr	Other
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March 1st 2019

Good Afternoon

The below request is for the review/consideration of the Economic Development, Tourism & Event Management Committee of the City of Charlottetown.

The Fall Flavours Festival, a month long culinary celebration highlighting authentic Island tastes and traditions, taking place during September in communities across Prince Edward Island. The Festival features a variety of acclaimed guest chefs hosting a wide range of unique culinary experiences. Our Signature Events feature the very best PEI has to offer and have been created exclusively for Fall Flavours. Planning for the Festival is already underway with dates & locations being determined for the 2019 calendar. The festival would like to relocate one of its signature events "The Great Island Grilled Cheese Challenge" from Stratford to Charlottetown.

The Great Island Grilled Cheese Challenge is entering its 7th year. This event is family focused attracting roughly 500 people- the proposed date for 2019 would be Sunday September 15th from 12pm - 2pm . The event would want to erect a tent 80x120 on the property install Sept 13th - & tear down the Monday following the event Sept 16th . The event could certainly be flexible if the tent was required to come down the day of Sunday September 15th.

The two locations which we'd like consideration on

- * Water Street Side of Founder's Hall – Skating Rink area
- * Confederation Landing

We look forward to hearing from the committee on the opportunity to move this family friendly event into the heart of downtown Charlottetown for all residents and visitors to enjoy.

Kelly Murphy
Director of Operations
Versatile Management Group

2019 Playground Installation Schedule
Updated June 17, 2019

PARK	Playground Equipment	Stage and Scope of Work	Proposed Order of Install	Proposed Installation Date
J. Frank McAulay Park	8 foot 2 bay swing set	landscaping to be completed	1	21-Jun
J. Frank McAulay Park	medium structure	landscaping to be completed	1	21-Jun
Malcolm Darrach Park	medium structure	landscaping to be completed	2	21-Jun
Skyview Park	independent piece	replacement, removed old, teeter totter to built, site prep, install	3	21-Jun
George Smith	multi surface pad/b-ball net	basketball pole installed, landscaping to be competed	4	28-Jun
Windsor Park	multi surface pad/b-ball net	basketball pole to be installed, landscaping to be competed	5	28-Jun
Doncaster Park	medium structure	replacement, removed old, site prep ongoing, construct, install	6	June 17-July 8
G. Stewart McKay Park	8 ft 3 bay swing set	replacement, remove old, site prep, install	7	July 2-July 12
Upton Park	medium structure	replacement, remove old, site prep, construct, install	8	July 8-July 26
Shell Court Park	8 ft two bay swing set	replacement, remove old, site prep, install	9	July 15-July 26
Andrews Court Park	medium structure	new structure, site prep, construct, install	10	July 29-August 16
Centennial Park	6 ft two bay swing set	replacement, remove old, site prep, install	11	August 5-August 16
Desbrisay Park	independent piece	new independent piece, prep, install in existing gravel box	12	August 19-23
Messer Park	3 independent pieces	replacement, remove old, site prep, install	13	August 26-Sept 13
Victoria Park	8 ft two bay swing set	replacement, remove old, site prep, install	14	Sept 2-Sept 13
Richmond Hill Park	8 ft two bay swing set	replacement, remove old, site prep, install	15	Sept 16-27
Thorndale Park	6 ft two bay swing set	replacement, remove old, site prep, install	16	Sept 30-October 11

NOTES:

- 1) The new playground equipment has been ordered and some of the equipment has started to arrive.
- 2) The Parks Management approach will be similar to last year with two teams working on installs. The lead playground inspector will coordinate all installs.
- 3) The proposed installation schedule is weather dependent. It can be impacted by when equipment arrives & when a contractor is available to do ground work.



**PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
July 8, 2019**

The Protective & Emergency Services Committee met on July 3rd 2019. The minutes are included in your package.

The Highway Traffic Act by location breakdown will be included in next months package.

Due to holidays the Fire Report for June will be included with next months package.

There are three resolutions for your consideration.

Respectfully submitted,

Councillor Bob Doiron, Chair

PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
Wednesday, July 3, 2019 at 2 P.M.
Parkdale Room, City Hall

Present: Councillor Bob Doiron
Councillor Kevin Ramsay
Mayor Philip Brown
Randy MacDonald, FC
Tim Mamye, DFC

Peter Kelly, CAO
Brad MacConnell, DPC
Sean Coombs, DPC
Helen McGuigan, Exec. Asst.

Absent: Councillor Mike Duffy
Councillor Greg Rivard
Chief Paul Smith, PC

1. Call to Order

Chair Bob Doiron called the meeting to order at 2 P.M.

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 May 6, 2019 were approved as circulated.

5. Business Arising from Minutes

There was no business arising from minutes.

6. Reports - (Fire)

FIRE - OPERATIONAL REPORT – Deputy Fire Chief Tim Mamye provided the following information from the Fire Department for the period from May 2 to June 25, 2019:

FIRE INSPECTIONS - Seventy-six fire inspections were conducted

FOLLOW UP INSPECTIONS – There were twenty follow up inspections.

COMPLAINT FIRE INSPECTIONS – There were two complaint fire inspections.

SITE VISITS – There were six site visits.

HAZARD COMPLIANCE ORDERS – Fifty-six Hazard Compliance Orders were issued.

PLAN REVIEWS, PERMITS, SAFETY PLANS – There were eight Plan Reviews, Permits and Safety Plans.

FIRE INVESTIGATIONS – There were eight fire investigations.

FIRE INSPECTOR CONSULTATIONS – There were fourteen Fire Inspector consultations. Those included meetings, code inquiries, etc.

ENGINE VISITS – There were fifty –four engine visits.

PUBLIC EDUCATION SESSIONS/PARTICIPANTS – There were twenty-three sessions with a total of 559 participants.

FIRE DRILLS – There were seven fire drills.

EMERGENCY RESPONSES – Total number of calls was 99. District 1 had 47 emergency responses (Engine 1 – 8 A.M. – 4 P.M. – 13 responses and 12 P.M. – 8 A.M. – 2 responses). District 2 had 34 emergency responses. There were three Fire Inspector callouts.

TRAINING - Weekly Department training consisted of company drills, live fire scenarios, a confined space rescue exercise, water supply and hydrant drills, a marina fire exercise, fire boat training, SCBA, TIC, Gas Monitors and Rapid Intervention Crew training. Five members completed the Fire Attack course and five new recruits completed their Hazmat Awareness course. Two members completed their boat operator's course and one Fire Inspector attended Fire Investigation training in St. John, N.B.

DEPARTMENT ACTIVITIES – Members participated in McDonald McHappy Days, Emergency Preparedness Day, the Steps for Life event and the City staff appreciation day barbeque. Six new recruits were introduced to the Department on June 3rd and have begun responding to calls following some orientation. Members participated in the Doors Open PEI event on June 1st, the Brain Injury Association Barbeque on June 3rd the Ronald McDonald PJ walk on June 9th and the Bark for Life event. The Fire Prevention office was busy preparing for Canada Day and the Jazz and Blues Festival. Both events took place with no issues.

Chief MacDonald provided the following information to Committee:

- FD Social Media had 1994 tweets, 2405 followers and 2116 Face Book likes.
- New Fire Engine – Presently awaiting a copy of the Resolution passed during the Special Council Meeting held on Monday, June 17th.
- EMO Table Top Exercise – Held on June 19th with focus on the Evacuation Plan.
- EMO Plans – Have been updated and will be circulated.
- Projects – It is anticipated that the award of tenders will be during the month of August for both the installation of overhead doors at Station 1 and the apparatus vehicle exhaust system at Station 2.

7. Reports – (Police)

Police Personnel – Two letters of thanks were received regarding members of Police Services. A parent expressed her thanks for the assistance she received from Cst. B. Cross concerning an incident with her teenage daughter. She was very thankful for the assistance and the impact Cst. Cross had on her daughter. The other letter was from the speaker of the Legislature thanking Police Services for providing officers for the opening of the Provincial Legislature. The letter mentioned the professionalism and efficient conduct of members.

Members of Police Services recently successfully completed training. This included Deputy/Chief Sean Coombs – Senior Police Administrative Course (SPAC) and Cst. Trevor Monaghan – Computer Forensics Examiner. Training for both individuals was held at the Canadian Police College in Ottawa, ON. Cst. Phil Miller completed the Chemical Agents/Less Lethal Instructor training hosted by Fredericton Police Force in Fredericton, N.B.

Police Services continue to work with Human Resources to fill the vacant positions of Ticket Coordinator and Operational Records Clerk. Interviews for the two positions will be held in the near future.

Summer staff are in place.

Operational - There was a short discussion on Canada Day. The fireworks display was cancelled on July 1st and was held on July 2nd. Festivities went well from a policing perspective.

Deputy Chief MacConnell advised meetings are still progressing with regard to the Police Review.

Deputy Chief MacConnell updated Committee on the new electronic parking ticket system. It seems to be working well.

Deputy/Chief MacConnell had a short discussion with Committee pertaining to extending the hours for parking enforcement in the Downtown. This will be discussed further in the future.

Members of Committee were given a briefing report as a follow-up to inquiries of Councillor M. Tweel as it pertains to Cannabis. This was discussed briefly.

TRAFFIC – Members were given a briefing report on Traffic Enforcement. This was discussed with Committee. It was recommended to maintain the current combined General Duty Patrol and Traffic Enforcement. Committee supports moving forward with Provincial work efforts to introduce E-Ticketing.

Information was provided to members of Committee on Speed Bump Applications and the process to follow if someone is requesting a speed bump to be installed.

DCI – Farmers Market was discussed as it pertains to plans in place for Sunday Market and street closures.

COMMUNITY POLICING – Bike rodeo was held recently and was well received with a good turnout.

Work continues on the new program from Medic Alert “Connect Protect Program” and this will be discussed with the P.E.I. Chief’s of Police to see if it can be used provincially. The program would assist Police Services when dealing with individuals with dementia, autism, etc.

Deputy/Chief Coombs updated Committee on extra footpatrols to be conducted in the City during the summer. Also our SRO’s (School Resource Officers) will do targeted traffic enforcement.

SPECIAL EVENTS - Deputy/Chief MacConnell spoke on the Diverse City event noting it was a great event and was well attended.

Planning is underway for Old Home Week as well as the Acadian Conference.

8. Adjournment

Meeting was adjourned.

June 2019

	2019 Monthly Reported	2019 Monthly Actual	2019 Actual To Date	2018 Monthly Actual	2018 Actual To Date
Robbery	2	2	6	0	4
Assault	44	35	143	32	125
Break & Enter	13	8	34	7	36
Theft of MV	8	4	13	0	0
Theft Over \$5000	0	0	4	1	6
Theft Under \$5000	99	89	502	83	378
Have Stolen Goods	5	4	22	2	10
Frauds	23	21	118	10	117
Offensive Weapons	3	3	10	1	5
Other Criminal Code	150	109	544	96	416
Drugs	6	6	40	6	54
LCA	72	64	261	35	171
Municipal - Totals	163	163	10538	2826	16834
Parking Tickets			9916	2695	16262
Nuisance Bylaw	137	137	465	94	402
Dog Bylaw	26	26	157	37	170
Collisions	112	112	593	85	454
HTA	274	270	1878	151	2300
HTA Violations		*	*	311	2209
Other Traffic	58	58	297	62	405
CC Traffic	53	28	141	40	182
Complaints		1511	7558	1302	6459

*HTA Violations for June 2019 will be reported next month.

**CHARLOTTETOWN POLICE DEPARTMENT
BY-LAW ENFORCEMENT**

Monthly Report June 2019

Phone Call Breakdown

Call Type	Total This Month	Total Previous Month	Total To Date
Dangerous, Hazardous, Unsightly	83	162	245
Nuisance	19	45	64
Zoning & Development	21	68	89
Traffic	17	76	93
Snow Related	0	68	68
Street Vendors	31	137	168
Other Bylaws (Crossing Guards, Etc)	23	70	93
TOTAL	194	626	820

Taxi Bylaw Breakdown

	Total This Month	Total Previous Month	Total To date
Taxi License Bylaw	3	14	17
Taxi Inspections	3	10	13
Total	6	99	106

Breakdown of Duties

	Week 1 June 3 rd – 7 th	Week 2 June 10 th -14 th	Week 3 June 17 th - 21 st	Week 4 May 24 th – 28 th	Week 5	Total this Month	Total Prev. Month	TOTAL to Date
Files OPENED	16	15	16	15	0	62	150	212
Files CONCLUDED	13	14	16	13	0	56	124	180
Site Visits	17	14	16	19	0	66	183	249
SOT's sworn	0	0	0	0	0	0	1903	1903
Towed Vehicles	0	0	0	0	0	0	17	17
Paid Summons	0	0	0	0	0	0	\$7472	\$7472
Information's Signed	0	0	0	0	0	0	1575	1575
Crossing Guard Duties	0	0	0	2	0	2	16	18
Bylaw/Parking Tickets	0	0	0	0	0	0	12	12

Quick Look At This Month:

- This month there was a total of 194 calls received/made through the Bylaw Enforcement Office for June.
- There were 62 Occurrences generated as a result of complaints.
- There were 66 site visits/follow-ups made in June
- There are two "Resolutions To Council" this month.
- There was six (6) "Written Warnings" in June. All complied to Warnings!!
- The majority of time spent for June was for Unsightly Premises (Uncut Grass and garbage).

Cst Todd Sutcliffe _____

Date: July 8th , 2019



CITY OF CHARLOTTETOWN

RESOLUTION

Protective &
Emergency Services
#1

MOTION CARRIED _____

MOTION LOST _____

Date: July 8, 2019

Moved by Councillor _____ Bob Doiron

Seconded by Councillor _____ Kevin Ramsay

RESOLVED:

That the request to enter into a Development/Encroachment Agreement for the outdoor patio to be located in the two (2) perpendicular parking spaces in front of Timothy's World Coffee Shop, 154 Great George Street, (PID# 342717), be approved to the end of the 2021 season, subject to annual permit applications,

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



CITY OF CHARLOTTETOWN

RESOLUTION

Protective and
Emergency Services
#2

MOTION CARRIED _____

MOTION LOST _____

Date: July 8, 2019

Moved by Councillor _____ Bob Doiron

Seconded by Councillor _____ Kevin Ramsay

RESOLVED:

That the Public Works Manager be authorized to cut grass, remove any garbage and other materials or debris, clean up and properly dispose of same, at the owners expense, on property located at 17 Dawson Court Street (PID # 623454) 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 #3
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MOTION CARRIED _____

MOTION LOST _____

Date: July 8, 2019

Moved by Councillor _____ Bob Doiron

Seconded by Councillor _____ Kevin Ramsay

RESOLVED:

That the Public Works Manager be authorized to cut grass, remove any garbage and other materials or debris, clean up and properly dispose of same, at the owners expense, on property located at 142 Prince Street (PID # 343053) in the City of Charlottetown in accordance with the terms of the Dangerous, Hazardous and Unsightly Bylaw of the City of Charlottetown.



**WATER AND SEWER UTILITY COMMITTEE
REPORT TO COUNCIL
JULY 8, 2019**

The Water and Sewer Utility Committee met on May 27, 2019 and the minutes are included in your package.

There are 2 resolutions for your consideration.

