

**14 – Resolutions  
3 – Bylaw Readings**



**CITY OF CHARLOTTETOWN  
MONTHLY MEETING OF COUNCIL  
MONDAY, AUGUST 12, 2019 AT 5:00 PM  
COUNCIL CHAMBERS - CITY HALL, 199 QUEEN STREET**

- 1. Call to Order**
- 2. Declarations of Conflict of Interest**
- 3. Approval of Agenda**
- 4. Adoption of Previous Draft Minutes**
  - Regular Meeting - July 8, 2019
  - Special Meeting - (open minutes) – July 18, 2019
  - Planning Public Meeting – July 23, 2019
- 5. Business Arising out of the Minutes**
- 6. Reports of Committees**
  - 6.1 Planning & Heritage – Coun. Greg Rivard, Chair**
    - Monthly Report
    - Five (5) Resolutions
    - 1<sup>st</sup> reading of the Z&D Bylaw
      - Rezone 221 Belvedere Ave from R-2 to Parking (P)
    - 2<sup>nd</sup> reading of the Z&D Bylaw
      - Rezone 7 Lions Cres. From R-1S to R-3 zone
  - 6.2 Finance, Audit & Tendering – Coun. Terry Bernard, Chair**
    - Monthly Report
    - Two (2) Resolutions
  - 6.3 Human Resources, Communications & Admin – Coun. Julie McCabe, Chair**
    - Monthly Report
    - No Resolutions
  - 6.4 Parks, Recreation & Leisure Activities – Coun. Mitchell Tweel, Chair**
    - Monthly Report
    - One (1) Resolution
  - 6.5 Protective & Emergency Services – Coun. Bob Doiron, Chair**
    - Monthly Report
    - Five (5) Resolutions

- 6.6 Water & Sewer Utility – Deputy Mayor Jason Coady, Chair**
  - Monthly Report
  - No Resolutions
  
- 6.7 Public Works & Urban Beautification – Coun. Mike Duffy, Chair**
  - Monthly Report
  - No Resolutions
  
- 6.8 Economic Development, Tourism & Event Management – Coun. Kevin Ramsay, Chair**
  - Monthly Report
  - No Resolutions
  
- 6.9 Environment & Sustainability – Coun. Terry MacLeod, Chair**
  - Monthly Report
  - No Resolutions
  
- 6.10 Strategic Priorities & Intergovernmental Cooperation - Coun. Alanna Jankov**
  - Monthly Report
  - One (1) Resolution
  
- 6.11 Council Advisory Committee – Coun. Terry MacLeod, Chair**
  - Monthly Report
  - No Resolutions
  - 1<sup>st</sup> Reading of the Procedural Bylaw – an amendment relating to the end time of a Council meeting
  
- 6.12 New Business**

**7. Motion to Adjourn**



**DRAFT**

**Regular Meeting of Council  
Monday, July 8, 2019 at 5:00 PM  
Council Chambers, City Hall, 199 Queen Street**

**Mayor Philip Brown Presiding**

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

**Also:**              **Peter Kelly, CAO**                      **Randy MacDonald, FC**  
                         **Brad MacConnell, DPC**                      **Alex Forbes, PM**  
                         **Frank Quinn, PRM**                      **Richard MacEwen, UM**  
                         **Scott Adams, PWM**                      **Ramona Doyle, SM**  
                         **Mark Lanigan, FM**                      **Ron Atkinson, EconDO**  
                         **Wayne Long, EDO**                      **Laurel Lea, TO**  
                         **Steven Forbes, CS**                      **Jen Gavin, CO**  
                         **Tracey McLean, RMC**

**Regrets:**      **Paul Johnston, IAMM**                      **Bethany Kaulzarick, HRM**

- 1.      Call to Order**  
Mayor Brown called the meeting to order.
- 2.      Declarations of Conflict of Interest**  
Councillor MacLeod to excuse himself with regard to the motion and bylaw reading pertaining to the property at 7 Lions Crescent.
- 3.      Approval of Agenda**  
It was requested that following the Regular Meeting of Council, the meeting be closed to the public to discuss a matter as per Section 119 (1) (e) of the Municipal Government Act of PEI. Moved by Councillor Ramsay and seconded by Councillor McCabe that the agenda be approved as amended. Carried.
- 4.      Adoption of Previous Draft Minutes**  
Moved by Councillor MacLeod and seconded by Councillor Jankov that the draft minutes of the previous meetings now be adopted. Carried.
  - Regular Meeting - June 10, 2019
  - Special Meetings - (open minutes) – June 5, 17, 21 & 28, 2019
  - Planning Public Meeting – June 25, 2019
- 5.      Business Arising out of the Minutes**  
During the Strategic Priorities & Intergovernmental Cooperation report last month, it was suggested that a letter of invitation be sent to The Honourable Jean-Yves Duclos, Minister of Families, Children and Social Development (re: two EI zones on PEI); an update was

requested. Councillor Jankov indicated that she met with Sean Casey, MP, and he advised her that the Minister most likely would not visit prior to the upcoming Federal election.

## **6. REPORTS OF COMMITTEES / RESOLUTIONS**

### **6.1 Planning & Heritage – Coun. Greg Rivard, Chair**

Councillor Rivard indicated his Committee's report was included in the weekend package. He recognized and congratulated Alex Forbes, Planning Manager, on the Canadian Institute of Planners election as a Fellow of the Canadian Institute of Planners. CIP states it is the highest award the Institute can give to a planner.

In response to a question raised regarding decisions of the Design Review Board, Councillor Rivard indicated matters do not have to come back to Council as it states in City process and bylaws that the Board can make those decisions. He further indicated that if the Board is uncomfortable of a particular decision, they can elect to send it to Council.

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

#### **RESOLVED:**

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

**CARRIED 10-0**

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

#### **RESOLVED:**

That the request for variances to:

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

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

**CARRIED 9-1  
Deputy Mayor Coady opposed**

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

**RESOLVED:**

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

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

**CARRIED 10-0**

Due to a conflict, Councillor MacLeod left the Chambers for the following motion.

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

**RESOLVED:**

That the request to:

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

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

**CARRIED 9-0**

Councillor MacLeod returned to the Chambers.

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

**RESOLVED:**

That the request to:

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

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

**CARRIED 10-0**

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

**RESOLVED:**

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

**CARRIED 10-0**

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

**RESOLVED:**

That the request to:

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

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

Concern was raised as to the type of rental units that are being proposed (short-term) and it was suggested that the motion be deferred so Council has more time to review the application. Councillor Rivard indicated the public consultation should answer those questions and concerns.

Councillor Tweel moved for a deferral and Councillor Doiron second the motion. Council voted and the motion was lost with Deputy Mayor Coady, Councillors Bernard, Duffy, Jankov, MacLeod, Ramsay and Rivard opposed.

The original motion to proceed to a public consultation was reread by the CAO.

**CARRIED 9-1  
Councillor Tweel opposed**

Due to a conflict, Councillor MacLeod left the Chambers prior to the following bylaw reading.

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

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

**RESOLVED:**

That the "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-016, as it pertains to 7 Lions Crescent (PID #278721))", be read a first time.

**CARRIED 9-0**

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

**RESOLVED:**

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

**CARRIED 9-0**

Councillor MacLeod returned to the Chambers.

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

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

**RESOLVED:**

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

**CARRIED 10-0**

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

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

**RESOLVED:**

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

**CARRIED 10-0**

**6.2 Strategic Priorities & Intergovernmental Cooperation - Coun. Alanna Jankov**

Councillor Jankov indicated that her Committee's report was included in the weekend package. She reported that the Affordable Housing Advisory Committee met on June 12, 2019.

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

**RESOLVED:**

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

**CARRIED 10-0**

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

**RESOLVED:**

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

And whereas, the City has reviewed its coverage area;

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

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

**CARRIED 10-0**

**6.3 Finance, Audit & Tendering – Coun. Terry Bernard, Chair**

Councillor Bernard indicated his Committee's report was included in the weekend package. He introduced and welcomed the City's new Finance Manager, Mark Lanigan.



The Management Letter from the City Auditors was requested once again. Councillor Bernard indicated this will be brought back to the next Finance Committee meeting for discussion.

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

**RESOLVED:**

That Council approve the sale of 614 Malpeque Road (PID#572982), residential portion of property acquired for Miltonvale wellfield development. The property was purchased in 2012 being 16.22 acres at a price of \$375,000,

And with the reservoir complete (12.82 acres retained), the residential portion of the property (3.4 acres) can be sold. An offer of \$345,000 has been received thru the real estate brokers,

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

**CARRIED 10-0**

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

**RESOLVED:**

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

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

Hydrant charge – Water and Maintenance: \$807.30

**CARRIED 10-0**

**6.4 Human Resources, Communications & Admin – Coun. Julie McCabe, Chair**  
Councillor McCabe indicated her Committee's report was included in the weekend package.

**2<sup>nd</sup> reading of the Superannuation Plan Bylaw Amendment Bylaw** – to amend the Superannuation Plan Bylaw to extend the time period (from one year to three years) over which an individual can pay for a prior period of leave or past service.

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

**RESOLVED:**

That the "CITY OF CHARLOTTETOWN SUPERANNUATION PLAN BYLAW" be read a second time and that the said plan be now adopted.

**CARRIED 10-0**

**6.5 Parks, Recreation & Leisure Activities – Coun. Mitchell Tweel, Chair**  
Councillor Tweel indicated his Committee's report was included in the weekend package.

Volunteer of the Month for July is Katrina Durdle.

It was noted that beach volleyball is a very popular sport and it was suggested that the Parks and Rec Department consider a location within the city to construct a court. Councillor Tweel took this under advisement.

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

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

In response to a question raised regarding issuing of tickets, Councillor Doiron referred to the Deputy Police Chief who felt that less tickets were issued last month due to compliancy.

Clarification was requested with respect to parking meters in the downtown. Councillor Doiron indicated that Police Services has reviewed the possibility of extending patrol of meters between 4:00 pm – 6:00 pm; however, more examination is required.

Concern was raised regarding the intersection at Beach Grove Road and Maypoint Road and how traffic does not come to a full stop; many seniors and intellectually impaired pedestrians are in that area. Councillor Doiron indicated he would follow up and advise.

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

**RESOLVED:**

That the request to enter into a Development/Encroachment Agreement for the outdoor patio to be located in the two (2) perpendicular parking spaces in front of Timothy's World Coffee Shop, 154 Great George Street, (PID# 342717 ), be approved to the end of the 2021 season, subject to annual permit applications,

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

**CARRIED 10-0**

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

**RESOLVED:**

That the Public Works Manager be authorized to cut grass, remove any garbage and other materials or debris, clean up and properly dispose of same, at the owners expense, on property located at 17 Dawson Court Street (PID # 623454) in accordance with the terms of the Dangerous, Hazardous and Unsightly Bylaw of the City of Charlottetown.

**CARRIED 10-0**

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

**RESOLVED:**

That the Public Works Manager be authorized to cut grass, remove any garbage and other materials or debris, clean up and properly dispose of same, at the owners expense, on property located at 142 Prince Street (PID # 343053) in accordance with the terms of the Dangerous, Hazardous and Unsightly Bylaw of the City of Charlottetown.

**CARRIED 10-0**

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

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

Concern was raised with regard to the condition of a section of North River Road (at Nassau Street) which was the result of a water main break. Deputy Mayor Coady indicated he would follow up and advise.

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

**RESOLVED:**

That Campbell's Concrete Limited be awarded the tender for the Utility Inventory in the amount of \$91,091.78 (HST included), and

That this be expensed out of the 2019-2020 Utility Budget,

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

**CARRIED 10-0**

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

**RESOLVED:**

Whereas, the City of Charlottetown awarded the Engineering Services for the Charlottetown Pollution Control Plant Upgrades Project to CBCL Limited on March 29, 2017 and since that time there have been changes to the scope of the work,

Be it resolved that the value of the award be increased by \$172,189.50 (HST included),

And that this be expensed out of the 2019-2020 Utility Capital Budget with no increase to the budget for this project,

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

In response to an update request regarding Stratford's wastewater potentially being treated by the City, Deputy Mayor Coady referred to the Utility Manager who indicated that discussions are ongoing but it is the Town of Stratford's intention to send their wastewater to the City's pollution control plant for treatment.

**CARRIED 10-0**

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

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

Some Councillors voiced concerns that Public Works has recommended discontinuation to the current ditch infilling program and only infill ditches for safety and operational needs. It was suggested that the department and the Committee reconsider.

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

**RESOLVED:**

That, as per the conditions of the Request for Quotations on "1 – New 72" Commercial Grade Front Mount Lawn Mower", the submission from Green Diamond Equipment Ltd. in the amount of \$29,403.87 (all taxes included) be accepted, and

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

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

**CARRIED 10-0**

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

**RESOLVED:**

That, as per the conditions of the Request for Quotations on "2019 Fleet Vehicles" in respect to three (3) 1/2 Ton Crew Cab Trucks, two (2) 3/4 Ton Crew Cab trucks and one (1) 1 Ton Crew Cab Truck Chassis, the submission of Summerside Chrysler Dodge in the amount of \$291,280.05 (all taxes included) be accepted, and

That this expenditure has been previously approved in the 2019 Capital Budget,

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

**CARRIED 10-0**

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

**RESOLVED:**

That, as per the conditions of the Request for Quotations on "2019 Fleet Vehicles" in respect to two (2) 1/2 Ton Crew Cab Trucks for the Police Department, one (1) Full

Size Police Package Car, the submission of Reliable Motors Ltd. in the amount of \$127,674.15 (all vehicle trade ins and taxes included) be accepted, and

That this expenditure has been previously approved in the 2019 Capital Budget,

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

**CARRIED 10-0**

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

Councillor Ramsay indicated his Committee's report was included in the weekend package. He recognized and congratulated Laurel Lea, Tourism Officer, on winning the Meeting Professionals International (MPI) Atlantic Canada Chapter Rising Star. The MPI awards shine a spotlight on some of Atlantic Canada's leading event professionals.

**6.10 Environment & Sustainability – Coun. Terry MacLeod, Chair**

Councillor MacLeod indicated his Committee's report was included in the weekend package. He reported on an incentive for local area businesses to install bike racks, transit pilot project with Colonel Gray has wrapped up, June's transit ridership is up 18% compared to June 2018 and the Mayor's Task Force on Active Transportation will meet for the first time on July 15<sup>th</sup>.

**6.11 Council Advisory Committee – Coun. Terry MacLeod, Chair**

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

Councillor MacLeod provided a Notice of Motion to amend the Procedural Bylaw at the next Regular Meeting of Council. The amendment is to change the end time of a meeting of Council.

**6.12 New Business**

There was no new business

**6.13 Motion to move in a Closed Session of Council**

Moved by Councillor Rivard and seconded by Councillor Ramsay to close the meeting to the public to discuss matters as per Section 119 (1) (e) of the Municipal Government Act of PEI. Carried. (7:25 PM)

**7. Adjournment**

Following the Closed session, Council moved back into an Open session. Moved by Councillor Jankov and seconded by Councillor Duffy that the meeting be adjourned. Carried.

**The meeting concluded at 7:50 PM**



**DRAFT**

**Special Meeting of Council  
Thursday, July 18, 2019 at 4:00 PM  
Council Chambers, City Hall, 199 Queen Street**

**Mayor Philip Brown Presiding**

**Present:**      **Deputy Mayor Jason Coady**                      **Councillor Mike Duffy**  
                         **Councillor Kevin Ramsay**                      **Councillor Terry Bernard**  
                         **Councillor Mitchell Tweel**                      **Councillor Terry MacLeod**  
                         **Councillor Greg Rivard**                      **Councillor Bob Doiron (arr. at 4:05 pm)**  
                         **Councillor Alanna Jankov**                      **Councillor Julie McCabe**

**Also:**            **Peter Kelly, CAO**    **Scott Adams, PWM**  
                         **Ronnie McPhee, CLO**                                      **Alex Forbes, PM**  
                         **David Hooley, CS**     **Cindy MacMillan, AA**

**Regrets:**        **Tracey McLean, RMC**

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

**4. Resolutions**

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

**RESOLVED:**

That the City of Charlottetown provide the Eastlink Centre with an operating budget increase of \$150,000 to offset increased operational expenditures and that the funds be transferred from account 10-7000-57644-0000 (Extraordinary Expenditure).

Councillor Bernard advised that the additional funds are for expenditures that were not budgeted for and also included the increased cost of Water & Sewer rates as well as an increase in heating.

**CARRIED 10-0**

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

**RESOLVED:**

That per the recently advertised request for quotes for the 2019 Boiler Replacement at Cody Banks Arena, the City of Charlottetown accepts the following quote of \$34,200.66 (HSTI) from Maritime Pressure Works Ltd.

And that this amount be expensed to the approved 2019/20 Parks and Recreation Capital Budget.

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

**CARRIED 10-0**

**5. Motion to move in a Closed Session of Council**

Moved by Councillor Jankov and seconded by Councillor Ramsay to close the meeting to the public to discuss matters as per Section 119 (1) (b) of the Municipal Government Act of PEI. Carried.

**6. Adjournment**

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

**The meeting concluded at 5:30 PM**



**DRAFT**

**Public Meeting of Council  
Tuesday, July 23, 2019, 7:00 PM  
Georgian Ballroom, Rodd Charlottetown Hotel  
75 Kent Street**

**Mayor Philip Brown Presiding**

**Present:**

**Deputy Mayor Jason Coady  
Councillor Alanna Jankov  
Councillor Greg Rivard  
Councillor Julie McCabe  
Councillor Kevin Ramsay**

**Councillor Terry MacLeod  
Councillor Mitchell Tweel  
Councillor Terry Bernard  
Councillor Robert Doiron**

**Also:**

**Alex Forbes, PHM**

**Robert Zilke, PII**

**Regrets:**

**Laurel Palmer Thompson, PII  
Ellen Faye Ganga, PH IO/AA**

**Greg Morrison, PII  
Councillor Mike Duffy**

**1. Call to Order**

Mayor Philip Brown called the meeting to order at 7:00 pm.

**2. Declarations of Conflict of Interest**

There were no declarations of conflict.

**3. Approval of Agenda**

Mayor Philip Brown opened the meeting, introduced the members of the Council and the purpose of the meeting and turned the meeting over to Councillor Rivard, Chair of Planning Board, who explained the Public Meeting process and then proceeded to introduce the first application.

**4. 4A Prince Street (PID #841536) THIS ITEM HAS BEEN WITHDRAWN**

This is an application for a site-specific exemption of the Waterfront (WF) Zone for 4A Prince Street (PID #841536) in order to allow the applicant to enter into an agreement with the City to provide 20 standard parking spaces off-lot on the Harbour Authority parking Lot at 3 Stan MacPherson Way (PID #335430) for a period of not less than ten (10) years was withdrawn



**5. 221 Belvedere Ave (PID #395087)**

This is a request to rezone a portion of the property at 221 Belvedere Ave. from Low Density Residential (R-2) Zone to Parking (P) Zone and to amend the Official Plan Map from Low Density Residential to Commercial.

Councillor Rivard turned the meeting over to Robert Zilke, Planner II, who presented the application. Rob MacLellan, applicant, was also present at the meeting.

This is a 2-part application. The applicant first proposes to subdivide the rear portion of a residential lot, rezone it to Parking, and consolidate it with the existing parking lot adjacent to it in order to provide approximately 16 additional parking spaces. Mr. Zilke reviewed the proposed lot subdivision and consolidation. He indicated the portion to be rezoned to Parking and consolidated with the existing parking lot to provide 16 additional parking stalls for the adjacent drug mart.

Mayor Brown asked that anyone wishing to comment come to the mic to state their name and address. He then asked the applicant to speak to the proposed application. Mr. MacLellan introduced himself and noted that he is representing GGR Holdings, which is the corporation that operates the Sherwood Medical Centre. The proposed application is to expand the staff parking lot for the Medical Centre. Presently there are a certain number of staff at the Medical Centre that park in front of the building. The purpose of the proposal is to provide staff parking behind the Medical Centre and free up more spaces in the front of the building for clients. This proposal is similar to the proposal previously before Council approximately 10 years ago when he had purchased the property at 223 Belvedere Avenue. They subdivided the rear part of the parking lot previously and it is almost an identical piece of property which provided an additional 16 staff parking spaces. The intention is to do the same thing. The applicant has had discussions with land owners and has discussed some of their concerns. He had a meeting with Claire Woodhead who has some concerns with being beside a parking lot. Mr. MacLellan explained that this will be very similar to the previous parking lot and that a fence will be constructed along the back. He noted that this should satisfy the aesthetic. He also noted that there are a number of trees and bushes adjacent to the parking lot and that they had maintained nearly all of the existing green material around it. The parking lot will be used by staff from Monday to Friday. It will not be used at night or the weekend. There will be no public access onto Belvedere Avenue and if any property owners have any issues there he would be happy to discuss it with them.

Mayor Brown asked for any comments or questions.

Claire Woodhead, 219 Belvedere Avenue, noted that her property is directly adjacent to 221 Belvedere Avenue and she has discussed some issues with the applicant. She also noted that the diagram did not do the proposal justice and she was unsure if she would be able to have any input. She presented photos that showed the property in its present

state with a number of old evergreens, trees and greenery. She noted the view from her patio and also that she spends a lot of time there. She noted she had not been a part of anything like this before and that she and the applicant had discussed some possibilities. She would like to know as a landowner/citizen of Charlottetown, what chance she has of opposing this application. She indicated that to capture what the property is like now is going to take a number of years. *(recording fades at this point)* Miss Woodhead indicated that she has a few questions and her biggest concern is the maintenance of the natural environment. She also noted that she will not have the privacy she presently has. There are many trees on the lot that provide privacy and shelter, not only from the existing parking lot, but as well of the large apartment complex to the rear. She presented photos that showed some of the apartment building and how the leaves and trees give her privacy. She noted that they spend a lot of time in the backyard in the summer months and have enjoyed it for the last eight years since purchasing the property in 2011. Another concern is with security. She noted that there are some gaps in the existing fence and tree line and people do cut through her property from Maid Marion's parking lot, but it is limited and has not been an issue at this point. If the area is open she believes that more people will definitely be coming through and this will create security issues for her property. Ms. Woodhead also feels that her property value is going to be affected. Presently it is a peaceful residential feel as it is zoned. With the removal of the trees and the extension of the parking lot will definitely give the area an industrial feel. No one who purchases a residential home wants to have an exposed parking lot directly in their back yard. She feels that it may be possible to come to some agreement, but wonders, as a citizen, what are her chances of opposing this application as this is a residential area and the parking lot is not going to work. She also noted that there is a shed behind 221 Belvedere Avenue that definitely provides protection from "the eyesore that is the parking lot". She noted that she will put her concerns in an email and will send it to the City. She asked if she has to come to an agreement and understands this is the applicant's property but it is residentially zoned.

Mayor Brown asked Ms. Woodhead to attach the photos to the email so that they will be part of the record that will be discussed at the next Planning Board meeting. She asked if Council approves the application, if there will be room for negotiation after the fact. Mayor Brown asked Alex Forbes, PH Manager, to address this question. Mr. Forbes explained that the process is that she has presented her concerns at this meeting and they will be included in the report to Planning Board. The Planning Board will then weigh her concerns and will forward a recommendation to Council to approve or deny the application. She may also indicate if the application does get approved that Council will take her concerns into consideration.

Councillor Rivard commented that Planning Board meets the first Monday of every month and that the meeting is open to the public and also that she is welcome to attend the Council meeting the following week. Ms. Woodhead asked when the application will be before Planning Board and how quickly it will take before a decision is made. She noted that the application took her by surprise and she wants to make sure all matters are

addressed. Councillor Rivard explained that staff will take the information from this meeting and present it as a package to the Board. Planning Board will meet the first Monday of the month and make a recommendation to Council the following week either to approve or deny. Then Council will vote on the recommendation the second Monday of the month.

Mayor Brown noted that she should check the website for public information with regards to the meetings. He asked the applicant if he wished to present any further information. Mr. MacLellan noted that he had sent an email to City staff after he and Ms. Woodhead had met and wanted to make certain that Council had received the information. He read the email which indicated that he had met with Ms. Woodhead the previous day. Ms. Woodhead noted that the proposed parking lot had taken her by surprise, and that she had spoken to the applicant. She wishes to know what her recourse is.

Councillor Rivard encouraged Ms. Woodhead to send an email to Planning staff so that it will be part of the package to the Board. *(recording fades at this point)* He also noted that Mr. MacLellan's email will also be part of the package.

Mayor Brown asked for any further comments.

Ross MacEwen, 9 Vahalla Court, noted that there are three parking lots that abut his property. He feels that there have already been two parking lots approved on the Belvedere side since he moved here 17 years ago. He feels this new parking lot will not affect his property too much but hopes that there will be some greenery around the parking lot. He feels that he is getting boxed in and a new parking lot will affect his enjoyment of his property. He wishes the applicant well with his business and at this point it doesn't affect him a lot as long as there is some green space around the parking lot.

Mayor Brown asked the applicant to address this question. Mr. MacLellan noted that they have a good relationship with all the adjacent land owners and if anything, they try to do a little bit more than required to satisfy the residents.

Mr. MacEwen asked that the concerns be addressed up front and that with the existing parking lots, the problems did not get addressed.

Mayor Brown asked for any further comments; there being none, the meeting proceeded to the next agenda item. He turned the meeting over to Councillor Rivard who briefly introduced the application and explained the process.

#### **6. 71 and 73 Upper Prince Street (PID #683748 & PID #359521)**

This is a request to rezone both 71 and 73 Upper Prince Street from Low Density Residential (R-2) Zone to the Medium Density (R-3) Zone and to amend the Official Plan Map from Low Density Residential to Medium Density Residential in order to construct six (6) additional apartment units to create an eleven (11) unit apartment building.

Robert Zilke, Planner II, presented the application to rezone the two properties at 71 and 73 Upper Prince Street from R-2 Low Density Residential Zone to the R-3 Medium Density Residential Zone and to do an Official Plan re-designation from Low Density to Medium Density. The purpose of the application is to create six additional units. This would be an addition to an existing 5-unit apartment complex. The existing house was converted around 1989 to multiple apartment units. The applicant is asking to rezone both properties and consolidate them into one property in order to create six units which would bring the total unit count for the proposed lot to 11. The applicant has submitted a site plan showing the addition which would be to the rear of the building. He is going to do an extension and follow the existing wall line and connect it with a stairway which would provide ingress and egress to the apartments for the new units. The applicant proposes a total of 14 parking stalls into the rear of the site. Currently only one parking stall per apartment is required. This will provide three additional stalls. He is also proposing to use the two existing ingress/egress points off Upper Prince Street and an additional green space is proposed in the north corner of the parking area. Mr. Zilke reviewed the drawings which the applicant has provided showing the proposed addition. The addition will follow the Empire architecture of the existing building. He also reviewed the proposed floor plan which shows a common hallway with three units on each side.

Shawn Shea, applicant, was present at the meeting to answer any questions or concerns. He has owned the property for approximately 30 years. He is very familiar with the Upper Prince Street area and has travelled the street thousands of times. He reviewed the proposal and noted that it will encompass approximately 18,780 square feet. He commented on the area and noted that Upper Prince Street is very conducive to residential use rather than commercial. The proposed development fits with the area as there is a high percentage of buildings on this and the adjacent streets which are multi-unit residential. There is commercial on University Avenue and Prince Street School is adjacent to his property. As well, there is institutional (Chances) beside his property which is a plus for the neighbourhood. There is also a component of single family dwellings in the area. Mr. Shea feels that the proposed development is conducive to the area as what the area is today with multi-unit buildings. The property is walking distance to the school, the downtown core for employment as well as restaurants for dining and entertainment. The location is perfect for residents who do not have a car or no desire to have a car and want to reduce their carbon footprint. Public transit is also nearby. Mr. Shea noted that the proposed development fits in the 18,780 square feet landmass and no variances are required. He feels his proposal is under utilizing the potential of the property by 4.17 units. That means with 18,780 square feet and the requirements of the current Bylaw, that the property, after the rezoning, could have 15.17 units without requiring any variances. He feels that it is critically important to have a co-existing addition to the architectural structure of the building. He noted there will be a mansard style roof and the addition will follow the existing building pattern to the back. The design is to provide green space which it has in the north corner and will have 3-bedroom units. These units will be approximately 1,011 square feet in area. He feels that current developments are

1 and 2 bedrooms only and are in high-density buildings of from anywhere from 24 to 78 units. In the canvassing that he has done over the last three or four years with renters, not everyone wishes to live in such large developments. His design will add a much needed variety option to renters. The proposed addition will be eco-friendly. With regard to parking and driveways, he has found that if you use 1.5 feet of drainage gravel and then cover that with compacted driveway gravel, when that material is packed down there are fewer problems with bumps, etc., as they can easily be packed down with a bulldozer. In the interim, it provides drainage capacity similar to what private owners with septic systems require. He will work with City staff with regards to this. This proposal will provide a self-contained water run-off for the new structure with self-absorption in that area. His proposal is an alternative to asphaltting everything and putting in a swale and getting an intense run-off that happens when there is heavy rain. Mr. Shea noted that the units will be long-term rentals only. He also noted that with his proposal he is utilizing 6,189 square feet of the property. That means that there is 12,589 square feet not being utilized and is one of the largest vacant land masses in the City. He also commented that there is a cemetery on one side as well and he also wishes to upgrade the outside of the existing building as well.

Mayor Brown asked for any comments or questions.

Kathy MacDougall, 75 Walthen Drive, asked if Mr. Zilke received a letter from Mrs. Deacon, and if so, why is it not in this package. Mr. Zilke indicated that he had just received it today. Ms. MacDougall wants to make certain Council gets a copy of this letter as well. Mayor Brown assured her that they will. She noted the residents are glad to finally get to see the property owner at 71 and 73 Upper Prince as it has been an eyesore for a number of years. She wants to know why, when the area residents keep their properties looking good, that his property is able to expand when it is in terrible condition and has been for a number of years. There is a strong odour from the garbage bins out front when walking past this property. She feels that all of Council should see what the landlord has done with what he owns now. She remarked that Chances was zoned industrial and residents were promised, at a previous meeting that would not be the case. Mayor Brown confirmed that Chances is zoned Institutional, not industrial. As far as other apartment buildings in the area, they are beautiful buildings and have been there for quite some time. Ms. MacDougall asked if the August Planning Board meeting will be on another date as the first Monday of the month falls on Natal Day which is a Civic Holiday. Mayor Brown advised to check the City website to confirm the meeting date.

Mayor Brown asked for any further comments or questions.

Tom Barnes, 58 Walthen Drive, and has lived there for 25 years. He is not in favour of changing the zoning in his neighbourhood, even for this property, Low to Medium Density. He feels it is a bad trend to set in that it is the "thin end of the wedge" to pave the way for further rezoning requests. This is a neighbourhood of single family homes especially on Walthen Drive and he would like to see it stay that way. He has invested a lot of time

into being a community member and improve his property. He also feels that Council maybe feeling some pressure just because of the issue of low vacancies in Charlottetown. The hallmark of real leadership is to be careful to not sacrifice one thing and be in a panic to solve another problem. Although Council may be feeling pressure to solve the issue, they should not sacrifice neighbourhoods in the downtown area to achieve that goal. He feels that in the long term, that could be a mistake.

Keith Mullens, 53 Upper Prince Street, owns a single family dwelling, four properties away from the property in question. He and his family oppose any rezoning to a higher density. The reason is ongoing safety concerns that they have in their area. Traffic is a concern as they are in a school zone with a 30km per hour speed limit and people do not observe this traffic regulation. They do not want to go on University Avenue and thus drive through Upper Prince. Another traffic concern is delivery services that come to the area to do work. Cars park/double park on the streets during drop-off and pick-up hours at school, turn in neighbours' driveways which cause safety hazards. The next concern would be parking in that area. There are properties being rented out as bnbs and they do not have adequate parking for these tenants. People working in the downtown area also park along the streets. Residents do not have enough parking spaces so visitors also park along the street. He indicated that traffic and parking must be resolved before he would offer support for any kind of redevelopment. Mayor Brown mentioned that Mr. Mullens has been teaching at Prince Street School for years and confirmed that the Public School Board has not addressed the parking for staff. It has been looked at but it is still a problem.

Don Wonnacott, 84 Upper Prince Street, said that he was born in his house and has lived there for 94 years. He has seen the area at its best and at its worst. Traffic is terrible. He cannot imagine how people drive up and down Upper Prince and feel comfortable. He has spoken to Councillor Tweel to encourage the Chief of Police to turn the street to one lane, but it hasn't happened. The street is becoming a race track. The building in question was owned by someone for 30 years and has never put a stick of paint on it, cleaned gutters, and left grass to grow. And now, they are asking for an additional six units at the back.

Marilyn MacKinnon, resident of seven civic addresses to the north of the subject property being requested to be rezoned. Ms. MacKinnon is speaking as someone who lived here for 26 years and also lived nearby in the neighbourhood. She has been a pedestrian since the early 60's, went to school with previous owners before the current developer bought the property. Ms. MacKinnon summarized what the others have spoken about. She commends the developer's initiative to provide the City with additional housing units which the City is currently in need of; not that she does not want the development in her backyard, but the application to rezone to a higher density is an issue because of parking and vehicular traffic. There will be more than double the number of households in the area. Any additional development will have additional visitors and vehicles. There is also a school that is growing in population. For the number of units being changed from five to 11, or maybe 14 down the road, that is going to add extra stress to the street. Mr.

MacKinnon is of the 21 residents in the letter who was cc'd but unfortunately, the author of the letter and owner of the property adjacent to it is not present today. He supports her in requesting to deny the application. He noted that place was designed as single driveway, one car in and out of that area. Cars cannot be seen coming in and out of the driveways or the other direction. Some vehicles don't abide by the speed limit and there are kids/students and other pedestrians who can get into potential vehicular accidents. Ms. MacKinnon asked that it be maintained as low density unless something can be done on vehicular traffic and from preventing these additional vehicles from this property from going out onto Upper Prince Street. She also suggested that an agreement with the adjacent property owner be made to allow access along Williams Lane as the route going out of the property. Mayor Brown acknowledged Ms. MacKinnon's comments and suggestions. Mayor Brown also commented in regards to the letter from Martha Dicken that it will be passed on to the rest of the members of Council and explained the process of the public meeting. Ms. MacKinnon responded to say that she cannot speak on behalf of Ms. Dickens but is concurring with what she has stated. She also had questions about where the garbage cans are going to be located on the property and whether they will have individual bins per unit or a common bin for all tenants. She also asked where the vehicular traffic is going to be when the property begins construction. Also, she asked if the cross walk in that area will be retained where it is at present. Finally, Ms. MacKinnon urges Council and board members to seriously maintain the low density residential.

Mark Blanchard, resident at 73 Upper Prince Street, has been living in that apartment for 6 to 7 years. While Mr. Blanchard agrees with the other commentary on traffic, he noted that there are enough parking spaces for this apartment. Though there may be three or four individuals in one unit, there is usually just one vehicle parked per unit. Mr. Blanchard feels that even with the additional units and the number of vehicles each unit owns, parking should not be a concern. Mr. Blanchard also noted that while the exterior of the property is not aesthetically pleasing, he has not had any problems with his apartment or with his landlord for all the years that he has lived there. He also mentioned that he has no worries about converting additional units into Airbnbs and his landlord has not asked them to leave the property. He did mention that the landlord would prefer long term tenants as long as they can or as long as they prefer to stay in those apartment units.

Marilyn Kane, resident of 89 Upper Prince Street for 43 years. Ms. Kane commented that she concurs to all that was stated in Martha's letter and it is unfortunate that not everyone had a chance to read it. Ms. Kane mentioned that it is a beautiful street and the owners try their best to maintain their properties to keep it as one of the most beautiful streets in the City. It has become roadway to Sobeys, University Ave and it is not going to get better. She appreciates the developer but does not see that it fits the street scape. She also agrees that there may be other ways in terms of providing access, such as access to University Ave as being an option. She also asked that residents not be burdened anymore. She also added that she speaks from her heart and she hopes that there are no accidents in the future and then people would say, we should have listened.

Karen Nicholson, 85 Upper Prince Street, suggested that the street/area be visited during school hours (pick-up time) or at any given time of the day and note how busy the street is. Coming home from work at 4pm is also an issue especially when vehicles are coming towards you are in a hurry, it becomes a traffic concern. When you need work done on your property, she either has to leave or get rid of the car. She added that the street is unsafe and she needs Council to know. The street problem is not Mr. Shea's problem. Some residents do not park in the parking lot and most residents have problem backing out onto the street safely because they cannot see in between cars. During the winter and with snow piling, that is another concern.

Mayor Brown asked for any other questions and has requested Mr. Shea to respond to all the concerns from the residents.

Shawn Shea, developer, responded to the concerns noted by the residents and thanked everyone for giving their comments. Mr. Shea noted that for the garbage containment, he pointed out the location where the garbage will be located on the property but he won't have any control over possible smell along the curb side. For the access in and out of the property, there is a driveway on both sides and the current distance is more than the minimum requirement so there should not be an issue. There are enough parking spaces for tenants and visitors at the property with 14 parking spaces so there may not be an issue of parking along the streets. Mr. Shea also acknowledged that there is a traffic concern along Upper Prince Street and he is not going to challenge this issue. He did note though that this is not something he has control over. With regards to the proposed development, this is a good opportunity to improve the aesthetic look and blend of the existing property with the rest of the properties. The addition is at the back and will not be seen along the street. The snow removal concern is no different than any other facility.

Mayor Brown thanked Mr. Shea and emphasized that this is a public consultation only and that the letter from Martha Dickens will be forwarded to Council. He added that members of the Planning board were present tonight and are listening to residents' feedback. This will be part of discussion at the next Planning board meeting on August 6 at City Hall. Mayor Brown then turned over the mic to another resident for her final comments.

Susan Martin, resident along Hillsborough Street, mentioned that she has seen drastic changes over the years. There are reasons why we have zoning bylaws – to allow so much coverage/density. Recently, things have changed, families have left and these houses are being converted into apartments. Ms. Martin asked the total number of individuals who will be occupying the area. She also added that the area is already over its capacity in terms of density and there were a lot of buildings that have been converted into apartment buildings over the years. What used to be single family/normal houses would now have 6-10 garbage bins along the streets. Streets are also narrow and traffic



is a problem. Ms. Martin ended her comments by saying that the zoning should stay as is and that the development should stop.

Councillor Mitchell Tweel thanked the residents for coming to the meeting. He noted that it is unfortunate that the letter was not received before the meeting but it will definitely be circulated to Council. Mr. Tweel also mentioned that the message tonight is loud and clear. There are many different issues that have to be dealt with – traffic, speeding traffic, speed way to Sobeyes and a shortcut to other streets, etc. Mr. Tweel mentioned that he consistently brought it up to Council and has asked that it be dealt with and made as a priority. The police should not concentrate their efforts on main entrance ways to the city but also consider these streets. Mr. Tweel also thanked the developer for reaching out to him. He also mentioned that if there are any other concerns, residents are free to reach out to him.

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

#### **7. Adjournment of Public Session**

Moved by Councillor Kevin Ramsay and seconded by Councillor Mitchell Tweel that the meeting be adjourned. Meeting adjourned at 8:42 p.m.



**PLANNING AND HERITAGE COMMITTEE  
REPORT TO COUNCIL  
August 12, 2019**

The Planning & Heritage Committee met on Tuesday, August 06, 2019; copies of the Planning Board Report and the minutes are included in your package.

The Planning Board met on Tuesday, August 06, 2019; copies of the Planning Board Report and the minutes are included in your package.

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

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

There are five (5) resolutions to be put forward for Planning:

Planning & Heritage Committee:

1. Proposal from Pattison Outdoor Advertising: Request to locate several signages along City locations.

Planning:

1. 221 Belvedere Ave (PID #395087): Rezone a portion of the property at 221 Belvedere Ave. from Low Density Residential Zone (R-2) to Parking Zone (P) and amend the Official Plan Map from Low Density Residential to Commercial. Public consultation held on July 23, 2019.
2. 71 and 73 Upper Prince Street (PID #683748 & PID #359521): Rezone both 71 and 73 Upper Prince Street from Low Density Residential (R-2) Zone to the Medium Density (R-3) Zone and to amend the Official Plan Map from Low Density Residential to Medium Density Residential in order to construct six (6) additional apartment units to create an eleven (11) unit apartment building. Public consultation held on July 23, 2019.
3. 38 Palmers Lane (PID #275156): Rezone the property at 38 Palmers Lane from Low Density Residential Zone (R-2) to Medium Density (R-3) and amend the Official Plan Map from Low Density Residential to Medium Density Residential.
4. 229 Sherwood Road (PID #1007657 and a portion of PID #145961): Lot consolidation in the Business Park Industrial (M-3) Zone.

Reading Papers:

First Readings:

1. 221 Belvedere Ave (PID #395087): Rezone a portion of the property at 221 Belvedere Ave. from Low Density Residential Zone (R-2) to Parking Zone (P) and amend the Official Plan Map from Low Density Residential to Commercial.

Second Reading:

1. 7 Lions Crescent (PID #278721): Rezone the property at 7 Lions Crescent from R-1S (Single Detached Residential Zone) to R-3 (Medium Density Residential Zone) and amend the Official Plan Map from Low Density Residential to Medium Density Residential

Council Package  
August 12, 2019  
Page 2 of 2

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

Respectfully submitted,

**Councillor Greg Rivard, *Chair***

**PLANNING AND HERITAGE COMMITTEE – COMMITTEE MINUTES  
TUESDAY, AUGUST 06, 2019, 6:30 P.M.  
COUNCIL CHAMBERS, 2<sup>nd</sup> FLOOR, CITY HALL**

**Present:** Councillor Greg Rivard, Chair  
Deputy Mayor Jason Coady, Vice-Chair  
Councillor Bob Doiron

Alex Forbes, PHM  
Ellen Faye Ganga, PH IO/AA

**Regrets:** Mayor Philip Brown  
Councillor Julie McCabe

**1. Call to Order**

Councillor Rivard called the meeting to order at 5:47 pm.

**2. Declaration of Conflicts**

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

**3. Approval of Agenda**

Moved by Deputy Mayor Jason Coady and seconded by Councillor Bob Doiron, that the agenda for Tuesday, August 06, 2019, be approved.

CARRIED

**4. Adoption of Minutes**

Moved by Deputy Mayor Jason Coady and seconded by Councillor Bob Doiron, that the minutes of the meeting on Tuesday, June 04, 2019, be approved.

CARRIED

**5. Business arising from Minutes**

There was no business arising from minutes.

**6. Proposal from PATTISON Outdoor Advertising**

Alex Forbes, PHM, gave an overview of a signage proposal from Pattison Outdoor Advertising for permission to erect seven (7) digital signs along the city right of way. Mr. Forbes noted some concerns regarding the location of the electronic signage in the right of way which could result in creating a distraction for motorists. This proposal was initially submitted to Economic, Development, and Tourism (EDT) Committee and was not supported. One of the concerns cited by the EDT Committee was that this issue should ideally be reviewed by the Planning and Heritage Department who oversee the signage regulations. The EDT Committee in turn forwarded this proposal to the Planning Committee for their thoughts since signage is regulated in the Zoning Bylaw. Mr. Forbes presented the lease and asked the committee to review the document. If the committee feels that they need more time to review the proposal, this can be deferred and reviewed in the next committee meeting. Councillor Rivard asked if digital signs

are allowed in the City. Mr. Forbes indicated that digital signs are not allowed in the public right of way because they can distract drivers. In particular, the locations proposed are in high traffic generating areas. Moreover, it would be difficult to justify this type of a lease when we do not allow the private sector access to signage in our right of way.

**Moved by Councillor Bob Doiron and seconded by Deputy Mayor Jason Coady, that the proposal from Pattison Outdoor Advertising for digital signage on several City locations, be recommended to Council for rejection.**

**CARRIED**

**7. New Business**

There was no new business discussed.

**The meeting was adjourned at 5:51 p.m.**

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**Councillor Greg Rivard, Chair**



CHARLOTTE TOWN

*Great things happen here.*

**PATTISON**

CLASSIC

DIGITAL

TRANSIT

PLACE BASED

# THE PATTISON ADVANTAGE

## NATIONAL IN REACH, LOCAL IN FOCUS

PATTISON Outdoor Advertising is Canada's largest Outdoor, Digital & Transit Advertising company. We offer advertisers more Out-of-Home media products in Canada than any other company including; Digital and Static Horizontal Posters, Digital and Static Street Ads, Transit Shelters, Backlit Posters, Digital and Static Superboards, Wall Murals, Airport and Transit Advertising.

Our roots date back to 1908, giving us over a century to get to know the Canadian media landscape and its audience inside and out. PATTISON is Canada's OOH industry leader. And while the industry and our products have evolved, our commitment to providing the best in Out-of-Home has not changed.

National in reach and local in focus, PATTISON understands the unique market needs of local, regional and national advertisers. Our team stretches across the nation with a workforce of over 400 people and 25 sales offices coast to coast. We can execute a single poster campaign as easily as we can provide a multi-market campaign that utilizes several types of Out-of-Home media products. Our clients range from small local businesses to the largest and most influential marketers and advertising agencies in the country. No matter who it is or the type of campaign, we are committed to providing every advertiser with unparalleled customer service, quality and satisfaction beyond expectation.



