



**CITY OF CHARLOTTETOWN**

**RESOLUTION**

*Carried  
9-0  
Councilor  
Tweed  
absent*

**Planning & Heritage  
Committee #1**

MOTION CARRIED 9-0

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

Date: March 11, 2019

Moved by Councillor  Greg Rivard

Seconded by Deputy Mayor  Jason Coady

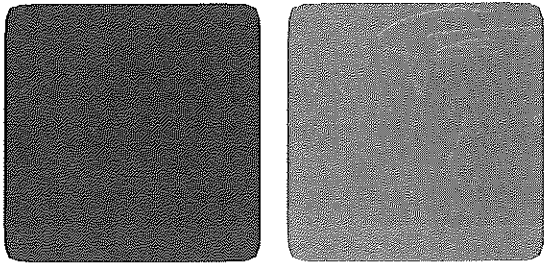
**RESOLVED:**

**That the City of Charlottetown cease utilizing the Canadian Radio Information Network Service (CRINS) to process telecommunication tower applications, be approved. Moreover, the Mayor and the CAO of the City be authorized to write to CRINS thanking them for their service to date and indicating that their services will no longer be required.**

**And further, that the City adopt the FCM telecommunication tower protocol as attached, be approved.**

City of CHARLOTTETOWN

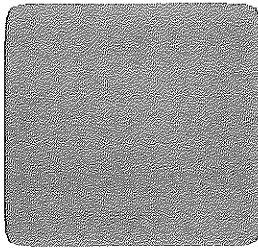
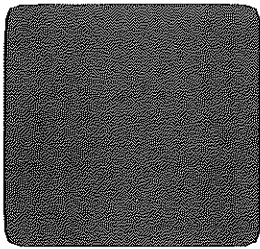
Antenna System  
Siting Protocol



CHARLOTTETOWN



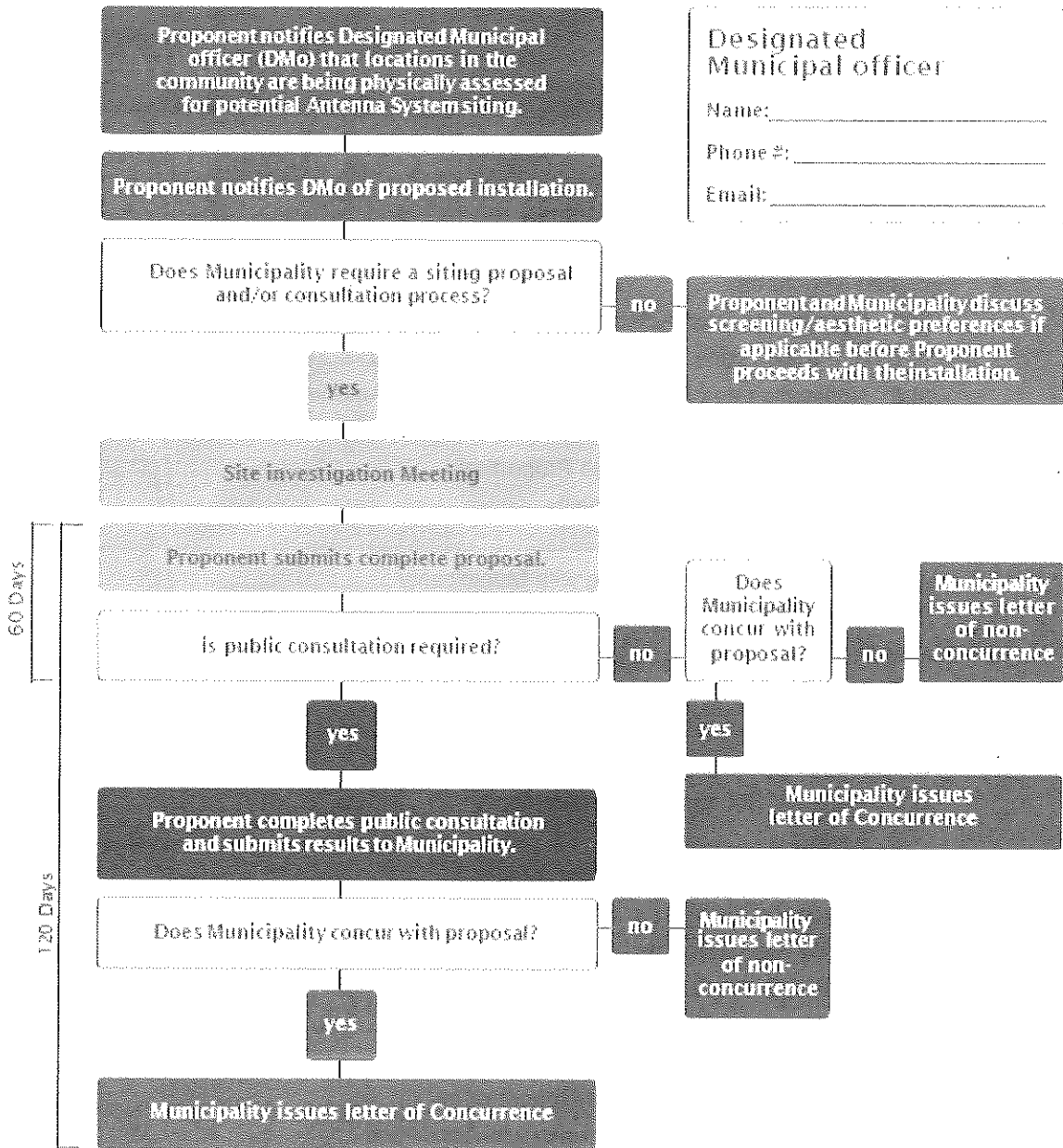
March 5th, 2019



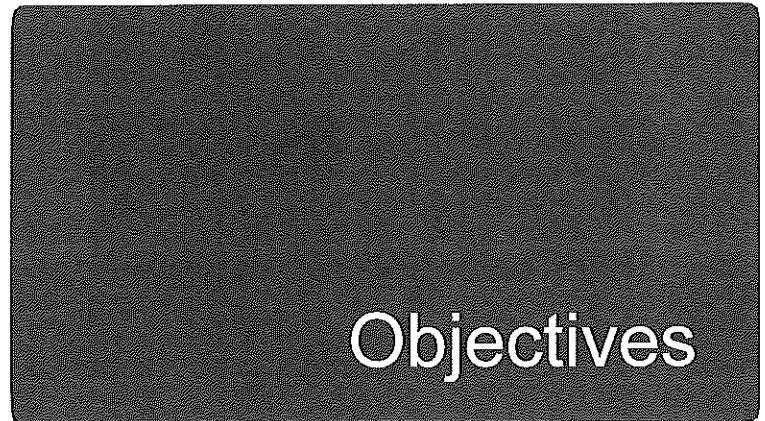
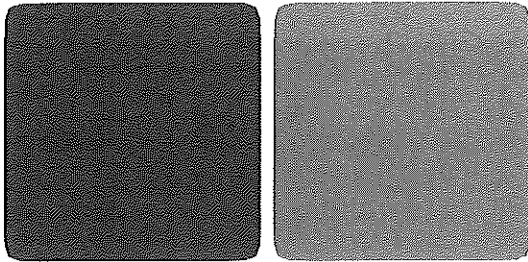
# Table of Contents

1. Objectives .....	3
2. Jurisdiction And Roles .....	4
3. Definitions .....	6
4. Excluded Structures .....	8
4.1 Exemptions from Antenna System Siting Proposal review	
4.2 and Public consultation .....	8
4.3 Notification and Municipal review of exempt Antenna Systems .....	10
4.4 Additional Exemptions .....	11
4.5 Siting on Municipal-owned Properties .....	11
5. Pre-Consultation with the Municipality .....	12
5.1 Notification .....	12
5.2 Site Investigation Meeting with Municipality .....	12
5.3 Confirmation of Municipal Preferences and Requirements .....	13
6. Development Guidelines .....	14
6.1 Location .....	14
6.2 Development and Design Preferences .....	16
7. Proposal Submission .....	19
7.1 Proposal Submission Requirements .....	19
7.2 Fees .....	20
8. Public Consultation Process .....	21
8.1 Notice Recipients .....	21
8.2 Notice Requirements .....	22
8.3 Written Consultation Process .....	24
8.4 Public Information Session .....	24
8.5 Post Consultation Review .....	24
9. Statement of Concurrence or Non-Concurrence .....	25
9.1 Concurrence and concurrence with conditions .....	25
9.2 Non-concurrence .....	25
9.3 Rescinding a concurrence .....	25
9.4 Duration of concurrence .....	26
9.5 Transfer of concurrence .....	26
10. Consultation Process Timeframe .....	27
11. Letter of Undertaking .....	28
12. Redundant Antenna System .....	29

## Antenna System Siting Process Flowchart

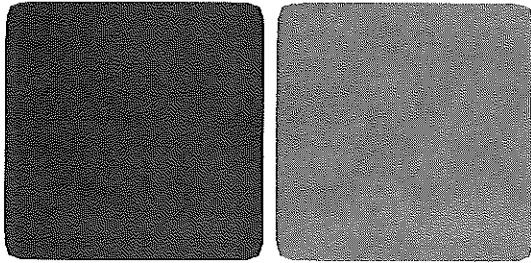






The objectives of this Protocol are:

- (1) To establish a siting and consultation process that is harmonized with Industry Canada's *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)* and *Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols* for reviewing land use issues associated with Antenna System siting proposals;
- (2) To set out an objective process, criteria and guidelines that are transparent, consistent and predictable for the evaluation of Antenna System siting proposals that:
  - a. minimize the number of new antenna sites by encouraging co-location;
  - b. encourage designs that integrate with the surrounding land use and public realm;
  - c. establish when local public consultation is required; and
  - d. allow Industry Canada and the communications industry to identify and resolve any potential land use, siting or design concerns with the municipality at an early stage in the process.
- (3) To provide an expeditious review process for Antenna System siting proposals;
- (4) To establish a local land use consultation framework that ensures the Municipality and members of the public contribute local knowledge that facilitates and influences the siting, location, development and design (including aesthetics) – of Antenna Systems within municipal boundaries;
- (5) To contribute to the orderly development and efficient operation of a reliable, strong radiocommunication network in the Municipality; and
- (6) To provide the Municipality with the information required to satisfy the requirements of Industry Canada regarding local land use consultation, resulting in an informed statement of concurrence, concurrence with conditions, or non-concurrence from the Municipality to Industry Canada at the end of the process.



## Jurisdiction and Roles

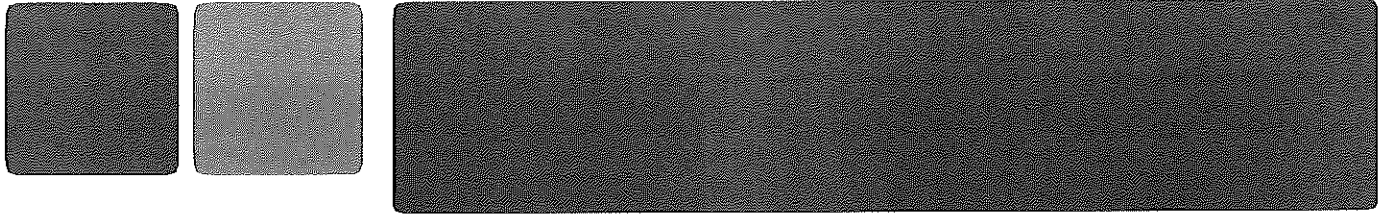
**INDUSTRY CANADA:** under the *Radiocommunication Act*, the Minister of Industry has sole jurisdiction over inter-provincial and international communication facilities. The final decision to approve and licence the location of Antenna Systems is made only by Industry Canada. In June 2014, Industry Canada issued an update to its *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC2-0-03)* which outlines the process that must be followed by Proponents seeking to install or modify Antenna Systems, effective July 15, 2014.<sup>1</sup>

Industry Canada also requires that Proponents intending to install or modify an Antenna System notify and consult with the Municipality (Land Use Authority), and the local community within a Prescribed Distance from the proposed structure. Industry Canada also published a *Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols* in January 2008, stating that it "considers that the municipality's and local residents' questions, comments and concerns are important elements to be considered by a Proponent seeking to install, or make modifications to, an antenna system." the CPC also establishes a dispute resolution process to be used where the Proponent and Municipality have reached an impasse.

**ROLE OF THE MUNICIPALITY:** The ultimate role of the Municipality is to issue a statement of concurrence or non-concurrence to the Proponent and to Industry Canada. The statement considers the land use compatibility of the Antenna System, the responses of the affected residents and the Proponent's adherence to this Protocol. The Municipality also guides and facilitates the siting process by:

- **Communicating** to Proponents the particular amenities, sensitivities, planning priorities and other relevant characteristics of the area;
- **Developing the design guidelines** for Antenna Systems contained in Section 6 of this Protocol; and
- **Establishing** a community consultation process, where warranted.

<sup>1</sup> For additional information regarding Industry Canada's mandate and the application of its authority in the wireless telecommunications process, please consult Industry Canada's Spectrum management and telecommunications Sector at <http://ic.gc.ca/spectrum>.



By working with Proponents throughout the siting process, beginning with preliminary notification and the site investigation meeting, the Municipality seeks to facilitate Antenna System installations that are sensitive to the needs of the local community.

**ROLE OF THE PROPONENT:** Proponents need to strategically locate Antenna Systems to satisfy technical criteria and operational requirements in response to public demand. Throughout the siting process, Proponents must adhere to the antenna siting guidelines in the CPC, including:

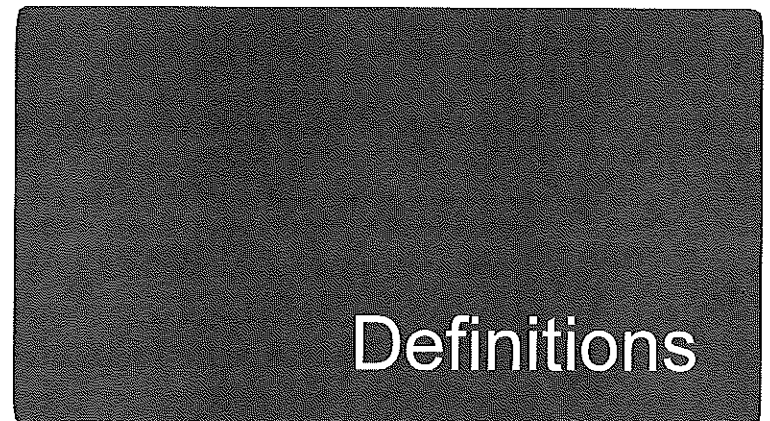
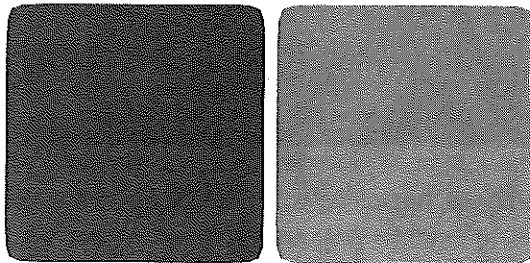
- Investigating sharing or using existing infrastructure before proposing new antenna-supporting structures (consistent with CPC-2-0-17 *Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements*);
- Contacting the municipality to determine local requirements regarding Antenna Systems; and
- Undertaking public notification and addressing relevant concerns as is required and appropriate.

**OTHER FEDERAL LEGISLATION:** Proponents additionally must comply with the following federal legislation and/or regulations, where warranted:

- Health Canada's Safety Code 6 – Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 KHZ to 300 GHZ - Safety Code 6 (2009);<sup>2</sup>
- The *Canadian Environmental Assessment Act*; and
- NAV Canada and Transport Canada's painting and lighting requirements for aeronautical safety.

---

<sup>2</sup> The Municipality does not assess any submission for an Antenna System with respect to health and radiofrequency exposure issues or any other non-placement or non-design related issues. Any questions or comments the public may wish to make regarding health issues related to cell phones, cell towers and radiofrequency exposure guidelines (Safety code 6) should be directed to Health Canada on-line at [healthCanada.gc.ca](http://healthCanada.gc.ca) and to the Proponent's representative.

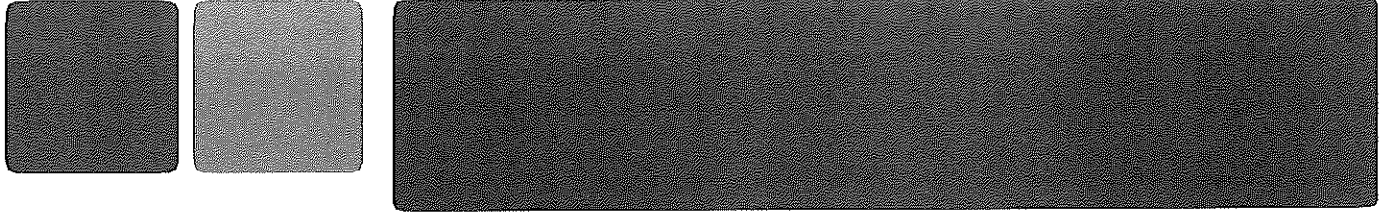


**ANTENNA SYSTEM:** an exterior transmitting device – or group of devices – used to receive and/or to transmit radio-frequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other antennas. Antenna Systems include the antenna, and may include a supporting tower, mast or other supporting structure, and an equipment shelter. This protocol most commonly refers to the following two types of Antenna Systems:

1. **Freestanding Antenna System:** a structure (e.g. tower or mast) built from the ground for the expressed purpose of hosting an Antenna System or Antenna Systems;
2. **Building/Structure-Mounted Antenna System:** an Antenna System mounted on an existing non-tower structure, which could include a building wall or rooftop, a light standard, water tower, utility pole or other.

**CO-LOCATION:** the placement of antennas and equipment operated by one or more Proponents on a telecommunication Antenna System operated by a different Proponent, thereby creating a shared facility.

**DESIGNATED MUNICIPAL OFFICER (AND HIS OR HER DESIGNATE):** the municipal staff member(s) tasked with receiving, evaluating and processing submissions for telecommunication Antenna Systems. The Designated Municipal Officer's name and contact information is provided in the Antenna System Siting Flowchart provided in this protocol.



**ELECTED MUNICIPAL OFFICIAL:** the political leader of the demarcated area of the municipality (e.g. ward) in which the Antenna System is proposed.

**HERITAGE STRUCTURE/AREA:** buildings and structures (e.g. monuments) or areas/ neighbourhoods with a heritage designation or deemed to have heritage significance by the municipality.

**MUNICIPAL DEPARTMENTS:** branches of municipal government that administer public services and are operated by city staff.

**OTHER AGENCIES:** bodies (e.g. boards or commissions) that administer public services but are not operated or staffed by the municipality.