Respectfully submitted,

Deputy Mayor Jason Coady, Chair

Water & Sewer Utility Committee
Monday, June 24, 2019
4:00 PM – Parkdale Room

Present:

Deputy Mayor Jason Coady, Chair
Councillor Julie McCabe, Vice-Chair
Councillor Bob Doiron, Member at Large
Councillor Mitchell Tweel, Member at Large
Peter Kelly, CAO Peter Kelly, CAO
Richard MacEwen, UM
Pauline Gass, OC

Regrets: Mayor Philip Brown, Member at Large

1) Call to Order

Deputy Mayor Jason Coady called the meeting to order at 4:00 PM.

2) Declarations of conflict of interest

There were no conflicts of interest declared.

3) Approval of Agenda

The agenda was approved as circulated.

4) Adoption of Minutes

It was moved by Councillor Julie McCabe and seconded by Councillor Bob Doiron that the minutes from May 27, 2019 be approved.

5) Business arising from Minutes

None

6) Reports

- a) The UM presented a report on Engineering Fees for CPCP upgrades. The fees are still within the CWWF funded project budget. These fees are for the final engineering oversight and the scope of the work changes. The requested increase is \$172,189.50 including HST.
It was moved by Councillor Bob Doiron and seconded by Councillor Julie McCabe.
- b) The UM presented the tender for the Utility Annual Inventory. Campbell's Concrete submitted an initial tender of \$102,518.79. The value exceed the available budget so they were requested to adjust quantities to meet the budget amount. A revised submission of \$91,091.78 (HST included) was provided.
It was moved by Councillor Julie McCabe and seconded by Councillor Mitchell Tweel.

- c) The UM presented a report for a Growth Management Strategy including Water & Sewer Master Plans. CBCL was the highest scoring submission and recommended for award. The Utility's cost would be \$225,000 plus taxes. The funding source is the Gas Tax Fund.

It was moved by Councillor Julie McCabe and seconded by Councillor Mitchell Tweel.

7) Motion to move into closed session

Motion to move into closed session, as per section 119 (1) sub-section (e) of the PEI Municipal Government Act was moved by Councillor Julie McCabe and seconded by Councillor Bob Doiron;

8) Adjournment of Public Session

DRAFT



CITY OF CHARLOTTETOWN

RESOLUTION

Water & Sewer#1

MOTION CARRIED _____

MOTION LOST _____

Date: July 8, 2019

Moved by Deputy Mayor _____ Jason Coady

Seconded by Councillor _____ Terry Bernard

RESOLVED:

That Campbell's Concrete Limited be awarded the tender for the Utility Inventory in the amount of \$91,091.78 (HST included), and

Further that this will be expensed out of the 2019-2020 Utility Budget.

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



CHARLOTTE TOWN

Report No: WSC 8-19

Date: June 21, 2019

Directed to: Utility Chair & Committee

Department: Utility

Prepared by: Richard MacEwen, Utility Manager

Attachments:

- Tender Response

Subject: Utility Annual Inventory Tender

Recommendation:

Accept the low tender for the Annual Utility Inventory tender from Campbell's Concrete.

Report:

A tender was issued for the purchase of materials required to maintain water and sewer infrastructure. The bid received (\$89,146.77 plus HST) was over the available budget. Quantities were adjusted to bring the quote within the budgeted amount. The revised amount is \$79,210.24 plus HST, \$91,091.78.

Tenders Received:

Contractor	Value (HST included)
Campbell's Concrete Ltd	\$91,091.78 (adjusted)

Respectfully,



Reviewed By:

						Mgr	Other
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Recommendations/Actions:





CHARLOTTE TOWN

TENDER

DEPARTMENT: Utility

ITEM: Inventory Requirements - Utility

DATE: Tuesday June 4, 2019

TIME: 2:00:00 PM Local Time

ATTENDEES: Kevin Peters (Campbells Concrete), Connie McGaugh, Vada Fernandez

BIDDER	AMOUNT Including Taxes
1. Campbells Concrete	\$102,518.79
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

The undersigned understands and agrees to the following provisions of this tender:

AGREEMENT

1. That the City has now moved to electronic payments on goods and services provided to the City. Payment of invoices will be made by way of Electronic Funds Transfer (EFT). The successful bidder will be required to provide the necessary banking information for registration on the City system prior to any payment to the successful bidder.
2. That the RFQ will not be broken down by each item. Bidders must bid on all items in the inventory listing.
3. That all items, with the exception of pipe, ductile iron/steel and sewer fittings must be **MUELLER**, unless otherwise stated. **Cambridge Brass is acceptable for brass fittings** as noted on Bid Sheet. No other substitutions will be accepted.
4. That all submissions must be **F.O.B. Charlottetown, landed and unloaded in storage yard**, H.S.T. is extra and the submission must indicate date of delivery. The storage yard is located at 12 MacAleer Drive, Charlottetown, PE.
5. That all submissions must be completed on the attached forms, unit costs extended and a total cost shown.
6. That the City of Charlottetown is not bound to accept the lowest or any tender that may be received and reserves the right to reject any tender proposal it, in its sole discretion, deems advisable.
7. That this RFQ is valid for acceptance for a period of sixty (60) days from the date of issuance.
8. All prices remain in effect until all inventory is received.
9. It is the responsibility of the bidder to ensure all prices are clearly written or typed in the attached schedules.

DATED: May 28/19

VENDOR: Campbell's Concrete Ltd.

Kevin Peters C.E.T.

(Print name)

INVENTORY REQUIREMENTS FOR 2019

Bid Sheet 1

Quantity	Part #	Description	Unit Price	Total Cost
200	A-726	Mueller Services Boxes 6' Bury (Boxes only)	27.30	5460.00
24	Clow/Mueller	3/4" HD Stainless Steel Rods for A-728 c/w Slotted Key Head	24.32	583.68
100	143469	Muller Pentagon Brass Plug for A726 Service Boxes	3.45	345.00
100	Blk.Nipples	1" x 6" reamed nipple c/w Iron Pipe Thread	3.56	356.00
20	Blk.Nipples	1" x 24" reamed nipple c/w Iron Pipe Thread	13.00	260.00
20	MVB070C	Mueller Lower Box (7' bury)	95.24	1904.80
6	MVB110C	Mueller Lower Box (11' bury)	153.01	918.06
30	AJVB-4D	MVB (4-1/4") Adjustable Top	47.43	1422.90
3	AJVB-4D-27"	MVB (4-1/4") Adjustable Top x 27" Length	82.40	247.20
20	AJBV-5D	MVB (5-1/4") Adjustable Top	53.70	1074.00
100	AJVB-4C	MVB (4-1/4") Lids stamped "WATER"	15.30	1530.00
30	AJVB-5C	MVB (5-1/4") Lids stamped "WATER"	15.67	470.10
6	7339	Guide Plates Bibby Wagon Wheel Style Only!	31.00	186.00
2	B-25008	1 1/2" C.J Mueller Corporation Stop/Cambridge Brass # 301-A6H6	145.32	290.64
5	B-25008	2" C.J Mueller Corporation Stop/Cambridge Brass # 301-A7H7	237.60	1188.00
12	H-15071N	5/8" x 3/4" C.J Mueller Straight Coupling Compression x Female Copper Flare	18.10	217.20
2	H-15219	1 1/2" C.J.Mueller Oriseal Curb Stop & Drain/Cambridge Brass # 203 H3H3	244.15	488.30
3	H-12940	2" CJ Coupling without pipe stops/Cambridge Brass # 119-H7H7	130.64	391.92
2	Brass	1 1/4" Brass FIP Insert Adaptor	10.64	21.28
2	Brass	1 1/2" Brass nipples x 2 1/2"	9.35	18.70
4	Brass	1 1/2" Brass nipples x 3"	10.60	42.40
2	Brass	2" Brass nipples x 6"	25.96	51.92
1	Copper Pipe	5/8" Copper Pipe (Type K) 20 meter Rolls	221.76	221.76
4	Copper Pipe	3/4" Copper Pipe (Type K) 30 meter Rolls	455.84	1823.36
6	Ductile Iron	10" MJ Flange Kits c/w Components	31.28	187.68
160	Ductile Iron	3/4" x 3 1/2" T Bolts c/w hexagon nut	1.50	240.00
40	Ductile Iron	3/4" x 4" T Bolts c/w hexagon nut	1.50	60.00
50	Ductile Iron	3/4" x 4 1/2" T Bolts c/w hexagon nut	1.61	80.50
9	Ductile Iron	6" M.J. Restraining Flange c/w components for PVC Pipe	52.16	469.44
2	Ductile Iron	6" M.J. Restraining Flange c/w components for CI Pipe	44.92	89.84
1	Ductile Iron	8" M.J. Restraining Flange c/w components for PVC Pipe	70.04	70.04
1	Ductile Iron	4" Mueller M.J. Resilient Seat Gate Valve, Epoxy Coated full bore tapping valve	683.20	683.20
3	Ductile Iron	6" Mueller M.J. Resilient Seat Gate Valve, Epoxy Coated	786.39	2359.17
2	Ductile Iron	8" Mueller M.J. Resilient Seat Gate Valve, Epoxy Coated	1357.25	2714.50
1	Smith-Blair	6" x 1 1/2" (Mueller Thread) D.I Service Saddle for C. Iron Pipe 317	112.18	112.18
2	Smith-Blair	8" x 2" (Mueller Thread) D.I Service Saddle for C. Iron Pipe 317	117.19	234.38
2	Smith-Blair	10" x 3/4" (Mueller Thread) D.I Service Saddle for C. Iron Pipe 317	125.37	250.74
Total Bid Sheet 1			\$	27064.89

INVENTORY REQUIREMENTS FOR 2019

Bid Sheet 2

Quantity	Part #	Description	Unit Price	Total Cost
2	Ductile Iron	4" M.J. Caps	24.19	48.38
2	Ductile Iron	12" M.J. Plugs	137.63	275.26
1	Ductile Iron	6" MJ Tee	145.15	145.15
8	Ductile Iron	6" MJ coupling range 7.00	69.35	554.80
2	Ductile Iron	8" MJ coupling range 9.15	89.24	178.48
2	Ductile Iron	10" MJ coupling range	161.28	322.56
2	PVC	8" Insert Plug for C900 Class 150 Pipe	82.78	165.56
1	Smith-Blair	6"x6" MJ Tapping Sleeve 622 CI OD Epoxy Coated/Mueller Stainless Steel	729.90	729.90
1	Smith-Blair	8"x4" MJ Tapping Sleeve 622 CI OD Epoxy Coated/Mueller Stainless Steel	725.59	725.59
2	Smith-Blair	8"x6" MJ Tapping Sleeve 622 CI OD Epoxy Coated/Mueller Stainless Steel	703.73	1407.46
1	Smith-Blair	10"x6" MJ Tapping Sleeve 622 CI OD Epoxy Coated/Mueller Stainless Steel	828.80	828.80
1	Smith-Blair	14"x4" MJ Tapping Sleeve 622 CI OD Epoxy Coated/Mueller Stainless Steel	1003.03	1003.03
4	Brigadier M-67	Fire Hydrant c/w components (6' Bury) Ch'town Standard	3247.46	12989.84
1	Brigadier M-67	Fire Hydrant c/w components (7' Bury) Ch'town Standard	3403.81	3403.81
1	Brigadier	Fire Hydrant c/w components (7-6' Bury) Ch'town Standard	3462.75	3462.75
3	Item 2	Hose Nozzle	140.71	422.13
100	Item 4	Housing Stem O-ring	7.79	779.00
50	Item 6	Housing Joint Gasket	12.99	649.50
15	Item 7	Oil Hole Screw	12.99	194.85
20	Item 10	Flat Hd. Screw 1/4 20nc x 3/4lg.	7.29	155.80
10	Item 11	Body Cap Cover	86.91	869.10
6	Item 12	Operating Nut Bearing	19.49	116.94
2	Item 14	Body Cap	380.05	760.10
5	Item 19	Pumper Nozzle Cap	164.70	823.50
8	Item 20	Pumper Nozzle	356.82	2854.56
30	Item 22	Nozzle Pin	7.79	233.70
15	Item 25	Safety Flange (Segments)	27.17	407.55
1	Item 31	Drip Valve	290.55	290.55
15	Item 33 (27)	Safety Coupling	86.91	1303.65
30	Item 34	Seat O Ring Top	13.72	411.60
16	Item 35	Main Valve Disc	81.49	1303.84
1	Item 42	Main Valve Seat	365.96	365.96
12	Item 49	Drain Hole Plug	28.90	346.80
3	Item 50	6" Intersection Barrel Extension	604.84	1814.52
3	Item 50	12" Intersection Barrel Extension	684.59	2053.77
4	Item 63	Operating Nut Retaining Gland	65.98	263.92
Total Bid Sheet 2			\$	42662.71

INVENTORY REQUIREMENTS FOR 2019

Bid Sheet 3

Quantity	Part #	Description	Unit Price	Total Cost
12	Item 64	Operating Nut	315.59	3787.08
2	Item 66	Lower Valve Plate	59.61	119.22
1	Mueller 2-500	4" Repair Clamp, (Mueller 500) Range 4.74-5.14 x 12" Length.	82.59	82.59
1	Mueller 2-500	6" Repair Clamp, (Mueller 500) Range 6.55 - 6.95 x 12" Length.	99.79	99.79
2	Mueller 2-510	6" Repair Clamp, (Mueller 510) Range 6.75 - 7.55 x 12" Length c/w 3/4" Outlet.	277.61	555.22
12	Mueller 2-500	6" Repair Clamp, (Mueller 500) Range 6.84 - 7.24 x 12" Length	99.79	1197.48
1	Mueller 2-500	6" Repair Clamp, (Mueller 500) Range 6.84 - 7.24 x 12" Length c/w 2" Outlet	157.76	157.76
10	Mueller 2-500	8" Repair Clamp, (Mueller 500) Range 8.99 - 9.39 x 12" Length	102.71	1027.10
4	Mueller 2-500	10" Repair Clamp, (Mueller 500) Range 11.04 - 11.46 x 12" Length	125.57	502.28
1	Mueller 2-500	10" Repair Clamp, (Mueller 500) Range 11.04 - 11.46 x 18" Length	200.41	200.41
1	Mueller 2-500	12" Repair Clamp, (Mueller 510) Range 13.14 - 13.56 x 9" Length	121.75	121.75
1	Mueller 2-510	14" Repair Clamp, (Mueller 510) Range 15.10 - 15.90 x 9" Length	300.12	300.12
20	Fernco	6" SDR-35 x 6" SDR-35 Preper Coupling (5" Terra Cotta OD)	29.83	596.60
20	Fernco	6" SDR-35 x 6" Clay Preper Coupling	16.43	328.60
2	Fernco	6" SDR-35 x 6" SDR-35 Preper Coupling	16.43	32.86
6	PVC	6" Long Sweep sewer Bend (22.5 Degree)	40.51	243.06
6	PVC	6" Long Sweep Sewer Bend (45 Degrees)	40.51	243.06
1	PVC	6" SDR 35 Insert Plug	20.97	20.97
12	PVC	6" SDR-35 Coupling without stop (gasket x gasket)	42.20	506.40
6	PVC	6" SDR-35 Coupling c/w stop (gasket x gasket)	42.20	253.20
2	PVC	8" PVC coupling c/w stop	70.43	140.86
1	PVC	8" PVC Glue on coupling c/w stop	14.09	14.09
1	PVC	4" SDR-35 Wye (Glue on)	5.41	5.41
1560 ft	PVC	4" SDR-28 Gasket Gravity Sewer Pipe	2.86	4461.60
25	Zinc	Inter-Provincial Corrosion Control Anode -12 lb or equivalent	58.00	1450.00
12 Meters	PVC	6" DR18 C900 Class 150 PVC Pipe	42.33	507.96
4 Rolls	Denso	Denso Wrap	23.13	92.52
2	Denso	Denso Paste /kg pail 4KG	67.50	135.00
1	Ford	6" Abandoned Corp Cap FACC-730-XL	1061.57	1061.57
1	Ford	8" Abandoned Corp Cap FACC-930-XL	1090.61	1090.61
24	Stainless	Stainless Steel Inserts Liners for 3/4" Service Tubing	3.50	84.00
			Total Bid Sheet 3	\$ 19419.17

RFQ SUBMISSION

Inventory Requirements for 2019

Total Cost Bid (Sheet 1) \$ 27064.89

Total Cost Bid (Sheet 2) \$ 42662.71

Total Cost Bid (Sheet 3) \$ 19419.17

Total HST \$ 13372.02

Total Bid Price \$ 102518.79


Date of Delivery: 4 Weeks A.R.O.

