

**8 – Resolutions
2 – Bylaw Readings**



**CITY OF CHARLOTTETOWN
MONTHLY MEETING OF COUNCIL
MONDAY, MARCH 8, 2021 AT 5:00 PM
COUNCIL CHAMBERS, CITY HALL**

As the City continues to follow PEI Public Health guidelines, seating for the public will be limited to 15 within the 2nd floor foyer and face masks are mandatory. Upon arrival, individuals will be required to provide information for contact tracing purposes.

Meeting Live Stream available @ www.charlottetown.ca/video

- 1. Call to Order**
- 2. Declarations of Conflict of Interest**
- 3. Approval of Agenda**
- 4. Adoption of Previous Draft Minutes**
 - Regular Meeting – February 8, 2021
 - Special Meetings (open) – February 22 & March 4, 2021
- 5. Business Arising out of the Minutes**
- 6. Reports of Committees**
 - 6.1 Planning & Heritage – Councillor Mike Duffy, Chair**
 - Monthly Report
 - Four (4) Resolutions
 - 6.2 Finance, Audit & Tendering – Deputy Mayor Jason Coady, Chair**
 - Monthly Report
 - One (1) Resolution
 - 6.3 Human Resources, Communications & Admin – Councillor Alanna Jankov, Chair**
 - Monthly Report
 - No Resolutions
 - 6.4 Protective & Emergency Services – Councillor Greg Rivard, Chair**
 - Monthly Report
 - No Resolutions
 - 2nd Reading to amend the Covid-19 Temporary Patio Program Bylaw

6.5 Parks, Recreation & Leisure Activities – Councillor Terry Bernard, Chair

- Monthly Report
- No Resolutions

6.6 Water & Sewer Utility – Councillor Bob Doiron, Chair

- Monthly Report
- No Resolutions

6.7 Public Works & Urban Beautification – Councillor Terry MacLeod, Chair

- Monthly Report
- No Resolutions

6.8 Economic Development, Tourism & Event Management – Coun. Julie McCabe, Chair

- Monthly Report
- No Resolutions

6.9 Environment & Sustainability – Councillor Mitchell Tweel, Chair

- Monthly Report
- No Resolutions
- 2nd Reading to Amend the Tree Protection Bylaw

6.10 Strategic Priorities & Intergovernmental Cooperation - Coun. Kevin Ramsay, Chair

- Monthly Report
- No Resolutions

6.11 Council Advisory Committee – Councillor Alanna Jankov, Chair

- Monthly Report
- Two (2) Resolutions

6.12 New Business

- One (1) Resolution

7. Motion to Adjourn



DRAFT

**City of Charlottetown
Regular Meeting of Council
Monday, February 8, 2021 at 5:00 PM
Council Chambers, City Hall, 199 Queen Street**

As the City continues to follow physical distancing protocols as set out by PEI Public Health, seating for the public was limited to 15 within the 2nd Floor foyer and face masks were mandatory. Upon arrival, individuals were required to provide information for contact tracing purposes.

Live streamed @ www.charlottetown.ca/video

Mayor Philip Brown Presiding

<u>Present:</u>	Deputy Mayor Jason Coady Councillor Mike Duffy Councillor Kevin Ramsay Councillor Julie McCabe Councillor Alanna Jankov	Councillor Greg Rivard (Teleconference) Councillor Terry MacLeod (Teleconference) Councillor Terry Bernard (Teleconference) Councillor Mitchell Tweel (Teleconference) Councillor Bob Doiron (Teleconference)
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<u>Also:</u>	Peter Kelly, CAO Randy MacDonald, FC Scott Adams, PWM Frank Quinn, PRM* Paul Johnston, IAMM* Ramona Doyle, ESM* Laurel Lea, TO* Tracey McLean, RMC	Brad MacConnell, DPC Richard MacEwen, UM Alex Forbes, PM Bethany Kauzlarick, HRM* Mark Lanigan, FM * Wayne Long, EDO Karen Campbell, CS
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*** Department Heads present via teleconference.**

- 1. Call to Order**
Mayor Brown called the meeting to order.
- 2. Declarations of Conflict of Interest**
Councillor McCabe was in conflict regarding Finance Resolution #1 re: 241-245 Mt. Edward Road; family members live on Ash Drive (Street which is directly across from subject property).
- 3. Approval of Agenda**
Moved by Councillor Ramsay and seconded by Councillor Duffy that the agenda be approved as presented. Carried.
- 4. Adoption of Previous Draft Minutes**
Moved by Councillor Duffy and seconded by Councillor Ramsay that the draft minutes of the previous open meetings of Council now be adopted. Carried.
 - Regular Meeting – January 11, 2021
 - Public Planning Meeting – January 26, 2021
 - Special Meetings (open) – January 6 & 27, 2021

5. Business Arising out of the Minutes

No business arose.

6. REPORTS OF COMMITTEES / RESOLUTIONS

6.1 Planning & Heritage – Councillor Mike Duffy, Chair

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

Moved by Councillor Mike Duffy

Seconded by Councillor Julie McCabe

RESOLVED:

That Council rescind their previous resolution dated December 14, 2020 as it pertains to a Bell Mobility Tower at 2 MacAleer Drive (PID #441139), and replace with the following resolution:

And that the City of Charlottetown acknowledges that they have been consulted by Bell Mobility, through their agent WSP Canada Inc. in accordance with the City of Charlottetown telecommunication tower siting requirements as it relates to the proposed Antenna System (Bell Mobility Tower) at 2 MacAleer Drive (PID 441139).

That the City of Charlottetown has reviewed the information provided and acknowledge that a public consultation program has been completed.

And that the tower (22-metre in height) be located at least 17m from Mount Edward Road with the provision that the proposed tower accommodates co-location, be approved.

CARRIED 9-1

Councillor Doiron opposed

Moved by Councillor Mike Duffy

Seconded by Councillor Julie McCabe

RESOLVED:

That the request for a major variance for the temporary placement of floating structures/uses, including three (3) floating cottage vessels, on the water lot located at 5 Great George Street (PID 335307), in accordance with the site plan "Attachment A-2", the elevation plan "Attachment A-3" and the letter of intent "Attachment B", as attached in the Planning Board Report, PLAN-2021-01-FEBRUARY-6A-1, be approved, subject to the operator/owner adhere to the attached conditions.

It was noted that this matter was before Council quite some time ago (May 2020). The Planning Manager indicated that regulatory framework to standardize land use matters with these water lots had to be developed and working with three (3) levels of government, as well as legal, required significant time.

CARRIED 10-0

Moved by Councillor Mike Duffy
Seconded by Councillor Julie McCabe

RESOLVED:

That the request for a major variance for the temporary placement of the floating eating and drinking establishment on the water lot identified as 1 Weymouth Street (PID #335430), in accordance with the site plan "Attachment A-2" and the letter of intent "Attachment B", as attached in the Planning Board Report, PLAN-2021-01-FEBRUARY-6A-2, be approved, subject to the operator/owner adhere to the attached conditions.

CARRIED 10-0

Moved by Councillor Mike Duffy
Seconded by Councillor Julie McCabe

RESOLVED:

That the request for two (2) variances to:

- Reduce the side yard setback requirement from 1.83m (6ft) to approximately 0.91m (3ft); and
- Reduce the front yard setback requirement from 6.0m (19.7ft) to approximately 5.1m (16.7ft);

To accommodate an addition to an existing single-detached dwelling at 1 Owen Terrace (PID #276378), be approved, subject to the conditions as attached.

CARRIED 9-1
Councillor Duffy opposed

Moved by Councillor Mike Duffy
Seconded by Councillor Julie McCabe

RESOLVED:

That the request to permit a massage therapy business as a home occupation use within the proposed single-detached dwelling at 32 Tannery Court (Lot 15) (PID #1123058), be approved, subject to the conditions as attached.

Councillor Duffy noted that Planning Staff recommends rejection; regulation 5.9.4 of the Zoning and Development By-law contains a list of prohibited Home Occupation uses including among others Medical, Health and Dental Office. He further noted that Massage Therapy is not among the example uses included in the definition; however, the health and wellness component of the Massage Therapy use aligns with the type of Medical, Health and Dental Office uses exemplified in the definition.

DEFEATED 8-2
Councillors Doiron & McCabe in favour

Moved by Councillor Mike Duffy
Seconded by Councillor Julie McCabe

RESOLVED:

That the request to permit a massage therapy business as a home occupation use within the proposed single-detached dwelling at 32 Tannery Court (Lot 15) (PID #1123058), be rejected.

CARRIED 8-2
Councillors Doiron & McCabe opposed

Moved by Councillor Mike Duffy
Seconded by Councillor Julie McCabe

RESOLVED:

That the request to:

Amend Appendix "A" – Future Land Use Map of the Official Plan from Low Density Residential to Mobile Home Residential; and

Amend Appendix "G" – Zoning Map of the Zoning & Development Bylaw from the Low Density Residential Single (R-2S) Zone to the Manufactured Housing Residential (MHR) Zone,

For the northern portion of the property at Norwood Road/Friar Drive (PID #416305) identified in Attachment A of the Planning Report (PLAN-2021-1-FEBRUARY-6B-5), in order to develop 66 manufactured home residential lots, be approved, ***subject to a development agreement** and subject to a covenant be placed on the subject property that identifies that the entire lands of the proposed development is within the Airport N-30 boundary and subject to higher levels of noise caused by airport operations.

In response to questions raised related to parking, egress, and environmental impacts, Councillor Duffy indicated that the concerns are valid points but, at this time, the application is a request to rezone. The Planning Manager added that the Public Works Manager feels that the adjacent road network can accommodate the traffic on that local street; each lot will have two (2) parking spaces, the Province would most likely not require an environmental impact assessment and the streets would have to be constructed to City standards.

Following further discussion, Council agreed to add a *friendly amendment to the motion.

CARRIED 9-1
Councillor McCabe opposed

Moved by Councillor Mike Duffy
Seconded by Councillor Julie McCabe

RESOLVED:

That the request to consolidate Lot 17-2 and Lot 17-3 (6 Prince Street (PID #739128)), in order to construct an outdoor amenity space consisting of seating, fire pits, band stand, patio and a boardwalk extension for the Founders' Food Hall & Market, be approved, subject to a pinned final survey plan and a new

perimeter deed description being registered describing the outer boundaries of the consolidated properties.

CARRIED 10-0

Moved by Councillor Mike Duffy
Seconded by Councillor Julie McCabe

RESOLVED:

That the proposed amendments to the Zoning & Development Bylaw (PH-ZD.2) pertaining to sections, as attached, be approved to proceed to public consultation:

- Section 3.3 Development and Building Permits: Expiry of incomplete building & development permit applications after six months of inactivity;
- Section 3.9.1 Major Variances: Clarify regulations subject to the variance process;
- Section 4.19 Amenity Space for apartment buildings: Define requirements for both indoor and outdoor amenity space;
- Section 6.2 Undersized Lots: Clarify minimum development rights by allowing for a single detached dwelling;
- Section 6.7 Garbage Area requirements: Standardize site requirements for garbage storage areas on multi-residential developments;
- Section 45 General Provisions for Signage: Insertion of additional fascia sign requirements for buildings over four (4) storeys in height in the 500 Lot Area;
- Appendix A. Definitions: Delete "Amenity Area" and its definition and replace with "Amenity Space" and its definition.

CARRIED 10-0

Moved by Councillor Mike Duffy
Seconded by Councillor Julie McCabe

RESOLVED:

That the proposed amendments to the Zoning & Development Bylaw (PH-ZD.2) pertaining to sections, as attached, be approved to proceed to public consultation:

- Section 21.1.1 Medium Density Mixed Use Residential (MUR) Zone to clarify the permitted uses within the zone as Townhouse Dwellings, Semi-detached or Duplex Dwellings, Single-detached Dwellings, Nursing Homes and Community Care Facilities;
- Section 17 Medium Density Residential Townhouse (R-3T) Zone to remove and repeal apartment dwellings as a permitted use in the zone.

CARRIED 10-0

Moved by Councillor Mike Duffy
Seconded by Councillor Julie McCabe

RESOLVED:

That the request to amend Schedule "A" Future Land Use Map of the Official Plan to remove the designation Concept Planning Area and replace all properties designated as such with Comprehensive Planning Area, be approved to proceed to public consultation.

CARRIED 10-0

OFFICIAL PLAN AMENDMENT - To adopt the Official Plan Amendment, PH-OPA.1-020, The land use for a portion of the property at Norwood Road/Friar Drive (PID #416305) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Mobile Home Residential, hereby excluding it from its former designation of Low Density Residential and subject to a development agreement.

Moved by Councillor Mike Duffy
Seconded by Councillor Alanna Jankov

RESOLVED:

That the "OFFICIAL PLAN AMENDMENT, (PH-OPA.1-020, as it pertains to a portion of the property at Norwood Road/Friar Drive (PID# 416305))", be adopted.

CARRIED 9-1
Councillor McCabe opposed

1ST READING OF THE ZONING & DEVELOPMENT BYLAW - To adopt Bylaw PH-ZD.2-043, A Bylaw to amend the Zoning & Development Bylaw, "To rezone a portion of the property at Norwood Road/Friar Drive (PID #416305) from Low Density Residential (R-2S) Zone to the Manufactured Housing Residential (MHR) Zone, subject to a development agreement.

Moved by Councillor Mike Duffy
Seconded by Councillor Alanna Jankov

RESOLVED:

That the Bylaw to amend the City of Charlottetown Zoning and Development Bylaw, (PH-ZD.2-043, as it pertains to a portion of the property at Norwood Road/Friar Drive (PID #416305))", be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

CARRIED 9-1
Councillor McCabe opposed

6.2 Strategic Priorities & Intergovernmental Cooperation - Coun. Kevin Ramsay, Chair
Councillor Ramsay indicated his Committee's report was included in the weekend package.

An update was requested as to when the strategic planning session for Council will take place. Councillor Ramsay referred to the CAO who indicated that the session is subject to Council's availability and ongoing budget discussions but possibly aiming for the end of March or first of April 2021.

1st READING OF THE PROCEDURAL BYLAW - To amend the City of Charlottetown's Procedural Bylaw to revise subsection 11.5 to be consistent with Section 121(4) of the Municipal Government Act of PEI and include a fixed day each month for Special Meetings of Council.

Moved by Councillor Kevin Ramsay
Seconded by Councillor Greg Rivard

RESOLVED:

That the bylaw to amend the "CITY OF CHARLOTTETOWN PROCEDURAL BYLAW"

be read a first time.

CARRIED 10-0

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Greg Rivard**

RESOLVED:

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

CARRIED 10-0

6.3 Finance, Audit & Tendering – Deputy Mayor Jason Coady, Chair

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

It was suggested, once again, that the Committee review the option of suspending or freezing property assessments within Charlottetown (Commercial/Residential) for a 5-year period. Deputy Mayor Coady took the suggestion under advisement.