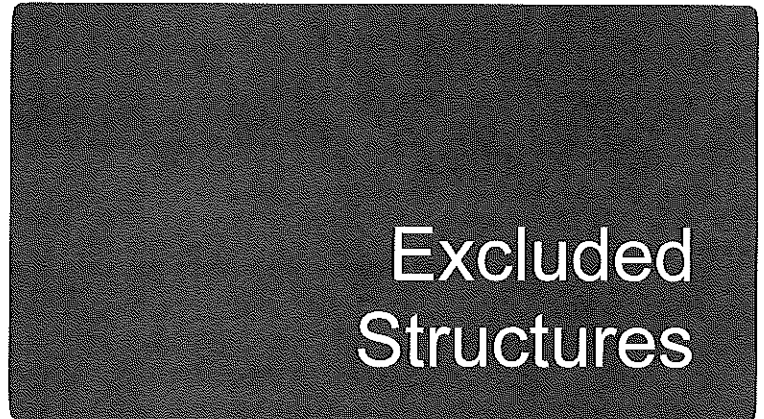
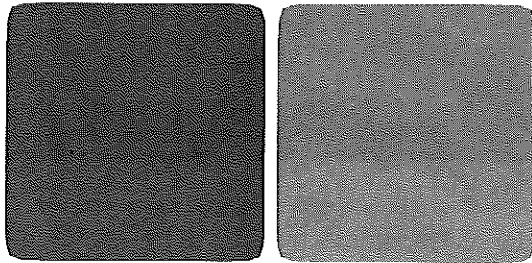
**PRESCRIBED DISTANCE:** a distance equal to three times the tower height<sup>3</sup>, measured horizontally from the outside perimeter of the supporting structure of the proposed Freestanding or building/Structure-mounted Antenna System. The outside perimeter begins at the furthest point of the supporting mechanism, be it the outermost guy line, building edge, face of the self-supporting tower, etc.<sup>3</sup>

**PROPONENT:** a company or organization proposing to site an Antenna System (including contractors undertaking work for telecommunications carriers and third-party tower owners) for the purpose of providing commercial or private telecommunications services, exclusive of personal or household users.<sup>4</sup>

---

<sup>3</sup> Industry Canada recommends in the CPC a distance of three times the height of the proposed tower. The CPC also states that "Proponents are advised that municipalities may set reasonable public notification distances appropriate for their communities when establishing their own protocols."

<sup>4</sup> While the best practices established in this Protocol reflect an agreement between FCM and the telecommunications industry as represented by the CWTA, the CPC applies to "anyone who is planning to install or modify an antenna system regardless of type. This includes telecommunications carriers, businesses, governments, crown agencies, operators of broadcasting undertakings and the public (including for amateur radio operation and over-the-air tv reception)." For applications from other proponents (i.e. not telecommunications carriers or third parties operating on behalf of telecommunications carriers), the Municipality will apply this Protocol.



This section outlines the criteria for identifying Antenna Systems excluded from the consultation process by Industry Canada, the need to consider local circumstances for all exempt structures, and the process for Proponents to notify and discuss proposed exempt structures with the municipality.

#### **4.1 EXEMPTIONS FROM ANTENNA SYSTEM SITING PROPOSAL REVIEW AND PUBLIC CONSULTATION**

For the following types of installations, Proponents are generally excluded by Industry Canada from the requirement to consult with the municipality and the public, but must still fulfill the general requirements outlined in Section 7 of the CPC:

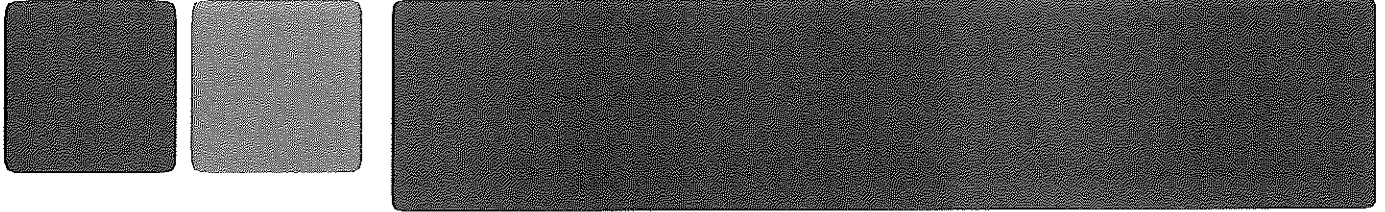
- (1) New Freestanding Antenna Systems: where the height is less than 15 metres above ground level. This exclusion does not apply to Antenna Systems proposed by telecommunications carriers, broadcasting undertakings or third party tower owners;
- (2) Existing Freestanding Antenna Systems: where modifications are made, antennas added or the tower replaced<sup>5</sup>, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial Antenna System installation<sup>6</sup>. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to Antenna Systems using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third party tower owners;

---

<sup>5</sup> The exclusion for the replacement of existing Freestanding Antenna Systems applies to replacements that are similar to the original design and location.

<sup>6</sup> Initial Antenna System installation refers to the system as it was first consulted on, or installed.

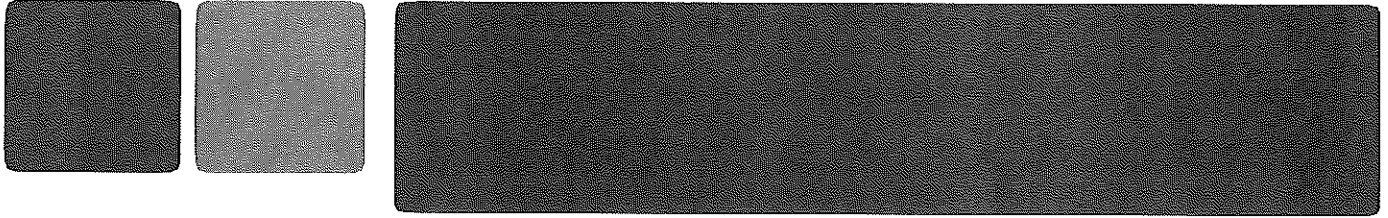




- (3) Building/Structure-Mounted Antenna System: antennas on buildings, water towers, lamp posts, etc. may be excluded from consultation provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%;
- (4) Temporary Antenna Systems: used for special events or emergency operations and must be removed within three months after the start of the emergency or special event; and
- (5) No consultation is required prior to performing maintenance on an existing antenna system.

The CPC also states that: individual circumstances vary with each Antenna System installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the Proponents to consult the Municipality and the public even though the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, Proponents should consider such things as:

- the Antenna System's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;
- the location of the proposed Antenna System on the property and its proximity to neighbouring residents and areas where the siting of new antenna systems are discouraged; and
- Transport Canada marking and lighting requirements for the proposed structure.



## 4.2 NOTIFICATION AND MUNICIPAL REVIEW OF EXEMPT ANTENNA SYSTEMS

Notwithstanding Industry Canada's exemption criteria for certain Antenna Systems, municipalities should be informed of all new Antenna System installations within their boundaries so they can:

- be prepared to respond to public inquiries once construction/installation has begun;
- be aware of site co-location within the Municipality;
- maintain records to refer to in the event of future modifications and additions; and
- engage in meaningful dialogue with the Proponent with respect to the appearance of the Antenna System and structure prior to the Proponent confirming a final design.

Therefore, Proponents are required to undertake the following steps for **all exempt Antenna System installations before commencing construction**.

### 4.2.1 Building/Structure-Mounted Antenna Systems:

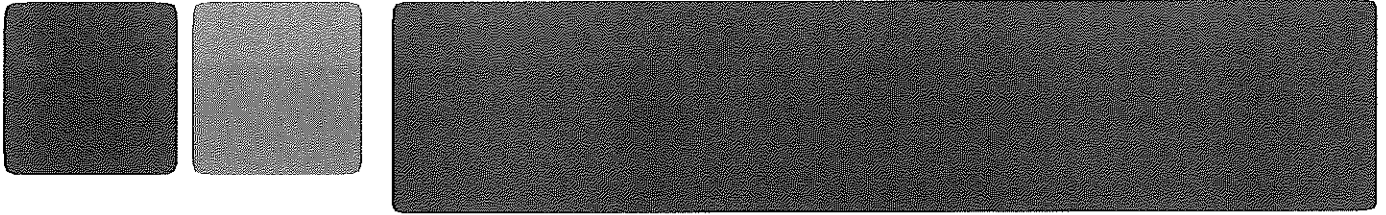
The Proponent will in all cases provide the following information for all new Antenna Systems or modifications<sup>7</sup> to existing Antenna Systems that are mounted to an existing structure, including (but not limited to) a building/rooftop, water tower, utility pole or light standard, and which are exempted from public consultation in Section 4.1(3):

- (1) the location of the Antenna System (address, name of building, rooftop or wall mounted, etc.);
- (2) description of proposed screening or stealth design measures with respect to the measures used by existing systems on that site and/or the preferences expressed in Section 6;
- (3) the height of the Antenna System;
- (4) the height of any modifications to existing systems.

The Municipality may notify the Proponent of any inconsistency with the preferences and sensitivities expressed in Section 6 and the parties will work towards a mutually agreeable solution.

---

<sup>7</sup> Notification is required for modifications that materially or noticeably changed the appearance of the system. Maintenance works that do not result in such changes are excluded from the notification requirement.



#### **4.2.2 Additions that Increase the Height of Freestanding Antenna Systems:**

The Proponent will confirm to the Municipality that an addition that extends the height of an existing Freestanding Antenna System as defined in Section 4.1(2), meets the exclusion criteria in Section 4.1 by providing the following:

- (1) the location, including its address and location on the lot or structure;
- (2) a short summary of the proposed addition including a preliminary set of drawings or visual rendering of the proposed system; and
- (3) a description of how the proposal meets one of the Section 4.1 exclusion criteria.

The municipality will review the documentation and will contact the Proponent where there is a site-specific basis for modifying the exemption criteria based on the preferences and sensitivities expressed in Section 6 of this Protocol. In such cases, the Municipality and the Proponent will work toward a mutually agreeable solution, which may include the Municipality requesting the proposal be subject to all or part of the pre-consultation, proposal submission and public consultation process defined in Sections 5, 7 and 8 of this protocol, as applicable, concluding with a letter of concurrence or non-concurrence.

#### **4.3 ADDITIONAL EXEMPTIONS**

The Municipality may exclude from all or part of the consultation process any antenna system installation in addition to Industry Canada's basic exemptions listed in subsection 4.1.

- (1) The municipality may additionally, on a case-by-case basis, exempt a Proponent from all or part of the consultation requirements under Section 8 of this Protocol.<sup>8</sup> For example, exemptions may be granted where the proposed location is separated from a residential area or Heritage Structure/Area by a highway or major collector roadway, and/or is buffered by substantial tree cover, topography, or buildings.

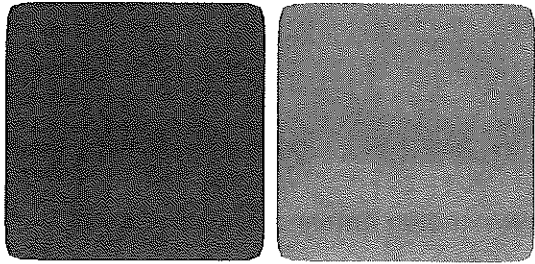
#### **4.4 SITING ON MUNICIPAL-OWNED PROPERTIES**

Any request to install an Antenna System on lands owned by the Municipality shall be made to the Property Manager for the Municipality.<sup>9</sup>

---

<sup>8</sup> The Municipality may decide to exclude certain proposals from the requirement to hold a public meeting, but not from issuing a public notification to affected property owners/tenants within the Prescribed Distance.

<sup>9</sup> Existing municipal procedures related to the leasing/selling of municipal-owned land to third parties may necessitate a consultation process irrespective of whether an exemption is provided under this Protocol.



## Pre-consultation with the Municipality

Pre-consultation is one of the most important elements in the antenna siting process as it generally occurs at a point before the Proponent is committed to a site or design. As a result it represents the best opportunity to influence the siting decision since the Proponent will more likely become committed to a site once the detailed engineering has been completed. While a discussion of submission requirements is appropriate the proposal will benefit most from early direction on matters of siting and design. Proponents are strongly encouraged to initiate pre-consultation as early as possible in the antenna siting process for exempt and non-exempt structures.

Prior to submitting an Antenna System proposal that does not meet any of the exemptions listed in Section 4.1 the Proponent will undertake the following preliminary consultations with the Municipality.

### **5.1 NOTIFICATION**

Proponents will notify the Designated Municipal Officer that locations in the community are being physically assessed for potential Antenna System siting.

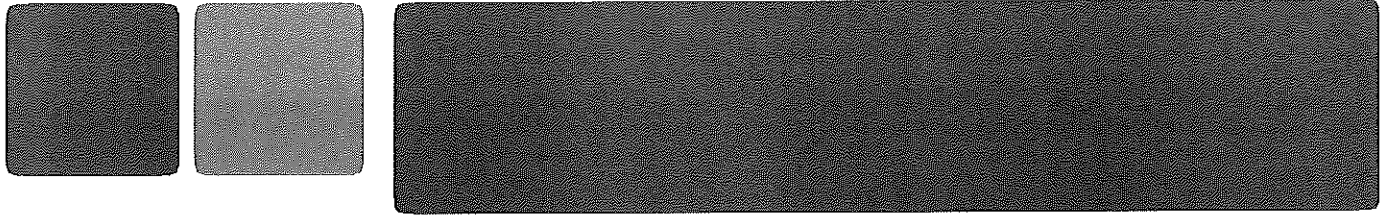
### **5.2 SITE INVESTIGATION MEETING WITH MUNICIPALITY**

Prior to submitting an Antenna System siting proposal, the Proponent will initiate a site investigation meeting with the Municipality.

The purpose of the site investigation meeting is to:

- identify preliminary issues of concern;
- identify requirements for public consultation (including the need for additional forms of notice and a public information session);
- guide the content of the proposal submission; and
- identify the need for discussions with any Municipal Departments and other agencies as deemed necessary by the Designated Municipal Officer.

Where the Municipality has an initial concern with the proposed siting of the proposal they will make known to the Proponent alternative locations within the Proponent's search area for consideration.



The Proponent will bring the following information to the site investigation meeting<sup>10</sup>:

- (1) the proposed location;
- (2) potential alternative locations;
- (3) the type and height of the proposed Antenna System; and
- (4) preliminary drawings or visual renderings of the proposed Antenna System superimposed to scale; and
- (5) documentation regarding the investigation of co-location potentials on existing or proposed Antenna Systems within 500 metres of the subject proposal.

If desired by both the Proponent and the Municipality, multiple Antenna System siting proposals may be reviewed at a site investigation meeting.

### **5.3 CONFIRMATION OF MUNICIPAL PREFERENCES AND REQUIREMENTS**

Following the site investigation meeting, municipal staff will provide the Proponent with an information package that includes:

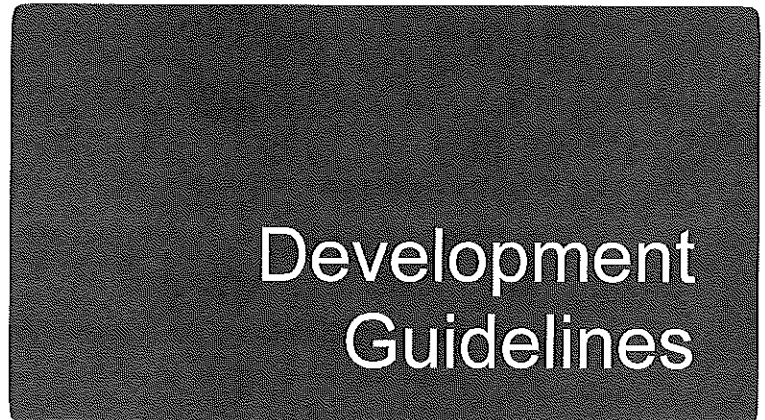
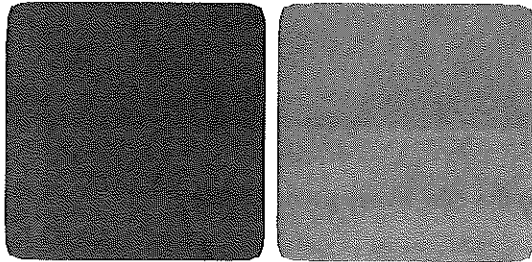
- (1) this Protocol, which outlines the approval process, excluded structures, requirements for public consultation and guidelines regarding site selection, co-location, installation, design and landscaping;
- (2) proposal submission requirements;
- (3) a list of plans and studies that may be required (i.e. environmental impact statements);
- (4) a list of Municipal Departments and other Agencies to be consulted; and
- (5) an indication of the Municipality's preferences regarding co-location for the site(s) under discussion.

To expedite the review of the proposal, the Proponent will review this information package before the proposal is submitted so that the interests of municipal departments are taken into account. The Proponent is encouraged to consult with affected departments as well as the local elected municipal official and/or Designated Municipal Officer, and adjacent municipalities within the Prescribed Distance<sup>11</sup>, before submitting the proposal.

---

<sup>10</sup> Proponents may prefer to attend the site investigation meeting without some of the required documents – particularly preliminary drawings – if it is waiting on Municipality feedback before settling on a final location, structure height or design. This should be confirmed with the Municipality. Such documents will be required to be provided following the meeting and prior to the Municipality providing the Proponent with the information package.

<sup>11</sup> The CPC states that "there may be more than one land-use authority with an interest in the proposal. Where no established agreement exists between such land-use authorities, proponents must, as a minimum, contact the land-use authority(ies) and/or neighbouring land-use authorities located within a radius of three times the tower height, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater."



Antenna Systems should be sited and designed to respect local sensitivities and preferences as identified by the Municipality.

The Municipality has set out a number of guidelines under the following criteria for the selection of sites and/or construction of new Antenna Systems:

- **Location, including Co-location; and**
- **Development and Design Preferences**

The Proponent should review the guidelines identified below as early as possible, and should attempt to resolve any outstanding issues prior to submitting its Antenna System siting proposal and undertaking the public consultation, where required by the Municipality. Because expressed preferences may be location- or site-specific, the Proponent is encouraged to discuss the guidelines fully with the Municipality at the site investigation meeting.

Proponents are also required to obtain all applicable building permits for additions and/or modifications to existing buildings.

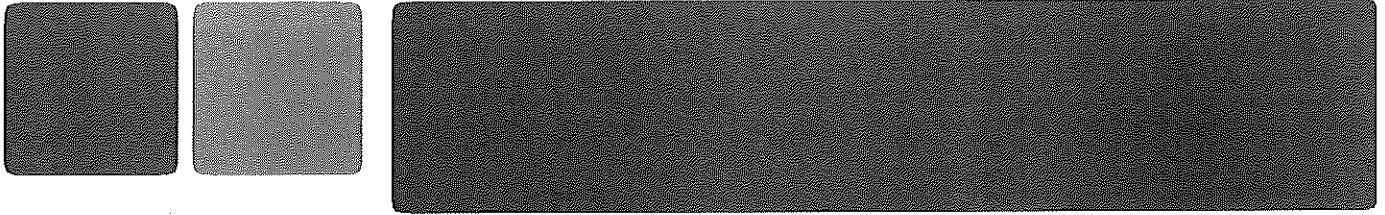
## **6.1 LOCATION**

Co-location:

Before submitting a proposal for an Antenna System on a new site, the Proponent must explore the following options:

- consider sharing an existing Antenna System, modifying or replacing a structure if necessary;
- locate, analyze and attempt to use any feasible existing infrastructure, including (but not limited to) rooftops, water towers, utility poles or light standards.





Where co-location on an existing Antenna System or structure is not possible, a new Antenna System should be designed with co-location capacity.

The municipality recognizes that the objective of promoting co-location and the objective of making Antenna Systems less noticeable may sometimes come into conflict. Nevertheless, the Municipality intends to review each submission on its merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them. The Proponent should, in all cases, verify the Municipality's site-specific design preferences during the pre-submission consultation process before investing in a final design or site.