BID COMPANY NAME: Campbell's Concrete Ltd.

CONTACT NAME (PRINT): Kevin Peters

TELEPHONE/CELL PHONE: (C) 902-940-7294 (D) 902-368-1708

EMAIL: KEVINP@campbellsconcretepri.com

SIGNATURE  C.E.T. Date: May 28/19

Revised

INVENTORY REQUIREMENTS FOR 2019

Bid Sheet 1

Quantity	Part #	Description	Unit Price	Total Cost
200	A-726	Mueller Services Boxes 6' Bury (Boxes only)	27.30	5460.00
24	Clow/Mueller	3/4" HD Stainless Steel Rods for A-728 c/w Slotted Key Head	24.32	583.68
100	143469	Muller Pentagon Brass Plug for A726 Service Boxes	3.45	345.00
100	Blk.Nipples	1" x 6" reamed nipple c/w Iron Pipe Thread	3.56	356.00
20	Blk.Nipples	1" x 24" reamed nipple c/w Iron Pipe Thread	13.00	260.00
20	MVB070C	Mueller Lower Box (7' bury)	95.84	1904.80
6	MVB110C	Mueller Lower Box (11' bury)	153.01	918.06
30	AJVB-4D	MVB (4-1/4") Adjustable Top	47.43	1422.90
3	AJVB-4D-27"	MVB (4-1/4") Adjustable Top x 27" Length	82.40	247.20
20	AJBV-5D	MVB (5-1/4") Adjustable Top	53.70	1074.00
100	AJVB-4C	MVB (4-1/4") Lids stamped "WATER"	15.30	1530.00
30	AJVB-5C	MVB (5-1/4") Lids stamped "WATER"	15.67	470.10
6	7339	Guide Plates Bibby Wagon Wheel Style Only!	31.00	186.00
2	B-25008	1 1/2" C.J Mueller Corporation Stop/Cambridge Brass # 301-A6H6	145.32	290.64
5	B-25008	2" C.J Mueller Corporation Stop/Cambridge Brass # 301-A7H7	237.60	1188.00
12	H-15071N	5/8" x 3/4" C.J Mueller Straight Coupling Compression x Female Copper Flare	18.10	217.20
2	H-15219	1 1/2" C.J.Mueller Oriscal Curb Stop & Drain/Cambridge Brass # 203 H3H3	244.15	488.30
3	H-12940	2" CJ Coupling without pipe stops/Cambridge Brass # 119-H7H7	130.64	391.92
2	Brass	1 1/4" Brass FIP Insert Adaptor	10.64	21.28
2	Brass	1 1/2" Brass nipples x 2 1/2"	9.35	18.70
4	Brass	1 1/2" Brass nipples x 3"	10.60	42.40
2	Brass	2" Brass nipples x 6"	25.96	51.92
1	Copper Pipe	5/8" Copper Pipe (Type K) 20 meter Rolls	221.76	221.76
4	Copper Pipe	3/4" Copper Pipe (Type K) 30 meter Rolls	455.84	1823.36
6	Ductile Iron	10" MJ Flange Kits c/w Components	31.28	187.68
160	Ductile Iron	3/4" x 3 1/2" T Bolts c/w hexagon nut	1.50	240.00
40	Ductile Iron	3/4" x 4" T Bolts c/w hexagon nut	1.50	60.00
50	Ductile Iron	3/4" x 4 1/2" T Bolts c/w hexagon nut	1.61	80.50
9	Ductile Iron	6" M.J. Restraining Flange c/w components for PVC Pipe	52.16	469.44
2	Ductile Iron	6" M.J. Restraining Flange c/w components for CI Pipe	44.92	89.84
1	Ductile Iron	8" M.J. Restraining Flange c/w components for PVC Pipe	70.04	70.04
1	Ductile Iron	4" Mueller M.J. Resilient Seat Gate Valve, Epoxy Coated full bore tapping valve	683.20	683.20
3	Ductile Iron	6" Mueller M.J. Resilient Seat Gate Valve, Epoxy Coated	786.39	2359.17
2	Ductile Iron	8" Mueller M.J. Resilient Seat Gate Valve, Epoxy Coated	1357.25	2714.50
1	Smith-Blair	6" x 1 1/2" (Mueller Thread) D.I Service Saddle for C. Iron Pipe 317	112.18	112.18
2	Smith-Blair	8" x 2" (Mueller Thread) D.I Service Saddle for C. Iron Pipe 317	117.19	234.38
2	Smith-Blair	10" x 3/4" (Mueller Thread) D.I Service Saddle for C. Iron Pipe 317	125.37	250.74
Total Bid Sheet 1			\$	27064.89

INVENTORY REQUIREMENTS FOR 2019

Bid Sheet 2

Quantity	Part #	Description	Unit Price	Total Cost
2	Ductile Iron	4" M.J. Caps	24.19	48.38
2	Ductile Iron	12" M.J. Plugs	137.63	275.26
1	Ductile Iron	6" MJ Tee	145.15	145.15
8	Ductile Iron	6" MJ coupling range 7.00	69.35	554.80
2	Ductile Iron	8" MJ coupling range 9.15	89.24	178.48
2	Ductile Iron	10" MJ coupling range	161.28	322.56
2	PVC	8" Insert Plug for C900 Class 150 Pipe	82.78	165.56
1	Smith-Blair	6"x6" MJ Tapping Sleeve 622 CI OD Epoxy Coated/Mueller Stainless Steel	729.90	729.90
1	Smith-Blair	8"x4" MJ Tapping Sleeve 622 CI OD Epoxy Coated/Mueller Stainless Steel	725.59	725.59
2	Smith-Blair	8"x6" MJ Tapping Sleeve 622 CI OD Epoxy Coated/Mueller Stainless Steel	703.73	1407.46
1	Smith-Blair	10"x6" MJ Tapping Sleeve 622 CI OD Epoxy Coated/Mueller Stainless Steel	828.80	828.80
1	Smith-Blair	14"x4" MJ Tapping Sleeve 622 CI OD Epoxy Coated/Mueller Stainless Steel	1003.03	1003.03
2	M-67 Brigadier	Fire Hydrant c/w components (6' Bury) Ch'town Standard	3247.46	6494.92
1	M-67 Brigadier	Fire Hydrant c/w components (7' Bury) Ch'town Standard	3403.81	3403.81
1	M-67 Brigadier	Fire Hydrant c/w components (7-6' Bury) Ch'town Standard	3462.75	3462.75
3	Item 2	Hose Nozzle	140.71	422.13
100	Item 4	Housing Stem O-ring	7.79	779.00
50	Item 6	Housing Joint Gasket	12.99	649.50
15	Item 7	Oil Hole Screw	12.99	194.85
20	Item 10	Flat Hd. Screw 1/4 20nc x 3/4lg.	7.79	155.80
10	Item 11	Body Cap Cover	86.91	869.10
6	Item 12	Operating Nut Bearing	19.49	116.94
2	Item 14	Body Cap	380.05	760.10
5	Item 19	Pumper Nozzle Cap	164.70	823.50
8	Item 20	Pumper Nozzle	354.82	2838.56
30	Item 22	Nozzle Pin	7.79	233.70
15	Item 25	Safety Flange (Segments)	27.17	407.55
1	Item 31	Drip Valve	290.55	290.55
15	Item 33(27)	Safety Coupling	86.91	1303.65
30	Item 34	Seat O Ring Top	13.72	411.60
16	Item 35	Main Valve Disc	81.49	1303.84
1	Item 42	Main Valve Seat	365.96	365.96
12	Item 49	Drain Hole Plug	28.90	346.80
2	Item 50	6" Intersection Barrel Extension	604.84	1209.68
2	Item 50	12" Intersection Barrel Extension	684.59	1369.18
4	Item 63	Operating Nut Retaining Gland	65.98	263.92
Total Bid Sheet 2			\$	34878.36

INVENTORY REQUIREMENTS FOR 2019
Bid Sheet 3

Quantity	Part #	Description	Unit Price	Total Cost
12	Item 64	Operating Nut	31.59	379.08
2	Item 66	Lower Valve Plate	59.61	119.22
1	Mueller 2-500	4" Repair Clamp, (Mueller 500) Range 4.74-5.14 x 12" Length.	82.59	82.59
1	Mueller 2-500	6" Repair Clamp, (Mueller 500) Range 6.55 - 6.95 x 12" Length.	99.79	99.79
2	Mueller 2-510	6" Repair Clamp, (Mueller 510) Range 6.75 - 7.55 x 12" Length c/w 3/4" Outlet.	277.61	555.22
12	Mueller 2-500	6" Repair Clamp, (Mueller 500) Range 6.84 - 7.24 x 12" Length	99.79	1197.48
1	Mueller 2-500	6" Repair Clamp, (Mueller 500) Range 6.84 - 7.24 x 12" Length c/w 2" Outlet	157.76	157.76
10	Mueller 2-500	8" Repair Clamp, (Mueller 500) Range 8.99 - 9.39 x 12" Length	102.71	1027.10
4	Mueller 2-500	10" Repair Clamp, (Mueller 500) Range 11.04 - 11.46 x 12" Length	125.57	502.28
1	Mueller 2-500	10" Repair Clamp, (Mueller 500) Range 11.04 - 11.46 x 18" Length	200.41	200.41
1	Mueller 2-500	12" Repair Clamp, (Mueller 510) Range 13.14 - 13.56 x 9" Length	121.75	121.75
1	Mueller 2-510	14" Repair Clamp, (Mueller 510) Range 15.10 - 15.90 x 9" Length	300.12	300.12
20	Fernco	6" SDR-35 x 6" SDR-35 Preper Coupling (5" Terra Cotta OD)	29.83	596.60
20	Fernco	6" SDR-35 x 6" Clay Preper Coupling	16.43	328.60
2	Fernco	6" SDR-35 x 6" SDR-35 Preper Coupling	16.43	32.86
6	PVC	6" Long Sweep sewer Bend (22.5 Degree)	40.51	243.06
6	PVC	6" Long Sweep Sewer Band (45 Degrees)	40.51	243.06
1	PVC	6" SDR 35 Insert Plug	20.97	20.97
12	PVC	6" SDR-35 Coupling without stop (gasket x gasket)	42.20	506.40
6	PVC	6" SDR-35 Coupling c/w stop (gasket x gasket)	42.20	253.20
2	PVC	8" PVC coupling c/w stop	70.43	140.86
1	PVC	8" PVC Glue on coupling c/w stop	14.09	14.09
1	PVC	4" SDR-35 Wye (Glue on)	5.41	5.41
1560 ft	PVC	4" SDR-28 Gasket Gravity Sewer Pipe	2.86	4461.60
25	Zinc	Inter-Provincial Corrosion Control Anode -12 lb or equivalent	58.00	1450.00
12 Meters	PVC	6" DR18 C900 Class 150 PVC Pipe	42.33	507.96
4 Rolls	Denso	Denso Wrap	23.13	92.52
2	Denso	Denso Paste /kg pail 4KG	67.50	135.00
0	Ford	6" Abandoned Corp Cap FACC-730-XL		
0	Ford	8" Abandoned Corp Cap FACC-930-XL		
24	Stainless	Stainless Steel Inserts Liners for 3/4" Service Tubing	3.50	84.00
			Total Bid Sheet 3	\$ 17266.99

RFO SUBMISSION

Inventory Requirements for 2019

Total Cost Bid (Sheet 1) \$ 27064.89

Total Cost Bid (Sheet 2) \$ 34878.36

Total Cost Bid (Sheet 3) \$ 17266.99

Total HST \$ 11881.53

Total Bid Price \$ 91091.77


Date of Delivery: 4 Weeks A.R.O.

BID COMPANY NAME: Campbell's Concrete Ltd.

CONTACT NAME (PRINT): Kevin Peters

TELEPHONE/CELL PHONE: (C) 902-940-7294 (D) 902-368-1708

EMAIL: Kevinp@campbellsconcretepei.com

SIGNATURE  C.F.T. Date: 07/03/19

July 3/19



CITY OF CHARLOTTETOWN

RESOLUTION

Water & Sewer#2

MOTION CARRIED _____

MOTION LOST _____

Date: July 8, 2019

Moved by Deputy Mayor _____ Jason Coady

Seconded by Councillor _____ Terry Bernard

RESOLVED:

Whereas, the City of Charlottetown awarded the Engineering Services for the Charlottetown Pollution Control Plant Upgrades Project to CBCL Limited on March 29, 2017.

And since that time there have been changes to the scope of the work.

Be it resolved that the value of the award be increased by \$172,189.50 (HST included).

Further that this will be expensed out of the 2019-2020 Utility Capital Budget with no increase to the budget for this project.

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


CHARLOTTETOWN

Report No: WSC 7-19

Date: June 7, 2019

Directed to: Utility Chair & Committee

Department: Water and Sewer Utility

Prepared by: Richard MacEwen, Utility Manager

Attachments:

- CBCL Project Fees Letter April 17, 2019
- CBCL Project Fees Letter June 6, 2019

Subject: Engineering Fees for CPCP Upgrades**Recommendation:**

Approval of the increase in budget for the engineering services for the CPCP Upgrades.

Report:

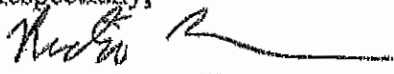
CBCL was selected as the Engineering Consulting firm to complete the engineering design and construction oversight work for the Charlottetown Pollution Control Plant Upgrades. The proposal for the work was submitted in June 2016. The proposal was accepted by the City in May 2017.

The scope of the work did change from the initial proposal request and response. While there were efforts made to try to stay within the original budget there is an anticipated need for an increase to the engineering budget. The proposed increase remains within the \$850,000 value used to monitor the overall project expenses compared to available funds within the CWWF funded project. .

CBCL has requested that the initial budget set in 2016 of \$699,970 be increased to \$849,700 plus HST. The requested increase is to cover the costs not included in the initial scope of work including resource recovery reviews and additional plant engineering identified through the design process and SCADA programming.

The requested increase to the engineering budget is \$172,189.50 including HST. The overall project budget remains within the funding available through the CWWF.