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

**Moved by Deputy Mayor Jason Coady
Seconded by Councillor Kevin Ramsay**

RESOLVED:

That Council approves the purchase of 241/245 Mount Edward Road in the amount of \$538,500 plus applicable fees, and

That Council authorizes the City sign a 2-year lease agreement with the tenant of 245 Mount Edward Road at \$nil/month expiring January 31st, 2023 or earlier subject to 30 days notice of termination, and

That Council authorizes the City sign a 2-year lease agreement with the tenant of 241 Mount Edward Road at \$900/month expiring January 31st, 2023 or earlier subject to 30 days notice of termination,

And further that, Council authorizes the increase in the 20/21 Capital budget of \$550,000 to fund this purchase.

It was reiterated that the City should hold a public meeting with respect to this area and that ongoing questions related to traffic, infrastructure costs, etc. could be addressed before the property is purchased.

It was moved by Councillor Tweel and seconded by Councillor Doiron to defer the motion. The motion was defeated 6-3 with Deputy Mayor Coady, Councillors Doiron & Tweel in favour.

A vote was then taken on the original motion.

CARRIED 6-3

Deputy Mayor Coady, Councillors Doiron & Tweel opposed

Councillor McCabe returned to the Chambers.

- 6.4 Human Resources, Communications & Admin – Councillor Alanna Jankov, Chair**
Councillor Jankov indicated her Committee's report was included in the weekend package. She reported that the City's website has been down for several days; however, she anticipates the issue to be resolved shortly.

- 6.5 Protective & Emergency Services – Councillor Greg Rivard, Chair**
Councillor Rivard indicated his Committee's report was included in the weekend package.

Again, the reinstatement of a dedicated traffic enforcement unit and speed monitoring was raised. It was reiterated that these matters rely on available resources provided to Police Services.

1st READING OF THE COVID-19 TEMPORARY PATIO PROGRAM BYLAW - To amend the effective date of temporary outdoor patios within the City of Charlottetown from October 31, 2020 to October 31, 2021.

Moved by Councillor Greg Rivard
Seconded by Councillor Kevin Ramsay

RESOLVED:

That "City of Charlottetown COVID-19 Temporary Patio Program Bylaw" be read a first time.

CARRIED 10-0

Moved by Councillor Greg Rivard
Seconded by Councillor Kevin Ramsay

RESOLVED:

That the bylaw now be approved as a City Bylaw and that it be entitled the "City of Charlottetown Covid-19 Temporary Patio Program Bylaw" and that it be read a second time at the next public meeting of Council.

CARRIED 10-0

- 6.6 Parks, Recreation & Leisure Activities – Councillor Terry Bernard, Chair**
Councillor Bernard indicated his Committee's report was included in the weekend package. Volunteer of the Month for February is Vernon Doyle.

- 6.7 Water & Sewer Utility – Councillor Robert Doiron, Chair**
Councillor Doiron indicated the Committee's report was included in the weekend package.

- 6.8 Public Works & Urban Beautification – Councillor Terry MacLeod, Chair**
Councillor MacLeod indicated his Committee's report was included in the weekend package. He acknowledged and thanked Public Work's snow clearing crew for their efforts during today's storm.

In response to a request that a traffic engineer look at the Allen Street/Walthen Drive crossing area as well as the crossing on St. Peter's Road at/near the Charlottetown Boys and Girls Club for pedestrian safety, Councillor MacLeod indicated the request would be taken back to the Committee for discussion.

6.9 Economic Dev., Tourism & Event Management – Councillor Julie McCabe, Chair

Councillor McCabe indicated her Committee's report was included in the weekend package. She reported that the City of Charlottetown is hosting Islander Family Fun Day on Monday, February 15. The event offers free, family-oriented activities such as family swims and skates, movies, basketball skills camps, etc. Jack Frost Winterfest presents: Ice City which begins this weekend with activities happening between February 12 and March 14, 2021.

**Moved by Councillor Julie McCabe
Seconded by Councillor Terry MacLeod**

RESOLVED:

That the City of Charlottetown enter into an agreement (as attached) with the Hotel Association of PEI, Discover Charlottetown and Meetings & Convention PEI with respect to the Tourism Accommodation Levy (TAL),

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

CARRIED 10-0

6.10 Environment & Sustainability – Councillor Mitchell Tweel, Chair

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

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

RESOLVED:

WHEREAS the City of Charlottetown has adopted the 2018 Community Energy Plan in order to reduce energy use and greenhouse gas emissions in its operations and within the Charlottetown community;

WHEREAS the City has partnered with Honeywell to develop an Energy Performance Contract which identified energy savings, renewable energy, greenhouse gas emissions reduction opportunities, code issues and differed maintenance for all City facilities;

WHEREAS the Federation of Canadian Municipalities provides funding for municipalities to implement energy upgrade opportunities through the Green Municipal Fund;

BE IT RESOLVED that the City of Charlottetown sign an Energy Performance Contract with Honeywell and apply for partial cost of the project through FCM's low interest loan.

CARRIED 10-0

1ST READING OF THE TREE PROTECTION BYLAW - To amend the City of Charlottetown's Tree Protection Bylaw to clarify when trees on a property line are City-owned trees and when the City conducts tree maintenance on private property.

Moved by Councillor Mitchell Tweel
Seconded by Councillor Terry Bernard

RESOLVED:

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

CARRIED 10-0

Moved by Councillor Mitchell Tweel
Seconded by Councillor Terry Bernard

RESOLVED:

That the bylaw now be approved as a City Bylaw and that it be entitled the "CITY OF CHARLOTTETOWN TREE PROTECTION BYLAW" and that it be read a second time at the next public meeting of Council.

CARRIED 10-0

6.11 Council Advisory Committee – Councillor Alanna Jankov, Chair

Councillor Jankov indicated her Committee's report was included in the weekend package.

Councillor Duffy left the Chamber.

Moved by Councillor Alanna Janov
Seconded by Councillor Terry MacLeod

RESOLVED:

That Council approves the appointment of Councillor Greg Rivard as the City's representative on the Urban Vision 2050 Board of Directors.

CARRIED 9-0

Councillor Duffy returned to the Chambers.

Moved by Councillor Alanna Janov
Seconded by Councillor Terry MacLeod

RESOLVED:

That Council approves the appointment of Councillor Greg Rivard as the City's representatives on the Canadian Capital Cities Organization Board of Directors.

Due to a misunderstanding as part of the appointment process and following a discussion, it was moved by Deputy Mayor Coady and seconded by Councillor Jankov that the motion be referred back to the Council Advisory Committee for further review. Carried 10-0.

6.12 New Business

There was no new business.

7. Adjournment

Moved by Councillor Duffy and seconded by Councillor Ramsay to adjourn the meeting.
Carried.

The meeting adjourned at 7:37 PM



DRAFT

**Special Meeting of Council
Monday, February 22, 2021 at 5:00 PM
Council Chambers, City Hall, 199 Queen Street**

As the City continues to follow physical distancing protocols as set out by PEI Public Health, seating for the public was limited to 15 within the 2nd Floor foyer and face masks were mandatory. Upon arrival, individuals were required to provide information for contact tracing purposes.

Live streamed @ www.charlottetown.ca/video

Mayor Philip Brown Presiding

<u>Present:</u>	Councillor Greg Rivard Councillor Mike Duffy Councillor Kevin Ramsay Councillor Julie McCabe Councillor Mitchell Tweel	Councillor Terry MacLeod Councillor Terry Bernard Councillor Alanna Jankov Councillor Bob Doiron (teleconference)
<u>Also:</u>	Peter Kelly, CAO Alex Forbes, PM Tracey McLean, RMC	Scott Adams, PWM Frank Quinn, PRM
<u>Guests:</u>	Mark MacDonald, CBCL	Emanuel Nicolescu, CBCL (teleconference)
<u>Regrets:</u>	Deputy Mayor Jason Coady	

- 1. Call to Order**
Mayor Brown called the meeting to order.
- 2. Declarations of Conflict of Interest**
No conflicts were declared.
- 3. Approval of Agenda**
Moved by Councillor Jankov and seconded by Councillor Duffy that the agenda be approved as presented. Carried.
- 4. Discussion Items:**
 - a) 2nd Reading of the Zoning & Development Bylaw** - To adopt Bylaw PH-ZD.2-043, A Bylaw to amend the Zoning & Development Bylaw, "To rezone a portion of the property at Norwood Road/Friar Drive (PID #416305) from Low Density Residential (R-2S) Zone to the Manufactured Housing Residential (MHR) Zone"

Moved by Councillor Mike Duffy
Seconded by Councillor Alanna Jankov

RESOLVED:

That the Bylaw to amend the City of Charlottetown Zoning & Development Bylaw (PH-ZD.2-043) as it pertains to a portion of the property at Norwood Road/Friar Drive (PID #416305))", was read and approved a first time on February 8, 2021 and said Bylaw be read a second time and approved.

Point of Order – it was asked if previous concerns raised during February 8th Regular Meeting of Council, with regard to the development, have been addressed. The Mayor advised Council that there is no debate during second reading; however, the question would be taken back to Planning Committee.

CARRIED 9-0

Moved by Councillor Mike Duffy
Seconded by Councillor Alanna Jankov

RESOLVED:

That the said Bylaw (PH-ZD.2-043) now be adopted.

CARRIED 9-0

b) 2nd Reading of the Procedural Bylaw - To amend the City of Charlottetown's Procedural Bylaw to revise subsection 11.5 to be consistent with Section 121(4) of the Municipal Government Act of PEI and include a fixed day each month for Special Meetings of Council.

Moved by Councillor Kevin Ramsay
Seconded by Councillor Greg Rivard

RESOLVED:

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

CARRIED 9-0

c) Public Works Resolutions (3)

Moved by Councillor Terry MacLeod
Seconded by Councillor Mike Duffy

RESOLVED:

That, as per the conditions of the public Request for Proposals for "Supply, Installation & Maintenance of an Automated Vehicle Location (AVL) System" the best ranked submission of Go Fleet Corporation in the amount of \$364,568.22 (plus all applicable taxes) for 60 months of service be accepted.

Once again, supporting local businesses in the City's tendering process was voiced. The CAO indicated that each proposal was reviewed and scored based on the criteria outlined in the RFP document, without seeing the cost of each submission. Each proponent had to ensure

their proposal clearly demonstrated how they met each of the criterion as set out in the proposal and unfortunately, the local bidder did not do that.

CARRIED 8-1
Councillor Tweel opposed

Moved by Councillor Terry MacLeod
Seconded by Councillor Mike Duffy

RESOLVED:

That, as per the conditions of the public Request for Quotations for "Two-2020 Kubota ZD1211 One (1) with 60" and One (1) with 72" Commercial Fabricated Deck" that the low submission of Good Equipment in the amount of \$29,936.00 (plus all applicable taxes) be accepted.

CARRIED 9-0

Moved by Councillor Terry MacLeod
Seconded by Councillor Mike Duffy

RESOLVED:

That, as per the conditions of the public Request for Quotations for "Pole Mounted LED Christmas Displays" that the submission of Wayne Tucker Sales Ltd. Classic Displays in the amount of \$ 34,008.40 (plus all applicable taxes) be accepted.

CARRIED 9-0

d) Transportation Master Plan - Presentation

Mark MacDonald and Emanuel Nicolescu of CBCL were welcomed to the meeting and were asked to begin the presentation. Mr. MacDonald indicated that his colleague, Emmanuel Nicolescu, was joining the meeting via teleconference.

Project Study Area



Model Inputs included major streets, driveways, intersections & traffic control devices, turning lanes at intersections, ramps/flares/merges, pedestrian crosswalks, transit routes & bus stops, peak hour traffic volumes (weekday am/pm and Saturdays).

Existing traffic conditions were depicted along with future development scenarios for 2031 and 2041:

Weekday AM Peak Hour

Existing	7,240 vehicles
2031	8,130 vehicles
2041	9,070 vehicles

Weekday PM Peak Hour

Existing	9,060 vehicles
2031	10,209 vehicles
2041	11,650 vehicles

Saturday Peak Hour

Existing	7,720 vehicles
2031	8,920 vehicles
2041	12,270 vehicles

Also shown on the presentation were proposed street network changes, AM & PM speeds and volumes, levels of service for 2031 and 2041.

Concern was raised again regarding the potential impact to the 'old' Sherwood in particular, Ash Drive (Spencer Drive extension). Mr. MacDonald indicated there should not be any impact to Ash Drive as it is not a direct access to a major thoroughway.

The Mayor thanked Mr. MacDonald and Mr. Nicolescu for their presentation and indicated that the Traffic Master Plan will go to a public meeting in the near future.

Mr. MacDonald, Mr. Nicolescu, Public Works Manager and Planning Manager left the meeting at 6:13 PM.

5. Move into a Closed Session of Council (6:15 pm)

Moved by Councillor McCabe and seconded by Councillor Ramsay that Council moves into a Closed Session as per Section 119 (1) subsections (D) & (E) of the Municipal Government Act of PEI. Carried.

6. Business Arising from the Closed Session (7:09 pm)

During discussions held in the Closed session, the following motion was brought forward into the Open session for Council's consideration.

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

RESOLVED:

That Council endorse the replacement of Simmons Rink and pool complex and further instruct staff to begin the preliminary design process so to take the concept

plan forward to public consultation for public input and in the interim, ask staff to seek various funding sources for both design and capital costs.

Councillor Bernard, Chair of Parks & Recreation, indicated that after the preliminary report was completed on the Bell Aliant Centre to accommodate a third ice pad, it was determined that it would not be feasible to relocate site services (underground steam line, storm sewer line and main electrical feed). He further indicated that residents would have the opportunity to provide input on the matter as a public meeting will be part of the process.

CARRIED 9-0

7. Adjournment

Moved by Councillor MacLeod and seconded by Councillor Jankov that the meeting be adjourned. Carried.

The meeting adjourned at 7:16 PM



DRAFT

**Special Meeting of Council
Thursday, March 4, 2021 at 5:00 PM
Council Chambers, City Hall, 199 Queen Street**

Open Session Live Streamed @ www.charlottetown.ca/video

Mayor Philip Brown Presiding

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

Also: **Peter Kelly, CAO** **Scott Adams, PWM**
 Mark Lanigan, FM **Frank Quinn, PRM**
 Randy MacDonald, FC **Richard MacEwen, UM**
 Ramona Doyle, ESM **Paul Smith, PC (teleconference)**
 Stephen Wedlock, C **Paul Johnston, IAMM (teleconference)**
 Tracey McLean, RMC

- 1. Call to Order**
Mayor Brown called the meeting to order.
- 2. Declarations of Conflict of Interest**
No conflicts were declared.
- 3. Approval of Agenda**
Moved by Councillor Ramsay and seconded by Councillor McCabe that the agenda be approved as presented. Carried.
- 4. Move into a Closed Session of Council (pm)**
Moved by Councillor McCabe and seconded by Councillor Ramsay that Council moves into a Closed Session as per Section 119 (1) subsections (D) & (E) of the Municipal Government Act of PEI. Carried.
- 5. Business Arising from the Closed Session (8:05 pm)**
No business arose from the Closed Session.
- 6. Adjournment**
Moved by Councillor Duffy and seconded by Councillor MacLeod that the meeting be adjourned. Carried.