#### **Preferred Locations:**

When new Antenna Systems must be constructed, *where technically feasible*, the following locations are preferred:

- Locations that maximize the distance from a residential zone or residential use.
- Within Industrial Zones, Commercial Zones, Future Development Zone and Agricultural Zone.
- Mounted on buildings or existing structures within the City Centre area.
- Located in a manner that does not adversely impact view corridors or views and vistas of important natural or manmade features.
- As near as possible to similarly-scaled structures.
- Transportation and utility corridors.

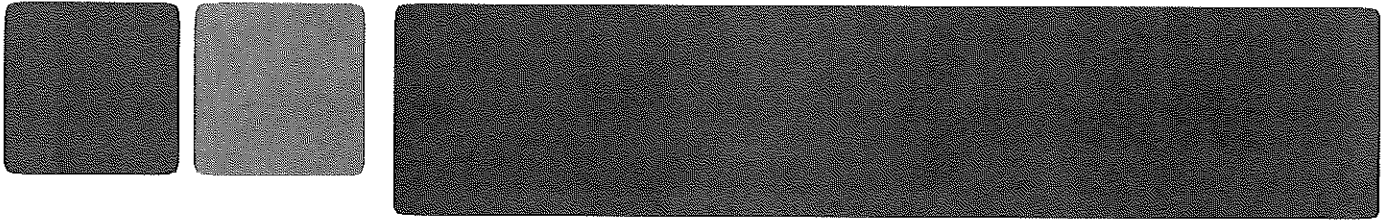
#### **Discouraged Locations**

New Antenna Systems should avoid the following areas:

- Within Residential Zones or zones that permit dwelling units.
- Within the Park Zone or an Institutional Zone unless it is ancillary to a permitted use (e.g. those institutions that require telecommunications technology such as emergency services, hospitals, colleges and universities).
- Riverbank lands or ecologically significant natural lands.
- Sites of topographical prominence.
- Heritage Structures/Areas.

---

<sup>15</sup> As part of inter-municipal processes, the Municipality may also request that the Proponent notify adjacent municipalities at greater distances, subject to review by the Municipality or at the request of the adjacent Municipality.



## 6.2 DEVELOPMENT AND DESIGN PREFERENCES

Antenna Systems should be designed in terms of appearance and aesthetics to respect their immediate surroundings (e.g. residential, parkland, heritage district, etc.), including being unobtrusive and inconspicuous, minimizing visual impact, avoiding disturbance to natural features, and reduce the need for future facilities in the same area, where appropriate. The Municipality's preferred design and development preferences are described below.

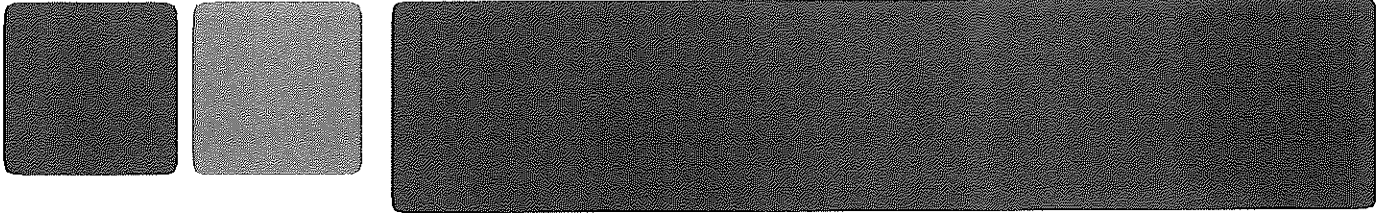
The Municipality will identify to the Proponent which of the following development and design preferences are encouraged in the proposed location.

### Style and Colour:

- The architectural style of the Antenna System should be compatible with the surrounding neighbourhood and adjacent uses (example: monopole near a residential area or lattice-style in industrial areas).
- In all instances the Proponent should mitigate negative visual impacts through the use of appropriate landscaping, screening, stealth design techniques, etc.
- An Antenna System may be designed or combined as a landmark feature to resemble features found in the area, such as a flagpole or clock tower, where appropriate, subject to any zoning approvals required for the landmark feature.
- In the City Centre area, the design of Antenna Systems should generally be unobtrusive and consistent with City Centre design guidelines.
- Towers and communication equipment should have a non-reflective surface.
- Special design treatments should be applied to Antenna Systems proposed to be located within parks and open space areas or on listed Heritage buildings and/or sites to make the system unobtrusive.
- Cable trays should generally not be run up the exterior faces of buildings.
- Antennas that extend above the top of a supporting utility pole or light standard should appear (e.g. in colour, shape and size) to be a natural extension of the pole.

### Buffering and Screening:

- Antenna Systems and associated equipment shelters should be attractively designed or screened and concealed from ground level or other public views to mitigate visual impacts. Screening could include using existing vegetation, landscaping, fencing, or other means in order to blend with the built and natural environments.
- A mix of deciduous and coniferous trees is preferred to provide year-round coverage.
- Where adjacent to a principal building, equipment shelters should be constructed of a material similar in appearance to at least one of the materials used in the facades of the principal building and one of the same colours used in the principal building.

**Structure:**

- Single operator loaded towers (i.e., monopoles) are encouraged.
- New structures in residential or high-traffic areas should consider multi-use design (street lighting, electric vehicle charging, parking payment terminals, signage, Wi-Fi etc.).
- Individual wall-mounted antennas should be fixed as close to the wall as possible and should not project above the height of the wall face they are mounted on, in order to avoid visual clutter, and should be painted to match the wall colour for stealth.
- Facilities located on rooftops should be not be visible (to the extent possible) from the street.
- The appropriate type of telecommunication antenna structure for each situation should be selected based upon the goal of making best efforts to blend with the nearby surroundings and minimize the visual aesthetic impacts of the telecommunication antenna structure on the community.
- Pinwheel telecommunication antennas are discouraged.
- The use of guy wires and cables to steady, support or reinforce a tower is discouraged.

**Height:**

- Height for a Freestanding Antenna System shall be measured from grade to the highest point on the structure, including lighting and supporting structures

**Yards, Parking and Access:**

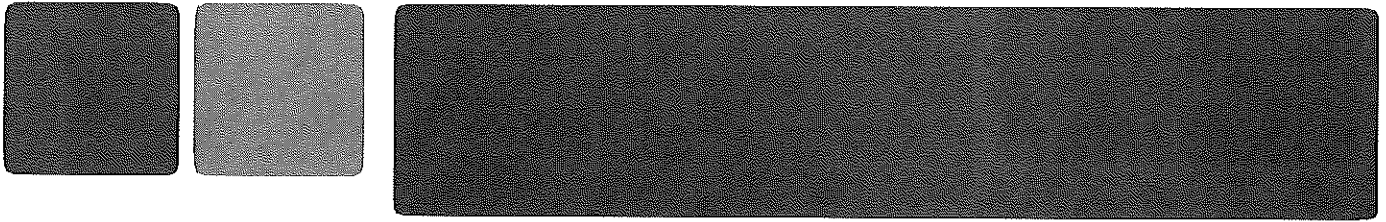
- Adequate yards, to be determined on a site-by-site basis, should separate Antenna Systems from adjacent development without unduly affecting the development potential of the lot over the lease period.
- Parking spaces, where provided at each new Antenna System site, should have direct access to a public right-of-way at a private approach that does not unduly interfere with traffic flow or create safety hazards.

**Equipment Cabinets in Public Spaces<sup>12</sup>:**

- Cabinets shall be designed in a manner which integrates them into their surroundings, including use of decorative wraps that are graffiti-resistant.
- Cabinet dimensions shall be as minimal as possible.
- Cables and wires must be concealed or covered.

---

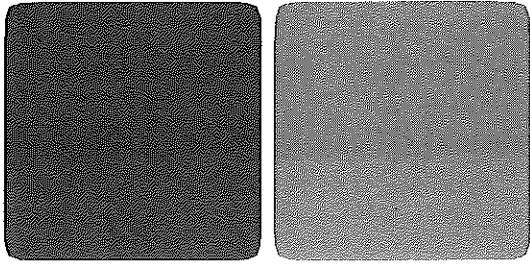
<sup>12</sup> This section is intended to apply to mechanical equipment cabinets that are located in public spaces (e.g. at the bottom of a utility pole) and do not apply to cabinets that are located inside fenced in areas (e.g. in industrial areas or on rooftops).

**Signage and lighting:**

- Small owner identification signs up to a maximum of 0.19 square metres may be posted on Antenna Systems and associated equipment shelters or perimeter fencing.
- No advertising sign or logo is permitted.
- Unless specifically required by transport Canada and/or NAV Canada, the display of any lighting is discouraged.
- Where Transport Canada and/or NAV Canada requires a structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable, and any required strobe lightning should be set to the maximum strobe interval allowed by Transport Canada.
- The lighting of Antenna Systems and associated equipment shelters for security purposes is supportable provided it is shielded from adjacent residential properties, is kept to a minimum number of lights and illumination intensity, where possible, is provided by a motion detector or similar system.

**Rooftop Equipment:**

- Equipment shelters located on the roof of a building should be set back from the roof edge to the greatest extent possible, and painted to match the penthouse/building.



For a proposed Antenna System, except for cases in which consultation is not required as per Sections 4.2 or 4.3, the Proponent will submit to the Municipality an Antenna System siting proposal and the applicable fee.

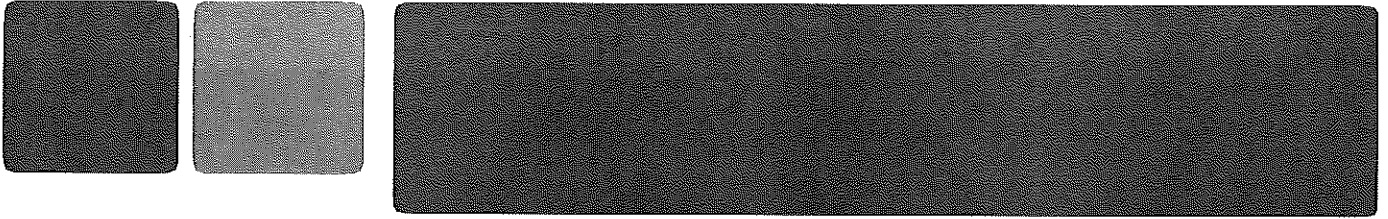
#### **7.1 PROPOSAL SUBMISSION REQUIREMENTS**

The Proponent must include the following information when submitting an Antenna System siting proposal:

- (1) a letter or report from the Proponent indicating the need for the proposal, the proposed site, the rationale for site selection, coverage and capacity of existing Antenna Systems in the general area and a summary of opportunities for co-location potentials on existing or proposed Antenna Systems within 500 metres of the subject proposal;
- (2) visual rendering(s) of the proposed Antenna System superimposed on photos to scale;
- (3) a site plan showing the proposed development situated on the site;
- (4) a map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use;
- (5) for Antenna Systems requiring public consultation, a map showing all properties located within the Prescribed Distance from the proposed Antenna System;<sup>13</sup>
- (6) confirmation of legal ownership of the lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent, or other person(s) having legal or equitable interest in the land;
- (7) an attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices; and
- (8) any other documentation as identified by the Municipality following the site investigation meeting.<sup>14</sup>

<sup>13</sup> The Proponent may request to use the Municipality's mapping system.

<sup>14</sup> For example, in cases where the Proponent commits to a design that includes co-location capacity, the municipality may require the Proponent to verify that other Proponents in the area have been notified of the potential co-location opportunities.



A determination on the completeness of an application or request for additional information will be provided within **five working days** of receipt of the proposal.

Upon receipt of a complete proposal submission, the Municipality will circulate the proposal for review and comment to:

- (1) affected Municipal Departments;
- (2) any adjacent municipalities within the Prescribed Distance;<sup>15</sup> and
- (3) the local elected municipal official.

#### **FEES**

The Proponent must pay the following application fee to the Municipality:

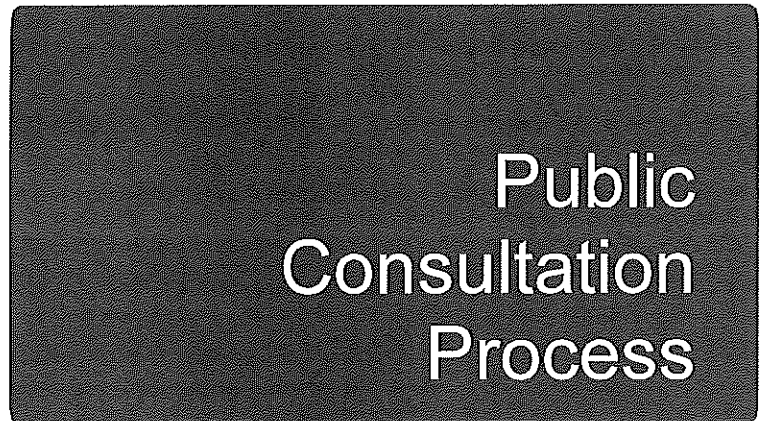
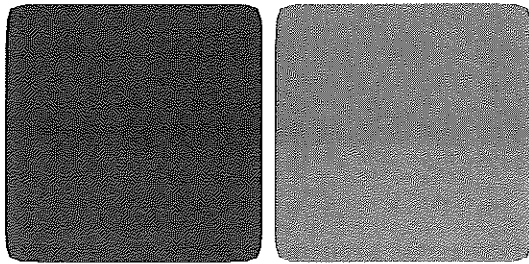
- Non-exempt antenna system: \$1,500.00
- Exempt antenna system: \$300.00

The Proponent is responsible for securing applicable applications or permissions from all relevant Municipal Departments and paying any applicable application fees or charges as required to the Municipality.

---

<sup>15</sup> As part of inter-municipal processes, the Municipality may also request that the Proponent notify adjacent municipalities at greater distances, subject to review by the Municipality or at the request of the adjacent Municipality.





If the proposed Antenna System is not exempt from the public consultation process as per the requirements in Section 4, the Proponent will initiate the following public consultation process, including issuing notice, undertaking written consultation, hosting a public information session where required and reviewing the consultation results with the Municipality.

#### **8.1 NOTICE RECIPIENTS**

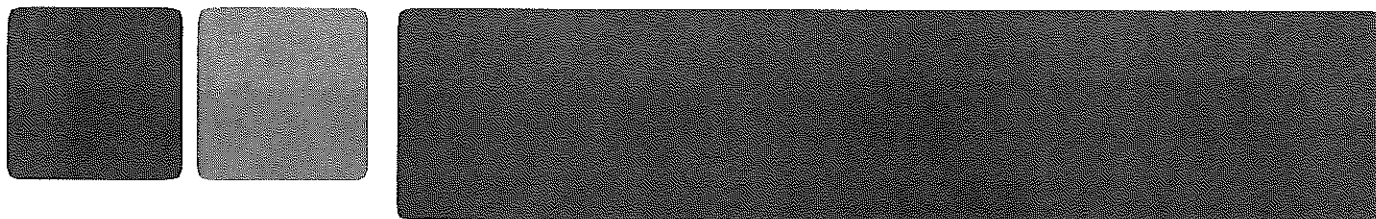
After the Proponent has submitted an Antenna Systems siting proposal, the Proponent will give notice to:

- (1) All affected residential properties within the Prescribed Distance;
- (2) Any adjacent Municipalities within the Prescribed Distance;
- (3) The local elected municipal official;
- (4) The Designated Municipal Officer; and
- (5) The Industry Canada regional office.

The Municipality will assist the Proponent in compiling a mailing list of addresses of the affected residences within the Prescribed Distance from the proposed Antenna System.<sup>16</sup>

---

<sup>16</sup> Notices may be delivered to a condo/strata corporation instead of to each unit owner.

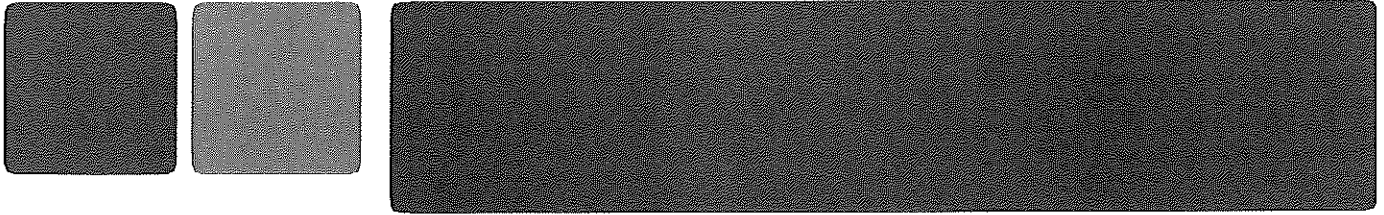


## 8.2 NOTICE REQUIREMENTS

The notice will be sent by regular mail or hand delivered, a minimum of 30 days before the public information session (where a public information session is required), and include:

- (1) the proposed Antenna System's purpose, including height and location requirements, the reasons why existing Antenna Systems or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal;
- (2) the proposed location within the community, the geographic coordinates and the specific property or rooftop, including a 21 cm x 28 cm (8 1/2" x 11") size copy of the site plan submitted with the application;
- (3) an attestation<sup>17</sup> that the general public will be protected in compliance with Health Canada's Safety Code 6 including combined effects within the local radio environment at all times;
- (4) identification of areas accessible to the general public and the access/demarcation measures to control public access;
- (5) information on the environmental status of the project, including any requirements under the Canadian Environmental Assessment Act, 2012;
- (6) a description of the proposed Antenna System including its height, dimensions, type, design and colour, a description of any antenna that may be mounted on the supporting structure, and simulated images of the proposal;
- (7) Transport Canada's aeronautical obstruction marking requirements (whether painting, lighting or both) if available; if not available, the proponent's expectation of Transport Canada's requirements together with an undertaking to provide Transport Canada's requirements once they become available;
- (8) an attestation that the installation will respect good engineering practices including structural adequacy;
- (9) reference to any applicable local land-use requirements such as local processes, protocols, etc.;
- (10) notice that general information relating to antenna systems is available on Industry Canada's Spectrum management and telecommunications website (<http://www.ic.gc.ca/towers>);
- (11) contact information for the Proponent, the Designated Municipal Officer and the local Industry Canada office;
- (12) the date, time and location of the public information session (where required); and
- (13) A deadline date for receipt by the Proponent of public responses to the proposal:
  - a. Where a public information session is required, the deadline date must be no more than five days before the date of the session.
  - b. Where a public information session is not required, the deadline date must be at least 30 days after the notices are mailed.

<sup>17</sup> Example: I, (*name of individual or representative of company*) attest that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public, including any combined effects of nearby installations within the local radio environment.