Respectfully,



Reviewed By:

GAO

Mgt

Other

Recommendations/Actions:

Okey



CBCL LIMITED
Consulting Engineers

June 6, 2019

Richard MacEwen, P.Eng.
Charlottetown Water and Sewer Utility
PO Box 98
Charlottetown, PE C1A 7K2

Dear Mr. MacEwen:

RE: 172620.00 Project Fees – Engineering Services for Charlottetown Pollution Control Plant Upgrades – Request for Budget Revision

As a follow up to our letter of April 17, 2019, we are providing additional information to support the requested budget increase as well as define additional scope items that were not initially included within CBCL's scope of construction services.

135 St. Peters Road
PO Box 1659
Charlottetown, PE
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The additional scope item that has been added is SCADA programming. In addition to our proposed role in coordinating the SCADA programming, CBCL will assume the role of system integrator for this project and will modify plant controls and the HMI (VTScada) in conjunction with the City, the contractor and the major equipment suppliers as required. The integration work will start at the desk top level prior to commissioning with new screen development and be completed during the commissioning phase to coincide with the new equipment going in operation. Integration work will be completed by Kristien Praest with assistance from Lohn Hick.

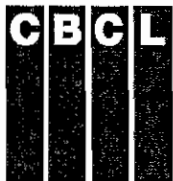
In order to include this scope of work within the previously requested budget, we are proposing a discounted rate on construction inspection. This is a significant departure from our previous request where construction fees were inflated based on the number of years that had passed since our original proposal. This will allow us to include SCADA programming (budgeted at \$22,500) within our scope of services without increasing our requested budget addition.

Our previous letter described where the scope of preliminary and detailed design services deviated from our original proposal. These included in general terms:

- A requirement to include an evaluation of six resource recovery items including evaluation of options for each item, concept development, and cost estimates;
- Altering the design concept from a single 30,000 m3/d facility to treat wastewater originating from new service areas to providing a combined total of 100,000 m3/d of preliminary and primary treatment;
- The addition of a new sludge thickening building necessitated by the previous change;
- Including for the design of improvements to existing infrastructure;
- Re-design and negotiations required after the originally tendered project was deemed too costly.

The previous letter developed a budget for completion based on identifying the spending that occurred during the preliminary and detailed design phase of the project and adding to that the original construction budget inflated for the two year delay from when the work was proposed to have been undertaken to the current time. It did not quantify the value of work associated with the various scope changes described within the letter. The following





CBCL LIMITED

Consulting Engineers

Richard MacEwen

June 6, 2019

Page 2 of 2

table has been provided to further support the budget request by providing the estimated level of expenditure for the various scope changes as well as indicate the proposed discount for construction supervision.

<i>Original Budget Items</i>	<i>Fees & Expenses</i>
Design Development & Preliminary Design	\$47,675
Detailed Design	\$379,050
Tendering and Construction Oversight	\$273,245
Sub-total	\$699,970
Additional Budget Items	
SCADA Programming	\$22,500
Preliminary Engineering for Resource Recovery	\$19,000
Preliminary Engineering for Additional Scope items	\$12,000
Preliminary Design for Heat Exchanger Improvements	\$11,000
Detailed Design for Thickening Building	\$41,500
Detailed Design for PS Upgrades	\$9,000
Detailed Design for Algae Control	\$6,000
Detailed Design of Heat Exchanger Improvements	\$19,000
Post Tender Design Changes and Negotiations	\$24,000
Sub-total	\$164,000
Discounted Rate applied to Construction Fee Budget	(\$14,270)
TOTAL	\$849,700

I trust this information will aid in your discussions related to the approval of this request. If approved, the proposed increased total engineering budget will equal 6.1% of the tendered project value of \$14.0 million. We believe this to represent good value. Please give me a call if you wish to discuss further.

Yours very truly,

CBCL Limited

Mike Abbott, P.Eng.
Direct: 902 492 7978
E-Mail: mikea@cbcl.ca

Project No: 172620.00

cc: Jody MacLeod





CBCL LIMITED
Consulting Engineers

April 17, 2019

Richard MacEwen, P.Eng.
Charlottetown Water and Sewer Utility
PO Box 98
Charlottetown, PE C1A 7K2

Dear Mr. MacEwen:

RE: 172620.00 Project Fees – Engineering Services for Charlottetown Pollution Control Plant Upgrades

We have reviewed the fee structure for the project and estimated the requirements for completion. The project has proceeded through the detailed design phase and is currently starting construction. We present this letter in order to document the changes in scope that have occurred since project award and develop an agreement for our fees and expenses for engineering services through completion of the project.

CBCL Limited submitted a proposal for Engineering Services in June 2016, with our estimated fees and expenses detailed below:

<i>Activity</i>	<i>Fees</i>	<i>Expenses</i>	<i>Total</i>
Design Development & Preliminary Design	\$43,825	\$3,850	\$47,675
Detailed Design	\$343,550	\$35,500	\$379,050
Tendering and Construction Oversight	\$256,295	\$16,950	\$273,245
TOTAL	\$643,670	\$56,300	\$699,970

The proposal described our work plan for the project, including a summary of project tasks and an estimate of the hours to complete and expenses. The City of Charlottetown accepted our proposal on these terms in a letter dated 2 May 2017.

CBCL Limited commenced work on the project in May 2017. The original project methodology and schedule included a nine month schedule allowing approximately three months to confirm that the preliminary design details were suitable to proceed to detailed design, followed by five months of detailed design, and a one month tendering period. Construction was estimated to require approximately 200 days (40 weeks) plus approximately two months for commissioning and project close out.

The preliminary design was substantially completed in January 2018 with the submission of the draft preliminary design report. The eight month preliminary design period included a number of progress meetings to discuss the status of the project, receive client input on the design, and identify information requirements to advance the preliminary design to completion. Preliminary design meetings were held on 22 June 2017, 23 August 2017, and 16 November.

Throughout the course of the preliminary design the scope of the project changed from what was included at the time of our initial proposal (project as described in Charlottetown regional Wastewater Study, Final Report, May 2016) to the project that was designed and tendered. Within our proposal, we provided text that stated if the project diverged significantly from that described in the May 2016 report, some additional fees may be required. We further referenced \$7.5 M as an order of magnitude estimate that would help

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Consulting Engineers

Richard MacEwen

April 17, 2019

Page 2 of 3

to determine if significant diversion did occur. In an effort to quantify a request for additional fees to complete the project, we have provided the following review of the project to date, outlining areas where CBCL Limited see variations in the scope of work from that set out in our Engineering Services Proposal. We have also included a summary of the project cost estimates and tendered costs that can be compared to the initial \$7.5 M order of magnitude cost upon which the original fees were based.

Summary of Project Development

The following summarizes the project additions/deletions that occurred during the project development and design.

- The concept of the treatment plant as a resource recovery facility was discussed at the start-up meeting and evaluations of a number of options were added to the scope of the preliminary design including:
 - Solar Photovoltaic Panels;
 - Wind Turbines;
 - Biogas Fired Co-Generation Systems;
 - An Effluent Water Heat Recovery System;
 - Additional Biosolid drying; and,
 - A Production Greenhouse to help offset the City's horticultural display costs.
- The plan for the addition of a single 30,000 m³/d facility to screen, de-grit, and settle the Stratford and East Royalty wastewater was replaced with a plan to combine all wastewater and provide a combined total of 100,000 m³/d of preliminary and primary treatment;
- WAS thickening was relocated from the new 30,000 m³/d preliminary treatment addition to a new stand-alone building adjacent the gravity thickeners;
- Improvements to the existing facilities were evaluated including:
 - S-P PS upgrades;
 - Expanded personnel spaces;
 - Relocation of the existing and the addition of a second heat exchanger;
 - Addition of UV and secondary clarifier launder covers for algae control;
 - Evaluation of existing aeration system capacity;
 - Re-fit of existing primary clarifiers.

The project budget utilized during project development was \$11.5 M, excluding taxes and engineering. This budget was exceeded in all estimates presented during the preliminary design. Prior to executing the detailed design there was a discussion on cost control with the end result being that detailed design was to proceed based on the following scope of work:

- The installation of three new pumps in the S-P PS;
- New screening facility;
- New primary clarifier;
- Re-fit of existing clarifiers;
- New sludge thickening facility;
- Secondary Clarifier Launder Covers;
- UV system channel modifications and covers;
- New maintenance heat exchanger in digester complex;





CBCL LIMITED

Consulting Engineers

Richard MacEwen

April 17, 2019

Page 3 of 3

- New lifting equipment and piping modifications for relocation of existing heat exchanger to facilitate maintenance activities.
- 100 kW Solar Array.

The pre-tender estimate for this scope of work was \$12.35 M, taxes extra. Tenders closed on December 11, 2018 with the low tender just under \$14 M, taxes not included. Additional negotiations were undertaken to further revise the scope of the project resulting in the award of the project on January 22, 2019 for \$10.65 M, taxes extra. The final scope of work included all of the tendered work with the exception of the third primary clarifier, its affiliated process equipment and appurtenances, and the solar array.

Summary of Spending and Request for Additional Fees

Throughout the project, we have practiced cost control to minimize spending, particularly during the preliminary design phase of the project. However, the resources required to provide the additional evaluations associated with the resource recovery items as well as the detailed design in areas with significant changes in scope could not be completed within the original budgets. In addition, some additional fees were required to deal with increased effort required to negotiate the cost reduction required to reduce the \$14 M tendered project to within budget.

A summary of how spending has compared to the fees included in our original proposal for preliminary and detailed design is presented in the following table. The table also includes our original estimate for tendering and construction inflated at 2.3% per year for two years as at the time of our proposal, construction was to have occurred in 2017.

<i>Activity</i>	<i>Proposed Fees & Expenses (2016)</i>	<i>Proposed Fees & Expenses (Current)</i>
Design Development & Preliminary Design	\$47,675	\$78,500
Detailed Design	\$379,050	\$485,250
Tendering and Construction Oversight	\$273,245	\$286,250
TOTAL	\$699,970	\$850,000

Please give me a call at your convenience to discuss the approach required to remedy the above. We have suspended invoicing for the time being as we may wish to close out the design phase and proceed with the construction under a revised payment scheme.

Yours very truly,

CBCL Limited

Mike Abbott, P.Eng.
 Direct: 902 492 7978
 E-Mail: mikea@cbcl.ca



Project No: 172620.00

CC: Jody MacLeod



**PUBLIC WORKS & URBAN BEAUTIFICATION COMMITTEE
REPORT TO COUNCIL
July 8th, 2019**

The Public Works & Urban Beautification Committee met on Wednesday, June 26th, 2019, with draft minutes included in the Regular Monthly Council package.

Three resolutions are anticipated to be forwarded.

Respectfully submitted,

Councillor Mike Duffy, Chair

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DRAFT

PUBLIC WORKS & URBAN BEAUTIFICATION COMMITTEE

Wednesday, June 26th, 2019

12:15PM Parkdale Room, City Hall

Present: Mayor Philip Brown
Councillor Mike Duffy, Chair
Councillor Alana Jankov
Councillor Mitchell Tweel
Councillor Terry MacLeod
Peter Kelly, CAO
Scott Adams, MPW
Wallace Higgins, AA

Absent: Councillor Terry MacLeod

CALL TO ORDER

Chair Duffy called the meeting to order at approximately 12:12PM. Moved by Mayor Brown and seconded by Councillor Yankov.

DECLARATIONS OF CONFLICT OF INTEREST

No declarations of conflict.

APPROVAL OF AGENDA

The agenda was approved by Chair Duffy and seconded by Councillor Tweel.

ADOPTION OF MINUTES

It was moved by Mayor Brown and seconded by Councillor Yankov that the minutes from May 22nd, 2019, meetings be approved.

BUSINESS ARISING FROM THE MINUTES

Mayor Brown inquired on the recent memo and discussion at the previous PWC meeting that some staff are using their own personal rewards cards to receive points for loyalty programs being offered through various vendors on corporate purchases.

The committee recommended forwarding to the Committee of the Whole.

MESSAGE SIGN BOARD POLICY

The Public Works Department is completing a review of various department activities and attempting to draft policies and procedures that provide guidance to staff on how to complete the work and provide information to councillors and the public on the expectations of each activity. During the review, management identified the use of PVMS was not consistent over the past few years, causing confusion for staff. As such, staff researched what other jurisdictions were following and what guidelines recommended. Staff also identified that the City's current fleet of

PVMS are aging, and have required significant maintenance over the past year. As a result, staff recommended that the use of signs be limited to the events identified in the policy. The committee discussed the various options that the variable message boards are used for, what should they be used for, what groups and do we charge a fee...

The Committee recommended that the PVMS be used for public notification of traffic changes, pedestrian safety, and City sponsored events only. Staff will rewrite the new policy and bring back to the next committee meeting.

MICROSURFACING

Microsurfacing, when used on the appropriate road, is a cheaper alternative for maintaining roads, and extending the useful life, in some cases by up to 8 years. Microsurfacing cost approximately \$9/m² where resurfacing can cost up to \$14-15/m². Microsurfacing was first trialed in 2017 on University Ave, Capital Dr, and Longworth Ave, with great success. This year Public Works is recommending that Mont Edward Rd, from the by-pass towards Belvedere Ave and North River Rd, from McGill Ave to Brighton Rd be completed. The expected cost for this work is approximately \$220,000. This street is an excellent candidate as it has only minor cracking and minimal patch over the years. However, if left un-maintained for another year, it is anticipated that the street will require resurfacing at a significantly higher cost.

During the 2019/2020 budget preparation period, the City had budgeted approx. \$220,000 of the street resurfacing budget to be allocated for microsurfacing. However, due to a significant increase in liquid asphalt prices this spring, the street resurfacing tender was higher than anticipated. Therefore, the \$220,000 for microsurfacing was required for the street resurfacing tender.

It is the recommendation of the manager to complete the work this year. Delaying the work by even a year make result in a more expensive repair option for both sections of road (approx. \$250,000), and addition resources to maintain the road over that period of time.

The committee recommended to take forward a motion to council to approve doing 5.4 km of microsurfacing, being approximately \$500,000. Moved by Mayor Brown and second by Councillor Jankov.

Councillor Tweel brought to the committee's attention the condition of various ward four streets, and inquired if microsufacing could be used on smaller neighbourhood streets. Councillor Tweel asked if Chestnut St. was scheduled to be paved in 2019. Due to construction, the committee discussed the possibility of Chestnut St. being delayed to 2020. The CAO stated staff will look at the 2019 street rating spreadsheet for possible substitutions.

PUBLIC WORKS OPERATION UPDATE

The Public Works Department is now into the full swing of summer operations. Seasonal staff are busy working on the following crews. Please note this is not a complete list of all activities Public Works completes:

- 3 asphalt patching crews
- 2 line paint crews
- 4 concrete crews

- 5 landscape crews
- 5 grass mowing crews
- 4 flower crews
- 3 catch basin crews

Major operational items currently underway:

- a. Winter plow damage cleanup is nearing completion. This is due to a reduction in the damage compared to previous winters due to colder conditions keeping the ground frozen.
- b. Sidewalk repairs/replacement on streets to be resurfaced.
- c. Catch basin repairs on streets to be resurfaced
- d. Flowers have been delivered and crews are busy preparing flowers bed and completing planting.
- e. Street patching is ongoing. Crews are currently working on the downtown core and major roads. This is done to avoid peak tourist time in these area. Once these areas are completed, these crews will move to other residential areas.
- f. Line paint crews are working closely with the province to complete the annual street line reinstatement. They are also working behind the asphalt patching crews to reinstate crosswalks and other faded or missing markings.