CLASSIC



DIGITAL



TRANSIT



PLACE-BASED



**PATTISON**

  
**CHARLOTTE TOWN**  
*Great things happen here.*

**PATTISON**

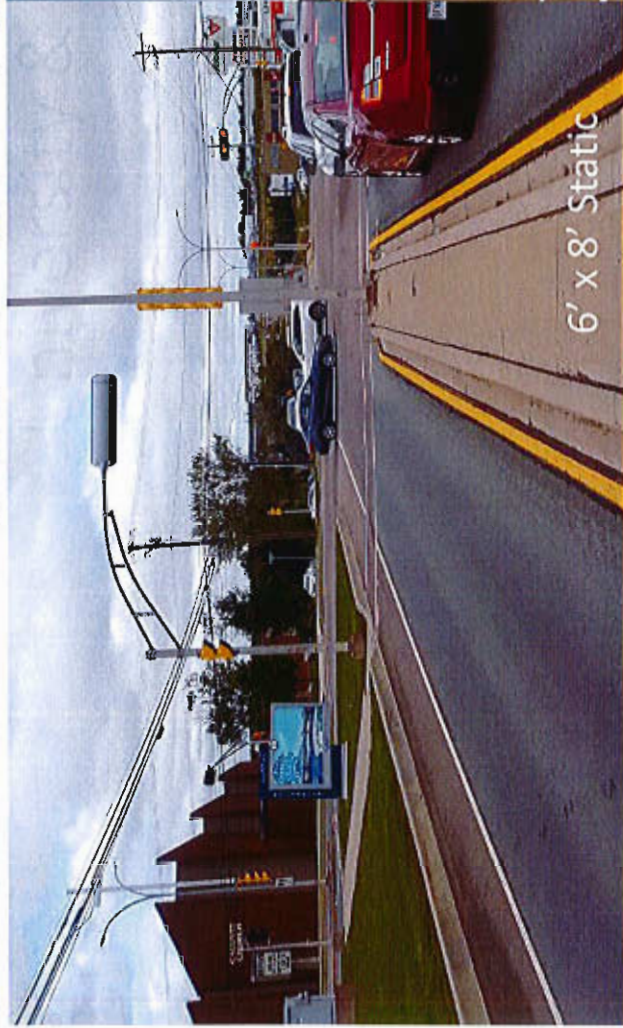


Riverside Drive & Grafton  
University & Belvedere

University & Allen







6' x 8' Static



6' x 8' Digital

# University & Capital Drive



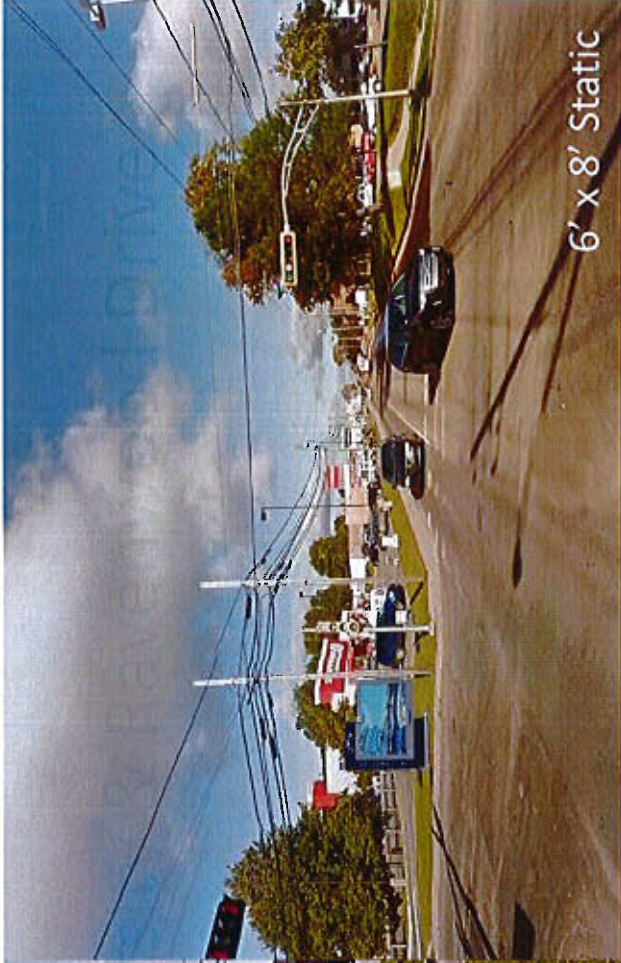
10' x 20' Digital

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

**PATTISON**



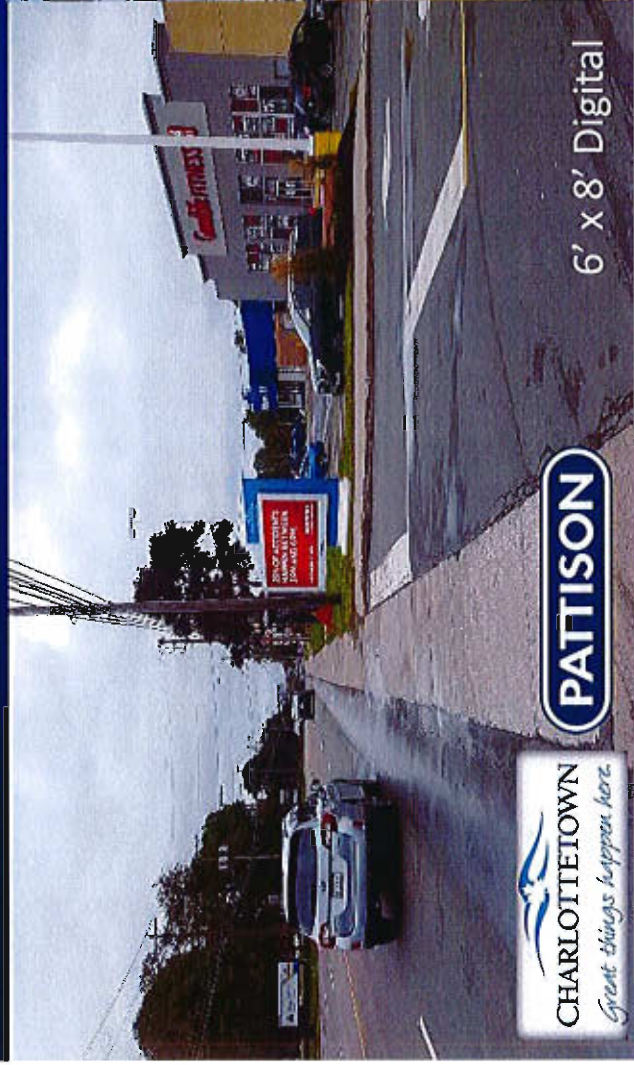
6' x 8' Digital



6' x 8' Static

# University & Kirkwood Drive

# University & Ravenwood Drive



6' x 8' Digital



6' x 8' Static



# We are excited to partner with the City of Charlotte.

CLASSIC

DIGITAL

TRANSIT

PLACE BASED



PATTISON

**PLANNING AND HERITAGE COMMITTEE – PLANNING BOARD MINUTES  
TUESDAY, AUGUST 06, 2019, 4:30 P.M.  
COUNCIL CHAMBERS, 2<sup>nd</sup> FLOOR, CITY HALL**

**Present:** Councillor Greg Rivard, Chair  
Deputy Mayor Jason Coady, Vice-Chair  
Councillor Bob Doiron  
Basil Hambly, RM  
Kris Fournier, RM  
Reg MacInnis, RM

Rosemary Herbert, RM  
Shallyn Murray, RM  
Alex Forbes, PHM  
Robert Zilke, PII  
Ellen Faye Ganga, PH IA/AA

**Regrets:** Mayor Philip Brown  
Councillor Julie McCabe  
Bobby Kenny, RM

Greg Morrison, PII  
Laurel Palmer Thompson, PII

**1. Call to Order**

Councillor Rivard called the meeting to order at 4:48 pm.

**2. Declaration of Conflicts**

Councillor Rivard asked if there are any conflicts. Deputy Mayor Jason Coady declared conflict for Item 4: Reconsideration to rezone Royalty Road & Upton Road (PID #388595).

**3. Approval of Agenda**

*Item 4: Reconsideration to rezone Royalty Road & Upton Road (PID #388595) is taken out of the agenda since Councillor Coady declared conflict of interest and therefore, will not have quorum to vote on this application. This application will be brought up in the next scheduled Planning Board meeting.*

**Moved by Reg MacInnis, RM and seconded by Basil Hambly, RM, that the agenda for Tuesday, August 06, 2019, with the exclusion of item 4, be approved.**

**CARRIED**

**4. Adoption of Minutes**

*Rosemary Herbert, RM, noted for clarification regarding the July 02, 2019 meeting minutes for the 221 Belvedere Ave application that she would like to see the following changes reflected from “Ms. Herbert commented that she has mixed feelings about this application because the property looks good as it is right now and asked why this property was not designated as a heritage property.” to “Ms. Herbert commented that she has mixed feelings about this application because the property looks like it could be a heritage property and asked why the property was not designated as such.”*

**Moved by Rosemary Herbert, RM, and seconded by Shallyn Murray, RM, that the minutes of the meeting held on Tuesday, July 02, 2019, with the requested changes, be approved.**

**CARRIED**

**5. Business arising from Minutes**

There was no business arising from minutes.

**6. 221 Belvedere Ave (PID #395087)**

This is a request to rezone a portion of the property at 221 Belvedere Ave. from Low Density Residential Zone (R-2) to Parking Zone (P) and amend the Official Plan Map from Low Density Residential to Commercial. Alex Forbes, PHM, presented the application. Staff noted that the Public meeting was held on July 23, 2019. See attached report.

There were concerns raised at the public meeting as outlined in the report. Staff has provided an extensive overview of the application. Although the location of the extension of the existing parking lot is concealed and will not impact the streetscape on Belvedere Avenue, commercial creep will occur in the backyards of adjacent properties. With all the past concerns from previous and current application, staff is recommending that this application be rejected. If this application is approved however, a development agreement should be in place stating that, appropriate landscape buffers must be integrated on the site between the parking lot and the existing residential development.

Councillor Rivard commented that all resident members were at the public meeting and is aware of the concerns raised by residents.

Councillor Bob Doiron commented that the applicant did his due diligence in terms of putting a fence, etc. and is supporting this application.

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

**Moved by Councillor Bob Doiron, and seconded by Shallyn Murray, RM, that the request to:**

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

**for the property at 221 Belvedere Avenue (PID #395087), be recommended to Council for approval, subject to a development agreement to provide appropriate landscape buffers between the parking lot and adjacent properties.**

**CARRIED  
(4-3)**

*A resident asked about the process and Councillor Rivard responded that the Planning Board is a recommending body and that Council makes a final decision at the next Meeting of Council. The resident then asked when would be the next meeting of Council. Councillor Rivard noted that it will be next Monday, August 13, 2019.*

*Mr. Zilke also clarified if the application is approved with the conditions on fence, etc. and Councillor Rivard confirmed that the recommendation would include all the conditions that were agreed upon at the Public Meeting.*

**7. 71 & 73 Upper Prince Street (PID #683748 & PID #359521)**

This is a request to rezone both 71 and 73 Upper Prince Street from Low Density Residential (R-2) Zone to the Medium Density (R-3) Zone and to amend the Official Plan Map from Low Density Residential to Medium Density Residential in order to construct six (6) additional apartment units to create a twelve (12) unit apartment building Robert Zilke, Planner II, presented the application. The Public meeting was held on July 23, 2019. See attached report.

At the public meeting, concerns were raised by residents and the department also received letters of objection with the same concerns. The concerns are all outlined in the report and Mr. Zilke provided a summary of these concerns to the Board. A tenant of the property in question spoke in support of the application. On August 6, 2019, the applicant provided a letter to the Department stating his proposals and recommendations to address some of the concerns of the residents. Mr. Zilke provided additional information regarding the capacity of the street and noted that he had a conversation with Public Works on the impact of six additional units on the capacity of the street. It was the opinion of Public Works that the impact of 6 additional units would be minimal to the overall functional operation of the street. Furthermore, most of the traffic and on-street parking resulted from thru traffic avoiding University Ave and residents using the street for free parking during the day. Mr. Zilke explained that this area is similar to the adjacent 500 Lot Area which is experiencing pressure for growth and conversion of larger older homes into apartments, some which has been recommended to be approved by this Board. Due to the low vacancy rate (0.2%) that as a City experiences growth it must accommodate additional development through infill opportunities in existing serviced areas.

Staff recommends that this application be approved with the conditions stated in the attached report.

Before Councillor Rivard opened the floor for questions, he recommended that if this proceeds to Council for approval, he would like to include a development agreement and an option for a design review aside from the four recommendations or conditions stated by staff.

Shallyn Murray, RM, commented that based on the feedback from the residents, most of the concerns were not really particular to the property being rezoned but more on the safety of the streets. Ms. Murray also added that if the recommendation could also include some stipulation with regards to the traffic concerns which may be directed toward the police. The increase of six additional units does not provide a huge impact in that area but the traffic on the street is a real issue. Councillor Rivard also added that the traffic issues are not really issues of the applicant, but more of a general concern in that area. It may be recommended for the streets to be converted into a one way street, but the Fire Department commented that it may hinder them from attending to potential fire or emergencies. The Police Department also felt that turning it into a one-way street may not be the solution to this issue.

Rosemary Herbert, RM, commented that there are a number of concerns to the application from residents who attended the public meeting and wrote letters. The board should be aware of all these concerns. It will be a difficult decision and we have to consider all these inputs and oppositions from the residents.

Reg MacInnis, RM, noted that the slides presented by Mr. Zilke did not provide much information about the residents' issues. Mr. MacInnis expressed that we should listen to the residents' concerns. Adding six more units does not satisfy the 0.2% and it sets a precedent for other properties to rezone their properties to build more units in the future. Mr. MacInnis feels that this particular area has had enough going on and adding six more units may create more problems than anticipated. Mr. MacInnis emphasized that we have to start listening to residents.

Councillor Rivard disagreed with Mr. MacInnis' comment on adding additional six units doesn't impact the 0.2%. Councillor Rivard noted that the additional six units, not necessarily for this application but in general, would make a difference to our current housing crisis.

Council Doiron clarified that the current lot is zoned R-2, but the application is requesting a lot consolidation as well. Mr. Zilke confirmed that the lot consolidation is part of the application since the building has a common property line. Consolidating both lots would result to the property adhering to the requirements of the R-2 zone and the R-3 zone. Councillor Doiron also asked what would an R-2 zone allow since the existing property already has five units. Mr. Zilke responded that early in the 80's, the property was zoned differently. It was zoned as low density but somewhere during this period was converted into an apartment unit. It transitioned from being a house to individual apartment units. Since the applicant wants to put additional units, the additional units may only be accommodated through a rezoning to R-3. Councillor Doiron also clarified that it is in an R-2 zone but has five units now and that the applicants would have asked for the board's approval for the additional units. Mr. Zilke confirmed that the property is a legal non-conforming 5-unit dwelling and based on RAP files, there are numerous properties that are considered non-conforming units that were allowed or approved prior to the amalgamation of the new Bylaw.

Councillor Rivard asked how many units are permitted if the lots were consolidated and Mr. Zilke responded that based on consolidation and rezoning, they would be permitted 15 units as-of-right. Councillor Rivard also noted that the applicant is here to answer any possible questions. Mr. Zilke also added that the applicant came to the office today to submit a letter summarizing their responses to the residents' concerns.

Basil Hambly, RM, also asked if the lots would still be consolidated if the application was not approved and Mr. Zilke responded that the lots could effectively remain as it is today.

Ms. Herbert also asked if this application is approved, would the proposed renovations to the existing building be reviewed by Planning Board. Councillor Rivard responded that we can direct the applicants to go through a design review process. There is a separate design review board that reviews the proposed changes and we also have a design reviewer who also reviews

the application and make recommendations to meet the design criteria requirements. Ms. Herbert asked if the design review is done prior to building or construction and Mr. Rivard confirmed.

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

***Moved by Shallyn Murray, RM, and seconded by Kris Fournier, RM, that the request to:***

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

***for the properties at 71 & 73 Upper Prince Street (PID #683748 & PID #359521), in order to construct six (6) additional apartment units to create an eleven (11) unit apartment building, be recommended to Council for approval, subject to the following conditions:***

- 1. That both of the subject properties are consolidated; and***
- 2. The two existing access points be delineated as separate but dedicated ingress/egress access points; and***
- 3. That the rezoning be approved as per the development concept proposed by the owner as presented in Attachment A.***
- 4. The applicant be required to sign a Development Agreement outlining any and all concerns of Council.***

***MOTION LOST  
(2-5)***

***Councillor Doiron, Councillor Coady, B. Hambly, R.MacInnis, R.Herbert opposed***

***Moved by Reg MacInnis, RM, and seconded by Basil Hambly, RM, that the request to:***

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

***for the properties at 71 & 73 Upper Prince Street (PID #683748 & PID #359521), in order to construct six (6) additional apartment units to create an eleven (11) unit apartment building, be recommended to Council for rejection.***

***CARRIED  
(5-2)***

***S.Murray, K.Fournier opposed***

**8. 38 Palmers Lane (PID #275156)**

This is a request to rezone the property at 38 Palmers Lane from Low Density Residential Zone (R-2) to Medium Density (R-3) and amend the Official Plan Map from Low Density Residential to Medium Density Residential. The purpose is to construct an 18-unit apartment unit. Robert Zilke, Planner II, presented the application. See attached report.



If the application is successfully rezoned, the lot area would only permit 17 apartment units. The applicant would then have to apply for a variance application for the additional unit. The subject property is bounded to the west and to the north by one and two-unit dwellings. There are apartment units to the east and further to the east are commercial properties. While the proposed development would not be considered a spot zone and technically could be considered to be compatible with the adjoining properties and such development would provide housing choices within the neighbourhood, the main issue remains to be the shifting of a higher density residential zone further into a low density mature neighbourhood. Staff recommendation is not to proceed to public consultation. Greg Munn, representative of the applicant, is here to answer any possible questions.

Mr. Rivard clarified if the adjacent buildings are apartments, including those along the commercial zone and Mr. Zilke confirmed. Mr. Munn provided additional details with regards to the proposed development.

Ms. Herbert clarified that traffic is not an issue along Palmers Lane. Mr. Zilke noted that he is not able to comment on that but the area is a low density area. Mr. Doiron also added that there are two speed bumps along that road and a stop sign in the middle to slow down the speed of traffic. Mr. Doiron then asked what is existing in that property, if it is a single-family dwelling or a duplex. Mr. Forbes responded that is a vacant lot. Mr. Doiron then clarified that the request is to rezone from R-2 to R-3 and Mr. Zilke confirmed. Councillor Rivard added that an R-3 would allow 17 units as-of-right and they are asking for 18 units. Mr. Zilke confirmed. Councillor Rivard asked that if this property was rezoned, would they be willing to drop to 17 or keep it at 18. Mr. Munn said that they can make 17 units work. Mr. Rivard asked Mr. Zilke if staff recommendation is to reject the request to proceed to a public meeting. Mr. Zilke confirmed and this is based on the scale and context of the area, and the transition from low density to medium density.

Mr. Rivard asked if they built a single detached home in that lot, it would have the same effect to the adjacent apartment building that currently exists. Either way, it may create some problems. Building a single detached home adjacent to the apartment will also be out of character. Mr. MacInnis commented that it will not, if you look to the left of the area. Mr. Forbes also added that if one really wants the property/lot, they would not necessarily be concerned with building a single family dwelling beside an apartment building because the apartment building is already there. People who are well established in a neighbourhood are much more concerned about a proposed increase in density. Also, Mr. Forbes noted that there have been previous applications dating back to 2009 to rezone the property to R-4 to be able to construct a 24-unit apartment and the application has gone through public consultation and has heard comments from the residents. Mr. MacInnis asked when this property was bought by the current applicant. Mr. Forbes and Mr. Zilke do not have this information available. Councillor Rivard added that the applicant also owns the apartment units adjacent to it.

Mr. Hambly asked how many units are there in the adjacent apartment units. Mr. Munn responded that there are 12 units each.

Ms. Murray asked that if the process at this time is to recommend to proceed to a public meeting and Mr. Rivard confirmed. Mr. Rivard also added that while there is a housing crisis, we do not want to give the appearance that we are unwilling to even entertain a public meeting. He suggested that we should hear the comments from the public and then Council can make a much more informed decision. Mr. Forbes commented that the decision to reject going to a public meeting should be based upon the fact that the Planning Board and Council have a very good understanding of the anticipated response that they may receive from the residents, or based on recent feedback in the area to a similar application. If residents are known to be strongly opposed to a project because of a recent similar application in the area, the board could recommend not to proceed to a public hearing. If the Board does not know the response in advance, then they may wish to recommend to go to public hearing.

Mr. Doiron added that there is a school in that area and that there are some calls on speeding (it being a cut-through from St. Peters to Mt. Edward Rd.) even there are speed bumps, stop signs and police patrolling the area. Mr. MacInnis asked where the nearest R-3 zone is from that area. Mr. Zilke noted that it is not shown in the current map. Ms. Murray feels that this is not hugely out of scale or context and would like that this proposal proceed to a public meeting.

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

**Moved by Shallyn Murray, RM, and seconded by Rosemary Herbert, RM, that the request to:**

- a) **Amend Appendix “A” the Official Land Use Map of the City of Charlottetown from Low Density Residential to Medium Density Residential; and**
- b) **Amend Appendix “G” – Zoning Map of the Charlottetown Zoning and Development Bylaw from R-2 (Low Density Residential) Zone to R-3 (Medium Density Residential) Zone;**

**for the at 38 Palmers Lane (PID #275156), in order to construct an 18-unit apartment building, be recommended to Council to proceed to public consultation.**

**CARRIED  
(6-1)**

*Councillor Doiron opposed*

**9. 229 Sherwood Road (PID #1007657 and a portion of PID #145961)**

This is an application to consolidate 229 Sherwood Road (PID #1007657) and a portion of PID #145961 in order to extend the lands of Island EMS. Alex Forbes, PHM, presented the application. See attached report. Staff recommendation is to approve the application.

Councillor Rivard asked about the setback requirements and Mr. Forbes responded that it is just a consolidation and if they want to expand or build anything further, they would have to come through the department again.

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

**Moved by Councillor Bob Doiron and seconded by Reg MacInnis, RM, that the request to consolidate 229 Sherwood Road (PID #1007657) and a portion of PID #145961, be recommended to Council for approval, subject to a final pinned survey.**

**CARRIED**

**10. 320 Capital Drive (PID #387365)**

Alex Forbes, PHM, noted that this application will not be presented this evening and that there are no decisions that have to be made at this time. The applicants anticipated that they would be prepared to present their application this evening but unfortunately, they were unable to have the traffic study completed in time. This application will be presented to the board when the traffic study is ready for this property. A special meeting may be requested at that time. The various fit up building permit applications for this property are on hold until the access point along Maypoint Roint is resolved.

Councillor Rivard asked if there are plans to run that road from Hampton Inn down to North River Road. Mr. Rivard added that the vehicles from the drive thru would go out onto Capital Drive and not onto Maypoint Road which may cause congestion along Beach Grove Road. Mr. Forbes responded that these concerns will be addressed as a part of the traffic study. Mr. Forbes also added that there is an urgency to get the drive-thru approved in order to get all the other permits that are not related to the drive-thru along this property approved.

**11. New Business**

Alex Forbes, PHM, noted that there is another report to make amendments to the Zoning & Development Bylaw. No decision has to be made at this time but Robert Zilke will provide the board a brief summary of the proposed amendments. These amendments will be presented in detail in the next board meeting.

Mr. Zilke presented the amendments to the Zoning & Development Bylaw as it pertains to 1) Calculation of Numerical Requirements & measurements; 2) Attached Garages and Carports; 3) Non-conforming buildings; and 4) Marijuana Production Facility Parking Space Requirements.

**12. Adjournment of Public Session**

**Moved by Reg MacInnis, RM, and seconded by Deputy Mayor Jason Coady, that the meeting be adjourned. The meeting was adjourned at 5: 45 p.m.**

**CARRIED**

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**Councillor Greg Rivard, Chair**



**Public Meeting of Council  
Tuesday, July 23, 2019, 7:00 PM  
Georgian Ballroom, Rodd Charlottetown Hotel  
75 Kent Street**

**Mayor Philip Brown Presiding**

**Present:**

**Deputy Mayor Jason Coady  
Councillor Alanna Jankov  
Councillor Greg Rivard  
Councillor Julie McCabe  
Councillor Kevin Ramsay**

**Councillor Terry MacLeod  
Councillor Mitchell Tweel  
Councillor Terry Bernard  
Councillor Robert Doiron**

**Also:**

**Alex Forbes, PHM**

**Robert Zilke, PII**

**Regrets:**

**Laurel Palmer Thompson, PII  
Ellen Faye Ganga, PH IO/AA**

**Greg Morrison, PII  
Councillor Mike Duffy**

**1. Call to Order**

Mayor Philip Brown called the meeting to order at 7:00 pm.

**2. Declarations of Conflict of Interest**

There were no declarations of conflict.

**3. Approval of Agenda**

Mayor Philip Brown opened the meeting, introduced the members of the Council and the purpose of the meeting and turned the meeting over to Councillor Rivard, Chair of Planning Board, who explained the Public Meeting process and then proceeded to introduce the first application.

**4. 4A Prince Street (PID #841536) THIS ITEM HAS BEEN WITHDRAWN**

This application for a site-specific exemption of the Waterfront (WF) Zone for 4A Prince Street (PID #841536) in order to allow the applicant to enter into an agreement with the City to provide 20 standard parking spaces off-lot on the Harbour Authority parking Lot at 3 Stan MacPherson Way (PID #335430) for a period of not less than ten (10) years was withdrawn.

**5. 221 Belvedere Ave (PID #395087)**

This is a request to rezone a portion of the property at 221 Belvedere Ave. from Low Density Residential (R-2) Zone to Parking (P) Zone and to amend the Official Plan Map from Low Density Residential to Commercial.

Councillor Rivard turned the meeting over to Robert Zilke, Planner II, who presented the application. Rob MacLellan, applicant, was also present at the meeting.

This is a 2-part application. The applicant first proposes to subdivide the rear portion of a residential lot, rezone it to Parking, and consolidate it with the existing parking lot adjacent to it in order to provide approximately 16 additional parking spaces. Mr. Zilke reviewed the proposed lot subdivision and consolidation. He indicated the portion to be rezoned to Parking and consolidated with the existing parking lot to provide 16 additional parking stalls for the adjacent drug mart.

Mayor Brown asked that anyone wishing to comment come to the mic to state their name and address. He then asked the applicant to speak to the proposed application. Mr. MacLellan introduced himself and noted that he is representing GGR Holdings, which is the corporation that operates the Sherwood Medical Centre. The proposed application is to expand the staff parking lot for the Medical Centre. Presently there are a certain number of staff at the Medical Centre that park in front of the building. The purpose of the proposal is to provide staff parking behind the Medical Centre and free up more spaces in the front of the building for clients. This proposal is similar to the proposal previously before Council approximately 10 years ago when he had purchased the property at 223 Belvedere Avenue. They subdivided the rear part of the parking lot previously and it is almost an identical piece of property which provided an additional 16 staff parking spaces. The intention is to do the same thing. The applicant has had discussions with land owners and has discussed some of their concerns. He had a meeting with Claire Woodhead who has some concerns with being beside a parking lot. Mr. MacLellan explained that this will be very similar to the previous parking lot and that a fence will be constructed along the back. He noted that this should satisfy the aesthetic. He also noted that there are a number of trees and bushes adjacent to the parking lot and that they had maintained nearly all of the existing green material around it. The parking lot will be used by staff from Monday to Friday. It will not be used at night or the weekend. There will be no public access onto Belvedere Avenue and if any property owners have any issues there he would be happy to discuss it with them.

Mayor Brown asked for any comments or questions.

Claire Woodhead, 219 Belvedere Avenue, noted that her property is directly adjacent to 221 Belvedere Avenue and she has discussed some issues with the applicant. She also noted that the diagram did not do the proposal justice and she was unsure if she would

be able to have any input. She presented photos that showed the property in its present state with a number of old evergreens, trees and greenery. She noted the view from her patio and also that she spends a lot of time there. She noted she had not been a part of anything like this before and that she and the applicant had discussed some possibilities. She would like to know as a landowner/citizen of Charlottetown, what chance she has of opposing this application. She indicated that to capture what the property is like now is going to take a number of years. *(recording fades at this point)* Miss Woodhead indicated that she has a few questions and her biggest concern is the maintenance of the natural environment. She also noted that she will not have the privacy she presently has. There are many trees on the lot that provide privacy and shelter, not only from the existing parking lot, but as well of the large apartment complex to the rear. She presented photos that showed some of the apartment building and how the leaves and trees give her privacy. She noted that they spend a lot of time in the backyard in the summer months and have enjoyed it for the last eight years since purchasing the property in 2011. Another concern is with security. She noted that there are some gaps in the existing fence and tree line and people do cut through her property from Maid Marion's parking lot, but it is limited and has not been an issue at this point. If the area is open she believes that more people will definitely be coming through and this will create security issues for her property. Ms. Woodhead also feels that her property value is going to be affected. Presently it is a peaceful residential feel as it is zoned. With the removal of the trees and the extension of the parking lot will definitely give the area an industrial feel. No one who purchases a residential home wants to have an exposed parking lot directly in their back yard. She feels that it may be possible to come to some agreement, but wonders, as a citizen, what are her chances of opposing this application as this is a residential area and the parking lot is not going to work. She also noted that there is a shed behind 221 Belvedere Avenue that definitely provides protection from "the eyesore that is the parking lot". She noted that she will put her concerns in an email and will send it to the City. She asked if she has to come to an agreement and understands this is the applicant's property but it is residentially zoned.

Mayor Brown asked Ms. Woodhead to attach the photos to the email so that they will be part of the record that will be discussed at the next Planning Board meeting. She asked if Council approves the application, if there will be room for negotiation after the fact. Mayor Brown asked Alex Forbes, PH Manager, to address this question. Mr. Forbes explained that the process is that she has presented her concerns at this meeting and they will be included in the report to Planning Board. The Planning Board will then weigh her concerns and will forward a recommendation to Council to approve or deny the application. She may also indicate if the application does get approved that Council will take her concerns into consideration.

Councillor Rivard commented that Planning Board meets the first Monday of every month and that the meeting is open to the public and also that she is welcome to attend the Council meeting the following week. Ms. Woodhead asked when the

application will be before Planning Board and how quickly it will take before a decision is made. She noted that the application took her by surprise and she wants to make sure all matters are addressed. Councillor Rivard explained that staff will take the information from this meeting and present it as a package to the Board. Planning Board will meet the first Monday of the month and make a recommendation to Council the following week either to approve or deny. Then Council will vote on the recommendation the second Monday of the month.

Mayor Brown noted that she should check the website for public information with regards to the meetings. He asked the applicant if he wished to present any further information. Mr. MacLellan noted that he had sent an email to City staff after he and Ms. Woodhead had met and wanted to make certain that Council had received the information. He read the email which indicated that he had met with Ms. Woodhead the previous day. Ms. Woodhead noted that the proposed parking lot had taken her by surprise, and that she had spoken to the applicant. She wishes to know what her recourse is.

Councillor Rivard encouraged Ms. Woodhead to send an email to Planning staff so that it will be part of the package to the Board. (*recording fades at this point*) He also noted that Mr. MacLellan's email will also be part of the package.

Mayor Brown asked for any further comments.

Ross MacEwen, 9 Vahalla Court, noted that there are three parking lots that abut his property. He feels that there have already been two parking lots approved on the Belvedere side since he moved here 17 years ago. He feels this new parking lot will not affect his property too much but hopes that there will be some greenery around the parking lot. He feels that he is getting boxed in and a new parking lot will affect his enjoyment of his property. He wishes the applicant well with his business and at this point it doesn't affect him a lot as long as there is some green space around the parking lot.

Mayor Brown asked the applicant to address this question. Mr. MacLellan noted that they have a good relationship with all the adjacent land owners and if anything, they try to do a little bit more than required to satisfy the residents.

Mr. MacEwen asked that the concerns be addressed up front and that with the existing parking lots, the problems did not get addressed.

Mayor Brown asked for any further comments; there being none, the meeting proceeded to the next agenda item. He turned the meeting over to Councillor Rivard who briefly introduced the application and explained the process.

## **6. 71 and 73 Upper Prince Street (PID #683748 & PID #359521)**

This is a request to rezone both 71 and 73 Upper Prince Street from Low Density Residential (R-2) Zone to the Medium Density (R-3) Zone and to amend the Official Plan Map from Low Density Residential to Medium Density Residential in order to construct six (6) additional apartment units to create an eleven (11) unit apartment building.

Robert Zilke, Planner II, presented the application to rezone the two properties at 71 and 73 Upper Prince Street from R-2 Low Density Residential Zone to the R-3 Medium Density Residential Zone and to do an Official Plan re-designation from Low Density to Medium Density. The purpose of the application is to create six additional units. This would be an addition to an existing 5-unit apartment complex. The existing house was converted around 1989 to multiple apartment units. The applicant is asking to rezone both properties and consolidate them into one property in order to create six units which would bring the total unit count for the proposed lot to 11. The applicant has submitted a site plan showing the addition which would be to the rear of the building. He is going to do an extension and follow the existing wall line and connect it with a stairway which would provide ingress and egress to the apartments for the new units. The applicant proposes a total of 14 parking stalls into the rear of the site. Currently only one parking stall per apartment is required. This will provide three additional stalls. He is also proposing to use the two existing ingress/egress points off Upper Prince Street and an additional green space is proposed in the north corner of the parking area. Mr. Zilke reviewed the drawings which the applicant has provided showing the proposed addition. The addition will follow the Empire architecture of the existing building. He also reviewed the proposed floor plan which shows a common hallway with three units on each side.

Shawn Shea, applicant, was present at the meeting to answer any questions or concerns. He has owned the property for approximately 30 years. He is very familiar with the Upper Prince Street area and has travelled the street thousands of times. He reviewed the proposal and noted that it will encompass approximately 18,780 square feet. He commented on the area and noted that Upper Prince Street is very conducive to residential use rather than commercial. The proposed development fits with the area as there is a high percentage of buildings on this and the adjacent streets which are multi-unit residential. There is commercial on University Avenue and Prince Street School is adjacent to his property. As well, there is institutional (Chances) beside his property which is a plus for the neighbourhood. There is also a component of single family dwellings in the area. Mr. Shea feels that the proposed development is conducive to the area as what the area is today with multi-unit buildings. The property is walking distance to the school, the downtown core for employment as well as restaurants for dining and entertainment. The location is perfect for residents who do not have a car or no desire to have a car and want to reduce their carbon footprint. Public transit is also nearby. Mr. Shea noted that the proposed development fits in the 18,780 square feet landmass and no variances are required. He feels his proposal is under utilizing the potential of the property by 4.17 units. That means with 18,780 square feet and the requirements of the current Bylaw, that the property, after the rezoning, could have



15.17 units without requiring any variances. He feels that it is critically important to have a co-existing addition to the architectural structure of the building. He noted there will be a mansard style roof and the addition will follow the existing building pattern to the back. The design is to provide green space which it has in the north corner and will have 3-bedroom units. These units will be approximately 1,011 square feet in area. He feels that current developments are 1 and 2 bedrooms only and are in high-density buildings of from anywhere from 24 to 78 units. In the canvassing that he has done over the last three or four years with renters, not everyone wishes to live in such large developments. His design will add a much needed variety option to renters. The proposed addition will be eco-friendly. With regard to parking and driveways, he has found that if you use 1.5 feet of drainage gravel and then cover that with compacted driveway gravel, when that material is packed down there are fewer problems with bumps, etc., as they can easily be packed down with a bulldozer. In the interim, it provides drainage capacity similar to what private owners with septic systems require. He will work with City staff with regards to this. This proposal will provide a self-contained water run-off for the new structure with self-absorption in that area. His proposal is an alternative to asphaltting everything and putting in a swale and getting an intense run-off that happens when there is heavy rain. Mr. Shea noted that the units will be long-term rentals only. He also noted that with his proposal he is utilizing 6,189 square feet of the property. That means that there is 12,589 square feet not being utilized and is one of the largest vacant land masses in the City. He also commented that there is a cemetery on one side as well and he also wishes to upgrade the outside of the existing building as well.

Mayor Brown asked for any comments or questions.

Kathy MacDougall, 75 Walthen Drive, asked if Mr. Zilke received a letter from Mrs. Deacon, and if so, why is it not in this package. Mr. Zilke indicated that he had just received it today. Ms. MacDougall wants to make certain Council gets a copy of this letter as well. Mayor Brown assured her that they will. She noted the residents are glad to finally get to see the property owner at 71 and 73 Upper Prince as it has been an eyesore for a number of years. She wants to know why, when the area residents keep their properties looking good, that his property is able to expand when it is in terrible condition and has been for a number of years. There is a strong odour from the garbage bins out front when walking past this property. She feels that all of Council should see what the landlord has done with what he owns now.. She remarked that Chances was zoned industrial and residents were promised, at a previous meeting, that would not be the case.. Mayor Brown confirmed that Chances is zoned Institutional, not industrial.. As far as other apartment buildings in the area, they are beautiful buildings and have been there for quite some time. Ms. MacDougall asked if the August Planning Board meeting will be on another date as the first Monday of the month falls on Natal Day which is a Civic Holiday. Mayor Brown advised to check the City website to confirm the meeting date.

Mayor Brown asked for any further comments or questions.

Tom Barnes, 58 Walthen Drive, and has lived there for 25 years. He is not in favour of changing the zoning in his neighbourhood, even for this property, Low to Medium Density. He feels it is a bad trend to set in that it is the "thin end of the wedge" to pave the way for further rezoning requests. This is a neighbourhood of single family homes especially on Walthen Drive and he would like to see it stay that way. He has invested a lot of time into being a community member and improve his property. He also feels that Council maybe feeling some pressure just because of the issue of low vacancies in Charlottetown. The hallmark of real leadership is to be careful to not sacrifice one thing and be in a panic to solve another problem. Although Council may be feeling pressure to solve the issue, they should not sacrifice neighbourhoods in the downtown area to achieve that goal. He feels that in the long term, that could be a mistake.

Keith Mullens, 53 Upper Prince Street, owns a single family dwelling, four properties away from the property in question. He and his family oppose any rezoning to a higher density. The reason is ongoing safety concerns that they have in their area. Traffic is a concern as they are in a school zone with a 30km per hour speed limit and people do not observe this traffic regulation. They do not want to go on University Avenue and thus drive through Upper Prince. Another traffic concern is delivery services that come to the area to do work. Cars park/double park on the streets during drop-off and pick-up hours at school, turn in neighbours' driveways which cause safety hazards. The next concern would be parking in that area. There are properties being rented out as bnbs and they do not have adequate parking for these tenants. People working in the downtown area also park along the streets. Residents do not have enough parking spaces so visitors also park along the street. He indicated that traffic and parking must be resolved before he would offer support for any kind of redevelopment. Mayor Brown mentioned that Mr. Mullens has been teaching at Prince Street School for years and confirmed that the Public School Board has not addressed the parking for staff. It has been looked at but it is still a problem.

Don Wonnacott, 84 Upper Prince Street, said that he was born in his house and has lived there for 94 years. He has seen the area at its best and at its worst. Traffic is terrible. He cannot imagine how people drive up and down Upper Prince and feel comfortable. He has spoken to Councillor Tweel to encourage the Chief of Police to turn the street to one lane, but it hasn't happened. The street is becoming a race track. The building in question was owned by someone for 30 years and has never put a stick of paint on it, cleaned gutters, and left grass to grow. And now, they are asking for an additional six units at the back.

Marilyn MacKinnon, resident of seven civic addresses to the north of the subject property being requested to be rezoned. Ms. MacKinnon is speaking as someone who lived here for 26 years and also lived nearby in the neighbourhood. She has been a pedestrian since the early 60's, went to school with previous owners before the current developer bought the property. Ms. MacKinnon summarized what the others have

spoken about. She commends the developer's initiative to provide the City with additional housing units which the City is currently in need of; not that she does not want the development in her backyard, but the application to rezone to a higher density is an issue because of parking and vehicular traffic. There will be more than double the number of households in the area. Any additional development will have additional visitors and vehicles. There is also a school that is growing in population. For the number of units being changed from five to 11, or maybe 14 down the road, that is going to add extra stress to the street. Mr. MacKinnon is of the 21 residents in the letter who was cc'd but unfortunately, the author of the letter and owner of the property adjacent to it is not present today. He supports her in requesting to deny the application. He noted that place was designed as single driveway, one car in and out of that area. Cars cannot be seen coming in and out of the driveways or the other direction. Some vehicles don't abide by the speed limit and there are kids/students and other pedestrians who can get into potential vehicular accidents. Ms. MacKinnon asked that it be maintained as low density unless something can be done on vehicular traffic and from preventing these additional vehicles from this property from going out onto Upper Prince Street. She also suggested that an agreement with the adjacent property owner be made to allow access along Williams Lane as the route going out of the property. Mayor Brown acknowledged Ms. MacKinnon's comments and suggestions. Mayor Brown also commented in regards to the letter from Martha Dicken that it will be passed on to the rest of the members of Council and explained the process of the public meeting. Ms. MacKinnon responded to say that she cannot speak on behalf of Ms. Dickens but is concurring with what she has stated. She also had questions about where the garbage cans are going to be located on the property and whether they will have individual bins per unit or a common bin for all tenants. She also asked where the vehicular traffic is going to be when the property begins construction. Also, she asked if the cross walk in that area will be retained where it is at present. Finally, Ms. MacKinnon urges Council and board members to seriously maintain the low density residential.

Mark Blanchard, resident at 73 Upper Prince Street, has been living in that apartment for 6 to 7 years. While Mr. Blanchard agrees with the other commentary on traffic, he noted that there are enough parking spaces for this apartment. Though there may be three or four individuals in one unit, there is usually just one vehicle parked per unit. Mr. Blanchard feels that even with the additional units and the number of vehicles each unit owns, parking should not be a concern. Mr. Blanchard also noted that while the exterior of the property is not aesthetically pleasing, he has not had any problems with his apartment or with his landlord for all the years that he has lived there. He also mentioned that he has no worries about converting additional units into Airbnbs and his landlord has not asked them to leave the property. He did mention that the landlord would prefer long term tenants as long as they can or as long as they prefer to stay in those apartment units.

Marilyn Kane, resident of 89 Upper Prince Street for 43 years. Ms. Kane commented that she concurs to all that was stated in Martha's letter and it is unfortunate that not everyone had a chance to read it. Ms. Kane mentioned that it is a beautiful street and the owners try their best to maintain their properties to keep it as one of the most beautiful streets in the City. It has become roadway to Sobeys, University Ave and it is not going to get better. She appreciates the developer but does not see that it fits the street scape. She also agrees that there may be other ways in terms of providing access, such as access to University Ave as being an option. She also asked that residents not be burdened anymore. She also added that she speaks from her heart and she hopes that there are no accidents in the future and then people would say, we should have listened.

Karen Nicholson, 85 Upper Prince Street, suggested that the street/area be visited during school hours (pick-up time) or at any given time of the day and note how busy the street is. Coming home from work at 4pm is also an issue especially when vehicles are coming towards you are in a hurry, it becomes a traffic concern. When you need work done on your property, she either has to leave or get rid of the car. She added that the street is unsafe and she needs Council to know. The street problem is not Mr. Shea's problem. Some residents do not park in the parking lot and most residents have problem backing out onto the street safely because they cannot see in between cars. During the winter and with snow piling, that is another concern.

Mayor Brown asked for any other questions and has requested Mr. Shea to respond to all the concerns from the residents.

Shawn Shea, developer, responded to the concerns noted by the residents and thanked everyone for giving their comments. Mr. Shea noted that for the garbage containment, he pointed out the location where the garbage will be located on the property but he won't have any control over possible smell along the curb side. For the access in and out of the property, there is a driveway on both sides and the current distance is more than the minimum requirement so there should not be an issue. There are enough parking spaces for tenants and visitors at the property with 14 parking spaces so there may not be an issue of parking along the streets. Mr. Shea also acknowledged that there is a traffic concern along Upper Prince Street and he is not going to challenge this issue. He did note though that this is not something he has control over. With regards to the proposed development, this is a good opportunity to improve the aesthetic look and blend of the existing property with the rest of the properties. The addition is at the back and will not be seen along the street. The snow removal concern is no different than any other facility.

Mayor Brown thanked Mr. Shea and emphasized that this is a public consultation only and that the letter from Martha Dickens will be forwarded to Council. He added that members of the Planning board were present tonight and are listening to residents' feedback. This will be part of discussion at the next Planning board meeting on August

6 at City Hall. Mayor Brown then turned over the mic to another resident for her final comments.


Susan Martin, resident along Hillsborough Street, mentioned that she has seen drastic changes over the years. There are reasons why we have zoning bylaws – to allow so much coverage/density. Recently, things have changed, families have left and these houses are being converted into apartments. Ms. Martin asked the total number of individuals who will be occupying the area. She also added that the area is already over its capacity in terms of density and there were a lot of buildings that have been converted into apartment buildings over the years. What used to be single family/normal houses would now have 6-10 garbage bins along the streets. Streets are also narrow and traffic is a problem. Ms. Martin ended her comments by saying that the zoning should stay as is and that the development should stop.

Councillor Mitchell Tweel thanked the residents for coming to the meeting. He noted that it is unfortunate that the letter was not received before the meeting but it will definitely be circulated to Council. Mr. Tweel also mentioned that the message tonight is loud and clear. There are many different issues that have to be dealt with – traffic, speeding traffic, speed way to Sobeys and a shortcut to other streets, etc.. Mr. Tweel mentioned that he consistently brought it up to Council and has asked that it be dealt with and made as a priority. The police should not concentrate their efforts on main entrance ways to the city but also consider these streets. Mr. Tweel also thanked the developer for reaching out to him. He also mentioned that if there are any other concerns, residents are free to reach out to him.

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

## **7. Adjournment of Public Session**

Moved by Councillor Kevin Ramsay and seconded by Councillor Mitchell Tweel that the meeting be adjourned. Meeting adjourned at 8:42 p.m.

<b>TITLE:</b> <b>FUTURE LANDUSE MAP AMENDMENT AND ZONING AMENDMENT (PID# 395087) 221 Belvedere Ave</b> <b>FILE: PLAN-2019-06-August-6A-1</b> <b>OWNERS: GGR Holdings Ltd.</b> <b>APPLICANT: Robert MacLellan</b>		
<b>MEETING DATE:</b> July 2, 2019		<b>Page 1 of 7</b>
<b>DEPARTMENT:</b> Planning & Heritage	<b>ATTACHMENTS:</b> A. GIS Map	
<b>SITE INFORMATION:</b> <b>Context:</b> Mature mixed density neighbourhood adjacent to a low density, medium density and MUC zoned land. <b>Ward No:</b> 2 Belvedere <b>Existing Land Use:</b> vacant R-2 lot. <b>Official Plan:</b> Low Density Residential <b>Zoning:</b> Low Density Residential		

**RECOMMENDATION AFTER PUBLIC CONSULTATION:**

The Planning & Heritage Department encourages Planning Board **NOT** to recommend to Council for the request to amend Appendix “A” the Official Land Use Map of the City of Charlottetown from Low Density Residential to Commercial and a request to amend Appendix “G” – Zoning Map of the Charlottetown Zoning and Development Bylaw from R-2 (Low Density Residential) Zone to P (Parking) Zone at 221 Belvedere Ave (PID #395087).

Further the Planning and Heritage Department does **NOT** recommend to consolidate a portion 221 Belvedere Avenue (PID #395087) with PID #396432, located at 15 Brackley Point Road.

**REQUEST**

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

***Development Context***

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

**LEGISLATIVE REQUIREMENTS:**

***Notification***

In accordance with Section 3.10 of the Zoning & Development By-law, on July 11, 2019 notice was sent to 41 residents located within 100 meters of the subject property advising them of the request to rezone and the date, time and location of the public meeting. The letter solicited their written comments for or against the proposed rezoning request and stated the deadline to submit written comments on the application.

***Public Feedback***

In response to the City's notification letter there was one (1) letter received (attached) from the adjacent property owner located immediately west of the subject property.

The letter cited concerns such as:

- the loss of enjoyment and privacy in the property owners back yard.
- the adjoining back yard and tees provides a buffer between the property owners back yard and the apartment building, commercial uses and parking lot to the east.
- concerns regarding security and people walking to her back yard to go to Maid Marion's Restaurant.
- concerns about future expansion of the commercial uses next to the property owner's residential property.
- concerns about the effect a commercial parking lot abutting the property owner's back yard will have on her property.

The Public meeting was held on July 23, 2019 at the Rodd Charlottetown Hotel. At the public meeting the applicant Rob McLellan spoke to his application. He stated that, "Presently there are a certain number of staff at the Medical Centre that park in front of the building. The purpose of the proposal is to provide staff parking behind the Medical Centre and free up more spaces in the front of the building for clients. This proposal is similar to the proposal previously before Council approximately 10 years ago when he had purchased the property at 223 Belvedere Avenue. He indicated he would be constructing a fence around the parking lot"

When Mr. McLellan finished his presentation residents were invited to ask questions and make comments.

Two residents spoke at the public meeting. Both were adjoining neighbours. One neighbor also sent a letter and is not in favor of the application. The other neighbor has concerns that he is being boxed in with parking lots and it is affecting the enjoyment of his property but requested that some green space be maintained along his property boundary. Some additional comments received at the public meeting included:

- I purchased my property in 2011 as a residential property I did not anticipate a parking lot being constructed in the back yard.
- Concerns about the loss of privacy in the property owner's rear yard.
- The many trees and greenery currently provides a buffer between my property and the adjacent commercial and high density residential uses.

The removal of trees and the construction of a parking lot will give an industrial feel to my backyard.

**ANALYSIS FOLLOWING THE PUBLIC MEETING:**

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

Key sections from the Official Plan to be considered include:

*Section 3.2.3*

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

*Section 4.3.2*

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



*Our policy shall be to require that appropriate landscaping be intraduced as part of any expansion or impravements in bath suburban centers so as ta improve the visual appeal and general attractiveness of these areas.*

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

The applicant has indicated that the purpose of this application is to provide additional parking for staff at the back of the medical centre. Staff did visit the site during the afternoon on a weekday and there were numerous spaces available in the existing parking lot behind 223 Belvedere Avenue and in the front parking lot.

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

However, staff must also consider that although this area does already have a mix of commercial uses it is a further extension of a commercial use into a residential area which erodes the fabric of a residential neighbourhood. Currently the R-2 Low Density Residential Zone is adjacent to a Medium Density Residential (R-3) Zone. Both of these zones are transitional and this would be viewed in planning as “stepped zoning”. The extension of the Parking Zone along these residential properties would not contribute to any form of stepped zoning between residential uses. It is not a compatible use with low density residential uses and therefore if permitted would require extensive landscaped buffers. It should be considered that there was a request in 2011 from the previous owner of the residential property at 219 Belvedere Ave to rezone the property to C-1 (Business Office Commercial). The application was rejected based on concerns from the neighbourhood about the increasing commercialization of Belvedere Avenue and their neighbourhood. Council felt that rezoning 219 Belvedere Ave. to commercial did not follow the intent of the Official Plan. The 2011 report to Planning Board indicated, *“Approximately 400 feet to the east is Brackley Point Road. This road is bordered by MUC (Mixed Use Carridor) Zoning. If the subject property is rezoned to C-1 there would only be three properties left between the commercial uses on Brackley Point Road and C-1 Zoning on Belvedere Avenue. It would be quite*

*likely that the R-2 properties between these zones would be rezoned over time to commercial. If that occurs then one block of residential dwellings, part of a neighbourhood on Belvedere Avenue will have been lost to commercial uses."*

In essence this is what has happened to areas of St. Peter’s Road. Section 4.4 of the Official Plan, *Two Commercial Corridors* supports directing commercial growth toward St. Peter’s Road and University Avenue.