The notification shall be sent out in an envelope addressed to the “occupant” and shall clearly show in bold type on the face of the envelope the statement:

**“NOTICE FOR RESIDENTS LOCATED WITHIN A DISTANCE OF THREE TIMES THE HEIGHT OF A NEW PROPOSED CELL TOWER. INFORMATION IS ENCLOSED.”**

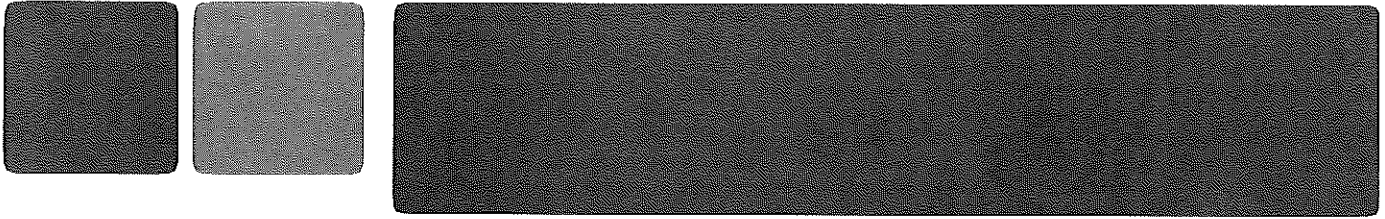
The Municipality may also require the Proponent, based on local conditions such as a high proportion of rental accommodation in the vicinity of the site, to provide such additional forms of notice as deemed necessary. Additional notification requirements will be identified by the Municipality during or following the site investigation meeting. Other forms of notification may include, but are not limited to:

- A large format notice board sign or signs, posted on the site of the proposed Antenna System, that is clearly visible from any roadway abutting the site;
- Publication of the notice in a local newspaper(s); and/or,
- Hand delivery of notices to specified buildings.

In addition to the public notification requirements noted above, proponents of an Antenna System proposed to be 30 metres or more in height must place a notice in a local community newspaper circulating in the proposed area.<sup>18</sup> Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the Antenna System. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the Antenna System.

---

<sup>18</sup> The notice must be synchronized with the distribution of the public notification package. It must be legible and placed in the public notice section of the newspaper. The notice must include: a description of the proposed installation; its location and street address; proponent contact information and mailing address; and an invitation to provide public comments to the proponent within 30 days of the notice. In areas without a local newspaper, other effective means of public notification must be implemented. Proponents may contact the local Industry Canada office for guidance. Municipalities may choose to provide a standardized template for newspaper advertisements in their local customized protocols.



### **8.3 WRITTEN CONSULTATION PROCESS**

Following the delivery of the notification, the Proponent will allow the public to submit written comments or concerns about the proposal.

The Proponent will:

- (1) Provide the public at least 30 days to submit questions, comments or concerns about the proposal;
- (2) Respond to all questions, comments and concerns in a timely manner (no more than 60 days from the date of receipt); and
- (3) Allow the party to reply to the Proponent's response (providing at least 21 days for public reply comments).
- (4) Keep a record of all correspondence that occurred during the written consultation process. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.
- (5) Provide a copy of all written correspondence to the municipality and the regional Industry Canada office.

### **8.4 PUBLIC INFORMATION SESSION**

The Municipality may request the Proponent chair a public information session in cases where there is significant public interest in the proposed Antenna System. The type of public meeting to be conducted (open house, drop-in or town hall format) is up to the discretion of the Proponent, however:

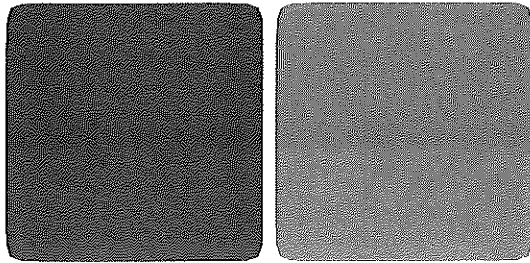
- An appropriate date, time and location for the public information session will be determined in consultation with the Designated Municipal Officer.
- The Proponent will make available at the public information session an appropriate visual display of the proposal, including a copy of the site plan submitted with the application and an aerial photograph of the proposed site.

The Proponent will provide the Municipality with a package summarizing the results of the public information session containing at a minimum, the following:

- list of attendees, including names, addresses and phone numbers (where provided voluntarily);
- copies of all letters and other written communications received; and
- a letter of response from the Proponent outlining how all the concerns and issues raised by the public were addressed.

### **8.5 POST CONSULTATION REVIEW**

The Municipality and the Proponent will communicate following completion of the public consultation process (and arrange a meeting at the Municipality's request) to discuss the results and next steps in the process.



## Statement of Concurrence or Non-Concurrence

### 9.1 CONCURRENCE AND CONCURRENCE WITH CONDITIONS

The municipality will provide a letter of concurrence to Industry Canada (copying the Proponent) where the proposal addresses, to the satisfaction of the Municipality, the requirements as set out within this Protocol and the Municipality's technical requirements, and will include conditions of concurrence, if required.<sup>19</sup>

The Municipality will issue the letter of concurrence within the timeframe established in Section 10.

### 9.2 NON-CONCURRENCE

The Municipality will provide a letter of non-concurrence to Industry Canada (copying the Proponent) if the proposal does not conform to the Municipality's requirements as set out within this Protocol. The Municipality will also forward to Industry Canada any comments on outstanding issues, including those raised during the public consultation process.

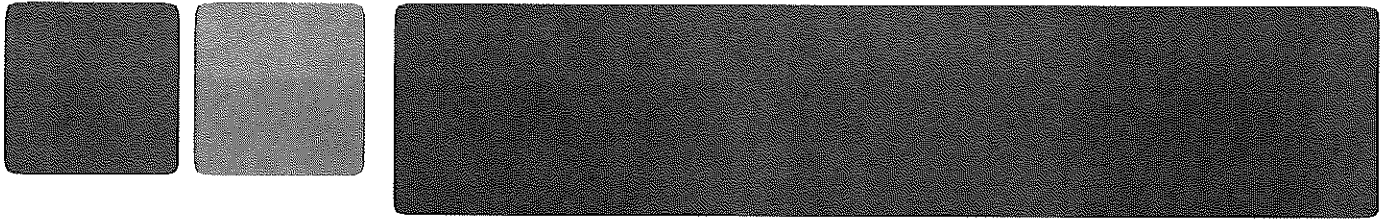
The Municipality will issue the letter of non-concurrence within the timeframe established in Section 10.

### 9.3 RESCINDING A CONCURRENCE

The Municipality may rescind its concurrence if following the issuance of a concurrence, it is determined by the Municipality that the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the proposal, or the plans and conditions upon which the concurrence was issued in writing have not been complied with, and a resolution cannot be reached to correct the issue.

In such cases, the Municipality will provide notification in writing to the Proponent and to Industry Canada and will include the reason(s) for the rescinding of its concurrence.

<sup>19</sup> The Municipality may, on case-by-case basis, include in writing specific conditions of concurrence such as design, screening or co-location commitments.



#### **9.4 DURATION OF CONCURRENCE**

A concurrence remains in effect for a maximum period of three years from the date it was issued by the Municipality. If construction is not completed within this time period the concurrence expires except in the case where a proponent secures the agreement of the Municipality to an extension for a specified time period in writing.<sup>20</sup> Once a concurrence expires, a new submission and review process, including public consultation as applicable, is necessary prior to any construction occurring.

In addition, if construction has not commenced after two years from the date the concurrence was issued, the Municipality requests that the Proponent send a written notification of an intent to construct to the Designated Municipal Officer once the work to erect the structure is about to start. This notification should be sent 60 days prior to any construction commencing. No further consultation or notification by the Proponent is required.

#### **9.5 TRANSFER OF CONCURRENCE**

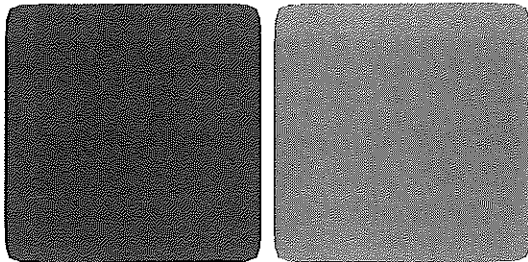
Once concurrence has been issued, that concurrence may be transferred from the original Proponent to another Proponent (the current Proponent) without the need for further consultation provided that:

- (1) all information gathered by the original Proponent in support of obtaining the concurrence from the Municipality is transferred to the current Proponent;
- (2) the structure for which concurrence was issued to the original Proponent is what the current Proponent builds; and
- (3) construction of the structure is commenced within the duration of concurrence period.

---

<sup>20</sup> A copy of the agreement must be provided to the local Industry Canada office.





## Consultation Process Timeframe

Consultation with the Municipality is to be completed within 60 days of the proposal being accepted as complete <sup>21</sup> by the Municipality as explained in Section 7 of this Protocol.

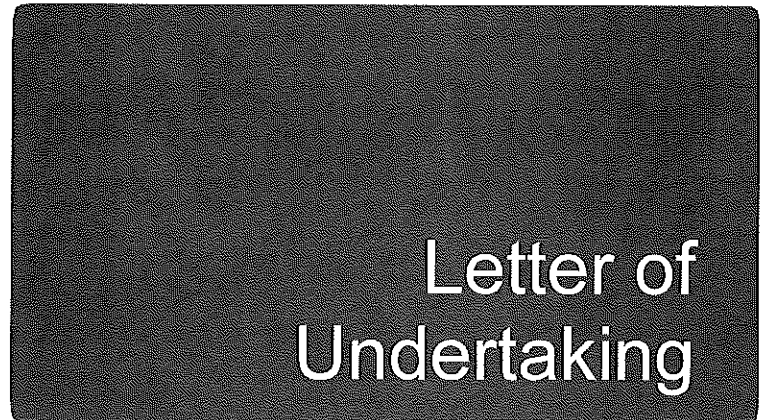
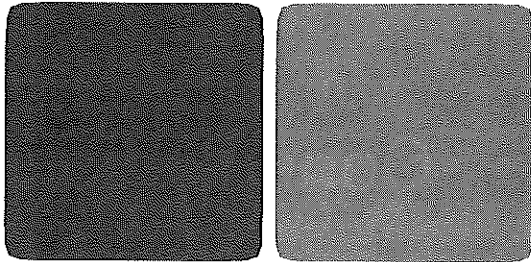
Where public consultation is required, consultation with the Municipality and public consultation are both to be completed within 120 days of the proposal being accepted as complete by the Municipality.

The Municipality or Proponent may request an extension to the consultation process timeline. this extension must be mutually agreed on by both parties.

In the event that the consultation process is not completed in 270 days, the Proponent will be responsible for receiving an extension from the Municipality or reinitiating the consultation process to the extent requested by the Municipality.

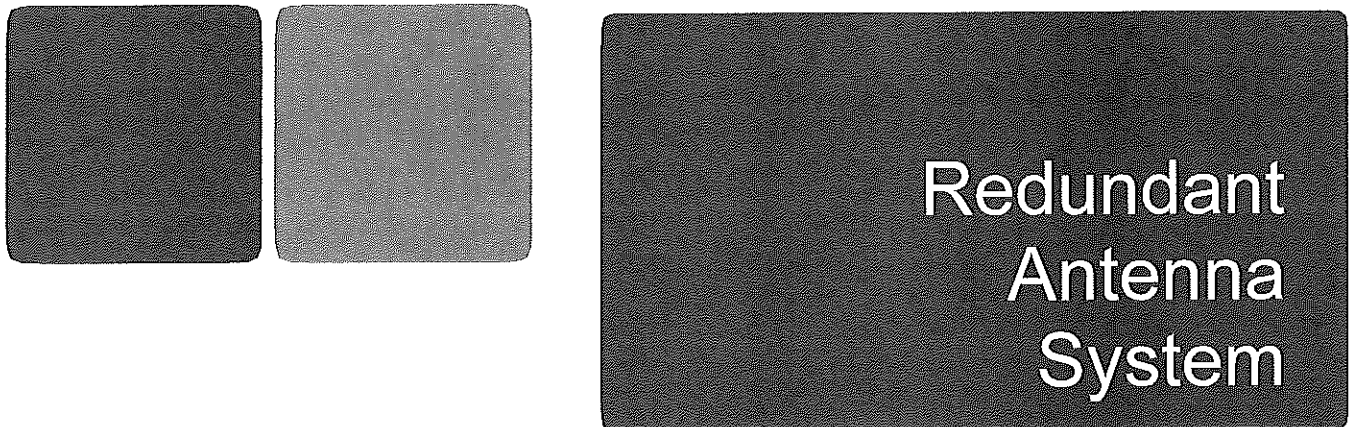
---

<sup>21</sup> According to the CPC, "the 120-day consultation period commences only once proponents have formally submitted in writing, all plans required by the land-use authority, and does not include preliminary discussions with land-use authority representatives."



The Proponent may be required, if requested by the Municipality, to provide a letter of undertaking, which may include the following requirements:

- (1) The posting of a security for the construction of any proposed fencing, screening and landscaping;
- (2) A commitment to accommodate other communication providers on the Antenna System, where feasible, subject to the usual commercial terms and Industry Canada conditions of licence for mandatory roaming and Antenna Tower and Site Sharing and to Prohibit exclusive Site Arrangements (CPC-2-0-17); and
- (3) All conditions identified in the letter of concurrence.



Municipalities can issue a request to network operators to clarify that a specific Antenna System is still required to support communication network activity. The network operator will respond within 30 days of receiving the request, and will provide any available information on the future status or planned decommissioning of the Antenna System.

Where the network operators concur that an Antenna System is redundant, the network operator and Municipality will mutually agree on a timeframe to remove the system and all associated buildings and equipment from the site. Removal will occur no later than 2 years from when the Antenna System was deemed redundant.



**CITY OF CHARLOTTETOWN**

**RESOLUTION**

Planning #1

*Carried  
9-0  
Councillor  
Tweed  
absent*

MOTION CARRIED 9-0

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

Date: March 11, 2019

Moved by Councillor  Greg Rivard

Seconded by Deputy Mayor   Jason Coady

**RESOLVED:**

That the request to:

1. Amend Appendix "A" – Future Land Use Map of the Official Plan from Concept Planning Area to Commercial; and
2. Amend Appendix "G" – Zoning Map of the Zoning & Development Bylaw from Comprehensive Development Area (CDA) Zone to the Highway Commercial (C-2) Zone,

for the property at 197 Minna Jane Drive (PID #469841), be approved to proceed to public consultation.



# CITY OF CHARLOTTETOWN

## RESOLUTION

*Carried  
9-0  
Councillor  
Trent  
absent*

Planning #2

MOTION CARRIED 9-0

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

Date: March 11, 2019

Moved by Councillor  Greg Rivard

Seconded by Deputy Mayor  *D.M.* Jason Coady

### RESOLVED:

That the request to:

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

for the property at 88 Brackley Point Road (PID #396770), be approved to proceed to public consultation.



CITY OF CHARLOTTETOWN  
RESOLUTION

*Carried  
9-0  
Councillor  
Tweed  
absent*

Planning #3

MOTION CARRIED 9-0  
MOTION LOST \_\_\_\_\_

Date: March 11, 2019

Moved by Councillor  Greg Rivard

Seconded by Deputy Mayor   Jason Coady

**RESOLVED:**

**That the request for a temporary structure variance to locate a container on the vacant property located at 215 Queen Street (PID #343582) to be used as a commercial building for food preparation and service to operate for one (1) year, be approved, subject to the design of the structure to meet the satisfaction of the Development Officer.**





# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning #4

*Carried*  
*8-1 (Opposed*  
*Councillor*  
*MacLeod)*  
*Councillor Tweed*  
*absent*

MOTION CARRIED 8-1

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

Date: March 11, 2019

Moved by Councillor  Greg Rivard

Seconded by Deputy Mayor   Jason Coady

**RESOLVED:**

That the request to obtain a site specific exemption in the Downtown Core (DC) Zone of the Zoning & Development By-law as it pertains to 183 Great George Street (PID #344044) in order to:

1. Allow the sale of alcohol within in a mobile canteen which is contrary to the definition of a mobile canteen in the Zoning & Development By-law (2018-11.009);
2. Allow the mobile canteen to operate from April 1 to October 31 annually which is contrary to Section 5.11.2 of the Zoning & Development By-law (2018-11.009); and
3. Utilize a container to contain washroom facilities which is contrary to Section 5.2.2 of the Zoning & Development By-law (2018-11.009),

be approved to proceed to public consultation.

The site specific exemption also includes the following two (2) variances:

1. Increase the maximum height for a fence in the front yard (i.e., front property line) from 3.3 ft as permitted in Section 4.4.2.a. of Zoning & Development By-law (2018-11.009) to approximately 6.5 ft; and
2. Increase the maximum front yard setback for a building in the Downtown Core (DC) Zone from 3.3 ft as permitted in Section 31.2.2 of Zoning & Development By-law (2018-11.009) to approximately 52.5 ft.





CITY OF CHARLOTTETOWN  
RESOLUTION

*Carried*  
*JRM (D.M.)*  
*7-2*  
*Coady*  
*Councillor*  
*Doika*  
*Councillor*  
*Tweel*  
*absent*

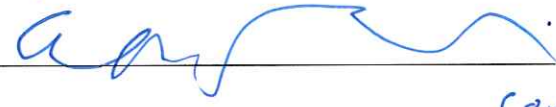


Planning #5

MOTION CARRIED 7-2

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

Date: March 11, 2019

Moved by Councillor  Greg Rivard

Seconded by Deputy Mayor  Jason Coady ~~~~  
*COUL JANKOU* 

RESOLVED:

That the amendments to the Zoning and Development Bylaw (Bylaw 2018-11) pertaining to Housing Transitional Facility, Site regulations for Lodging Houses, Group Homes, Site Landscaping Requirements, Undersized Lot Regulations, Asphalt, Aggregate & Concrete Plant and General Housekeeping amendments, be approved to proceed to public consultation.



# CITY OF CHARLOTTETOWN

## RESOLUTION


*9-0  
Carried  
Council  
March 11, 2019  
at 5:55pm*

Planning #6

MOTION CARRIED 9-0

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

Date: March 11, 2019

Moved by Councillor  Greg Rivard

Seconded by Deputy Mayor   Jason Coady

### RESOLVED:

**That the proposal 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, be approved to proceed to public consultation.**



CITY OF CHARLOTTETOWN  
RESOLUTIONS

To adopt Bylaw 2018-07-001, A Bylaw to amend the Heritage Preservation Bylaw, to rename the Heritage Preservation Bylaw, Bylaw #2018-07 to PH-HP.1

Council Meeting #1 Bylaw Amendment Resolution #1 – FIRST READING

Date: \_\_\_\_\_ February 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_ Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_ Jason Coady

MS  
10-0

Whereas a motion was received to amend the Heritage Preservation Bylaw, Bylaw 2018-07;

Be it resolved that the Heritage Preservation Amendment Bylaw (2018-07-001), a bylaw to amend the Heritage Preservation Bylaw be hereby read a first time.

Council Meeting #1 Bylaw Amendment Resolution #1 – APPROVAL OF FIRST READING

Date: \_\_\_\_\_ February 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_ Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_ Jason Coady

Whereas Bylaw (2018-07-001), a bylaw to amend the Heritage Preservation Amendment Bylaw, was read a first time at this Council meeting;

Be it resolved that the first reading of Bylaw (2018-07-001), a bylaw to amend the Heritage Preservation Bylaw be hereby approved.

Council Meeting #2 Bylaw Amendment Resolution #2 – SECOND READING

Date: \_\_\_\_\_ March 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_  Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_  Jason Coady

Carried  
9-0  
Councillor  
Twiss  
absent  
MS

Whereas Bylaw (2018-07-001), a bylaw to amend the Heritage Preservation Bylaw, was read and formally approved a first time at the Council meeting held on February 11, 2019;

Be it resolved that the Bylaw (2018-07-001), a bylaw to amend the Heritage Preservation Bylaw be hereby read a second time.