Seasonal Staff Levels

Week Ending	2018	2019
June 22/23	219	187
June 28/29	230	205

TENDERS

- 1) RFQ – 2019 Fleet Vehicles – (three (3) ½ Ton Crew Cab Trucks, two (2) ¾ Ton Crew Cab Trucks and one (1) 1 Ton Crew Cab Truck Chassis) – Closed on May 22, 2019.
- 2) RFQ – 2019 Fleet Vehicles – (two (2) ½ Ton Crew Cab Trucks for the Police Department, one (1) Full Size Police Package Car) – Closed on May 22, 2019.
Two resolutions are required as it is recommended to award to 2 different vendors.
- 3) RFQ – (one (1) – New 72” Commercial Grade Front Mount Lawn Mower).
- 4) The MPW informed the committee of the Strategic Priorities & Intergovernmental Cooperation Committee RFP – “Engineering Services – Growth Management Strategy including Water & Sewer Master Plan”. The intent of this Consulting Service is to review existing infrastructure and estimate population & development trends so as to have a framework for future growth in general City infrastructure as well as Water and Sewer services.

SCHOOL ZONE SIGNAGE

The Public Works department has reviewed a request to include private schools as part of the school zone signage practice. The manager has reviewed the request, and has only one issue with the proposed change to add school zone signage for private schools. Any school considered for signage shall have street frontage. If a private school meets this requirement, the school would be eligible for school zone signage and street marking.

The committee agreed to the recommendation that all schools (kindergarten- grade 12), including both private and public schools, that have street frontage, receive the same school zone signage

to indicate the beginning and end of a school zone and the associated street marking, and to develop a school zone signage policy for council's approval. Moved by Mayor Brown and seconded Councillor Jankov.

DITCH INFILLING

During the May 2019 Public Works Committee meeting, a report was brought forward recommended the discontinuation of the ditch infilling program. Since then, the Environment & Sustainability Department has also completed a review of ditch infilling activities and has brought forward a similar recommendation to their committee.

The Manager of Public Works recommended to the committee to discontinue the current ditch infilling program, and to only infill ditches for safety or operational needs. Residents will still have the option to infill their lot frontage at their own expense, with approval from the Manager of Public Works.

The committee recommended waiting for the Environment & Sustainability Department committee's recommendation, and then forward to a special meeting of council for review.

INTRODUCTION OF NEW BUSINESS

The committee discussed the possibility of Chestnut St. being delayed to 2020 due to construction, and recommended adding street resurfacing to next month's committee meeting agenda. The CAO stated staff will look at the street 2019 street rating spreadsheet for possible substitutions.

Councillor Tweel inquired to what work is to be done at the Bambridge Inn on Capital Dr. The MPW stated that both Public Works and Water/Sewer Utility have reviewed the area, with Public Works installing a new sidewalk in 2018. The MPW stated that the consultant reviewed the area and there was no evidence stating that water was coming from City land, and that this information was forwarded to the property owners.

Mayor Brown inquired to the status of the discussions with Eastlink representatives regarding the new fence/gate erected at the Eastlink Center. The PWM stated staff are having conversations with Red Shores staff, but nothing to add at this time.

MOTION TO ADJOURN

Moved by Chair Duffy and Seconded by Mayor Brown.

The meeting adjourned at approximately 1:46PM

The next regular meeting of the Public Works & Urban Beautification Committee is tentatively set for 12:15pm on Wednesday, July 24th, 2019, at City Hall.

- end -



CITY OF CHARLOTTETOWN

RESOLUTION

Public Works #1

MOTION CARRIED _____

MOTION LOST _____

Date: July 8, 2019

Moved by Councillor _____ Mike Duffy

Seconded by Councillor _____ Terry Bernard

RESOLVED:

That, as per the conditions of the Request for Quotations on “1 – New 72” Commercial Grade Front Mount Lawn Mower”, the submission from Green Diamond Equipment Ltd. In the amount of \$29,403.87 (all taxes included) be accepted.

This expenditure has been previously approved in the 2019 Capital budget.

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

- Public Works & Parks & Recreation's original estimate for the lawn mower was less than \$25,000. As such, it was determined to go out for 3 quotes as this was a time sensitive matter.
- 2 submission were received as follows:

Green Diamond Equipment Ltd.	\$29,403.87 (HST incl.)
Vessey's Equipment Ltd.	\$34,672.50 (HST incl.)
- Parks and Rec Manager, Frank Quinn, spoke with Finance department and informed them that the prices received were above our original anticipated value of \$25,000. He also noted that if the City went to a publically advertised tender, it is high likely that only these 2 bidders would submit a quote, based on past tenders. Frank also noted that his crews need this lawn mower immediately as the lawn mower being replaced is not operational. The Finance department agreed that we could proceed to award the RFQ to the low bidder because it the equipment is needed immediately.



CITY OF CHARLOTTETOWN

RESOLUTION

Public Works #2

MOTION CARRIED _____

MOTION LOST _____

Date: July 8, 2019

Moved by Councillor _____ Mike Duffy

Seconded by Councillor _____ Terry Bernard

RESOLVED:

That, as per the conditions of the Request for Quotations on “2019 Fleet Vehicles” in respect to three (3) 1/2 Ton Crew Cab Trucks, two (2) ¾ Ton Crew Cab trucks and one (1) 1 Ton Crew Cab Truck Chassis, the submission of Summerside Chrysler Dodge in the amount of \$291,280.05 (all taxes included) be accepted.

That this expenditure has been previously approved in the 2019 Capital Budget.

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

- Tender was publically advertised, closing May 22, 2019
- The Quote was for three (3) 1/t Ton Crew Cab Trucks, two (2) $\frac{3}{4}$ Ton Crew Cab trucks and one (1) 1 Ton Crew Cab Truck Chassis, for Public Works and Parks and Rec. Prices were also received for two (2) $\frac{1}{2}$ ton crew cab trucks, and 1 (one) full size police package car for the Police department. The police also included the trade in of 4 older vehicles as part of the purchase.
- 2 submissions were received; Summerside Chrysler Dodge and Reliable Motors. When staff reviewed the submissions, it was determined that in the best interest of the City, both vendors would be awarded a portion of the vehicles tenders. As such, the following is the breakdown of vehicles awarded to each vendor.

Summerside Chrysler Dodge

- o Three (3) 1/2 Ton Crew Cab Trucks, two (2) $\frac{3}{4}$ Ton Crew Cab trucks and one (1) 1 Ton Crew Cab Truck Chassis - \$291,280.05 (all taxes included)

Reliable Motors Ltd.

- o Two (2) $\frac{1}{2}$ Ton Crew Cab trucks (Police Department) and one (1) Full Size Police Package Car - \$127,674.15 (all taxes included). This amount also include the trade in value for four (4) police department vehicles of \$5,500.

- Please also see attached spread sheet that shows the corrected prices and breakdown of award for the tender.
- City Staff from Public Works, Parks & Rec and the Police Department have all reviewed the submissions and are satisfied with the award to the two vendors.



CITY OF CHARLOTTETOWN

RESOLUTION

Public Works #3

MOTION CARRIED _____

MOTION LOST _____

Date: July 8, 2019

Moved by Councillor _____ Mike Duffy

Seconded by Councillor _____ Terry Bernard

RESOLVED:

That, as per the conditions of the Request for Quotations on “2019 Fleet Vehicles” in respect to two (2) 1/2 Ton Crew Cab Trucks for the Police Department, one (1) Full Size Police Package Car, the submission of Reliable Motors Ltd. in the amount of \$127,674.15 (all vehicle trade ins and taxes included) be accepted.

That this expenditure has been previously approved in the 2019 Capital Budget.

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

- Tender was publically advertised, closing May 22, 2019
- The Quote was for three (3) 1/2 Ton Crew Cab Trucks, two (2) 3/4 Ton Crew Cab trucks and one (1) 1 Ton Crew Cab Truck Chassis, for Public Works and Parks and Rec. Prices were also received for two (2) 1/2 ton crew cab trucks, and 1 (one) full size police package car for the Police department. The police also included the trade in of 4 older vehicles as part of the purchase.
- 2 submissions were received; Summerside Chrysler Dodge and Reliable Motors. Whan staff reviewed the submissions, it was determined that in the best interest of the City, both vendors would be awarded a portion of the vehicles tenders. As such, the following is the breakdown of vehicles awarded to each vendor.

Summerside Chrysler Dodge

- o Three (3) 1/2 Ton Crew Cab Trucks, two (2) 3/4 Ton Crew Cab trucks and one (1) 1 Ton Crew Cab Truck Chassis - \$291,280.05 (all taxes included)

Reliable Motors Ltd.

- o Two (2) 1/2 Ton Crew Cab trucks (Police Department) and one (1) Full Size Police Package Car - \$127,674.15 (all taxes included). This amount also include the trade in value for four (4) police department vehicles of \$5,500.

- Please also see attached spread sheet that shows the corrected prices and breakdown of award for the tender.
- City Staff from Public Works, Parks & Rec and the Police Department have all reviewed the submissions and are satisfied with the award to the two vendors.



**ECONOMIC DEVELOPMENT, TOURSIM & EVENTS MANAGMENT
COMMITTEE
REPORT TO COUNCIL
JULY 8, 2019**

The Economic Development, Tourism & Events Management Committee met June 19th & June 25th and the open draft minutes are included in your package.

The Charlottetown Arts Advisory Board met June 11th and the open draft minutes are included in your package.

There are no resolution for your consideration.

Respectfully submitted,

Councillor Kevin Ramsay, Chair

**Economic Development, Tourism & Events Management
Committee Meeting
Wednesday, June 19, 2019
12:00 PM - Parkdale Room**

Present: **Chair, Councillor Kevin Ramsay** **Councillor Terry MacLeod**
 Councillor Alanna Jankov **Councillor Mitchell Tweel**
 Peter Kelly, CAO **Ron Atkinson, EconDO**
 Laurel Lea, TO **Wayne Long, EDO**
 Jill Stewart, EA

Regrets: **Mayor Philip Brown**

1. Call to Order

Chair Councillor Kevin Ramsay called the meeting to order at 12:00PM

2. Declarations of conflict of interest

There were no conflicts of interest declared.

3. Approval of Agenda

It was moved by Councillor MacLeod and seconded by Councillor Tweel that the agenda be approved as circulated.

4. Adoption of Minutes

It was moved by Councillor MacLeod and seconded by Councillor Ramsay that the minutes from May 15, 2019 be approved as circulated. Carried.

5. Business arising from minutes

Councillor Tweel asked the EDO how involved the Province is when it comes to funding/supporting events in the City of Charlottetown. The EDO explained that generally speaking the Province has been supportive (at times); however, there is room for growth and strengthening our relationship. He also noted that in the near future Councillor Alanna Jankov, Councillor Kevin Ramsay and he will be meeting with the new relevant departments to discuss a more strategic partnership going forward.

6. Reports/Discussions

a. Economic Development Update

The EconDO provided an update to the Committee on recent activities. Ron attended Collision 2019 in Toronto, the largest IT conference in Canada, as part of the Invest in Canada Canadian Pavilion. The event

included meetings with prospective international companies, and developing regional and national relationships. Innovation PEI also participated, and follow-up work as a result of the event has taken place. The Arts Advisory Board held their first meeting and will take a short time to get up to speed as there are numerous new members. The group wants to review and look at amendments to the Public Art Policy, and also look at new public art projects. Ron has been in discussion with the Start-Up Zone and are looking at ways the City can partner and support the very important business incubator in Charlottetown. Ron made a presentation to a group of media from G20 countries who were touring Atlantic Canada, he also arranged for a local bio-tech company to present to the group as well. The tour was arranged by Global Affairs Canada and was focused on bio-tech and oceans technologies sectors. The EconDo reviewed the latest 2019 APEC report on Major Projects in Atlantic Canada, highlighting Charlottetown as the city with the strongest expected growth in 2019.

b. Tourism Update

Laurel Lea, TO, provided the Committee with a departmental update. The Tourism Department is busy with summer event planning. Canada Day (documents circulated) programming is all in place, programming will once again take place in Victoria Park and will run from Noon - 10PM. The Department has been diligently working to put all programming for Natal Day (documents circulated) in place with an announcement scheduled for July 3. Work is also underway on the Victoria Park Sunset Series which will take place August 28-31 and on the Ashibetsu Student Exchange which will take place October 17-24. The Tourism summer staff will begin work on Monday, June 24th.

The TO attended a networking dinner during the 2019 FCM Annual Conference and Trade Show in Quebec City with the Canadian Capital Cities Organization.

c. Event Management Update

Wayne Long, EDO, provided the Committee with a departmental update. He highlighted that it's been a busy time with event hosting with the following events upcoming: DiverseCity, TD PEI Jazz & Blues Festival, Canada Day and a number of sport events. The Event Management file also continues to be steady with prospecting and bidding.

Councillor Jankov and the EDO travelled to Forest City, North Carolina as part of our Municipal Partnership. Councillor Ramsay and the EDO were in Halifax during the Memorial Cup for QMJHL/ CHL event attraction/ best practices and festival and event strategy meetings. The EDO was also recently in BC on an attraction mission.

The EDO has been working closely with internal committees with respect to proposed funding models for a new Multi-Use Facility, as well as identifying the City's 2023 Canada Games infrastructure "wish list".

The Committee was made aware that a presentation will take place next week with respect to Birthplace of Confederation branding.

Work continues on the City's Festival & Event 5-year Vision for Growth. The consultant is currently conducting interviews.

The EDO notified the Committee that work has commenced on new sport tourism video assets that will serve as another tool within the event attraction file. The SCORE sport tourism website is currently being redeveloped through a partnership with Discover Charlottetown.

The TAL file continues to advance with work being undertaken to target a September 1 roll out with respect to leveling the playing field.

7. Motion to move into closed session

Motion to move into closed session, as per Section 119 (1) sub-section (e) of the PEI Municipal Government Act was moved by Councillor Jankov and seconded by Councillor Tweel. Carried.

8. Introduction of New Business

There was no new business.

9. Motion to adjourn

It was moved by Councillor Jankov and seconded by Councillor MacLeod that the meeting be adjourned. Carried.

Adjourned 1:00PM

**Economic Development, Tourism & Events Management
Committee Meeting
Tuesday, June 25, 2019
12:00 PM - Parkdale Room**

Present: **Chair, Councillor Kevin Ramsay** **Mayor Philip Brown**
 Councillor Terry MacLeod **Councillor Alanna Jankov**
 Councillor Mitchell Tweel **Ron Atkinson, EconDO**
 Laurel Lea, TO **Wayne Long, EDO**
 Jennifer Gavin, CO **Jill Stewart, EA**

Regrets: **Peter Kelly, CAO**

1. Call to Order

Chair Councillor Kevin Ramsay called the meeting to order at 12:00PM

2. Declarations of conflict of interest

There were no conflicts of interest declared.

3. Approval of Agenda

It was moved by Councillor MacLeod and seconded by Councillor Tweel that the agenda be approved as circulated.