The meeting adjourned at 8:05 PM



**PLANNING AND HERITAGE COMMITTEE
REPORT TO COUNCIL
March 08, 2021**

The Planning & Heritage Committee met on Friday, February 05, 2021, Friday, February 12, 2021 and Monday, March 01, 2021; copies of the Planning & Heritage Committee Reports and the minutes are included in your package.

<i>Meeting Minutes (February 05, 2021)</i>	<i>... (page B-1)</i>
<i>Meeting Minutes (February 12, 2021)</i>	<i>... (page B-3)</i>
<i>Meeting Minutes (March 01, 2021)</i>	<i>... (page B-6)</i>
<i>Reports</i>	<i>... (page B-9)</i>

The Planning Board met on Monday, March 01, 2021; copies of the Planning Board Reports and the minutes are included in your package.

<i>Meeting Minutes</i>	<i>... (page C-1)</i>
<i>Reports</i>	<i>... (page C-10)</i>

The Heritage Board did not meet in February 2021; therefore, there are no reports to attach in this package.

The Design Review Board met on Monday, March 01, 2021; copies of the Design Review Board Reports and minutes are included in your package.

<i>Meeting Minutes</i>	<i>... (page D-1)</i>
<i>Reports</i>	<i>... (page D-5)</i>

There are four (4) resolutions to be put forward for Planning & Heritage: (pages E-1 to E4)

Planning & Heritage Committee (2):

1. Automated Building Permit Approval: Request to approve proposal for Electronic (Building) Permitting System
Report Page: B-9 *Staff recommendation: Approve* *Committee Recommendation: Approve*
2. Signing Authority: Appoint Ira Birt as Designate Development Officer.
Report Page: n/a *Staff recommendation: Approve* *Committee Recommendation: Approve*

Planning (2):

1. Angus Drive (Lot 40) (PID #419143) & 413 St. Peters Road (PID #419135): Request to proceed to public meeting to rezone Angus Drive (Lot 40) from Single Detached Residential (Large) (R-1L) Zone to Mixed Use Corridor (MUC) Zone and 413 St Peters Road from Low Density Residential (R-2) Zone to Mixed Use Corridor (MUC) Zone; and to amend Appendix A- Future Land Use Map of the Official Plan Map for Angus Drive (Lot 40) & 413 St Peters Road from Mature Neighbourhood to Village Centre Commercial; And further to consolidate Lot 40 Angus Drive (PID #419143), 413 St. Peters Road (PID #419135) and 419 St. Peters Road (PID #192187) being Mel's Convenience Store into one (1) parcel, in order to facilitate road upgrades by the Province to St Peter's Road and construct a second means of access for the convenience store to and from Angus Drive.
Report Page: C-10 *Staff recommendation: Approve* *Board Recommendation: Approve*

2. **7-9 Pownal Street (PID #1105451)**: Request to proceed to public consultation to amend “Appendix C – Approved Site Specific Exemptions” to exempt 7-9 Pownal Street (PID #1105451) from Section 34.2 of the Zoning and Development Bylaw from the required Permitted Land Uses at Grade on Walkable Streets; and create “Appendix B – Approved Site Specific Exemptions” for the Official Plan to exempt 7-9 Pownal Street (PID #1105451) from the designated permitted uses on a Walkable Street as per Section 4.2.3(2) of the Official Plan, in order to allow residential dwelling units on the ground floor abutting a walkable street.
Report Page: C-19 Staff recommendation: Approve Board Recommendation: Approve

Reading Papers:

First Reading:
None.

Second Reading:
None.

For information purposes, a listing of permit applications issued during the past month has been included with your package. (pages F-1 to F-12)

Respectfully submitted,

Councillor Mike Duffy, *Chair*

**PLANNING AND HERITAGE COMMITTEE – COMMITTEE MINUTES
FRIDAY, FEBRUARY 05, 2021, 11:00 A.M.
PLANNING & HERITAGE BOARDROOM, 70 KENT STREET**

Present: Mayor Philip Brown Councillor Alanna Jankov
Councillor Mike Duffy, Chair

Also: Alex Forbes, PHM Ellen Faye Catane, PH IO/AA

Regrets: Councillor Julie McCabe, Vice-Chair
Councillor Mitchell Tweel

1. Call to Order

Councillor Duffy called the meeting to order at 10:59 a.m.

2. Declaration of Conflicts

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

3. Approval of Agenda

Moved by Councillor Alanna Jankov and seconded by Mayor Philip Brown, that the agenda for Friday, February 06, 2021, be approved.

CARRIED

4. Adoption of Minutes

Moved by Councillor Alanna Jankov and seconded by Mayor Philip Brown, that the minutes of the meeting held on Monday, February 01, 2021, be approved.

CARRIED

5. Business arising from Minutes

There was no business arising from the minutes.

6. Motion to move into Closed Session as per Section 119 (1) subsection (e) of the Municipal Government Act of PEI

Moved by Councillor Alanna Jankov and seconded by Mayor Philip Brown, that the Committee move into a closed session as per Section 119 (1) subsection (e) of the Municipal Government Act of PEI.

CARRIED
(2-0)

Following the Closed session, it was moved by Moved by Councillor Alanna Jankov and seconded by Mayor Philip Brown to move back into an open forum.

*CARRIED
(3-0)*

7. New Business

There were no new businesses discussed.

8. Adjournment

Moved by Mayor Philip Brown and seconded by Councillor Alanna Jankov, that the meeting be adjourned. The meeting was adjourned at 11:57 a.m.

Councillor Duffy, Chair

**PLANNING AND HERITAGE COMMITTEE – COMMITTEE MINUTES
FRIDAY, FEBRUARY 12, 2021, 8:00 A.M.
COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 199 QUEEN STREET
LIVE STREAMING AT www.charlottetown.ca/video**

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

Also: Alex Forbes, PHM Ellen Faye Catane, PH IO/AA

Regrets: Councillor Mitchell Tweel

1. Call to Order

Councillor Duffy called the meeting to order at 8:02 a.m.

Mayor Brown was not at the meeting at the time the meeting was called to order.

2. Declaration of Conflicts

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

3. Approval of Agenda

Alex Forbes, PHM, requested that the meeting be moved back to an open session for the Automated Building Permit System discussion and then move back to a closed session to deal with the other items. Moved by Councillor Julie McCabe and seconded by Councillor Alanna Jankov, that the agenda for Friday, February 12, 2021, be approved.

CARRIED

4. Adoption of Minutes

Moved by Councillor Alanna Jankov and seconded by Councillor Julie McCabe, that the minutes of the meeting held on Friday, February 05, 2021, be approved.

CARRIED

5. Business arising from Minutes

There was no business arising from the minutes.

6. Motion to move into Closed Session as per Section 119 (1) subsection (e) of the Municipal Government Act of PEI

Moved by Councillor Alanna Jankov and seconded by Councillor Julie McCabe, that the Committee move into a closed session as per Section 119 (1) subsection (e) of the Municipal Government Act of PEI.

CARRIED
(2-0)

Following the Closed session, it was moved by Moved by Councillor Julie McCabe and seconded by Councillor Alanna Jankov to move back into an open forum.

CARRIED
(2-0)

7. Automated Building Permit System

Based on the review and scoring of staff as presented, members of the committee has agreed that that successful bidder on the RFP for an electronic (building) permitting system is Davenport Group. Councillor Jankov recommended to indicate the maintenance costs for the yearly renewal as part of the summary report. Mr. Forbes confirmed. This recommendation will be forwarded to Finance Committee who will then make a recommendation to Council.

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

Moved by Councillor Alanna Jankov and seconded by Councillor Julie McCabe, that the Planning Committee recommends that the successful bidder on the recent RFP for an electronic (Building) permitting system, be approved, as outlined in the resolution and forwarded to the Finance Committee prior to final approval by City Council.

CARRIED
(2-0)

Mayor Brown not present at the time the resolution was put forward

RESOLUTION

Be it resolved that, as per the conditions of the public Request for Proposals for “Electronic (Building) Permitting System” the best ranked submission by the Davenport Group in the amount of \$98,454.00 (plus all applicable taxes), be approved.

8. Motion to move into Closed Session as per Section 119 (1) subsection (e) of the Municipal Government Act of PEI

Mayor Philip Brown joined the meeting. Councillor Alanna Jankov left the meeting at 8:30 a.m.

Moved by Councillor Julie McCabe and seconded by Councillor Alanna Jankov, that the Committee move into a closed session as per Section 119 (1) subsection (e) of the Municipal Government Act of PEI.

CARRIED
(2-0)

Following the Closed session, it was moved by Moved by Councillor Julie McCabe and seconded by Mayor Philip Brown to move back into an open forum.

CARRIED
(2-0)

DRAFT UNTIL REVIEWED BY COMMITTEE

9. New Business

There were no new businesses discussed.

10. Adjournment

Moved by Mayor Philip Brown and seconded by Councillor Julie McCabe, that the meeting be adjourned. The meeting was adjourned at 9:10 a.m.

Councillor Duffy, Chair

PLANNING AND HERITAGE COMMITTEE – COMMITTEE MINUTES
MONDAY, MARCH 01, 2021, 6:30 P.M.
VIDEOCONFERENCE (WEBEX)
LIVE STREAMING AT www.charlottetown.ca/video

Present: Mayor Philip Brown
Councillor Mike Duffy, Chair
Councillor Julie McCabe, Vice-Chair

Councillor Alanna Jankov

Also: **Alex Forbes, PHM**

Ellen Faye Catane, PH IO/AA

Regrets: **Councillor Mitchell Tweel**

1. Call to Order

Councillor Duffy called the meeting to order at 5:28 p.m.

2. Declaration of Conflicts

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

3. Approval of Agenda

Moved by Councillor Alanna Jankov and seconded by Councillor Julie McCabe, that the agenda for Monday, March 01, 2021, be approved.

CARRIED

4. Adoption of Minutes

Moved by Councillor Julie McCabe and seconded by Councillor Alanna Jankov, that the minutes of the meeting held on Friday, February 12, 2021, be approved.

CARRIED

5. Business arising from Minutes

There was no business arising from the minutes.

6. Design Review Roster

Alex Forbes, PHM, explained that in 2013, a Design Review Process was created to implement the requirements of the 500 Lot Plan. Part of the process was to create a Design Review Roster. This roster consists of 10 people with a mix of architects, landscape personnel and/or planner. This roster has done a good job supporting the design review process. Some members of the roster have become inactive while others are actively supporting the design review process.

Mr. Forbes would like to renew the Design Review Roster for a five (5) year period and increase the number of members from 10 to 15. Existing members may wish to reapply and continue to be part of the roster. There has been a significant increase in development in the City and the existing design reviewers have also been busy and cannot accommodate all of the recent design review requests as quickly as in the past. Increasing the number of members to 15 would then allow the City to have more available reviewers to draw from at any given time.

Mr. Forbes added that the Design Review Roster Package will be sent out to the different professional associations across the Atlantic Provinces and once staff receives all the applications, the list will be forwarded to Council for review and approval.

No decision needs to be made at this time.

7. Public Meetings for March

Alex Forbes, PHM, suggested that two (2) public meetings be scheduled for March, the first is to deal with the rezoning and site specific amendments, and the second is to deal with all the Zoning & Development Bylaw and Official Plan amendments that needs to go through public meeting. Details of the proposed public meetings were discussed during the planning board meeting earlier at 4:30pm. Members of the committee agreed to the proposal and requested that staff work on the logistics as soon as the Water Lot regulations and signage on murals bylaw amendments are approved by Council to proceed to public consultation. Additional bylaw amendments that were approved in February 2021 to proceed to public consultation will also be included in the second public meeting schedule.

8. Signing Authority for Designate Development Officer

Alex Forbes, PHM, noted that the department is bringing back Ira Birt, retired City Employee and contract Building Inspector, as designate development officer to sign off on permits excluding subdivision developments, rezoning and variance application. Mr. Birt will only be working 1.5 days a week to help issue pending permits and will only be required until the new planner is hired. Mr. Forbes would like to bring forward a resolution to Council for signing authority for Mr. Birt. Members of the committee agreed.

Resolution will be as follows:

That pursuant to the requirements of Section 20 of the Planning Act, R.S.P.E.I, 1988, Cap. P-8, and the requirements of Section 2.1 of the Zoning and Development Bylaw (PH-ZD.2), Council hereby appoints Ira Birt as Designate Development Officer to administer provisions of the Zoning and Development Bylaw with the exception of subdivision developments, rezoning and variance applications.

This designation of authority shall cease if the job duties of this employee no longer require the designation, if the employee terminates employment with the City of Charlottetown, or upon further written notice.

9. New Business

Councillor McCabe asked if the Committee can discuss in a future meeting, the preparations necessary for any large development such as infrastructure, roads, greenspace, etc. Councillor McCabe shared that she spoke with Mr. Kelly and he indicated that in Halifax, developers are required to develop sidewalks, etc. as part of their development. The City currently pays for the some of these expenses and sometimes these additional requirements could cause some implementation delays. Councillor McCabe asked who should be responsible in looking into this. Mr. Forbes inquired if what Councillor McCabe was referring to requirements for developers to cover some additional development costs for required infrastructure or to upgrade existing

DRAFT UNTIL REVIEWED BY COMMITTEE

infrastructure in a given area that is substandard. The latter issue would be dealt with on a yearly basis as a part of the capital budget review process.

Councillor Duffy recalled that this topic was discussed in one of the previous council meetings. Councillor McCabe's wondered how existing substandard infrastructure can be improved through the development application process. Presently, developers are meeting the City's application requirements, but the existing infrastructure is not upgraded to the point where new and existing residents benefit from existing insufficient infrastructure in an area. Councillor Duffy also added that there are certain requirements that developers have to meet and not rely on the City to provide to ensure the infrastructures in place.

Mr. Forbes noted that he spoke with Mr. Adams and there are plans to facilitate upgrades to some of the City's infrastructures and if a developer would like to use the newly improved infrastructure to support their development, the City will require the developers to pay their portion of infrastructure upgrades in an area. Councillor Duffy agreed that this will be discussed at a separate meeting.

Mayor Brown noted that Glenwood Subdivision does not have any sidewalks and is deemed unsafe for foot traffic. Also, for Sherdale Estates, the roadways are very narrow and could be deemed unsafe and is unsure if fire trucks can have easy access to the site. Councillor Duffy also shared that he received calls from residents noting how snow is being piled along their homes, blocking their French doors which acts as their fire escape doors. Mayor Brown also indicated that when Love Subdivision was approved, sidewalks were required to be installed. At present, there are no sidewalks in that subdivision.