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

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

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

Positives	Neutral	Shortcomings
<ul style="list-style-type: none"> <li>▪ The additional parking will add parking capacity to the site and will prevent motorists from parking along streets.</li> <li>▪ The proposal is already adjacent to an existing parking and MUC Zone.</li> </ul>	<p>Landscape buffers can be planted along property boundaries to mitigate some of the potential land use conflicts.</p>	<ul style="list-style-type: none"> <li>▪ The property is adjacent to residential development and adjoining property owners purchased their properties with the intent that they would be neighbouring residential development. Commercial development was located along Brackley Point Road.</li> <li>▪ Rezoning to parking can be viewed as commercial creep into a residential area.</li> </ul>

**CONCLUSION:**

The location of this proposed extension of an existing parking zone will not impact the streetscape on Belvedere Avenue. The streetscape will be unaltered and therefore will not give the appearance of commercial creep into a neighbourhood. Although concealed along the streetscape commercial creep will occur in the backyards of the properties. Therefore, the land use impacts of adjoining residential property owners must be considered. Currently there are parking lots to the east and west of the property at 219 Belvedere Avenue. The subject property at 221 Belvedere Avenue is currently zoned R-2 Low Density Residential. The property owner of 219 Belvedere Ave. purchased her property in 2011 with the intent of living next to a low density residential use. This occurred after the previous owner of 219 Belvedere requested to rezone the property to Business Office Commercial and the application was denied by Council. Given the past concerns voiced by the neighbourhood on previous and the current application and the goals of the Official Plan in regards to commercial growth in the City it is not recommended that this property be rezoned to P (Parking).

However, if Planning Board chooses to recommend this application for approval then it is recommended that appropriate landscape buffers be integrated on the site between the parking lot and the existing residential development. A development agreement should be applied to this application in the event that it is approved to ensure that the required landscape buffers are implemented.

**RECOMMENDATION:**

Staff does not recommend for approval of the application to rezone a portion of the property located at 221 Belvedere Avenue to P (Parking).

Further staff does not recommend to consolidate a portion 221 Belvedere Avenue (PID #395087) with PID #396432, located at 15 Brackley Point Road.

**PRESENTER:**

Laurel Palmer Thompson, MCIP  
Planner II

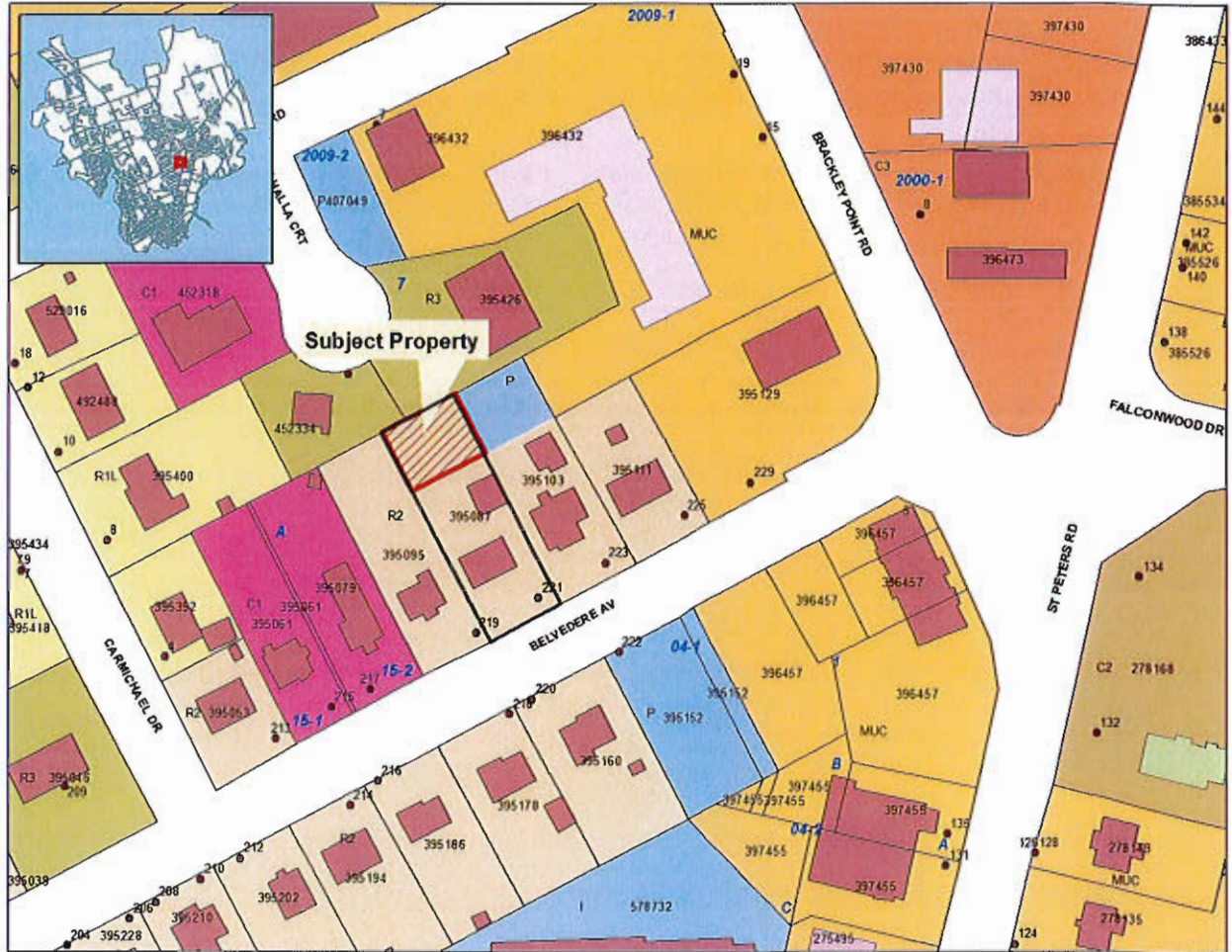



**MANAGER:**

Alex Forbes, MCIP, MBA  
Manager of Planning & Heritage



Attachment A. GIS Map:



<b>TITLE:</b> <b>REZONING APPLICATION</b> <b>FILE: PLAN-2019-6-AUGUST-6a-2</b> <b>71 AND 73 UPPER PRINCE STREET (PID 359521/683748)</b> <b>OWNER: BRIAN &amp; SHAWN SHEA</b>		 <b>CHARLOTTETOWN</b>
<b>MEETING DATE:</b> August 6, 2019		<b>Page 1 of 8</b>
<b>DEPARTMENT:</b> Planning & Heritage	<b>ATTACHMENTS:</b> A. Application and Building Plans B. Property Map C. Letters of Objection	
<b>SITE INFORMATION:</b> <b>Context:</b> Two separate properties with a total of five dwelling units <b>Ward No:</b> 4 <b>Existing Land Use:</b> A five (5) unit apartment building <b>Official Plan:</b> Low Density Residential <b>Zoning:</b> Low Density Residential (R-2) Zone		
<b>PREVIOUS APPLICATIONS: 89-147, 98-403</b>		

**RECOMMENDATION:**

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the rezoning request to:

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

Subject to the consolidation of the two subject properties and the identification of both a dedicated but separate ingress and egress access point for each of the two existing driveways.

**BACKGROUND:**

***Request***

The property owner, Shawn Shea, is applying to rezone the properties located at 71 and 73 Upper Prince Drive (PID #359521 & #683748) from the Low Density Residential (R-2) Zone to the Medium Density (R-3) Zone. The purpose of the rezoning is to allow for an additional six (6) apartment units to the existing five (5) apartment units for a total of eleven (11) apartment units.

***Development Context***

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

***Property History***

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

**LEGISLATIVE REQUIREMENTS:*****Notification***

In accordance with Section 3.10 of the Zoning & Development By-law, approximately fifty-two (52) notices were sent to surrounding residents located within 100 metres of the subject property advising them of the request to rezone and the date, time and location of the public meeting. The letter solicited their written comments for or against the proposed rezoning request and the deadline to submit written comments on the application.

***Public Feedback***

In response to the City's notification letter the department received four (4) letters of opposition to the rezoning application. The letters stated various concerns such as:

- There is a great deal of traffic congestion on the street especially in the morning and after school and Chances Daycare when students are getting picked up and dropped off. The development will only add more congestion to the street.
- Traffic from the development will cause a danger to students walking to and from school.
- The invasion of Air B&B's has caused additional traffic and parking challenges.
- It is a low density neighbourhood and additional apartments are not a good fit for our neighbourhood.
- Increase in refuse bins into the area for collection causes unsightliness and congestion during pick-up.
- Concerns for drainage and loss of greenspace due to the further development of the property.

A public meeting was held on July 23, 2019 at the Rodd Hotel, Georgian Ballroom at 7pm to garner feedback on the application. At the public meeting Shawn Shea the property owner and developer presented the details of the application including drainage, parking, building elevations, access and size of the units. When Mr. Shea finished his presentation residents were invited to ask questions and make comments.

Several residents spoke in opposition to the proposed development. Some of the comments received at the public meeting included:

- Concerns that the additional density would not fit within the character of the neighbourhood.
- The local street is at capacity for the amount of traffic and proliferation of street parking.
- The capacity off the street has been caused by an influx of Air B&B's and residents utilizing the street as a thoroughfare to avoid University Ave.
- Residents mentioned that the street becomes too busy during drop off and pick up hours for the school and daycare.
- How will drainage be handled on site?
- Concerns relating to increase refuse bins and storage.
- If this property is rezoned it will set a precedence for the potential of other low density lots to be rezoned for higher density.

A resident that rents one of the existing units on the subject property voiced support for the application and provided the following comments:

- He agreed that traffic is a concern on the street.
- He stated that there is currently enough parking on site to accommodate resident's vehicles and mentioned that there are tenants that do not use a vehicle.
- It was stated that he has not had issues living on the property and felt that the additional parking would be enough to accommodate any additional tenant needs.

**ANALYSIS POST PUBLIC MEETING:**

The subject properties 71 and 73 Upper Prince Street once consolidated would meet the requirements of the Medium Density (R-3) Zone in terms of lot frontage and area. The proposal seeks to add six (6) additional apartment units to the existing five (5) apartment unit building, for a total of eleven (11) apartment units. The owner is ensuring that the proposed addition would maintain the architectural form and design of the existing Second Empire style building onsite. Should the rezoning be approved, both of the lots would need to be consolidated. The consolidation of 71 and 73 Upper Prince Street would contain the entirety of the proposed

development. There are two existing accesses for both properties that would be maintained off of Upper Prince Street for residents. Due to the fact that additional density would create additional trip generation staff is recommending that each of the access points are delineated as separate ingress and egress only points of access.

If Council chooses to approve this rezoning/re-designation a condition of approval must be the requirement for the property owner to enter into a development agreement to restrict the density on the property to the proposal as presented.

Infill development within established low density residential neighbourhoods is supported within the policies of the Official Plan. However, the Official Plan clearly states that it has to be development that will not adversely impact existing low density residential neighbourhoods.

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

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

Section 3.2 of the Official Plan further states,

### 3.2 *Sustaining Charlottetown’s Neighbourhoods*

#### *Defining Our Direction*

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

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

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



*Section 3.2 under the heading of Environment for Change further states,*

*The Environment for Change*

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

*3.3 Housing Needs and Variety*

*If Charlottetown is to continue to grow as a healthy community, affordable housing for all segments of society must generally be available throughout the City. Moreover, the housing requirements of those with special needs (e.g., disabled, homeless, people in transition) also have to be addressed. Likewise, in the recent past, there has been a chronic shortage of most types of multi housing. As the population base continues to age, this problem will become more acute unless civic decision-makers address it in a forthright manner.*

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

*Defining Our Direction*

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

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

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

With the current application it is staff's opinion that the applicant has put more consideration into a development proposal that is more in keeping with the neighbourhood. The proposed addition incorporates design elements of the Second Empire style of the existing building and is aligned with the existing structure in terms of setback to property lines and massing. The proposed addition is hidden well by the existing building on the street and does not result in changes to street facing facades.

At the public meeting various residents did not take issue with the design of the addition but voiced concerns relating to the proposed density. Citing that they felt it was not an appropriate form of development for their neighbourhood. There were many concerns relating to the level of traffic on Upper Prince Street and capacity issues in terms of traffic and street parking. Many residents felt that the additional density may increase the level of traffic on Upper Prince creating the potential for accidents with pedestrians and children attending the elementary school across the street. It should be noted that the applicant has not only met but exceeded the parking requirements for the proposed development by providing an additional three (3) parking spaces above the minimum requirements. After conversation with Public Works it is noted that six (6) additional units is a small increase and therefore would have little impact on the existing capacity of the street. It should be noted that the City is growing and infill density increases should be expected and embraced in developed areas. The four sections of the Official Plan above provide policy to support higher density in existing neighbourhoods with existing underground services. Due to the 0.2% vacancy rate, there is a severe need of additional long term residential dwelling units throughout the community. Many residents are being forced to leave the City because of the lack of housing options and affordable housing. It has been very difficult to acquire land within established neighbourhoods at reasonable prices were rents can be kept at affordable levels. The Official Plan has various policies which support the efficient use of services and making neighbourhoods stable and sustainable by supporting more infill development. The Plan also supports various housing options within existing neighbourhoods.

In planning practice when assessing locations that are appropriate for residential uses it is appropriate to locate residential dwellings in locations close to amenities, transit, parkland, schools and within walkable neighbourhoods. The proposed site is within walking distance to schools, a daycare, churches and adjacent to the 500 Lot Area that contains a variety of amenities and services. The proposal meets all other technical requirements of the Zoning & Development By-law and embraces the policies of the Official Plan.

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

Positives	Neutral	Shortcomings
<ul style="list-style-type: none"> <li>▪ There City is experiencing a demand for housing and this proposal would provide additional options for housing within a mature neighbourhood that is predominantly low density residential.</li> <li>▪ The proposal is close to schools, a daycare, shopping, churches and public transit.</li> <li>▪ Moderately higher density using existing underground services.</li> <li>▪ Additional density without adversely affecting existing character of the area.</li> <li>▪ The additional dwelling units would be constructed to applicable Building and Fire Codes.</li> <li>• Provides three (3) additional parking spaces above what is required.</li> <li>▪ Greenspace provided.</li> </ul>	<ul style="list-style-type: none"> <li>• May increase interest in medium density development in the neighbourhood.</li> <li>• Moderate increase of traffic on the local street but still reasonable. A traffic study has not been conducted.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The site is located in a mature low density neighbourhood.</li> <li>▪ Some residents view the proposal as out of scale for the neighbourhood.</li> <li>▪ Concerns about traffic on the street and residents feel that this additional density would compound the problem.</li> <li>▪ Residents have voiced concerns that the proposal may create an unsafe situation for pedestrians.</li> <li>▪ Submitted plans will have to be revised to convert a proposed regular parking space into an accessible space.</li> <li>▪ Refuse container storage will have to be identified and placed in a suitable area onsite.</li> </ul>

**CONCLUSION:**

There were many concerns raised by residents at the public meeting regarding the proposal on this property. The majority of concerns related to the local street capacity for traffic, on-street parking

and the condition of the existing building. Although staff do not feel that six (6) additional units will create a significant traffic load on Upper Prince Street but through the public consultation staff have become aware that there is an issue with traffic stacking and on-street parking, especially during the school year during drop off and pickup times. These issues would have to be addressed by the School Division and traffic authority. In regards to the building's condition, the owner has already stated that the income obtained from the additional dwelling units would help fund the maintenance of the existing structure.

It should also be considered that there is a severe housing shortage within the City. Many older established neighbourhoods such as Spring Park is experiencing spillover of additional density development from the 500 Lot Area, in fact these older areas have felt pressure for more residential growth due to the employment centres, services and amenities nearby in the downtown area.


The Planning & Heritage Department recommends that the rezoning and Official Plan amendment applications be approved subject to the following conditions:

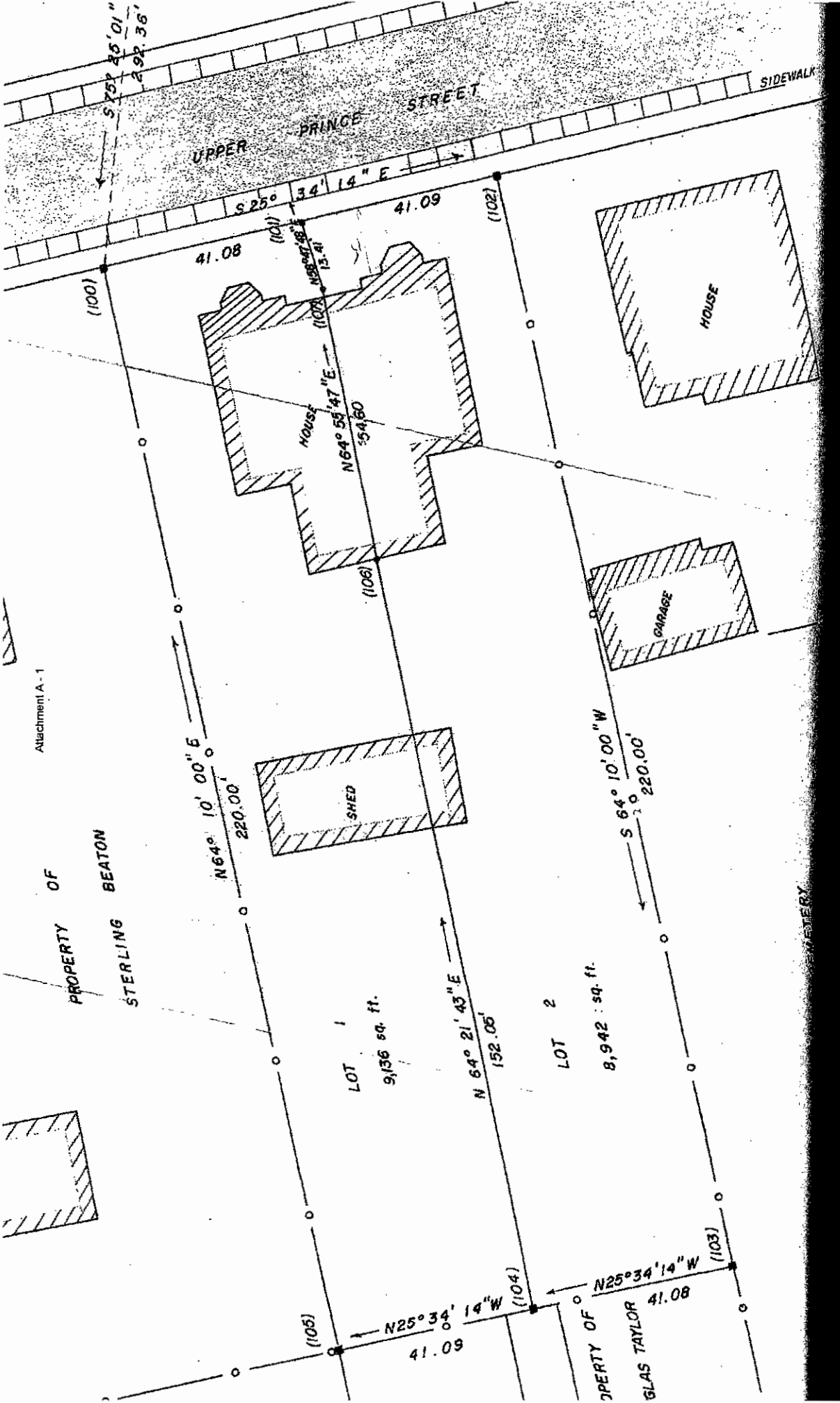
- 1) That both of the subject properties are consolidated; and
- 2) The two existing access points be delineated as separate but dedicated ingress/egress access points; and
- 3) That the rezoning be approved as per the development concept proposed by the owner as presented in Attachment A.
- 4) The applicant be required to sign a Development Agreement outlining any and all concerns of Council.

**PRESENTER:**

  
\_\_\_\_\_  
Robert Zilke, MCIP  
Planner II

**MANAGER:**

  
\_\_\_\_\_  
Alex Forbes, MCIP, MBA  
Manager of Planning & Heritage



Attachment A - 1

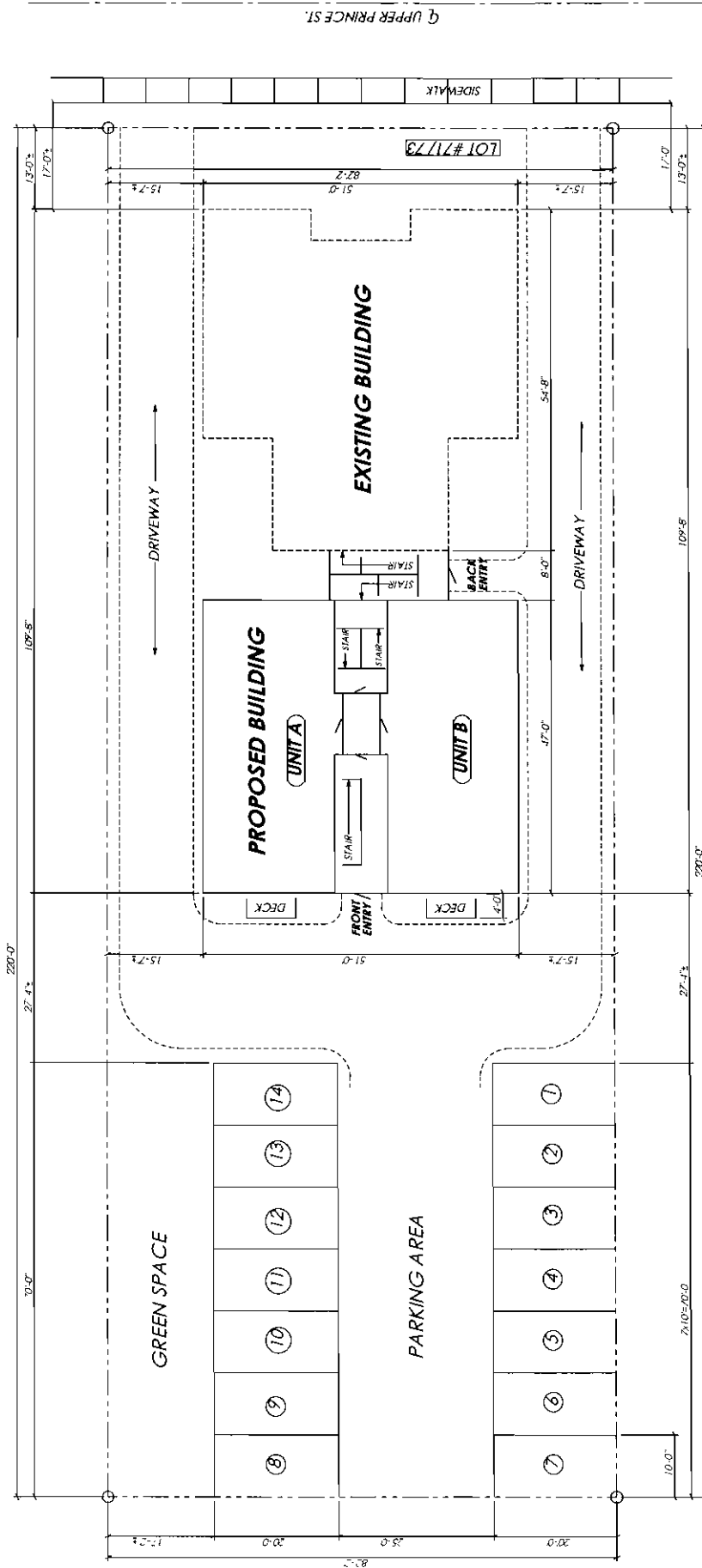
PROPERTY OF  
STERLING BEATON

LOT 1  
9,136 sq. ft.

LOT 2  
8,942 sq. ft.

PROPERTY OF  
GLAS TAYLOR

SIDEWALK



SITE PLAN

PROJECT: SHAWN SHEA-6 UNIT  
 71173 UPPER PRINCE ST.  
 TITLE: SITE PLAN  
 SCALE: N.T.S  
 DATE: MAY 17/ 2019  
 DRAWN BY: 3D HOME DESIGN  
 REVISIONS:

**PRELIMINARY DRAWING**

PLAN NO. 1208.AP

WIDTH: 51'-0"  
DEPTH: 55'-0"MAIN FLOOR AREA: 2550 H<sup>2</sup> ( 236.9 m<sup>2</sup>)- UNIT #1: 1011 H<sup>2</sup>; #2: 1011 H<sup>2</sup>; COMMON: 528 H<sup>2</sup>SECOND FLOOR AREA: 2149 H<sup>2</sup>- UNIT #3: 1011 H<sup>2</sup>; #4: 1011 H<sup>2</sup>; COMMON: 127 H<sup>2</sup>THIRD FLOOR AREA: 2149 H<sup>2</sup>- UNIT #5: 1011 H<sup>2</sup>; #6: 1011 H<sup>2</sup>; COMMON: 127 H<sup>2</sup>TOTAL LIVING AREA: 6848 H<sup>2</sup> ( 636 m<sup>2</sup>)

NBC 3.2.2.52 GROUP C UP TO 3 STOREYS

MAX BLDG AREA PERMITTED : 900 m<sup>2</sup>

FLOORS, LOADBEARING WALLS, COLUMNS,

ARCHES REQUIRE A 45 MIN. F.R.R.

**LIST OF DRAWINGS**

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

**Residential Apartment Building - Occupancy Group C****General Notes to be applied to drawings:**

1. All Service Rooms: ceilings to be 2 layers 5/8" thick type X gypsum board, fire separation one hour fire-resistance for fire separation rating.
2. All doors and door frames from corridor to residential units to be fire rated minimum 20 minute complete with closures.
3. Walls: all columns and load-bearing exterior walls with 5/8" thick type X gypsum.
4. Walls: all exterior beams of non-load-bearing walls shall be continuous on one side of stair minimum and terminate 12" beyond top and bottom of step (on one side minimum).
5. Highway Party Walls and Utility Rooms/Dwelling Unit - Walls to be constructed as follows:
  1. 2" thick structural material
  2. 1/2" thick mineral wool insulation on one side spaced 24" O.C.
  3. 1/2" type X gypsum on resilient metal channel side
  4. 1/2" type X gypsum on resilient metal channel side
  5. No openings to have 2 layers 5/8" type X gypsum for required 1 hr fire resistance rating.
  6. No openings permitted below stairs.
  7. All openings to be protected with fire-rated doors.
  8. All openings to be protected with fire-rated doors.
  9. All openings to be protected with fire-rated doors.
  10. All openings to be protected with fire-rated doors.
  11. Provide fire-rated doors in all Stairs, Corridors, Landings, Common Rooms, Common Rooms, etc.
  12. Provide fire-rated doors in all Stairs, Corridors, Landings, Common Rooms, Common Rooms, etc.
  13. Provide fire-rated doors in all Stairs, Corridors, Landings, Common Rooms, Common Rooms, etc.
  14. All door work shall be three-halves thick, fire-rated, fire-resistance rated, fire-resistance rated, fire-resistance rated.
  15. All combustible piping penetrations, drains, waste and vent piping which penetrates a fire separation must be equipped with fire-rated blocks that be provided on all dwelling unit doors.
  16. Door seals shall be provided on all dwelling unit doors.
  17. Provide fire-rated doors in all Stairs, Corridors, Landings, Common Rooms, Common Rooms, etc.
  18. Provide fire-rated doors in all Stairs, Corridors, Landings, Common Rooms, Common Rooms, etc.
  19. Provide fire-rated doors in all Stairs, Corridors, Landings, Common Rooms, Common Rooms, etc.
  20. Provide fire-rated doors in all Stairs, Corridors, Landings, Common Rooms, Common Rooms, etc.

architecture  
EngineeringPROJECT: SHAWN SHEA - 6 UNIT  
71173 UPPER PRINCE ST.

A1. COVER PAGE

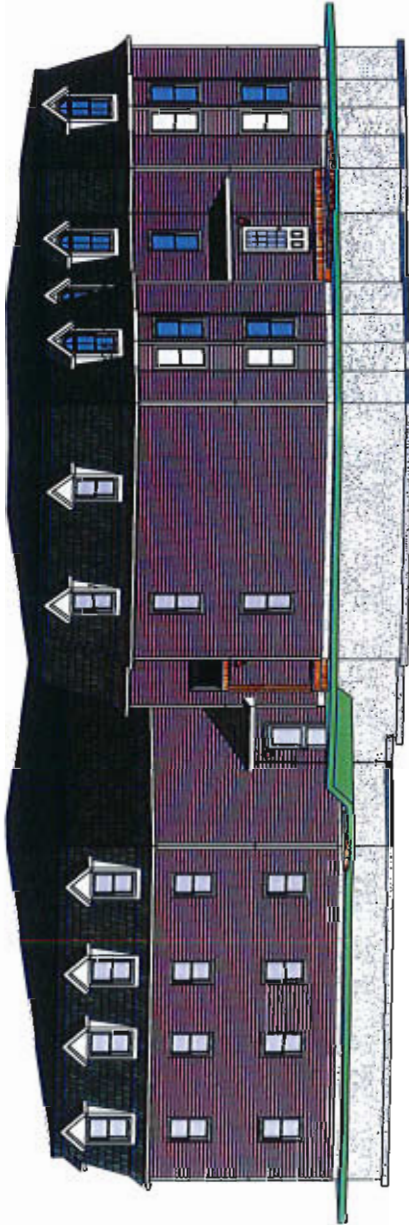
SCALE: N.T.S

DATE: MAY 14/ 2019

DRAWN BY: 3D HOME DESIGN

CHECKED BY:

REVISIONS:



EXISTING BUILDING  
EAST ELEVATION

architecture  
Engineering

PROJECT: SHAWN SHEA- 6 UNIT  
71173 UPPER PRINCE ST.

A2- EAST ELEVATION

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

DATE: MAY 14/ 2019

DRAWN BY: 3D HOME DESIGN

CHECKED BY:

REVISIONS:





SOUTH ELEVATION

architecture  
Engineering

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

A3. SOUTH ELEVATION

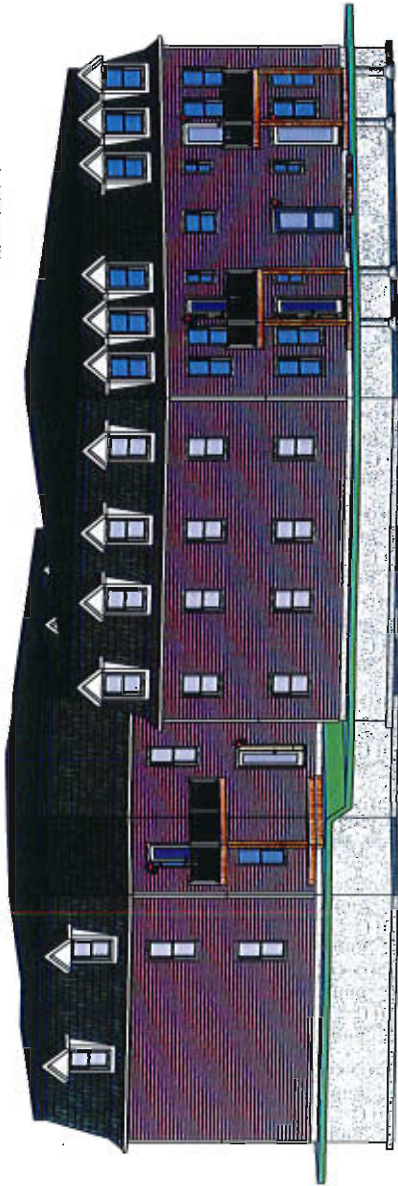
SCALE: 1/8" = 1'-0"

DATE: MAY 14/ 2019

DRAWN BY: 3D HOME DESIGN

CHECKED BY:

REVISIONS:



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

12  
2.5



WEST ELEVATION

architecture  
Engineering

PROJECT: SHAWN SHEA - 6 UNIT  
71/73 UPPER PRINCE ST.  
A4 - WEST ELEVATION  
SCALE: 1/8" = 1'-0"

DATE: MAY 14/ 2019  
DRAWN BY: 3D HOME DESIGN  
CHECKED BY:  
REVISIONS:



NORTH ELEVATION

architecture  
Engineering

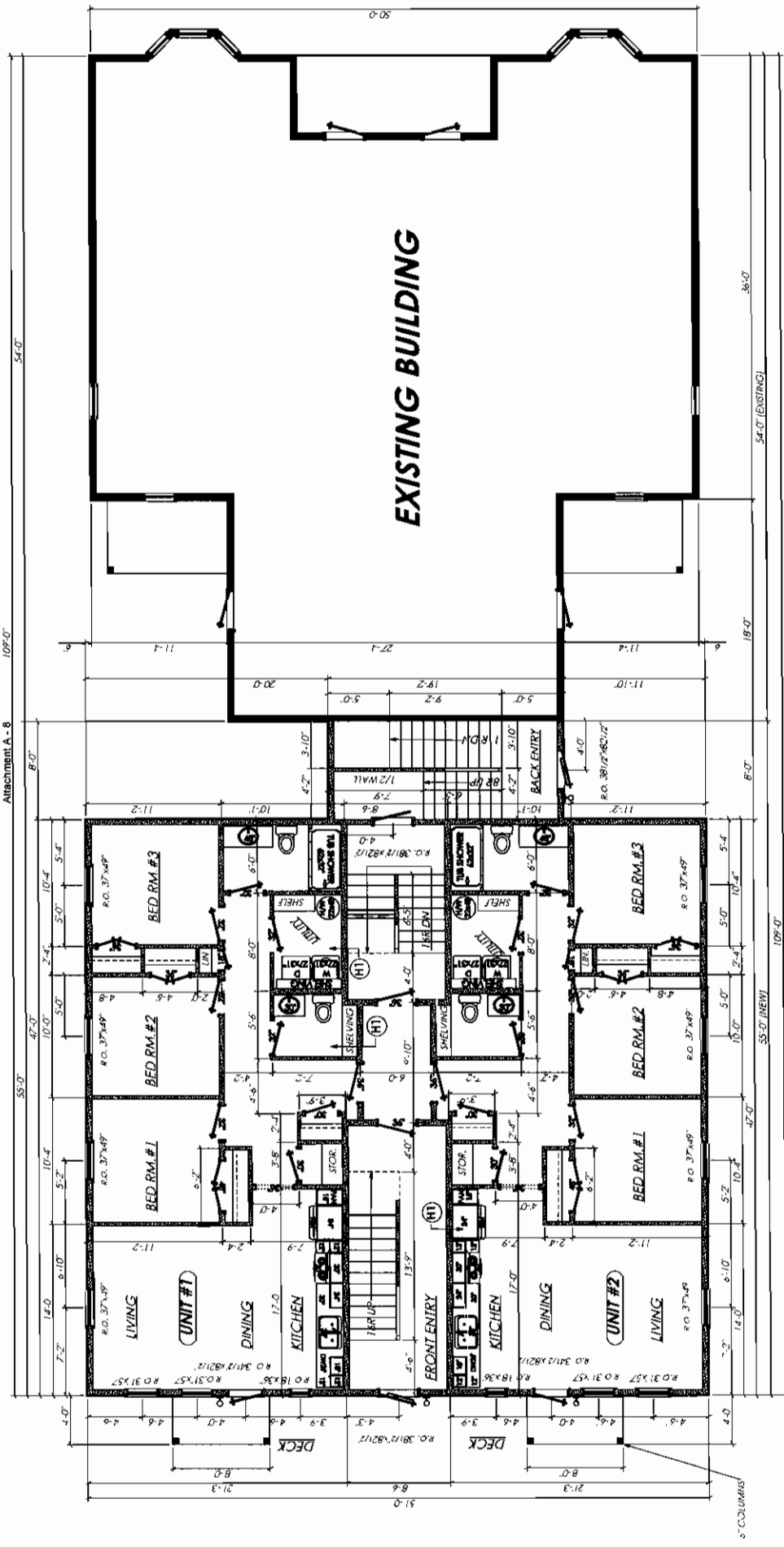
PROJECT: SHAWN SHEA - 6 UNIT  
71/73 UPPER PRINCE ST.  
A5. NORTH ELEVATION  
SCALE: 1/8" = 1'-0"

DATE: MAY 14/ 2019  
DRAWN BY: 3D HOME DESIGN  
CHECKED BY:  
REVISIONS:

Attachment A - 8

109'-0"

54'-0"



**EXISTING BUILDING**

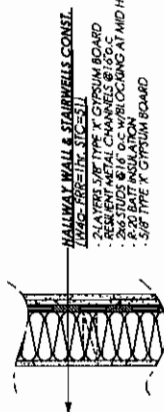
architecture  
Engineering

PROJECT: SHAWN SHEA - 6 UNIT  
71/73 UPPER PRINCE ST.  
A6. MAIN FLOOR PLAN  
SCALE: 1/8" = 1'-0"  
DATE: MAY 14/ 2019  
DRAWN BY: 3D HOME DESIGN  
CHECKED BY:  
REVISIONS:

**SLAB-ON GRADE MAIN FLOOR PLAN- 2550 SF**

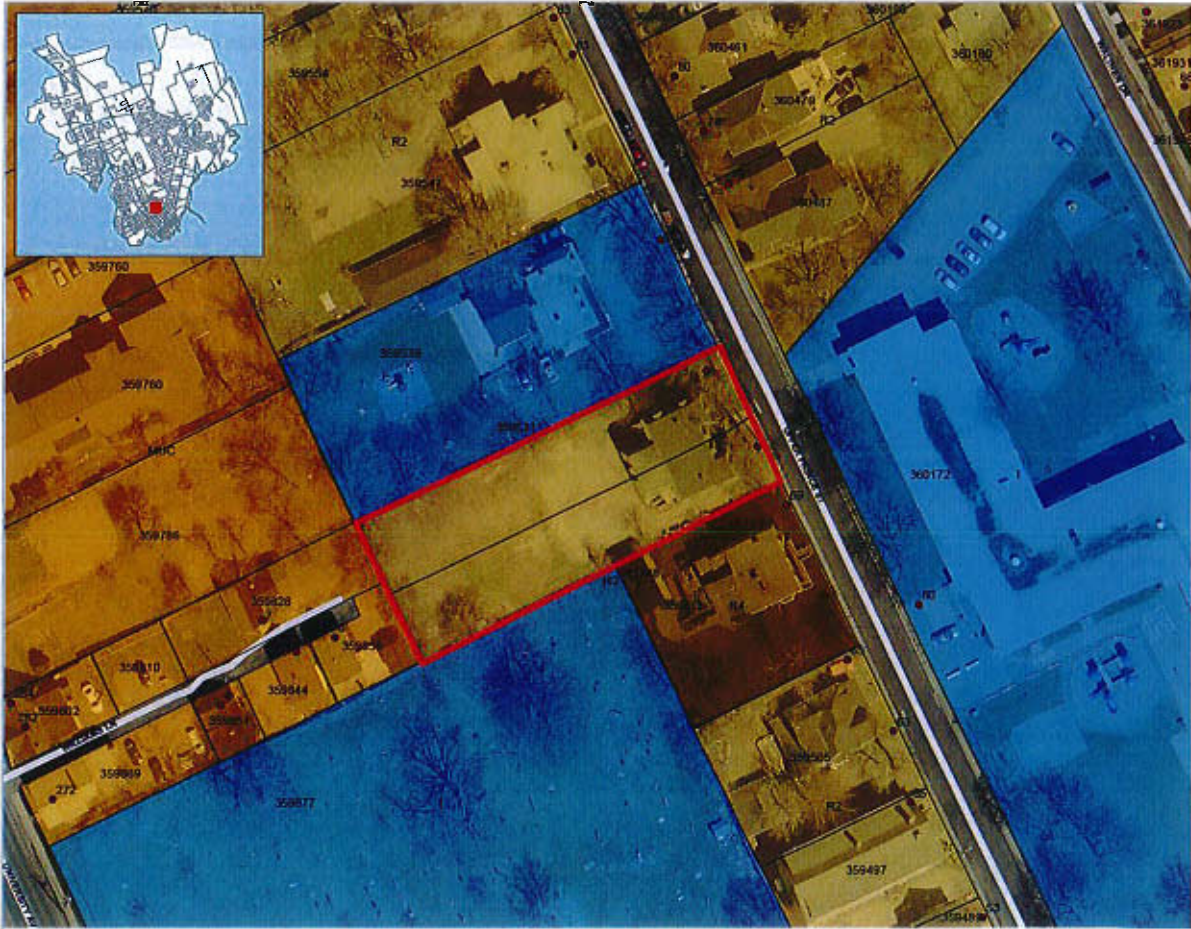
- UNIT #1: 1011 SF, #2: 1011 SF, COMMON: 528 SF




- NOTE: - EXTERIOR DOORS AND WINDOWS ARE BIG SIZE OF ALLECO
- ALL INTERIOR DOORS TO MEET NATIONAL BUILDING CODE EGRESS SIZE
- ALL INTERIOR WINDOWS TO MEET NATIONAL BUILDING CODE EGRESS SIZE
- ALL INTERIOR DOORS ARE 6'-8" HEIGHT
- ALL INTERIOR DOORS TO MEET NATIONAL BUILDING CODE EGRESS SIZE
- 20 MIN. FIRE RATED DOORS TO UNIT UNITS
- ALL FIRE RATED DOORS TO HAVE SELF-CLOSING DEVICES



**(H) HALLWAY WALL & STAIRWELLS DETAIL**  
SCALE: N.T.S.

# Attachment B



<p>Variance File #: 303-REZ-19                  Address: 71 and 73 Upper Prince St                  Ward #:4                  Zone: Low Density Residential (R2)</p>	<p>0 12.5 25 50 Meters</p> <hr/> <p>0 40 80 160 Feet</p>
<p>LEGEND</p> <p> Affected Lot</p>	<p>City of Charlottetown                  Planning &amp; Heritage                  Department</p> <div style="text-align: right;">  </div>
	<p>Map Created: 06-26-2019</p>

69 Upper Prince Street  
Charlottetown, PE  
C1A 4S6

22 July 2019

DELIVERED

Robert Zilke, MCIP  
Planner II  
City of Charlottetown  
PO Box 98, 233 Queen Street  
Charlottetown, PE C1A 7K2



Dear Sir:

**Re: 71 & 73 Upper Prince Street (PID #s 35921 and 683748)  
PROPOSED REZONING**

Further to your letter dated 10 July 2019 (received 20 July 2019), I submit the following concerns about the rezoning request with respect to the above-noted properties (the "Property").

#### **Extreme School Zone Safety Hazard**

There are 11 driveways, some serving 5 or 6 residential units each, on the west side of Upper Prince Street across from the Prince Street School property to and including Chances, which provides daycare from 7:30 a.m. to 5:30 p.m. Students as young as 3 years old walk up and down and play on and around the street before, during and after school hours. At the beginning and end of the school day, parents are stopping anywhere they can along the street to drop off or pick up their children – sometimes on both sides, and often blocking driveways. There is a school cross walk manned by a guard at the south end of the Prince Street School. There is another, not manned by a guard, at the north end of the school

In 2017, I met with the Mayor and the Deputy Police Chief over concerns about the safety of elementary school students entering and leaving Prince Street School on Upper Prince Street. Since then traffic has only become worse.

Since I bought and restored PID #359513 in 2001, traffic on the street has increased dramatically due to several factors:

- 1) PID #359539 was rezoned from a single family dwelling into Chances, an institution, which runs a daycare, open from 7:30 a.m. to 5:30 p.m. for children from 0 – 5 years, with the result that students as young as 3 are coming and going all day along the street: <http://chancesfamily.ca/early-years-center/> The public was assured as part of the rezoning application that the facility would only be used as a head office with no children present,

so that there would be no effect on traffic or increased hazard to children; that was not true;

- 2) The Canadian Lebanese Association facility, in the same block as the Property, is leased to an exercise business which runs classes by the hour with students arriving and departing for class by car, further placing demands on street parking and contributing to traffic congestion; I am informed that this transfer was made with the assurance that there would be no effective change in the amount of use of the facility from that of the Boy Scouts; that was not true;
- 3) Air B & B's have invaded the south end of Upper Prince just north of Euston adding to the traffic and parking challenges in the neighbourhood, and changing the nature of the residents from families to tourists and transients; this is not effectively regulated and has further increased traffic hazards;
- 4) Several homes on the street have been further subdivided putting more pressure on existing street parking.

The increased traffic from Chances and the exercise business in the Canadian Lebanese Association facility, resulting from previous planning misfires, needs to be reversed, not increased.

Upper Prince Street is already narrow, with parking on the west side and many driveways, increasing the hazard. Add to it several hundred small people entering and exiting the Prince Street School property throughout the day with at least three cars parked in the handicapped zone right in front of the school doors, and you have an accident waiting to happen. Arguably, for safety reasons, there should be a "NO STOPPING" zone between the two cross walks, making it possible for drivers to see any small people as they step off the sidewalk and out into traffic. It is irresponsible to add yet more cars to this mix, on top of other recent increases, by more than doubling the number of residences on the Property. The traffic needs to be decreased, not increased. This has been a hot spot for a number of years: making it a one-way street would just turn it into a racetrack.

Upper Prince Street was built up when family cars were not the norm. Garages and laneways were not part of each property. People walked more than they drove. Rather than accommodating this fact as the street densifies, planners seem to be making it worse. More effort should be made to deflect increased vehicular traffic from this residential family street, not permit it to increase. Traffic should be deflected onto University Avenue which is already a commercial zone. More development in the neighbourhood, specifically the lots to the west of Chances, is to be expected. That development will also require vehicle access. Why not plan for it now?

It should be a condition of the rezoning that the two vehicular entrances on Upper Prince Street be closed to traffic and made into walkways. There is a precedent for this further south on Upper Prince Street, where a sidewalk from Upper Prince Street leads into Granville Street and Bishop Street, both of which serve vehicular traffic coming in from University Avenue. Vehicular traffic should be redirected, to come and go from University Avenue up Williams Lane, running east off

University Avenue, just north of the Old Protestant Burying Ground. Williams Lane extends right to the western property line of the Property. Properties on University Avenue are already commercial and it is a much more amenable environment to situate access to commercial sized apartment buildings there than on a narrow street in an already struggling single-family or duplex-unit residential area in an already congested elementary school environment.

In the alternative, the southern entrance on the Property to Upper Prince Street should be closed to traffic and made into a sidewalk entrance to the building so that there is only ONE entrance from which cars can emerge into pedestrian and vehicular traffic on Upper Prince Street.

### **Changing the Character of the Neighbourhood**

Chances, at PID #359539, is no longer a single-family home. Its owner's interest in maintaining the family friendly nature of the neighbourhood is now missing. Several new young families have moved onto Upper Prince Street in the past few years, trusting that this family-friendly environment would be preserved. Instead, it is being eroded, by dealing with the issue property by property, so that institutions and commercialism are gradually allowed to creep in. Without families predominantly owning and resident on the street, it will not stay as safe for children, or as attractive to families.

Family sub-divides, where the owner lives on the property, are completely different to a multi-unit apartment building for renters whose absentee landlord is interested only in collecting rents and does not have any other stake in the neighbourhood. The magic of Charlottetown is its family-friendly neighbourhoods, which maintain the heritage the city has so carefully nurtured. This type of neighbourhood should be treasured not shredded.

### **Garbage, Drainage and Green Space**

As an immediate neighbour to the south of the Property, I would like a commitment that there will not be 22 garbage bins, 2 for each unit, stored against the shared fence-line for the maximum stink and unsightly mess. Prior to about 2008, all bins were stored along the cemetery fence as the cemetery residents are not so concerned with the smell or the unsightliness. There should be some conditions placed on the location of garbage bins to ensure the least unsightly, least smelly result.

Secondly, please confirm that a proper site drainage study has been done at the south end of the Property. It would appear to be about 8" higher than PID #359513, making run-off damage a virtual certainty.

Thirdly, consideration must be given to the desirability of covering most of the Property in buildings and pavement. Green space is at a premium in the city, particularly in a family neighbourhood.



### Restoration, Rebuilding, and Fire Safety

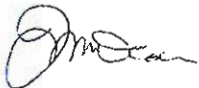
In the 18 years that I have owned PID #359513, there has been no noticeable maintenance done on the Property. Instead, it has been allowed to become an eyesore. Given this history, what assurance is there that these owners can care for a building twice the size? There is no information in the letter of July 10<sup>th</sup> as to whether it will be restored, although that is the implication. What assurances are offered that this is done to a standard that will not risk further fire hazard in the neighbourhood? We have had two serious fires on the street in the past 3 years, one at the old YMCA and another at 84 Upper Prince. Given that one property had been recently extensively renovated and the other meticulously maintained over many years, what assurance is there that this dilapidated property is even capable of being restored? There is an already existing 13-unit fire hazard on PID #359497, three doors south, with no fire escape - a 100-year-old three storey 13-unit wooden building. Are we supporting yet another fire hazard in the area?