4. Reports/Discussions

a. Presentation by Insight Brand & Marketing Studio – Birthplace of Confederation Branding

EDO, Wayne Long, and CO, Jennifer Gavin, provided background as to why the Insight Brand & Marketing Studio team was presenting. They also referenced the City's Visual Identity and Graphic Standards Guide which a lot of time and investment went in to developing. The document serves the Corporation well and was officially endorsed by City Council.

Kerry Anne MacDougall and Dawn Binns with Insight Brand & Marketing Studio presented to the Committee. They provided the Committee with an overview of the branding process and the difference between branding verses marketing. They spoke about how a powerful visual brand is built with consistency. They discussed the difference between Corporate logos, Campaign Logos and Marketing Campaigns.

A detailed discussion was had with the Committee by the presenters with regards to the direction, goals, key audience and the message that the City wants to

convey. Insight Brand & Marketing Studio will capture all comments in a report for the City that will also contain some recommendations for moving forward.

5. Introduction of New Business

There was no new business.

6. Motion to adjourn

It was moved by Councillor Jankov and seconded by Councillor MacLeod that the meeting be adjourned. Carried.

Adjourned 1:00PM

Charlottetown Arts Advisory Board Meeting
Tuesday, June 11, 2019
12:00 PM – Parkdale Room

DRAFT

Present: Barbara MacLeod, Chair Ron Atkinson, EconDO
Mark Sandiford Stephen MacInnis
Na Lu (Lucy) Jill Stewart, EA

Regrets: Jennifer Campbell Brandon Hood
Cheryl Wagner

1. Call to Order:

The meeting was called to order by Barbara MacLeod, Chair at 12:00 pm.

2. Declarations of Conflict of Interest

None

3. Approval of Agenda:

It was moved by Mark and seconded by Stephen that the agenda be approved as circulated. Carried.

4. Adoption of Minutes:

The minutes from the September 24, 2018 meeting were included in the meeting package. It was moved by Mark and seconded by Stephen that the minutes be approved as circulated. Carried.

5. Introductions:

6. Review of Past Projects including update on Public Art Policy:

Public Art Policy - The Board reviewed the Charlottetown Public Art Policy Revisions Overview from November 2018. Work will continue on this Policy and when completed, the proposed changes will be sent to the Economic Development, Tourism, & Events Management Committee for recommendation to Council. The Chair asked the Board to review the Public Art Policy for next meeting.

Art Walk Brochure - A brochure and map was designed that includes existing public art in 2017. It took time to pull together but everyone was happy with the finished product.

Arts & Culture Awards – The awards will take place in 2020. In the past the awards took place during Natal Day Weekend in June. It has been a great event and very well attended.

7. Items for discussion:

a. Fox Project -

Ron provided an update on the Fox Project. MosaiCanada 150/Gatineau 2017, a Canada 150 project funded by Canadian Heritage, the Government of Quebec and the Ville de Gatineau, was held in 2017/2018 in Jacques Cartier Park.

The Project consisted of creating mosaiculture artworks as a major attraction/event to celebrate Canada's 150th Anniversary.

Mosaiculture structures represented the provinces and territories of Canada and were designed in consultation with each province and territory.

The City of Charlottetown's structure is a mother fox and her kit.

The board agreed this project has great potential and worth pursuing. Ron will speak with Beth Hoar to see if we can move forward on this project.

b. Ray's Barber Shop -

Ron provided a verbal update to the board. Ray from Ray's Barber Shop is constructing a piece of public art as a tribute to the PEI Railway. He would like to place it in the grass space in front of his shop. After some discussion with city staff, the owner will not require approval from the city.

8. Introduction of New Business

There was no new business.

9. Open Discussion of Public Art ideas for Charlottetown

- Mi'kmaq Confederacy of PEI building on the waterfront
- Art in the roundabouts
- Landmark public art in Charlottetown

10. Motion for Adjournment

Meeting Adjourned 1:15 p.m.



**ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
JULY 8, 2019**

The Environment & Sustainability Committee met on June 26, 2019 and the Food Council met on June 19, 2019, the draft minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Terry MacLeod, Chair

ENVIRONMENT & SUSTAINABILITY COMMITTEE
Wednesday, June 26, 2019
4:00 PM – Parkdale Room, City Hall

PRESENT: Councillor Terry MacLeod, Chair
Councillor Terry Bernard, Vice-Chair (4:45 PM)
Councillor Julie McCabe
Mayor Philip Brown
Peter Kelly, CAO

ALSO: Ramona Doyle, SM
Jess Brown, SOC

REGRETS: Councillor Greg Rivard
Betty Pryor, SPO

1) Call to Order

The meeting was called to order at approximately 4:20 pm by Chair MacLeod.

2) Declarations of conflict of interest

There were no conflicts of interest declared.

3) Approval of Agenda

R. Doyle, SM, requested to move item "e" to the first item on the agenda. It was moved by Councillor McCabe and seconded by Mayor Brown that the agenda be approved as amended. Carried.

4) Adoption of Minutes

It was by moved by Mayor Brown and seconded by Councillor McCabe that the minutes from May 28, 2019 be approved as circulated. Carried.

5) Business Arising from the Minutes

There was no business that arose from the minutes.

6) Discussions/Reports

a. Update on May/June Events

Jess Brown, SOC, provided the Committee with an update on events that were recently held. Charlottetown Bike Week was from June 15 – June 22 and included events, social media content and contests, giveaways, and the release of a new cycling map for Charlottetown. There were several events held during Bike Week; City Police Bike Rodeo, Charlottetown Farmers Market pop-up booth, Bike to Work and School Day, Mayor Philip Brown's Cycling Challenge and a Skate & BMX Competition. Some of the events were cancelled due to poor weather but overall everything was well attended.

A safety and awareness measure taken during bike week was having Public Works message boards on main roads entering Charlottetown with messages to Share the Road, Be Aware of Cyclists, and Leave 1 Meter when passing and during Bike Week Public Works will have light signs reminding drivers to watch out for cyclists, share the road, and the 1 meter rule on main commuting roads leading into the City.

Mayor Brown asked whether the electronic boards would be put up every couple of months to remind drivers to be aware of cyclists. Jess agreed that this would be beneficial.

There was discussion on a concern that was raised by a resident about the vehicles that park across from Queen Charlotte School. The SM will have a discussion with Cycle PEI on what their recommendation would be in this area.

b. Transit School Pilot

R. Doyle, SM provided the Committee with an update on the transit pilot project prepared by Jacqui Scaman, SI. The City of Charlottetown ran a pilot project in the Spring of 2019 with Colonel Gray high school and T3 Transit to determine the feasibility of a subsidized high school student transit pass, as well as the impacts it would have for students. A student sample group was offered a free transit pass to use for three months in exchange for filling in surveys and providing information about their transit usage. The project had four stages: population surveying, population brainstorming, sample pre-surveying, and sample logging and post-surveying. The purpose of this pilot was to collect data on student's usage of transit when offered a free bus pass, and to create recommendations about the value of this type of program in Charlottetown.

The project found that students benefited from the use of their free transit pass. Students took transit more often and described their ability to take part in more activities at a high frequency after school and on weekends. Frequency of transit usage amongst the sample students increased, and the frequency of travelling with a friend or parent driver decreased. Students described that it positively impacted their families and personal mobility. Students described an increased level of confidence in their ability to take transit, as well as an eagerness to take part in a similar program in the future.

Although students were positively impacted through the use of transit, most responded that they would not purchase a pass after the project was complete, predominantly due to limitations regarding cost.

It was the consensus of the Committee that the report be forwarded to the Capital Area Transit Coordinating Committee for further discussion on next steps.

c. Bike Rack Program Cost Sharing

R. Doyle, SM, presented the report to the Committee. For the past number of years the City has been receiving more requests for bike racks to be installed by private businesses and institutions to accommodate the growing number of cyclists in the City and ensure that bikes are secured in a way that does not impede safety.

There are number of bike racks available to private entities but not all are created equal. The City has identified a bike rack design that is preferred for all types of bikes and is the only version now purchased for City facilities. It is available in capacity sizes of 2, 4, 6, or 8 bikes. There is an advertising panel that would be used to promote City cycling and other initiatives.

The 4-bike rack costs approximately \$400 (plus HST) which would be split between the City and the business/institution at a cost of \$200 each. Installation costs would be the responsibility of the partner unless it was identified that the rack would be best positioned on City right-of-way. This will be evaluated on a case-by-case basis.

It was the consensus of the Committee that the City offer cost-sharing on bike racks to interested parties for a maximum annual budget of \$5,000 to be expensed out of the existing Environment & Sustainability operating budget for 2019-2020.

d. Ditch Infilling

R. Doyle, SM, presented the report that was prepared by Better Pryor, SPO.

Since amalgamation in 1995, a large number of streets have had ditches infilled. As a result of a program to construct storm sewers on all streets and infill ditches as a response to requests from residents, a Request for Proposals was initiated in 2009 with a goal to develop a comprehensive stormwater management plan. In June 2010, CBCL submitted a draft Comprehensive Stormwater Management Plan (Plan) that was prepared for the City of Charlottetown. Although the study and submission is almost ten years old, it still contains relative information. The study indicates that if piped systems similar to size used for previous ditch infilling continued in areas of proposed ditch infilling, the storage available was estimated to decrease approximately 53 cubic metres per hectare in those areas.

There are a number of reasons to not continue the practice of ditch infilling. Some of them include

- Ditch infilling reduces recharge to ground water thus also impacting baseflow to streams which may impact fish habitat. Charlottetown has four freshwater streams that travel through green space, industry and densely populated neighbourhoods before emptying into the harbour.

- In urban areas, small streams can become hidden, buried or forgotten. Our streams provide an ecological and water quality benefit such as improved habitat and nutrient retention. These need to be protected and ditches with open flow storm water is important for their existence and the work of watershed groups working on stream revitalization.
- Ditches decrease the amount of storm water to manage and results in less sedimentation of streams due to turbulent flow at the end of a discharge pipe. Sediment in a stream bed of brook trout habitat settles over the spawning beds smothering eggs and fry. It also limits the macro invertebrates that young and adult trout rely on for food. The turbulent flow also carries pollutants such as heavy metals, bacteria, oil, and gas from water runoff without the benefit of filtration from permeable surfaces.
- Ditch infilling and culverts can be access barriers to upstream habitat for fish.
- Ditch infilling reduces storage volume for storm and spring runoff events. Plugged or blocked storm drainage pipe can cause serious flooding.
- Ditches allow for storage of floodwater during storm events or high tides in coastal areas and reduces localized flooding.
- Ditches reduce storm water flow as some of the runoff water in ditches will infiltrate to ground water.

Mayor Brown suggested that this item be forwarded to a meeting of Council for further discussion. Carried.

e. PACE Proposal

R. Doyle, SM, presented the report to the Committee. PACE, Property Assessed Clean Energy, is a financial tool that has been used in a number of jurisdictions to support homeowners and business owners to finance energy efficiency upgrades and renewable energy projects. PACE programs are offered by a number of Canadian government bodies including the City of Halifax (for the Solar City Program); the Town of Bridgewater NS; throughout Ontario and currently under development in a number of Alberta municipalities.

PACE enables accelerated uptake of energy efficiency and renewable energy programs by eliminating the barrier of upfront cost of improvements for the homeowner. It allows upgrades to be financed through low-interest loans that are tied to the property tax bill. Homeowners and business owners can repay the cost of the upgrade while also enjoying the reduced operating cost of their investment (lower energy cost as a result of the improvement).

Equilibrium Engineering, led by Julian Boyle (lead on Halifax's Solar City initiative), has reached out to the City and a number of municipalities in Nova Scotia and Prince Edward Island to submit a regional application to the Federation of Canadian Municipalities to request funding for a PACE initiative for

Atlantic Canada. FCM would provide access to low-interest capital and grants that would be made available to each community that participates to enable residents and business owners to invest in energy efficiency and solar upgrades with low-interest loans.

It was moved by Councillor Bernard and seconded by Councillor McCabe that the Committee support investing \$5,000 in an application to the Federation of Canadian Municipalities to participate in the Atlantic Canada PACE organization that will provide low-interest financing for energy efficiency and renewable energy for residential and commercial projects in Charlottetown.

Upon notice of a successful application to FCM funding, but prior to implementation of PACE in Charlottetown, the program would need to be reviewed by Council and ratified for implementation.

7) Introduction of New Business

The E&S Committee meetings will be held at 11:40 AM going forward. There will not be an August meeting.

8) Adjournment

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

The meeting adjourned at 5:30 PM.



City of Charlottetown

Report No: E&S 19-36

Date: June 20, 2019

Directed to: Chairman T. MacLeod, Members of the E&S Committee

Attachments:

- **The Impact of Subsidized Transit in Charlottetown High Schools**

Department: Environment and Sustainability

Prepared by: Jacqui Scaman, Sustainability Intern

Subject: Sustainable Transit Project

RECOMMENDATION: That the Committee review the attached report and forward to the Capital Area Transit Coordinating Committee for further discussion on next steps.

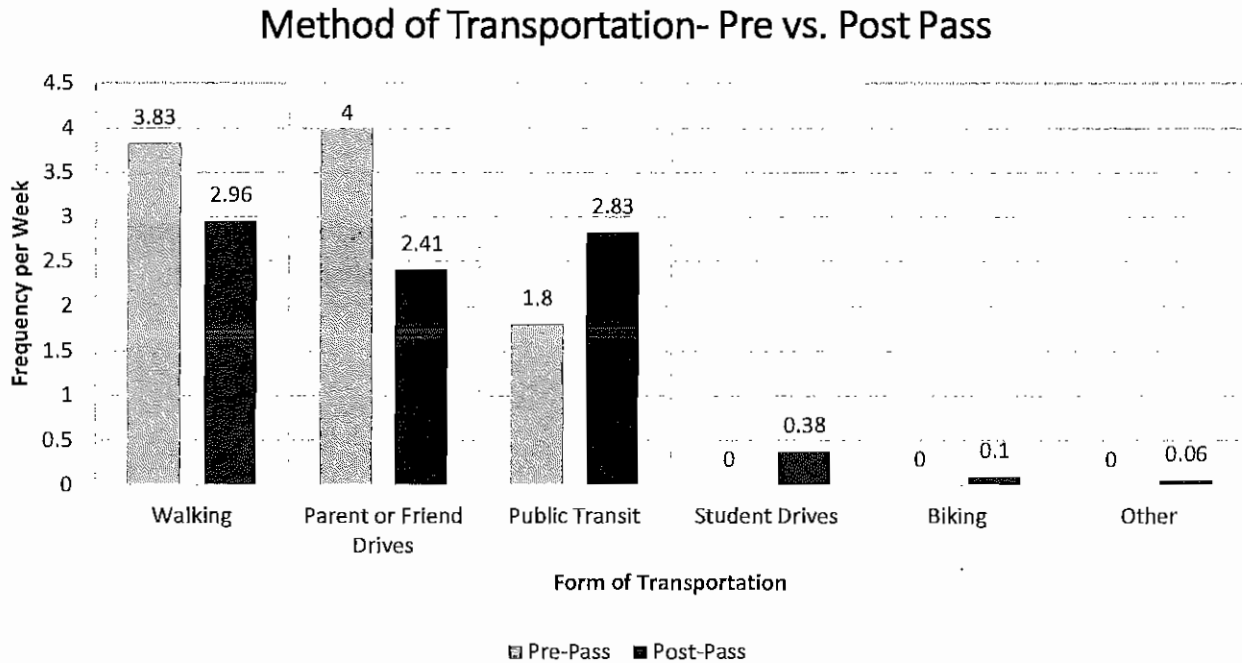
REPORT:

Public transit provides many benefits for cities. It can provide accentuated benefits for high school students and their families, as depicted by the pilot project run in the City of Kingston, Ontario. The City of Charlottetown ran a pilot project in the Spring of 2019 with Colonel Gray high school and T3 Transit to determine the feasibility of a subsidized high school student transit pass, as well as the impacts it would have for students. A student sample group was offered a free transit pass to use for three months in exchange for filling in surveys and providing information about their transit usage. The project had four stages: population surveying, population brainstorming, sample pre-surveying, and sample logging and post-surveying. The purpose of this pilot was to collect data on student's usage of transit when offered a free bus pass, and to create recommendations about the value of this type of program in Charlottetown.