Council Meeting #2 Bylaw Amendment Resolution #2 – APPROVAL OF SECOND READING

Date: \_\_\_\_\_ March 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_  Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_  Jason Coady

Whereas Bylaw (2018-07-001), a bylaw to amend the Heritage Preservation Bylaw, was read and formally approved a first time at the Council meeting held on February 11, 2019;

And Whereas Bylaw (2018-07-001), a bylaw to amend the Heritage Preservation Bylaw, was read a second time at this Council meeting;

Be it resolved that the second reading of Bylaw (2018-07-001), a bylaw to amend the Heritage Preservation Bylaw be hereby approved.

**Council Meeting #2 Bylaw Amendment Resolution #2 – ADOPTION OF BYLAW AMENDMENT**

Date: \_\_\_\_\_ March 11, 2019

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

Seconded by Deputy Mayor: \_\_\_\_\_ Jason Coady

*MB*  
*Carried*  
*9-0*  
*Councillor*  
*Tweel*  
*absent*

Whereas Bylaw (2018-07-001), a bylaw to amend the Heritage Preservation Bylaw, was read and approved a first time at two separate meetings of Council held on different days;

Be it resolved that Bylaw (2018-07-001), a bylaw to amend the Heritage Preservation Bylaw be hereby formally adopted.

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

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

**City of Charlottetown**  
**A Bylaw to amend the Heritage Preservation Bylaw**  
**BYLAW # 2018-07-001**

**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 Heritage Preservation Bylaw, Bylaw # 2018-07-001”

**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 renumber the City of Charlottetown’s Heritage Preservation Bylaw in order to provide Planning bylaws with unique qualifiers to clearly identify the Bylaws under the Planning & Heritage Department.

**PART II – AMENDMENTS**

**4. The Heritage Preservation Bylaw, Bylaw #2018-07 is renumbered to Heritage Preservation Bylaw, Bylaw PH-HP.1**

**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.

**First Reading:**

This Zoning & Development Bylaw, Bylaw #2018-07-001, was read a first time at Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

This Zoning & Development Bylaw, Bylaw #2018-07-001, 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 #2018-07-001, was read a second time at Council meeting held on the day of \_\_\_\_\_, 2019.

This Zoning & Development Bylaw, Bylaw #2018-07-001, 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 #2018-07-001, was adopted by a majority of Council members present at the Council meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**6. Signatures**

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

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

This Heritage Preservation Bylaw, Bylaw #2018-07-001, 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:





CITY OF CHARLOTTETOWN  
RESOLUTIONS

To adopt Bylaw 2018-11-010, A Bylaw to amend the Zoning & Development Bylaw, to rezone the property at 562 Malpeque Road (PID #145797) and adjacent vacant parcel (PID #145789) from Single-Detached Residential (R1-L) to Medium Density Residential (R-3) Zone.

-----  
**Council Meeting #1 Bylaw Amendment Resolution #1 – FIRST READING**

Date: \_\_\_\_\_ February 11, 2019

Moved by Councillor: [Signature] Greg Rivard

Seconded by Deputy Mayor: [Signature] Jason Coady *A. Sarkov*

Whereas a motion was received to amend the Zoning & Development Bylaw, Bylaw 2018-11;

Be it resolved that the Zoning & Development Amendment Bylaw (2018-11-010), a bylaw to amend the Zoning & Development Bylaw be hereby read a first time.

**Council Meeting #1 Bylaw Amendment Resolution #1 – APPROVAL OF FIRST READING**

Date: \_\_\_\_\_ February 11, 2019

Moved by Councillor: [Signature] Greg Rivard

Seconded by Deputy Mayor: [Signature] Jason Coady *A. Sarkov*

Whereas Bylaw (2018-11-010), a bylaw to amend the Zoning & Development Bylaw, was read a first time at this Council meeting;

Be it resolved that the first reading of Bylaw (2018-11-010), a bylaw to amend the Zoning & Development Bylaw be hereby approved.

-----  
**Council Meeting #2 Bylaw Amendment Resolution #2 – SECOND READING**

Date: \_\_\_\_\_ March 11, 2019

Moved by Councillor: [Signature]  Greg Rivard

Seconded by Deputy Mayor: [Signature]  Jason Coady

Whereas Bylaw (2018-11-010), a bylaw to amend the Zoning & Development Bylaw, was read and formally approved a first time at the Council meeting held on February 11, 2019;

Be it resolved that the Bylaw (2018-11-010), a bylaw to amend the Zoning & Development Bylaw be hereby read a second time.

**Council Meeting #2 Bylaw Amendment Resolution #2 – APPROVAL OF SECOND READING**

Date: \_\_\_\_\_ March 11, 2019

Moved by Councillor: [Signature]  Greg Rivard

Seconded by Deputy Mayor: [Signature]  Jason Coady

Whereas Bylaw (2018-11-010), a bylaw to amend the Zoning & Development Bylaw, was read and formally approved a first time at the Council meeting held on February 11, 2019;

*Handwritten notes:*  
PB  
-2  
Tweel  
Coady  
Oppose  
PB  
7-2  
Doper's  
Coady  
A. Sarkov  
Council  
Tweel  
absent

And Whereas Bylaw (2018-11-010), a bylaw to amend the Zoning & Development Bylaw, was read a second time at this Council meeting;

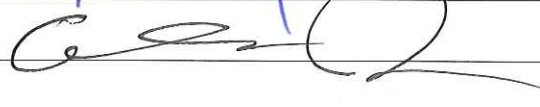
Be it resolved that the second reading of Bylaw (2018-11-010), a bylaw to amend the Zoning & Development Bylaw be hereby approved.

*PB*  
*For Councilors*  
*Dickson*  
*Coady*

**Council Meeting #2 Bylaw Amendment Resolution #2 – ADOPTION OF BYLAW AMENDMENT**

Date: \_\_\_\_\_ March 11, 2019

Moved by Councillor:  Greg Rivard

Seconded by Deputy Mayor:  Jason Coady



Whereas Bylaw (2018-11-010), a bylaw to amend the Zoning & Development Bylaw, was read and approved a first time at two separate meetings of Council held on different days;

Be it resolved that Bylaw (2018-11-010), a bylaw to amend the Zoning & Development Bylaw be hereby formally adopted.

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

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





**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 11<sup>th</sup> day of February, 2019.

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

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

-----  
**MINISTERIAL APPROVAL**

This Official Plan Amendment (PH-OPA.1-001) is hereby approved.

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

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

**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.

**First Reading:**

This Zoning & Development Bylaw, Bylaw #2018-11-010, was read a first time at Council meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2019.

This Zoning & Development Bylaw, Bylaw #2018-11-010, 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 #2018-11-010, was read a second time at Council meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2019.

This Zoning & Development Bylaw, Bylaw #2018-11-010, 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 #2018-11-010, was adopted by a majority of Council members present at the Council meeting held on \_\_\_\_ day of \_\_\_\_\_, 2019.

**6. Signatures**

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

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

This Zoning & Development Bylaw, Bylaw #2018-11-010, 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 (2018-11-010) is hereby approved.

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

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

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

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

**PART I – INTERPRETATION AND APPLICATION**

**1. Title**

(1) This Bylaw shall be known and cited as the “Bylaw to amend the Zoning and Development Bylaw, Bylaw # 2018-11-010”

**2. Authority**

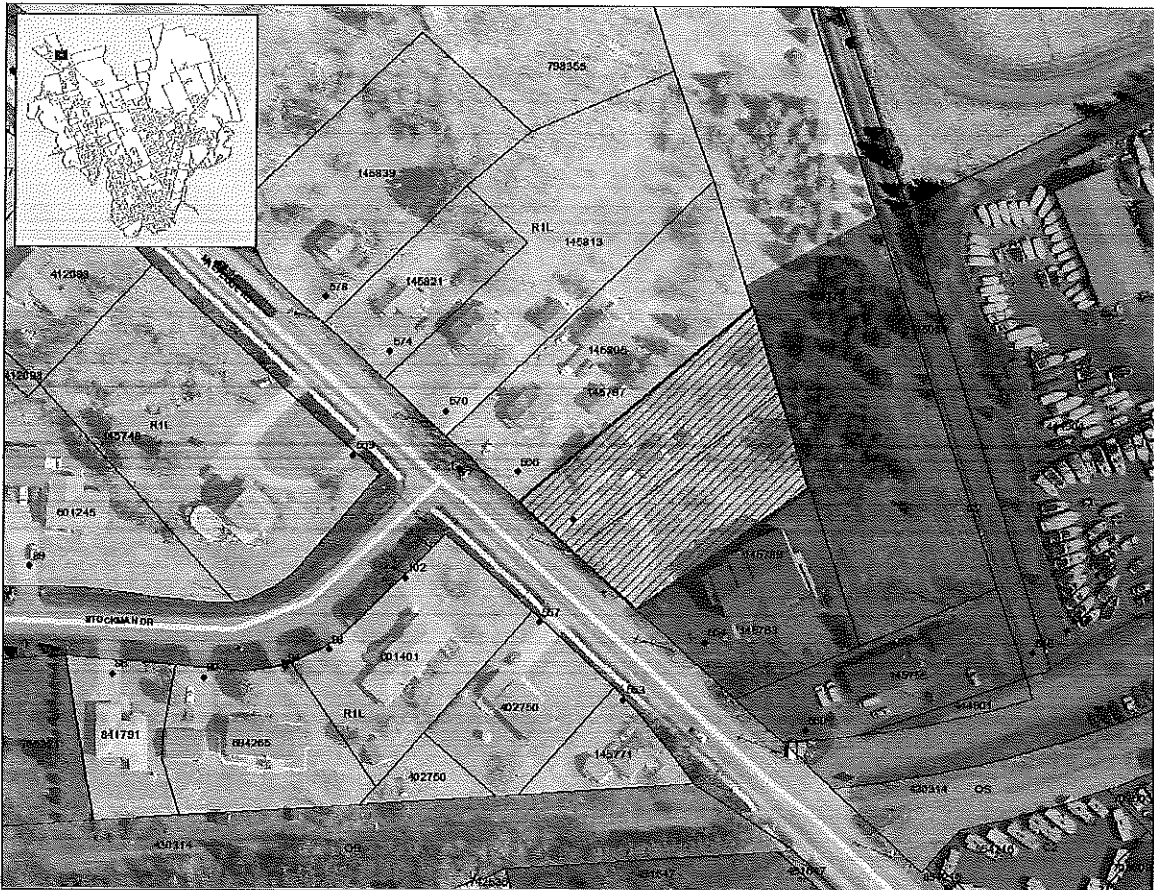
(1) Section 16 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws implementing an official plan for the municipality

**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 562 Malpeque Road (PID #145797) and adjacent vacant parcel (PID #145789) as shown on Appendix “G” of the Zoning & Development Bylaw, Bylaw #2018-11-010, is designated as Medium Density Residential (R-3) Zone, hereby excluding it from its former designation of Single-Detached Residential (R1-L).





10-0 PB

**CITY OF CHARLOTTETOWN  
RESOLUTIONS**

*To adopt Bylaw 2018-11-011, A Bylaw to amend the Zoning & Development Bylaw, to amend sections of the Zoning & Development Bylaw (Bylaw 2018-11) relating to Design Review, Home Occupations, Parking, Marijuana Production Facility and Temporary Use Variances.*

**Council Meeting #1 Bylaw Amendment Resolution #1 – FIRST READING**

Date: \_\_\_\_\_ February 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_ Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_ Jason Coady

Whereas a motion was received to amend the Zoning & Development Bylaw, Bylaw 2018-11;

Be it resolved that the Zoning & Development Amendment Bylaw (2018-11-011), a bylaw to amend the Zoning & Development Bylaw be hereby read a first time.

**Council Meeting #1 Bylaw Amendment Resolution #1 – APPROVAL OF FIRST READING**

Date: \_\_\_\_\_ February 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_ Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_ Jason Coady

Whereas Bylaw (2018-11-011), a bylaw to amend the Zoning & Development Bylaw, was read a first time at this Council meeting;

Be it resolved that the first reading of Bylaw (2018-11-011), a bylaw to amend the Zoning & Development Bylaw be hereby approved.

*Councillor  
Twice  
Absent*

**Council Meeting #2 Bylaw Amendment Resolution #2 – SECOND READING**

Date: \_\_\_\_\_ March 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_  Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_  Jason Coady

*9-0 PB*

Whereas Bylaw (2018-11-011), a bylaw to amend the Zoning & Development Bylaw, was read and formally approved a first time at the Council meeting held on February 11, 2019;

Be it resolved that the Bylaw (2018-11-011), a bylaw to amend the Zoning & Development Bylaw be hereby read a second time.

*PB*

**Council Meeting #2 Bylaw Amendment Resolution #2 – APPROVAL OF SECOND READING**

Date: \_\_\_\_\_ March 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_  Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_  Jason Coady

*9-0*

Whereas Bylaw (2018-11-011), a bylaw to amend the Zoning & Development Bylaw, was read and formally approved a first time at the Council meeting held on February 11, 2019;





**City of Charlottetown**  
**A Bylaw to amend the Zoning and Development Bylaw**  
**BYLAW # 2018-11-011**

**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 # 2018-11-011”

**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 Design Review, Home Occupations, Parking, Medical Marijuana Production Facility and Temporary Use Variances

**PART II – AMENDMENTS**

**4. Sections 2.4; 2.5; 3.13.3; 3.13.5 are amended as follows:**

Replace the words “Design Review Committee” with the words “Design Review Board.”

**5. Section 3.9.1 is amended as follows:**

Remove Section 3.9.1.f. and renumbering all subsequent items.

**6. Section 3.9.1.g. is amended as follows:**

By inserting the words “use or” following the words “A temporary”.

**7. Section 3.13.4 is amended as follows:**

Remove Section 3.13.4

**8. Section 3.13.5 is renumbered to 3.13.4**

**9. Section 5.6.1.c. is amended as follows:**

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

**10. Section 5.8.1 is amended as follows:**

Insert Section 5.8.1.a. and renumbering all subsequent items.

**11. Section 5.8.3 is amended as follows:**

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

**12. Section 5.8.3.j. is amended as follows:**

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

**13. Section 36.1 is amended as follows:**

By inserting 36.1.15 as “Marijuana Production Facility” and renumbering all subsequent permitted uses.

**14. Section 37.1 is amended as follows:**

By inserting 37.1.19 as “Marijuana Production Facility” and renumbering all subsequent permitted uses.

**15. Section 43.6.1 is amended as follows:**

Remove Section 43.6.1.c.



**16. Section 43.6.3 is added as follows:**

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

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

**17. Section 43.6.4 is added as follows:**

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

**18. Section 43.7.1 is amended as follows:**

Remove Section 43.7.1.e.

**19. Appendix A. is amended as follows:**

By adding the definition for Marijuana Production Facility alphabetically as “Marijuana Production Facility means premises used for growing, producing, testing, destroying, storing, or distribution of marijuana”.

**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 #2018-11-011, was read a first time at Council meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2019.

This Zoning & Development Bylaw, Bylaw #2018-11-011, 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 #2018-11-011, was read a second time at Council meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2019.

This Zoning & Development Bylaw, Bylaw #2018-11-011, 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 #2018-11-011, 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 #2018-11-011, 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 (2018-11-011) is hereby approved.

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

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



CITY OF CHARLOTTETOWN  
RESOLUTIONS

PB  
10-0

To adopt Bylaw 2018-12-001, A Bylaw to amend the Building Code Bylaw, to rename the Building Code Bylaw, Bylaw #2018-12 to PH-BC.2

Council Meeting #1 Bylaw Amendment Resolution #1 – FIRST READING

Date: \_\_\_\_\_ February 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_ Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_ Jason Coady

Whereas a motion was received to amend the Building Code Bylaw, Bylaw 2018-12;

Be it resolved that the Building Code Amendment Bylaw (2018-12-001), a bylaw to amend the Building Code Bylaw be hereby read a first time.

Council Meeting #1 Bylaw Amendment Resolution #1 – APPROVAL OF FIRST READING

Date: \_\_\_\_\_ February 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_ Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_ Jason Coady

Whereas Bylaw (2018-12-001), a bylaw to amend the Building Code Amendment Bylaw, was read a first time at this Council meeting;

Be it resolved that the first reading of Bylaw (2018-12-001), a bylaw to amend the Building Code Bylaw be hereby approved.

Council Meeting #2 Bylaw Amendment Resolution #2 – SECOND READING

Date: \_\_\_\_\_ March 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_  Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_  Jason Coady

Whereas Bylaw (2018-12-001), a bylaw to amend the Building Code Bylaw, was read and formally approved a first time at the Council meeting held on February 11, 2019;

Be it resolved that the Bylaw (2018-12-001), a bylaw to amend the Building Code Bylaw be hereby read a second time.

Council Meeting #2 Bylaw Amendment Resolution #2 – APPROVAL OF SECOND READING

Date: \_\_\_\_\_ March 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_  Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_  Jason Coady

Whereas Bylaw (2018-12-001), a bylaw to amend the Building Code Bylaw, was read and formally approved a first time at the Council meeting held on February 11, 2019;

And Whereas Bylaw (2018-12-001), a bylaw to amend the Building Code Bylaw, was read a second time at this Council meeting;

PB  
9-0  
Councillor  
Tweed  
absent

PB  
9-0  
Councillor  
Tweed  
absent



**City of Charlottetown**  
**A Bylaw to amend the Building Code Bylaw**  
**BYLAW # 2018-12-001**

**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 Building Code Bylaw, Bylaw # 2018-12-001”

**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 renumber the City of Charlottetown’s Building Code Bylaw in order to provide Planning bylaws with unique qualifiers to clearly identify the Bylaws under the Planning & Heritage Department.

**PART II – AMENDMENTS**

**4. The Building Code Bylaw, Bylaw #2018-12 is renumbered to Building Code Bylaw, Bylaw PH-BC.2**

**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.

**First Reading:**  
This Zoning & Development Bylaw, Bylaw #2018-12-001, was read a first time at Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

This Zoning & Development Bylaw, Bylaw #2018-12-001, 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 #2018-12-001, was read a second time at Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

This Zoning & Development Bylaw, Bylaw #2018-12-001, 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 #2018-12-001, was adopted by a majority of Council members present at the Council meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**6. Signatures**

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

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

This Building Code Bylaw, Bylaw #2018-12-001, 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 Building Code Bylaw amendment (2018-12-001) is hereby approved.

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

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





CITY OF CHARLOTTETOWN  
RESOLUTIONS

10-0/13

To adopt Bylaw 2018-11-013, A Bylaw to amend the Zoning & Development Bylaw, to rename the Zoning & Development Bylaw (Bylaw 2018-11) to PH-ZD.2.

Council Meeting #1 Bylaw Amendment Resolution #1 – FIRST READING

Date: \_\_\_\_\_ February 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_ Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_ Jason Coady

Whereas a motion was received to amend the Zoning & Development Bylaw, Bylaw 2018-11;

Be it resolved that the Zoning & Development Amendment Bylaw (2018-11-013), a bylaw to amend the Zoning & Development Bylaw be hereby read a first time.

Council Meeting #1 Bylaw Amendment Resolution #1 – APPROVAL OF FIRST READING

Date: \_\_\_\_\_ February 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_ Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_ Jason Coady

Whereas Bylaw (2018-11-013), a bylaw to amend the Zoning & Development Bylaw, was read a first time at this Council meeting;

Be it resolved that the first reading of Bylaw (2018-11-013), a bylaw to amend the Zoning & Development Bylaw be hereby approved.