Mayor Brown asked if St. Martha's Court would have sidewalks connecting to Mount Edward Road and Mr. Forbes noted that he will look into this in detail.

Mayor Brown also asked when the short-term rental meeting is scheduled. Mr. Forbes explained that because of COVID restrictions, it is difficult to schedule a meeting with the expectation that a lot of residents would like to participate in person. Mayor Brown noted that he wants to deal with this issue now and not in 2022. Mr. Forbes noted that STRs may not be a concern at this time given the pandemic but Mayor Brown and Councillor Jankov strongly recommended that the regulations be in place before 2022. Mayor Brown also added that the City could do several public meeting schedules to address the capacity issues.

Mayor Brown also asked Mr. Forbes to follow up with Mr. Kelly with regard to the Summary Offense Ticketing process.

10. Adjournment

Moved by Councillor Julie McCabe and seconded by Mayor Philip Brown, that the meeting be adjourned. The meeting was adjourned at 5:43 p.m.

Councillor Duffy, Chair

DRAFT UNTIL REVIEWED BY COMMITTEE

A Request for Proposal (RFP) for an electronic permitting system was advertised on the City website on September 14th, 2020 with a closing date of October 16th, 2020.

The RFP defined scoring criteria out of 100 that allocated 30 points to company experience, 30 points to service and communication, 30 points to cost, and 10 points for references. The RFP's were evaluated by four scorers consisting of 4 planning staff members including the Manager of Planning and Heritage. The evaluators reviewed and scored each proposal based on the criteria outlined in the RFP document. The scores below indicate the points allocated to each submission after the four reviewers averaged their scores per submission together. Each proponent had to ensure that their proposal clearly demonstrated how they met each of the criterion as set out in the proposal. If it was not clear if a proponent could meet the objective, or did not even mention the object, their score would reflect that.

The intended work is to supply, train, and implement an automated building permit system in the Planning and Heritage Department. The services would be for a 5-year period with an option to extend for an additional 5-years, if mutually agreed to by both parties. The maintenance cost to retain the license on an annual basis over a five period is approximately \$50,000 per year.

Submissions were received from the following 3 proponents:

Ranking	Proponent	Ranking Points
1	Davenport Group	85.5
2	ESRI Canada Limited	82
3	E-Tech Consulting	60.5

RECOMMENDATION: That the Planning Committee recommends that the successful bidder on the recent RFP for an electronic (Building) permitting system be approved as outlined in the resolution above and forwarded to the Finance Committee prior to final approval by City Council.



**REQUEST FOR EXPRESSIONS OF INTEREST
FROM DESIGN PROFESSIONALS IN THE ATLANTIC PROVINCES
FOR PARTICIPATION IN THE DESIGN REVIEW
OF SUBSTANTIAL/SIGNIFICANT DEVELOPMENT PROPOSALS**

February 2021

Planning & Heritage Department
70 Kent Street, Charlottetown, PE, Canada C1A 1M9
t (902) 629-4158, f (902) 629-4156
e planning@city.charlottetown.pe.ca
w www.charlottetown.ca

OVERVIEW

The City of Charlottetown is seeking expressions of interest from suitably qualified professionals in, but not limited to architecture, landscape architecture, urban design and urban planning to serve as an independent Design Reviewer. Acting in an advisory capacity, the independent Design Reviewer is responsible for reviewing development applications and providing expert design advice to the City.

The City is currently updating the roster of design professionals from which to select an independent Design Reviewer for specific project proposals as needed. The Design Review Roster is a specialised group of consultants selected by the City of Charlottetown to provide independent, impartial, expert design advice.

The Design Reviewer plays a vital role in improving the design quality and functionality of new development within the City of Charlottetown and provides the City with a range of expert advice on architecture, urban design, landscape architecture, sustainability and other design aspects of proposals.

The Design Reviewer will be charged with:

- reviewing project proposals for suitability with urban design concepts and architectural compatibility;
- providing the City with collaborative and independent expert advice on design quality through a formal written recommendation addressing the ten guiding principles of the Design Guidelines and relevant planning bylaws;
- provide the opportunity to liaise directly with applicants and city staff.

The Design Reviewer does not make any decisions on applications but does provide comment on applications for review by staff, the Design Review Board and City Council. The City's role is to consider the advice given by the Design Reviewer, and act upon it, at its discretion. The recommendations of the Design Reviewer are advisory only and do not supersede the City of Charlottetown regulatory role as planning approval authority.

BACKGROUND

In 2013, the City of Charlottetown initiated a design review process to assist in the architectural review of development applications for new buildings or existing buildings undergoing significant renovations in the older historic areas of the City. Preserving the architectural integrity of established areas of the City was highlighted as a goal in recent secondary planning studies dealing with the 500 Lot Area (Central Downtown Area), the Eastern Gateway Master Plan (periphery of the Downtown Area), and Waterfront Master Plan (Downtown Waterfront Area).

All of these secondary plans have been adopted and provide policy direction as well as regulations in the Official Plan and Zoning and Development Bylaw which demonstrate the City's commitment to sustainable and well-designed buildings and streetscapes. To achieve these goals, a Design Review process was established into the development review approval process.

THE ROSTER

Up to fifteen design professionals, including at least two (2) members from Prince Edward Island are to be appointed by Council for five (5) year renewable terms. Council will establish an honorarium amount for reviews and secondary comments to the initial review. A ten (10) day turnaround of project reviews with written comments and marked up drawings as appropriate will be required from the Rostered Professionals.

Please find attached a copy of Section 3.14 of the Charlottetown Zoning & Development Bylaw, which provides in detail the regulations of the Design Review Process. A full digital copy of the Bylaw can be found on our website at: www.charlottetown.ca, under Business and Development, Bylaw Index, Zoning and Development Bylaw.

As well, links to the recently completed Waterfront Master Plan and 500 Lot Area Study, as well as other documents relating to the ongoing Official Plan and Zoning & Development Bylaw Review, may be found at: www.charlottetown.ca, under Business and Development, Official Plan.

If you are interested in being considered for this important and opportune role in Charlottetown's development, please send your credentials and a statement of interest by mail to:

Alex Forbes, Manager of Planning & Heritage
City of Charlottetown
70 Kent Street,
Charlottetown, PE C1A 1M9
Canada

or by email at aforbes@charlottetown.ca.

Queries can be directed to Alex Forbes, Manager of Planning & Heritage at aforbes@charlottetown.ca.

The deadline for submissions is March 30, 2021.

PLANNING AND HERITAGE BOARD MINUTES
MONDAY, MARCH 01, 2021, 4:30 P.M.
VIDEOCONFERENCE (WEBEX)
Live streaming at www.charlottetown.ca/video

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

Bobby Kenny, RM
Basil Hambly, RM
Kris Fournier, RM
Shallyn Murray, RM
Reg MacInnis, RM
Rosemary Herbert, RM

Also: Alex Forbes, PHM
Laurel Palmer Thompson, PII

Ellen Faye Catane, PH IO/AA

Regrets: Councillor Mitchell Tweel

Following the Provincial declaration of the COVID-19 Circuit Breaker measures, the City of Charlottetown is restricting public access to City Hall and meetings will be held via Videoconference (Webex) and will be live-streamed at www.charlottetown.ca/video.

1. Call to Order

Councillor Duffy called the meeting to order at 4:32 p.m.

2. Declaration of Conflicts

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

3. Approval of Agenda

Moved by Rosemary Herbert, RM, and seconded by Councillor Julie McCabe, that the agenda for Monday, March 01, 2021, be approved.

CARRIED

4. Adoption of Minutes

Moved by Mayor Philip Brown and seconded by Reg MacInnis, RM, that the minutes of the meeting held on Monday, February 01, 2021, be approved.

CARRIED

5. Business arising from Minutes

There was no business arising from minutes.

6. Angus Drive (Lot 40) (PID #419143) & 413 St. Peters Road (PID #419135)

This is a request to amend Appendix G – Zoning Map of the Zoning & Development Bylaw for Angus Drive (Lot 40) from Single Detached Residential (R-1L) Zone to Mixed Use Corridor (MUC) Zone; and 413 St Peters Road from Low Density Residential (R-2) Zone to Mixed Use Corridor (MUC) Zone. Also, a request to amend Appendix A- Future Land Use Map of the Official

Plan Map for Angus Drive (Lot 40) & 413 St Peters Road from Mature Neighbourhood to Village Centre Commercial. And further, to consolidate Angus Drive (Lot 40) (PID #419143), 413 St. Peters Road (PID #419135) and 419 St. Peters Road (PID #192187) being Mel's Convenience Store into one (1) parcel, in order to facilitate road upgrades by the Province to St Peter's Road and construct a second means of access for the convenience store to and from Angus Drive. This is a request to proceed to public consultation. Laurel Palmer Thompson, Planner II, presented the application. See attached report.

The subject properties are bound by R-1L zoning to the north, St. Peters Road to the south and Mel's Convenience Store to the east and Angus Drive to the west. A single-family dwelling currently exists on 413 St. Peters Road and Lot 40 on Angus Drive is currently vacant. Mel's is located along St. Peters Road which is a provincial highway and is one of the main arteries travelling in and out of Charlottetown.

Between 2014 and September 2015, Mel's made several applications to rezone the subject properties. The current application has come forward because the Province is undertaking major upgrades to St. Peters Road in the Summer of 2021. Those upgrades include construction of a roundabout at the location of Angus Drive, Hanmac Avenue and St Peters Road. The Province is also constructing a center median along St. Peters Road and that median will not allow vehicle traveling east to make left hand turns into Mel's. It will also not permit vehicles exiting the site to make left hand turns. Right-in and right-out only will be permitted for vehicles traveling west.

In 2013, the Province and the City completed a traffic study and due to traffic generated at this location (Angus Drive and St. Peters Road), the Province did not support an access from Mel's onto Angus Drive until a controlled intersection or roundabout was created. Access on Angus Drive would allow residents north of St. Peters Road to visit Mel's without having to enter traffic along St. Peters Road. It was also identified in that traffic study that there would be no delay in queueing on Angus Drive to St. Peters Road once the roundabout is constructed. Currently, traffic backs up in the morning and evenings on Angus Drive, trying to make left and right turns on to St. Peters Road. This is due to traffic coming into the city for work or people leaving the city to go home in the evening. Residents had major concerns with past applications regarding access to Mel's site because it was very busy in the morning and evening. People were trying to come in for coffee or gas and then exit and enter onto St. Peters Road. They also had a situation with people backing up on Angus Drive. Therefore, residents had concerns about safety and traffic at that time.

The proposed roundabout will alleviate issues with access from Angus Drive and will keep traffic flowing as opposed to waiting to make left or right turns at this intersection. The proposed access driveway from Mel's to Angus Drive will also create a much safer situation for customers leaving or entering the site. Currently, residents that live north of Mel's and St. Peters Road have to go down to St. Peters Road to get to Mel's site. Once this access goes in and the roundabout is constructed, residents to the north of Mel's will be able to turn into Mel's site and not have to enter on to St. Peters Road. That will create a much safer situation. The province has also prepared a memo in regard to the work that is being done and they submitted that today. The memo will be discussed in more detail at the public meeting if approved to proceed to a public meeting.

Staff also recognized that there may be concerns from residents about the intensification of the site with the proposed rezoning and lot consolidation. After the public meeting, there may be things that staff can look at to mitigate any concerns that residents may have. Currently, there are very few commercial support services in East Royalty and Mel's addresses that need and serves the community and the neighborhood in the area. A summary of positive attributes and shortcomings are included in the report. Overall, staff feels that the application has merit and recommends that the application proceed to public consultation. Steve Yeo, Chief Traffic Engineer from the Province, Danny MacIsaac and Jeff Doucette, applicants, were at the meeting to answer questions.

Mayor Brown indicated that the Mel's convenience store located in Cornwall has a similar situation being close to the roundabout and asked if the drive-thru is for the Country Style Coffee shop. Mr. MacIsaac confirmed that the drive-thru is for Country Style. Mayor Brown asked if there were any traffic issues for vehicles coming in and out of the drive-thru onto the Trans-Canada Highway. Mr. MacIsaac indicated that they were not made aware of any traffic issues related to the drive-thru.

Mayor Brown asked Mr. Yeo if the construction for the roundabout along St. Peters Road and Angus Drive will begin this year. Mr. Yeo responded that tenders were closed last Thursday and construction for the roundabout and road widening along St. Peters Road is anticipated to begin in May and be completed around August or September of 2021. Mayor Brown noted that he was interested to know the project's timeline to determine when is the best time to deal with this issue.

Councillor McCabe mentioned that she is aware that residents have questions and concerns about what this proposal will look like and what is expected to happen. Residents also understand that Mel's needs to have safe access. Councillor McCabe indicated that there are ongoing negotiations with residents and that the design for the roundabout was not yet finalized. She initially requested a copy of the plan, but it was not available at that time. However, she saw this proposed plan as part of the City's report and asked Mr. Yeo if he could clarify or confirm the plan presented is the final design. Mr. Yeo confirmed that the site plan presented tonight is the final design. There are still negotiations with property owners, but the project will move ahead as planned. Councillor McCabe asked if the drive-thru and traffic for Mel's will divert onto Angus Drive and then connect to the roundabout. Mr. Yeo confirmed. Councillor McCabe also asked if Mr. Yeo will also be at the public meeting to present the plans and Mr. Yeo confirmed as well.

Councillor Duffy asked Mr. Yeo if he would like to provide any additional information from a provincial standpoint in regard to this application. Mr. Yeo explained that there are two (2) benefits to this proposal to have the driveway along Angus Drive. The first benefit is that residents from Angus Drive no longer be required to enter St. Peters Road to access Mel's. They can just enter and exit through Angus Drive. The other benefit is northbound traffic or traffic heading towards Souris can use the roundabout along Angus Drive to get to Mel's, rather than driving further down along MacWilliams Road roundabout and back to get to Mel's. This would further reduce congestion. From a safety related perspective, there's a big benefit to have that access on to Angus Drive from Mel's as well.

Councillor McCabe asked if there will still be a right-in and right-out from Mel's into St. Peters Road for vehicles traveling to Charlottetown. Mr. Yeo confirmed.

Shallyn Murray, RM, asked if there are any future development plans on the site being proposed for consolidation. Mr. MacIsaac noted that there are no definite plans for the site at this time. They should have a better idea of what is left of the property after the roundabout construction is completed before they can determine any potential or future plans. Mr. MacIsaac added that they are in a position where the plans are driven by the provincial government for the roundabout. It is not their preference to have that roundabout, but at the end the day, they are looking at it the way the government does and agreed that it is going to be a safer access to their site as well. There will be a disruption to their business while construction is in progress, but they are hoping that it will benefit them in the long run.