I have chatted with some neighbours and believe the concerns expressed in this letter are widely shared.

I trust you will take seriously the concerns of those of us who have invested years of labour and many hundreds of thousands of dollars in improving this neighbourhood. There are ways of increasing residential density that can actually improve the neighbourhood, not destroy it. Please show us that our city planners have our best interests at heart, and correct the failure of the past few years, the failure to stem the tide of increasing traffic and increasing commercialism on this lovely street in order to safeguard the hundreds of children coming to and from school every day.

The street is naturally densifying as two units in a home become three, or a single-family dwelling becomes a duplex: this does not necessarily change the character of the neighbourhood, particularly if they are owner-occupied. However, this natural increase in traffic and parking requirements is just about all the street can handle. It cannot handle the increased vehicular traffic and parking required by a large commercial apartment building: I urge you to mitigate this by ensuring that that such traffic is diverted to University Avenue.

Yours very truly,



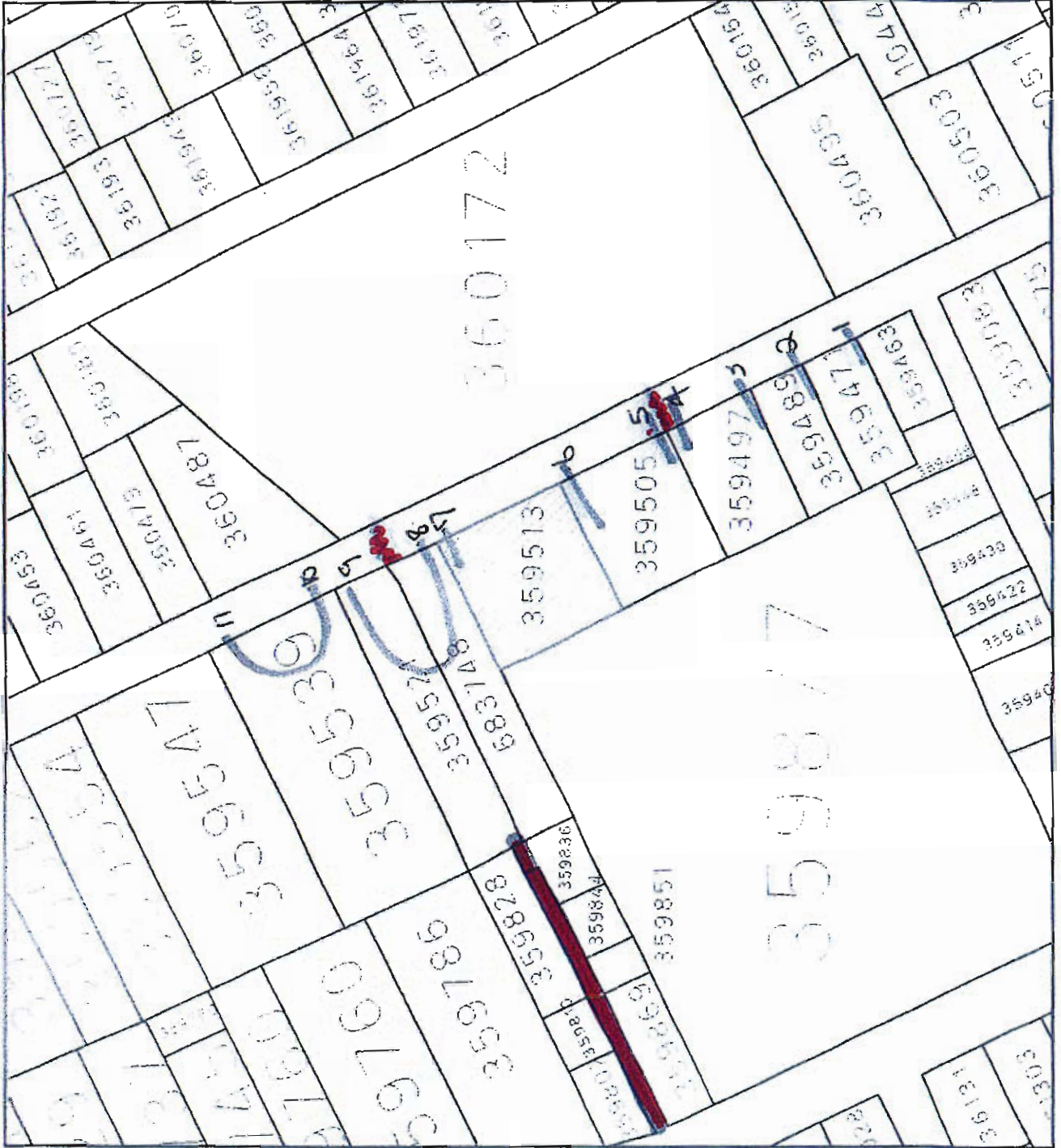
F. Martha Deacon, J.D.  
Property Owner, PID# 359513

cc Mitchell Tweel, City Counsellor  
Catherine Hennessey, 2 Harbourside Access Rd., 49 Rankin House

Linda MacLeod, 14 Upper Prince  
David Weale, 18 Upper Prince  
Chantal Rousselot, 30 Upper Prince  
Penelope Player, 32 Upper Prince  
Denise Richardson, 33 Upper Prince  
Lindsay, Barbara and Frank Hansen, 45 Upper Prince  
Keith and Shaaron Mullins, 53 Upper Prince  
Merle and Ruth Bigney, 63 Upper Prince  
Ken Lowther, 78 Upper Prince  
Dorothy Dahn & Robert MacPhee, 80 Upper Prince  
Jennifer Arsenault, 82 Upper Prince  
Don and Florence Wonnacott, 84 Upper Prince  
Karen Nicholson, 85 Upper Prince Street  
Bobby and Cathy Shepherd, 87 Upper Prince and 101 Upper Prince  
Ingham Jenkins and Darlene Lund, 91 Upper Prince  
Marilyn MacKinnon, 95 Upper Prince  
Kevin and Shirlene MacKay, 96 Upper Prince  
Sara Lanz and James Casserly, 97 Upper Prince  
Kent Thompson and Ramona Doyle, 113 **Upper Prince**  
Phil Ferraro and Nancy Willis, 102 Upper **Prince** and 114 Upper Prince  
William (Woody) and Fran White, 127 **Upper Prince**

PEI GEOMATICS  
INFORMATION CENTRE

Owner Name: MARTHA DEACON  
Location: 69 UPPER PRINCE ST CHARLOTTETOWN



PROVINCE OF PEI DEPARTMENT OF  
PROVINCIAL TREASURY  
GEOMATICS INFORMATION CENTRE  
11 KENT ST. CHARLOTTETOWN  
PEI C1A 7N8

PHONE: 902-368-5178  
FAX: 902-368-4399

WHILE THIS MAP MAY NOT BE FREE  
FROM ERROR OR OMISSION, CARE HAS  
BEEN TAKEN TO ENSURE THE BEST  
POSSIBLE QUALITY. THIS MAP IS A  
GRAPHICAL REPRESENTATION. IT IS NOT  
INTENDED TO BE USED TO CALCULATE  
EXACT DIMENSIONS OR AREAS.

SCALE: 1:1250  
DATE: Jul 21, 2019  
TIME: 12:44:22 PM  
ACREAGE: 0.24  
WORK UNIT: 2707

Attachment C-6

- 1 to 11 - driveways
- Crosswalks
- Williams Lane

Date: July 24, 2019  
To: Planning & Heritage Department  
City of Charlottetown  
From: John, Shaaron and Keith Mullins  
53 Upper Prince Street  
Re: 71 & 73 Upper Prince Street Rezoning Request

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Having attended and participated in the Public Meeting held on July 23, 2019 for the rezoning request on the subject property, we would like to submit our rationale for opposing this request as stated last evening. We strongly oppose any rezoning to higher density on Upper Prince Street for ongoing and increasing safety concerns caused by traffic and parking concerns which the City and its Planning Department have not adequately addressed over the years

#### TRAFFIC

We live in the Prince Street School zone with a speed limit of 30kmh but in the 8 years we have lived here in our single family dwelling we see this limit constantly being broken by speeding motorists

Our street has become a major thoroughfare for itinerant traffic heading north and south whose only business on the street is to take a shortcut to their ultimate destination

Delivery and service vehicles who conduct business on the street most often park with 2 wheels on the sidewalk to enable 1 lane of traffic to pass

These vehicles often cause pedestrians to walk around them or cross to the opposite sidewalk which are safety hazards

Yesterday afternoon we witnessed 2 instances of service vehicles tying up traffic and we then witnessed motorists travelling with 2 wheels on the sidewalks in order to pass the oncoming traffic in the 1 lane available creating safety hazards in the process

One of the most serious safety concerns happens twice daily during the school season when students are dropped off and get picked up in front of and close to Prince Street School

We daily witness many instances where motorists ignore the No Parking signage on the east side of the street to drop off and pick up students causing safety concerns

We daily witness many instances where motorists double park on the west side of the street to drop off and pick up students causing safety concerns

We daily witness many instances where motorists use our and adjacent driveways to drive in and back out from into oncoming traffic causing safety concerns

Some 4 years ago we fenced in our back yard to prevent traffic from turning around in and in numerous instances driving completely around our house and out the other driveway

We would be remiss if we did not refer to the weekly garbage pickup which occurs every Wednesday morning sometime between 7:45 and 8:30am and which causes traffic to back up near or during the school drop-off period as there are little or no parking options other than using 1 of the traffic lanes

We contend emergency vehicle would have great difficulty navigating our street during certain times of the day given the above referenced egregious driving habits which motorists continuously exhibit

As an aside, we had occasion to travel on Brow's Lane earlier today and observed 2 traffic bumps for a Day Care Center at the bottom of the street and wonder if there has ever been any consideration for such an installation on our street

#### PARKING

Upper Prince Street between Euston and Alley Streets is the narrowest section of our street in an area where some of the apartment buildings have inadequate off-street parking for the number of units they are renting

In the same area we now have a short-term rental duplex operating during the summer months with inadequate off-street parking and we observed 4 vehicles with out of province licence plates parked nearby on Saturday morning past

We have apartment buildings on each side of us and submit they have inadequate off-street parking for the number of units they are renting

We daily observe motorists parking on our street and walking to their places of employment in the downtown area

We daily observe motorists in or near the designated school zone parking on the west side of the street but facing north, sometimes all night, thus causing a major safety concern when they leave

There is an obvious lack of adequate off-street parking at Prince Street School as we daily observe staff parking their vehicles on our street

We observe clients of Chances parking their vehicles on the street to access services being offered which is contrary to what was proposed to residents at a meeting regarding their rezoning request

We have had our driveway often blocked by vehicles parked so close we are unable to safely exit during the day

We contend a lot of the apartment buildings on the street have inadequate off-street parking to accommodate visitors to renters of their units, while most of the residences do, so these visitors have to park on the street

We are no longer sitting in our sunroom or on our patio facing the street during busy times of the day because of the traffic and parking issues which we have referred to above and which cause us so much frustration

Section 3.1.2 of the City's Official Plan states "... provided it is development at a density that will not adversely affect existing low density housing"

We contend this rezoning request should not be approved until such time as the City and its relevant departments do a proper analysis of the traffic and parking problems on Upper Prince Street and make it a safer place to live and conduct business

We contend this rezoning request will adversely affect the existing low density housing on Upper Prince Street and therefore should not be approved

Thank you for the opportunity to present at your Public Meeting yesterday and for the opportunity to provide these written comments

We look forward to your favourable consideration of our request to deny this application at this time.

Robert Zilke  
Planner II  
City of Charlottetown  
P.O. Box 98, 233 Queen Street  
Charlottetown, P.E.I. C1A 7K2

**PLANNING**

Rec'd 07/24/19 Int. *[Signature]*

Dear Sir,  
Re: 71 and 73 Upper Prince Street  
Proposed rezoning

Further to your letter dated July 10, 2019 I submit  
my concern about the <sup>zoning</sup> request with respect to the above  
noted properties. (The Property.)

I believe the size of this increase in density is not in  
keeping with the other properties on the street and would  
be considered spot zoning. My concern is with the  
increase in traffic on an already busy residential street  
and the safety of day care children, kindergarten children  
and elementary school students attending Prince Street School  
property across the street from the Property.

I am surprised and disappointed with the request for  
rezoning of the Property: the request of which I  
disapprove.

Yours truly,  
*[Signature]* W. W. W. W. W.

**From:** [Planning Department](#)  
**To:** [Zilke, Robert](#)  
**Subject:** FW: 71 and 73 Upper Prince Street (PID #683748 & PID #359521)  
**Date:** Monday, July 29, 2019 1:18:30 PM

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**From:** Kent Thompson [mailto:kenona@eastlink.ca]  
**Sent:** Tuesday, July 23, 2019 9:15 AM  
**To:** Planning Department  
**Cc:** Tweel, Mitchell; Rivard, Greg  
**Subject:** 71 and 73 Upper Prince Street (PID #683748 & PID #359521)

Good Morning,

I am writing in support of the proposed renovation and construction of new units at 71 and 73 Upper Prince St. This apartment is in dire need of renovation and has been falling into disrepair in recent years.

It's great to see the owner is investing in our community and the additional units should provide additional rental space at a much needed time in Charlottetown.

My one hesitation on the project is that it is likely to join the many apartments in our neighbourhood that have converted to AirBnb hotels. However, this seems to be due to the lack of action by City council, not the fault of the property owners.

I am hopeful that the project will increase the number of residents in our community, but more realistic that it will at least help improve the streetscape and renovate a very visible part of our neighbourhood.

Regards,

Kent Thompson (Owner of 113 Upper Prince Street)



71 / 73 Upper Prince Street  
Charlottetown, PE  
C1A 4S6



August 5, 2019

Delivered

E-Mail

Robert Zilke, MCIP  
Planner II  
City of Charlottetown  
PO Box 98, 223 Queen Street  
Charlottetown, PE  
C1A 7K2

Members of Council  
Mayor Philip Brown  
Alanna Jankov - Ward 1  
Terry MacLeod - Ward 2  
Mike Duffy - Ward 3  
Mitchell G. Tweel - Ward 4  
Kevin Ramsay - Ward 5  
Bob Doiron - Ward 6  
Greg Rivard - Ward 7  
Jason E. Coady - Ward 8  
Julie McCabe - Ward 9  
Terry Bernard - Ward 10

Re: Property consolidation, re-zoning and 6 unit apartment proposal:

Dear Mayor Brown, Members of Council and Mr. Zilke:

My name is Shawn Shea, and I would like to take this opportunity to review with you what I believe are the real merits for my six (6) unit rental development proposal for my property at 71 / 73 Upper Prince Street (UPS). I hope you will also see these merits as I do and each of you will vote to support my small but important proposal in helping to alleviate the Charlottetown and areas housing crisis.

I am a small size, well intentioned landlord and do not have the same resources and influence of the larger landlords in the Charlottetown area. I acknowledge the concerns raised by Ms. Deacon in her letter date 22 July 2019 and the comments by the 8 citizens at public meeting of 23 July 2019 and will address each of those.

As background, there should be no argument that there is a significant need for living accommodation within a comfortable walking distance to the down town core area. My smaller but important proposal will assist to fill this void with high quality, three (3) bedroom units and would be centrally located. The property size is such that it provides more than the required spaces for off street parking.

As you are aware, the current building patterns for the larger landlords is with 1 and 2 bedroom units. There is a real need for new 3 bedroom units, for which I designed a complementary to the area heritage style building to service this need within walking distance of Charlottetown's core.

I respect the citizens objections and I will address their concerns raised:

**School Zone Safety:**

This ultimately comes down to traffic flows and drivers compliance to the rules of law which govern road traffic. Concern raised about drivers who drive on sidewalks, use excessive speed, block traffic with on street parking for deliveries are issues no developer can resolve. The issue of persons who park on UPS and walk to their days work in the city core is a problem which a developer cannot resolve. These are matters for proper authorities.

Ms. Deacon has captured several contributing factors which have lead to increased traffic flows over her 18 years living on UPS. Please note my 5 unit building has existed for some 30 years so could not be considered as a cause to the past 2 decades of traffic change and growth. The types of concerns expressed are common within any and all developing urban centers, and Charlottetown, Cornwall, Stratford and surrounding areas are all working and planning to resolve these types of issues. It is a work in progress for all areas. UPS is not unique and no different in this regard.

In the past decade the provincial mandate has been to increase the population of PEI. With this success it is normal to see changes and growth in our living areas, as noted by Ms. Deacon. UPS is no exception. I suggest change needs to be an accepted reality and needs to be embraced. On this basis, planning needs to be ongoing and assist with resolving concerns as they arise for the long term locals and new comers alike who reside on UPS. Life for those living on UPS in each of the past decades has already changes forever, and will continue to change going forward.

I would strongly support the creation of a working committee of concerned citizens, city planning officials, traffic flow experts, department of education staff responsible for facilities and traffic safety, to meet and work collaboratively toward a mutually agreeable solution for traffic on UPS. The safety of children and adults foot and vehicle traffic is important to all of us.

As an example of a possible suggestion, I would note that the school property is well positioned on Walthen Drive to add an off street drop off lane parallel to the school side of the sidewalk. This lane could be the length, or some portion of, school property and have very little impact on school grounds space for the children. This would be much safer for general traffic, school drop off traffic, school children and parents foot traffic. This could be but one of several initiatives to be reviewed to help vehicle and foot traffic on UPS.

Ms. Deacon has suggested to remove one lane from my current 2 lane property for vehicle entry and exit to my off street back yard parking. I am willing to discuss this with city planning officials and traffic flow specialists.

The potential to add 6 additional vehicles into the traffic flow of UPS as a result of my proposed development will have little to no adverse impact to the current systemic traffic concerns.

### **Changing Character of Neighborhood:**

Ms. Deacon expresses concerns about UPS due to the recent institutional presence of CHANCES, in home commercial ventures, and "... *apartment buildings whose absentee landlord is interested only in collecting rents. The magic of Charlottetown is its family- friendly neighborhoods.*"

I believe most of us landlords take offence to any suggestion that we have no interest in the well being of our tenants and /or neighborhood. I would suggest we on UPS are a part of the new diversity which Charlottetown is experiencing, which has slowly evolved over time and will continue to change ongoing. I believe we need to welcome the Canadian Lebanese Association and Air B&B tenants to our UPS community and engage with them, learn from them as they can learn for us. Where traffic is adversely impacted, then consult and problem solve the concerns.

Families who live in apartment buildings are no more or less a part of its immediate community and there is no reason these family units would not have the same, or similar, expectation for a positive living area and neighborhood. The magic of a family friendliness can and does come from those living in apartment units as well.

My current adult and responsible tenants are from a wide and diverse background, which includes, but not limited to, those who work at DVA, IT sector, survey engineer, auto mechanic, 2 doctors of veterinary medicine, musician entertainer. Recent past tenants have been school teachers and a lawyer who moved because he was accepted to Harvard Law school.

I suggest these family units are looking for a similar and same type of core shared community of interest on UPS as those who have lived here both short term and long term.

Historically my tenants on UPS are long term tenants. My proposed small 6 unit development is exactly what this UPS sub-community needs.

### **Garbage, Drainage and Green Space:**

Since the Island Waste Management - bin program has been implemented, my bin placement has been 60 feet from the street to the first bin, and when one looks across from my row to Ms. Deacon's bins, they are exactly across from each other.

With my proposed additional 6 units, to resolve garbage concerns raised, I have absolutely no issue with moving the garbage bins further from the street and adjacent the cemetery if so desired.

Water run off and drainage is a city planning requirement and I will work with the city planning department officials and survey engineers to ensure this is not an issue for my property itself nor the property of others.

Green space is included in my proposal design (approximately 1,200 sq. ft.) and my desire to limit pavement has been clearly stated to the city planning officials and at the public meeting. The proposed new building is only 6 units and will only take up approximately 2,400 sq. ft.

### **Restoration, Rebuilding and Fire Safety:**

The exterior of the UPS building was completely refurbished where needed and repainted approximately 20 years ago and approximately 5 years ago the back and north side was refurbished and painted, and about half of the south side painted. At that time it was advised to replace siding on the remainder of the south side. This work had been deferred but will be done.

In fact, a significant part of the addition of 6 new units initiative is to facilitate a package of financing which will include going over the whole exterior of the existing building and repair, replace and paint completely. The new exterior siding will have a 20-25 year life expectancy, which is likely well longer than my own.

The structural integrity of the existing structure is well worth a restoration. One unit is currently under renovation and some foundation work is pending for the fall.

The concerns raised by Ms. Deacon regarding the appearances and upkeep of other land owners buildings on UPS, I have absolutely no control.

I can provide to city planning officials what ever is needed to ensure the new and existing structures are well maintained. A well maintained property is to everyone's advantage and I am no different.

Ms. Deacon concludes her letter by stating the *"... natural increase in traffic and parking requirements is just about all the street can handle. It cannot handle the increased vehicular traffic and parking required by a large commercial apartment building..."*

I will state my proposal is not a large commercial apartment building, it is only a 6 unit building. The potential to add an additional 6 vehicles fits into this "just about" capacity and will have little to no adverse effect to current traffic flow on UPS.

The main concern expressed against my development proposal is the issue with traffic. I recognize and fully appreciate traffic issues on UPS, which are common to many urban growth areas. This is a civic and school board planning issue which can be assisted by a multi interest UPS community based working committee. The UPS traffic concerns have not been created by my property. This housing needs proposal should not be denied due to traffic issues. My interest is in foot, bicycle and public transit type tenants, of which I already have in my existing building.

In this housing crisis, the need for additional family housing is critical at this time and my proposal will in a small way help in this resolve.

Further, Ms. Deacon concludes her letter by stating; *"I have chatted with some neighbours and believe the concerns expressed in this letter is widely shared."*

I wish to note the city planning sent out some 52 letters to property owners within a 100 meters radius on 10 July 2019, and two newspaper releases on 13 & 20 July 2019 and a notice on the building itself, all of which gave city residents and landowners full opportunity to submit and raise issues and concerns about my development proposal.

There were 8 persons who came to the microphone with expressions of concern at the 23 July 2019 public meeting and one letter.


Conversely, the majority of owners and residents have not expressed any concerns with my proposal. There was 1 expression of support at the public meeting and a letter sent to city planning on 23 July 2019 by a person named on Ms. Deacon's list of residents she lobbied for her initiative, wherein stated,

*"I am writing in support of the proposed renovation and construction of new units at 71 and 73 Upper Prince St. ... It's great to see the owner is investing in our community and the additional units should provide additional rental space at a much needed time in Charlottetown. ..."*

Based on the above, my willingness to resolve any neighbouring or civic concerns for the development within my authority to do so, the fact no technical issues have been raised on the design or plot plan, I am asking for your vote of support for my well located, well intentioned and well designed 6 unit - 3 bed room apartment development which will assist families in the housing crisis.

Thank you.

A handwritten signature in blue ink, appearing to be 'Steve M. St.', is written over a light blue rectangular background.

<b>TITLE:</b> <b>FUTURE LANDUSE MAP AMENDMENT AND ZONING AMENDMENT (PID# 275156) 38 Palmers Lane</b> <b>FILE: PLAN-2019-06-August - 69-3</b> <b>OWNERS: Weymouth Properties Ltd.</b> <b>APPLICANT: Weymouth Properties Ltd.</b>		
<b>MEETING DATE:</b> August 6, 2019		<b>Page 1 of 10</b>
<b>DEPARTMENT:</b> Planning & Heritage	<b>ATTACHMENTS:</b> A. GIS Map B. Site Plan C. Elevation Drawings	
<b>SITE INFORMATION:</b> <b>Context:</b> Mature low density neighbourhood adjacent to medium density (R-4) zoned land transitioning to Mixed Use Corridor (MUC) zoned land. <b>Ward No:</b> 4 Spring Park <b>Existing Land Use:</b> vacant R-2 lot. <b>Official Plan:</b> Low Density Residential <b>Zoning:</b> Low Density Residential		

**RECOMMENDATION:**

The Planning & Heritage Department encourages Planning Board NOT to recommend to Council to proceed to public consultation for the request to amend Appendix "A" the Official Land Use Map of the City of Charlottetown from Low Density Residential to Medium Density Residential and a request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from R-2 (Low Density Residential) Zone to R-3 (Medium Density Residential) Zone at 38 Palmers Lane (PID #275156).

**REQUEST**

This is a request to proceed to public consultation to rezone the property located at 38 Palmers Lane PID #'s 275156 from R-2 Low Density Residential to R-3 Medium Density Residential and to amend Appendix "A" the Official Plan Map from Low Density Residential to Medium Density Residential.

***Development Context:***

The property is bounded to the north by Palmers Lane with R-2 zoned properties on the opposite side of the street, to the east, by two properties zoned R-4 (Apartment Residential) transitioning further east to Mixed Use Corridor (MUC) properties, to the south with Single Detached Residential (R-1S) zoned properties and to the west with Low Density Residential (R-2) zoned properties.

**ANALYSIS:**

This is an application to rezone 1 lot approximately .5 of an acre located on Palmers Lane. The land is currently zoned R-2 (Low Density Residential) and is vacant. The proposal is to construct a 3 storey 18 unit apartment building on the property. The total lot area is approximately .5 of an acre or 21,780 sq. ft. and the Bylaw requires 1,237.9 sq. ft. of lot area per unit. Therefore, 17 units are permitted on a lot of this size in the R-3 zone. The applicant is proposing 18 units therefore a minor variance would be required to allow 18 units on site. The proposed building footprint is approximately 7,520 sq. ft. and meets the setback requirements for the R-3 zone. Eighteen (18) standard parking spaces are required for the proposed building. In comparison to the two existing 12-unit buildings the proposed building; has a larger footprint, almost double in size and would be a full 3 stories tall whereas the other two buildings are 2.5 stories in height.

Zoning within this neighbourhood is R-2 consisting of low density single family and two-unit buildings to the west as well as on the opposite side of the street, in contrast to the two 2.5-storey (R-4) apartment buildings to the east, which then transition into the commercial properties (ie. car dealer, real estate office) on St. Peters Road. The lot in question contained a single-detached dwelling which was demolished after 2010. If a three storey apartment building is constructed on the subject property it will result in a westward shift of the low-to-high-density transition along Palmer's Lane. Given that this lot is adjacent to an R4 zone it would not be considered a spot zone if it were rezoned to R-3 Medium Density Residential. If rezoning were to occur in order to mitigate any land use conflicts a landscape buffer would be required to be retained along the property boundary of the proposed development and any low density development.

***Background:***

There have been several requests to rezone this property. On April 6, 2009 a request was submitted to rezone this property to R-4 (Apartment Residential Zone) to allow a 24 unit apartment building. The recommendation from planning staff at the time was to reject the request to proceed to public consultation. Following planning staff's recommendation not to proceed to public consultation the applicant revised their proposal and resubmitted an application to rezone the property to R-3 (Medium Density Residential) to permit a 12 unit apartment building on the property. Planning staff at the time recommended to advance the application to public consultation to gauge the public's opinion as staff stated the revised proposal, *"was more in line with the goals of having a gradual transition between high and low density residential, strictly from a zoning perspective."*

At the public meeting the application met with opposition from residents in the neighbourhood as they felt that higher density development was moving further into the low density neighbourhood. There were concerns that if this property was permitted to be rezoned would

the trend continue along the street. In the end the recommendation was to reject the application to rezone the property to R-3 to allow a 12 unit apartment building.

In March of 2010 an application was brought to a public meeting to consolidate the two adjoining R-4 properties with 38 Palmers Lane to allow for the construction of 3 – duplex dwellings on the parcel located at 38 Palmers Lane. The two existing 12- unit apartment buildings were proposed to remain with the newly constructed duplexes as a grouped dwelling project. Although staff recommended for the consolidation of the three properties to allow a grouped dwelling project the application was also not approved due to public opposition.

***Discussion:***

Many sections of the Official Plan need to be considered for such an application, in order to achieve a balance between ensuring new development is harmonious with the existing neighbourhood, while also ensuring that there is an adequate supply and variety of affordable housing, and increased density in various areas of the City. Key points from the Official Plan to be considered include:

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

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

Section 3.2 of the Official Plan further states,

**3.2 Sustaining Charlottetown’s Neighbourhoods**

***Defining Our Direction***

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

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

- *Our policy shall be to ensure that the footprint, height, massing, and setbacks of new residential, commercial, and institutional development in existing neighbourhoods is physically related to its surroundings.*



- *Our policy shall be to establish an appropriate relationship between the height and density of all new development in mixed-use residential areas of existing neighbourhoods.*

*Section 3.2.2 Our objective is to allow moderately higher densities and alternative forms... provided that this development is well planned overall, and harmonious with existing residential neighbourhoods.*

### **3.3 Housing Needs and Variety**

*If Charlottetown is to continue to grow as a healthy community, affordable housing for all segments of society must generally be available throughout the City. Moreover, the housing requirements of those with special needs (e.g., disabled, homeless, people in transition) also have to be addressed. Likewise, in the recent past, there has been a chronic shortage of most types of seniors housing. As the population base continues to age, this problem will become more acute unless civic decision-makers address it in a forthright manner.*

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

#### **Defining Our Direction**

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

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

*Section 4.4.1 Our policy shall be to allow incremental growth of medium sized highway commercial, medium density residential, and residential uses along both sides of St. Peter's Road between the Sherwood Shopping Centre and the CN Rail corridor.*

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

The City is currently experiencing an increased demand for housing. The vacancy rate within the City is very low. The Official Plan has various policies which support the efficient use of services and making neighbourhoods stable and sustainable by supporting more infill development.

However, for this proposal the existing neighbourhood context must be considered. The majority of the neighbourhood is currently comprised of one and two unit dwellings to the west of the subject property as well as on the opposite side of the street. This is in contrast to the two 2.5-storey apartment buildings on the east, which then transition into the commercial properties (ie. car dealer, real estate office) on St. Peters Road. The addition of a third, 3-storey 18 unit apartment building would result in a westward shift of the low-to-high-density transition along Palmer's Lane. Rezoning the lot to R-3 would not provide any form of transition or buffer between the existing apartment buildings and low density uses. The proposed 18-unit building is larger than the existing 12 unit buildings therefore, the density would increase between the existing apartment buildings and low density uses. The decrease in zoning (R4-R3-R2) would actually result in the same hard transition that currently exists between the 12 unit building and the single detached dwellings to the west. However, it would now be one property further westward on Palmers Lane. The general practice in zoning to mitigate land use conflicts between higher density and lower density uses is to allow a transitional use such as town houses or semi-detached dwellings between low and higher density uses.

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

Positives	Neutral	Shortcomings
<ul style="list-style-type: none"> <li>▪ The City is experiencing a demand for housing and this proposal would provide additional options for housing within a mature neighbourhood.</li> <li>▪ The proposal is close to a school, parkland and public transit.</li> <li>▪ The property is in an area that has municipal services.</li> </ul>		<ul style="list-style-type: none"> <li>▪ The site is located adjacent to low density development.</li> <li>▪ The development would result in a westward shift if higher density development into an existing, mature low density neighbourhood.</li> <li>▪ If approved it may result in future applications for rezonings along the street to allow for higher density development.</li> <li>▪ The proposal may be viewed by area residents as not compatible for the neighbourhood.</li> </ul>

**CONCLUSION:**

Given the location of this proposed infill development adjacent to apartment residential development the proposal would not be considered a spot zone and technically could be considered “compatible” with the adjoining land uses to the east. If rezoned appropriate land use buffers would have to be integrated to mitigate any potential land use conflicts that may arise between lower and higher density development. It should also be considered that there is a severe housing shortage within the City and such a development would provide housing choices within the neighbourhood.

Notwithstanding, the main issue remains to be the shifting of a higher density residential zone further into an existing, low density mature neighbourhood, which conflicts with the primary objective of Section 3.2 of the Charlottetown Official Plan which states that: *“Our objective is to preserve the built form and density of Charlottetown’s existing neighbourhoods, and to ensure that new development is harmonious with its surroundings”*.

Although a zoning change to R-3 (medium density) would not be considered spot zoning the existing neighbourhood is somewhat buffered by the density and commercial uses that currently surround it. Section 4.4.1 of the Official Plan states that *“Our policy shall be to allow incremental growth of medium sized highway commercial, medium density residential, and residential uses along both sides of St. Peter’s Road between the Sherwood Shopping Centre and the CN Rail corridor”*. Therefore, it is staff’s interpretation that medium density residential development in this area of the City should be encouraged to be located towards the Commercial Corridor of St. Peters Road rather than into the interior of the existing neighbourhoods.

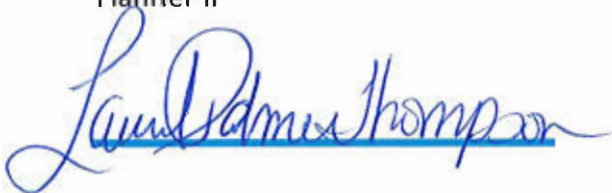
Given the direction of the Official Plan staff is not recommending advancing the proposal to the public consultation phase.

**RECOMMENDATION:**

Planning & Heritage Department encourages Planning Board to not recommend to Council to advance the rezoning request for 38 Palmers Lane to public consultation.

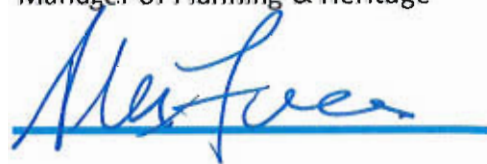
**PRESENTER:**

Laurel Palmer Thompson, MCIP  
Planner II



**MANAGER:**

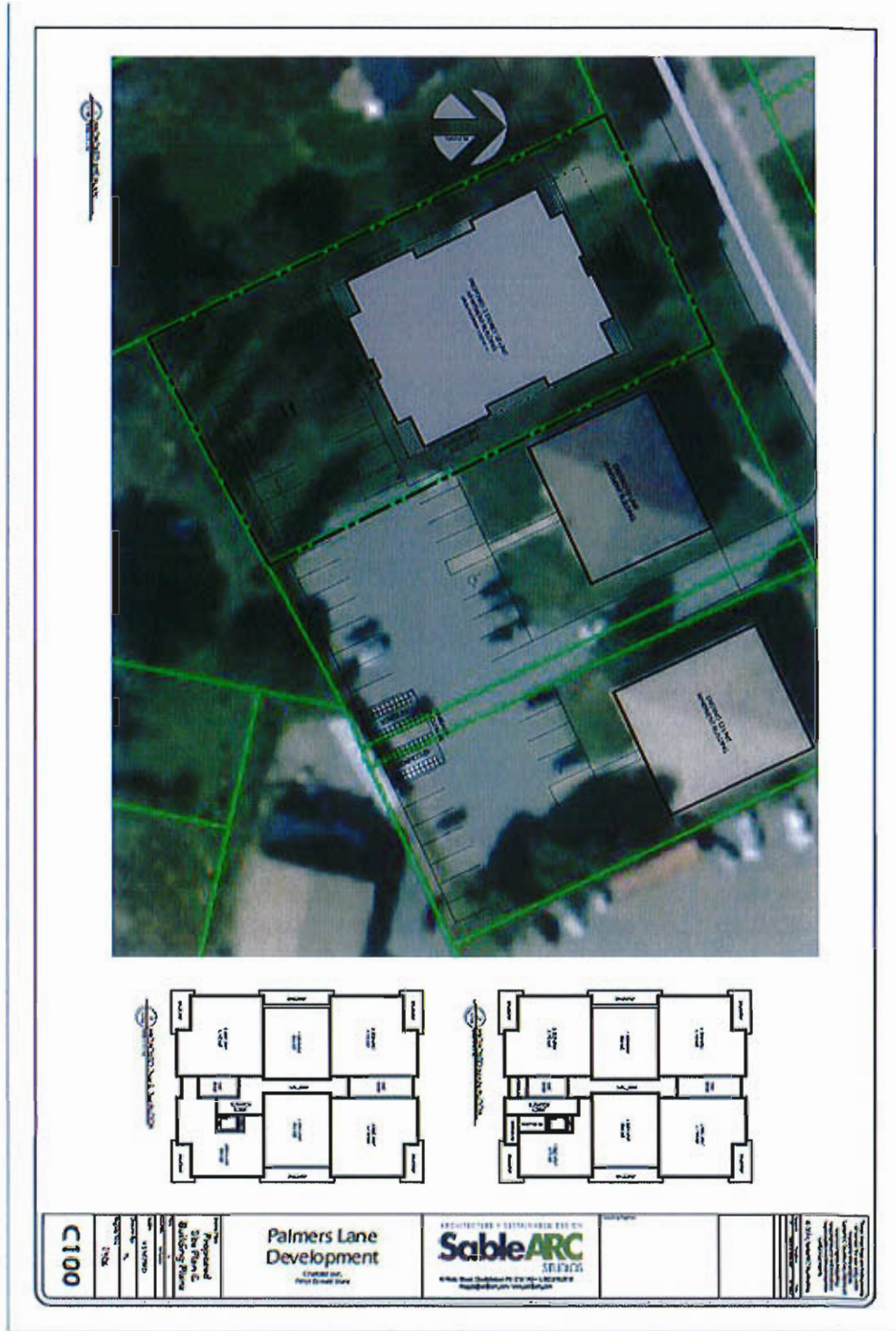
Alex Forbes, MCIP, MBA  
Manager of Planning & Heritage



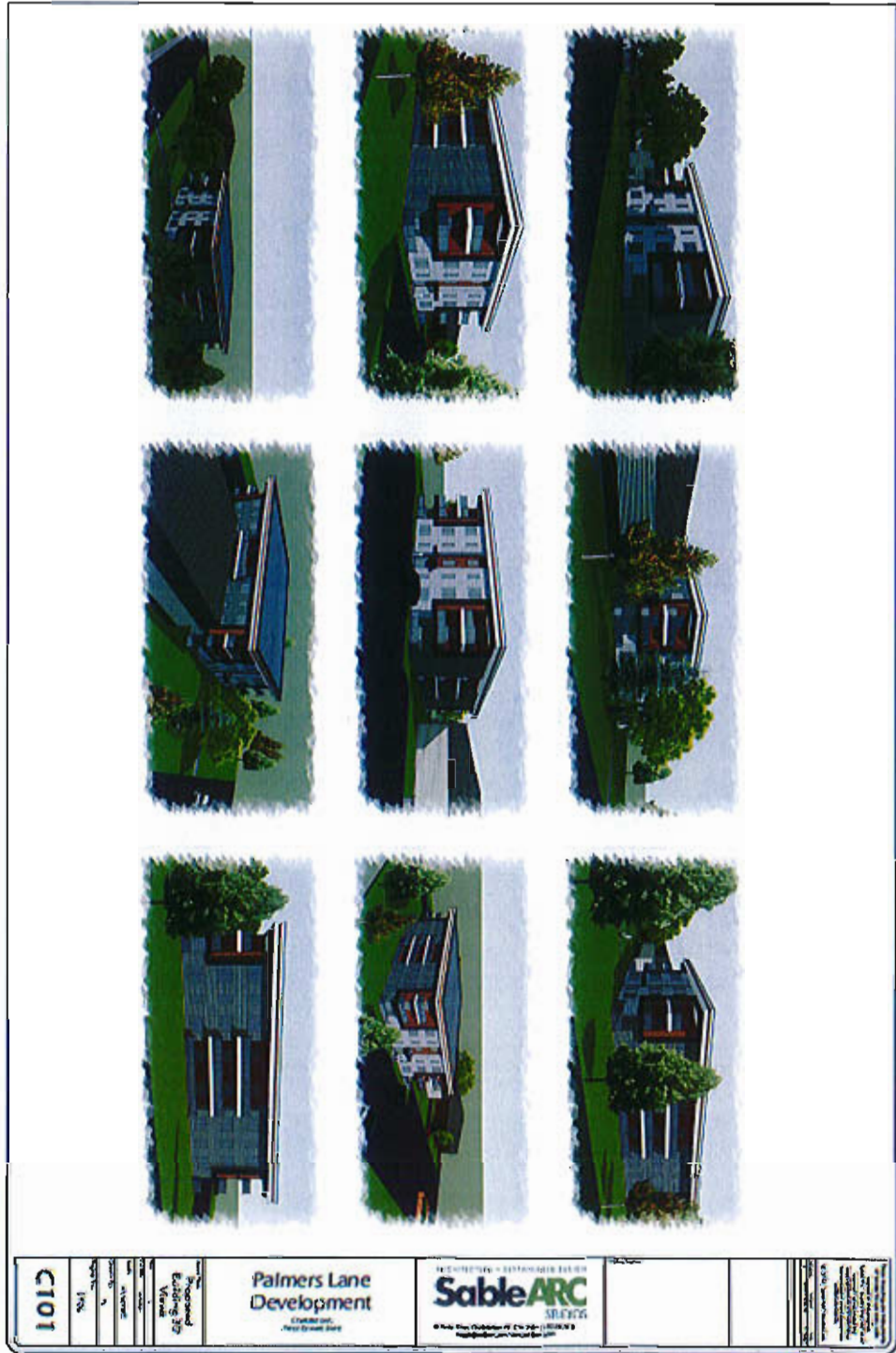
GIS Map:




Site Map:



Elevations:



<b>TITLE:</b> <b>RECONSIDERATION REQUEST (PID# 388595)</b> <b>FILE: PLAN-2019-06-August-6B-4</b> <b>OWNERS: Royalty Ridge Estates</b> <b>APPLICANT: Royalty Ridge Estates</b>		 <b>CHARLOTTETOWN</b>
<b>MEETING DATE:</b> August 6, 2019		<b>Page 1 of 7</b>
<b>DEPARTMENT:</b> Planning & Heritage	<b>ATTACHMENTS:</b> A. GIS Map B. Letter requesting a Reconsideration C. Notice of IRAC Appeal	
<b>SITE INFORMATION:</b> <b>Context:</b> 11.06 acre vacant property on the corner of Upton Road and Royalty Road <b>Ward No:</b> 8 Highfield <b>Existing Land Use:</b> vacant property. <b>Official Plan:</b> Low Density Residential <b>Zoning:</b> R-1S (Low Density Residential)		

**RECOMMENDATION:**

The Planning & Heritage Department encourages Planning Board **NOT** to recommend to Council for the request to Reconsider a decision of Council to rezone approximately 3.25 acres of vacant property located on the corner of Royalty Road and Upton Road (PID #388595) by amending Appendix "G" - Zoning Map of the Zoning & Development By-law from the Single-Detached Residential (R-1S) Zone to the Low Density Residential (R-2) Zone.

**REQUEST**

The City Planning Department has received a request for Reconsideration under Section 3.15 of the Zoning and Development Bylaw regarding an application to rezone approximately 3.25 acres of vacant property located on the corner of Royalty Road and Upton Road (PID #388595) by amending Appendix "G" - Zoning Map of the Zoning & Development By-law from the Single-Detached Residential (R-1S) Zone to the Low Density Residential (R-2) Zone.

The application was rejected by Council on April 8, 2019

On April 26, 2019 a letter requesting a reconsideration (attached) was received from the applicant's solicitor. Further on April 26, 2019 an email was sent to staff indicating his client's



position on the denial of the rezoning request and their reasons for requesting a reconsideration of Council. The applicant is basing their reconsideration request on that,

*“Council make overriding and palpable errors in reaching the decision it did by ignoring the five “ Baker” factors, failed to render a decision with procedural fairness, failed to carefully evaluate the application and failed to give reasons for declining the application. In addition the Council failed to consider the objectives and policies set out in the bylaws, failed to acknowledge that the planning board and City planners considered this to be good development and approved the duplex lots.*

*The decision clearly flies in the face of decided case law and Council failed to consider the factors set put in the bylaws respecting the material grounds for consideration.”*

The applicant’s solicitor contends that his client’s position is that “Council failed to consider those matters referred to and gave no reasons, inter alia, for its decision.”

**BACKGROUND:**

The property in question is located on the corner of Upton Road and Royalty Road and is currently zoned Single-Detached Residential (R-1S). The subdivisions to the south and the west are both zoned R-1L and R-1S, while the vacant land to the east is zoned R-2. The properties to the north on the opposite side of the street with frontage on Royalty Road are located in the R-1L Zone. There is also some (M-1) Light Industrial land to the north. However, farther north there is vacant land that is zoned R-2S which allows for semi-detached and duplex dwellings as well as single detached dwellings.

The overall neighbourhood of West Royalty is mixed with single-detached dwellings and semi-detached / duplex dwellings

On November 20, 2018 an application to rezone approximately 3.25 acres from R-1S (Low Density Residential Single to R-2 (Low Density Residential) was submitted to the Planning Department. The initial application was for 9 lots. On January 10, 2019, the Planning Board met to discuss rezoning these nine lots. Planning staff recommended to the Planning Board that the rezoning application be approved to proceed to public consultation. Planning Board then recommended to Council for the application to proceed to public consultation and at the Regular Meeting of Council on January 14, 2019, Council approved that the rezoning application proceed to public consultation.

To fulfil the public consultation requirements as prescribed by the Zoning and Development Bylaw, notice was posted in the Guardian on two separate occasions (January 19, 2019 and January 26, 2019) a copy of the notice was also posted on the subject property.

Forty-five (45) notification letters were also sent to property owners located within a 100 meter radius of the property. On January 30, 2019, the Public Meeting of Council took place. At this meeting, seven attendees spoke in opposition of the rezoning. Additionally, 25 individuals wrote letters to the City of Charlottetown expressing their rezoning concerns. In response to the rezoning criticisms, the applicants requested to defer their rezoning application in order to address the concerns raised by the public. The Planning & Heritage Department accepted their deferral.

After consulting with area residents and City staff, the applicants revised their original rezoning application. In their new application, they applied to rezone seven lots from Single Detached Residential (R-1S) Zone to Low Density Residential (R-2) Zone. Planning staff recommended to City of Charlottetown Council that the rezoning application be approved. Staff's recommendation was based on the rezoning not requiring an Official Plan amendment, providing an alternative form of housing for the neighbourhood, and that two-unit dwellings on an independent cul-de-sac would have little impact on adjacent single-detached dwellings.

At the Regular Meeting of Council on April 8, 2019, Council reheard the rezoning application and decided to deny the application based on the public opposition from affected property owners who felt the rezoning would be out of character with the existing neighbourhood, the potential for reduced property values in the adjacent neighbourhood and the potential for increased traffic generated from the proposed rezoning.

### **THE PROCESS OF RECONSIDERATION:**

In order for an application to be reconsidered there are two stages to a reconsideration request. When an applicant requests a Reconsideration the application for Reconsideration is required to pass a threshold test. To pass the threshold test, the applicant must provide sufficient particulars in the request to show that the request falls within the stated grounds contained in Section 3.15 of the By-law.

Section 3.15 of the Zoning and Development Bylaw states,

#### **3.15 RECONSIDERATION**

*.3 Council May review, rescind, change, Alter or vary any order or decision made by the Development Officer or Council, and Council May reconsider any application under this section provided that:*

- (a) new material facts or evidence not available at the time of the initial order or decision have come to light;*
- (b) a material change of circumstances has occurred since the initial order or decision; or*
- (c) there is a clear doubt as to the correctness of the order or decision in the first instance.*

If, after receiving a recommendation from the Board, Council determines that the request passes the threshold test, Reconsideration will be given based on the merits of the application.

The application is currently at the “Threshold Test” stage. Staff has reviewed the initial application and the grounds put forth by the applicant for the Reconsideration. The applicant is basing the request for the Reconsideration on that,

*c) there is a clear doubt as to the correctness of the order or decision in the first instance.*

Staff findings do not support this claim. There is no new information that has come forward since the initial decision to deny the rezoning request and having examined the contents of the file including the verbatim minutes there is no evidence to suggest that Council did not have sufficient information to formulate a decision based on both the technical requirements and the public consultation process relating to this application.

Council when assessing an application for rezoning must weigh both planning staff’s professional recommendation based on land use and planning principles and input from the public concerning their neighbourhood.

In terms of process it is evident in the contents of the file that the proper process as prescribed in Section 3.10 (Amendments to the Bylaw and Rezoning) of the Zoning and Development Bylaw were met. Section 3.10.3 states,

*“Before amending the regulations of this by-law or rezoning any parcel of land, Council shall conduct a public meeting to receive the views and opinions of the public and the applicant. Council may, for reasons that are in the best interests of the City, reject a proposed amendment to this by-law without public notice and without referral to a public meeting, but if an application goes to a public meeting, then Council shall determine the disposition of the application and the applicant may not be allowed to withdraw the application after the public meeting.”*

Although planning staff’s recommendation was based on the technical attributes of the application and surrounding land use as well as the input from the public. Council had to weigh the opinion of the residents regarding their neighbourhood. In doing this Council based their decision to reject the application on the policies, goals and objectives of the Official Plan.