Council Meeting #2 Bylaw Amendment Resolution #2 – SECOND READING

Date: \_\_\_\_\_ March 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_  Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_  Jason Coady

Whereas Bylaw (2018-11-013), a bylaw to amend the Zoning & Development Bylaw, was read and formally approved a first time at the Council meeting held on February 11, 2019;

Be it resolved that the Bylaw (2018-11-013), a bylaw to amend the Zoning & Development Bylaw be hereby read a second time.

Council Meeting #2 Bylaw Amendment Resolution #2 – APPROVAL OF SECOND READING

Date: \_\_\_\_\_ March 11, 2019

Moved by Councillor: [Signature] \_\_\_\_\_  Greg Rivard

Seconded by Deputy Mayor: [Signature] \_\_\_\_\_  Jason Coady

Whereas Bylaw (2018-11-013), a bylaw to amend the Zoning & Development Bylaw, was read and formally approved a first time at the Council meeting held on February 11, 2019;

PH  
9-0  
Councillor  
Twins  
absent

PH  
9-0  
Councillor  
Twins  
absent



And Whereas Bylaw (2018-11-013), a bylaw to amend the Zoning & Development Bylaw, was read a second time at this Council meeting;

Be it resolved that the second reading of Bylaw (2018-11-013), a bylaw to amend the Zoning & Development Bylaw be hereby approved.

**Council Meeting #2 Bylaw Amendment Resolution #2 – ADOPTION OF BYLAW AMENDMENT**

Date: \_\_\_\_\_ March 11, 2019

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

Seconded by Deputy Mayor: \_\_\_\_\_ Jason Coady

*AB 9-0  
(Councillor  
Twiss  
absent)*

Whereas Bylaw (2018-11-013), a bylaw to amend the Zoning & Development Bylaw, was read and approved a first time at two separate meetings of Council held on different days;

Be it resolved that Bylaw (2018-11-013), a bylaw to amend the Zoning & Development Bylaw be hereby formally adopted.

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

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

**City of Charlottetown**  
**A Bylaw to amend the Zoning and Development Bylaw**  
**BYLAW # 2018-11-013**

**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 # 2018-11-013”

**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 renumber the City of Charlottetown’s Zoning and Development Bylaw in order to provide Planning bylaws with unique qualifiers to clearly identify the Bylaws under the Planning & Heritage Department

**PART II – AMENDMENTS**

- 4. The Zoning & Development Bylaw, Bylaw #2018-11 is renumbered to Zoning & Development Bylaw, Bylaw PH-ZD.2**

**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.

<p><b>First Reading:</b> This Zoning &amp; Development Bylaw, Bylaw #2018-11-013, was read a first time at Council meeting held on the _____ day of _____, 2019.</p> <p>This Zoning &amp; Development Bylaw, Bylaw #2018-11-013, was approved by a majority of Council members present at the Council meeting held on _____ day of _____, 2019.</p> <p><b>Second Reading:</b> This Zoning &amp; Development Bylaw, Bylaw #2018-11-013, was read a second time at Council meeting held on the _____ day of _____, 2019.</p> <p>This Zoning &amp; Development Bylaw, Bylaw #2018-11-013, was approved by a majority of Council members present at the Council meeting held on _____ day of _____, 2019.</p> <p><b>Approval and Adoption by Council:</b> This Zoning &amp; Development Bylaw, Bylaw #2018-11-013, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2019.</p>
--

**6. Signatures**

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

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

This Zoning & Development Bylaw, Bylaw #2018-11-013, 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 (2018-11-013) is hereby approved.

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

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



CITY OF CHARLOTTETOWN  
RESOLUTIONS

10-0

To adopt Bylaw 2018-11-012, A Bylaw to amend the Zoning & Development Bylaw, to amend sections of the Zoning & Development Bylaw (Bylaw 2018-11) relating to Affordable Housing.

Council Meeting #1 Bylaw Amendment Resolution #1 – FIRST READING

Date: February 11, 2019

Moved by Councillor:  Greg Rivard

Seconded by Deputy Mayor:  Jason Coady

Whereas a motion was received to amend the Zoning & Development Bylaw, Bylaw 2018-11;

Be it resolved that the Zoning & Development Amendment Bylaw (2018-11-012), a bylaw to amend the Zoning & Development Bylaw be hereby read a first time.

Council Meeting #1 Bylaw Amendment Resolution #1 – APPROVAL OF FIRST READING

Date: February 11, 2019

Moved by Councillor:  Greg Rivard

Seconded by Deputy Mayor:  Jason Coady

Whereas Bylaw (2018-11-012), a bylaw to amend the Zoning & Development Bylaw, was read a first time at this Council meeting;

Be it resolved that the first reading of Bylaw (2018-11-012), a bylaw to amend the Zoning & Development Bylaw be hereby approved.

Council Meeting #2 Bylaw Amendment Resolution #2 – SECOND READING

Date: March 11, 2019

Moved by Councillor:   Greg Rivard

Seconded by Deputy Mayor:   Jason Coady

Whereas Bylaw (2018-11-012), a bylaw to amend the Zoning & Development Bylaw, was read and formally approved a first time at the Council meeting held on February 11, 2019;

Be it resolved that the Bylaw (2018-11-012), a bylaw to amend the Zoning & Development Bylaw be hereby read a second time.

Council Meeting #2 Bylaw Amendment Resolution #2 – APPROVAL OF SECOND READING

Date: March 11, 2019

Moved by Councillor:   Greg Rivard

Seconded by Deputy Mayor:   Jason Coady

Whereas Bylaw (2018-11-012), a bylaw to amend the Zoning & Development Bylaw, was read and formally approved a first time at the Council meeting held on February 11, 2019;

PB  
9-0  
Councillor  
will  
absent



**City of Charlottetown**  
**A Bylaw to amend the Zoning and Development Bylaw**  
**BYLAW # 2018-11-012**

**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 # 2018-11-012”

**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 Affordable Housing.

**PART II – AMENDMENTS**

**4. Section 3.12.1 is amended as follows:**

- (1) By inserting the phrase “at the discretion of the Development Officer/Planning Committee” between “shall be permitted” and “in certain zones”
- (2) Remove Section 3.12.1 (b) and replace with Section 3.12.1.b “The provision of Affordable Housing Dwelling Units, by way of subsidization between the applicant and the Province and/or Federal Government(s) for a specified period of time and confirmed in a written agreement registered to the property”.

**5. Section 3.12.10 is added as follows:**

- (1) 3.12.10 The City, at its discretion, shall provide a recommendation from Planning Committee to the CAO and Mayor for the public benefit(s) that should be required for the development pursuing a Bonus Height Application.

**6. Section 3.13 Bonus Density Application is inserted as follows:**

- (1) 3.13 Bonus Density Application
- 3.13.1 Affordable Housing development(s) are permitted for 20% density increases over and above the applicable zone requirements subject to the following requirements:
- a) All additional units resulting from the density increase(s) must be dedicated for Affordable Housing;
  - b) The proposed development(s) must meet all other applicable regulations for permitted uses in the corresponding zone.
- 3.13.2 In a situation where Affordable Housing dwelling units and Underground Parking are provided in the same development(s), Bonus Density entitlements can be increased to 40% but must adhere to the Regulations for Permitted Uses as defined in the applicable zone.

- (2) Section 3.13 Design Review is renumbered to 3.14 and all subsequent numbers under Section 3.

**7. Section 3.14.1 is amended as follows:**

- (1) By inserting the phrase for “any Affordable Housing development(s) in or outside the 500 Lot Area and” between applications for and properties located.

**8. Sections 5.6, 5.6.1 (a)(b)(f), 5.6.2, 5.7.1 (c), 9.3.1 (a), 10.3.1 (a), 42.5.1 is amended as follows:**

- (1) Replace the words “Accessory Apartment” with the words “Secondary Suite”.

**9. Section 5.6.1 (g) is added as follows:**

- (1) By inserting the phrase “Cannot be used as a short-term rental”

**10. Section 5.7 is amended as follows:**

- (1) 5.7.1(b) is amended by replacing “0.4 hectares (1 acre)” with “0.2 hectares (0.5 acre)”;
- (2) 5.7.2(i) is adding the phrase “Cannot be used as a short-term rental”.



**11. Section 5.8 Group Homes is inserted as follows:**

(1) 5.8 Group Home

5.8.1 Group Homes shall be permitted in the following Zone(s) depending on the classification/type of Group Home:

- a. **Group Home Limited:** Permitted in the R-1L, R-1S, R1-N, R-2 and R-2S Zone(s) and only within a *Single-detached Dwelling*;
- b. **Group Home:** Permitted in the R-3, R-3T, R-4, R-4A, R-4B, MUR, I, MUC, DMU, DN and the DMUN Zone(s) and within a *Dwelling Unit* or an institutional facility.

5.8.2 The following regulations will apply to both categories of Group Home(s):

- a. Maintain a minimum radius of 300 metres to another *Group Home* for those areas not in the 500 Lot Area;
- b. Requires one (1) off street parking space per three (3) beds, plus one (1) off street parking space per two (2) employees on a shift;
- c. Not permitted as a *Lodging House, Transitional Housing Facility, Tourist Accommodation* or *Home Occupation*.

(2) Section 5.8 Home Occupations is renumbered to 5.9 and all subsequent numbers under Section 5.

**12. Sections 15.1.4, 16.1.4, 31.1.4 are amended as follows:**

(1) Adding the term "Lodging House Limited" under Permitted Uses.

**13. Section 21.1.1 is amended as follows:**

(1) Adding the term "Lodging House" under Permitted Uses.

**14. Section 42.5.1 is amended as follows:**

(1) Adding the term "Garden Suite" under Accessory and Secondary Uses.

**15. Section 43 is amended as follows:**

- (1) Adding "Affordable Housing" to the Parking Table and adding "0.75 space per Dwelling Unit" subject to the property being "within 500 meters of a public transit stop";
- (2) Adding "Lodging House" proceeding after "Tourist Accommodation" in the Parking Table.

**16. Appendix A. Definitions is amended as follows:**

(1) Deleting the numbering for each definition;

(2) Removing the definition for "Accessory Apartment";

(3) Adding the following definitions:

- a. Lodging Home means a Building that supplies lodging and may provide meals for compensation to board between nine (9) to a maximum of sixteen (16) persons by way of providing Lodging Room(s), which is not open to the public but does not include a Group Home, Transitional Housing Facility or a Tourist Accommodation;
- b. Lodging Home Limited means a Building that supplies lodging and may provide meals for compensation to board between five (5) up to a maximum of eight (8) persons by way of providing Lodging Room(s), which is not open to the public but does not include a Group Home Limited, Transitional Housing Facility or a Tourist Accommodation;
- c. Lodging Room means a bedroom within a type of Lodging House which is exclusively used by the resident(s) of the bedroom, and is not accessible to persons other than the resident(s) of the bedroom;
- d. Dwelling Unit means two or more rooms for the use of an individual or Household which culinary, bath and/or shower conveniences are provided for the exclusive use of the resident(s), and with a private entrance from outside the Building or from a common hallway or stairway inside, but does not include a Lodging House, Lodging House Limited, Hotel or recreational vehicle;
- e. Group Home means a facility licensed or funded by the Province of Prince Edward Island that provides accommodation, supervisory and/or personal care to residents with social, physical or mental issues with at least one (1) staff person but does not include a Lodging House, Transitional Housing Facility, Tourist Accommodation or Home Occupation;
- f. Group Home Limited means a residence that provides supervised living accommodation and personal care to residents that does not exceed a maximum of four (4) persons with social, physical or mental issues with a maximum of two (2) staff persons at any given time but does not include a Lodging House Limited, Transitional Housing Facility, Tourist Accommodation or Home Occupation;
- g. Household means one (1) or more persons living together as a single nonprofit, independent housekeeping unit, sharing all areas of the Dwelling Unit with up to a maximum of four (4) tenants but does not exceed a maximum total of eight (8) persons when blended with tenants does not contain a Lodging Room(s) or is a Lodging House;
- h. Long-term Rental means the rental of a dwelling unit for a period of 30 days or greater;

- i. Registry of Approved Secondary Suites means a publically accessible registry or list of Secondary Suites which have been legally approved through the Building and Development Permit process;
- j. Secondary Suite means a self-contained dwelling unit with a prescribed floor area located in a building or portion of a building of only residential occupancy that contains only one other dwelling unit and common spaces, and where both dwelling unit constitute a single real estate entity;
- k. Short-term Rental means the rental of a dwelling unit or a portion of a dwelling unit (including a secondary suite within a dwelling) for a period of less than 30 consecutive days.

**17. Amend Appendix F Fee Schedule (Effective April 1, 2016) as follows:**

- (1) Add the phrase "Affordable Housing Dwelling Units are fee exempt" under "Residential fees"

	Fees including HST
Residential	Residential New (or Renovations): \$5.50 per \$1,000 (minimum of \$50) <i>*Affordable Housing Dwelling Units are fee exempt</i>

**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 #2018-11-012, was read a first time at Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

This Zoning & Development Bylaw, Bylaw #2018-11-012, 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 #2018-11-012, was read a second time at Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

This Zoning & Development Bylaw, Bylaw #2018-11-012, 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 #2018-11-012, 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 #2018-11-012, 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 (2018-11-012) is hereby approved.

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

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



**CITY OF CHARLOTTETOWN**

**RESOLUTION**

*Carried  
9-0  
(Councillor  
Tweed absent)*

Economic Development,  
Tourism & Events  
Management #1

*PR*

MOTION CARRIED 9-0

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

Date: March 11, 2019

Moved by Councillor *Kevin Ramsay*

Kevin Ramsay

Seconded by Councillor *Terry MacLeod*

Terry MacLeod

**RESOLVED:**

**That the City of Charlottetown enter into the attached agreement with Tree  
Canada to host the 2020 Canadian Urban Forestry Conference,**

**And that the Mayor and CAO are hereby authorized to execute the agreement  
to implement this resolution.**

## MEMORANDUM OF AGREEMENT

THIS AGREEMENT is dated for reference the \_\_\_\_ day of March 2019.

BETWEEN:

**CITY OF CHARLOTTETOWN, PEI**

PO Box 98, 199 Queen Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2

(the "City")

OF THE FIRST PART

AND:

**TREE CANADA / ARBRES CANADA**

43 Eccles Street, Suite B  
Ottawa, ON  
K1R 6S3

("Tree Canada")

OF THE SECOND PART

### BACKGROUND:

- A. Tree Canada provides education, technical expertise, and resources to plant and care for urban and rural trees.
- B. The Canadian Urban Forest Conference (the "CUFC") is a conference held every two years covering issues and topics related to urban forestry and bringing together leading experts in the field, the rights to which are owned by Tree Canada.
- C. The purpose of the CUFC is to provide a focus for discussion on Canadian urban forestry practices, and to allow for dialogue by professionals and community groups on innovative urban forest strategies, policies, technologies, and management practices. The CUFC also serves to raise the profile and enable discussion of urban forestry on a local scale, in the community where it takes place.
- D. The City submitted a proposal (the "Proposal") to Tree Canada to hold the 14<sup>th</sup> CUFC (the "Conference") in the City of Charlottetown, from October 5 to October 7, 2020, which was accepted by Tree Canada.
- E. Pursuant to the Proposal, the City has made certain promises to Tree Canada, and now wishes to further define and formalize the terms of its agreement with Tree Canada regarding its hosting of the Conference.

NOW THEREFORE, in consideration of their mutual duties and responsibilities to one another as set out in this Agreement, the sufficiency of which is acknowledged, the City and Tree Canada agree as follows:

### 1.0 DEFINITIONS

In addition to terms elsewhere defined in this Agreement, the following terms shall have the following meanings:

- 1.1 "Agreement" means this agreement and all appendices.
- 1.2 "Conference Budget" means the budget for the Conference prepared and maintained by the City in consultation with Tree Canada, as updated from time to time.

- 1.3 "Conference Program" means the program of events for the Conference prepared and managed by the City in collaboration with Tree Canada.
- 1.4 "CUFC Planning Manual" means the document ("Canadian Urban Forest Conference 2018") created by Tree Canada whose purpose is to facilitate the organization of the Canadian Urban Forest Conference and to outline Tree Canada's expectations.
- 1.5 "Expenditures" means all Conference related expenditures, including meeting room rentals, speaker costs, event planners, meals and other Conference related 'Costs' and any other expenditures made by the City for the purposes of the Conference.
- 1.6 "Force Majeure" means: acts of God; laws, orders, rules, regulations, acts and restraints of armies, militaries, enemies, terrorists, and governmental authorities (but specifically excluding the City); war, revolutions, mobilization, political and civil unrest or insurrection, embargos, disturbances and riots; epidemics, outbreak of disease and quarantine; inclement weather including floods, storms, tornados, hurricanes, tsunamis, earthquakes, volcanic eruptions and landslides; explosions and fire; damage, destruction or expropriation of property; and any other event or occurrence beyond the reasonable control of the applicable Party.
- 1.7 "Gross Misconduct" means conduct that, in either Party's reasonable opinion, reflects unfavourably on the good name, goodwill, reputation, or image of such Party or that reduces the value of such Party's association with the other.
- 1.8 "Net Losses" means the amount of deficit after all expenses of the conference have been paid (Revenues minus Expenditures) as shown on the Conference financial statements as prepared by the City's financial department.
- 1.9 "Net Profits" means the amount remaining after all expenses of the Conference have been paid (Revenues minus Expenditures) as shown on the Conference financial statements as prepared by the City's financial department.
- 1.10 "Organizing Committee" means the organizing committee for the Conference including representatives of the City and Tree Canada as the same may be amended from time to time on agreement between Tree Canada and the City.
- 1.11 "Parties" means the City and Tree Canada, and "Party" means any one of them.
- 1.12 "Revenues" means all Conference related revenues, consisting of an aggregate of sponsorship and grant funding, conference participant registration fees, and booth registration fees and any other revenues which may be collected by the City or Tree Canada for the purposes of the Conference.

## 2.0 THE CONFERENCE

- 2.1 The Conference will take place in the City at a conference venue/hotel to be selected by the City and approved by Tree Canada. The venue must be booked by the City no later than September 30, 2019.
- 2.2 In collaboration with Tree Canada, the City will assume the role of "lead" delivery agent in the planning, organization and implementation of the Conference, including but not limited to the selection of a Conference "theme", the duration of the Conference, entering into all supplier agreements for the Conference, and creating and managing the Conference Program.

## 3.0 REPRESENTATIONS AND WARRANTIES OF THE PARTIES

Each Party, the City Charlottetown and Tree Canada, represents and warrants in favour of the other as follows:



- a) it is a corporation duly incorporated, amalgamated or continued, and existing, under the laws of its jurisdiction of incorporation, amalgamation or continuance, and has all necessary corporate power and capacity to enter into and perform its obligations hereunder;
- b) it has taken all necessary corporate action to authorize the execution and delivery of its obligations hereunder;
- c) it has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation enforceable against it in accordance with its terms, subject only to bankruptcy, insolvency, liquidation, reorganization, moratorium and other similar laws generally affecting the enforcement of creditors' rights, and to the fact that equitable remedies, such as specific performance and Injunction, are discretionary remedies;
- d) no authorization, consent, permit, exemption, approval, or other action by, or filing with, or notice to, any governmental authority is required in connection with the execution and delivery by it of this Agreement or the performance of its obligations under this Agreement except those which have already been given, obtained or approved, as applicable;
- e) the execution and delivery by it of this Agreement, and the performance of its obligations under this Agreement, do not and will not breach or result in a default under:
  - i. any of its constituting documents;
  - ii. any laws, statutes or regulations to which it is subject; or
  - iii. any contract or covenant by which it is bound; and
- f) there is no action, litigation or other proceeding in progress, pending or, to its knowledge, threatened against it which might result in a material adverse change in its financial condition or which would materially adversely affect its ability to perform its obligations under this Agreement.