Reg MacInnis, RM, noted that the current or existing parking area for Mel's is very busy and asked if there are any plans to change the existing layout on the property. Mr. Doucette responded that with the new access on to Angus Drive, there will be less congestion in front of the property. Most of the drive-thru traffic will most likely utilize the exit on Angus Drive. Mr. MacIssac felt that the new access will eliminate some of the traffic being generated along St. Peters Road and would be a safer, less congested area.

Councillor McCabe asked if changing the designation from mature neighborhood to the village center allow further commercial development on the property. Councillor Duffy responded that this application is only a request to proceed to public meeting.

Councillor Duffy asked if Mr. MacIssac would like to share more information. Mr. MacIssac mentioned that it is good to lay the cards on the table. Mr. MacIssac felt that this is a growing community and that it needs services that can be obtained safely. Mr. MacIssac shared that when the liquor stores were closed, Mel's store/location was very busy. Mr. MacIssac felt that there will be a good professional plan going forward and could further serve the community better.

Mayor Brown shared that during the early 2000's, the property at 413 St. Peters Road was being proposed to be converted to a parking area for staff. Mr. MacIssac explained that at the moment, they rent the property at 413 St. Peters Road for staff parking. Mayor Brown asked if this is approved to proceed to public meeting and gets a good response from residents, will it be converted into a permanent parking area for staff. Mr. MacIssac explained that if the request is approved, the plan is to expand their parking. Once the final plan is in place, they will work with the City to get the necessary and required parking spaces approved.

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

Moved by Reg MacInnis, RM, and seconded by Councillor Alanna Jankov, that the request to:

Amend Appendix G – Zoning Map of the Zoning & Development Bylaw for:

- **Angus Drive (Lot 40) (PID #419143) from Single Detached Residential (Large) (R-1L) Zone to Mixed Use Corridor (MUC) Zone; and**
- **413 St. Peters Road (PID #419135) from Low Density Residential (R-2) Zone to Mixed Use Corridor (MUC) Zone;**

And to amend Appendix A- Future Land Use Map of the Official Plan Map for:

- **Angus Drive (Lot 40) (PID #419143) & 413 St. Peters Road (PID #419135) from Mature Neighbourhood to Village Centre Commercial;**

And further, to consolidate Angus Drive (Lot 40) (PID #419143), 413 St. Peters Road (PID #419135) and 419 St. Peters Road (PID #192187),

In order to facilitate road upgrades by the Province to St Peters Road and construct a second means of access for the convenience store to and from Angus Drive, be recommended to Council to proceed to public consultation.

**CARRIED
(9-0)**

7. 7-9 Pownal Street (PID #1105451)

This is a request to Amend “Appendix C – Approved Site Specific Exemptions” as per Section 3.11 Site-Specific Exemptions of the Zoning and Development Bylaw to exempt 7-9 Pownal Street (PID #1105451) from Section 34.2 of the Zoning and Development Bylaw from the required Permitted Uses at Grade on Walkable Streets; and create a new table “Appendix B – Approved Site Specific Exemptions” for the Official Plan to exempt 7-9 Pownal Street (PID #1105451) from the designated permitted uses on a Walkable Street as per Section 4.2.3(2) of the Official Plan, in order to allow residential dwelling units and offices spaces on the ground floor abutting a walkable street subject to amending the existing Development Agreement. Laurel Palmer Thompson, Planner II, presented the application. See attached report.

A new appendix is being proposed to be created and adopted as part of the Official Plan to recognize properties that have been granted site specific exemptions. Ms. Thompson presented images and plans of the building currently under construction. Ms. Thompson also presented the floor space that was initially delegated commercial and tourism related uses. This would exempt the requirement for the building if approved, to provide tourism related uses, retail uses and a cultural establishment on the ground floor abutting Pownal Street which is deemed a walkable street. The subject property is on the corner of Water Street and Pownal Street, and the portion of building that the applicant has requested to be exempted from the provision is immediately adjacent to Pownal Street. The unit was initially intended to have commercial or tourism uses that animate the street.

As per Section 3.11.1 of the Zoning and Development Bylaws, Council does have the right to approve a site specific exemption to permitted uses and regulations in any zone where the plan is not contrary to the Official Plan. However, if an application is contrary to the Official Plan, the Official Plan must be amended as well. In this case, the application is contrary to Section 4.2.3 of the Official Plan which states, “*Walkable streets - the portions of streets perpendicular and south of Water Street, as shown on Schedule B2. Such streets prolongate to the waterfront and are*

intended to be vibrant interactive public spaces. Ground level uses along these streets are meant to animate the street and contribute to the pedestrian experience while creating a strong and distinct sense of place. Permitted uses should be commercial/retail, cultural and tourism service oriented in nature.” Ms. Thompson showed Schedule B2 which depicts where the walkable streets are located. If the application is approved, the Official Plan would have to be amended by creating a new table designated as “Appendix B” and the table will list any future site specific exemptions that may be approved to the Official Plan.

In December of 2012, a new waterfront master plan was developed for the waterfront. The plan designated the streets that ran perpendicular to Water St as walkable streets and these walkable streets were to accommodate active ground floor uses that would activate the waterfront and create a must-see destination. The plan discouraged single purpose, private uses on the ground floor. These ground floors as per the plan should always be reserved for commercial uses like retail, restaurants, pub, visitor centers, galleries, etc.

The applicants submitted a document outlining their rationale for requesting the site-specific exemption. In their submission, they indicated that the proposed uses are more appropriate for waterfront development and listed sections within the Official Plan that supports their application. In general, they contend that converting the ground floor spaces within their building to residential or office spaces is consistent with good planning principles. Although staff does not necessarily agree with various points included in the rationale, staff does not feel that the proposed use of the property undermines the overall integrity of the Waterfront zone. This consideration is one of the key provisions in the Zoning and Development Bylaw when dealing with a site-specific exemption,

However, staff does feel that the when the Waterfront plan was developed, it was intended to have a timeline of 30 years to full build. We are a few years into this plan, but we're nowhere near full build out. In the master plan, this area was identified as the Charlottetown Yacht Club Area and the master plan showed a significant improvement of the Yacht Club property which would include a new breakwater beach, new club house with mixed-use development with ground floor for commercial and residential in the upper floors.

Currently, the area is occupied by the Court House and the existing yacht club and the portion of Water Street that the property flanks on is mainly residential uses. Commercial development has not yet intensified in this area of the waterfront. There has been a lot of development in the portion of the waterfront that is down by the marinas and has become more vibrant since the waterfront plan was initiated. It has not moved westward towards this portion of the waterfront.

Since the current pandemic situation that has affected society as a whole it stands to reason that it would also impact downtown areas as well. Because of the pandemic, staff recognizes that within the current economic situation, it is difficult for landlords to rent retail space.

Staff also noted that the building was designed to have architectural features such as high ceilings, large storefront windows and entrance doors facing the streets to support commercial uses. Although at the current time, it may be challenging for the developer to rent the space for those

types of uses. Economics over time change and will likely dictate what goes into the space in the future. Staff noted that plans are not meant to be static. When the waterfront plan was developed the economy was different. If times change and economic situations change, plans are meant to be flexible so that they can be amended to accommodate the changing time and demand for retail commercial use.

There was a development agreement that was signed for this property and if Council were to approve the site-specific exemption, then an amendment to the existing development agreement would also be required. The applicant has requested that the existing storage building on site that was intended to house garbage receptacles be removed and the garbage facilities be moved to the basement. Staff view this as a positive change. They have also acquired additional land at the rear of the property from Charlottetown Area Development Corporation (CADC) and the purpose of this is to create a new access driveway in the rear yard to access the adjacent building.

The development agreement would have to be revised to reflect that access driveway. Overall, given the current economic situation, staff feels that the applicant's request is reasonable and that it would be difficult right now to rent this portion of the street to a commercial tenant or someone that's involved in tourism as our tourism industry has had a major decline over the past year. Staff is recommending that this be approved to proceed to public consultation. Spencer Campbell, David Lopes and Steve Dunn, representatives for the application, were at the meeting to answer questions.

Rosemary Herbert, RM, noted that a design review process was conducted and got approval in 2018 and asked if this proposal would be any impact to the design review decision. Ms. Thompson explained that the architectural features of the building will not be changed. Only the uses within the building will be changed.

Mr. Campbell shared that they are receiving good responses to the building and a lot of interests for residential use. At this time, it would be difficult with COVID to have similar interests for retail or tourism in that location. The whole section of Water Street that is west of their area is mostly residential. Mr. Campbell felt that residential uses would be the most appropriate use for that area. It is also adjacent to the Courthouse and so there would be a number of possibilities of an office related nature. Given the pandemic, he indicated that they need some flexibility for the use of that space.

Mayor Brown asked if there is a possibility in the future to convert it back to commercial uses or would it remain to be residential. Mr. Campbell responded that if this application is approved for residential uses, they would have to add washrooms and kitchens and may be difficult to convert back to commercial uses. However, there is an option to use it for a variety of office uses. Mr. Campbell also noted that it could be justified economically, they may consider reverting back to commercial use.

Mayor Brown shared that the property along 24 Haviland Street has their garbage bins in the basement and has had pest issues. Mayor Brown noted that while it is aesthetically better, the pest issue is something that they would want to consider. Mr. Campbell responded that they have a

property at 7 Goodwill Avenue which was constructed six (6) years ago. The garbage bins are also located in the basement but noted they never had issues. Mr. Dunn also shared that CADC is currently using this process at the moment and they got the idea from CADC to put the garbage bins in the basement. Mayor Brown noted that the PEI Provincial Housing needs to speak about this issue since Councillor Jankov receives calls from residents about this issue.

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

Moved by Councillor Alanna Jankov and seconded by Bobby Kenny, RM, that the request to:

- **Amend “Appendix C – Approved Site Specific Exemptions” as per Section 3.11 Site-Specific Exemptions of the Zoning and Development Bylaw to exempt 7-9 Pownal Street (PID #1105451) from Section 34.2 of the Zoning and Development Bylaw from the required Permitted Land Uses at Grade on Walkable Streets; and**
- **Create a new table “Appendix B – Approved Site Specific Exemptions” for the Official Plan to exempt 7-9 Pownal Street (PID #1105451) from the designated permitted uses on a Walkable Street as per Section 4.2.3(2) of the Official Plan,**

In order to allow residential dwelling units on the ground floor abutting a walkable street, be recommended to Council to proceed to public consultation.

**CARRIED
(9-0)**

8. Zoning & Development Bylaw (PH-ZD.2) & Official Plan Amendments (PH-OPA.1)

These are updates to proposed amendments to the Zoning & Development Bylaw and Official Plan. Alex Forbes, Manager of Planning & Heritage, presented the application. See attached report.

Mr. Forbes shared that he got an opinion back from David Hooley, City Solicitor, on the Water Lot Regulations last Thursday. The proposed regulations are still being tweaked and revised at this point. It is a tricky situation because there are three (3) levels of government that is involved with the waterfront regulations. Mr. Forbes is hoping that the regulations will be finalized and ready on March 16, 2021 where a special planning board meeting is being proposed. Aside from the water lot regulations, additional regulations dealing with signage and murals will also be presented.

Mr. Forbes also shared that there could be two (2) public meetings in March. The first is to deal with the rezoning applications discussed tonight, and the second public meeting is to deal with all the bylaw amendments that are currently pending public consultation.

Mayor Brown clarified that the legal opinion from Mr. Hooley pertains to the floating docks and asked if the board would like to have separate meeting to review the proposal in detail. Mr. Forbes noted that the proposed amendments are still being updated at this time and the details will be presented on March 16th. Mayor Brown asked when would the public meeting be scheduled for the bylaw amendments. Mr. Forbes explained that the proposed water lot and signage on murals would have to go to Council for approval to proceed to public consultation. As soon as the proposal is approved for public consultation, staff will work on the logistics.

Members of the board were confused with the meeting schedules and plans for public meeting. Ellen Catane explained that the proposed rezonings and amendments that were presented tonight will be forwarded to Council for a decision on Monday, March 8th. Should these applications be approved to proceed to public meeting, the tentative date for public meeting would be March 23, depending on public health guidelines and restrictions. The water lot regulations and signage on murals will be reviewed by Planning Board on March 16 and will then be forwarded to Council for a decision. The date for a special meeting of Council is still be determined. And because of the requirements for notices, letters and newspaper advertisement deadlines, the public meeting date to deal with all the bylaw amendments is still to be determined as well. Usually, it is two (2) weeks after Council makes a decision to proceed to public consultation.

This is only an update and no decision is required at this time.


9. New Business

10. Adjournment of Public Session

Moved by Councillor Alanna Jankov and seconded by Bobby Kenny, RM, that the meeting be adjourned. The meeting was adjourned at 5:25 p.m.

CARRIED

Councillor Mike Duffy, Chair

TITLE: FUTURE LANDUSE MAP AMENDMENT AND ZONING AMENDMENT Lot 40 Angus Drive (PID# 419143) and 413 St. Peters Road (PID #419135) Also Lot Consolidation of PID # 419143, PID # 419135, and PID # 192187 FILE: PLAN-2021-01-MARCH - GA -1 OWNER: Dan MacIsaac APPLICANT: Jeff Doucette		
MEETING DATE: March 1, 2021		Page 1 of 8
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. GIS Map B. Site Plan showing roundabout and access driveway to Angus Drive	
SITE INFORMATION: Context: Single detached dwelling on the corner of Angus and St Peters Road and vacant lot on Angus Drive adjacent to (R-1L) Low Density zoned land. Ward No: 9 Stone Park Existing Land Use: PID # 419143 is vacant, PID # 419135 is occupied by a single detached dwelling on corner Official Plan: Mature Neighbourhood Zoning: PID # 419143, (R-1L) Single Detached Residential, PID # 419135, (R-2) Low Density Residential Zone		

RECOMMENDATION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to advance to public consultation the request to:

amend Appendix G – Zoning Map of the Zoning & Development Bylaw for:

Angus Drive (Lot 40) from Single Detached Residential (R-1L) Zone to Mixed Use Corridor (MUC) Zone; and

413 St Peters Road from Low Density Residential (R-2) Zone to Mixed Use Corridor (MUC) Zone;

And to amend Appendix A- Future Land Use Map of the Official Plan for:

Angus Drive (Lot 40) & 413 St Peters Road from Mature Neighbourhood to Village Centre Commercial;

And further to consolidate PID # 419143 Lot 40 Angus Drive, PID # 419135, 413 St. Peters Road and PID # 192187 being Mel's Convenience Store into 1 parcel.

In order to facilitate road upgrades by the Province to St Peter's Road and construct a second means of access for the convenience store to and from Angus Drive.