Key sections from the Official Plan to be considered include:

**Section 3.2 of the Official Plan states,**

***3.2 Sustaining Charlottetown’s Neighbourhoods  
Defining Our Direction***

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

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

*Section 3.2 under the heading of Environment for Change further states,*

***The Environment for Change***

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

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

*Section 3.1.2 - Our policy shall be to allow moderately higher densities in neighbourhoods ... provided it is development at a density that will not adversely affect existing low density housing.*

These sections of the Official Plan speak to preserving the integrity and character of existing neighbourhoods. Evidence in the file and verbatim minutes suggests that Council weighed the concerns of the residents and the integrity of their neighbourhood when they assessed the application to rezone from Single Detached Residential Zoning to Low Density Residential Zoning. When residents purchased their homes they purchased land within a low density neighbourhood. Although an Official Plan is meant to be a fluid document which may change as land use and socio-economic trends change residents should still have some security in the stability of their neighbourhoods. Council is an elected body and it is up to them to weigh all aspects of an application before determining the disposition of an application.

Based on various sections of the Official Plan it is evident that Council considered the residents' concerns with protecting the stability, harmony and integrity of their neighbourhood. Therefore, it is staff's opinion that Council considered the Zoning and Development Bylaw as well as the Official Plan when determining the application.

**CONCLUSION:**

The applicant has based their request for reconsideration on (c) *there is a clear doubt as to the correctness of the order or decision in the first instance.*

Staff findings do not support this claim. It is evident from the file materials that Council followed the process as prescribed in Section 3.10 (Amendments to the Bylaw and Bylaw Amendments) and it appears that Council’s decision follows the policies, objectives and goals of the Official Plan. In addition, there is no new information that has come forward since the initial decision to deny the rezoning request and further a material change of circumstances has not occurred since the original decision.

**RECOMMENDATION:**

Therefore, staff does not recommend for reconsideration of the original decision of the Council to deny a request to rezone approximately 3.25 acres of vacant property located on the corner of Royalty Road and Upton Road (PID #388595). Staff recommends the rejection of the request for Reconsideration as the grounds proposed for the Reconsideration by the applicants do not meet the requirements of Section 3.15.3 of the Zoning and Development By-law (Threshold Test).

**PRESENTER:**

\_\_\_\_\_  
Laurel Palmer Thompson, MCIP  
Planner II



**MANAGER:**

\_\_\_\_\_  
Alex Forbes, MCIP, MBA  
Manager of Planning & Heritage



# T. DANIEL TWEEL

BARRISTER & SOLICITOR  
NOTARY PUBLIC

105 KENT STREET  
P.O. BOX 3160  
CHARLOTTETOWN, P.E.I.  
CANADA C1A 7N9

TELEPHONE : 902-368-8600  
FACSIMILE : 902-368-8810  
E-MAIL : office@tweellaw.ca

April 26, 2019

City of Charlottetown  
**ATTN: Mr. Greg Morrison**  
233 Queen Street  
Charlottetown, PE C1A 8B9

Dear Mr. Morrison:

**RE: Royalty Ridge Estates Inc.**  
**Our File No. 5936-10/TDT**

---

We write on behalf of Royalty Ridge Estates Inc..

Your letter of April 12<sup>th</sup> was received by our clients on the 18<sup>th</sup> instant.

We are formally requesting a reconsideration of Council's position on the issue of the seven (7) lots which our client sought to have re-zoned for duplex use.

Yours truly,

*P. Campbell*

*TD* T. Daniel Tweel  
TDT/pmc

**PLANNING**  
Rec'd April 26, 2019 Int EG



**PLANNING**  
Revised May 2, 2019 Int EG

April 30, 2019

Via: Email and Regular Mail  
[aforbes@charlottetown.ca](mailto:aforbes@charlottetown.ca)

City of Charlottetown  
Planning and Heritage Department  
233 Queen Street  
Charlottetown, PE C1A 4B9  
Attention: Alex Forbes, Manager

Dear Mr. Forbes:

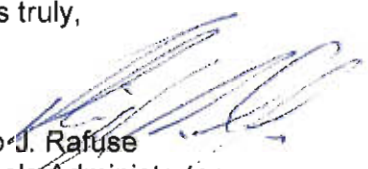
**RE: Appeal #LA19007 – Royalty Ridges Estates Inc. v. City of Charlottetown**

The Island Regulatory and Appeals Commission has received a Notice of Appeal from T. Daniel Tweel, on behalf of Royalty Ridges Estates Inc., against the April 8, 2019 decision of the City of Charlottetown with respect to the application to rezone 7 lots from R1S to R2. I have enclosed a copy of the Notice of Appeal for your records.

The Appellant has apparently requested a reconsideration by the City of Charlottetown and therefore, the Commission agrees to hold this matter in abeyance during the reconsideration process and no further action will be taken by the Commission until further notified.

Any questions or concerns can be directed to myself by telephone at 902-892-3501 or email at [pjrafuse@irac.pe.ca](mailto:pjrafuse@irac.pe.ca)

Yours truly,



Philip J. Rafuse  
Appeals Administrator  
Corporate Services and Appeals Division

Enclosure

**RECEIVED**  
APR 26 2019  
The Island Regulatory and Appeals Commission

Handed in  
24/8 PM  
MLA

# Notice of Appeal

(Pursuant to Section 28 of the *Planning Act*)

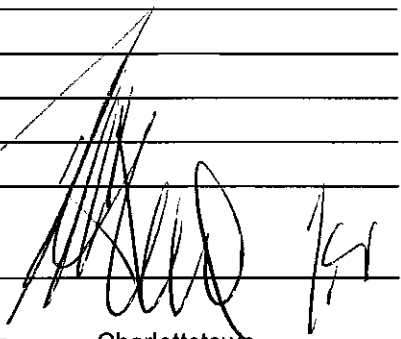
**TO:** The Island Regulatory and Appeals Commission  
National Bank Tower, Suite 501, 134 Kent Street  
P.O. Box 577, Charlottetown PE C1A 7L1  
Telephone: 902-892-3501 Toll free: 1-800-501-6268  
Fax: 902-566-4076 Website: www.irac.pe.ca

**NOTE:**  
Appeal process is a public process.

**TAKE NOTICE** that I/we hereby appeal the decision made by the Minister responsible for the administration of various development regulations of the **Planning Act** or the Municipal Council of Charlottetown (name of City, Town or Community) on the 8th day of April, 2019, wherein the Minister/Community Council made a decision to deny the application of Royalty Ridge Estates Inc. to re-zone 7 lots from R1S to R2. The grounds for the appeal are as follows: Council in making its decision, did not consider:  
a. the fact that the planning board had approved the subdivision; see attached \_\_\_\_\_ (attach a copy of the decision).

**AND FURTHER TAKE NOTICE** that, in accordance with the provisions of Section 28.(5) of the *Planning Act*, the grounds for this appeal are as follows: (use separate page(s) if necessary)  
We seek the following relief - that the decision of Charlottetown City Council of April 8th, 2019, to deny re-zoning be set aside and that an Order be issued directing the City to re-zone the lots to R2.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AND FURTHER TAKE NOTICE** that, in accordance with the provisions of Section 28.(5) of the *Planning Act*, I/we seek the following relief: (use separate page(s) if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


Name(s) of Appellant(s): Royalty Ridge Estates Inc. Signature(s) of Appellant(s):   
Please Print  
Mailing Address: c/o T. Daniel Tweel 105 Kent St. City/Town: Charlottetown  
Province: Prince Edward Island Postal Code: C1A 1N3  
Email Address: office@tweellaw.ca Telephone: 902-368-8600

Dated this 26 day of April, 2019.  
day month year

**IMPORTANT**  
Under Section 28.(6) of the *Planning Act*, the Appellant must, within seven days of filing an appeal with the Commission serve a copy of the notice of appeal on the municipal council or the Minister as the case may be.  
**Service of the Notice of Appeal is the responsibility of the Appellant**  
Information on this Form is collected pursuant to the *Planning Act* and will be used by the Commission in processing this appeal. For additional information, contact the Commission at 902-892-3501 or by email at info@irac.pe.ca.



- b. the planners for the City considered this good development application and worthy of consideration;
- c. the City did not consider the benefit to the City of mixed zoning nor did it consider the factors set out in the by-laws respecting the material grounds for consideration;
- d. the Council ignored the objectives and policies of the City of Charlottetown's planning and developing by-laws;
- e. Council ignored the five "Baker" factors, failed to render a decision with procedural fairness, failed to carefully evaluate the application, and, failed to give reason for declining the application. The decision of Council flies in the face of decided case law, and, decisions rendered by IRAC.

<b>TITLE:</b> LOT CONSOLIDATION FILE: PLAN-2019-6-AUGUST - 6b-5 229 Sherwood Road OWNER: Irving Frizzel and Island EMS		
<b>MEETING DATE:</b> August 06, 2019		Page 1 of 4
<b>DEPARTMENT:</b> Planning & Heritage	<b>ATTACHMENTS:</b> A. GIS Map, survey plan	
<b>SITE INFORMATION:</b> <b>Context:</b> Business Park Industrial Zoned Land <b>Ward No:</b> 8 – Highfield <b>Existing Land Use:</b> Island EMS and Vacant Land <b>Official Plan:</b> Industrial <b>Zoning:</b> (M3) Business Park Industrial		

**RECOMMENDATION:**

The Planning & Heritage Department encourages Planning Board to recommend to Council that the consolidation of PID# 1007657 and a portion of PID #145961 be approved subject to a final pinned survey plan.

**BACKGROUND:**

***Request***

The City of Charlottetown has received an application in accordance with Section (Section 45.3.4 a) of the Zoning and Development Bylaw to consolidate PID # 1007657 with a portion of PID #145961 to extend the lands of Island EMS. Lot consolidations in the Business Park Industrial Zone (I) requires approval from Council.

***Development Context***

The subject property is located on Sherwood Road within a Business Park Industrial Zone. The property is located within an industrial area. However, there is a large block of vacant land zoned R-2 (Low Density Residential) immediately to the north. There are no existing developed residential uses located within the immediate area. The consolidation will be contained within the area zoned for Industrial uses.

**ANALYSIS:**

The applicant has requested a lot consolidation of the parcels to facilitate the future expansion of emergency services which are a necessity for City residents. It is staff's opinion that the consolidation should be approved as it is not contrary to the Bylaw.

**CONCLUSION:**

The Planning & Heritage Department encourages Planning Board to recommend that the lot consolidation of PID #1007657 and a portion of PID #145961 be approved subject to a final pinned survey plan.

**PRESENTER:**

Laurel Palmer Thompson, MCIP  
Planner II

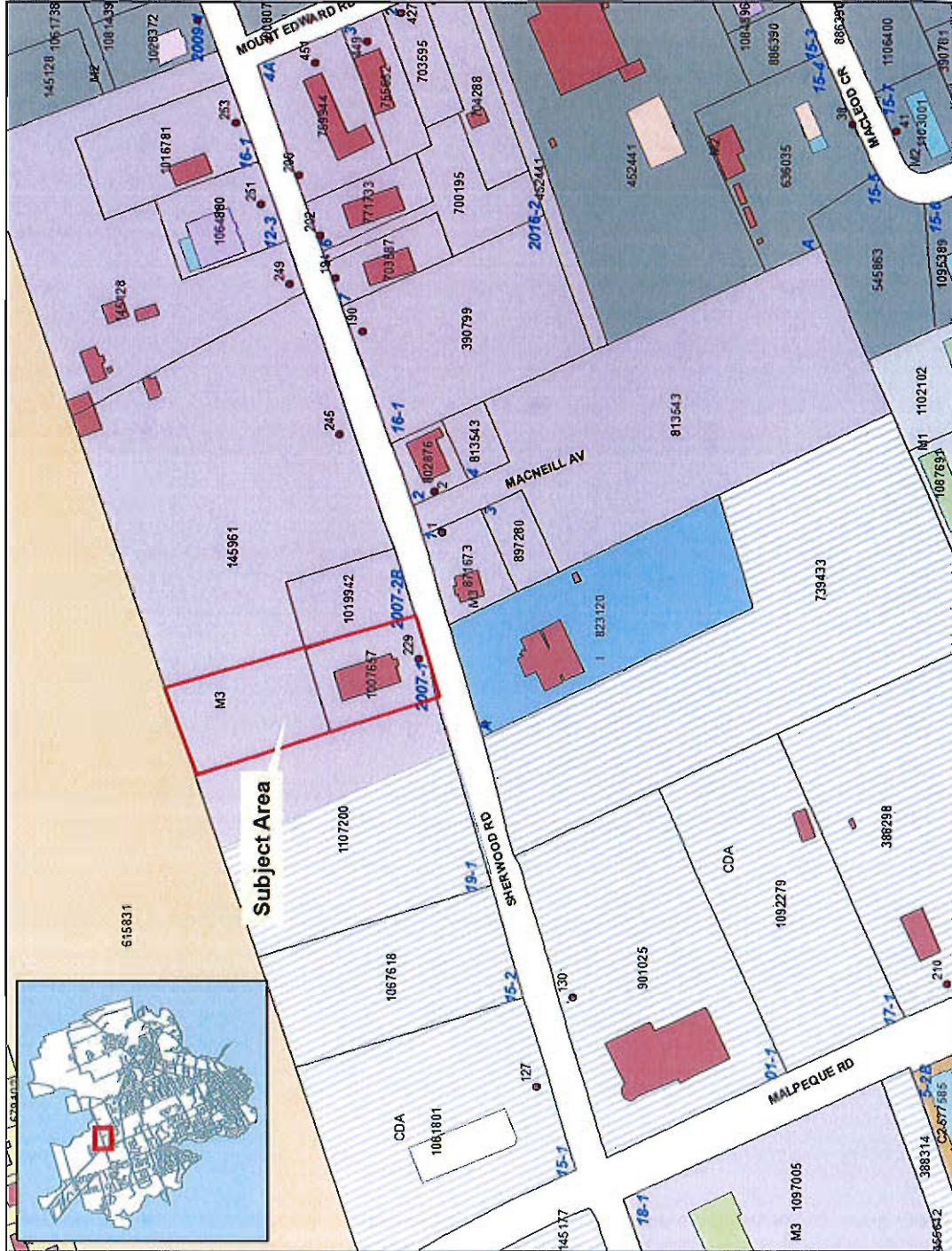


**MANAGER:**

Alex Forbes, MCIP, MBA  
Manager of Planning & Heritage




GIS Map:



Survey Plan:



<b>TITLE:</b> <b>ZONING &amp; DEVELOPMENT BY-LAW AMENDMENTS</b> <b>FILE: PLAN-2019-06-AUGUST-</b>		
<b>MEETING DATE:</b> August 06, 2019		<b>Page 1 of 3</b>
<b>DEPARTMENT:</b> Planning & Heritage	<b>ATTACHMENTS:</b> Attachment A – Calculation of Numerical Requirements & Measurements Attachment B – Attached Garages and Carports Attachment C – Non-Conforming Buildings Attachment D – Marijuana Production Facility Parking Space Requirements	

**RECOMMENDATION:**

The Planning & Heritage Department encourages Planning Board to recommend to Council that the request to amend the following sections of the Zoning & Development By-law PH-ZD.2 pertaining to insertion of a measurement provisions, size restrictions on attached garages, restricting the enlargement of a legal non-conforming use and Parking Standards for a Cannabis Facility *proceed* to public consultation.

**BACKGROUND / ANALYSIS:**

Zoning & Development By-laws in their nature are fluid documents with amendments required on a frequent basis in order to respond to the Departmental requirements. Since the adoption of the Zoning & Development By-law on October 1, 2018 staff have encountered some applications that require a review or insertion of additional regulations (Cannabis Production Facility, maximum size of attached garage) and to formalize standard practices dealing with measurements and restriction on expanding legal non-conforming uses.

**Measurements under Operation Section (Attachment A)**

Currently the Zoning & Development does not contain provisions to deal with calculations of numerical measurements. For example both density and parking calculations could result in fractions thereby leaving some ambiguity to the final calculation. Currently, staff have been using common practices to determine final dwelling unit or parking space counts, instances whereby a

calculation results in a fraction of a whole number staff either rounds up or down if it is less than 0.5 or greater than 0.5 of the whole number. The other proposed amendments is to clarify situations that pose discrepancies between metric and imperial measurements and applying setback measurements from a building or structure to property lines. The proposed amendments are to formalize measurement practices.

#### General Provisions for Buildings and Structures – Attached Garage (Attachment B)

The Zoning & Development By-law does not regulate maximum sizes for attached garages for residential properties. Over the past couple of years the Planning office has been receiving inquiries and at times applications for large attached garages for residential properties. In some instances, the attached garage has been larger than the residential floor area of the dwelling. This has led to massive garages that is out of scale and character of a typical residential area that has caused various neighbourhood complaints. To address this staff is proposing a limit to the size of an attached garage for residential dwellings. Presently, the size of detached accessory structures (i.e. sheds, garages) are regulated in the Zoning & Development By-law. As per jurisdictional research and a scan of permits that have been previously approved staff is recommending that attached garages be restricted to a maximum gross floor area of 40% of the residential dwelling.

#### Non-Conforming Buildings (Attachment C)

Jurisdictional scan of other municipalities show that non-conforming buildings may be reconstructed, repaired or renovated but does not necessarily allow the non-conforming building to be enlarged. To allow for a non-conforming building to be enlarged undermines the purpose for discontinuing the non-conforming building to encourage compliance with the Zoning standards of the day. The purpose of the amendment is to remove references of enlargement of a non-conforming building.

#### Marijuana Production Facility Parking Requirements (Attachment D)

Staff previously included amendments to address a Cannabis retail use but since then there has been an application made to construct a marijuana production facility in the City. The Zoning & Development By-law does not include a parking standard for this particular use, but due to its unique nature as a land use and operation it would require a specific standard. Through research staff recommends that “1 space per 200 sq. m (2,152.8 sq. ft) of *Floor Area* or 1 space per employee per shift, whichever is greater” be inserted into the General Provisions for Parking.

**LEGISLATIVE REQUIREMENTS:**

***Notification***

If the proposed amendments to the Zoning & Development By-law PH-ZD.2 are approved to proceed to the public consultation phase, the Planning & Heritage Department shall notify the public of said public meeting in accordance with Section 3.10.4.c of the Zoning & Development By-law PH-ZD.2.

**CONCLUSION:**

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

**PRESENTER:**



Robert Zilke, MCIP  
Planner II

**MANAGER:**



Alex Forbes, MCIP, MBA  
Manager of Planning & Heritage



# Attachment A

Section 2.7 OPERATIONS is added as follows:

## 2.7 CALCULATION OF NUMERICAL REQUIREMENTS & MEASUREMENTS

2.7.1 All numerical requirements in this By-law are provided in metric units of measurement. Imperial units of measurement, were provided, are for user convenience only. Where a discrepancy between metric and imperial measurements occurs, the metric measurement shall prevail.

2.7.2 In this By-law, unless otherwise stated:

(a) metric fractions of one-half (0.5) or greater must be rounded up to the nearest whole number and fractions of less than one-half (0.5) must be rounded down to the nearest whole number; but

(b) when measuring the required distance between a property line and a building or structure or between two (2) buildings or structures, the measurement is made at the closest point distance between the two;

(c) all measurements and distances must be made along the horizontal planes and not by following the topography or slope of land.

Attachment A:  
Amendments to Operation  
File: PLAN-2019-6-AUG-

  
**CHARLOTTETOWN**  
Planning & Heritage Department

# Attachment B

**Section 4 is amended by adding an additional section as follows:**

## **4.2 Attached Garages and Carports**

4.2.1 Attached Garage may be added to any dwelling, but the following requirements shall apply:

- a. The maximum size of the attached garage cannot exceed 40% of the gross floor area of the residential dwelling unit space;
- b. The setback requirements for a garage or carport shall follow the same setback requirements for the dwelling unit for that zone;
- c. Attached garages for semi-detached dwellings may be centered on the shared property line if erected simultaneously on both lots as one structure.

**All corresponding sections to be renumbered.**

Attachment B:  
Amendments to General Provisions for  
Buildings and Structures  
File: PLAN-2019-6-AUG



# Attachment C

**Section 4.6 non-Conforming Buildings is amended by removing the words “enlarged” and “enlargement” as follows:**

**Section 4.6.1 is amended as follows:**

By deleting the words “enlarged” and “enlargement” as follows:

4.6.1 Where a Building has been Erected on or before the effective date of this by-law, on a Lot having less than the minimum Lot Frontage or Lot Area , or having less than the minimum Setback required by this by-law, the Building may be ~~enlarged~~, reconstructed, repaired, renovated, or demolished provided that:

a. The ~~enlargement~~, reconstruction, repair, Renovation, or new Building does not further reduce the existing Setback that does not conform to this by-law, and in the case of a Demolition, a new Building is constructed within two (2) years;

4.6.3 If a Building that is non-conforming under the provisions of this by-law is destroyed by a fire, or is otherwise damaged by fire to an extent of 75% or more of the assessed value of the property, it shall not be rebuilt or repaired unless:

a. It is rebuilt or repaired in conformity with the permitted land uses of this by-law;

b. Such rebuilding, ~~enlargement~~, reconstruction, repair, Renovation, or new Building does not further reduce a required Front Yard or Side Yard that does not conform to this By-law;

Attachment C:  
Amendments to Non-Conforming Buildings  
File: PLAN-2019-6-AUG-

  
**CHARLOTTETOWN**  
Planning & Heritage Department

# Attachment D

## Section 43.1 the parking table is amended as follows:

By inserting the Use "Marijuana Production Facility," following the Use "Library" but proceeding the Use "Marina" as follows:

<b>Library</b>	Minimum of 10 <i>Parking Spaces</i> or 1 space per 93 sq. m (1,000 sq ft) of <i>Floor Area</i> , whichever is greater
<b>Marijuana Production Facility</b>	1 space per 200 sq. m (2,115.2 sq. ft) of <i>Floor Area</i> or 1 space per employee per shift, whichever is greater.
<b>Marina</b>	1 space per every 3 boat berths and mooring areas
<b>Medical, Health and Dental Office</b>	6 spaces per practitioner
<b>Cultural Establishment</b>	1 space per 46 sq. m (495.2 sq ft) of Gross Floor Area plus 1 space per employee
<b>Convenience Store</b>	2 spaces for the first 20 sq. m (215 sq ft) of <i>Floor Area</i> plus 1 additional space for each additional 20 sq. m of <i>Floor Area</i> .

Attachment D:  
Amendments to Parking  
File: PLAN-2019-6-AUG-





# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning & Heritage  
Committee #1

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

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

Date: August 12, 2019

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

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

**BE IT RESOLVED:**

**That the proposal from Pattison Outdoor Advertising for digital signage on several City locations, be rejected.**



# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning #1

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

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

Date: August 12, 2019

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

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

**BE IT RESOLVED:**

**That the request to:**

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

**for the property at 221 Belvedere Avenue (PID #395087), be approved , subject to a development agreement to provide appropriate landscape buffers between the parking lot and adjacent properties.**



# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning #2

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

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

Date: August 12, 2019

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

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

**BE IT RESOLVED:**

**That the request to:**

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

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



# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning #3

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

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

Date: August 12, 2019

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

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

**BE IT RESOLVED:**

**That the request to:**

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

**for the property at 38 Palmers Lane (PID #275156), in order to construct an 18-unit apartment building, be approved to proceed to public consultation.**





# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning #4

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

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

Date: August 12, 2019

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

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

**BE IT RESOLVED:**

**That the request to consolidate 229 Sherwood Road (PID #1007657) and a portion of PID #145961, be approved, subject to a final pinned survey.**



**CITY OF CHARLOTTETOWN  
BYLAW**

*To adopt Bylaw PH-ZD.2-017, A Bylaw to amend the Zoning & Development Bylaw, to rezone the property at 221 Belvedere Avenue (PID #395087) from Low Density Residential (R-2) Zone to Parking (P) Zone.*

-----  
**BE IT RESOLVED THAT THE “BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-017, as it pertains to 221 Belvedere Avenue (PID #395087))”, as attached, be read a first time.**

Date: \_\_\_\_\_ August 12, 2019

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

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

**BE IT RESOLVED THAT** the Zoning & Development Amendment Bylaw (PH-ZD.2-017), be approved and that it be read a second time at the next Public Meeting of Council.

Date: \_\_\_\_\_ August 12, 2019

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

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

-----  
**WHEREAS THE “BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-017, as it pertains to 221 Belvedere Avenue (PID #395087))”, as attached, was read and approved a first time on August 12, 2019;**

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

Date: \_\_\_\_\_ September 09, 2019

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

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

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

Date: \_\_\_\_\_ September 09, 2019

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

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

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

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

**City of Charlottetown**  
**A Bylaw to amend the Zoning and Development Bylaw**  
**BYLAW # PH-ZD.2-017**

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

**PART I – INTERPRETATION AND APPLICATION**

**1. Title**

(1) This Bylaw shall be known and cited as the “Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-017”

**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 221 Belvedere Avenue (PID #395087) as shown on Appendix “G” of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-017, is Parking (P) Zone, hereby excluding it from its former designation of Low Density Residential (R-2) Zone.**



**PART III – EFFECTIVE DATE**

**20. Effective Date**

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

**First Reading:**  
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-017, was read a first time at Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-017, was approved by a majority of Council members present at the Council meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**Second Reading:**  
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-017, was read a second time at Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-017, was approved by a majority of Council members present at the Council meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**Approval and Adoption by Council:**  
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-017, was adopted by a majority of Council members present at the Council meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**21. Signatures**

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

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

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-017, adopted by the Council of the City of Charlottetown on \_\_\_\_\_ day of \_\_\_\_\_, 2019 is certified to be a true copy.

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

\_\_\_\_\_  
Date:

-----  
**MINISTERIAL APPROVAL**

This Zoning and Development Bylaw amendment (PH-ZD.2-017) is hereby approved.

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

\_\_\_\_\_  
Hon. Bloyce Thompson  
Minister of Agriculture and Land

**Effective Date**

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

**Adoption and Approval by Council:**

The Official Plan amendment(s) was adopted and approved by a majority of the Councillors present at the Council Meeting held on 12<sup>th</sup> day of August, 2019.

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

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

-----  
**MINISTERIAL APPROVAL**

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

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

\_\_\_\_\_  
Hon. Bloyce Thompson  
Minister of Agriculture and Land



**CITY OF CHARLOTTETOWN**

**Official Plan Amendment PH-OPA.1-004  
Appendix "A" – Official Plan Map**

**Authority**

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

**The land use for 221 Belvedere Avenue (PID #395087) as shown on Appendix A – Official Plan Map of the City of Charlottetown Official Plan, is designated as Commercial, hereby excluding it from its former designation of Low Density Residential.**





**CITY OF CHARLOTTETOWN  
BYLAW**

*To adopt Bylaw PH-ZD.2-018, A Bylaw to amend the Zoning & Development Bylaw, to rezone the property at 71 & 73 Upper Prince Street (PID #683748 & PID #359521) from Low Density Residential (R-2) Zone to Parking (P) Zone.*

-----  
**BE IT RESOLVED THAT THE “BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-018, as it pertains to 71 & 73 Upper Prince Street (PID #683748 & PID #359521))”, as attached, be read a first time.**

Date: \_\_\_\_\_ August 12, 2019

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

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

**BE IT RESOLVED THAT** the Zoning & Development Amendment Bylaw (PH-ZD.2-018), be approved and that it be read a second time at the next Public Meeting of Council.

Date: \_\_\_\_\_ August 12, 2019

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

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

-----  
**WHEREAS THE “BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-018, as it pertains to 71 & 73 Upper Prince Street (PID #683748 & PID #359521))”, as attached, was read and approved a first time on August 12, 2019;**

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

Date: \_\_\_\_\_ September 09, 2019

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

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

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

Date: \_\_\_\_\_ September 09, 2019

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

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

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

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

**City of Charlottetown**  
**A Bylaw to amend the Zoning and Development Bylaw**  
**BYLAW # PH-ZD.2-018**

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

**PART I – INTERPRETATION AND APPLICATION**

**1. Title**

(1) This Bylaw shall be known and cited as the “Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-018”

**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 71 & 73 Upper Prince Street (PID #683748 & PID #359521) as shown on Appendix “G” of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-018, is Medium Density Residential (R-3) Zone, hereby excluding it from its former designation of Low Density Residential (R-2) Zone.**





**PART III – EFFECTIVE DATE**

**20. Effective Date**

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

**First Reading:**  
 This Zoning & Development Bylaw, Bylaw #PH-ZD.2-018, was read a first time at Council meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2019.

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-018, was approved by a majority of Council members present at the Council meeting held on \_\_\_\_ day of \_\_\_\_\_, 2019.

**Second Reading:**  
 This Zoning & Development Bylaw, Bylaw #PH-ZD.2-018, was read a second time at Council meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2019.

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-018, was approved by a majority of Council members present at the Council meeting held on \_\_\_\_ day of \_\_\_\_\_, 2019.

**Approval and Adoption by Council:**  
 This Zoning & Development Bylaw, Bylaw #PH-ZD.2-018, was adopted by a majority of Council members present at the Council meeting held on \_\_\_\_ day of \_\_\_\_\_, 2019.

**21. Signatures**

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

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

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-018, adopted by the Council of the City of Charlottetown on \_\_\_\_ day of \_\_\_\_\_, 2019 is certified to be a true copy.

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

\_\_\_\_\_  
 Date:

-----  
**MINISTERIAL APPROVAL**

This Zoning and Development Bylaw amendment (PH-ZD.2-018) is hereby approved.

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

\_\_\_\_\_  
 Hon. Bloyce Thompson  
 Minister of Agriculture and Land

**Effective Date**

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

**Adoption and Approval by Council:**

The Official Plan amendment(s) was adopted and approved by a majority of the Councillors present at the Council Meeting held on 12<sup>th</sup> day of August, 2019.

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

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

-----  
**MINISTERIAL APPROVAL**

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

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

\_\_\_\_\_  
Hon. Bloyce Thompson  
Minister of Agriculture and Land



## CITY OF CHARLOTTETOWN

### Official Plan Amendment PH-OPA.1-005 Appendix "A" – Official Plan Map

#### Authority

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

**The land use for 71 & 73 Upper Prince Street (PID #683748 & PID #359521) as shown on Appendix A – Official Plan Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential.**





CITY OF CHARLOTTETOWN  
BYLAW

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

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

Date: \_\_\_\_\_ July 08, 2019

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

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

*PB*  
*9-0*  
*(Councillor*  
*may lead*  
*in*  
*Conflict)*

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

Date: \_\_\_\_\_ July 08, 2019

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

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

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

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

Date: \_\_\_\_\_ August 12, 2019

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

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

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

Date: \_\_\_\_\_ August 12, 2019

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

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

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

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

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

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

**PART I – INTERPRETATION AND APPLICATION**

**1. Title**

(1) This Bylaw shall be known and cited as the “Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-016”

**2. Authority**

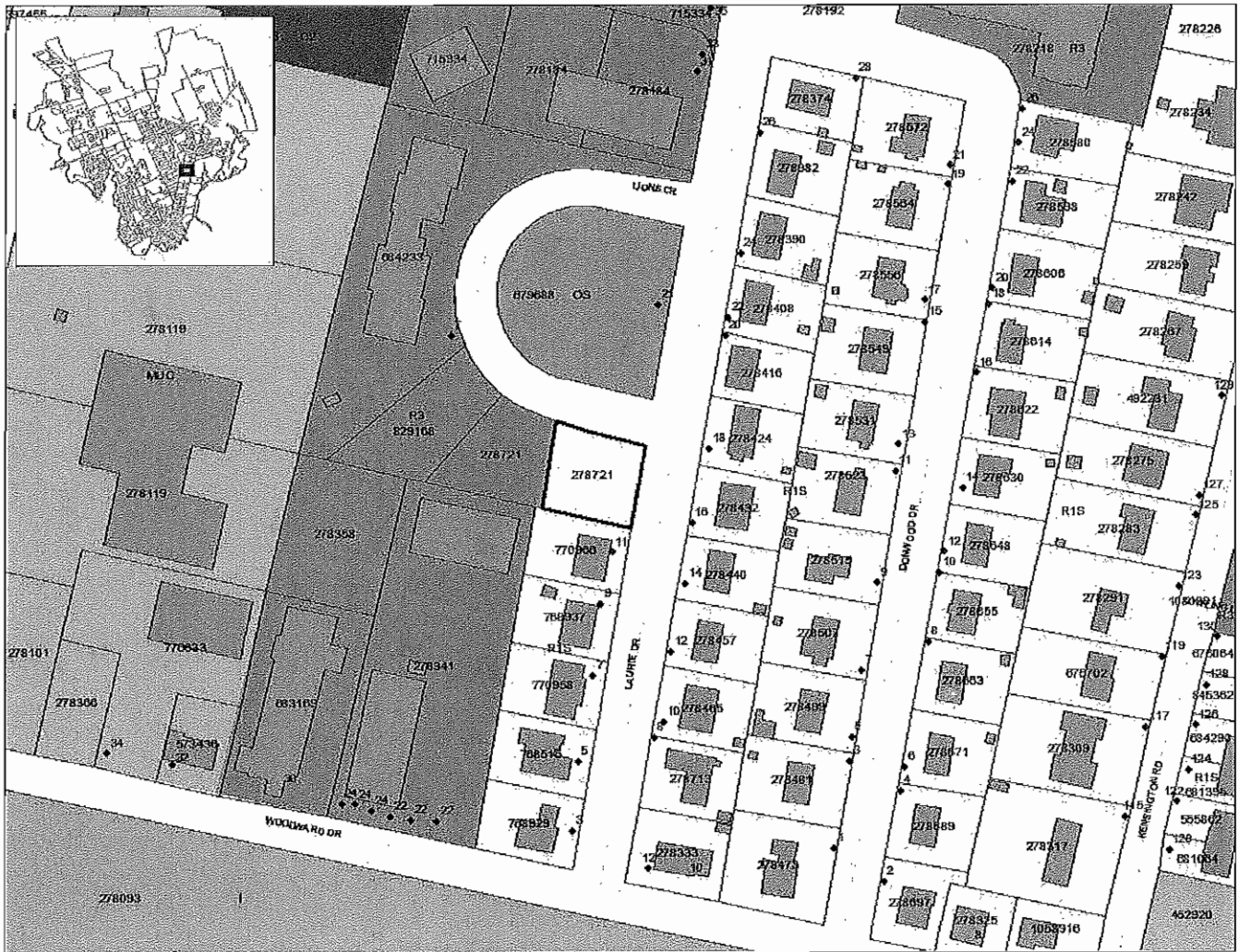
(1) Section 16 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws implementing an official plan for the municipality

**3. Purpose**

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

**PART II – AMENDMENTS**

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



**PART III – EFFECTIVE DATE**

**20. Effective Date**

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

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

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

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

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

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

**21. Signatures**

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

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

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

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

\_\_\_\_\_  
Date:

**MINISTERIAL APPROVAL**

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

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

\_\_\_\_\_  
Hon. Bloyce Thompson  
Minister of Agriculture and Land

**Effective Date**

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

**Adoption and Approval by Council:**

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

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

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

-----  
**MINISTERIAL APPROVAL**

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

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

\_\_\_\_\_  
Hon. Bloyce Thompson  
Minister of Agriculture and Land



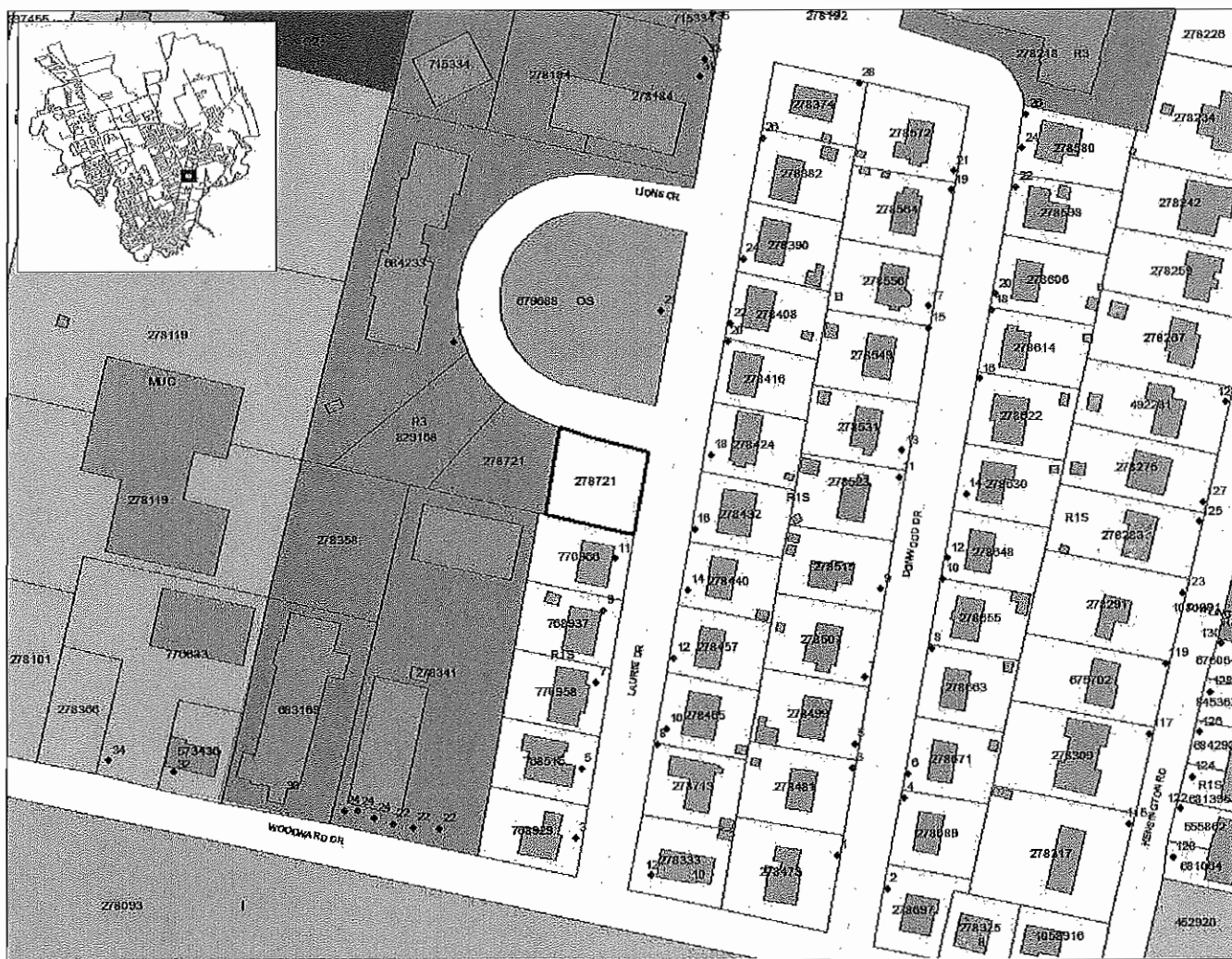
CITY OF CHARLOTTETOWN

Official Plan Amendment PH-OPA.1-003  
Appendix "A" – Official Plan Map

**Authority**

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

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





CITY OF CHARLOTTETOWN  
 BUILDING CONSTRUCTION STATISTICS FOR JULY 2018  
 DOLLAR VALUES

	JUL	Totals
Residential New	\$1,880,000.00	\$11,544,150.00
Residential Renovations and Additions	\$40,000.00	\$1,024,600.00
Industrial-Commercial New	\$4,920,000.00	\$31,662,090.00
Industrial-Commercial Renovations	\$182,700.00	\$9,470,500.00
Institutional New	\$500,000.00	\$2,000,000.00
Institutional Renovations	\$0.00	\$517,500.00
Signage	\$50,100.00	\$216,825.00
Other	\$296,000.00	\$670,000.00
Agriculture	\$0.00	\$0.00
<b>TOTALS</b>	<b>7,868,800.00</b>	<b>57,105,665.00</b>

CITY OF CHARLOTTETOWN  
 BUILDING CONSTRUCTION STATISTICS FOR JULY 2019  
 DOLLAR VALUES

	JUL	Totals
Residential New	\$8,725,250.00	\$38,609,400.00
Residential Renovations and Additions	\$771,400.00	\$7,243,950.00
Industrial-Commercial New	\$0.00	\$12,445,000.00
Industrial-Commercial Renovations	\$8,905,500.00	\$14,626,045.00
Institutional New	\$2,000,000.00	\$7,323,000.00
Institutional Renovations	\$370,000.00	\$10,092,000.00
Signage	\$20,800.00	\$407,205.00
Other	\$66,113.37	\$627,625.37
Agriculture	\$0.00	\$0.00
<b>TOTALS</b>	<b>20,859,063.37</b>	<b>91,374,225.37</b>

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

	JUL	Totals
Single Family Dwellings - New	2	25
Two-Family Dwellings - New	2	6
Multi-Family Dwellings - New	0	4
Residential Renovations and Additions	4	41
Industrial-Commercial New	4	14
Industrial-Commercial Renovations	4	43
Institutional New	1	2
Institutional Renovations	0	3
Signage	8	44
Other	8	58
Agriculture Renovations	0	0
<b>TOTALS</b>	<b>33</b>	<b>240</b>

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

	JUL	Totals
Single Family Dwellings - New	9	39
Two-Family Dwellings - New	7	20
Multi-Family Dwellings - New	5	11
Residential Renovations and Additions	13	61
Industrial-Commercial New	1	9
Industrial-Commercial Renovations	9	54
Institutional New	1	4
Institutional Renovations	2	4
Signage	4	31
Other	19	66
Agriculture Renovations	0	0
<b>TOTALS</b>	<b>70</b>	<b>299</b>





## Planning & Heritage Summary (Week ending July 12, 2019)

### ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

### Planning Development Permit Approvals

FILE #	PID #	PERMIT #	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
18-511	746164 parent	438-BLD-18	9-Jul-19	9-Jul-19	APPROVED	24-26 Holmes Lane (Lot# 80)	Occupancy Permit - New duplex dwelling	Jaycor Inc	30-Jul-19
18-514	369009	442-BLD-18	21-Sep-18	8-Jul-19	APPROVED	54 Kirkwood Drive & 214 Spring Park Road	New Duplex dwelling	Studio Brehaut Architecture	29-Jul-19
18-518	371153	444-BLD-18	25-Sep-18	8-Jul-19	APPROVED	154-156 Nassau street	New Semi Detached Dwelling	S&M Enterprise Inc	29-Jul-19
18-528	1076686	454-BLD-18	27-Sep-18	8-Jul-19	APPROVED	32-34-36-38-40 Michelle Crescent	Five Unit townhouse construction	Sherdale Properties	29-Jul-19
19-048	344812	340-BLD-19	6-Jun-19	5-Jul-19	APPROVED	190 Fitzroy Street	Phase II - Renovate exterior of building into 14 unit residential property	Andrew MacCormack	26-Jul-19
19-067	344713	214-VAR-19	23-Apr-19	8-Jul-19	APPROVED	29 Ole King Square	Variance to lot frontage	Stacy Driscoll	29-Jul-19
19-089	342717	346-BLD-19	6-Jun-19	12-Jul-19	APPROVED	152A Great George Street	Signage application	Amy Smith	2-Aug-19
19-138	530980	147-REZ-19	28-Mar-19	8-Jul-19	WITHDRAWN	Miller Street (PID# 530980)	Rezoning from R1L to R1N	Franklin MacDonald	29-Jul-19
19-149	337535	363-VAR-19	14-Jun-19	8-Jul-19	APPROVED	38-40 Hillsborough Street	Variance to lot frontage	Terrie Williams	29-Jul-19
19-216	777920	254-VAR-19	8-May-19	8-Jul-19	APPROVED	16 Maypoint Road	Side yard Variance	Raka Holdings	29-Jul-19
19-246	350124	287-BLD-19	21-May-19	9-Jul-19	APPROVED	64 Queen Elizabeth Drive	renovations to deck, walkway and sidings	Joe Billesberger	30-Jul-19
19-329	792333	399-BLD-19	21-Jun-19	8-Jul-19	APPROVED	84 Kennedy Drive	Basement conversion for secondary suite	Lok Man Tai	29-Jul-19
19-330	1091289	401-BLD-19	9-Jul-19	9-Jul-19	APPROVED	32 Hammac Drive (Lot 17-6)	Footing Permit - Single Family dwelling	Pro-Tech Property Restoration & Construction	30-Jul-19
19-331	1092188	402-BLD-19	24-Jun-19	12-Jul-19	APPROVED	23-25 Red Fox Court	Semi Detached dwelling	New Homes Plus	2-Aug-19
19-339	363184	414-BLD-19	26-Jun-19	8-Jul-19	APPROVED	66 Orlebar Street	Deck extension	Kenneth Fisher	29-Jul-19
19-341	1100528	417-BLD-19	27-Jun-19	12-Jul-19	APPROVED	31 East Royalty Road (Lot 260)	Single Family dwelling	Curran Developments Inc	2-Aug-19



FILE #	PID #	PERMIT #	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
19-368	756304	447-BLD-19	9-Jul-19	12-Jul-19	APPROVED	24 Rilla Road	10x12 mini barn	William Dunsford	2-Aug-19
19-371	335166	451-BLD-19	10-Jul-19	11-Jul-19	APPROVED	18 Queen Street	Sandwich Board sign	Kerry Lafferty	1-Aug-19

### Lot Subdivisions

FILE	PID#	APPLICATION DATE	APPROVAL DATE	MAILED OUT	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
2019-035	PID #1084584	04-Jul-19	08-Jul-19	09-Jul-19	APPROVED	19-21 Parkman Drive	Lot subdivision	Robert Philipp	30-Jul-19
2019-036	PID #1100528	08-Jul-19	08-Jul-19	09-Jul-19	APPROVED	Montgomery Heights	Lot subdivision (15 lots)	Montgomery Heights Inc.	30-Jul-19
2019-037	PID #746164	08-Jul-19	09-Jul-19	09-Jul-19	APPROVED	Horseshoe Boulevard	Lot subdivision (6 lots)	Horseshoe Hill Estates Inc	30-Jul-19
2019-038	PID #530980	09-Jul-19	09-Jul-19	09-Jul-19	APPROVED	Miller Street	Lot subdivision (3 lots)	Mac & Mac Enterprises Ltd	30-Jul-19

### Council Approvals

FILE #	PID#	PERMIT #	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
19-277	278721	322-REZ-19	31-May-19	8-Jul-19	APPROVED BY COUNCIL FOR FIRST READING	7 Lions Crescent (Lot 1)	Rezone from R-1S to R-3 & cons	Robert Haggis	29-Jul-19
19-262	841536	not provided	24-May-19	8-Jul-19	APPROVED TO PROCEED TO PUBLIC CONSULTATION	4A Prince Street	Design Review	Paul Jenkins	29-Jul-19
19-316	376-REZ-19	18-Jun-19	8-Jul-19	221 Belvedere Ave		Rezone from R2 to P	GGR Holdings Ltd	29-Jul-19	
19-259	683748, 359521	24-May-19	8-Jul-19	71-73 Upper Prince		Rezone from R-2 to R-3	Shawn Shea	29-Jul-19	
19-067	344713	214-VAR-19	23-Apr-19	8-Jul-19	APPROVED	29 Ole King Square	Variance to lot frontage	Stacy Driscoll	29-Jul-19
19-138	530980	147-REZ-19	28-Mar-19	8-Jul-19	WITHDRAWN	Miller Street (PID# 530980)	Rezone from R1L to R1N	Franklin MacDonald	29-Jul-19
19-149	337535	363-VAR-19	14-Jun-19	8-Jul-19	APPROVED	Hillsborough Street 38-40	Variance to lot frontage	Terrie Williams	29-Jul-19
19-216	777920	254-VAR-19	8-May-19	8-Jul-19	APPROVED	16 Maypoint Road	Side yard Variance	Raka Holdings	29-Jul-19



## Planning & Heritage Summary (Week ending July 19, 2019)

### ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

### Planning Development Permit Approvals

FILE #	PID #	PERMIT #	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
18-526	1076686	452-BLD-18	27-Sep-18	15-Jul-19	APPROVED	49-51-53-55-57 Michelle Crescent	Five Unit townhouse construction	Sherdale Properties	5-Aug-19
19-076E	388207	453-BLD-19	11-Jul-19	15-Jul-19	APPROVED	167 Minna Jane Drive	New sidewalk for property	APM Construction Ltd.	5-Aug-19
19-164	570648	464-SEC-19	15-Jul-19	15-Jul-19	APPROVED	45 Andrews Court	Secondary Suite Registry Application	Mark Murphy	5-Aug-19
19-164	570648	196-BLD-19	15-Jul-19	15-Jul-19	APPROVED	45 Andrews Court	Occupancy Permit - Secondary Suite Registry Application	Mark Murphy	5-Aug-19
19-182	364422	209-BLD-19	17-Apr-19	21-May-19	APPROVED	16 Pleasant Street	9' X 19' Gravel driveway	Randy Campbell	11-Jun-19
19-182	364422	210-BLD-19	17-Apr-19	18-Jul-19	APPROVED	16 Pleasant Street	4' extension to existing deck	Randy Campbell	8-Aug-19
19-212	364844	367-VAR-19	13-Jun-19	28-Jun-19	APPROVED	17-19 Kensington Road	Variance to lot area	John Taylor	19-Jul-19
19-242	1104744	282-BLD-19	21-May-19	19-Jul-19	APPROVED	158 Essex Crescent (Lot 111)	New single family dwelling	Jennifer Lee & Owen Lee	9-Aug-19
19-291	145755	337-BLD-19	6-Jun-19	19-Jul-19	APPROVED	550 Malpeque Road	Renovating building for grocery store	Amon Sedighi	9-Aug-19
19-304	345116	355-BLD-19	11-Jun-19	18-Jul-19	APPROVED	166 Weymouth Street	Interior renovation	Doug MacArthur	8-Aug-19
19-334	278168	405-BLD-19	24-Jun-19	15-Jul-19	APPROVED	134 St. Peters Rd	Temporary Tent - Leons	DP Murphy (Furniture) Inc	5-Aug-19
19-342	1100528	418-BLD-19	27-Jun-19	17-Jul-19	APPROVED	35 East Royalty Road (Lot 261)	Single Family dwelling	Brody McDonald	7-Aug-19
19-364	731620	443-BLD-19	5-Jul-19	15-Jul-19	APPROVED	13 Inkerman Drive	Addition to existing dwelling	Robert Haggis	5-Aug-19
19-366	386649	445-BLD-19	8-Jul-19	17-Jul-19	APPROVED	128 Beach Grove Road	8'x16' platform/deck	Linda & Ed Fraser	7-Aug-19
19-373	495267	455-BLD-19	12-Jul-19	15-Jul-19	APPROVED	5 Country View Dr	12x18 ft accessory structure	Myles Stewart	5-Aug-19
19-374	725887	456-BLD-19	15-Jul-19	15-Jul-19	APPROVED	14 Warburton Dr	10x12ft accessory structure	Sarah Peng	5-Aug-19
19-375	530980	457-BLD-19	15-Jul-19	15-Jul-19	APPROVED	21 Miller St (Lot 19-1)	Footing Permit - Single Family dwelling	Mac&Mac Enterprises	5-Aug-19





# CHARLOTTETOWN

## Planning & Heritage Summary (Week ending July 26, 2019)

### ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

### Planning Development Permit Approvals

FILE #	PID #	PERMIT #	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
19-076	388207	454-BLD-19	12-Jul-19	23-Jul-19	APPROVED	167 Minna Jane Drive	Interior fitup for Leon's Furniture Store	John Corazza & Karl Taylor	13-Aug-19
19-134	1054600	473-BLD-19	17-Jul-19	23-Jul-19	APPROVED	15 Milky Way	Renovation (café, coffee roasting and bakery)	Colleen McKay	13-Aug-19
19-200	145797	350-BLD-19	4-Jun-19	24-Jul-19	APPROVED	562 Malpeque Road	19 unit apartment building	Maple Isle Homes	14-Aug-19
19-209	746164	245-BLD-19	3-May-19	22-Jul-19	APPROVED	12 Alice Avenue (Lot# 112)	New single family dwelling	Lea & MacLeod LTD	12-Aug-19
19-248B	Various	485-BLD-19	23-Jul-19	24-Jul-19	APPROVED	Various city properties (6 signs for OHW)	Temporary signage for Old Home Week	Sandra Hodder Acorn	14-Aug-19
19-283	768903	330-BLD-19	3-Jun-19	26-Jul-19	APPROVED	17 Hillstrom Avenue	Fire protection upgrade	Nicholas Ballem	16-Aug-19
19-322	1076686	386-BLD-19	19-Jun-19	22-Jul-19	APPROVED	31, 33, 35, 37 Michelle Crescent	New 4-unit townhouse	Sherdale Properties	12-Aug-19
19-348	1100528	426-BLD-19	28-Jun-19	26-Jul-19	APPROVED	43-45 MacWilliams Road (Lot 28)	Semi Detached dwelling	Miguel Arsenault	16-Aug-19
19-360	192153	439-BLD-19	5-Jul-19	24-Jul-19	APPROVED	75-77 East Royalty Road (Lot 267)	Semi Detached dwelling	Jim Daw	14-Aug-19
19-361	192153	440-BLD-19	5-Jul-19	24-Jul-19	APPROVED	79-81 East Royalty Road (Lot 268)	Semi Detached dwelling	Jim Daw/Judy Grialdi	14-Aug-19
19-362	353177	470-BLD-19	17-Jul-19	22-Jul-19	APPROVED	57-59 Churchill Ave	Basement renovations	Bill Zhang	12-Aug-19
19-365	356675	444-BLD-19	8-Jul-19	23-Jul-19	APPROVED	1 Douglas Street	Renovate existing patio	Thibaut Aubert & Stephanie Palmer	13-Aug-19
19-372	192153	452-BLD-19	10-Jul-19	24-Jul-19	APPROVED	83-85 East Royalty Road (Lot 269)	Semi Detached dwelling	Jim Daw/Judy Grialdi	14-Aug-19
19-380	373126	466-BLD-19	17-Jul-19	18-Jul-19	APPROVED	560 University Ave	Renovations to Bell Aliant Centre Family Change Room	Sue Fraser	8-Aug-19
19-383	1058759	471-BLD-19	17-Jul-19	22-Jul-19	APPROVED	128 Barbour Circle	Renovate existing dwelling	Zhu Qing Tan	12-Aug-19
19-387	343921	477-BLD-19	19-Jul-19	23-Jul-19	APPROVED	20 All Souls Lane (Rochford Square)	10x10 tent and 8x8 stage	Tyler Murnaghan	13-Aug-19
19-391	391235	483-BLD-19	23-Jul-19	24-Jul-19	APPROVED	149 Brackley Point Road	Accessibility ramp	CB Construction Inc.	14-Aug-19
19-344	387084	420-BLD-19	28-Jun-19	26-Jul-19	APPROVED	535 North River Road	Additional signage (LED)	Parker Realty	16-Aug-19







**FINANCE, AUDIT & TENDERING COMMITTEE  
REPORT TO COUNCIL  
August 12<sup>th</sup>, 2019**

The Finance, Audit & Tendering Committee met on August 7<sup>th</sup>, 2019. Monthly financial statement July 31<sup>st</sup>, 2019 year to date are not available.