#### 4.0 TREE CANADA'S DUTIES AND RESPONSIBILITIES TO THE CITY

- 4.1 Tree Canada covenants and agrees to provide the City with its expertise and advice in support of the Conference. Without limiting the foregoing, Tree Canada will:
- (a) actively advise and provide input to the Organizing Committee of the Conference, including information from past CUFCs (including list of participants), sponsorship opportunities, ideal conference timeline, activities and milestones, as reasonably requested by the City and as permitted under applicable laws;
  - (b) prepare and provide to the City a slide deck capturing the previous conference locations prior to the commencement of the Conference, to be displayed on audio-visual screens during breaks in Conference programming;
  - (c) provide input to the Organizing Committee and Communications subcommittee who will be designing the template for the Conference website;
  - (d) assist in the distribution of press releases, notices and otherwise generate awareness of the Conference amongst Tree Canada's network and all others who may have an interest in attending the Conference;
  - (e) at the commencement of the Conference, provide a welcome address from Tree Canada; and

- (f) co-lead a Banquet/Gala at the Conference which will include an awards presentation. This will be a co-hosted event which will be created in collaboration with the City and will be funded by the Conference Budget (food, table decorations, audio/visual, wine), except that the cost of any awards or special guests as part of the awards presentation at the Gala shall be at Tree Canada's expense. Tree Canada shall advise the City of specifically which costs it shall be responsible for.

Tree Canada acknowledges and agrees that its performance of these duties is integral to the success of the Congress; as such, any material failure to perform any of the above duties may be treated by the City as a material breach of this Agreement pursuant to Article 10.

## 5.0 THE CITY'S DUTIES AND RESPONSIBILITIES TO TREE CANADA

5.1 The City agrees to organize and plan the Conference, act as the host municipality for the Conference, and assume full financial responsibility for the Conference, except as otherwise specifically provided in this Agreement. Without limiting the foregoing, the City will:

- (a) co-Chair the Organizing Committee with Tree Canada and include as other members of the Organizing Committee other City staff, other non-City staff and staff of Tree Canada in all meetings about the Conference;
- (b) hold a minimum of one Organizing Committee meeting per month once this agreement is signed;
- (c) include the City and Tree Canada logos on all Conference communications, including letterhead and websites;
- (d) arrange for and ensure that all communications material for the Conference (i.e. web and print material) are made available in both French and English for national circulation/marketing/promotion;
- (e) arrange for and ensure that there are simultaneous interpretation services available at all Conference venue locations during the Conference;
- (f) assume all liabilities and obligations of the Conference by entering into all supplier agreements for the Conference, including but not limited to the Conference venue, designated hotel, caterers, and speakers for the Conference (except those speakers specifically designated and funded by Tree Canada, as described in Section 4(f), if any);
- (g) prepare and provide to Tree Canada upon reasonable request updated Conference Budgets;
- (h) actively pursue and obtain sufficient sponsorship funding for the Conference, including provision for all meals, coffee breaks, and event costs for all Conference participants;
- (i) obtain and provide a certificate to Tree Canada for sufficient commercial general liability insurance for personal injury and property damage at the Conference, naming Tree Canada as a co-insured in an amount not less than \$5M per occurrence;
- (j) ensure the Conference slide deck is displayed at all times during the Conference at the venue where there is no scheduled programming (i.e. during lunches and breaks);
- (k) prepare the Conference Program in collaboration with Tree Canada, ensuring diverse content reflective of local, regional and national

interests. The Conference Program shall include: 1) Welcoming remarks from Tree Canada; 2) the Canadian Urban Forest Strategy workshop during the morning of the second day (1 hour); and, 3) an evening Banquet/Gala;

- (l) prepare and administer Conference evaluations for the Final Report submitted by the City (as described in Section 7.5) in accordance with the templates provided by Tree Canada;
- (m) ensure open communication with and keep Tree Canada informed and involved at all stages of the planning and implementation of the Conference to promote its success;
- (n) obtain consent from all Conference participants to have their personal information shared with Tree Canada and future host cities for future CUFCs.

The City acknowledges and agrees that its performance of these duties is integral to the success of the Conference; as such, its failure to perform any of the above duties may be treated as conditions, the breach of which may entitle Tree Canada to terminate this Agreement in accordance with Article 10.

## 6.0 LICENCE

6.1 Tree Canada hereby grants to the City a non-exclusive, non-transferable license to use the marks "Canadian Urban Forest Conference (CUFC)", "Conférence canadienne sur la forêt urbaine (CCFU)" as well as all registered and unregistered trade-marks and logos of Tree Canada in connection with the Conference (the "Marks"), provided that:

- (a) the City continues to accept that its usage of the Marks shall at all times be under the control of Tree Canada and the City cooperates with Tree Canada in facilitating the exercise of such control by Tree Canada;
- (b) the City continues to adhere to the standards that are set from time to time by Tree Canada governing the quality of the services performed in relation to the Marks, and all related advertising and promotional material, provided in association with the Marks;
- (c) Tree Canada shall continue to have the right of access to the City's records and premises for the purpose of inspecting the services provided by the City in association with the Marks in order to ensure the quality thereof;
- (d) the City continues to use the Marks only in the form and manner, and when possible with the following legend, as applied to the particular Mark, or as may be prescribed from time to time by Tree Canada, in order to ensure compliance with Canadian laws:
- (e) Canadian Urban Forest Conference is a trade-mark of Tree Canada Used by the City under license.
- (f) the City continues to use the Marks only in association with the services in connection with the Conference, and only for the term of this Agreement and with no other goods or services; and
- (g) the City does nothing inconsistent with the validity of the Marks or inconsistent with Tree Canada's ownership of the Marks.

## 7.0 CONFERENCE FUNDING AND REPORTING

7.1 The Conference will be exclusively funded by: (i) payment of registration fees by participants to the Conference; (ii) third party sponsorships and grants; and (iii)

booth registrations. Payment of registration fees will be waived for 15 delegates of the City, and 10 delegates from Tree Canada, in which registration fees will be drawn from the Conference Budget. Payment of accommodations costs for 30 hotel room nights at the Conference designated hotel will also be waived, with accommodations costs drawn from the Conference Budget. Registration fees and accommodations for additional Tree Canada attendees to the Conference (above the 10 free registrants and the 30 hotel room nights) if any, will be paid for by Tree Canada.

- 7.2 Tree Canada will use reasonable efforts to apply for third-party sponsorship and grant funding for the Conference. Tree Canada will be entitled to retain 20% of any successful sponsorship and grant applications directly requested by Tree Canada, and the remaining 80% of the sponsorship and grant funds will be paid to the City and used for the exclusive purposes of the Conference, and thereby form a part of the Conference Budget. For certainty, the City will be entitled to retain 100% of any third-party sponsorship or grant funds applied for and received by the City, but 100% of all such sponsorship/grant funds shall be used for the exclusive purposes of the Conference, thereby form a part of the Conference Budget. Any surplus funds in the Conference Budget after payment of all expenses for the Conference (i.e. Net Profits) shall be distributed per the allocations in Section 7.3 below.
- 7.3 Net Profits from the Conference (if any), shall be allocated and paid out with delivery of the final Conference report as described in Section 7.5, as follows:
- (a) 50% thereof shall be paid to an urban forest legacy project within an area as determined by the City; and
  - (b) 50% thereof shall be paid to Tree Canada.
- 7.4 Net Losses from the Conference (if any), shall be 100% allocated to the City and the City shall defend, indemnify and hold harmless Tree Canada for any such Conference Net Losses, and any claims, demands, actions, suits, losses, charges, expenses, damages and liabilities (including reasonable legal fees and expenses) which Tree Canada may sustain as a result of, related to or in connection with those Conference Net Losses.
- 7.5 Within 60 days of the end of the Conference, the City will provide Tree Canada with a Final Report, the details of which will include: final Conference Budget, final Conference financial statements showing any Net Profits or Net Losses, as applicable, number of participants, sponsors, Conference Program, trade show, organization, and evaluations.

## 8.0 MUTUAL INDEMNIFICATION

- 8.1 The City agrees to defend, indemnify and save harmless Tree Canada and its members, directors, officers, employees, agents and representatives from any and all claims, demands, actions, suits, losses, charges, expenses, damages or liabilities (including reasonable legal fees and expenses) arising from the errors, omissions or negligent acts of the City, its elected or appointed officials, employees, agents, contractors or subcontractors in the performance of this Agreement or arising from the breach, violation or non-performance of this Agreement by the City, any inaccuracy of any representation and warranty by the City, or relating to personal injury, including death, property damage and loss arising out of, suffered or experienced at or related to the Conference and because of any willful or negligent act or omission on the part of the City, its elected officials, employees, contractors, subcontractors or others for whom it is responsible at law.

## 9.0 RELATIONSHIP

9.1 It is further agreed that this Agreement does not in any way create an agency or employment relationship between Tree Canada and the City or any of either party's respective employees and that neither party will represent itself to be the agent or employer of the other Party at any time.

## 10.0 TERMINATION

10.1 A Party to this Agreement may terminate this Agreement with written notice to the other in the following circumstances:

- a) the other Party has materially breached this Agreement, and such breach has continued un-remedied following 30 days' notice thereof;
- b) in the event of Force Majeure that prohibits a Party from performing its obligations hereunder after making commercially reasonable efforts in the circumstances to surmount the event of Force Majeure;
- c) the other Party or any of its representatives, agents or employees engages in Gross Misconduct; or
- d) a Party becomes insolvent, makes an assignment for the benefit of creditors or is the subject of any proceeding under any bankruptcy or insolvency law; winds up, dissolves, liquidates or takes steps to do so; or if a receiver or other custodian (interim or permanent) of any of the assets of a Party is appointed by private instrument or by court order or if any execution or other similar process of any court becomes enforceable against a Party or its assets.

10.2 This Agreement will automatically expire with the delivery of the final Conference report to Tree Canada in accordance with Section 7.5.

10.3 Notwithstanding any such termination or expiration, the indemnification obligations of the Parties in this Agreement will survive for three (3) years following the date of termination or expiration, as applicable.

## 11.0 NOTICE

11.1 It is hereby mutually agreed that any notice or other communication required to be given under this Agreement will be deemed to be sufficiently given, if:

- (a) personally delivered, at the time of delivery; or
- (b) by facsimile, to such facsimile number designated by a Party, at the time of transmission; or
- (c) mailed from any government post office by prepaid registered mail addressed as follows:

if to the City: PO Box 98, 199 Queen Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2

if to Tree Canada: 43 Eccles Street, Suite B  
Ottawa, ON K1R 6S3

and any such notice will be deemed to have been received 72 hours after the time of mailing. If normal mail service is interrupted by strike, slow down, Force Majeure or other cause, then a notice sent by mail will not be deemed to be received until actually received, and the party sending the notice must personally deliver or send such notice by facsimile in order to ensure prompt receipt thereof.

## 12.0 GENERAL

- 12.1 Time is of the essence of this Agreement.
- 12.2 Neither this Agreement nor any right or obligation hereunder may be assigned by either party without the prior written consent of the other Party. This Agreement will ensure to the benefit of and is binding upon the Parties hereto and their respective administrators, successors, and permitted assigns.
- 12.3 The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.
- 12.4 Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the Parties or the context so requires, and the use of the word "including" and "includes" shall be deemed to mean "including, without limitation" or "includes, without limitation", respectively.
- 12.5 No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
- 12.6 All rights not specifically granted to the City hereunder are reserved by Tree Canada.
- 12.7 Each Section of this Agreement is distinct and severable. If any Section is deemed unenforceable by a court of competent jurisdiction, that shall not affect the validity and enforceability of the remaining Sections of this Agreement or the validity and enforceability of that Section in any other jurisdiction.
- 12.8 This Agreement has been prepared and revised with each Party's professional advisors during the course of negotiations between the Parties. Each Party acknowledges that this Agreement is the product of their joint efforts, that it expresses their agreement, and that if there is any ambiguity in any of its provisions, that provision should be interpreted in favour of either one of them.
- 12.9 All requests, consents, approvals, opinions and decisions given or made by either Party as permitted by this Agreement must be reasonable, not be unreasonably withheld or delayed, and not be subject to unreasonable conditions or qualifications, be based on good and sound business judgment, and be consistent with the terms of this Agreement.
- 12.10 Except as otherwise specified in this Agreement, all costs and expenses (including fees and disbursements of accountants, financial advisors, lawyers and other professional advisors) incurred in connection with this Agreement, the obligations under this Agreement and the completion of the transactions contemplated hereby, are to be paid by the Party incurring those costs and expenses.
- 12.11 IN NO EVENT WILL TREE CANADA (INCLUDING ITS MEMBERS, DIRECTORS, OFFICERS, EMPLOYEES OR REPRESENTATIVES) BE LIABLE TO THE CITY OR ANY OTHER PERSON OR ENTITY FOR DAMAGES OF ANY KIND, INCLUDING ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES, OR ANY DAMAGES FOR LOST OR ANTICIPATED LOSS OF REVENUE OR PROFIT OR OTHER COMMERCIAL OR ECONOMIC LOSS, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND WHETHER ARISING IN NEGLIGENCE, TORT, STATUTE, EQUITY, CONTRACT (INCLUDING FUNDAMENTAL BREACH) OR OTHERWISE, AND THE CITY HEREBY FULLY WAIVES ANY SUCH CLAIM(S).
- 12.12 This Agreement is to be construed in accordance with and governed by the laws of the Province of Ontario and the laws of Canada applicable in that Province.



Each of the Parties hereby irrevocably and unconditionally submits and attorns to the exclusive jurisdiction of the courts of the Province of Ontario to determine all issues, whether at law or in equity, arising from this Agreement.

12.13 This Agreement may not be modified, amended or assigned except by the written agreement of both Parties. No waiver of, failure to exercise, or delay in exercising, any Section of this Agreement constitutes a waiver of any other Section (whether or not similar) nor does any waiver constitute a continuing waiver unless otherwise expressly provided.

12.14 Each Party will, at that Party's own cost and expense, execute and deliver any further agreements and documents and provide such further assurances, undertakings and information as may be reasonably required by the requesting Party to give effect to this Agreement and, without limiting the generality of the foregoing, will do or cause to be done all acts and things, execute and deliver or cause to be delivered all agreements and documents and provide any assurances, undertakings and information as may be required at any time by all governmental authorities having jurisdiction over the affairs of a Party or may be required at any time under applicable laws.

12.15 All representations, warranties and covenants set forth in this Agreement and all provisions of this Agreement, the full performance of which is not required prior to termination or expiration of this Agreement, shall survive any such termination or expiration and be fully enforceable thereafter.

12.16 This Agreement, together with all Appendices sets forth the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether written or oral, of the Parties, and there are no representations, warranties or other agreements between the Parties, express or implied, in connection with the subject matter hereof except as specifically set out in this Agreement. No Party has been induced to enter into this Agreement in reliance on, and there will be no liability assessed, either in tort or in contract, with respect to any warranty, representation, opinion, advice or assertion of fact except to the extent it has been reduced to writing and included as a term of this Agreement.

12.17 This Agreement may be executed and delivered in counterparts, each of which will be an original and each of which may be delivered by facsimile, e-mail or other functionally equivalent electronic means of transmission, with the same effect as if both Parties had signed the same document. All counterparts shall be construed together and shall constitute one and the same Agreement.

12.18 This Agreement has been provided in both the French and English languages. In the event of conflict between the two versions, the English version will prevail.

IN WITNESS WHEREOF the parties hereto have executed and delivered this Agreement as of the date first above written.

CITY OF CHARLOTTETOWN by its authorized )  
signatories: )  
 )  
 )  
\_\_\_\_\_)  
Mayor Philip Brown )  
 )  
 )  
\_\_\_\_\_)  
Peter Kelly, Chief Administrative Officer )





**CITY OF CHARLOTTETOWN**

**RESOLUTION**

*Carried*

*9-0*

*(Councillor Tweed absent)*

Finance #1

MOTION CARRIED 9-0

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

Date: March 11, 2019

Moved by Councillor *Bob Doiron*

Bob Doiron

Seconded by Councillor *Terry Bernard*

Terry Bernard

**RESOLVED:**

**That the City of Charlottetown enter into a purchase and sale agreement with Techno Feu Inc. for the purchase of One (1) New Custom Triple Combination Fire Engine in the amount of \$971,475.58 (applicable taxes included).**

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



City of  
Charlottetown

Report No: 01-2019 (FIRE)

Date: February 28, 2019

Directed to: Protective and Emergency Services

ATTACHMENTS: 0

Department: FIRE

Prepared by: Fire Chief, K. Randy MacDonald

Subject: Request For Proposal – Triple Combination Fire Engine

**RECOMMENDATION:** Tender be awarded to Techno Feu (applicable taxes included) total cost \$971,475.58

**Background:**

2018 Capital Budget approved funding of \$905,625 for purpose of replacing the 1989 Ford Fire Engine (Engine 5). December 3, 2018 "Fire Department Request For Proposals" was advertised with closing date of January 23, 2019. In all, 5 (five) submission were received. February 27, 2019 scoring of both Financial and Technical components of the submissions were completed revealing the following results;

	Vendor	Quotation	Score
1	Techno Feu	\$971,475.58	97
2	Metal Fab	\$902,531.50	94
3	Fort Garry Fire Trucks	\$910,546.25	94
4	Micmac Safety Source (alternate)	\$971,445.25	94
5	Micmac Safety Source (original)	\$1,006,919.30	93

The successful Vendor's written quotation exceeds the previously budgeted amount of \$905,625. The CITY cost with the 10% HST is \$971,475.58 therefore requiring an additional \$65,850.58 by means of another source.

Respectfully,

Randy MacDonald  
Fire Chief

CAO

Other



CITY OF CHARLOTTETOWN

RESOLUTION

PT3  
8-0  
(Councillors  
Duffy's  
Kweel  
absent  
t)

Human Resources, Communications  
and Administration # 1

MOTION CARRIED 8-0

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

Date: March 11, 2019

Moved by Councillor Julie McCabe Kevin Ramsay Julie McCabe

Seconded by Councillor Bob Doiron Bob Doiron

RESOLVED:

THAT the City of Charlottetown accept the amendments to the Corporate Communications Policy, as per the attached document, effective December 14, 2015 and amended March 11, 2019.