The project found that students benefited from the use of their free transit pass. Students took transit more often and described their ability to take part in more activities at a high frequency after school and on weekends. Frequency of transit usage amongst the sample students increased, and the frequency of travelling with a friend or parent driver decreased. Students described that it positively impacted their families and personal mobility. Students described an increased level of confidence in their ability to take transit, as well as an eagerness to take part in a similar program in the future.

Continued on page 2

Table 1: Results of students transit use before and after receiving a fully subsidized transit pass.



Although students were positively impacted through the use of transit, most responded that they would not purchase a pass after the project was complete, predominantly due to limitations regarding cost. After discussing with students and summarizing their survey results, it is suggested that Governments, T3 Transit, and high schools come together to offer self-identifying students at all Charlottetown high schools a free transit pass, that can be partially subsidized through student fees at the beginning of the school year and partially subsidized by other organizing bodies.

Respectfully,

Reviewed By:

Mgr	<i>PD</i>	<i>CAO</i>					
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City of Charlottetown

Report No: E&S 19-37

Date: June 26, 2019

Directed to: Chairman T. MacLeod, Members of the E&S Committee

Attachments:

- Bike rack design

Department: Environment and Sustainability

Prepared by: Ramona Doyle, Manager Environment and Sustainability

Subject: Bike Rack Cost-sharing program

RECOMMENDATION: That the city offer cost-sharing of 50/50 for bike racks for interested private businesses and institutions to encourage an increase in bike parking throughout the City.

REPORT:

For the past number of years the City has been receiving more requests for bike racks to be installed by private businesses and institutions to accommodate the growing number of cyclists in the City and ensure that bikes are secured in a way that does not impede safety.

There are number of bike racks available to private entities but not all are created equal. The City has identified a bike rack design that is preferred for all types of bikes and is the only version now purchased for City facilities. It is available in capacity sizes of 2, 4, 6, or 8 bikes. There is an advertising panel that would be used to promote City cycling and other initiatives.

The 4-bike rack costs approximately \$400 (plus HST) which would be split between the City and the business/institution at a cost of \$200 each. Installation costs would be the responsibility of the partner unless it was identified that the rack would be best positioned on City right-of-way. This will be evaluated on a case-by-case basis.

It is proposed that the City offer cost-sharing on bike racks to interested parties for a maximum annual budget of \$5,000 to be expensed out of the existing Environment & Sustainability operating budget for 2019-2020.

Respectfully,

Reviewed By:

Mgr

CAO



City of Charlottetown

Report No: E&S 19-35

Date:
June 18, 2019

Directed to:
Chairperson Terry MacLeod, Members of the E&S
Committee

Attachments:
N/A

Department: Environment & Sustainability Committee

Prepared by: Betty Pryor

Subject:
Ditch-infilling

RECOMMENDATION:

That Committee support that ditch infilling only be approved for ditches that require infilling due to public safety or is necessary for completion of work such as installation of a sidewalk or pathway as determined by the Public Works Manager.

On August 10, 2015, Council unanimously adopted The *City of Charlottetown Brook Trout Conservation and Protection Plan* that was prepared for Ellen's Creek Watershed Group Inc 2014. The Brook Trout Plan addresses many stormwater issues and outlines a number of objectives that include the following:

- Explore development of stormwater detention areas with the City that would capture runoff, filter it through artificial wetlands or other vegetation and provide a slow feed of stormwater to creeks and groundwater
- Work with the City and province to repair or replace under-sized culverts on Ellen's Creek
- Work with the City and Charlottetown Airport Authority to address excess stormwater loading to Wright's Creek
- Work with the City to improve stormwater retention on land at mapped outlet locations through more effective landscaping and wetland vegetation
- Promote increased uptake of green stormwater management
- Work with the City and province to correct any velocity or other barriers to fish passage at culverts

Since amalgamation in 1995, a large number of streets have had ditches infilled. As a result of a program to construct storm sewers on all streets and infill ditches as a response to requests from residents, a Request for Proposals was initiated in 2009 with a goal to develop a comprehensive stormwater management plan. In June 2010, CBCL submitted a draft *Comprehensive Stormwater Management Plan (Plan)* that was prepared for the City of Charlottetown. Although the study and submission is almost ten years old, it still contains relative information.

The study indicates that if piped systems similar to size used for previous ditch infilling continued in areas of proposed ditch infilling, the storage available was estimated to decrease approximately 53 cubic metres per hectare in those areas. As per Section 4.3 of the draft Plan

“Increased efficiency of piped storm sewer systems – the improved hydraulic efficiency of piped storm sewers will reduce the travel time in the storm sewers and consequently increase the peak flows discharged from the tributary areas;

Changes in infiltration – ditches have permeable bottoms and typically retain flows for longer periods offering great potential for infiltration. Piped systems will tend to create larger volumes of run off from the tributary areas.”

There are a number of reasons to not continue the practice of ditch infilling. Some of them include

- Ditch infilling reduces recharge to ground water thus also impacting baseflow to streams which may impact fish habitat. Charlottetown has four freshwater streams that travel through green space, industry and densely populated neighbourhoods before emptying into the harbour.
- In urban areas, small streams can become hidden, buried or forgotten. Our streams provide an ecological and water quality benefit such as improved habitat and nutrient retention. These need to be protected and ditches with open flow storm water is important for their existence and the work of watershed groups working on stream revitalization.
- Ditches decrease the amount of storm water to manage and results in less sedimentation of streams due to turbulent flow at the end of a discharge pipe. Sediment in a stream bed of brook trout habitat settles over the spawning beds smothering eggs and fry. It also limits the macroinvertebrates that young and adult trout rely on for food. The turbulent flow also carries pollutants such as heavy metals, bacteria, oil, and gas from water runoff without the benefit of filtration from permeable surfaces.
- Ditch infilling and culverts can be access barriers to upstream habitat for fish.
- Ditch infilling reduces storage volume for storm and spring runoff events. Plugged or blocked storm drainage pipe can cause serious flooding.
- Ditches allow for storage of floodwater during storm events or high tides in coastal areas and reduces localized flooding.
- Ditches reduce storm water flow as some of the runoff water in ditches will infiltrate to ground water.
- Support some of the objectives of the

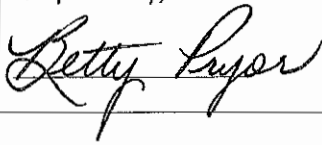
Climate change forecasts more intense storm events with resulting high runoff events. Based on CBCL’s finding for the study, “there can be a significant increase in runoff from typical properties where ditch infilling occurs. When ditch infilling is completed in a sub-division or larger portion of a sub-watershed, additional drainage issues in the drainage systems downstream of the development can result.” (P.13) It was noted that impacts would be better estimated with a detailed assessment. This was not done as the Plan was not approved.

The draft Plan outlines a recommended approach when dealing with ditch infilling so as to “minimize the risk of making existing drainage issues more severe or creating new drainage issues.” At a recent Council meeting, a report from Public Works indicated that its staff face a number of challenges annually that are caused by ditch

infilling and outlined some of the problems. Included in this report was a recommendation by the manager of Public Works that approval for future ditch infilling be for "ditches that require infilling due to safety for the public or necessary to complete other work such as installation of a sidewalk or pathway, as determined by the Manager of Public Works."

It is recommended that Committee support that staff work with the Ellen's Creek Watershed Group to meet its objectives as outlined in the *City of Charlottetown Brook Trout Conservation and Protection Plan* and to support the recommendation of the Public Works manager.

Respectfully,



Reviewed By:

CAD 	Manager KD	Other					
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RECOMMENDATIONS/ACTIONS:



City of Charlottetown

Report No: E&S 19-38

Date: June 26, 2019

Directed to: Chairman T. MacLeod, Members of the E&S Committee

Attachments:

- Proposal -- Equilibrium Engineering
- Marketing Brief on FCM Funding and opportunity of PACE

Department: Environment and Sustainability

Prepared by: Ramona Doyle, Manager Environment and Sustainability

Subject: PACE Proposal

RECOMMENDATION: That the Committee support investing \$5,000 in an application to the Federation of Canadian Municipalities to participate in the Atlantic Canada PACE organization that will provide low-interest financing for energy efficiency and renewable energy for residential and commercial projects in Charlottetown.

REPORT:

PACE, Property Assessed Clean Energy, is a financial tool that has been used in a number of jurisdictions to support homeowners and business owners to finance energy efficiency upgrades and renewable energy projects. PACE programs are offered by a number of Canadian government bodies including the City of Halifax (for the Solar City Program); the Town of Bridgewater NS; throughout Ontario and currently under development in a number of Alberta municipalities.

PACE enables accelerated uptake of energy efficiency and renewable energy programs by eliminating the barrier of upfront cost of improvements for the homeowner. It allows upgrades to be financed through low-interest loans that are tied to the property tax bill. Homeowners and business owners can repay the cost of the upgrade while also enjoying the reduced operating cost of their investment (lower energy cost as a result of the improvement).

In the City's Community Energy Plan (CEP), one of the goals is to "Establish a financing mechanism for energy upgrades". This was identified as a key recommendation to accelerate efforts to significantly improve energy efficiency of buildings whereas building energy use is the highest emitting area of greenhouse gases (GHGs) in Charlottetown.

Equilibrium Engineering, led by Julian Boyle (lead on Halifax's Solar City initiative), has reached out to the City and a number of municipalities in Nova Scotia and Prince Edward Island to submit a regional application to the Federation of Canadian Municipalities to request funding for a PACE initiative for Atlantic Canada. FCM would provide access to low-interest capital and grants that would be made available to each community that participates to enable residents and business owners to invest in energy efficiency and solar upgrades with low-interest loans.

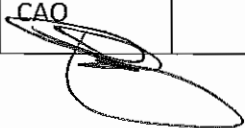
The attached proposal letter outlines the deliverables for the City of Charlottetown and for the Town of Stratford. They have made a request for \$15,000 total shared between Stratford and Charlottetown. Upon further negotiation, this amount has been reduced to \$5,000 for Charlottetown and \$5,000 for Stratford to participate in the application to FCM and to conduct the initial feasibility work on the project. If the funding from FCM is awarded to the project, each municipality would have access to the financing and would also have the support of the Atlantic Canada PACE organization to deliver PACE programming in the community.

Respectfully,

R. M. Doyle

Reviewed By:

Mgr	CAO					
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City of
Charlottetown

Report No: E&S 19-39

Date: June 20 2019

Directed to:
Chairperson Terry MacLeod, Members of the E&S
Committee

Attachments:

- Bike week schedule
- Bike Map 2019

Department: Environment & Sustainability Committee

Prepared by: Jessica Brown, Sustainability Outreach
Coordinator

Subject: Bike Week 2019

RECOMMENDATION: Information Update Only

The City of Charlottetown cycling strategy put forth a series of recommendations to build upon the existing work that has been done by the City on promoting active and sustainable transportation. Within that strategy there were recommendations for the City to host events celebrating and rewarding those who bike in Charlottetown and using them as an opportunity to educate on rules and safety, and for the City to increase communications and marketing around cycling safety and the benefits of cycling. The goal of Charlottetown Bike Week was to contribute to the achievement of both of the above recommendations.

Charlottetown Bike Week was from June 15th – June 22nd and included events, social media content and contests, giveaways, and the release of a new cycling map for Charlottetown.

Bike Week Schedule of Events:

June 15th – 2nd annual City Police Bike Rodeo

June 19th, June 22nd* – Charlottetown Farmers Market pop-up booth

June 21st – Bike to Work and School Day in honor of Josh and Oliver Underhay.

Mayor Phillip Brown cycling challenge – a partnership with Hot 105.5

June 22nd-Skate and BMX competition at Victoria Park*

*These events were cancelled due to weather

Content and Contests:

During Bike Week the strategy of the sustainability department to promote cycling was to put a heavy emphasis on cycling content across various mediums. The goal was to engage the public in cycling through radio advertisements, online social media, website content, and by talking to people one on one in public space handing out printed materials. Messages notified the public to the fact that it was bike week in the City, advertised the City's various cycling events, and road safety/sharing the road.

Example of radio messaging: "The road is for people. Whether travelling on a bicycle or motorized vehicle it is everyone's responsibility to drive safely and share the road with respect for one another. It's Bike Week in the City of Charlottetown and cycling season on PEI. Look out for cyclists and when passing leave 1 meter of space. When travelling on a bike, always wear a helmet and go with the flow of traffic. We're all in this together - stay alert, drive safe! For information on our events, safety, and cycling routes visit: charlottetown.ca/cycling"

Social media contests: We asked the public to share photos of themselves or what they saw when they were out biking in Charlottetown with the hashtag #IBikeCharlottetown for a chance to win one of three prize packs including: a family fun day, a date night, and a day out with 3 friends. There were a number of entries across all social media platforms.

There was also like and share contest of a cycling safety infographic to win a \$50.00 MacQueen's GC that received over 100 entries. This was a great way to get cycling safety information out across various networks.

Hot 105.5 Contest: The public had to guess how long it would take Mayor Phillip Brown to bicycle a pre-determined route around Charlottetown for a chance to win a free bicycle from Outer Limit Sports. There were over 100 time guesses entered to this contest.

Thank you for Biking campaign: In 2018, the Sustainability Outreach Coordinator developed 'Thank you for Biking' handle-bar hangers that provide statistics and information around the benefits of cycling (environmental, health, and financial) and provide \$5.00 of 'Market bucks' for the Charlottetown Farmer's Market where the recipient can support local vendors at the market and get themselves a treat. During Bike Week the Sustainability Outreach Assistant put these 'Thank you for Biking' hangers on bikes all over the City of Charlottetown to reward individuals in the City who are made the decision to use their bicycle for transportation that day.

New Bike Map: During Bike Week the new Bike Map for the City of Charlottetown was released. This showcases two recommended cycling routes in Charlottetown, highlights all of the City's existing multi-use paths that are separate from traffic and points of interest/assets that the City has that are great to visit by bike or otherwise. The bike map also has tips for cyclists, benefits of cycling, and rules and regulations for cyclists with a hope of exposing as many people as possible to the why and the how of cycling. Another feature on the map is Bike Friendly Businesses: 7 Charlottetown businesses are featured on the map as they offer a special discount to guests who visit on their bike and show their helmet at a register. The map also highlights the transit system's ready pass and the fact that there are bike racks on all of the buses. The map is available in print in the tourism department and online on the City's website.