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

Respectfully submitted,

Councillor Terry Bernard, Chair

**Finance, Audit & Tendering Committee**  
**August 7<sup>th</sup>, 2019**  
**12:00 pm Parkdale Room**

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

**Regrets:**

**1) Call to Order**

Chair Bernard called the meeting to order at 12:05 pm.

**2) Declarations of conflict of interest**

There were no conflicts of interest declared.

**3) Approval of Agenda**

A motion to approve the agenda was made Councillor Ramsay and seconded by Councillor Duffy.

**Motion Carried**

**4) Adoption of Minutes**

Moved by Councillor Ramsay and seconded by Councillor Rivard that the minutes of July 7<sup>th</sup>, 2019 be approved as circulated. Motion Carried.

**5) Public Procurements**

- a. East Royalty Lagoon Decommissioning (16-July-19)**
- b. Miltonvale Wellfield Developments – Phase 3B (02-Aug-19)**
- c. Victoria Park Tennis Court Resurfacing Project Additional Work Required and Reallocation of 2019 Capital Budget**
- d. Update on Tenders**

Committee reviewed the bid sheets for the public procurements which have closed and are under review. It is anticipated that the Parks, Recreation & Leisure Activities Committee will be bringing a resolution forward to Council on Monday, August 12<sup>th</sup> meeting.

**6) Introduction of New Business**

- a. New Sherwood School and Purchase of Proposed CBA Property**

Committee agreed to sell a piece of property located behind Cody Banks Arena (a portion of PID#480475) in the amount of \$158,000. A resolution will be brought forward at the Monday, August 12<sup>th</sup> Council meeting.

## **7) Adjournment of Public Session**

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

**Meeting adjourned 1:50 p.m.**

---

Chair: Councillor Terry Bernard



# CITY OF CHARLOTTETOWN

## RESOLUTION

Finance Committee #1
-------------------------

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

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

Date: August 12, 2019

Moved by Councillor \_\_\_\_\_ Terry Bernard

Seconded by Councillor \_\_\_\_\_ Greg Rivard

### RESOLVED:

**That the Council approve sale of .89 acres for the piece of property located behind Cody Banks Arena (portion of PID#480475), see attached map for the new school development at a price of \$158,000. This includes the right of first refusal for the purchase option for Cody Banks Arena.**

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



**Proposed land aquired  
from City of Charlottetown  
(0.89 acres/38,768 sq. ft)**



# CITY OF CHARLOTTETOWN

## RESOLUTION

Finance Committee #2
-------------------------

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

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

Date: August 12, 2019

Moved by Councillor \_\_\_\_\_ Terry Bernard

Seconded by Councillor \_\_\_\_\_ Mike Duffy

### RESOLVED:

**That Council approve the reallocation of the Fitzroy Street Bike Lane project funding (\$1,006,500) to the Active Transportation Connection (Pathways), and**

**That the City will contact the Province requesting to recapture their portion (\$545,000) of the Fitzroy Street Bike Lane project funding for the Active Transportation Connection (Pathways) initiative.**



**HUMAN RESOURCES, COMMUNICATIONS  
AND ADMINISTRATION COMMITTEE  
REPORT TO COUNCIL  
AUGUST 12, 2019**

The Human Resources, Communications and Administration Committee last met on July 17, 2019. The minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

---

Councillor Julie McCabe, Chair

**Human Resources, Communications & Administration Committee  
Wednesday, July 17, 2019  
8:00 AM– Parkdale Room**

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

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

**1) Call to Order**

Councillor Julie McCabe called the meeting to order at 8:00 AM.

**2) Declarations of conflict of interest**

There were no conflicts of interest declared.

**3) Approval of Agenda**

The agenda was approved as circulated.

**4) Adoption of Minutes**

The minutes from June 19, 2019 were approved as circulated.

**5) Business arising from Minutes**

There was no business arising from the minutes.

**6) Reports:**

**a) Human Resources Update – Report no. HR071720190S**

Bethany Kauzlarick, HRM presented the report. The OHS activity report was attached. The OH&S Officer continues weekly orientations for new staff as well as rehires and continues to work with all departments to ensure safety training is complete.

**b) Communications Update**

The CO provided a verbal report on communication projects that are being done in coordination with other city departments.

**7) Introduction of New Business**

There was no new business.

**8) Motion to move into closed session**

Motion to move into closed session (8:15 AM), as per Section 119 (1) sub-sections (d) of the PEI Municipal Government Act was moved by Councillor Duffy and seconded by Councillor Ramsay.



**9) Adjournment**

Motion to adjourn was moved by Councillor Duffy and seconded by Councillor Ramsay.  
Public session of meeting adjourned at 10:15 AM.



City of  
Charlottetown

**Report No:** HR07172019OS  
Open Session

**Date:** July 17, 2019

**Directed to:** Human Resources,  
Communication and Administration  
Committee

**Attachments:**  
  
OHS Report

**Department:** Human Resources

**Prepared by:** Bethany Kauzlarick, HRM

**Subject:** HR Updates

**RECOMMENDATION:**

Recent general HR activities – For information only.

**OCCUPATIONAL HEALTH AND SAFETY**

Occupational Health and Safety activity attached.

The City's OH&S Officer continues weekly employee orientations for rehires and new staff, and continues to work with all departments to ensure safety training is complete.

Respectfully,

*B. Kauzlarick*

Bethany Kauzlarick, HRM

**Reviewed By:**

CAO	Mgr	Other				
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**RECOMMENDATIONS/ACTIONS:**

**OCCUPATIONAL HEALTH AND SAFETY  
2019**

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Orientation Employee	0	0	0	79	163	53	0	0	0	0	0	0	295
Orientation Contractor	1	0	0	0	1	0	0	0	0	0	0	0	2
Recordable Incidents	16	9	6	3	11	8	0	0	0	0	0	0	53
No Lost Time Incidents	14	7	4	1	11	5	0	0	0	0	0	0	42
Lost Time Incidents	2	2	2	2	0	3	0	0	0	0	0	0	11
OH&S Inspection Reports	0	1	0	0	0	0	0	0	0	0	0	0	1
OH&S Orders	0	1	0	0	0	0	0	0	0	0	0	0	1
OH&S Stop Work Orders	0	1	0	0	0	0	0	0	0	0	0	0	1

Safety Training	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Extinguisher Training	0	0	0	0	0	0	0	0	0	0	0	0	0
First Aid	0	0	0	0	0	0	0	0	0	0	0	0	0
Automatic External Defibrillator	0	0	0	0	0	0	0	0	0	0	0	0	0
Fall Protection Training	0	0	0	0	0	0	0	0	0	0	0	0	0
WHMIS 2015 Training	0	0	0	0	0	0	0	0	0	0	0	0	0
JOHS Committee Training	0	0	0	0	0	0	0	0	0	0	0	0	0
Arc Flash Training	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Control Person	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Control Manager	0	0	0	0	0	0	0	0	0	0	0	0	0
Hot Work Training	0	0	0	0	0	0	0	0	0	0	0	0	0
Lock Out Tag Out Training	0	0	0	79	163	53	0	0	0	0	0	0	295
Confined Space Retrieval Train	0	0	0	0	0	0	0	0	0	0	0	0	0
Power Line Hazards Training	0	0	0	0	0	0	0	0	0	0	0	0	0
P/R Risk Management Training	0	0	0	0	0	0	0	0	0	0	0	0	0
Slips Trips & Falls	0	0	0	0	0	0	0	0	0	0	0	0	0

1 Lost Time Incident  
Injury  
Ankle  
19/6/2019  
Worker back to work 23/6/2019, Full duties. Worker missed 3 Days

2 Lost Time Incident  
Injury  
Lower Back  
28/6/2019  
Worker back to work 2/7/2019, Full duties. Worker missed 1 day

3 Lost Time Incident  
Injury  
Shoulder  
1st day missed 2/7/2019  
Worker back to work 8/7/2019, Full duties. Worker missed 4 days

OH&S Inspection Reports



**PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE  
REPORT TO COUNCIL  
August 12th, 2019**

The Parks, Recreation and Leisure Activities Committee met on July 18<sup>th</sup>, and a copy of those DRAFT minutes are included in your package.

There is one resolution from our department.

The Volunteer of the Month for July is the Organizing Committee for the recently held Fiddler MacDonald Memorial Mosquito AAA Baseball Tournament.

Respectfully submitted,

Councillor Mitchell Tweel, Chair

**PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE**  
**Thursday, July 18<sup>th</sup>, 2019**  
**12:15 PM – Parkdale Room, City Hall**

**Present:** Councillor Mitchell Tweel, Chair  
Councillor Kevin Ramsay  
Peter Kelly, CAO  
Nancy McMinn, PS

Councillor Terry Bernard  
Frank Quinn, PRM  
Philip Brown, Mayor

**Regrets:** Councillor Bob Doiron

**1. CALL TO ORDER**

The meeting was called to order at 12:14 PM by Chair Mitchell Tweel.

**2. DECLARATIONS OF CONFLICT OF INTEREST**

No declarations of conflict.

**3. APPROVAL OF AGENDA**

Moved by Councillor Ramsay and seconded by Councillor Bernard, that the agenda for Thursday, July 18<sup>th</sup> 2019, be approved with one item added by Mayor Brown - Andrew's Pond.

CARRIED

**4. ADOPTION OF MINUTES (June 20<sup>th</sup>, 2019)**

Moved by Councillor Ramsay and seconded by Councillor Bernard that the minutes of June 20<sup>th</sup>, 2019 be approved.

CARRIED

**5. BUSINESS ARISING FROM THE MINUTES**

**a. Renewal of Lease Agreement – Waterfront Investments Inc.**

The PRM reported that at the last PRLA Committee meeting held on June 20<sup>th</sup>, it was agreed that we, the City, sign into a one-year agreement which included an increase of \$4,000 for our share of funding for the operations of the washrooms in the Peake's Quay. The PRM would like clarification on where these funds are coming from (new money or to find within existing budget). After some discussion, it was determined that the \$4,000 be sourced and tracked within the existing operational budget. If needed, we will deal with the shortfall at the end of the fiscal year.

**b. Island Grilled Cheese Event**

At the June 20<sup>th</sup> PRLA Committee meeting, the PRM presented a request to the PRLA Committee for their consideration of this event to taking place at the green space in front of Founder's Hall (first preference) or at Confederation Landing. At that meeting, the PRLA Committee approved Confederation Landing as the site and denied the use of the green space in front of Founder's Hall. At the request of the applicant, the PRM was asked to bring this request back to the PRLA to see if they would reconsider the use of the City owned green space in front of Founder's Hall as this was their preferred location and feel the event would be more visible and thus, more successful if held at this site. The PRLA Chair asked for the committee's support to stand by their original decision and that is for the event to take place at Confederation Landing as he doesn't believe the

City purchased the green space to run random events and he doesn't want to open the door for future requests. After further discussion, the original decision stands. The PRM will be in touch with the organizers and advise as such.

**c. Fox Mosaic Project Update**

After further discussion on this topic, it was decided that we look for alternate locations for this artwork structure, since; it is deemed that the City would have to go to a Public Meeting for it to be placed in Victoria Park in accordance with the Victoria Park and Promenade Bylaw. The PRM will advise the Forest Environmental Officer of the committee's decision.

**6. REPORTS:**

**a. Resolution – 2019 Boiler Replacement at Cody Banks Arena**

The PRM stated that a request for quotes was recently advertised for the above project. He further noted that this is the original boiler from when the Cody Banks Arena opened and that cost to maintain the aging boiler continues to grow each passing year.

Motion was moved by Councillor Bernard and seconded by Councillor Ramsay that we proceed with a Resolution to Council to replace the boiler at the Cody Banks Arena as per the recently advertised request for quotes.

CARRIED

**b. Victoria Park Tennis courts Resurfacing Update and Required Additional Work**

The PS reviewed the letter from Stantec Consulting Ltd. which provided a summary of the visual observations, discussion on the pavement failures and recommendations for rehabilitation of the pavement on courts #5 - #8.

The PS reviewed five options for the PRLA Committee to consider in relation to possible repairs. After some discussion, it was decided to choose Option #3 which includes doing additional repairs to the newly formed cracks including: filling the new cracks with crack filler, apply armor crack repair to the new cracks, apply resurface to hide repairs and to reapply surface and lines. It is estimated that this option will cost in the range of \$30,000 (HSTE) and comes with a 2-year warranty on repaired cracks.

The PRM noted that the required funds for this additional work would be obtained through a reallocation of funds from the Victoria Park Fencing Project (2019 P & R Capital budget) which is completed and came in under budget by \$33,483.

Motion moved by Councillor Ramsay and Seconded by Mayor Brown that we proceed with Option #3 as noted above. The PRM will forward to Finance Committee for their consideration and support and in turn, a resolution will be forwarded to Council for consideration.

CARRIED

**c. Request to extend Park patrol at Victoria Park – Verbal Discussion**

Chair Tweel expressed his concern with only having security within the park four days/week (Thursday – Sunday evenings) and that he would like to see additional security that would see coverage seven days/week. This would provide consistent enforcement within the park with regard to the Smoking Bylaw, Dogs off Leach and also to assist with enforcement of proper use of the cycling lane, i.e. no walkers, etc.

A discussion was held on this initiative and it was agreed that this request would need to be brought before Finance Committee requesting new money to cover this increased coverage.

Motion was moved by Councillor Ramsay and seconded by Mayor Brown to forward this request to Finance for further discussion and consideration for new money.

CARRIED

**d. Playground Equipment and Installation Schedule Update**

The PRM reviewed the installation schedule which was handed out at the meeting and noted that we are waiting on contractors to complete some landscaping work on the playgrounds noted. And overall, we are perhaps a week behind on the installation schedule.

**7. INTRODUCTION OF NEW BUSINESS**

**1. Andrews Pond Development**

Mayor Brown noted that he recently attended a meeting in East Royalty and was speaking with some residents; including Dr. John Andrew regarding the ongoing trail development around Andrew's Pond and the City assuming responsibility or ownership. Mr. Andrew mentioned that he is interested in making a financial contribution towards this continued efforts and ideally would like to see the Andrew Pond Trail extended to the Bypass Hwy and then run north along the berm (parallel to Brackley Point Road) so that eventually, we would see East Royalty connect to The Great Trail (formerly known as the Confederation Trail).

Mayor Brown further added that this is a large project which would require infrastructure and possibly cost sharing between Province and the City. Mayor Brown would like the committee's support to continue to work with Mr. Andrew on this initiative.

The PRM noted that our department has been working with Mr. Andrew through all of the trail development and land acquisition in the area thus far and will continue to do so as long as required. Further, the PRM noted that Mr. Andrew has brought this request for this extension to the previous provincial government since this is provincial owned land. It is my understanding that there seemed to be interest, however, no formal commitment was ever granted. Perhaps with the change in government, there might be commitment for this project.

Mayor Brown further noted that a paved pathway (similar to the one along Murchison Lane by the QEH) is being recommended by Mr. Andrew. The PRM noted that the province installed that pathway; however, the City maintains it.

**2. Sky View Park – Wooded Area Clean Up**

Councillor Ramsay received concerns and complaints from a resident regarding the woodlot behind Sky View Park. The resident is concerned with the amount of brush and branches, etc. (some of which were dumped by area residents) that this is a fire hazard. Is it possible for our staff to go in and clean this area. The PS noted that this is on the list of things to do and will get done on the next rainy day when staff are unable to do their regular daily tasks, i.e. grass cutting, etc. In addition, the PS will send a letter to area residents bordering this park asking that they refrain from dumping their yard waste into this wooded area. It is possible that the residents don't recognize that organic waste is considered dumping.

**8. MOTION TO ADJOURN**

Moved by Councillor Ramsay and Seconded by Mayor Brown that the meeting be adjourned at 1:35PM.

CARRIED

---

Chair: Councillor Mitchell Tweel



## 2019 Playground Installation Schedule Updated July 18, 2019

PARK	Playground Equipment	Stage and Scope of Work	Order of Install	Proposed
				Installation Date
J. Frank McAulay Park	8 foot 2 bay swing set	contractor hired to complete landscaping	1	ASAP
J. Frank McAulay Park	medium structure	contractor hired to complete landscaping	1	ASAP
Malcolm Darrach Park	medium structure	contractor hired to complete landscaping	2	ASAP
Skyview Park	independent piece	install completed	3	21-Jun
George Smith	multi surface pad/b-ball net	install completed, contractor hired to complete landscaping	4	28-Jun
Windsor Park	multi surface pad/b-ball net	install completed, contractor hired to complete landscaping	5	18-Jul
Doncaster Park	medium structure	site prep completed, structure constructed, install to take place	6	June 24-July 26
G. Stewart McKay Park	8 ft 3 bay swing set	removed old, site prep completed, install to take place	7	July 15-July 26
Upton Park	medium structure	site prep underway, structure constructed, install to take place	8	July 8-August 2
Shell Court Park	8 ft two bay swing set	replacement, remove old, site prep, install	9	July 22-August 2
Andrews Court Park	medium structure	new structure, site prep, construct, install	10	August 5-August 23
Centennial Park	6 ft two bay swing set	replacement, remove old, site prep, install	11	August 12 -23
Desbrisay Park	independent piece	new independent piece, prep, install in existing gravel box	12	August 26 - Sept 6
Messer Park	3 independent pieces	replacement, remove old, site prep, install	13	September 9 - 20
Victoria Park	8 ft two bay swing set	replacement, remove old, site prep, install	14	September 16 - 27
Richmond Hill Park	8 ft two bay swing set	replacement, remove old, site prep, install	15	Sept 23 - Oct 4
Thorndale Park	6 ft two bay swing set	replacement, remove old, site prep, install	16	October 4 - 18

**NOTES:**

- 1) The new playground equipment has been ordered and two-thirds of the equipment has arrived.
- 2) The Parks Management approach will be similar to last year with two teams working on installs. The lead playground inspector will coordinate all installs.
- 3) The proposed installation schedule is weather dependent. It can be impacted by when equipment arrives & when a contractor is available to do ground work.



# CITY OF CHARLOTTETOWN

## RESOLUTION

Parks and Recreation #1

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

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

Date: August 12, 2019

Moved by Councillor \_\_\_\_\_ Mitchell Tweel

Seconded by Councillor \_\_\_\_\_ Terry Bernard

### RESOLVED:

**That the City accepts the bid of \$35,471.17 (HST included) from Bourassa Sport Technologie Inc for the additional work required at the Victoria Park Tennis Courts Resurfacing Project.**

**That this amount be expensed to the 2019 Parks and Recreation Capital Budget,**

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



City of  
Charlottetown

**Report No: 12 – 2019 Victoria Park  
Tennis Court Resurfacing Update &  
Additional Work**

**Date: July 18, 2019**

**Directed to:** Standing Committee

**Attachments:**

**Committee:** PRLA

**Letter from Stantec**

**Diagram of 2018 & 2019 Cracks on Courts**

**Prepared by:** Nancy McMinn

**Subject:** 2019 Victoria Park Tennis Court Resurfacing Update & Required Additional Work

**RECOMMENDATION:**

**Staff recommends approving Option #3, which includes filling all the new cracks with crack filler, applying armour crack repair to all the new cracks, applying resurface material to cover repairs, and applying 2 coats of surface paint & lines for \$30,000 (HSTE). That a holdback be kept to ensure the 2 year warranty from Bourassa for this work is honoured.**

**REPORT:**

In 2018, Council approved hiring the company Bourassa Sport to repair cracks and resurface and mark the 8 tennis courts at Victoria Park for \$63,522.84. In addition, six new posts were purchased and placed in 3 courts for \$17,250.00. Due to unseasonably cold temperatures last fall, the coating did not adhere one hundred percent and Bourassa is being scheduled to return to fix the deficiencies from the original work carried out in the autumn of 2018.

The winter of 2018/2019 was unusually long and cold, with little snow cover. There were a number of significant flash freeze events due to temperature fluctuations. It was noticed in the spring that a number of additional vertical cracks (see diagram of cracks) on the southern courts were present. CBCL contracted Stantec Engineering to provide a professional opinion on the new cracks that appeared in the asphalt. To date, their report is inconclusive and they cannot identify any one cause that would result in an increase in vertical cracking (see attached Letter from Stantec).

We also checked the french drain around the southern courts and it is intact as indicated in the drawings installed in 2004. However, we could not locate the drainage pipe coming from the courts, so we are installing one.

Bourassa is waiting to hear from the City to determine their timelines to return and repair the 2018 deficiencies. In addition, any proposed additional 2019 work could be completed at that time to address the new 2019 cracks.

There are a number of options to consider: all costs are in addition to the previous budget

1. Do Nothing to the new cracks-**no extra cost**
2. Fill the new cracks with filler and reapply surface and lines –**estimated cost \$20,000 (HSTE) no warranty**

3. Do additional repairs to the newly formed cracks including: filling the new cracks with crack filler, apply armor crack repair to the new cracks, apply resurface to hide repairs, reapply surface and lines – **estimated cost \$30,000 (HSTE) 2 year warranty on repaired cracks**
4. Install a rubberized mat over each court - **estimated cost \$50,000 per court (HSTE), potential total of \$250,000**
5. Reconstruct courts 4 - 8 – **estimated cost \$150,000-\$250,000**

In consultation with CBCL (project manager), it is believed that Option #3 is the best option, since additional work is required to be completed to the courts to address the new 2019 cracks. It is recommended that if option #3 is supported, that the City should retain a holdback on the additional work done in 2019, for the two year warranty period.

Respectfully,

Nancy McMinn & Frank Quinn

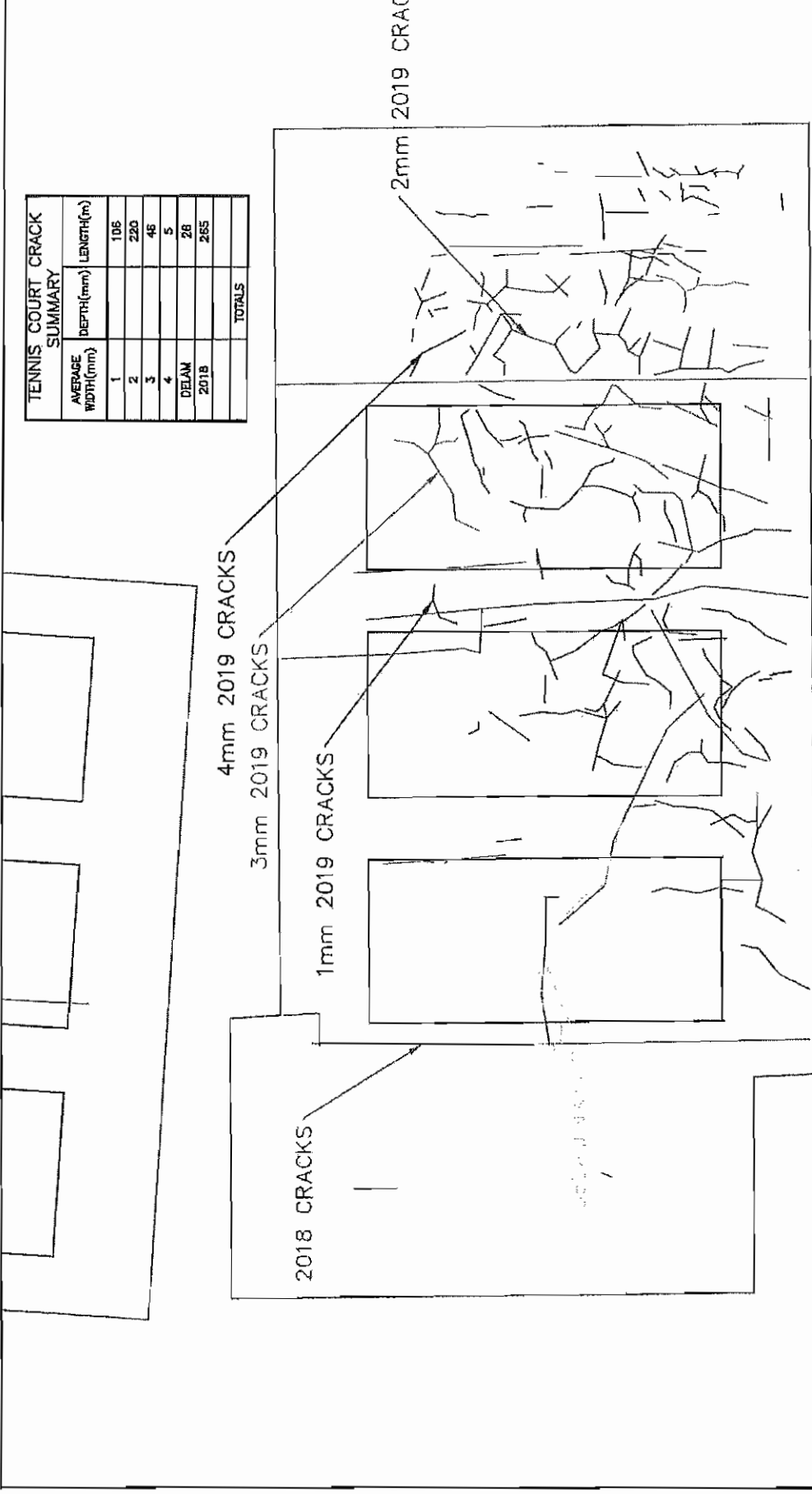
Reviewed By:

CAO	Manager	Other				
						


**RECOMMENDATIONS/ACTIONS:**

The PRLA Committee supported the staff's recommendation to proceed with Option #3 for \$35,471.17 (HST included). The required funds for this additional work would be obtained through a reallocation of funds from the Victoria Park Fencing Project (under 2019 P & R Capital Budget), which is completed and came in under budget by \$33,483. The remaining funds required are available in the Victoria Park account. PRM to forward a resolution & this backgrounder to Finance Committee for consideration and if supported then Finance will forward to Council for their consideration.

If supported by Finance and Council, this additional work is anticipated to take one week and be completed early in September



TENNIS COURT CRACK SUMMARY		
AVERAGE WIDTH(mm)	DEPTH(mm)	LENGTH(m)
1	106	
2	220	
3	46	
4		5
5		26
2018		265
TOTALS		

Date	Scale	Designed	Drawn	Checked	Approved	CBCL No.	Contract
JUNE 2018	1:500	ALC	ALC			182613.00	182613.01
 <b>CBCL LIMITED</b> Consulting Engineers		CITY OF CHARLOTTETOWN 2018 VICTORIA PARK TENNIS COURT RESURFACING			Drawing		
0 ISSUED FOR APPROVAL & TENDER No.		PLAN VICTORIA PARK COURT REPAIRS & RESURFACING			<b>SK1</b>		
Description							



Stantec Consulting Ltd.  
165 Maple Hills Avenue, Charlottetown PE C1C 1N9

July 17, 2019  
File: 121621114

Attention: Mr. Adam Clark, P.Eng  
CBCL Ltd.  
135 St. Peters Road, Suite 201  
PO Box 1659  
Charlottetown, PE C1A 7N4

Dear Mr. Clark,

**Reference: Site Visit – Victoria Park Tennis Courts, Charlottetown, PE**

Stantec Consulting Limited (Stantec) was requested by CBCL Ltd. to carry out a visual assessment of cracking in the pavements at the Victoria Park Tennis Courts. This letter provides a summary of the visual observations, discussion on the pavement failures, and recommendations for rehabilitation of the pavements.

## **VISUAL ASSESSMENT**

The visual assessment was carried out on June 5, 2019 in the company of CBCL (Adam Clark) and City of Charlottetown staff members. Numerous cracks were observed on the playing surface, from less than 1 mm to 4 mm in width, in random directions (length and width) and occurrence. The larger cracks appeared to extend through the full depth of the asphalt. The cracks were flush with the surface of the asphalt, with no evidence of heaving or vertical distortion.

The attached photographs illustrate typical cracks. There were other larger cracks observed in two of the middle courts, along with delamination, that had been previously identified as requiring repair. Cracking was also observed in recently placed asphalt in the newer court to the east. The outlet for a perimeter drain that was designed and constructed could not be located.

## **BACKGROUND INFORMATION**

We understand that the majority of the pavement structure consists of a layer of gravel, approximately 600mm thick, under the asphalt pavement. The structure of the remaining pavements, and thickness of the asphalt pavements are unknown.

It is understood that the cracking has progressed through the Spring months of 2019. Drawing (SK1) provided by CBCL, depicted the progression of surface cracking from 2018 through 2019.

During the Winter of 2018/2019, the depth of frost penetration in the Charlottetown area was noted to extend deeper than historically observed. There were several heavy precipitation events followed quickly by freezing temperatures, in some cases causing flash freezing.

Reference: Site Visit – Victoria Park Tennis Courts, Charlottetown, PE

## DISCUSSION

The majority of the cracks observed in the pavements can be characterized as structural cracks, which are cracks which extend through the asphalt thickness but are not caused by loadings. The seemingly random directions of the cracks suggests several failure mechanisms:

- As asphalt pavement age they become brittle and, in cold conditions as the asphalt layers shrink, they tend to crack;
- Soil swelling or shrinkage, along with frost action, can also crack the brittle asphalt mix.

Once the surface cracks and water penetrates into the pavement structure, freezing conditions can accelerate the cracking process. It is also possible that water is collecting under the court if the perimeter drain is blocked and not allowing water to drain; it is noted that this was not confirmed in the field.

Paving over a brittle asphalt layer may perform in the short term but eventually the cracks in the brittle layer, which move with changes in temperature, will reflect into the new asphalt surface.

There were no obvious cracks associated with settlements resulting from inadequate compaction of the underlying granular or subgrade layers. There were however, cracks observed in the newer court where the asphalt has not been aged. This would suggest that factors such as soil swelling or frost heaving may have a role in the distresses observed. It is possible that the hot mix asphalt was overheated during production, resulting in a brittle mix, but this would be very unusual.

Pavement structures for asphalt surfaced tennis courts are inherently difficult to design. Significant granular thickness is required to provide a uniform bearing surface and subsurface drainage. Further, as discussed above, the properties of the asphalt surface changes with time and the result is often a cracked surface.

## REHABILITATION RECOMMENDATIONS

In most cases the cracks will not impact tennis playing conditions but, if left untreated, the cracks will become larger and will eventually require more extensive repair approached. The most common repair method for surface cracking resulting from asphalt shrinkage is to fill the cracks with an approved epoxy or acrylic crack filler designed for use on tennis courts. This is considered to be a short term solution as the cracking may reoccur or new cracks may appear each year. The application of membranes over the cracks after filling has been carried out but this process is more expensive than filling the cracks and is also considered to be temporary.

The more permanent solution for cracked surfaces is to remove the asphalt, review the condition of the granular base, make any necessary changes, i.e., recompaction of gravels, installation of drains, etc. and then surface with new asphalt mix. Associations such as the Asphalt Institute provide guidance as to the required mix properties and thickness requirements. Obviously, this is a much more expensive rehabilitation.

Locating and cleaning the existing drainage system outlet to provide drainage is recommended. If it is determined that there is no drainage system in place, a perimeter drain should be considered.

July 17, 2019  
Mr. Adam Clark, P.Eng  
Page 3 of 4

Reference: Site Visit – Victoria Park Tennis Courts, Charlottetown, PE

## CLOSING

Use of this report is subject to the Statement of General Conditions provided in the Appendix. It is the responsibility of CBCL Ltd., as identified within the Statement of General Conditions, and its agents to review the conditions and to notify Stantec Consulting Ltd. should any of these not be satisfied. The Statement of General Conditions addresses the following:

- Use of the report
- Basis of the report
- Standard of care
- Interpretation of site conditions
- Varying or unexpected site conditions
- Planning, design or construction

We trust that this report contains all of the information required at this time. Should you have any questions or if we can be of further service, please contact us at your convenience.

Regards,

Stantec Consulting Ltd.



Mark Macdonald P.Eng.  
Senior Associate, Geotechnical Engineer  
Phone: 902-566-2866  
Fax: 902-566-2004

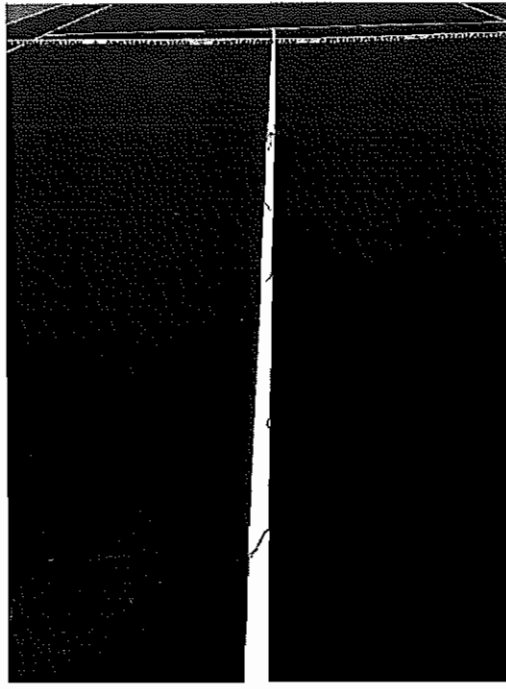
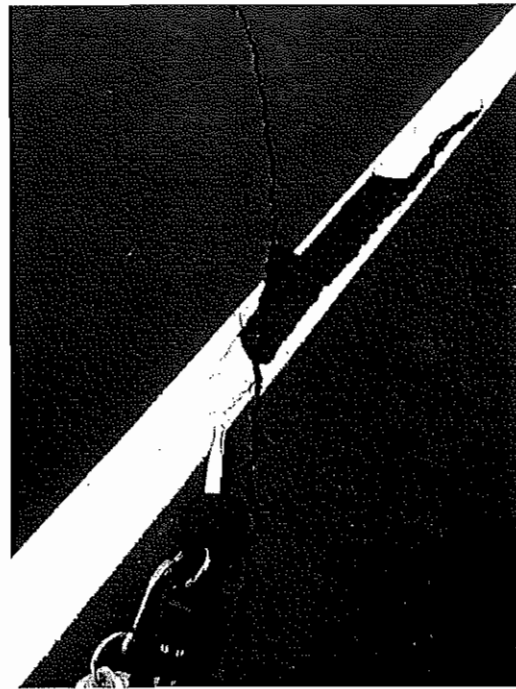
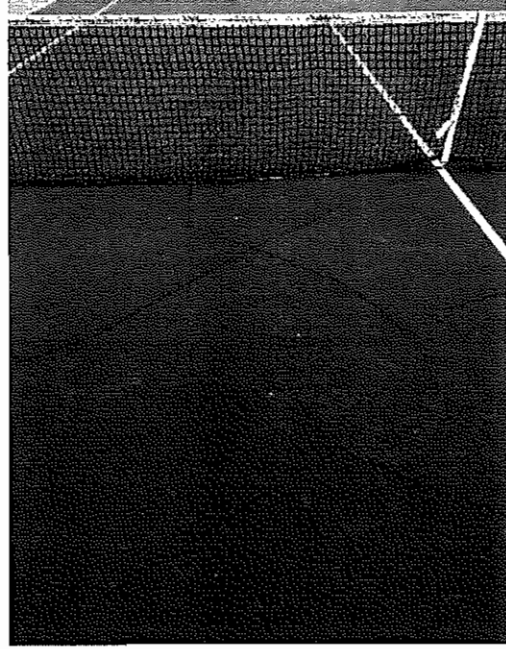
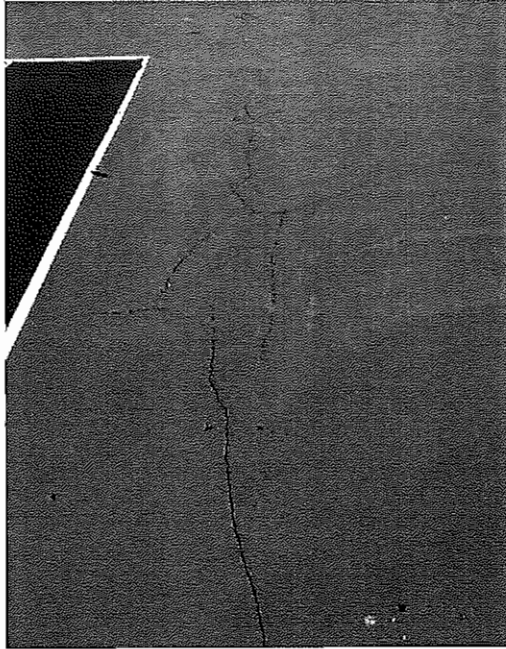
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Reference: Site Visit – Victoria Park Tennis Courts, Charlottetown, PE





**PROTECTIVE AND EMERGENCY SERVICES COMMITTEE  
REPORT TO COUNCIL  
August 12, 2019**

The Protective & Emergency Services Committee met on August 6<sup>th</sup> 2019. The minutes are included in your package.

There are five resolutions for your consideration.

Respectfully submitted,

Councillor Bob Doiron, Chair

**PROTECTIVE AND EMERGENCY SERVICES COMMITTEE**  
**Tuesday, August 6, 2019 at 12:15 P.M.**  
**Parkdale Room, City Hall**

**Present:**      Councillor Bob Doiron                      Tim Mamyne, DFC  
                         Councillor Kevin Ramsay                      Brad MacConnell, DPC  
                         Councillor Greg Rivard                        Sean Coombs, DPC  
                         Councillor Mike Duffy                         Helen McGuigan, Exec. Asst.

**Absent:**        Chief Paul Smith, PC  
                         Randy MacDonald, FC  
                         Mayor Philip Brown  
                         Peter Kelly, CAO

Prior to the meeting Ron Jenkins gave a presentation on a potential contract opportunity he would like to explore pertaining to parking enforcement in the City.

**1.      Call to Order**

Chair Bob Doiron called the meeting to order at 12:20 P.M.

**2.      Declarations of conflict of interest**

There were no conflicts of interest declared.

**3.      Approval of Agenda**

The agenda was approved as circulated.

**4.      Adoption of Minutes**

The minutes from July 3, 2019 were approved as circulated.

**5.      Business Arising from Minutes**

There was no business arising from minutes.

**6.      Reports - (Fire)**

**FIRE - OPERATIONAL REPORT** – Deputy Fire Chief Tim Mamyne provided the following information from the Fire Department for the period from June 26 to July 29, 2019:

**FIRE INSPECTIONS** - Seventeen fire inspections were conducted

**FOLLOW UP INSPECTIONS** – There were twenty-three follow up inspections.

**COMPLAINT FIRE INSPECTIONS** – There were two complaint fire inspections.

**HAZARD COMPLIANCE ORDERS** – Eleven Hazard Compliance Orders were issued.

**PLAN REVIEWS, PERMITS, SAFETY PLANS** – There were three Plan Reviews, Permits and Safety Plans.

**FIRE INVESTIGATIONS** – There were eight fire investigations.

**ENGINE VISITS** – There were thirty-eight engine visits.

**PUBLIC EDUCATION SESSIONS/PARTICIPANTS** – There were three sessions with a total of 85 participants.

**FIRE DRILLS** – There were eight fire drills.

**SMOKE ALARM VISITS** – There were 595 smoke alarm visits, 260 homes were entered, 335 door tags were placed, 48 batteries were replaced and 10 smoke alarms were installed.

**EMERGENCY RESPONSES** – Total number of calls was 102. District 1 had 47 emergency responses (Engine 1 – 8 A.M. – 4 P.M. – 7 responses and 12 P.M. – 8 A.M. – 2 responses). District 2 had 31 emergency responses. There were fifteen Fire Inspector callouts. Total time of all calls was 81 hours and 19 minutes.

**TRAINING** - Weekly Department training will resume on September 3<sup>rd</sup>.

**DEPARTMENT ACTIVITIES** – Members participated in the Sleep Country Pajamas and Storybooks event. Members have been busy preparing for the Natal Day parade and events, Old Home Week and the Gold Cup Parade as well as initial work on the Shellfish Festival. Deputy Fire Chief Mamy and District Chief Shaw attended the Maritime Fire Chief's Conference in Moncton on July 12<sup>th</sup> – 14<sup>th</sup>. Conference was excellent.

Deputy Fire Chief Mamy advised it has been a busy month with two significant fires, one on Harley St. and the Fire Department also assisted with the fire at the North Winds Inn & Suites in Brackley Beach. He commented on the great communication between Fire, Police and EMS.

Chair Bob Doiron also commented on the positive feedback he received regarding the assistance provided by Fire and Police during the Harley St. fire. He also thanked both Fire and Police.

## 7. Reports – (Police)

**Police Personnel** – Two letters of thanks were received regarding members of Police. A lady attended Police Services to thank Cst. Stephen Manning for a job well done. She had called Police Services regarding her son who she believed was suicidal. She advised that Cst. Manning was very professional, caring and compassionate when dealing with the situation.

Another individual contacted Police Services thanking Cst. Bonnie Cross for all the help they received when involved in an accident.

Mark King has been identified as the successful candidate to fill the Ticket Coordinator's position and Lesa Barry has been identified as one of the successful candidates to fill the position of Operational Records Clerk.

Human Resources will be posting a position in Dispatch in the near future.

**Operational** – The PRIDE Parade went over with no significant issues. The parade was well attended. A meeting will be held with organizers to discuss future planning in terms of entries and the route as the parade is outgrowing the present route. With changes to the parade consideration will also have to be given to parking restrictions/street closures, etc.

Planning continues for Old Home Week. Operational Plan is in place for traffic points for the Gold Cup Parade.

Operational Plan is being prepared and in the final stages for SunDaze, awaiting further update from event organizers in terms of the final site plan. Deputy Chief Coombs will be attending a public meeting with organizers and the Downtown Residents Association in the evening of August 6<sup>th</sup>.

Meetings are still progressing with regard to the Police Review. Work is continuing in the areas of electronic collision reporting and E-Ticketing recommendations.

With regard to a follow-up to a previous inquiry regarding reduced numbers in parking tickets, this was a reporting error. With the transition to the new system, information flow changed and statistical data was not added properly. This has been corrected.

**Traffic** - Traffic issues were discussed in relation to the new round-a-bout and Police see no great concerns regarding this at the present time.

During the construction season there are minimal impacts with the usual slow down of traffic but no major concerns have come forward.