REQUEST

This is a request to proceed to public consultation for a request to amend Appendix G – Zoning Map of the Zoning & Development Bylaw for Angus Drive (Lot 40) from Single Detached Residential (R-1L) Zone to Mixed Use Corridor (MUC) Zone; and 413 St Peters Road from Low Density Residential (R-2) Zone to Mixed Use Corridor (MUC) Zone; and to amend Appendix A- Future Land Use Map of the Official Plan Map for: Angus Drive (Lot 40) and 413 St Peters Road from Mature Neighbourhood to Village Centre Commercial. The applicants are also requesting to consolidate PID # 419143 Lot 40 Angus Drive, PID # 419135, 413 St. Peters Road and PID # 192187 being Mel's Convenience Store into 1 parcel.

Development Context

The subject properties are bounded by R-1L zoning to the north, St. Peter's Road to the south, Mel's Convenience Store (MUC) to the east and Angus Drive to the west. Currently existing on the subject properties are a single detached dwelling and Lot 40 Angus Drive is a vacant lot. Mel's is located along St. Peter's Road which is a Provincial Highway. It is the main artery for traffic travelling into and out of Charlottetown.

Property History

January 6, 2014 - Application to rezone a portion of PID #'s 419143 from R-1L to MUC & 419135 from R-2 to MUC. The purpose of the request was to rezone a 35 ft. strip of land to facilitate an 1800 sq. ft. expansion to the existing Mel's Convenience Store and the parking lot.

Feb 3, 2014 - Deferral of rezoning application for a portion of PID #419143 from R-1L to MUC & a portion of PID # 419135 from R-2 to MUC until an engineered site plan showing on and off site traffic flow is submitted to the Planning Department for review.

April 7, 2015 - Application to rezone PID #'s 419143 from R-1L to MUC & 419135 from R-2 to MUC. The purpose of the request was to rezone the properties to facilitate a 1,200 sq. ft. expansion to the existing Mel's Convenience Store, to expand the parking lot, to create a new

access onto Angus Drive and to enable future development on the subject properties. Application was rejected to go to public consultation.

May 4, 2015 - Application to rezone a portion of PID #'s 419143 from R-1L to MUC and P (Parking) & 419135 from R-2 to MUC and P (Parking) and to amend The Future Land Use Map of the Official Plan from Low Density Residential to Commercial. Application was rejected until it could be determined when the controlled intersection at the corner of Angus Dr. and St. Peters Road will be constructed.

July 6, 2015 – Planning Board recommended advancing the May 5, 2015 application to a public meeting to gain input on the proposal to rezone a portion of PID #'s 419143 from R-1L to MUC and Parking & 419135 from R-2 to MUC and parking and to amend The Future Land Use Map of the Official Plan from Low Density Residential to Commercial.

September 10, 2015 - Following Public Consultation - Application was rejected to rezone a portion of PID #'s 419143 from R-1L to MUC and P (Parking) & 419135 from R-2 to MUC and P (Parking) and to amend The Future Land Use Map of the Official Plan from Low Density Residential to Commercial.

ANALYSIS:

There have been several requests over the years to rezone these properties. The current application has come forward because the Province is initiating major upgrades to St. Peter's Road during the summer of 2021. These upgrades will include the construction of a roundabout at the location of Angus Drive, St. Peters Road and Hanmac Drive. In addition to the construction of the roundabout a center medium on St. Peters Road will also be constructed. This medium will not allow vehicles travelling east to make left hand turns into Mel's and will also not permit west bound vehicles exiting the site to make left turns. Only right in/ right out movements will be permitted off St. Peters Road. Therefore, vehicles traveling east will be required to exit onto Angus Drive or St Peters Road in a west bound direction and circle the roundabout before heading east. This will create a much safer situation for vehicles accessing and entering the site.

A traffic study in conjunction with the Province and the City was completed in 2013. The study identified that controlled intersections would have to be constructed along strategic points as development occurs in East Royalty. Due to the traffic generated at this location Angus Drive was identified in the joint City/Provincial traffic study as one of the key intersections for controlled access.

Between the time span of January 2014 and September 2015 Mel's made several applications to rezone these two properties and expand the convenience store. At that time, the Province did not support those applications and indicated they would not support the rezonings without a direct, full access from the site onto Angus Drive. This full access would allow residents north of St. Peter's Road to access the site without having to enter traffic on St. Peters Road. As well it was identified that there would be no delays in traffic queuing on Angus to enter St. Peter's Road once a roundabout was constructed.

One of the major concerns with previous applications was traffic and how it enters and exits Mel's site. Many residents had safety concerns with motorists trying to access St. Peter's Road from Angus Drive. The proposed roundabout will alleviate issues with access from Angus Drive to St. Peters Road and will keep traffic flowing as opposed to waiting to make left or right turns. The proposed access driveway from Mel's property onto Angus Drive will also create a much safer situation for customers leaving or entering the site. However, there may be concerns from area residents regarding the impacts of expanding the commercial property. After the public consultation there may be mitigative measures that can be employed to alleviate resident's concerns.

Currently there are very few commercial support services in East Royalty. Mel's are providing retail amenities to the neighbourhood of East Royalty.

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"> Access onto Angus Drive from Mel's will create a much safer situation for vehicular traffic. The proposed traffic upgrades to St. Peters Road are upgrades that were identified in the joint 	<p>A portion of 413 St. Peters Road PID #419135 will become part of the roundabout.</p>	<ul style="list-style-type: none"> Residents adjacent to Mel's and the properties that are proposed to be rezoned may perceive potential land use conflicts from the proposed application.

traffic study between the City and the Province.

- East bound left turns from Mel's will be prohibited due to the construction of a new central medium. This will create a much safer situation.
- Residents living on the north side of St. Peters Road will not have to enter St. Peters Road to access Mel's but will be able to access the site via Angus Drive if the new access driveway is permitted.

CONCLUSION:

Given that these initiatives were identified in the 2013 traffic analysis between the City and the Province as beneficial. The construction of the roundabout and a rear access from Mel's onto Angus Drive will create a safer situation for the traveling public and customers entering and exiting Mel's. Staff feel that this application has merit and are recommending advancing the proposal to public consultation.

RECOMMENDATION:

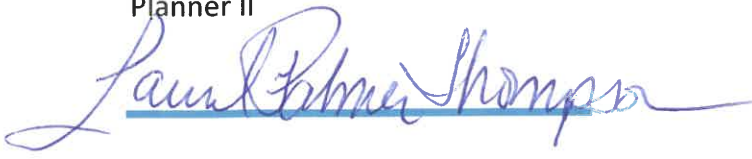
The Planning & Heritage Department encourages Planning Board to recommend to Council to advance the rezoning request for Lot 40 Angus Drive and 413 St. Peters Road and the lot consolidation of 417 St. Peters Road (Mel's), Lot 40 Angus Drive and 413 St. Peters Road to public consultation.

**TITLE: FUTURE LANDUSE MAP AMENDMENT AND ZONING AMENDMENT– Lot 40
Angus Drive and 413 St. Peters Road. Lot Consolidation of PID # 419143 Lot 40
Angus Drive, PID # 419135, 413 St. Peters Road and PID # 192187, 417 St. Peters
Road**

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PRESENTER:

Laurel Palmer Thompson, RPP,
MCIP
Planner II

A handwritten signature in blue ink, reading "Laurel Palmer Thompson", written over a horizontal blue line.

MANAGER:

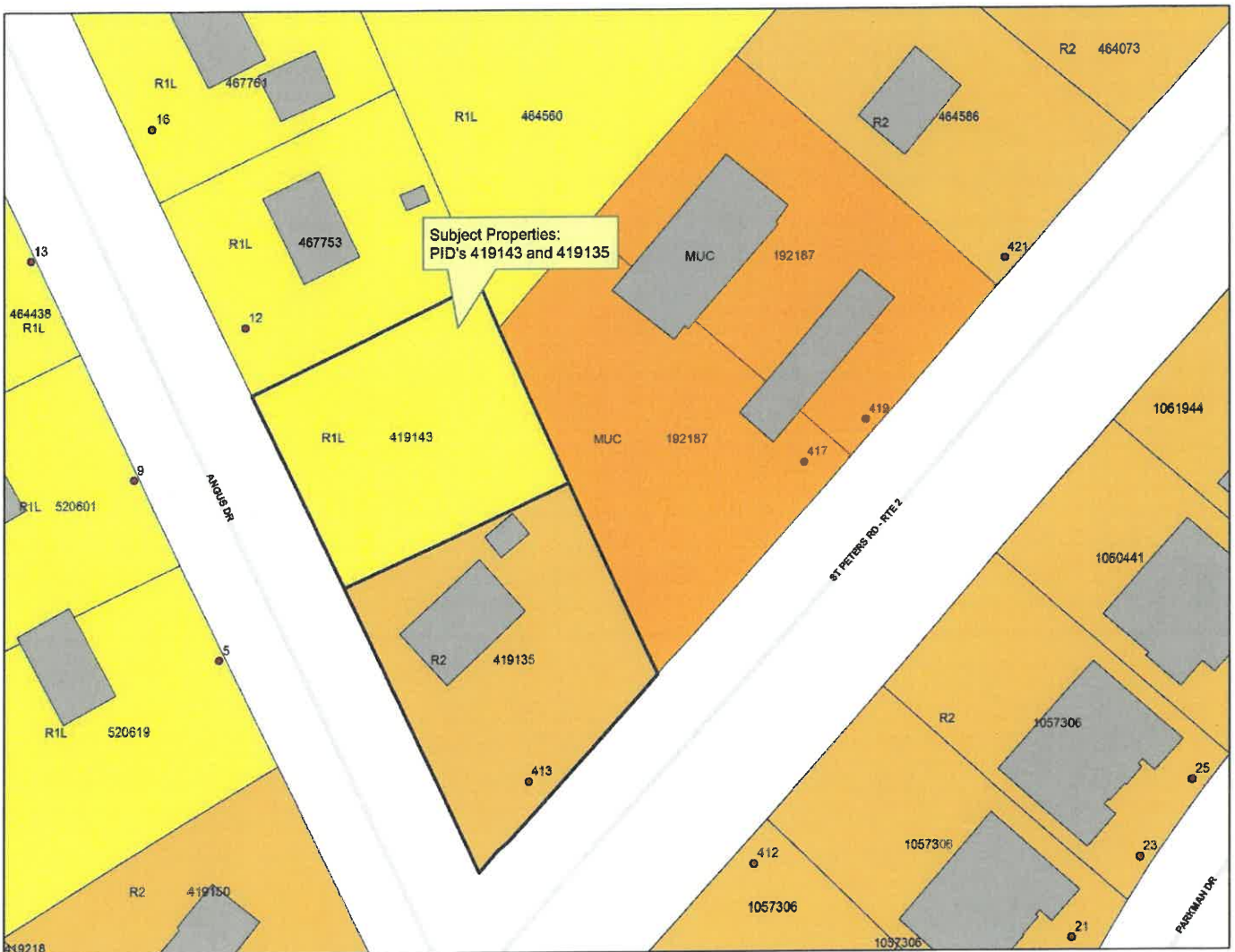
Alex Forbes, MCIP, MBA
Manager of Planning & Heritage

A handwritten signature in blue ink, reading "Alex Forbes", written over a horizontal blue line.

TITLE: FUTURE LANDUSE MAP AMENDMENT AND ZONING AMENDMENT– Lot 40 Angus Drive and 413 St. Peters Road. Lot Consolidation of PID # 419143 Lot 40 Angus Drive, PID # 419135, 413 St. Peters Road and PID # 192187, 417 St. Peters Road

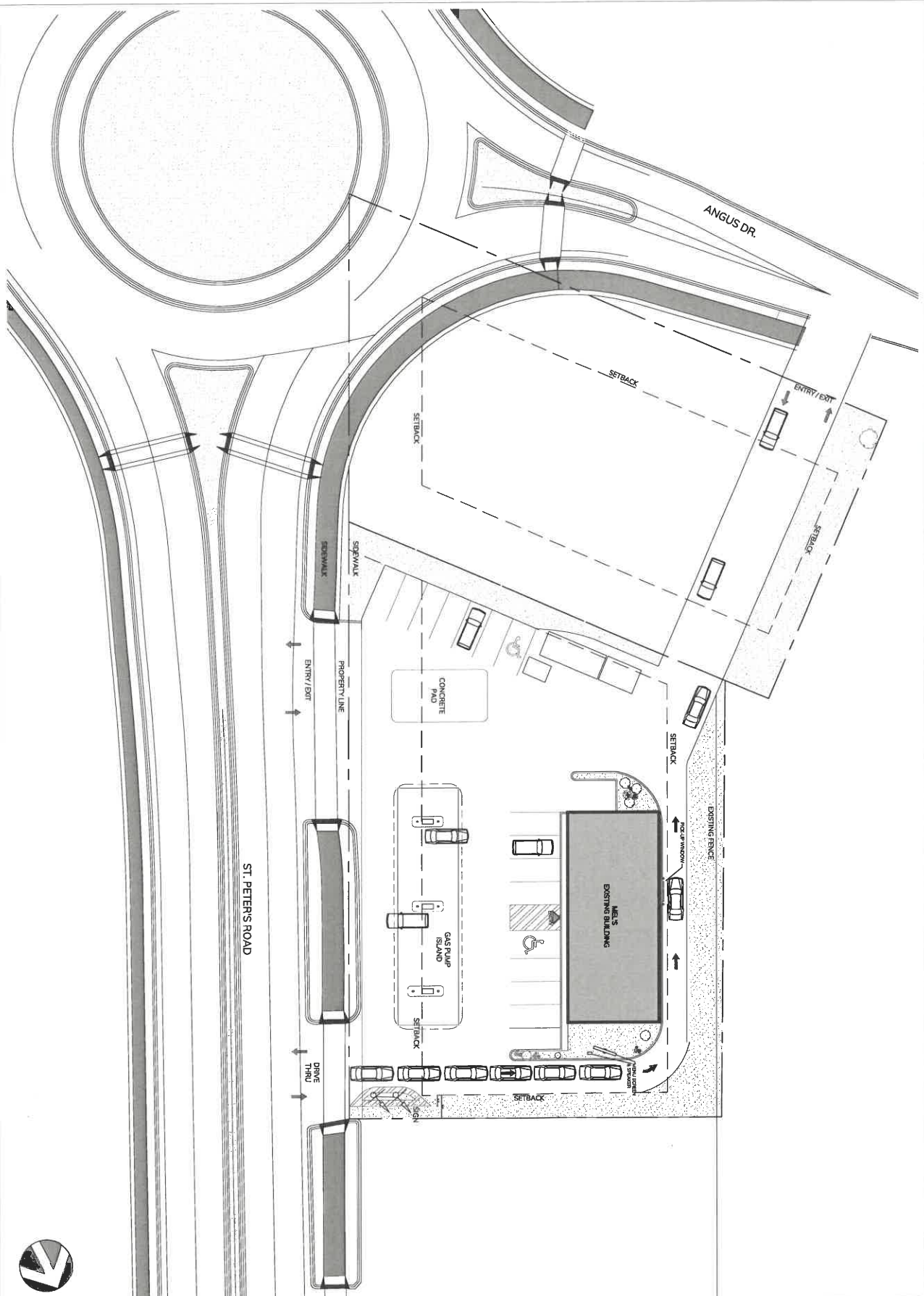
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GIS Map:



TITLE: FUTURE LANDUSE MAP AMENDMENT AND ZONING AMENDMENT– Lot 40 Angus Drive and 413 St. Peters Road. Lot Consolidation of PID # 419143 Lot 40 Angus Drive, PID # 419135, 413 St. Peters Road and PID # 192187, 417 St. Peters Road	Page8 of 8
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Site plan showing location of rear access driveway and roundabout:



TITLE: SITE SPECIFIC EXEMPTION APPLICATION FILE: PLAN-2021-1-MARCH- GA-2 7-9 POWNAL STREET (PID #1105451) OWNER: 102296 PEI INC.		
MEETING DATE: March 1, 2021		Page 1 of 14
DEPARTMENT: Planning & Heritage	ATTACHMENTS: <ul style="list-style-type: none"> A. GIS Map B. Schedule "B2" Official Plan C. Proposed Appendix "C" Official Plan D. Applicant submission outlining their rational for requesting a site specific exemption. E. Location of space subject to Walkable Street Provision F. Façade of Building along Walkable Street. 	
SITE INFORMATION: Context: 500 Lot Area, Walkable Ward No: 1 – Queens Square Existing Land Use: Mixed Use building Official Plan: Waterfront Zoning: Waterfront Zone (WF)		
PREVIOUS APPLICATIONS: See Property History		

RECOMMENDATION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to proceed to public consultation for the request to Amend "Appendix C – Approved Site Specific Exemptions" as per Section 3.11 Site-Specific Exemptions of the Zoning and Development Bylaw to exempt 7-9 Pownal Street (PID #1105451) from Section 34.2 of the Zoning and Development Bylaw from the required Permitted Uses at Grade on Walkable Streets;

and amend the Official Plan by creating a new table "Appendix B – Approved Site Specific Exemptions" to amend Section 4.2.3(2) of the Official Plan to exempt 7-9 Pownal Street (PID #1105451) from the designated permitted uses on a Walkable Street, in order to allow a ground

floor commercial space to be used for office or residential space subject to amending the existing Development Agreement.

BACKGROUND:

Request

The property owners, 102296 PEI Inc. have made an application for a Site Specific Exemption from the requirement under Section 34.2, Permitted Uses at Grade on Walkable Streets of the Zoning and Development Bylaw. This application also will require an amendment to the Official Plan to exempt PID # 1105451, 7-9 Pownal Street from Section 4.2.3(2) of the Official Plan. Moreover, a new Appendix to the Official Plan needs to be created to recognize those properties that have been granted site specific exemptions. Staff are recommending that a new table "Appendix "B" Approved Site Specific Exemptions" form part of the Official Plan.

If approved, this site specific exemption would allow the multi-use building on PID # 1105451 to incorporate residential and office use on the ground floor and be exempted from the requirement to provide tourism related services, retail uses or a cultural establishment on the ground floor of the building abutting Pownal Street which is deemed a Walkable Street under the Official Plan and Zoning Bylaw.

Development Context

The location of the building in question is on the corner of Water and Pownal Street and the portion of the building that the applicant has requested be exempt from this provision of the Bylaw and Official Plan is immediately adjacent to Pownal Street which is deemed a Walkable Street under Section 34.2.3 of the Zoning and Development Bylaw. The unit was initially intended to house commercial or tourism uses that animate the street.

Property History

- Design Review approval was originally granted on March 1, 2018 with revisions to said approval being approved on October 10, 2019.
- June 12, 2018: Development Agreement signed as per the plans approved by the Design Review Board.

- April 23, 2020 the Design Review Board approved revised plans resulting in further changes to the building design.
- Revised Development Agreement signed on May 5, 2020.
- A building permit was issued on August 5, 2020 to construct the multi-unit building.

LEGISLATIVE REQUIREMENTS:

Notification

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

ANALYSIS:

As per Section 3.11.1.a. of the Zoning & Development By-law, Council may approve a site specific exemption to the permitted uses and regulations in any Zone, where ... the proposed Site Specific Exemption is not contrary to the *Official Plan*. If an application is contrary to the Official Plan, an application to amend the Official Plan must be filed in conjunction with the application. This application is contrary to Section 4.2.3(2) of the Official Plan which states,

“Walkable Streets – the portions of streets perpendicular and south of Water Street as shown on Schedule “B2”. Such streets prolongate to the waterfront and are intended to be vibrant interactive public spaces. Ground level uses along these streets are meant to animate the street and contribute to the pedestrian experience while creating a strong and distinct sense of place. Permitted uses should be commercial/retail, cultural and tourism service oriented in nature.”

If this application is approved to release the property owner from the requirements for a walkable street then the Official Plan will have to be amended by creating a new table “Appendix B” which will form a list of this and any future Site Specific Exemptions that may be approved to the Official Plan.

In December of 2012 a new Waterfront Master Plan was developed for the waterfront. The plan’s intent was to guide new development on the waterfront by ensuring a high standard of infill development, preserving and enhancing open space on the waterfront, providing

continuous public access and increasing destination potential by creating activity and vibrancy. All of these factors would contribute in the long term toward creating a strong sense of place to be enjoyed by both residents and visitors alike.

The Plan designated portions of streets that ran perpendicular and south of Water Street as “Walkable Streets” These streets are depicted on Schedule “B-2” of the Official Plan and in Section 34.2.3 Map C, Walkable Streets of the Zoning and Development Bylaw. Generally speaking the Waterfront Master Plan identified the waterfront as, *“A place a place for active ground floor uses which will activate the waterfront and create a must see/experience destination. Single purpose private uses should always be discouraged on the ground floor if they don’t encourage public activity (e.g. residential uses , offices, general industrial uses, parking garages, etc.). The ground floors should always be reserved for commercial uses like retail, restaurants, pubs, visitor centres, galleries, etc. These uses should be encouraged to have an active address on the waterfront.”*

Section 3.5 of the Official Plan **Waterfront Development,**

Defining Our Direction

Our goal is to make the waterfront more accessible to the public, to facilitate development of strategically situated waterfront properties for a wide variety of uses, and to protect important views to and from Charlottetown Harbour.

1. *Our objective is to make the waterfront more accessible to the public.*

Along with their application for a site specific exemption the applicants have submitted a document outlining their rational for requesting the site specific exemption. The applicant’s submission is attached to this report. The applicants contend within their submission that the uses they propose are more appropriate for waterfront development and have listed within their submission various sections within the Official Plan which they interpret as supporting their application. In general, they contend that converting the ground floor space within their building to residential or office space is consistent with good planning principles, is in line with the policies and objectives of the Official Plan and is in the interest of the public. Although staff does not agree with various points included in their rational staff does not feel that the use they propose for this space undermines the overall integrity of the Waterfront Zone.

Notwithstanding, the Waterfront Plan when developed was intended to have a timeline of 30 years to full buildout. This area of the waterfront was identified within the master plan as the Charlottetown Yacht Club area. The master plan showed a significant improvement of the yacht club property which would include a new breakwater, births, a beach and new clubhouse with mixed use development (ground floor commercial and residential on the upper floors). Currently this area houses the courthouse, the existing yacht club and the portion of Water Street that this property flanks on is mainly occupied with residential uses. Commercial development has not yet intensified in this area of the waterfront. Staff would also note that when the Waterfront Plan was developed it was prior to COVID. Over the past year society has experienced unprecedented times during the pandemic. Downtowns across the country have faced many challenges. With many people moving to online shopping, and employers requiring their employees to work from home retailers, services and office buildings have struggled to stay open and many have been forced to close. Unfortunately, merchants in Charlottetown's downtown have not been exempt from this. Therefore, staff recognizes that within the current economic climate it is difficult for landlords to rent retail space. Staff would also note that this building was designed to have architectural features such as high ceilings, large storefront windows and entrance doors facing the street to support commercial uses. Although, at the current time it may be challenging to rent this space for retail, tourism or service uses as times change economics will more than likely dictate the uses for this space.

Staff would also note that plans are not meant to be static documents but on the contrary are meant to be flexible to accommodate changing times.

Due to the fact that a development agreement exists for this property if Council were to approve this site specific exemption then an amendment to the existing development agreement would be required. In addition, the applicant has requested that an existing storage building on site that was intended to house garbage receptacles be removed as the applicant has indicated that facilities to house the garbage receptacles can be accommodated in the basement of the building as opposed to outside. Staff views this as a positive change. The applicant has also acquired additional land at the rear of the property from the Charlottetown Area Development Corporation. The applicant wishes to create a driveway across the rear yard to access the rear yard of their adjacent building. The revised Development Agreement would reflect the driveway crossing the rear yard of the subject property.

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

Positives	Neutral	Shortcomings
<ul style="list-style-type: none"> ▪ The space would be occupied and not vacant until the economy changes to support retail use in this area. ▪ The applicant is proposing to relocate storage for garbage receptacles into the basement of the building. ▪ Allowing the unit to be used for residential would provide another housing option to meet a demographic need in the downtown. 	<ul style="list-style-type: none"> ▪ The existing Development Agreement would have to be amended. 	<ul style="list-style-type: none"> ▪ The application is contrary to the Official Plan and therefore requires the Official Plan to be amended. ▪ If approved other property owners may request exemptions to the walkable street provision resulting in less activity in this area of the waterfront.

CONCLUSION:

Given the current economic climate which has been brought on by the pandemic staff feel that this proposal has merit and are not averse to recommending for this application to proceed to public consultation. Therefore, staff feel that it is reasonable to gauge the public's opinion on the proposal to allow a site specific exemption to also allow residential and office use along a designated Walkable Street at 7-9 Pownal Street.

PRESENTER:



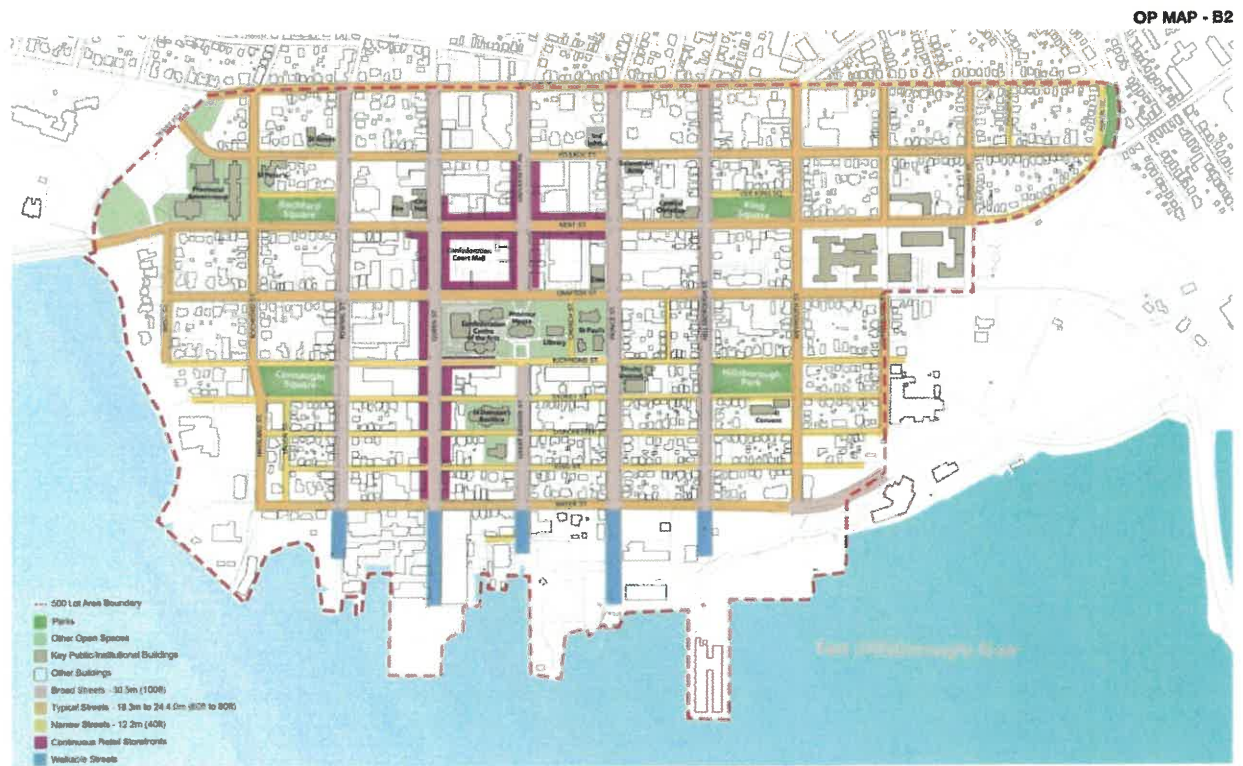
Laurel Palmer Thompson, RPP
MCIP Planner II

MANAGER:



Alex Forbes, MCIP, MBA
Manager of Planning & Heritage

Attachment "B": Schedule B2 Official Plan:



Schedule "B2" Streetscapes Plan for the 500 Lot Area

Attachment “C” Proposed Appendix For the Official Plan:

APPENDIX “B” APPROVED SITE SPECIFIC EXEMPTIONS Official Plan

The following properties have been subject to a site or area specific exemption to the permitted land use or regulations by way of an amendment for a particular property or properties:

Future Land Use Designation	PID	Civic Address	Use	Exemption
Waterfront	1105451	7-9 Pownal	Mixed use Residential Building	Notwithstanding the provisions of Section 4.2.3(2), the following additional uses are permitted on property identified as (PID# 1105451) residential and office use on the ground floor along a designated Walkable Street.

Attachment “D” Applicant Submission:

Mr. Forbes:

Please consider this to be an application on behalf of 102296 PEI Inc. (“the Owner”) pursuant to section 3.11 of the Zoning and Development Bylaw (“the Bylaw”). Specifically, the request is that our mixed-use property (“the Property”) currently under development at the corner of Water and Pownal Streets (PID 1105451) be relieved from the “walkable street” provisions contained in section 34.2.1 of the Bylaw.

As you know, Water and Pownal Streets are designated as “walkable streets” under the Bylaw. As a result of this designation, a portion of the ground floor (see attached first floor plan with “the Space” outlined in red) of the Property is limited to certain uses. Section 34.2.1 states:

34.2.1 Only those uses listed below shall be permitted on the ground floor of a Building in the WF Zone immediately abutting a designated Walkable Street (Map C):

- a. Eating and Drinking Establishments;*
- b. Tourism related services including but not limited to, information services, touring services, or personal equipment rentals;*
- c. Retail Store; and*
- d. Cultural Establishment*

We understand and appreciate the objectives involved in the designation of walkable streets but suggest that other uses would be more appropriate for the Space and more viable for the Owners.