Other materials we handed out during bike week: free bike bells and lights for cyclists, cycling safety handout, 'I Share the Road' with cyclists bumper sticker, reflective 'I bike Charlottetown' stickers, and bike maps.

Another **safety and awareness measure** taken during bike week was having Public Works message boards on main roads entering Charlottetown with messages to Share the Road, Be Aware of Cyclists, and Leave 1 Meter when passing and during Bike Week Public Works will have light signs reminding drivers to watch out for cyclists, share the road, and the 1 meter rule on main commuting roads leading into the City.

The goal of Charlottetown Bike Week was to educate residents about cycling and road safety, the benefits of cycling, cycling routes, and to celebrate/reward those who choose to use their bicycle for transportation or recreation. Through cycling events, communications and marketing across various platforms, and the development of new materials and resources for cyclists or would-be cyclists, the city has achieved those goals.

Respectfully,

Reviewed By:

CAO	Manager <i>RD</i>	Other				
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RECOMMENDATIONS/ACTIONS:

CHARLOTTETOWN FOOD COUNCIL
Wednesday, June 19th, 2019
7:00 PM – Parkdale Room, City Hall

PRESENT: Phil Ferraro
Emilee Sorrey
Robert Godfrey, Vice Chair
Pierre El Hajjar
Jennifer Whittaker
Colleen Walton

ALSO: Jessica Brown, SOC
Raven Doucette, SOA

REGRETS: Karen Murchison, Chair
Shannon Courtney
Morgan Palmer
Bernard Plourd
Ramona Doyle
Gail Metcalfe
Mike MacDonald
Travis Cummisky
Stanley Chaisson

1) Call to Order

The meeting was called to order at 7:05 PM

2) Declarations of conflict of interest

No declarations of conflict.

3) Review & Approval of Agenda

Motion to approve agenda as appears was made by Colleen Walton, seconded by Jennifer Whitaker. **Motion Approved.**

4) Appoint Meeting Secretary & Referee

Raven – secretary, Jessica – referee for the meeting

5) Adoption of Minutes

Minutes were not reviewed for approval.

6) Items for Discussion

a) City Sustainability Intern Auditing Meeting: Raven Doucette

Raven gave a brief bio about herself: She is an intern in the Sustainability Department for the City of Charlottetown. She is currently attending the University of Prince Edward Island majoring in Environmental Studies and specializing in Island Environments and Sustainability.

b) **Working Group Updates:**

a. Projects:

Halifax Food Alliance Asset Mapping Conference call at 7:15 PM

The Council had a call with Madeleine Waddington from the Halifax Food Alliance about their approach to asset mapping. Topics of discussion: Halifax Food Alliance structure, successes, Food Counts report, lessons learned. Madeleine to send helpful resources to Jessica and Phil.

Asset Mapping Conversation

The Asset Mapping sub-committee will decide on categories and bring to July Council meeting for approval. Options include: breakdown by ward, linking categories to themes in the food charter, or by other food security indicators.

Garden Party

The Garden Party is set for August 1st, 2019 5-7 during the pop-up farmers market at the Farm Centre. Sub-committee will be formed for the Garden Party. Phil, Jess, Jennifer, Emilee, and Pierre said they would be a part of the committee. Choyce Chappell, event coordinator at the Farm Center will be involved in the planning and execution. The committee has a meeting on July 3rd at the Farm Centre at 4:30 PM. This event will need a budget so the finance committee will need to be involved. All members expected to participate in the actual event.

Let's Talk Food/Disco Soup

In August a sub-committee will be made for this event. The event will be in November to allow farmers to come since harvesting will be completed.

Herb Day Feedback

During Herb Day having the dotmocracy poster was a great way to get people interested in the food charter. People were interested in a possible town hall. It would be interesting to put the information in an infographic, or a community blog.

b. **Communications:**

Facebook Group

Emilee brought up that there should be a Facebook group for the food council members to share articles and communications. Shannon created a Facebook group for food council members, all members should join/be invited.

c. **Finance:**

No update from the finance committee.

d. **Policy:**

Local Food Promotion Event

This event will be similar to the event that occurred last October (Farmer's Market) but will be on a larger scale. The event will be promoted by the food council. The idea is to get people to sign a pledge that they will buy 50% of their food locally, and buy PEI products; regardless of the source, even Atlantic Superstore or Sobeys. It could be a good idea to get retailers and Farmers Markets Island wide involved. Also involves looking into what businesses, restaurants, are using local products.

Policy committee requested programs committee take on this project.

Idea to incorporate this idea into the upcoming Garden Party – discussion around: visual representation of a grocery cart with 50% local products in it, have people take 50% local pledge at Garden Party, local food prize (CSA, or grocery cart).

e. **External funding opportunities:**

There is a 2nd application opportunity coming up in September for the Community Food Security grant for up to \$10,000. It may be a good opportunity to get help with asset mapping.

7) Action Items:

ACTION: Asset mapping sub-committee bring forth categories for asset map.

ACTION: Postal Codes needed for each place listed in the existing asset map (spreadsheet).

ACTION: Madeleine Waddington is going to send Jess the Asset Map Tool Kit that Halifax Food Alliance has

ACTION: A budget for the Garden Party (finance + garden party sub-committee)

ACTION: Add formation of sub-committee for Let's Talk Food 2/Disco Soup on August agenda

ACTION: Members join the Facebook group.

ACTION: Finance committee consider upcoming Community Food Security grant to apply for funding by September deadline.

ACTION: All committees to meet before next Food Council meeting and bring report to Council.

8) Motion for Adjournment:

Motion to adjourn made by Colleen Walton. Seconded by Emilee Sorrey.

Motion: Motion Passed.

Meeting Adjourned at 8:23 PM

CHARLOTTETOWN RIDERSHIP - JUNE 2019

Sum of Charlottetow Route #		1	2	3	4	5	6	7	9	11	13	14	15	Grand Total
Date	Day													
01-06-19	Sat	537	346	417	0	0	165	0	0	0	0	0	0	1,465
02-06-19	Sun	394	0	0	0	0	0	0	0	0	0	0	0	394
03-06-19	Mon	300	300	259	212	116	216	16	173	205	1	2	9	1,987
04-06-19	Tue	553	319	233	218	145	246	19	248	212	1	2	6	2,202
05-06-19	Wed	460	251	256	217	148	262	20	213	192	3	3	5	2,030
06-06-19	Thu	441	260	236	171	132	246	16	170	170	3	0	7	1,852
07-06-19	Fri	571	266	272	268	132	266	20	206	181	4	0	6	2,192
08-06-19	Sat	383	380	347	0	0	0	0	0	0	0	0	0	1,110
09-06-19	Sun	465	0	0	0	0	0	0	0	0	0	0	0	465
10-06-19	Mon	506	285	261	258	127	254	23	225	197	5	3	5	2,149
11-06-19	Tue	438	318	264	226	138	242	19	250	215	3	3	6	2,122
12-06-19	Wed	540	253	264	264	150	249	17	199	167	3	2	2	2,110
13-06-19	Thu	473	265	234	258	142	239	17	244	203	4	5	7	2,091
14-06-19	Fri	547	261	275	224	120	268	14	208	222	2	2	4	2,147
15-06-19	Sat	352	311	296	0	0	204	0	0	0	0	0	0	1,163
16-06-19	Sun	435	0	0	0	0	0	0	0	0	0	0	0	435
17-06-19	Mon	467	259	230	183	142	228	17	233	225	3	1	9	1,997
18-06-19	Tue	555	295	254	205	124	236	16	237	236	2	1	5	2,166
19-06-19	Wed	443	262	271	266	115	256	18	177	207	2	4	2	2,023
20-06-19	Thu	520	272	272	261	134	254	19	208	187	4	0	8	2,139
21-06-19	Fri	386	183	206	205	125	171	13	137	196	2	3	2	1,629
22-06-19	Sat	370	280	247	0	0	166	0	0	0	0	0	0	1,063
23-06-19	Sun	490	0	0	0	0	0	0	0	0	0	0	0	490
24-06-19	Mon	441	354	257	197	141	241	14	186	214	5	2	5	2,057
25-06-19	Tue	507	293	237	218	129	243	23	204	241	4	1	9	2,109
26-06-19	Wed	484	262	243	241	151	221	18	213	204	2	2	3	2,044
27-06-19	Thu	415	243	224	217	113	197	21	166	206	2	2	8	1,814
28-06-19	Fri	531	257	247	311	119	253	15	225	181	4	0	2	2,145
29-06-19	Sat	407	302	339	0	0	122	0	0	0	0	0	0	1,170
30-06-19	Sun	383	0	0	0	0	0	0	0	0	0	0	0	383
Grand Total		13,972	7,077	6,641	4,620	2,643	5,445	355	4,122	4,061	59	38	110	49,143

CHARLOTTETOWN RIDERSHIP - JUNE 2019

Day	Values		2019		2018		2017		2016	
	Non Paying	Monthly Paying	Paying	Non-Paying	Paying	Non-Paying	Paying	Non-Paying	Paying	Non-Paying
Sun	16	2151	2,167							
Mon	259	7931	8,190							
Tue	215	8384	8,599							
Wed	300	7907	8,207							
Thu	217	7679	7,896							
Fri	187	7926	8,113							
Sat	124	5847	5,971							
Grand Total	1318	47825	49,143							

Day	Values		2019		2018		2017		2016	
	Non Paying	Monthly Paying	Paying	Non-Paying	Paying	Non-Paying	Paying	Non-Paying	Paying	Non-Paying
Total Ridership			49,143	41,625	40,095	35,075				
Monday - Friday			39,827	34,878	34,241	29,758				
			1,178	1,062	1,197	1,312				
			21	21	22	22				
Saturday			1,953	1,711	1,611	1,412				
			5,847	4,359	3,270	2,917				
			124	89	86	69				
Sunday			5	5	4	4				
			1,194	890	839	747				
			2,151	1,230	1,285	1,006				
			16	7	16	13				
			4	4	4	4				
			542	309	325	255				



**COUNCIL ADVISORY COMMITTEE
REPORT TO COUNCIL
JULY 8, 2019**

The Council Advisory Committee met on June 10 & 17, 2019 and the open minutes are included in the package.

There are no resolutions for Council's consideration.

Notice of Motion to Amend the Procedural Bylaw is attached.

Respectfully submitted,

Councillor Terry MacLeod, Chair

**COUNCIL ADVISORY COMMITTEE
MONDAY, JUNE 10, 2019 AT 8:00 AM
PARKDALE ROOM – CITY HALL**

Present: **Councillor Terry MacLeod, Chair**
 Councillor Mike Duffy, Vice-Chair
 Councillor Alanna Jankov, Member
 Deputy Mayor Jason Coady
 Mayor Philip Brown, Member
 Peter Kelly, CAO
 Tracey McLean, RMC

1. Call to Order

Councillor MacLeod called the meeting to order.

2. Declarations of Conflict of Interest

Councillor Jankov indicated she may be in conflict with respect to the discussion to choose the board member for the PEI Arts Guild.

3. Approval of Agenda

Moved by Councillor Duffy and seconded by Mayor Brown that the agenda be approved. Carried.

4. Motion to move into Closed Session

Moved by Councillor Jankov and seconded by Mayor Brown that the meeting move into a Closed Session as per Section 119 (1) Subsection (e) of the Municipal Government Act of Prince Edward Island. Carried.

5. New Business

As a result of discussions held during the Closed session, the Council Advisory Committee will bring forward resolutions to recommend the following appointments for Council's consideration at the Regular Meeting on June 10, 2019:

Request the 2023 Canada Games Host Society to allow an additional appointee.

Charlottetown Multi-Use Facility Funding Model Subcommittee - Councillor Terry Bernard, Councillor Alanna Jankov and Councillor Greg Rivard

Affordable Housing Advisory Committee - Ashley Gillis and Paul Crant

Eastlink Centre Joint Management Board – Philip Matusiewicz, Jeremy MacFadyen and Thane Arsenault

PEI Arts Guild - Barb Dunphy

Charlottetown Airport Authority – Kent Scales

6. Adjournment

Moved by Deputy Mayor Coady and seconded by Councillor Duffy that the meeting be adjourned. Carried. The meeting concluded at 9:00 AM

**COUNCIL ADVISORY COMMITTEE
MONDAY, JUNE 17, 2019 AT 8:00 AM
PARKDALE ROOM – CITY HALL**

DRAFT

Present: **Councillor Terry MacLeod, Chair**
 Councillor Mike Duffy, Vice-Chair
 Councillor Alanna Jankov, Member
 Deputy Mayor Jason Coady
 Mayor Philip Brown, Member
 Peter Kelly, CAO
 Tracey McLean, RMC

1. Call to Order

Councillor MacLeod called the meeting to order.

2. Declarations of Conflict of Interest

There were no conflicts declared.

3. Approval of Agenda

Mayor Brown requested that the Public Appointment Policy be added to the open agenda. The Committee agreed to the addition. Moved by Councillor Duffy and seconded by Councillor Jankov that the open agenda be approved as amended. Carried.

4. Approval of Minutes

Moved by Mayor Brown and seconded by Councillor Jankov that the draft minutes of May 14 and 21 and June 10, 2019 be approved. Carried.

5. Public Appointment Policy

The Committee had some discussion regarding candidates who ran in previous municipal elections and if they are permitted to sit on advisory boards. Councillor Duffy noted that it has been past practice that candidates were not considered for board appointments.

It was suggested that the Committee review and revise the Public Appointment Policy.

6. Motion to move into Closed Session

Moved by Councillor Jankov and seconded by Deputy Mayor Coady that the meeting move into a Closed Session as per Section 119 (1) Subsection (e) of the Municipal Government Act of Prince Edward Island. Carried.

7. New Business

Appointments

As a result of discussions held during the Closed session, the Council Advisory Committee will bring forward resolutions to recommend the following appointments for Council's consideration at today's Special Meeting:

Remuneration and Allowance Commission – Gerard Mitchell, George MacDonald and Stan MacPherson

Mayor's Task Force on Active Transportation – Ryan Bolger, Margaret R. Gallant, Joanne

E. MacRae, Heather Rossiter, Peter Rukavina, Karri Shea and Jason White.

Procedural Bylaw

It was recommended that in Section 33 – End of Meeting 33.1 be amended so that a meeting of the Council shall automatically end after three (3) hours as opposed to ten (10) o'clock p.m. as it now indicates in the bylaw. The Chair to provide a Notice of Motion at July's Regular Meeting of Council.

8. Adjournment

Moved by Deputy Mayor Coady and seconded by Councillor Duffy that the meeting be adjourned. Carried.

The meeting concluded at 9:00 AM

DRAFT

Regular Meeting of Council
July 8, 2019

Council Advisory Committee

NOTICE OF MOTION

Notice of Motion to amend the Procedural Bylaw.

Amend Section 33 subsection 33.1 from:

"A meeting of the Council shall automatically end at ten (10) o'clock p.m. unless otherwise determined by a vote of two-thirds (2/3) of the Members present at the meeting."

To:

"A meeting of the Council shall stand adjourned at three hours after its commencement unless otherwise determined by a vote of two-thirds (2/3) of the Members present at the meeting."