**Statistics Canada – Information Items** – Deputy Chief MacConnell updated Committee on information received from Statistics Canada. The Crime Severity Index is low and there is a reduction in the Youth Crime Rate which is impacted from efforts associated to our School Resource Officers, our In House Youth Outreach Worker and “E” – Watch Program.

**Community Policing** – In July our Police Services along with all Municipal Police Services on P.E.I. partnered with MedicAlert Foundation Canada, becoming the first Police agencies in Atlantic Canada to bring the MedicAlert Connect Protect service to their respective communities. MedicAlert Connect Protect provides Police quick 24/7 access to a subscriber’s emergency profile. This service gives first responders, through their dispatcher, critical intelligence including recent photo, physical descriptions, wandering history, behavior management strategies such as anxiety triggers and de-escalation techniques, as well as caregiver information. The information will now be accessible to Municipal Police in Charlottetown, Kensington and Summerside.

Deputy Chief Coombs advised Committee that members of Police Services along with Highway Safety Officers conducted several check points in Charlottetown. This enforcement initiative occurred on July 18<sup>th</sup> at two separate locations: Water St. and Malpeque Rd. Approximately 3500 vehicles passed through the check points with 31 charges under the Highway Traffic Act issued.

Cst. T. Keizer participated in the Sleep Country Pajamas and Storybooks event.

8. Meeting was adjourned.



### #6 FIRE CALLS FOR JUNE 2019

District #1		District #2	
Type	Number	Type	Number
A/Alarm – Alarm Ringing No Fire	6	A/Alarm – Alarm Ringing No Fire	1
A/Alarm – Pulled/Accidental	2	A/Alarm – Smoke/Steam/Dust	1
A/Alarm – Equipment Malfunction	3	A/Alarm – Equip Malfunction	4
A/Alarm – Workers Set Off	1	A/Alarm – Workers Set Off	5
A/Alarm - Cooking	4	A/Alarm – Cooking	2
Garbage Fire	2	Small Fire	2
Rescue Boat Call	2	Medical Assistance	2
Mulch/Deck Fire	2	Power Line Sparking	1
Medical Assistant	3	Smell of Propane	1
MV Accident	4	MV Accident	2
Propane/Fire/Smell	3		
Working Fire	1		
Smoke in Building	2		
Steam from Showers	3		
Power Serge	1		
Small Fire in Washroom	1		
Pole on Fire	1		
<b>Fire Calls</b>	<b>41</b>	<b>Fire Calls</b>	<b>21</b>

### Total Calls for the Years 2018 and 2019

Total Fire Calls for 2018	Dist: #1	Dist. #2	Total Fire Calls for 2019	Dist: #1	Dist. #2
January	33	+ 18 (51)	January	30	18 (48)
February	23	+ 14 (37) (88)	February	34	19 (53) (101)
March	32	+ 11 (43) (131)	March	36	19 (55) (156)
April	27	+ 15 (42) (173)	April	23	35 (58) (214)
May	38	+ 26 (64) (237)	May	24	17 (41) (255)
June	21	+ 24 (45) (282)	June	41	21 (62) (317)
July	54	+ 27 (81) (363)	July		
August	53	+ 25 (78) (441)	August		
September	45	+ 19 (64) (505)	September		
October	48	+ 14 (62) (567)	October		
November	53	+ 34 (87) (654)	November		
December	35	+ 23 (58) (712)	December		
	<b>Total Calls for 2018 – 712</b>				

2019	(2018)	(From January 1 <sup>st</sup> to June 30, 2019)
33	45	Auto Alarms (No Fire/Alarm Ringing) both Station
5	5	Auto Alarms – Detector Activated both Stations
12	13	Auto Alarms – Pulled/Accidental/False both Stations
12	12	Auto Alarms – Smoke/Steam/Dust both Stations
38	34	Auto Alarms – Equip. Malfunction both Stations
3	4	Auto Alarms – Sprinkler/Power Failure both Stations
34	16	Auto Alarms – Working on System/Workers set off
43	32	Auto Alarms – Cooking both Stations
<b>180</b>	<b>161</b>	<b>Total Auto Alarm</b>
37	25	Mutual Aid/Stand By - Both Stations
9	8	Fire Calls to the WR Ind. Park – District #2



### #7 FIRE CALLS FOR JULY 2019

District #1		District #2	
Type	Number	Type	Number
A/Alarm – Alarm Ringing No Fire	8	A/Alarm – Alarm Ringing No Fire	2
A/Alarm – Pulled/Accidental	5	A/Alarm – Detector Activated	1
A/Alarm – Equipment Malfunction	11	A/Alarm – Pulled/Accidental	1
A/Alarm – Cooking	2	A/Alarm – Equip Malfunction	2
MV Accident/MV Fire	5	A/Alarm – Cooking	3
Elevator Rescue/Door Stuck	2	Smoke from Vehicle	2
Smoke in Building	3	Power Outage (Alarm)	2
Mutual Aid (EMS)	6	Electric Line Down	1
Mutual Aid (Station #1)	2	Structure Fire	3
Burning Garbage	2	Smoke from Electric Short	1
Smell of Propane	2	Burning Brush/Clothing in open Fire	2
Working Fire/Flare Up	2	Mult Aid (EMS) & N Glasgow FD	5
Mulch Fire	3	Propane Leak	1
Fore Ca;;/No Fire	1	Mulch Fire	1
Smell of Smoke	2	MVF/MVC	2
		Box of Flyers burning	1
<b>Fire Calls</b>	<b>562</b>	<b>Fire Calls</b>	<b>30</b>

### Total Calls for the Years 2018 and 2019

Total Fire Calls for 2018	Dist.: #1	Dist. #2	Total Fire Calls for 2019	Dist: #1	Dist. #2
January	33	+ 18 (51)	January	30	18 (48)
February	23	+ 14 (37) (88)	February	34	19 (53) (101)
March	32	+ 11 (43) (131)	March	36	19 (55) (156)
April	27	+ 15 (42) (173)	April	23	35 (58) (214)
May	38	+ 26 (64) (237)	May	24	17 (41) (255)
June	21	+ 24 (45) (282)	June	41	21 (62) (317)
July	54	+ 27 (81) (363)	July		
August	53	+ 25 (78) (441)	August		
September	45	+ 19 (64) (505)	September		
October	48	+ 14 (62) (567)	October		
November	53	+ 34 (87) (654)	November		
December	35	+ 23 (58) (712)	December		
	<b>Total Calls for 2018 – 712</b>				

### 2019 (2018) (From January 1<sup>st</sup> to July 31, 2019)

43	64	Auto Alarms (No Fire/Alarm Ringing) both Station
6	8	Auto Alarms – Detector Activated both Stations
18	20	Auto Alarms – Pulled/Accidental/False both Stations
12	13	Auto Alarms – Smoke/Steam/Dust both Stations
51	37	Auto Alarms – Equip. Malfunction both Stations
3	8	Auto Alarms – Sprinkler/Power Failure both Stations
34	20	Auto Alarms – Working on System/Workers set off
48	39	Auto Alarms – Cooking both Stations
<b>215</b>	<b>209</b>	<b>Total Auto Alarm</b>
49	37	Mutual Aid/Stand By - Both Stations
11	10	Fire Calls to the WR Ind. Park – District #2



July 2019

	<b>2019 Monthly Reported</b>	<b>2019 Monthly Actual</b>	<b>2019 Actual To Date</b>	<b>2018 Monthly Actual</b>	<b>2018 Actual To Date</b>
Robbery	3	3	9	1	5
Assault	33	20	163	26	151
Break & Enter	18	12	46	11	47
Theft of MV	2	2	15	3	3
Theft Over \$5000	3	3	7	4	10
Theft Under \$5000	114	94	596	75	453
Have Stolen Goods	10	10	32	0	10
Frauds	42	39	157	14	131
Offensive Weapons	0	0	10	3	8
Other Criminal Code	167	125	669	117	533
Drugs	9	9	49	9	63
LCA	77	71	332	64	235
<b>Municipal - Totals</b>	<b>9891</b>	<b>9890</b>	<b>20428</b>	<b>2787</b>	<b>19621</b>
<b>Parking Tickets</b>	<b>9696</b>	<b>9696</b>	<b>19612</b>	<b>2614</b>	<b>18876</b>
<b>Nuisance Bylaw</b>	<b>151</b>	<b>150</b>	<b>615</b>	<b>98</b>	<b>500</b>
<b>Dog Bylaw</b>	<b>44</b>	<b>44</b>	<b>201</b>	<b>75</b>	<b>245</b>
Collisions	107	107	600	90	544
HTA	570	566	2444	557	2857
HTA Violations		690	2080	477	2686
Other Traffic	85	85	382	98	503
CC Traffic	51	33	174	22	204
Complaints		1758	9316	1530	7989

HTA Violations reported above include June and July (2019)

Parking Tickets reported above include May, June and July (2019)

**HIGHWAY TRAFFIC ACT – Moving Violations non- speeding**

The following is a synopsis of vehicles found in violation of non-speed related moving violations for the month of June 2019.

Beach Grave Rd/Parkside	3
Brackley Point Rd/Arterial	1
Brackley Point Rd/Belvedere	1
Brackley Point Rd/Cedar	1
Fitzroy St/Queen	1
Fitzroy St/Weymouth	1
Grafton St E	2
Great George St/Kent	2
Greensview Dr/Kensington	1
Longworth Ave	1
Nicholas Lane	1
North River Rd/Capital	1
North River Rd/Inkerman	1
Norwood Rd	1
Oak Dr/Rogers	1
Queen St/Summer	1
Rte 2/Countryview	2
St Peters Rd/Arterial	1
St Peters Rd/Northridge	1
St Peters Rd/Robertson	1

University Ave/Belvedere	1
University Ave/Capital	1
University Ave/Kirkwood	1
University Ave/McKinnon	
University Ave/Nassau	2
Upton Rd	4
Water St Pkwy	2
Water St/Prince	2
Weymouth St/Euston	2

## HIGHWAY TRAFFIC ACT – Non-Moving Violations

The following is a synopsis of vehicles found in violation of non-moving violations for the month of June 2019.

Allen St/Walthen	2
Arterial Hwy/Lower Malpeque	1
Arterial Hwy/Oak	1
Bayfield Ave/Queen	1
Beach Grove Rd/North River	3
Beach Grove Rd/Parkside	1
Beasley Ave	1
Belvedere Ave/Brackley Point	1
Belvedere Ave/Parkview	1
Belvedere Ave/Queen	2
Brackley Point Rd/Ellis	1
Brackley Point Rd/Oak	1
Braemore Ave	1
Buchanan Dr/Sandstone	
Capital Dr/Upton	4
Douglas St/Queen	1
Dorchester St/Prince	1
Dunkirk St/Kirkwood	1
Euston St/Great George	1
Euston St/Walthen	3
Euston St/Weymouth	2

Falconwood Dr/St Peters	1
Francis Lane/St Peters	1
Grafton St E	7
Grafton St/Church	2
Grafton St/Queen	1
Great George St/Fitzroy	2
Great George St/Grafton	1
Kensington Rd/Beasley	2
Kent St/Edward	3
Kent St/Great George	4
Kent St/Hillsborough	2
Kent st/Prince	1
Kent St/Queen	1
Longworth Ave/Esher	1
Lower Malpeque Rd/Bell Hts	1
Lower Malpeque Rd/Commonwealth	1
Lower Malpeque Rd/Highfield	2
Maple Ave/Oak	1
Melody Lane	2
Mount Edward Rd/Belvedere	1
Mount Edward Rd/Palmers	1
Mount Edward Rd/Sherwood	1
Mount Edward Rd/Superior	2

<b>NON-MOVING CONT'D</b>	
Mount Edward Rd/Towers	1
Nassau St/Dunkirk	1
North River Rd/Capital	4
North River Rd/Col Gray	1
North River Rd/Nassau	2
Park Roadway	3
Park St	1
Pownal St/Kent	1
Pine Dr/Maple	1
Pownal St/Kent	1
Queen St/Euston	3
Queen St/Kirkwood	2
Queen St/Water	1
Riverside Dr/Kensington Rd	1
Riverside Dr/Park	1
Rochford St/Grafton	2
Route 2/Arterial	3
Route 2/St. Dunstons	2
Spring Park Rd/Churchill	1
St Peters Rd/Angus	1
St Peters Rd/Brows	1
St Peters Rd/Gordon	1

St Peters Rd/MacWilliams	1
St Peters Rd/Northridge	1
Sydney St/Pownal	1
University Ave/Belvedere	4
University Ave/Browns	2
University Ave/Capital	1
University Ave/Eden	1
University Ave/Kirkwood	4
University Ave/Nassau	9
University Ave/Young	2
Upton Rd	3
Walthen Dr/Summer	1
Watts Ave	1
Water St/Great George	1

## HIGHWAY TRAFFIC ACT – SPEED MONITORING

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

The following is a synopsis of vehicles found in violation of speeding regulations for the month of June 2019.

Brackley Point Rd/Arterial Hwy	1
Brackley Point Rd/Maple Hills	1
Brackley Point Rd/Oak	1
Brackley Point Rd/Sherwood	1
Brighton Rd/Goodwill	3
Fourth St	2
Lower Malpeque Rd/Highfield	1
Lower Malpeque Rd/Westway	3
Mount Edward Rd/Superior	1
Mount Edward Rd/Woodlawn	1
Rte 2/Arterial	2
Rte 2/Countryview	1
Spring Lane	1
St Peters Rd/MacWilliams	1
University Ave/Browns	3
University Ave./Enman Cres.	4
University Ave/McKinnon	7
Upton Rd	4



**HIGHWAY TRAFFIC ACT – Moving Violations non- speeding**

The following is a synopsis of vehicles found in violation of non-speed related moving violations for the month of July 2019.

Allen St/Upper Prince	1
Beach Grave Rd/Maypoint	16
Beasely Ave	3
Brackley Point Rd/Belvedere	2
Brackley Point Rd/Pine	1
Capital Dr	3
Capital Dr/Spencer	1
Fitzroy St/Rochford	1
Grafton St/Weymouth	1
Kensington Rd/Brows	1
Kent St/Great George	1
Kent St/Hillsborough	1
Longworth Ave/Belmont	1
Maypoint Rd	1
Mount Edward Rd/DeBlois	1
Mount Edward Rd/Towers	1
Northridge Pkwy	3
North River Rd/Belvedere	1
North River Rd/Thompson	1
Patterson Dr	1

Pownal St/King	2
Prince St/Grafton	1
Queen St/Nassau	1
Queen St/Reserve	1
Rte 2/Arterial Hwy	2
Rte 2/John Yeo	1
St Peters Rd/Arterial	1
St Peters Rd/MacRae	2
St Peters Rd/Woodward	1
University Ave/Belvedere	1
University Ave/Browns	1
University Ave/Enman	1
University Ave/Kirkwood	1
Upper Prince St/Gerald	1

## HIGHWAY TRAFFIC ACT – Non-Moving Violations

The following is a synopsis of vehicles found in violation of non-moving violations for the month of July 2019.

Allen St/Upper Prince	5
Ambrose St	1
Arterial Hwy/Oak	4
Bayfield St	1
Beach Grove Rd/Naypoint	14
Belmont St	1
Belvedere Ave/Brackley Point	7
Belvedere Ave/Maple	1
Belvedere Ave/Queen	4
Brackley Point Rd/Ellis	1
Brackley Point Rd/Oak	1
Brackley Point Rd Maple Hills	2
Brackley Point Rd/Thistle	1
Capital Dr/Thompson	3
Capital Dr/Upton	2
Euston St/Great George	3
Euston St/Prince	2
Euston St/Queen	4
Falconwood Dr/St Peters	1
Fitzroy St/Hillsborough	1
Fox Run Dr	1

Gerald St/University	3
Grafton St E	24
Grafton St/Queen	8
Grafton St/Weymouth	11
Great George St/Grafton	7
Kensington Rd/Beasley	1
Kensington Rd/Kent	2
Kensington Rd/Spring Lane	1
Kensington Rd/ Woodward	3
Kent St/Great George	4
Kent St/Hillsborough	2
Kent St/Prince	1
Kirkwood Dr/University	3
Longworth Ave/Esher	4
Longworth Ave/Weymouth	6
Lower Malpeque Rd/Commonwealth	1
Lower Malpeque Rd/Highfield	1
Maypoint Rd/April	2
Mount Edward Rd/Allen	1
Mount Edward Rd/Arterial	3
Mount Edward Rd/Belvedere	1
Mount Edward Rd/Hillside	3
Mount Edward Rd/Palmers	2

<b>NON-MOVING CONT'D - PG 3</b>	
Mount Edward Rd/Woodlawn	2
Nassau St/Dunkirk	1
Northridge Pkwy	1
North River Rd/Belvedere	4
North River Rd/Brighton	1
North River Rd/Capital	3
North River Rd/ Kirkwood	2
North River Rd/Moreau	1
Oakland Dr/St Peters	3
Park Driveway	1
Park St	1
Parkview Dr	1
Patterson Dr	1
Pownal St/Fitzroy	2
Pownal St/Grafton	8
Pownal St/King	2
Prince St/Grafton	3
Prince St/Richmond	1
Queen St/Douglas	1
Queen St/Kent	1
Queen St/Kirkwood	1
Queen St/Pond	1

Queen St/Reserve	1
Queen St/Water	6
Richmond St/QueenRd	1
Rochford St/Kent	2
Route 2/Arterial	3
Route 2/Countryview	6
Route 2/St. Dunstons	4
Route 2 /Sherwood	1
Route 2/Stockman	1
Sandstone	1
Scott St	1
Sherwood Rd	1
Spring Lane/Owen	1
Spring Park Rd/Douglas	1
Spring Park Rd/Pond	1
St Peters Rd/Angus	2
St. Peters Rd/Arterial	9
St Peters Rd/Beasley	1
St Peters Rd/Brows	2
St Peters Rd/Gordon	2
St Peters Rd/MacWilliams	6
St Peters Rd/Northridge	2
Sydney St/Pownal	1

<b>NON-MOVING CONT'D – PG 5</b>	
University Ave/Belvedere	6
University Ave/Chestnut	2
University Ave/Enman	12
University Ave/McKinnon	6
University Ave/Nassau	2
University Ave/Summer	1
Upper Prince St /Alley	1
Upper Prince St/Summer	1
Upton Rd	4
Water St Pkwy	16
Weymouth St/Fitzroy	2
Weymouth St.Sydney	1

## HIGHWAY TRAFFIC ACT – SPEED MONITORING

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

The following is a synopsis of vehicles found in violation of speeding regulations for the month of July 2019.

Arterial Hwy/Oak	29
Arterial Hwy/Southgate	5
Brackley Point Rd/Arterial Hwy	1
Brackley Point Rd/Maple Hills	6
Brackley Point Rd/Oak	2
Brackley Point Rd/Sherwood	5
Fourth St	6
Kensington Rd/Brows	1
Lower Malpeque Rd/Highfield	5
Lower Malpeque Rd/Westway	3
Mount Edward Rd/Arterial	2
Mount Edward Rd/Woodlawn	1
Royalty Rd	1
Rte 2/Stockman	2
Spring Lane	3
St Peters Rd/MacWilliams	8
St Peters Rd/Rilla	1
University Ave/Belvedere	1
University Ave/Browns	3
University Ave./Enman Cres.	4



University Ave/McKinnon	8
Upton Rd	7
Winsloe Rd	2

**CHARLOTTETOWN POLICE DEPARTMENT**  
**BY-LAW ENFORCEMENT**  
*Monthly Report July 2019*

**Phone Call Breakdown**

Call Type	Total This Month	Total Previous Month	Total To Date
Dangerous, Hazardous, Unsightly	88	245	333
Nuisance	23	64	87
Zoning & Development	23	89	112
Traffic	21	93	111
Snow Related	0	68	68
Street Vendors	34	168	102
Other Bylaws (Crossing Guards, Etc)	19	93	112
<b>TOTAL</b>	<b>208</b>	<b>820</b>	<b>820</b>

**Taxi Bylaw Breakdown**

	Total This Month	Total Previous Month	Total To date
Taxi License Bylaw	4	17	21
Taxi Inspections	4	13	17
<b>Total</b>	<b>8</b>	<b>106</b>	<b>114</b>

**Breakdown of Duties**

	Week 1 July 1 <sup>st</sup> - 5 <sup>th</sup>	Week 2 July 8 <sup>th</sup> - 12 <sup>th</sup>	Week 3 July 15 <sup>th</sup> - 19 <sup>th</sup>	Week 4 July 22 <sup>nd</sup> - 26 <sup>th</sup>	Week 5 July 29 <sup>th</sup> - 31 <sup>st</sup>	Total this Month	Total Prev. Month	TOTAL to Date
Files OPENED	16	15	17	15	3	66	212	309
Files CONCLUDED	12	13	15	12	0	52	180	232
Site Visits	17	14	16	19	6	72	249	321
SOT's sworn	0	0	0	123	0	123	1903	2026
Towed Vehicles	0	0	0	0	0	0	17	17
Paid Summons	0	0	0	0	0	0	\$7472	\$7472
Information's Signed	0	0	0	0	0	0	1575	1575
Crossing Guard Duties	0	0	0	2	0	2	16	18
Bylaw/Parking Tickets	0	0	15	0	3	18	12	30

**Quick Look At This Month:**

- This month there was a total of 208 calls received/made through the Bylaw Enforcement Office for July.
- There were 66 Occurrences generated as a result of complaints.
- There were 72 site visits/follow-ups made in June
- There are four "Resolutions To Council" this month.
- There was six (20) "Written Warnings" in July!!!!
- The majority of time spent for July was for Unsightly Premises (Uncut Grass and garbage). As always!!

Cst Todd Sutcliffe \_\_\_\_\_

Date: August 12th , 2019



# CITY OF CHARLOTTETOWN

## RESOLUTION

Protective &  
Emergency Services #1

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

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

Date: August 12, 2019

Moved by Councillor \_\_\_\_\_ Bob Doiron

Seconded by Councillor \_\_\_\_\_ Kevin Ramsay

### RESOLVED:

That the Public Works Manager be authorized to demolish the buildings deemed necessary by a City Building Inspector and Charlottetown Fire Inspector, and remove any other materials, debris, to clean up and properly dispose of same, and do any infilling required to return the property to its original safe state at the owner's expense, on the property located at 224 East Royalty Road (PID# 192484) in accordance with the terms of the Dangerous, Hazardous and Unsightly Bylaw of the City of Charlottetown.



# CITY OF CHARLOTTETOWN

## RESOLUTION

Protective &  
Emergency Services #2

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

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

Date: August 12, 2019

Moved by Councillor \_\_\_\_\_ Bob Doiron

Seconded by Councillor \_\_\_\_\_ Kevin Ramsay

**RESOLVED:**

**That the Public Works Manager be authorized to cut grass, remove any fallen trees and subsequent under growth that would lead to the existence of animal life. Remove any other materials or debris, clean up and properly dispose of same, at the owner's expense, on property located at 240 Hillsborough Street (PID# 346585) in accordance with the terms of the Dangerous, Hazardous and Unsightly Bylaw of the City of Charlottetown.**



# CITY OF CHARLOTTETOWN

## RESOLUTION

Protective &  
Emergency Services #3

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

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

Date: August 12, 2019

Moved by Councillor \_\_\_\_\_ Bob Doiron

Seconded by Councillor \_\_\_\_\_ Kevin Ramsay

**RESOLVED:**

**That the Public Works Manager be authorized to cut grass, remove any fallen trees and subsequent under growth that would lead to the existence of animal life. Remove any other materials or debris, clean up and properly dispose of same, at the owner's expense, on property located at 7 McKinnon Road (PID #374215) in accordance with the terms of the Dangerous, Hazardous and Unsightly Bylaw of the City of Charlottetown.**



# CITY OF CHARLOTTETOWN

## RESOLUTION

Protective &  
Emergency Services #4

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

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

Date: August 12, 2019

Moved by Councillor \_\_\_\_\_ Bob Doiron

Seconded by Councillor \_\_\_\_\_ Kevin Ramsay

**RESOLVED:**

**That the Public Works Manager be authorized to cut grass, remove any fallen trees and subsequent under growth that would lead to the existence of animal life. Remove any other materials or debris, clean up and properly dispose of same, at the owner's expense, on property located at 605 Upper Queen Street (PID# 740894) in accordance with the terms of the Dangerous, Hazardous and Unsightly Bylaw of the City of Charlottetown.**



# CITY OF CHARLOTTETOWN

## RESOLUTION

Protective &  
Emergency Services  
#5

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

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

Date: August 12, 2019

Moved by Councillor \_\_\_\_\_ Bob Doiron

Seconded by Councillor \_\_\_\_\_ Kevin Ramsay

RESOLVED:

**That the Public Works Manager be authorized to cut grass, remove any fallen trees and subsequent under growth that would lead to the existence of animal life. Remove any other materials or debris, clean up and properly dispose of same, at the owner's expense, on property located at 5 Katie Drive (PID # 854356) in accordance with the terms of the Dangerous, Hazardous and Unsightly Bylaw of the City of Charlottetown.**



**WATER AND SEWER UTILITY COMMITTEE  
REPORT TO COUNCIL  
AUGUST 12, 2019**

The Water and Sewer Utility Committee met on July 22, 2019 and the minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Deputy Mayor Jason Coady, Chair



**Water & Sewer Utility Committee**  
**Monday, July 22, 2019**  
**12:00 PM – Parkdale Room**

**Present:**

Deputy Mayor Jason Coady, Chair  
Councillor Julie McCabe, Vice-Chair  
Councillor Bob Doiron, Member at Large  
Councillor Mitchell Tweel, Member at Large  
Mayor Philip Brown, Member at Large  
Richard MacEwen, UM  
Pauline Gass, OC

**Regrets:** Peter Kelly, CAO Peter Kelly, CAO

**1) Call to Order**

Deputy Mayor Jason Coady called the meeting to order at 12:10 PM.

**2) Declarations of conflict of interest**

There were no conflicts of interest declared.

**3) Approval of Agenda**

The agenda was approved as circulated.

**4) Adoption of Minutes**

It was moved by Councillor Julie McCabe and seconded by Councillor Bob Doiron that the minutes from June 24, 2019 be approved.

**5) Business arising from Minutes**

- a) Missing from the minutes was that it was agreed upon to have the July & August meetings at 12:00pm.
- b) Growth Management Strategy to be moved forward to Finance Committee this month.
- c) The UM will provide an email update to the committee regarding the two tenders once they close.
- d) The UM was asked to request an update on the Stratford connection.

**DRAFT**

**6) Motion to move into closed session**

Motion to move into closed session, as per section 119 (1) sub-section (e) of the PEI Municipal Government Act was moved by Councillor Julie McCabe and seconded by Councillor Bob Doiron;

**7) Adjournment of Public Session**

Moved by Councillor Mitchell Tweel and seconded by Councillor Julie McCabe to adjourn.  
Meeting adjourned at 1:10pm.



**PUBLIC WORKS & URBAN BEAUTIFICATION COMMITTEE  
REPORT TO COUNCIL  
August 12<sup>th</sup>, 2019**

The Public Works & Urban Beautification Committee met on Wednesday, July 24<sup>th</sup>, 2019, and Thursday, August 8<sup>th</sup>, 2019, with draft minutes included in the Regular Monthly Council package.

No resolutions are anticipated to be forwarded.

Respectfully submitted,

Councillor Mike Duffy, Chair

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## **PUBLIC WORKS & URBAN BEAUTIFICATION COMMITTEE**

**Wednesday, July 24<sup>th</sup>, 2019**

**12:15PM Parkdale Room, City Hall**

**Present:** Mayor Philip Brown  
Councillor Mike Duffy, Chair  
Councillor Alana Jankov  
Councillor Mitchell Tweel  
Councillor Terry MacLeod  
Peter Kelly, CAO  
Scott Adams, MPW  
Wallace Higgins, AA

**Guests:** Paul Johnston, MA&I  
Richard MacEwen, MWSU

### **CALL TO ORDER**

Chair Duffy called the meeting to order at approximately 12:14PM. Moved by Mayor Brown and seconded by Councillor Yankov.

### **DECLARATIONS OF CONFLICT OF INTEREST**

No declarations of conflict.

### **APPROVAL OF AGENDA**

The agenda was approved by Chair Duffy and seconded by Councillor MacLeod.

### **ADOPTION OF MINUTES**

It was moved by Councillor MacLeod and seconded by Councillor Yankov that the minutes from May 22<sup>nd</sup>, 2019, meetings be approved.

### **BUSINESS ARISING FROM THE MINUTES**

No Business arising from the minutes, moved Councillor MacLeod and seconded by Councillor Yankov

### **MESSAGE SIGN BOARD POLICY**

As a follow up to the Public Works Committee Meeting on June 24, 2019, the Public Works manager updated the draft version to reflect the changes that were previously discussed by the committee.

The Public Works Department is completing a review of various department activities and attempting to draft policies and procedures that provide guidance to staff on how to complete the work and provide information to councillors and the public on the expectations of each activity. During the review, management identified the use of PVMS was not consistent over the past few

years, causing confusion for staff. As such, staff researched what other jurisdiction were following and what guidelines recommended. Staff also identified that the City's current fleet of PVMS are aging, and have required significant maintenance over the past year. As a result, staff recommended that the use of signs be limited to the events identified in the policy.

The Committee recommended that the PVMS be used for public notification of traffic changes, pedestrian safety, and City sponsored events only.

It was moved by Councillor Tweel and seconded by Councillor Yankov that the policy be adapted and presented at the next council meeting on August 12<sup>th</sup>, 2019.

Mayor Brown arrived at 12:16PM.

#### **MOTION TO MOVE INTO CLOSED SESSION**

Moved by Chair Duffy and seconded by Councillor Jankov to go into closed session, as per section 119. (1) Sub-sections (b) of the Prince Edward Island Municipal Government Act. Motion Carried. (at approximately 12:18pm).

#### **FLASHING TRAFFIC SIGNAL PILOT PROJECT**

In April 2019, Public Works implemented the pilot project for traffic signals entering in to flashing mode between the hours of 11pm -6am at the following intersections:

- 1) North River Rd @ Nassau St
- 2) North River Rd @ Belvedere Ave
- 3) North River Rd @ Beach Grove Rd
- 4) North River Rd @ Buchanan Dr
- 5) Capital Dr @ Sandstone Rd
- 6) University Ave @ Charlottetown Mall
- 7) University Ave @ Enman Cres
- 8) University Ave @ Nassau St

Since the implementation of the pilot project, the Public Works and Police Department have monitored these locations and have no concerns about leaving these intersections on flash mode on a permanent basis. Both departments have only received positive feedback on these changes made during the overnight hours with no incidents. As a result of the success of the pilot project, the Police and Public Works Department will look to expand the network of signals that enter flash mode during the overnight hours on a permanent basis. A list will be brought forward to a future meeting to advise the committee of the changes.

Councillor Tweel inquired to extending this pilot project down University Ave. to Allen St., and to synchronize all traffic lights. The PWM informed the committee that there is currently another project on North River Rd. (Miovision – Traffic Link Pilot Project) and will present this data to the committee at a future meeting.

### **EASTLINK CENTRE SIDEWALK REVIEW**

During the winter of 2019, the Red Shores Casino blocked off the throughway between the Red Shores Parking lot and the Eastlink Centre due to pedestrian safety concerns. Since then, council has requested the installation of a new sidewalk along Kensington Rd.

The Manager of Public works has visited the site on a couple of occasions to monitor vehicle and pedestrian traffic movement. During the short visits, he also noticed the safety concerns that Red Shores has attempted to mitigate. The entrance to Red Shores parking lot is the driveway closest to the building. It was witnessed during these visits a number of vehicles whom were heavy on the accelerator when pulling into the parking lot in an effort to cross traffic on Kensington road to enter the facility. This is also the area of the parking lot where pedestrians were walking in order to access the Eastlink Centre. During one of the visit, during an off peak time, witnessed a near miss between a vehicle and a pedestrian at this entrance. Based on what was witnessed and the information provided by Red Shores staff, the Manager of Public Works is concerned that by building a new sidewalk, it would give the impression to pedestrians that this is a safe path to take to get to the Eastlink Centre during events and potentially increasing liability for the City.

Staff have also reviewed the cost to install a new sidewalk along Kensington Rd, from the Red Shores parking lot to the entrance of the Eastlink Centre. The cost is estimated to be \$100,000-\$125,000.

Councillor Macleod recommended making the necessary changes in the Red Shores parking lot in order to direct the pedestrians along the front of the building.

Mayor Brown moved a motion to go forward with the design and construction of a new sidewalk along Kensington Rd. It would be located on the south side in front of the arena and the Red Shores racetrack. It will extend from the crosswalk at the entrance to the Red Shores parking lot down to the main entrance to the Eastlink Centre.

The motion was moved by Mayor Brown and seconded by Councillor MacLeod.

### **QUEEN ST. & GRAFTON ST. CROSSING REVIEW**

The Public Works Department recently conducted research on the best practices regarding pedestrian scramble crossings and a site specific traffic study for the corner of Grafton and Queen St. to determine if this site would be acceptable to trial a pedestrian scramble crossing phase.

Studies conducted in other jurisdictions, most notably Toronto, have shown that the pedestrian scramble crossing caused significant delays for vehicular traffic, increased vehicle-vehicle collisions, decreased the amount of 'green time' that vehicles see, and have been shown to increase the amount of greenhouse gas emissions drastically at the intersection due to more idle time and 'stop-and-go' driving.

In terms of improving travel time and safety for pedestrians, only minor benefits have been noted. Pedestrians tend to have higher user satisfaction, and a reduction in corner crowding has also been recorded. In spite of these apparent benefits for pedestrians, in the case of Toronto, there was no decrease in the amount of vehicle-pedestrian collisions, thus suggesting that the increased level of pedestrian safety is a false sentiment.

The intersection of Queen St. and Grafton St. currently encourages pedestrian traffic in a traditional orthogonal manner by banning vehicles from making left turning movements, thus reducing the amount of potential vehicle-pedestrian conflicts making the intersection safer than the a typical 4 legged intersection. As per the traffic and pedestrian study conducted on July 11th 2019, the percentage of users for the intersection is 51% (5439) pedestrian and 49% (5222) vehicular during the three peak time periods (7:00am-9:00am, 11:00am-1:00pm, 4:00pm-6:00pm). In other jurisdictions, the effectiveness of the pedestrian scramble crossing increases as the percentage of pedestrian users increases. The most effective scramble crossings operate with pedestrian volumes in the range of 70%.

The data collected during the traffic study also shows that there are significantly higher pedestrian volumes on the East side of the intersection (from the Confederation Centre to Cows) than on the West side of the intersection (from CIBC to MRSB), and that there is considerably lower pedestrian traffic crossing Queen St. than Grafton St., suggesting that the amount of pedestrians who would actually use and benefit from the diagonal crossing would not be large enough to warrant the implementation of a pedestrian scramble crossing phase. The total number of pedestrians for each crosswalk in the intersection is shown below.

Side	Description	# of users during peak times
East	Confed. Ctr. - Cows	2039
West	CIBC - MRSB	1354
North	CIBC - Cows	908
South	MRSB - Confed. Ctr.	1138

It is the recommendation of the committee, that the manager of Public Works to review the cost to upgrade the intersection to permit a pedestrian scramble and the impact on vehicles at this and neighboring intersections, and to bring forward this information at the next committee meeting.

Councillor Jankov suggested that with the addition a new library on Queen Street, the intersection of Queen St. & Richmond St. should be evaluated for an additional crosswalk. The PWM stated this can be reviewed.

**PUBLIC WORKS OPERATION UPDATE**

The Public Works Department is now into the full swing of summer operations. Seasonal staff are busy working on the following crews. Please note this is not a complete list of all activities Public Works completes:

Major operational items currently underway:

- a. Sidewalk repairs/replacement on streets to be resurfaced continues.
- b. Catch basin repairs have continued on streets to be resurfaced and other areas of the city that require attention.
- c. Street patching is ongoing. Crews have completed the majority of the work in the downtown core and on major roads. Crews are now working in residential neighborhoods, and working with



our sidewalk crews to replace/repair any missing asphalt after sidewalk repairs. The Public Works Manager would like to advise the committee that we are keeping a close eye on the quantity of asphalt material being used. Due to the higher than anticipated increase in the cost of asphalt this year, we will not be able to purchase as much asphalt as we had estimated to use. Staff will keep a close eye on these quantities, and advise the committee of any short falls we may be faced with. d. Line paint crews are working closely with the province to complete the annual street line reinstatement program. They are also working behind the asphalt patching crews to reinstate crosswalks and other faded or missing markings. The Public Works management team has noted that with only 2 crews, and as the city has added more markings over the years, there is a need for an additional crew. A proposal will be brought forward to increase the operational budget for the 2020/2021 year to purchase additional equipment and hire and train a 3rd crew to help ease the demand.

#### Seasonal Staff Levels

Week Ending	2018	2019
July 13/14	234	218
June 28/29	234	217

Mayor Brown asked the PWM the price of the 2019 Storm Sewer Package A. The PWM deferred to Paul Johnston, Manager of Assets & Infrastructure, whom informed the Mayor that the two 2019 Storm Sewer packages have used the majority of the 2019 large ditch infill budget. Mayor Brown inquired if the 2019 sidewalk tender has been completed, and the PWM responded no.

#### **ADDITIONAL STREET RESURFACING & MICROSURFACING**

As a follow up to the June 26<sup>th</sup>, 2019, Public Works Committee meeting, the manager of Public Works has put together a proposed list for both street resurfacing and microsurfacing as requested by the committee.

Chair Duffy began the conversation by stating that due to other financial commitments, he is apprehensive and has second thoughts on adding additional streets to the 2019 Street Resurfacing list.

Councillor MacLeod suggested to stay with the previously approved 2019 street resurfacing list, and inquired to what percentage of the Street Resurfacing list was in each ward. Chair Duffy read to the committee each ward's percentage of what is scheduled to be paved in 2019.

Mayor Brown stated the streets are in horrible condition and suggested additional street resurfacing should be done in 2019. Councillor Tweel said that the city should focus more on neighborhood streets.

**Proposed 2019 Microsurfacing List**

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Length</u>	<u>Width</u>	<u>Estimated Cost</u>	
Mt. Edward Rd	Belvedere Ave	By-Pass	2300	7.2	\$149,040.00	
North River Rd	McGill Ave	Brighton Rd	2000	7.2	\$129,600.00	
Belvedere Ave	Mt. Edward Rd	Roundabout	500	7.2	\$32,400.00	
St Peters Road	by-pass	Allan St	1300	7.2	\$84,240.00	
Brackley Pt. Rd	Heather Ave	Ellis Dr	900	7.2	\$58,320.00	
					Subtotal	\$453,600.00
** Assume \$9.00/sq.m.					Contingency	\$22,680.00
					Line Paint	\$15,000.00
					Taxes	\$73,692.00
					<b>Total</b>	<b>\$564,972.00</b>

After a brief discussion, the committee recommended moving forward with the proposed Microsurfacing contract, the motion was moved by Councillor Jankov and seconded by Mayor Brown. The Street Resurfacing List B was voted 3-2, with Councilor MacLeod, Jankov and Duffy against.

**TENDERS**

The Manager of Assets & Infrastructure informed the committee of the Strategic Priorities & Intergovernmental Cooperation Committee RFP – “Engineering Services – Growth Management Strategy including Water & Sewer Master Plan”. The intent of this Consulting Service is to review existing infrastructure and estimate population & development trends so as to have a framework for future growth in general City infrastructure as well as Water and Sewer services. The committee supported the award of the RFP and the recommended it to be brought forward to the Finance Committee.

**MULTI-PURPOSE TRAILS/SIDEWALK CONSTRUCTION**

The Public Works Manager provided a verbal background on that the City of Charlottetown allocated \$544,000 towards the Fitzroy Street Bike Lane project to be completed in 2019-2020 and with additional partner funding through the Municipal Strategic Component of the Gas Tax Fund. The final design was presented to Council in March 2019 but was not approved to proceed to implementation.

Over the last few years a number of gaps in the City’s active transportation infrastructure have been identified by City staff and through consultations with the public. The Fitzroy Street Bike Lane Project was intended to address one of these gaps but there are many others that remain. Environment & Sustainability and Public Works have been working together to improve AT

infrastructure and have identified a few projects that could be completed using the funds allocated for the Fitzroy Street Bike Lane Project and with capital funds from the existing Public Works capital budget in 2019-2020. After reviewing a number of options the following projects are recommended:

1. Towers Road Active Transportation Connection – no sidewalk currently exists at this location. An asphalt surface multi-use path would be installed on one side connecting Mount Edward Road to the Confederation Trail and the Charlottetown Mall entrance. Preliminary costs are estimated at \$251,000.
2. Beach Grove Road Active Transportation Connection – no sidewalk currently exists between Maypoint Road and the Beach Grove home. An asphalt surface multi-use path would be installed on one side to connect pedestrians/cyclists from Maypoint Road to Beach Grove Home and the Routes for Nature and Health Trails. Preliminary costs are estimated at \$378,000

The costs of \$629,000 could be covered in part by the capital funds allocated for the Fitzroy Street Bike Lane Project with the remaining funds allocated from the existing 2019-2020 Public Works Capital Budget. Implementation of these two projects could be completed in 2019 and would demonstrate the City's commitment to addressing gaps in its Active Transportation system. Further connection projects could be identified in subsequent years to continue the approach.

The committee recommended moving forward with the proposed Towers Road Active Transportation Connection, the motion was moved by Councillor Tweel and seconded by Mayor Brown.

Mayor Brown also recommended reviewing the extension of the Riverside Dr. paved pathway (Murchison Lane to Mt. Edward Rd.), and the Brackley Point Rd. paved pathway to the bypass.

### **ENERGY PERFORMANCE CONTRACT**

As a follow up to the Committee report presented at the April meeting of Environment & Sustainability (see attached), the Managers of Public Works, Water & Sewer, and Environment and Sustainability met with Honeywell to review the results of the level 1 ASHRAE completed in May-June.

As part of the level 1 ASHRAE, Honeywell representatives toured all City facilities to identify opportunities for energy savings, cost savings and greenhouse gas emission reductions. They noted that while a significant amount of work had been done to date (specifically lighting upgrades and installations of heat pumps) there were still a number of opportunities to further reduce energy use and emissions. There was no cost to the City for this review or obligation to proceed beyond this stage with Honeywell.

Based on the results of the review, it is recommended that the City proceed to the RFP stage to formally select a partner to conduct a comprehensive audit of all City facilities, identify funding opportunities, develop a financing plan for the City, and implementation the facility improvements. With energy performance-based programs the intent is to finance all facility retrofits with guaranteed energy savings and that the partner coordinates all agreed-upon retrofits on behalf of the client. By proceeding with this approach, it will reduce financial barriers and strain on staff

resources for the City and ensure a comprehensive approach to energy improvements that align across all City facilities.

Both the Bell Aliant Centre and the Eastlink Centre participated in the level 1 ASHRAE phase of the project. If the RFP phase is approved by the Committee it is recommended to proceed with a joint RFP with the City, Bell Aliant Centre and Eastlink where each entity would proceed with their own contract using the same partner.

It is further recommended that the City seek retrofits that meet both cost-savings goals as well as those that support the City in reaching the corporate energy target identified in the City's Community Energy Plan, adopted by Council in March 2019. The Corporate Energy target is to "Reduce GHGs in municipal operations by 40% by 2030. Across all corporate operations, strive to be 100% renewable and carbon neutral by 2050". The preliminary proposal presented by Honeywell demonstrated an opportunity to reduce corporate emissions by 25% through the energy retrofits.

If approved, the RFP would be released in the fall of 2019.

### **INTRODUCTION OF NEW BUSINESS**

Mayor Brown asked staff to review reinstating the fountain on Victoria Row. The MPW stated that there are concerns with that. In the past the water was recycled, however, to meet health standards, the water would need to be treated, which we currently aren't set up to do. The MPW noted that the Environment and Sustainability Department are reviewing the matter.

### **GROWTH MANAGEMENT STRATEGY**

Paul Johnston, Manager of Assets & Infrastructure provided the committee a verbal background on the Growth Management Strategy. The intent of this Consulting Service is to review existing infrastructure and estimate population & development trends so as to have a framework for future growth in general City infrastructure as well as Water and Sewer services.

The City was successful in obtaining Federal/Provincial infrastructure funding under 2 separate applications; for the City in general and for Water & Sewer services in particular. These have been combined into a single planning process as they are closely linked.

As any proposal on this review & plan development could range from a very broad concept model of relatively low cost to one that is very detailed and extremely costly, and with infrastructure funding limits set, the City felt it appropriate to indicate in the RFP the level of value anticipated in this project. That being \$275,000 for general City matters and \$225,000 specifically to potable water and sanitary sewer issues, for a grand total of \$500,000 plus taxes.

A publicly advertised RFP was issued and closed May 22, 2019. Two submissions were received and reviewed by a board comprising of the managers of Infrastructure and Asset Management, Water & Sewer and Public Works.

The RFP had included a defined Evaluation Criteria (85% Technical points and 15% Financial points), and the review group ranked the submissions as follows:

## **PUBLIC WORKS & URBAN BEAUTIFICATION COMMITTEE**

**Thursday, August 8<sup>th</sup>, 2019**

**12:15PM Parkdale Room, City Hall**

**Present:**      **Councillor Mike Duffy, Chair**  
                         **Councillor Alana Jankov**  
                         **Councillor Mitchell Tweel**  
                         **Councillor Terry MacLeod**  
                         **Peter Kelly, CAO**  
                         **Scott Adams, MPW**  
                         **Wallace Higgins, AA**

**Absent:**        **Mayor Philip Brown**

### **CALL TO ORDER**

Chair Duffy called the meeting to order at approximately 12:14PM. Moved by Councillor MacLeod and seconded by Councillor Tweel.

### **DECLARATIONS OF CONFLICT OF INTEREST**

No declarations of conflict.

### **APPROVAL OF AGENDA**

The agenda was approved by Chair Duffy and seconded by Councillor MacLeod.

### **MOTION TO MOVE INTO CLOSED SESSION**

Moved by Chair Duffy and seconded by Councillor Jankov to go into closed session, as per section 119. (1) Sub-sections (e) of the Prince Edward Island Municipal Government Act. Motion Carried. (at approximately 12:15pm).

### **MULTI-PURPOSE TRAILS/PATHWAYS**

The Public Works & UB Committee recommended supporting the Finance Department asking Council for permission to reallocate Fitzroy Street Bike Lane project funding to the proposed Active Transportation Connection (Pathways), and further the City will write the Province requesting to recapture their portion of the Fitzroy Street Bike Lane project funding for the multi-purpose pathways.

The motion was moved by Councillor Tweel and seconded by Councillor MacLeod. 3-0.

### **MOTION TO ADJOURN**

Moved by Councillor MacLeod and seconded by Councillor Jankov.

The meeting adjourned at approximately 12:45PM

*The next regular meeting of the Public Works & Urban Beautification Committee is tentatively set for 12:15pm on Wednesday, August 28<sup>th</sup>, 2019, at City Hall.*

- end -

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Councillor M. Duffy, Chair

DRAFT



**ECONOMIC DEVELOPMENT, TOURSIM & EVENTS MANAGMENT  
COMMITTEE  
REPORT TO COUNCIL  
AUGUST 12, 2019**

The Economic Development, Tourism & Events Management Committee met July 17<sup>th</sup> and the open draft minutes are included in your package.

The Charlottetown Arts Advisory Board met July 9<sup>th</sup> and the open draft minutes are included in your package.

There are no resolution for your consideration.

Respectfully submitted,

Councillor Kevin Ramsay, Chair

**Economic Development, Tourism & Events Management  
Committee Meeting  
Wednesday, July 17, 2019  
12:00 PM - Parkdale Room**

**Present:**      **Chair, Councillor Kevin Ramsay**                      **Mayor Philip Brown**  
                         **Councillor Terry MacLeod**                                      **Councillor Alanna Jankov**  
                         **Councillor Mitchell Tweel**                                      **Peter Kelly, CAO**  
                         **Wayne Long, EDO**    **Laurel Lea, TO**  
                         **Ron Atkinson, EconDO**    **Jill Stewart, EA**

**1. Call to Order**

Chair Councillor Kevin Ramsay called the meeting to order at 12:00PM.

**2. Declarations of conflict of interest**

There were no conflicts of interest declared.

**3. Approval of Agenda**

It was moved by Councillor Jankov and seconded by Councillor MacLeod that the agenda be approved as circulated.

**4. Adoption of Minutes**

It was moved by Councillor Jankov and seconded by Councillor MacLeod that the minutes from June 19, 2019 and June 25, 2019 be approved as circulated. Carried.