# CHARLOTTETOWN

## CORPORATE COMMUNICATIONS POLICY

*Policy Number: P-Comms-1*

*Originating Department: Communications*

*Approved By: City Council*

*Date of Approval: December 14, 2015*

---

<i>CONTENT</i>	<i>PAGE</i>
1.0 Purpose	2
2.0 Definitions	2
3.0 Responsibilities	2-3
4.0 Application	3
5.0 Communications Protocol	3-11
5.1 Media Requests for Information or Interviews	3-4
5.2 News Releases	4-6
5.3 Public Service Announcements and Notices	6-8
5.4 Submitted Photos	8
5.5 Media Advisories and Event Invitations	8
5.6 News Conferences	8-9
5.7 Website Content	9-10
5.8 Social Media Postings	10-11
5.9 External Requests for Promotion	11
6.0 Visual Identity Protection	11
<i>APPENDIX</i>	12-16
i) Template for news releases, public service announcements, notices and submitted photos	13
ii) Media advisory template	14
iii) Electronic event invitation template	14
iv) Event Promotion Request Form	15-16



## **1.0 Purpose**

The City of Charlottetown is committed to engaging its citizens through effective communications to ensure a broader understanding and awareness of the City's programs, services, departments and inner-workings.

The Communications Policy provides a framework for the Corporation on how the City of Charlottetown can best exchange information and inform the public. It outlines communication protocols to ensure consistency of message and delivery, and helps the Corporation maximize media coverage, brand recognition and two-way communications with the public. This policy will strengthen the City's media relations, curb duplication, allow for better media tracking and reduce some of the need for paid advertising.

Though some reactive communications are necessary, the goal is to focus resources on proactive communications that provide meaningful information to the public through social media, the City's website and media coverage.

This policy and the protocols within apply to all employees of the City of Charlottetown in relation to media requests, interviews, and public-facing communication items.

## **2.0 Definitions**

**2.1** City refers to The Corporation of the City of Charlottetown and the Charlottetown Water and Sewer Utility (with the exception of Charlottetown Police Services and the Charlottetown Fire Department as these departments have their own policies and protocols for crisis communications and incident response)

**2.2** Employee refers to any person employed by the City

**2.3** Communication item refers to all non-monetary, public-facing information released by the Corporation, such as (but not limited to) news releases, notices, public service announcements, event invitations, media advisories, photo submissions, website content and social media postings.

**2.4** Joint event or initiative refers to any event, announcement, program or initiative that the City of Charlottetown is involved in as an equal partner, regardless of financial commitment or partnership.

## **3.0 Responsibilities**

Managed Corporate communications is the best way to highlight and share good news stories and information about the City Corporation. Commitment, timely response and ultimate cooperation within the Corporation are required in order for this policy and the City's communications to be effective.

Corporate communications are handled through the City's Communications Office. However, other departments may receive media requests for information, photos or interviews and some communication items may be drafted outside of the Communications Office.

All employees are responsible for compliance with this policy so it is expected that media requests would be directed to the Communications Office and prepared communication items would be edited for consistency and sent out through the Communications Office.

In the event that communications staff are not available, employees are responsible for notifying their manager, or the Chief Administrative Officer (or designate) in advance of responding to any media request and, where appropriate, notifying the chairperson of the related committee.

Prepared documents can be scheduled for release once the communications staff are available or sent at the direction of the Chief Administrative Officer (or designate).

Managers are responsible for making sure the employees in their respective departments comply with this policy.

#### **4.0 Application**

This policy applies to all City employees and all Corporate communication items. It does not apply to messaging from individual councillors or the Mayor.

#### **5.0 Communications Protocol**

##### **5.1 Media Requests for Information or Interviews**

- 5.1.1 All media requests should be directed to the Communications Office to avoid duplication of effort, improve media relations, improve response time while allowing for interview preparation, ensure consistency and accuracy of message and ensure elected officials are notified and given first choice for the interview. The Communications Office is also responsible for ensuring proper approvals have been received.
- 5.1.2 The chairperson of the related committee, manager of the related department, and in some cases, the Mayor and the councillor of the related ward should be notified of the media request.
- 5.1.3 In the absence of assistance from communications, the employee must notify their manager and/or the CAO before responding to the request. The chairperson of the related committee and department manager should be notified of the content and response. In cases where the media is likely to followup, the Mayor's office should also be notified.

- 5.1.4 In rare cases where an interview is not appropriate or a spokesperson is not available, a statement may be prepared in collaboration with the Communications Office. Statements should be approved by the chairperson of the related committee and the manager of the related department, or the Mayor's office and CAO (or designate).
- 5.1.5 Interviews are to be conducted in a location designated by the Mayor, CAO or Communications Office in collaboration with the manager of the related department and/or chairperson of the related committee. Where possible, interviews should not be conducted in the offices of employees to protect internal and confidential information and to respect the working environment of other employees in the vicinity. Occasionally, when the subject requires it, interviews are held on the site of a project or event.
- 5.1.6 Interviews should be mutually professional and respectful. Employees should never feel bullied into an interview and should offer no comment if a reporter shows up unannounced or uninvited. The reporter should be directed to the communications office or CAO, and employees should report these situations to their manager. The Communications Office should also be notified of the reporter's name and credentials.
- 5.1.7 All media requests should be responded to in a timely manner, respecting reasonable reporting deadlines. The Communications Office is responsible for following up on all requests.
- 5.1.8 Staff from the Communications Office may choose to sit in on the interview to take notes for future reference.
- 5.1.9 Mayor and council may pass media requests for information or interviews to the Communications Office to manage. It is recommended that all media requests be coordinated through the Communications Office; however, it is not a requirement for Mayor and Council.
- 5.1.10 The Mayor, councillors or employees who are interviewed are asked to notify the Communications Office to assist with media tracking.

## **5.2 News Releases**

- 5.2.1 News releases are reserved for major corporate announcements and initiatives. They must be sent using the City's template (see Appendix A). These can be issued a few days prior to an announcement, but are typically reserved for the day of or just after an announcement. When being used to tee-up an event, news releases should be issued at least

2-3 days prior to the event taking place.

- 5.2.2 News releases are for corporate messaging only, not individual Wards and must not be used if there is a conflict of messaging between departments or committees. All of those affected by the messaging or directly involved in the news release must be in agreement.
- 5.2.3 The department requesting a news release is responsible for providing the content in the form of a first draft. It is the department's responsibility to ensure the information is correct and approved by the manager.
- 5.2.4 For scheduling purposes, the department requesting a news release is asked to provide as much notice as possible to the Communications Office (at least two days). More time is required if any other content (ie: social media posts or a webpage) is to be ready with the news release.
- 5.2.5 The first quote in every news release is reserved for the Mayor, who serves as the voice of the City Corporation. The Mayor may choose to opt out of a news release and elect someone else to be quoted instead. In the Mayor's absence in a news release, the Deputy Mayor may be quoted.
- 5.2.6 If a second quote in the release is necessary, the chairperson of the related committee is to be contacted. If that elected official is not available or chooses to opt out of the news release, the CAO (or designate), Chief, Deputy Chief or manager of the related department may be quoted. In rare cases, another employee or council member, such as the Vice-Chair, could be chosen to provide a quote. Including a third quote should be avoided, but in rare cases may be necessary to include a partner in a joint release.
- 5.2.7 All persons quoted in the news release must give final approval for their quote before it is sent or posted online, including any partners involved in the release.
- 5.2.8 The chairperson of the related committee and department manager should be notified in advance of the content of the release for fact-checking, interview preparation and to provide approvals. In the absence of the chairperson or manager, the CAO (or designate) may review and give final approvals. If an outside partner is involved, they should also have a chance to review prior to the release being issued.
- 5.2.9 All corporate news releases are to be sent through the Communications Office to ensure consistency of message, avoid duplication, maximize

media coverage and double-check that approvals have been given and everyone affected by the release has been notified.

- 5.2.10 A communications employee is to be listed as the media contact on all corporate news releases.
- 5.2.11 It is expected that those quoted in the release would be prepared and available to speak publically about the content contained in the release. The communications staff can help with notes and background information, where necessary.
- 5.2.12 To improve internal communications, all corporate news releases should be sent electronically to all City staff and councillors. Releases are to be posted promptly on the City's website and through the corporation's social media channels.
- 5.2.13 Interview requests should be directed to communications.
- 5.2.14 Where possible, no more than two news releases should be issued by the corporation in one business day. The Communications Office is responsible for scheduling releases.
- 5.2.15 In an effort to maintain good media relations, news releases should be issued as early in the day as possible. News releases should not be issued after 4 p.m. except for special circumstances such as a release being issued at a council meeting.
- 5.2.16 All news releases are to be kept in an archive by communications for future reference.

### **5.3 Public Service Announcements and Notices**

- 5.3.1 Outside of news releases, all other public-facing communication items are to be issued in the PSA format using the City's template (see Appendix A). If not relating to an event and just being used for sharing information, a PSA or notice can be issued any time. When being used to tee-up an event or public meeting, PSAs should be issued at least a week prior to the event taking place. Where necessary, a reminder should be issued 1-2 days prior to an event or meeting.
- 5.3.2 PSAs and notices do not include quotes and are strictly for sharing facts and information, not opinion.
- 5.3.3 The department requesting a public service announcement or notice is responsible for providing the content in the form of a first draft. It is the department's responsibility to ensure the information is correct and

approved by the manager.

- 5.3.4 For scheduling purposes, the department requesting a PSA or notice is asked to provide as much notice as possible to the Communications Office (at least one day). More time is required if any other content (ie: social media posts or a webpage) is to be ready with the PSA or notice.
- 5.3.5 For approvals, a department representative, the chairperson or manager must review and give final approval. Where necessary, the CAO (or designate) could be approached for final approval. The chairperson of the related committee and department manager should be notified of the content of all PSAs notices for interview preparation, when deemed necessary by communications.
- 5.3.6 All PSAs and notices are to be sent through the Communications Office to ensure consistency of message, avoid duplication, maximize media coverage and double-check that approvals have been given.
- 5.3.7 Communications staff are to be listed as the media contact on all notices and PSAs, but a secondary contact person may be added into the body of the PSA for additional information. (ex: A PSA about a program being offered by the Parks and Recreation department should include contact information for the employee responsible for registration and program details). Where possible, the phone number used should be the switchboard.
- 5.3.8 Interview requests should be directed to the Communications Office.
- 5.3.9 Where possible, no more than four PSAs or notices should be issued in one business day. The Communications Office is responsible for scheduling.
- 5.3.10 It is expected that someone from the committee or department involved in the PSA or notice would be prepared and available to speak publically about the content. The Communications Office can assist with notes and background information, where necessary.
- 5.3.11 To improve internal communications, all notices and PSAs should be sent electronically to all City staff and councillors, posted promptly on the City's website and through the corporation's social media channels.
- 5.3.12 PSAs and notices should be issued as early in the day as possible. PSAs should not be issued after 4 p.m. except for special circumstances such as a PSA issued at a council meeting.

- 5.3.13 All PSAs and notices are to be archived by the Communications Office for future reference.

#### **5.4 Submitted Photos**

- 5.4.1 All photos for the corporation being shared with the public/media should be sent through the Communications Office using the City's template (see Appendix A).
- 5.4.2 All persons in the photo should be notified prior to the release. First and last names and titles are to be presented from left to right.
- 5.4.3 Photo submissions should be shared with all City staff and council and posted online to the City's website and corporate social media channels.
- 5.4.4 Where necessary, a PSA could accompany the submitted photo to provide additional information in an attempt to maximize media interest.

#### **5.5 Media Advisories and Event Invitations**

- 5.5.1 Media advisories and event invitations should be issued electronically by the Communications Office using the City's template (See Appendix A). Invitations issued by the Mayor's office are the exception, but the Communications Office should be notified, where possible.
- 5.5.2 All media advisories should be issued at least two days prior to an event or announcement.
- 5.5.3 Event invitations should be sent to all City staff and council and issued at least a week prior to an event or announcement.
- 5.5.4 Reminder notices re: media advisories and event invitations should be issued the morning or day before an event or announcement.

#### **5.6 News Conferences**

- 5.6.1 All news conferences for the corporation are to be scheduled and arranged in collaboration with the Communications Office. This includes news conferences being held jointly with a partner. The Mayor's office and CAO should be notified, along with the chairperson of the related committee and manager of the related department.



- 5.6.2 Invitations and notices for news conferences are to be issued by the Communications Office, with the exception of those issued by the Mayor's Office to dignitaries. Media should be notified at least two days prior and notice should be sent to all City staff and Councillors at least a week prior. A reminder should be sent the day before or morning of the news conference.
- 5.6.3 The Mayor should be provided with the opportunity to speak at all corporate news conferences. In the Mayor's absence, the Deputy Mayor shall be approached, followed by the committee chairperson.
- 5.6.4 A news release should be prepared and approved in advance of the news conference and issued by the Communications Office during or after the official announcement is made.
- 5.6.5 The organizer or department overseeing the news conference is responsible for setup, any sound or food requirements, scheduling the speakers, the order of proceedings and providing notes; however, the Communications Office can be pulled in to assist with the written components.
- 5.6.6 All news conferences (where possible) are to be held prior to 12 noon, during regular business hours with an opportunity for Council members to attend.
- 5.6.7 The Communications Office may take photos and live social media content at news conferences, but other staff members may be designated to assist or take photos in the absence of communications staff.

## **5.7 Website Content**

- 5.7.1 The Communications Office is responsible for the City's website, staff portal, and Fire Department internal portal. Communications staff serve as the lead website administrators, providing support and training for the content management system (CMS), in correlation with the website provider. If departmental authors experience an error or issue with the website that they are not able to correct, this must be passed on to the Communications Office.
- 5.7.2 Each department must have at least one trained author for the website who is responsible for updating and creating content specific to their department, as well as postings related to meetings and events.
- 5.7.3 The Communications Office will determine appropriate permissions for each author to ensure they have access to pages that fall under their

responsibility. Further requests for additional permissions must go through the Communications Office.

- 5.7.4 New webpages and new content creation must be vetted through the department manager to ensure accuracy and appropriate approvals.

## **5.8 Social Media Postings**

- 5.8.1 The City Corporation shall have only one official Facebook and Twitter account unless approved by the CAO or designate.
- 5.8.2 The Communications Office is responsible for keeping the social media channels up-to-date.
- 5.8.3 Content from other departments for consideration and potential inclusion on Corporate social media sites should be sent to the Communications Office. Prepared Corporate communication items are to be posted automatically.
- 5.8.4 Content posted by the Corporation must relate directly to messaging issued by the Corporation and be tied directly to City business.
- 5.8.5 The Communications Office is responsible for monitoring content. Public comments are encouraged, but comments that are not directed to the Corporation are to be removed. Content deemed inappropriate by the Communications Officer or CAO should be removed immediately. This includes, but is not limited to: profane language or content; personal attacks on individuals or specific groups; conduct or encouragement of illegal activity; content related to non-City related sales, advertising or promotions; content for the purposes of promoting a candidate for municipal, provincial or federal election; content that may be considered defamatory, malicious, or libelous; and content that promotes, fosters or perpetuates discrimination.
- 5.8.6 Content that generates negative feedback from the public or feedback that is sensitive or controversial in nature will be reviewed by the Communications Office. Those within the Corporation directly affected by the posting are to be notified before an appropriate course of action is determined.
- 5.8.7 Corporate Facebook content updates should be limited to four postings per day, where possible, to avoid flooding the newsfeeds of the City's followers. Twitter postings can be made more frequently throughout the day but unrelated topics should be spaced out by at least a half hour, where possible.

- 5.8.8 The City's social media identity should always tie into the City's brand. Changes to the boiler plate, banner or profile photos must be approved by the Communications Office.

## **5.9 External Requests for Promotion**

- 5.9.1 Requests for promotion from external groups, organizations or individuals can be submitted through the Communications Office or Events Development Officer. The details and draft content are to be provided by the individual, group or organization making the request. (See Appendix A for Event Promotion Request Form).
- 5.9.2 The external event, initiative or announcement will only be promoted if it ties into the City Corporation through a partnership or other direct connection such as City involvement or if it has a significant economic or tourism impact on our city. It will only be promoted if resources/time allow. City-led initiatives, announcements and events take first priority.
- 5.9.3 The City's Corporate social media accounts, website and media list will only be used for external promotions if the event, initiative or announcement ties directly to the Corporation through City involvement or a partnership.
- 5.9.4 Requests for promotion must be received at least a week prior to the date the promotions are to begin.
- 5.9.5 The City's communication office reserves the right to alter content to fit the City's templates or refuse a submission without explanation.
- 5.9.6 External events, initiatives or announcements that do not tie directly into the Corporation will not be promoted on the City's Corporate social media channels, website or sent to the City's media list. The information can be shared internally to Council and staff.

## **6.0 Visual Identity Protection**

All Corporate communication items, as well as joint communication items, must adhere to the Visual Identity Policy and the Visual Identity and Graphic Standards Guide.

All other items, such as paid advertising, are referenced in the Visual Identity Policy.

## Appendix A

- i) Template for news releases, public service announcements, notices and submitted photos must adhere to the Visual Identity Policy and Visual Identity and Standards Guide:
  - a. Logo without the tagline (Administration Logo) should be used for sensitive information where the “Great Things Happen Here” tagline (Marketing Logo) may not be appropriate.
  - b. PSAs, notices and submitted photos do not include quotes.
  - c. Submitted photos should include only the basic information with the full names and titles of those in the photo presented from left to right.



CHARLOTTETOWN

*Great things happen here.*

-OR-



CHARLOTTETOWN

FOR IMMEDIATE RELEASE

Insert date, year

**Headline**

(Insert text) Introductory paragraph

“City quote”

Additional information.

“Secondary quote” (and rarely, tertiary quote)

Insert URL or directions for more information.

-30-

Media contact:

Insert name

Communications (title)

City of Charlottetown

Insert phone number

Insert email

- ii) Media advisory template:



FOR IMMEDIATE RELEASE

Insert date, year

**Media Advisory: Insert subject**

Members of the media are invited to.... (Insert basic information - who, what, when, where)

-30-

Media contact:

Insert name

Communications Title

City of Charlottetown

Insert phone number

Insert email

- iii) Electronic event invitation template:



*You are cordially invited to attend (insert event, date, time and location)*

*(insert event description and other details)*

*Please note that members of the media will also be invited to attend.*

*For more information on this event, contact (insert event organizer's contact info)*



**CHARLOTTETOWN**  
*Great things happen here.*

**EVENT PROMOTION REQUEST FORM**

**1) Official title of the event:**

---

**2) Event description (include date, time and location with description):**

---

---

---

---

**3) Connection to the City Corporation (ie: explain partnership or City of Charlottetown involvement in the event):**

---

---

---

---

**4) Contact number and/or email for more information about the event:**

---

**5) Website, Facebook Page, Twitter Handle for the event:**

---

---



**6) Suggested Twitter post(s)\***

<b>Twitter</b>		
Suggested Date/Time for Tweet	Suggested Copy	Link
Before event	INSERT 140 characters or less (include relevant hashtags or Twitter handles)	Insert URL for more information
Day before the event	INSERT 140 characters or less (include relevant hashtags or Twitter handles)	Insert URL for more information
Day of event	INSERT 140 characters or less (include relevant hashtags or Twitter handles)	Insert URL for more information
2 <sup>nd</sup> post for day of event	INSERT 140 characters or less (include relevant hashtags or Twitter handles)	Insert URL for more information

**\*Only posts with 140 characters or less will be used.**

**For suggested Facebook posts, please limit text to 300 words.**

**Email this form as well as associated logos or photos for social media posts to the Communications Office:**

**[jgavin@charlottetown.ca](mailto:jgavin@charlottetown.ca) or [apackwood@charlottetown.ca](mailto:apackwood@charlottetown.ca)**