**5. Business arising from minutes**

Councillor Tweel asked about the discussion paper/report that he would like to see completed. He mentioned that the City of Charlottetown is missing out on a lot of opportunities to bring concerts to our City. Councillor Ramsay and the EDO reminded Councillor Tweel that securing concerts is not an easy process as investors and risk takers are required. The EDO advised that work continues on the City's Festival & Event 5-year Vision for Growth and that music festivals/concerts will be touched on in the document. The consultant is currently conducting interviews.

**6. Reports/Discussions**

**a. Economic Development Update**

The EconDO provided an update to the Committee on recent activities. Ron participated recently with the Local Immigration Partnership of the PEIANC, an opportunity for communities to share information and ideas to improve newcomer retention. The EconDo is also a member of a steering committee as part of a Data Working Group of Invest in Canada, working toward new



approaches to comparing business costs, information which is valuable in promoting Charlottetown for business investment. Ron is on the board of Art in the Open and planning is well underway for the event which has been growing every year and will take place on August 24. Ron provided an update on the Arts Advisory Board who met with Beth Hoar re a sculpture project, and are very supportive of the initiative. Ron participates in the Airport Authority Air Services Committee and provided an update on airport status, including growth in capacity this summer. Ron provided updated GDP and employment information from the Conference Board of Canada which showed further positive growth in 2018.

**b. Tourism Update**

Laurel Lea, TO, provided the Committee with a departmental update. The Tourism Department is busy with summer event planning and in full event mode. Canada Day saw a strong crowd despite the terrible weather. Positive comments were received around the City's decision to postpone the fireworks until July 2; the show was one of the best in recent memory. Natal Day programming was announced on July 4<sup>th</sup>. Work is also underway on the Victoria Park Sunset Series which will take place August 28-31, Gold Cup Parade which takes place Friday, August 16<sup>th</sup>, and on the Ashibetsu Student Exchange which will take place October 17-24.

Councillor Ramsay congratulated Laurel on her recent award – MPI Atlantic Canada Chapter 2019 Rising Star.

**c. Event Management Update**

Wayne Long, EDO, provided the Committee with a departmental update. He highlighted that it's been a busy time with event hosting. August will feature a number of high profile festivals and events.

The Event Management file also continues to be steady with prospecting and bidding. There are a number of good announcements pending over the next couple of months.

The Mayor and EDO are traveling to Shediac to participate in their Lobster Festival as part of our Municipal Partnership.

The EDO has been working closely with internal committees with respect to proposed funding models for a new Multi-Use Facility, as well as identifying the City's 2023 Canada Games Infrastructure "wish list". A couple of other active

projects the EDO is involved with include Birthplace branding/initiatives and a Charlottetown festivals & events vision for growth strategy.

The EDO provided an update on the SunDaze Music & Arts Festival. Logistics meetings with City Departments have commenced. Organizers are working closely with Parks & Recreation with respect to utilizing Confederation Landing Park and entering into a usage agreement. Councillor Jankov (Ward 1), Charlottetown Police Services, the EDO, and event organizers will be meeting with the Charlottetown Downtown Residents Association in the weeks to come to address questions and provide more details on the overall plan for logistics and policing. The municipality's contribution to the event is covering costs associated with in-kind services.

**d. Charlottetown Entrance Signage**

The EDO provided an update on Charlottetown Entrance Signage.

The City of Charlottetown currently has entrance signage at 6 access points into the city. In 2014, signature entrance signage was installed at Grafton Street East as a part of 2014 Celebrations with a significant price tag attached.

The remaining entrance signage is in varying states of disrepair and needs to be replaced in the near future. As the Birthplace of Confederation, it is important that we make a good first impression on visitors to our city, regardless of their point of entry, and especially at the main entrance from the west side of the city. It was also noted by Councillor Ramsay that a number of the neighbourhood signs need to be replaced as well.

It was recommended by the EDO that the City start to chart a path to replace the above noted signage, while working in tandem with the City's Communications Department to ensure adherence to the City's Visual Identity Policy.

The Committee directed the EDO, in collaboration with Communications, to conduct research on a replacement plan for entrance signage and come back to the Committee with further recommendations.

**7. Motion to move into closed session**

Motion to move into closed session, as per Section 119 (1) sub-section (e) of the PEI Municipal Government Act was moved by Councillor Jankov and seconded by Councillor MacLeod. Carried.

**8. Introduction of New Business**

There was no new business.

**9. Motion to adjourn**

It was moved by Councillor Jankov and seconded by Councillor MacLeod that the meeting be adjourned. Carried.

**Adjourned 1:30PM**



**Charlottetown Arts Advisory Board Meeting**  
**Tuesday, July 9<sup>th</sup>**  
**12:00 PM – Parkdale Room**

**Present:** Barbara MacLeod, Chair      Ron Atkinson, EconDO  
Mark Sandiford                              Brandon Hood  
Stephen MacInnis                              Cheryl Wagner  
Jennifer Campbell                              Jill Stewart, EA

**Regrets:** Na Lu (Lucy)

**1. Call to Order:**

The meeting was called to order by Barbara MacLeod, Chair at 12:15 pm.

**2. Declarations of Conflict of Interest**

None

**3. Approval of Agenda:**

It was moved by Cheryl and seconded by Mark that the agenda be approved as circulated.  
Carried.

**4. Adoption of Minutes:**

The minutes from the September 24, 2018 meeting were included in the meeting package. It was moved by Mark and seconded by Cheryl that the minutes be approved as circulated.  
Carried.

**5. Introductions:**

- 6. Fox Project:** Beth Hoar provided an update on the Fox Project. MosaiCanada 150/Gatineau 2017, a Canada 150 project funded by Canadian Heritage, the Government of Quebec and the Ville de Gatineau, was held in 2017/2018 in Jacques Cartier Park.

The Project consisted of creating mosaiculture artworks as a major attraction/event to celebrate Canada's 150<sup>th</sup> Anniversary.

Mosaiculture structures represented the provinces and territories of Canada and were designed in consultation with each province and territory.

The City of Charlottetown's structure is a mother fox and her kit.

The board agreed this project has great potential and worth pursuing. They agreed to write a letter of support for this project.

It was moved by Cheryl and seconded by Jennifer that a letter of support be drafted.

Cheryl agreed to draft a letter for approval from the Chair.

**7. Public Art Policy:**

The Board reviewed the Charlottetown Public Art Policy Revisions Overview from November 2018 briefly. Work will continue on this Policy and when completed, the proposed changes will be sent to the Economic Development, Tourism, & Events Management Committee for recommendation to Council. The Chair asked the Board to review the Public Art Policy for next meeting and the next meeting on August 13<sup>th</sup> will focus on the policy.

**8. Introduction of New Business:**

Stephen brought up the idea of displaying art in City Hall, like an exhibition/art gallery or even an organized art show.

**9. Open Discussion on Public Art Ideas in Charlottetown:**

- Art piece in the Harbour (example Rustico)
- Permanent dock in the water with gazebo at the end

**10. Motion of Adjournment:**

Meeting Adjourned 1:15 p.m.



**ENVIRONMENT & SUSTAINABILITY COMMITTEE**  
**Tuesday, July 23, 2019**  
**12:00 PM – Parkdale Room, City Hall**

**PRESENT:** Councillor Terry MacLeod, Chair  
Councillor Terry Bernard, Vice-Chair  
Councillor Julie McCabe  
Councillor Greg Rivard  
Mayor Philip Brown  
Peter Kelly, CAO

**ALSO:** Ramona Doyle, SM  
Betty Pryor, SPO  
Richard MacEwen, UM (12:15-12:25pm)

**REGRETS:** N/A

**1) Call to Order**

The meeting was called to order at approximately 12:10 pm by Chair MacLeod.

**2) Declarations of conflict of interest**

There were no conflicts of interest declared.

**3) Approval of Agenda**

It was moved by Councillor McCabe and seconded by Councillor Rivard that the agenda be approved as amended. Carried.

**4) Adoption of Minutes**

It was by moved by Councillor Rivard and seconded by Mayor Brown that the minutes from June 26, 2019 be approved as circulated. Carried.

**5) Business Arising from the Minutes**

There was no business that arose from the minutes.

**6) Discussions/Reports**

**a. Funding Request from ECWG**

Betty Pryor, SPO, provided the Committee with a report on a funding request from Ellen's Creek Watershed Group (ECWG). The City of Charlottetown has supported the work of the ECWG for many years and has partnered with them on numerous events. Ramona Doyle, SM, and Richard MacEwen, UM, provided the Committee a background on previous funding allocations to Watersheds.

It was moved by Councillor Rivard and seconded by Councillor McCabe to approve requested funding. Carried.

**b. Blue Communities**

Betty Pryor, SPO provided the Committee with a report on Blue Communities. The City of Charlottetown has been approached by representatives from the Council of Canadians to have the City become a Blue Community. The City was approached in 2016 with a report going to the Environment and Sustainability Committee meeting on June 9, 2016. The Committee referred the discussion to Council's Committee of the Whole. On June 22, Council agreed further discussion was required and would be addressed at a future meeting. A Committee report dated September 22, 2016, recommended "that the Committee continue to support and champion initiatives that promote tap water and projects that provide tap water as a sustainable and affordable alternative to bottle water at events and facilities."

Although there have been requests from the Council of Canadians to have Charlottetown become recognized as a Blue Community, there has been no presentation made to Committee or Council.

It was the consensus of the Committee to invite representatives from the Council of Canadians to speak to Council on their request to have Charlottetown become a Blue Community. This will provide an opportunity for more discussion prior to a decision being made.

**c. Plastic Reduction Campaign**

Ramona Doyle, SM, presented the report to the Committee which was prepared by Jess Brown, SOC. Single-use plastics such as straws, stir sticks, and food take-away containers are manufactured for the purpose of being used only once usually for only a brief period but unfortunately these items persist in the natural environment for hundreds of years. About 1/3 of the 3 million tonnes of plastic waste generated by Canadians annually is comprised of single-use plastic products and packaging.

Before exploring the possibility of imposing legislation around single-use plastic items, the City of Charlottetown can start by making efforts to reduce waste at civic events and operations. The City of Charlottetown has a sustainable meetings policy which aims to reduce unnecessary waste and lessen the environmental impact of City meetings. The Sustainability Department will work with the Events and Tourism Department to explore ways that the City can reduce the amount of single use plastic waste generated at civic events, specifically: plastic straws, Styrofoam containers/plates, and throw-away décor and swag such as balloons.



City staff will meet with a number of stakeholders to learn more about this issue on a local level and hopefully establish partnerships and discover ways to work collaboratively toward reducing unnecessary single-use plastics.

It was moved by Councillor Rivard and seconded by Councillor Bernard that the Committee approve moving forward with the development of a single-use plastic reduction campaign. Carried

**7) Motion to move into Closed Session**

It was moved by Councillor McCabe and seconded by Councillor Rivard to move into Closed Session as per section 119 subsection (e) of the PEI Municipal Government Act. Carried

**8) Introduction of New Business**

There was no new business.

**9) Adjournment**

Moved by Mayor Philip Brown and seconded by Councillor McCabe that the meeting be adjourned. Carried.

**The meeting adjourned at 1:40 PM.**



# City of Charlottetown

**Report No:** E&S 19-43

**Date:**  
**July 18, 2019**

**Directed to:**  
Chairperson Terry MacLeod, Members of the E&S  
Committee

**Attachments:**

- Funding request letter
- Ellen's Creek Watershed Group Work Plan

**Department:** Environment & Sustainability Committee

**Prepared by:** Betty Pryor

**Subject:**  
Ellen's Creek Watershed Group's Funding

**RECOMMENDATION:**

That Committee support Ellen's Creek Watershed Group's request for financial support of \$5,000 and to support its 2019-2020 Work Plan

The City of Charlottetown has supported the work of the Ellen's Creek Watershed Group (ECWG) for many years and has partnered with them on numerous events. The most recent is to support the group's expansion to include both Riverside and Charlottetown watersheds. Once this expansion is approved, all of Charlottetown will be represented by a watershed group. This is a great benefit to the City as we work together to improve the natural areas within our boundary.

Ellen's Creek Watershed Group has requested the City's consideration to provide financial support of \$5,000 to help in the implementation of its 2019-2020 Work Plan (see attachments). This is in line with previous funding provided to ECWG by the City of Charlottetown in past years for work in urban watershed.

It is recommended that Committee support Ellen's Creek Watershed Group's request for financial support of \$5,000 and to support its 2019-2020 Work Plan.

Respectfully,

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**Reviewed By:**

CAO	Manager	Other				
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**RECOMMENDATIONS/ACTIONS:**



# City of Charlottetown

**Report No:** E&S 19-45

**Date:**  
**July 18, 2019**

**Directed to:**  
Chairperson Terry MacLeod, Members of the E&S  
Committee

**Department:** Environment & Sustainability Committee

**Prepared by:** Betty Pryor

**Attachments:**

- Report E&S-16-23
- Report E&S 16-47

**Subject:**  
Blue Communities

**RECOMMENDATION:**

That Committee invite representatives from the Council of Canadians to speak to Council on their request to have Charlottetown become a Blue Community.

The City of Charlottetown has been approached by representatives from the Council of Canadians to have the City become a Blue Community. The City was approached in 2016 with a report going to the Environment and Sustainability Committee meeting on June 9, 2016. The Committee referred the discussion to Council's Committee of the Whole. On June 22, Council agreed to further discussion was required and would be addressed at a future meeting. A Committee report dated September 22, 2016, recommended "that the Committee continue to support and champion initiatives that promote tap water and projects that provide tap water as a sustainable and affordable alternative to bottle water at events and facilities."

The Blue Communities Project is a joint initiative of the Blue Planet Project, the Canadian Union of Public Employees (CUPE) and the Council of Canadians. The Blue Communities Project encourages municipalities and Indigenous communities to adopt a water commons framework by:

1. Recognizing water and sanitation as human rights.
2. Banning or phasing out the sale of bottled water in municipal facilities and at municipal events.
3. Promoting publicly financed, owned, and operated water and wastewater services.

City of Burnaby, BC became Canada's first Blue Community on World Water Day, March 22, 2011. City of Montreal became a Blue Community on World Water Day this year. According to Council of Canadians website, there are 31 Canadian communities and organizations that have become a Blue Community.

The City has been very proactive in its support of using tap water at events and promoting municipal water. Large jugs for drinking water at events and a mobile bottle refill station have been purchased. The latter was set up the past two years for the staff BBQ and Canada Day with the refillable jugs used at numerous events. Last year, three outdoor fountains with refilling stations were installed in City parks. These became operational for this summer season. The Sustainable Sport Template is provided to all event organizers, and they are encouraged to make a statement of support. The majority of teams also supply large refillable jugs with participants using their own refillable bottles. The "Drink Local" campaign was recently launched and the use of municipal water will continue to be promoted.

Providing safe drinking water and maintaining a high level wastewater treatment is a staff priority. To provide this service, customers are billed based on the water they use or as a flat rate. When payments are not made, the Utility has the authority to discontinue the water service to the property. Every effort is made to work with the customer to arrange suitable and manageable payments to ensure they continue to have water. As a last resort, water service is discontinued which may be in contravention of recognizing water and sanitation as a human right unless another source is provided.

Although there have been a couple of requests from the Council of Canadians to have Charlottetown become recognized as a Blue Community, there has been no presentation made to Committee or Council. It is recommended that the Committee invite representatives from the Council of Canadians to speak to Council on their request to have Charlottetown become a Blue Community. This will provide an opportunity for more discussion prior to a decision being made.

Respectfully,

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**Reviewed By:**

CAO	Manager	Other				
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**RECOMMENDATIONS/ACTIONS:**



# City of Charlottetown

**Report No:** 19-46

**Date:** July 17<sup>th</sup> 2019

**Directed to:**  
Chairperson Terry MacLeod, Members of the E&S  
Committee

**Attachments:**  
  
Draft Resident Survey  
Draft Business Survey

**Department:** Environment & Sustainability Committee

**Prepared by:** Jessica Brown

**Subject:** Single Use Plastic Reduction

**RECOMMENDATION:** That the committee approve the recommendation to move forward with the development of a single-use plastic reduction campaign

### Background

Single-use plastics such as straws, stir sticks, and food take-away containers are manufactured for the purpose of being used only once usually for only a brief period but unfortunately these items persist in the natural environment for hundreds of years. About 1/3 of the 3 million tonnes of plastic waste generated by Canadians annually is comprised of single-use plastic products and packaging. The prevalence of these and other plastic items within the global economy has led to significant environmental concerns for marine species and environments.

### Government Action & Public Opinion

- The Government of Canada recently announced that they will take steps to ban single-use plastics as early as 2021
- The Province of PEI recently became the first province in Canada to ban single-use plastic bags as of July 1, 2019
- A number of other Canadian municipalities and provinces are exploring partial to total bans of some single use plastic items as well including but not limited to: Halifax Regional Municipality, Newfoundland, Victoria, BC, and the City of Rossland, BC
- According to an Abacus Data Study (2018) 1/3 Canadians say plastic waste in oceans and waterways is one of the most important environmental issues today
- According to a Nanos Research study (2019) suggests that 56% of Canadians support a total ban on single use plastics
- There is a growing consumer trend toward minimal/zero-waste lifestyles

### Business Community

- Businesses operating in the City of Charlottetown currently fall under the provincially legislated single-use plastic bag ban
- A number of businesses publically pledged to stop providing single-use plastic straws to their patrons unless necessary and many businesses have switched to paper straws under the community and NGO led #strawssuck social media campaign
- The bulk barn in Charlottetown allows customers to bring their own reusable containers for purchasing bulk items, allowing for a zero-waste shopping experience

## **Plastic Reduction Campaign Efforts in Charlottetown**

### **Event Checklist and Vendor Form**

Before exploring the possibility of imposing legislation around single-use plastic items, the City of Charlottetown can start by making efforts to reduce waste at civic events and operations. The City of Charlottetown has a sustainable meetings policy which aims to reduce unnecessary waste and lessen the environmental impact of City meetings. The Sustainability Department will work with the Events and Tourism Department to explore ways that the City can reduce the amount of single use plastic waste generated at civic events, specifically: plastic straws, Styrofoam containers/plates, and throw-away décor and swag such as balloons. An approach taken by other municipalities, such as Vancouver, BC, is to establish a vendor application form that require vendors to identify what type of food-service ware they will use at the event and to prioritize selection of vendors who avoid unnecessary waste items altogether and when necessary use compostable or recyclable alternatives.

A meeting with the Tourism and Events officer's will explore:

- Current efforts and challenges around reducing single-use plastic waste at City events
- A vendor application form
- Waste management practices at events
- Use of the City's 'Water Buggy' and other ways to encourage Bring Your Own 'BYO' attitude
- Giveaways– i.e. balloons, throw away swag
- Standard communications around sustainability for each event
- Establishing a benchmark on waste generated at annual events to evaluate the impact of efforts to reduce waste
- Develop a checklist for event organizers to ensure they're considering plastic waste and sustainability at the planning phase, during, and post-event

### **Survey**

Distribute surveys to residents and business owners to help inform City staff about the attitudes of residents and business owners/vendors in the community toward single-use plastic items, and get a clearer sense of some of the barriers and challenges that they face to reducing their single-use plastic consumption. This information can help shape a community education campaign around single use plastics and determine how the City can best support residents and businesses in Charlottetown in a transition toward a lower-waste society.

A draft survey for residents, and a draft survey for businesses in Charlottetown have been developed and can be distributed in person (through pick-up at City Hall) and online through our website and social media platforms. The possibility of additional distribution of the business survey through the Chamber of Commerce, and Downtown Charlottetown Inc. memberships can be explored.

### **Stakeholder Meetings**

City staff will meet with a number of stakeholders to learn more about this issue on a local level and hopefully establish partnerships and discover ways to work collaboratively toward reducing unnecessary single-use plastics.

Stakeholder include but aren't limited to:

- The Greater Charlottetown Area Chamber of Commerce
- Downtown Charlottetown Inc.
- Island Waste Management Corporation
- Environmental Health Manager, Department of Health and Wellness
- The Department of Environment, Water and Climate Change
- Happy Ocean PEI
- Kays Wholesalers (and other packaging/food service wholesalers in Charlottetown)

Through this process of gathering information from stakeholders and residents in the community, and consulting with the City's Tourism and Events Department will provide a solid foundation from which to move forward on developing a strategy to reduce single-use plastic waste in Charlottetown.

Respectfully,

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**Reviewed By:**

CAO

Manager

Other

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**RECOMMENDATIONS/ACTIONS:**

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**Mayor's Task Force on Active Transportation  
Committee Meeting  
Monday, July 15, 2019  
12:00 PM - Parkdale Room**

**Present:**      **Councillor Terry MacLeod**                      **Ramona Doyle, ME&S**  
                         **Ryan Bulger**    **Joanne MacRae**  
                         **Heather Rossiter**    **Peter Rukavina**  
                         **Kerri Shea**    **Jason White**  
                         **Margaret Gallant**    **Jill Stewart, EA**

**1. Call to Order**

Chair Councillor Terry MacLeod called the meeting to order at 12:00PM.

The group took a few minutes to introduce themselves and answer why they wanted to be part of the Mayor's Task Force on Active Transportation.

**2. Declarations of conflict of interest**

There were no conflicts of interest declared.

**3. Approval of Agenda**

It was moved by Jason White and seconded by Ryan Bulger that the agenda be approved as circulated.

**4. Reports/Discussions**

**a. Selection of Task Force Chair & Co-Chair**

Ramona asked the group if anyone was interested in putting their name forward to be Chair and Co-Chair of the Task Force.

Councillor MacLeod gave the group an overview as to what would be expected from the Chair and Co-Chair.

After some discussion, Ryan Bulger was named Chair and Peter Rukavina was named Co-Chair.

**b. Review of Key Plans & Studies**

Ramona reviewed the binder of Key Plans & Studies with the Task Force.

The Key Plans & Studies provided in the binder are Regional Active Transportation Plan, Charlottetown's Active Transportation Network, Barrier Free City Report, Proposed Municipal Cycling Infrastructure, City of Charlottetown Cyclin Strategy, What we heard Report – Fitzroy Street Bike Lane, Fitzroy Street Bikeway Design, Summary of PEI Highway Safety Act, Proposed Arterial



Highway/Andrew's Pond Expansion, Routes of Nature and Health, Proposed West Royalty Trail Expansion & Charlottetown Cycling Map.

Going forward the binder will be a great resource for the Task Force to reference.

**c. Creation of Terms of Reference**

Ramona provided samples of Terms of References for the Task Force to review from Halifax, Oshawa, Bridgewater, London and Whitby.

Ramona will send out a draft Task Force Terms of Reference for the group to use for discussion at the next meeting.

To develop a Terms of Reference will be on the next meeting agenda.

**5. Introduction of New Business**

- The group discussed potential methods of communicating, where they would meet in the future and how often they would meet. Jason agreed to look into communications platforms and send some information to the Task Force. Heather agreed to look into FOIPP and bring back some information for the group. Communications guidelines will be defined in the Task Force Terms of Reference.
- The Task Force suggested a few next steps, with one opportunity being requesting transit to do a demonstration of the bike racks on City buses at the Farmer's Market.
- It was suggested that there could be a list created that would collect potential initiatives or issues that the Task Force could address. Joanne will work on this.

**6. Motion to adjourn**

It was moved by Ryan Bulger and seconded by Jason White that the meeting be adjourned. Carried.

**Adjourned 1:25PM**

**CHARLOTTETOWN FOOD COUNCIL**  
**Wednesday, July 17<sup>th</sup>, 2019**  
**7:00 PM –Parkdale Room, City Hall**

**PRESENT:** Karen Murchison, Chair  
Gail Metcalfe  
Jennifer Whittaker  
Bernard Plourd  
Pierre El Hajjar  
Emilee Sorrey  
Shannon Courtney

**ALSO:** Jessica Brown, SC  
Raven Doucette, SOA

**REGRETS:**  
Morgan Palmer  
Ramona Doyle,SM  
Colleen Walton  
Phil Ferraro  
Robert Godfrey, Vice Chair  
Mike MacDonald  
Travis Cumminsky

**ALSO:**

**1) Call to Order**

The meeting was called to order at 7:05

**2) Declarations of conflict of interest**

No declarations of conflict.

**3) Review & Approval of Agenda**

Motion to approve agenda as appears was made by Bernie, seconded by Shannon.

**Motion Approved.**

**4) Appoint Meeting Secretary & Referee**

Raven – secretary, Emilee – referee for the meeting

## **5) Adoption of Minutes**

Motion to approve minutes as presented was made by Emilee, seconded by Jennifer.

## **6) Items for Discussion**

- a) Jenny and Rosanne from the Confederation Centre Library were unable to join us. Gail had a meeting with them last week and got the impression that maybe they want to keep the program small for right now because it is more manageable. Discussion about what their wish list could be, and how the Food Council could help them.

### **b) Working Group Updates:**

#### **A) Projects:**

No update from the Projects Committee.

#### **B) Communications:**

The report was done by Shannon the chair of the Communications committee. The micro-blogs are coming along great. Volunteers are needed for micro-blogs. Gail might do a micro-blog on the summer food program at the Confederation Centre Library. |

#### **C) Finance:**

The report was done by Karen the chair of the Finance committee. She reports that there has not been any asks, and the budget is still intact. There was discussion about maybe having a quick question form for members to request money from the committee.

#### **D) Policy:**

Robert, Vice Chair was not present but gave his report to Karen, chair of the Finance committee to present it. There is a meeting on Monday July 22<sup>nd</sup> about the Buy Local campaign. There is also a need to develop a survey following the Buy Local campaign. This would give an indication if there were changes in behavior following the campaign. The question about how to define local came up again. During the meeting on Monday there is going to be discussion on how to define local. (PEI, Maritimes, Canada)?

#### **E) Sub-committee reports:**

##### **A. Garden Party**

Emilee, Chair of the Garden party went through report for the event. The party is running from 5-7 overlapping with the pop-up market by 1 hour. Music and games will be provided. Pierre is preparing the food; popsicles for kids, flat bread (small bite size). There will also be a non-alcoholic infused spritzer with herbs from the Legacy Garden. The Garden Party will be a good opportunity for people to sign up for the Local Food campaign. It is going to be

marketed as a zero waste event. There was discussion about whether or not there will be a rain date. The call for the rain date will be made 24 hours before. Invite mayor, council members, and MLA's

**B. Asset Mapping**

Jennifer, Chair of the Asset Mapping committee went through the progress with asset mapping. The spreadsheet is almost complete, and starting to get everything into categories reflecting the food charter. Contact with a third-party may need to be done instead of using Google Maps. There was discussion about how often the Food Charter should be updated.

**F) External funding opportunities:**

No external funding opportunities.

**G) Other**

During the next meeting (August 21<sup>st</sup>) Disco Soup is going to be a discussion topic.

August will be the Food Council's 1<sup>st</sup> anniversary. Jennifer has created a survey for everyone to complete between now and the next meeting.

**7) Action Items:**

**ACTION:** Gail is going to contact them about their wish list and ask them what they need. Do they need sourcing for healthy good? Do they need funding? Would a refrigerator help? Gail will then communicate with the rest of the council before the next meeting because it is only a summer program so it is time sensitive.

**ACTION:** Set up a working group-step in as community partners if they want any help (volunteers, sponsors, community partners)

**ACTION:** Gail might do a micro-blog post on the breakfast club.

**ACTION:** Define local at meeting on Monday July 22<sup>nd</sup> .

**ACTION:** Rain date for Garden Party if necessary.

**ACTION:** Invite the Mayor, Council Members and MLA's to the Garden Party.

**ACTION:** Emilee connect Jennifer with Claudia.

**ACTION:** Further discussion is needed about how often the Food Charter should be updated.

**ACTION:** Discuss Disco Soup at the next meeting.

**ACTION:** Complete Jennifer's survey between now and the next meeting.

**8) Motion for Adjournment:**

Motion to adjourn made by Pierre. Seconded by Gail.

**Motion:** Motion approved.

Meeting Adjourned at 8:25

CHARLOTTETOWN RIDERSHIP - JULY 2019

Sum of Charlottetown Ridership - July 2019		Charlottetown Ridership - July 2019														
Date	Day	1	2	3	4	5	6	7	9	11	13	14	15	Grand Total		
01-07-19	Mon	288	121	95	101	36	141	2	97	79	0	0	2	942		
02-07-19	Tue	586	253	253	261	134	333	19	263	217	2	2	4	2,327		
03-07-19	Wed	650	290	261	270	148	231	23	198	282	5	2	7	2,367		
04-07-19	Thu	540	290	346	124	307	225	19	205	221	8	3	7	2,295		
05-07-19	Fri	573	272	276	256	129	260	9	226	211	6	1	5	2,224		
06-07-19	Sat	388	309	327	0	0	166	0	0	0	0	0	0	1,190		
07-07-19	Sun	458	0	0	0	0	0	0	0	0	0	0	0	458		
08-07-19	Mon	509	284	250	240	157	0	25	213	215	5	1	5	1,904		
09-07-19	Tue	630	292	283	275	119	0	23	201	237	3	1	2	2,066		
10-07-19	Wed	800	290	325	318	142	236	17	289	264	5	1	5	2,692		
11-07-19	Thu	611	286	308	286	129	249	17	328	317	7	1	6	2,545		
12-07-19	Fri	578	292	274	299	174	239	12	250	198	3	1	4	2,324		
13-07-19	Sat	469	279	342	0	0	183	0	0	0	0	0	0	1,273		
14-07-19	Sun	444	0	0	0	0	0	0	0	0	0	0	0	444		
15-07-19	Mon	600	324	242	254	147	221	13	195	218	4	2	4	2,224		
16-07-19	Tue	620	281	261	241	139	261	22	260	199	0	1	5	2,290		
17-07-19	Wed	790	317	268	290	176	226	20	233	219	4	1	6	2,550		
18-07-19	Thu	604	328	323	348	121	255	28	295	230	5	2	8	2,547		
19-07-19	Fri	599	267	288	254	158	249	10	196	222	12	2	9	2,266		
20-07-19	Sat	416	288	322	0	0	247	0	0	0	0	0	0	1,273		
21-07-19	Sun	487	0	0	0	0	0	0	0	0	0	0	0	487		
22-07-19	Mon	492	299	322	258	147	231	14	207	187	6	1	6	2,170		
23-07-19	Tue	532	236	258	252	120	268	21	245	275	3	1	2	2,214		
24-07-19	Wed	708	338	331	285	132	271	20	276	244	5	1	4	2,615		
25-07-19	Thu	608	349	305	285	135	268	17	263	245	4	0	4	2,484		
26-07-19	Fri	554	334	322	239	146	324	22	202	184	4	1	6	2,338		
27-07-19	Sat	449	363	385	0	190	0	0	0	0	0	0	0	1,387		
28-07-19	Sun	395	0	0	0	0	0	0	0	0	0	0	0	395		
29-07-19	Mon	545	268	242	246	146	259	14	297	211	4	0	5	2,237		
30-07-19	Tue	652	322	261	300	117	265	25	223	191	3	0	6	2,365		
31-07-19	Wed	855	299	342	268	144	242	21	304	198	6	0	5	2,684		
<b>Grand Total</b>		<b>17,410</b>	<b>7,871</b>	<b>7,812</b>	<b>5,950</b>	<b>3,493</b>	<b>5,850</b>	<b>413</b>	<b>5,467</b>	<b>5,065</b>	<b>104</b>	<b>25</b>	<b>117</b>	<b>59,577</b>		

CHARLOTTETOWN RIDERSHIP - JULY 2019

Day	Values		Monthly Ridership
	Paying	Non Paying	
Sun	20	1,764	1,784
Mon	336	9,141	9,477
Tue	429	10,833	11,262
Wed	655	12,253	12,908
Thu	517	9,354	9,871
Fri	280	8,872	9,152
Sat	92	5,031	5,123
<b>Grand Total</b>	<b>2,329</b>	<b>57,248</b>	<b>59,577</b>

	2019	2018	2017	2016
Total Ridership	59,577	47,171	43,908	39,664
Monday - Friday	50,453	39,897	35,693	32,135
Paying	2,217	1,617	1,877	1,900
Non - Paying	21	22	21	20
Working Days	2,508	1,887	1,789	1,702
Average	5,031	4,121	4,635	4,223
Saturday	92	79	149	119
Paying	5	4	5	5
Non - Paying	1,025	1,050	957	868
Average	1,764	1,437	1,542	1,278
Sunday	20	20	12	10
Paying	4	5	5	5
Non - Paying	446	291	311	258
Average				



**STRATEGIC PRIORITIES & INTERGOVERNMENTAL  
COOPERATION COMMITTEE  
REPORT TO COUNCIL  
AUGUST 12, 2019**

The Strategic Priorities & Intergovernmental Cooperation Committee met on July 31, 2019 and the draft minutes are included in your package.

The Youth Engagement Committee met on July 10, 2019 and the Affordable Housing Advisory Committee met on July 11, 2019 and the draft minutes are also included in your package.

There is one resolution for your consideration.

Respectfully submitted,

Councillor Alanna Jankov, Chair

**STRATEGIC PRIORITIES & INTERGOVERNMENTAL COOPERATION**  
**Wednesday, July 31, 2019**  
**12:15 PM – Parkdale Room**

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

**Also:** Peter Kelly, CAO  
Chantal Matheson, EA

**Regrets:** None

**1) Call to Order**

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

**2) Declarations of conflict of interest**

There were no conflicts of interest declared.

**3) Approval of Agenda**

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

**4) Approval of Minutes**

It was moved by Mayor Philip Brown and seconded by Councillor Greg Rivard that the minutes from June 28, 2019 be approved as circulated. Carried.

**5) Motion to move into closed session**

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

**6) New Business**

There was no new business.

**7) Meeting Adjourned**

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

**The meeting adjourned at 1:20 PM**



**Youth Engagement Committee**  
**Wednesday, July 10, 2019**  
**12:00 PM – Parkdale Room**

**Present:** Lucas MacArthur, Chair Hilary Wood, Co-Chair  
Kyla MacDonald Lauren McKearney  
Bob Wu Robyn Dann  
Jay Noble

**Also:** Peter Kelly, CAO  
Cindy MacMillan, AA

**Regrets:** N/A

**1) Call to Order**

Peter Kelly, CAO, called the meeting to order at 12:00 PM.

The CAO chaired the first portion of the meeting. The Youth Engagement Committee falls under the terms of reference for the Strategic Priorities and Intergovernmental Cooperation Standing Committee of Council.

**2) Declarations of conflict of interest**

There were no conflicts of interest declared.

**3) Approval of Agenda**

The agenda was approved as circulated.

**4) Introductions**

The Committee members gave introductions. The CAO advised the Committee that a Chair and Co-chair should be appointed and a Terms of Reference developed.

The CAO explained that all meetings of the Youth Engagement Committee are open to the public and that the minutes will be included in the Strategic Priorities & Intergovernmental Affairs portion of the monthly Council package. The CAO left the meeting once general guidelines were established.

It was moved by Lauren and seconded by Hilary that Lucas would take on role of Chair. Motion Carried.

It was moved by Lucas and seconded by Lauren that Hilary would take on the role of Co-Chair. Motion Carried.

The Committee requested that the 2014 Youth document and the study on housing be forwarded to them for review. Jay would like to know if there were any recommendations from these reports that have not been followed through on.

**5) Meeting Date & Time**

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

**6) Terms of Reference**

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

**7) New Business**

There was no new business.

**8) Meeting Adjourned**

It was moved by Lauren and seconded by Kyla that the meeting adjourns. The meeting adjourned at 12:50 pm. Motion Carried.

DRAFT

## **AFFORDABLE HOUSING ADVISORY COMMITTEE**

**Wednesday, July 11, 2019**

**12:00 PM – Parkdale Room**

**Present:** Aimee Power, Chair  
Greg McKee  
Craig Cameron  
Donna Keenan  
Ladjane Carvalho-Schulman  
Paul Crant

**Also:** Chantal Matheson, EA

**Regrets:** Jamie MacDonald  
Ashley Gillis  
Kandance Hagen  
Alex Forbes, PM

### **1) Call to Order**

Aimee Power, Chair called the meeting to order at 12:15 PM.

### **2) Declarations of conflict of interest**

There were no conflicts of interest declared.

### **3) Approval of Agenda**

Moved by Donna Keenan Seconded by Craig Cameron that the agenda be approved as circulated. CARRIED.

### **4) Approval of Minutes**

It was moved by Craig Cameron and seconded by Donna Keenan that the minutes of June 12, 2019 be approved. CARRIED.

### **5) Terms of Reference**

The Committee reviewed the research and draft guidelines to develop a terms of reference. City staff will make changes to working document and circulate by e-mail to members for review and feedback.

### **6) New Business**

The Committee agreed to have members meet with Sonya Cobb at the Province to gather objectives Aimee Power, Donna Keenan and Paul Grant will attend the meeting. Aimee Power will initiate the meeting.

City staff will ask Alex Forbes, PM to provide a list of all Boards associated with Housing in Charlottetown.

### **7) Meeting Adjourned**

The meeting adjourned at 1:00 pm. Motion Carried.



# CITY OF CHARLOTTETOWN

## RESOLUTION

**Special Priorities &  
Intergovernmental  
Cooperation #1**

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

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

**Date: August 12, 2019**

**Moved by Councillor** \_\_\_\_\_ **Alanna Jankov**

**Seconded by Councillor** \_\_\_\_\_ **Terry Bernard**

### **RESOLVED:**

**That as per the conditions of the Request for Proposals on “Engineering Services – Growth Management Strategy including Water & Sewer Master Plan”, the best ranked submission of CBCL Limited in the amount of \$499,100.00 (taxes extra) be accepted.**

- RFP was publicly advertised, closing May 22, 2019
- Two (2) separate funding applications had been approved for similar work in Water & Sewer and General City reviews of future infrastructure needs; these have been combined in to a single cohesive program
- As effort and detail could vary significantly in such work, proponents were advised of the City's budget limit/expectation of \$500,000
- Two (2) submissions were received as follows (all taxes extra):
  - CBCL Limited
    - \$ 451,600.00 base (~3,945 hrs)
    - \$ 150,000.00 various delineated extras (~1,306 hrs)
  - EDM Planning Services Ltd.
    - \$ 270,267.00 City general (~2,220 hrs)
    - \$ 225,000.00 Water & Sewer (~1,787 hrs)
- The RFP included a defined evaluation criteria (85% technical, 15% financial)
- A staff review board consisting of the Managers of Infrastructure and Asset Management, Water & Sewer and Public Works Engineering considered the submissions and produced the following (average) rankings:
  - CBCL Limited 91.0 points
  - EDM Planning Services Ltd. 83.0 points
- The award value indicated for the CBCL submission includes some of the extras offered. That value was used in the financial ranking.
- It was recommended by the review board to award to the best ranked submission who is felt capable of appropriately undertaking the work

## **BACKGROUND- Growth Management Strategy**

### **1.2 PURPOSE**

The City of Charlottetown is issuing this Request for Proposals (RFP) with the goal of hiring a consulting firm to develop of a Growth Management Strategy including Water and Sewer Master Plans. The intent of this work is to plan for future growth, as well as identify existing issues, and determine appropriate solutions. The work is to include a review of existing infrastructure, potential growth areas, probable future infrastructure demands and then development plans to ensure adequate public services into the future.

The water and sewer master plans are to provide a roadmap to assist with planning for future needs. The intent of the RFP is to award the work to a qualified proponent with relevant experience and proven successes with projects of a similar nature. Overtime there has been some upgrades and/or realignments of the municipal infrastructure that is foundational to a community; transportation corridors, water & sewer services and storm water control. Additional improvements and changes will be necessary to support continued growth of the community. Portions of the water and sewer networks in Charlottetown are more than 100 years old. There are also sections that were installed in the 1950s and believed to be exhibiting signs of degradation in the form of main breaks and blocked sewer mains. Maps outlining main breaks and sewer blockages are provided in Appendix B. A pilot project of water and sewer main relining was recently completed in the Parkdale area of the City. Early indications are that relining may prove to be a viable option for system renewal in other areas of the City.

and

### **3.1 REQUIREMENTS AND SCOPE OF SERVICE**

The Proponent is required to produce a Growth Management Strategy for the City of Charlottetown. The strategy will review current infrastructure within the City and surrounding areas that could one day be incorporated into the municipality. The Strategy will provide means to address future infrastructure needs including road networks, storm water management and water and sewer masterplans.

#### **Growth Management Strategy**

The Growth Management Strategy is to provide a brief history of the development of the City of Charlottetown so to provide a context for potential future development. The strategy should outline best practices in managing infrastructure for future urban growth. There should be a plan to address infrastructure deficits and provide a means to address deficits and plan for future developments. The strategy should speak to the requirements of an asset management that enables proper planning for a sustainable city.

## **Water and Sewer Master Plans**

The Proponent is also required to develop master plans for water supply and sewer servicing for the City of Charlottetown. Master plans to include at least the following:

- a) Review and document the existing water distribution and sewer collection systems.
- b) Study the impact of existing and future demands on the existing systems.
- c) Recommend necessary upgrades to meet existing and future demands.
- d) Provide desktop condition assessments to develop infrastructure rehabilitation programs.
- e) Provide an implementation strategy and cost estimates for the proposed upgrades and rehabilitation efforts.

### **The Master Plans are intended to:**

- a) Ensure the safe, effective and efficient supply of water and wastewater services to the City.
- b) Co-ordinate infrastructure planning with potential future development.
- c) Assist with water and sewer infrastructure rehabilitation program development.
- d) Identify discrete projects that can be further developed into capital projects.
- e) Assist with short and long term capital budget planning.

## **Infrastructure Review, Rehabilitation and Expansion**

A significant component of each document should include the preparation of a number of discrete infrastructure rehabilitation or expansion projects. The growth strategy and water and sewer master plans are to include a means to address infrastructure rehabilitation needs. The Proponent is therefore also to provide a review of the existing infrastructure. Work under consideration for this portion will include all engineering services normally associated with a project of this type, including but not necessarily limited to the following:

- a) Review infrastructure condition and ability to meet future demands for storm water and transportation.
- b) Review of water main break and sewer blockage history as well as infrastructure age and period construction practices.
- c) Evaluation of the infrastructure with the goal of obtaining information that will aid in rehabilitation methodology. Evaluation techniques are to be proposed by consultants and may include innovated pipe assessment techniques or more standard techniques such as video inspection.
- d) Preparation and presentation of a conceptual design options including complete dig and replace or trenchless replacement or rehabilitation. Consultants are to refer to the "Atlantic Canada Standards and Guidelines Manual - for the Collection, Treatment and Disposal of Sanitary Sewage" as the minimum design requirement for water and wastewater work.

This component of the work should, as a minimum, include:

- Design brief outlining options and recommended methodology based on cost benefit analyses. Cost benefit analyses should include, but not be limited to construction, temporary service provisions, customer inconvenience, re-instatement costs, projected service improvement and life expectancy post renewal and other factors as deemed pertinent.
- Conceptual design drawing(s) presenting a scaled representation of all aspects and components of the design.
- Cost estimates for remediation or expansion design options.

The final products are to provide a guide for the City to address current infrastructure rehabilitation needs, and a means to meet future infrastructure requirements.

### **Utility Projected Benefits – Will Answer the Following ...**

The Utility portion includes Water and Sewer Master Plans. How the Utility plans to manage infrastructure renewal and manage future growth in the City?

How are we going to keep the services we have and ensure future generations have access to clean water and a means to manage wastewater.

Where might new water supply be located. Where might we need new water and sewer mains.

What are the priorities for the next five years? What do we need to plan for beyond five years?

### **Planning**

Planning will benefit from the growth management study by utilizing the data to target locations for increased density throughout the City. This goal is of particular interest in light of the need to accommodate density including areas well suited to accommodate new affordable housing units. This document will also allow planning the opportunity to prepare an employment strategy to establish density targets, intensification opportunities and support active transportation. This comprehensive study will create a stronger integration of planning for land uses that reflect the efficient utilization of infrastructure and municipal finances. The land use pattern established in any municipality is one of the key policy areas where Councils can control their costs with regard to service delivery. The integration of the actual costs associated with servicing linked to a well-planned land use strategy is a powerful tool to stem raising costs related to development. This would assist the municipality in determining the feasibility of charging for subdivision applications where existing servicing was made available by the municipality (off site servicing charges). All of this information would be reflected in revisions to the City's Official Plan and Zoning By-law.





**COUNCIL ADVISORY COMMITTEE  
REPORT TO COUNCIL  
AUGUST 12, 2019**

The Council Advisory Committee met on July 5, 2019 and the open minutes are included in the package.

- There are no resolutions for Council's consideration.
- 1<sup>st</sup> reading to amend the Procedural Bylaw

Respectfully submitted,

Councillor Terry MacLeod, Chair

**COUNCIL ADVISORY COMMITTEE  
FRIDAY, JULY 5, 2019 AT 8:00 AM  
PARKDALE ROOM – CITY HALL**

**DRAFT**

**Present:**      **Councillor Terry MacLeod, Chair  
Councillor Mike Duffy, Vice-Chair  
Councillor Alanna Jankov, Member  
Deputy Mayor Jason Coady  
Mayor Philip Brown, Member  
Peter Kelly, CAO  
Tracey McLean, RMC**

- 1. Call to Order**  
Councillor MacLeod called the meeting to order.
- 2. Declarations of Conflict of Interest**  
There were no conflicts declared.
- 3. Approval of Agenda**  
Moved by Councillor Duffy and seconded by Councillor Jankov that the open agenda be approved. Carried.
- 4. Approval of Minutes**  
Moved by Councillor Jankov and seconded by Deputy Mayor Coady that the draft minutes of June 17, 2019 be approved. Carried.
- 5. Public Appointment Policy**  
As a follow-up from the Committee's meeting of June 17<sup>th</sup> with regard to candidates from previous municipal elections and if they are permitted to sit on advisory boards, the Committee agreed that the matter be referred to the HR Committee for further review and discussion.
- 6. Motion to move into Closed Session**  
Moved by Mayor Brown and seconded by Councillor Duffy that the meeting move into a Closed Session as per Section 119 (1) Subsection (e) of the Municipal Government Act of Prince Edward Island. Carried.
- 7. Adjournment**  
Moved by Mayor Brown and seconded by Councillor Jankov that the meeting be adjourned. Carried.

**The meeting concluded at 9:20 AM**



**CITY OF CHARLOTTETOWN  
PROCEDURAL BYLAW AMENDMENT BYLAW  
#2018-19-B**

**Amend the City of Charlottetown Procedural Bylaw, #2018-19, to indicate when a meeting of Council shall end.**

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

Moved by Councillor \_\_\_\_\_ Terry MacLeod

Seconded by Councillor \_\_\_\_\_ Mike Duffy  
Date: August 12, 2019

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

Moved by Councillor \_\_\_\_\_ Terry MacLeod

Seconded by Councillor \_\_\_\_\_ Mike Duffy  
Date: August 12, 2019

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

Moved by Councillor \_\_\_\_\_ Terry MacLeod

Seconded by Councillor \_\_\_\_\_ Mike Duffy  
Date: September 9, 2019

This Procedural Bylaw Amendment Bylaw, #2018-19-B, was adopted by a majority of Council members present at the Council meeting held on \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Peter Kelly, CAO

\_\_\_\_\_  
Philip Brown, Mayor

**City of Charlottetown, PEI**  
**A Bylaw to Amend the City of Charlottetown Procedural Bylaw**  
**Bylaw # 2018-19-B**

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

**PART I – INTERPRETATION AND APPLICATION**

**1. Title**

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

**2. Purpose**

2.1. The purpose of this bylaw is to amend the City of Charlottetown’s Procedural Bylaw to indicate when a meeting of Council shall end.

**3. Authority**

3.1. Pursuant to Part 5, Section 134 (1) – Revision of Bylaws of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.

**4. Definitions**

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

**5. Part V – Requirement for a Meeting of the Council - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:**

5.1. Amend subsection 33.1 to read as “**A meeting of the Council shall stand adjourned at three hours after its commencement** unless otherwise determined by a vote of two-thirds (2/3) of the Members present at the meeting.”

**Approval and Adoption**

**6. Effective Date**

6.1. This Procedural Bylaw Amendment Bylaw, #2018-20-B, shall be effective on the date of approval and adoption below.

**First Reading:**

This Procedural Bylaw Amendment Bylaw, #2018-19-B, was read a first time and approved by a majority of members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**Second Reading:**

This Procedural Bylaw Amendment Bylaw, #2018-19-B, was read a second time and approved by a majority of members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**Approval and Adoption by Council:**

This Procedural Bylaw Amendment Bylaw, #2018-19-B, was adopted by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**Witness the corporate seal of the City of Charlottetown**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

This Procedural Bylaw Amendment Bylaw, #2018-19-B adopted by the Council of the City of Charlottetown on \_\_\_\_\_ day of \_\_\_\_\_, 2019 is certified to be a true copy.

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Date**