With respect to other uses, the Property, as you know, is located directly adjacent to the Law Courts and so the Space would be very suitable as office space for lawyers or others involved in the operation of the Courts. It would also be suitable for a variety of other commercial uses or for a residential use given that every other building on Water Street west of Pownal is occupied as residential accommodation.

We do not see the Space appropriate for tourism related services. It is off the “beaten path” of Queen Street and has limited parking. Similarly, we do not see the Space as being suitable for a cultural or a retail use. Again, such uses would be at odds with other area uses. A retail use, in particular, would be difficult given the location, the lack of parking and, more generally, the retail challenges being faced as a result of the pandemic.

With respect to an eating and drinking establishment, we would see this as a negative for the tenants who will reside in this building in terms of noise, smell and traffic. We are also of the view that residents who live on Water Street west of Pownal would be opposed to this type of use.

Section 3.11 of the Bylaw permits site-specific exemptions from the Bylaw under certain circumstances. Most relevant are that: (1) the proposed exemption not be contrary to the Official Plan; (2) the proposal does not undermine the overall integrity of any given zone; (3) the proposal is in the public interest; and (4) is consistent overall with good planning principles.

We are of the view that our application meets these criteria.

First, the proposed exemption is not contrary to the Official Plan. A review of Charlottetown's Official Plan makes clear that the waterfront is seen as a location suitable for various land uses:

*Both the Boylan Commission and the Stevenson-Kellogg Report pointed out that the waterfront is a key ingredient in the healthy development of the City. Its historical legacy, view plane characteristics, and diverse elements are central to Charlottetown's image and identity. **The area now supports a variety of residential, commercial, industrial, and recreational activities...**which collectively contribute to festivity and animation along the waterfront during warm weather months. **Indeed, these mixed-use elements represent the kind of future growth and development which best suits that part of the waterfront which extends from the Hillsborough River Bridge to Haviland Street. However, more attention should be paid to encouraging new residential and commercial development in this area, as well as year-round usage of the waterfront's facilities.** (page 24, emphasis added)*

And at page 25:

Our policy shall ensure that only the highest quality mixed use development is reserved for the waterfront. (emphasis added)

In our respectful submission, the Property is exactly the type of high quality mixed-use development that is endorsed by the Official Plan. The Official Plan makes clear that "... more attention should be paid to encouraging new residential and commercial development in this area." Exempting the Property from the walkable street provisions of the Bylaw in order to permit a commercial or residential use for the Space would therefore not be contrary to the Official Plan.

Second, the proposal does not undermine the overall integrity of any given zone. In this case the subject property is located within the Waterfront Zone (WF). The Bylaw permits a variety of uses in the Waterfront Zone (see Section 34.1). The types of uses most appropriate for the Space, commercial and residential, are uses permitted in the Waterfront Zone. As a result, permitting these uses would not undermine the overall integrity of the Zone.

Third the proposed exemption is in the public interest. The public most directly impacted by the Space are the future residential tenants of the Property and the Property's immediate neighbors.

As indicated *infra*, all other properties located on Water Street west of Pownal have a residential use. More generally, the Official Plan recognizes that a variety of uses in the Waterfront Zone contributes to the overall public good:

*“... the downtown waterfront area includes a vibrant mix of residential, commercial, industrial, and recreational activities. With appropriate comprehensive planning, this part of the waterfront can become a major catalyst that attracts more complementary **year-round residential and economic activity**, and will thus contribute to the expansion of general development within the downtown area.”* (page 26, emphasis added)

In sum on this point, a strong year-round commercial or residential tenant in a new, high-quality waterfront building is in the interest of other tenants, neighbors and the public generally.

Finally, the proposed exemption is consistent overall with good planning principles. We have been in communication with Mr. Rob LeBlanc of Fathom Studio who was intimately involved in the preparation of the City’s Comprehensive Waterfront Master Plan and is supportive of our request.

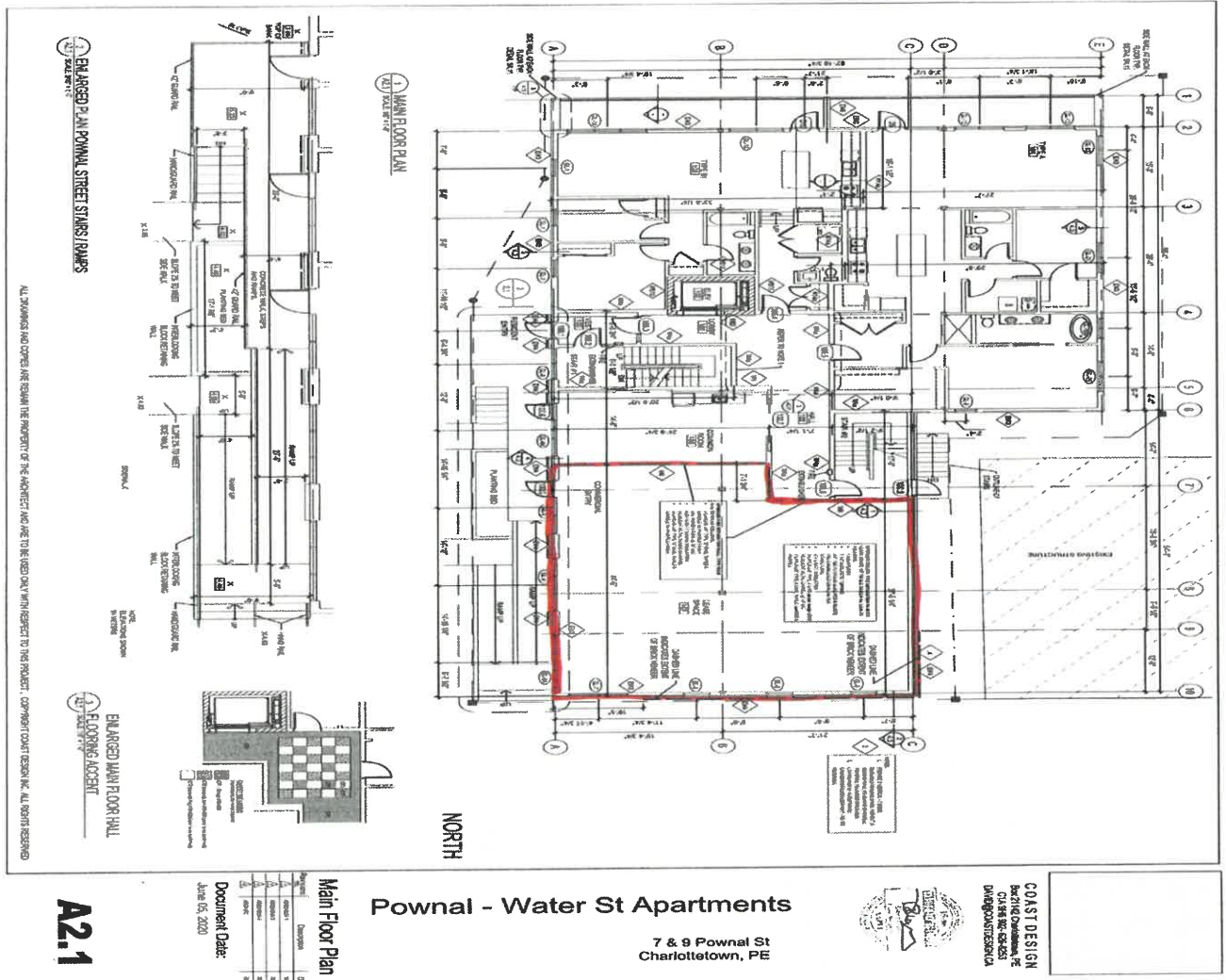
In sum, in our respectful opinion the criteria for a site specific exemption contained in section 3.11 have been met and the Property should be relieved from the walkable street provisions of the Bylaw. The Property is located in the Waterfront Zone and the Owners should be permitted to rent the Space for one of the uses permitted in the Zone.

Please let me know if additional information is required in order to consider our application.

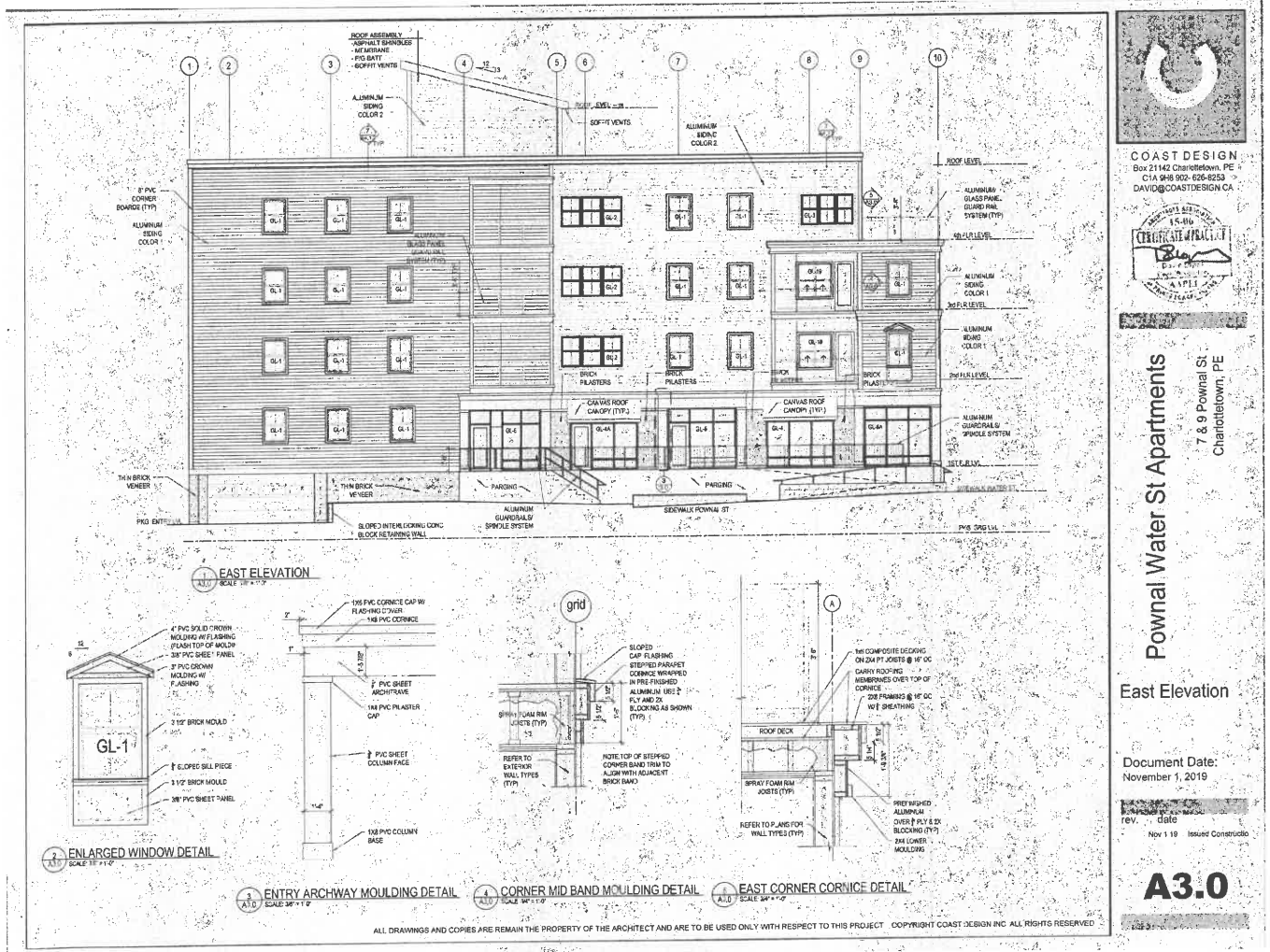
All of which is respectfully submitted.

Spencer Campbell on behalf of 102296 PEI Inc.

Attachment "E": Location of Space Subject to Walkable Street Provision:



Attachment "F": Façade of Building Along Walkable Street:



PLANNING AND HERITAGE COMMITTEE – DESIGN REVIEW BOARD MINUTES
MONDAY, MARCH 01, 2021 4:00PM
VIDEOCONFERENCE (WEBEX)
Live Streaming: www.charlottetown.ca/video

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

Greg Munn, RM
Sharon Larter, RM
Kris Fournier, RM
Brian Gillis, RM

Also: Alex Forbes, PHM
Robert Zilke, PII

Ellen Faye Catane, IO/AA

Regrets: Councillor Mitchell Tweel

Kenneth McInnis, RM

Following the Provincial declaration of the COVID-19 Circuit Breaker measures, the City of Charlottetown is restricting public access to City Hall and meetings will be held via Videoconference (Webex) and will be live-streamed at www.charlottetown.ca/video.

1. Call to Order

Councillor Duffy called the meeting to order at 4:05 pm.

2. Declaration of Conflicts

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

3. Approval of Agenda

Moved by Mayor Philip Brown and seconded by Greg Munn, RM, that the agenda for Monday, March 01, 2021, be approved.

CARRIED

4. Adoption of Minutes

Moved by Mayor Philip Brown and seconded by Greg Munn, RM, that the minutes of the Tuesday, October 27, 2020 meeting, be approved.

CARRIED

Mayor Philip Brown asked if Mr. Forbes could get a timeline for the Fitzroy Parkade façade development. Mr. Forbes had some technical difficulties and Councillor Duffy noted that Mayor Brown's query will be answered after the agenda item is discussed.

5. Business arising from Minutes

6. Lot 2019-3 St. Martha's Court (PID #390740)

This is a request to review the request for a multi-residential dwelling development on St. Martha's Court. Robert Zilke, Planner II, presented the application.

The department has received an application for a 48-unit apartment building on 18 St. Martha's Court. The property is located off of Mount Edward Road. Mr. Zilke highlighted the subject site, the Confederation Trail that runs northwest of the site and the proposed site plan and building layout. The parking is situated behind the building and is screened from the street and abuts along the Confederation Trail.

Looking from St. Martha's Court, the façade is broken down with different treatments and colors. The material of the building is vinyl. Another rendering also showed the Confederation Trail with the parking and the building layouts with the access and elevations.

Mr. Zilke noted that the one thing that staff would like to bring forward to the board is that, when the application went through a CDA amendment, there was a condition that was placed in the development agreement. Due to the fact that at the time of the approval, there were no elevations or renderings submitted, Council approved it subject to the buildings undergo a design review to ensure that the design will be in keeping with the area.

As everyone is aware, there are no design criteria for any development outside the 500 Lot Area. The only time that a design review outside the 500 Lot Area would be required would be in situations where developments consists of affordable housing units. In this case, there are no affordable units proposed but the project is subject to design review as a result of a condition in the development agreement.

Aaron Stavert, architect, worked with the St. Dunstan's group on design standards, looking at everything from site design, lighting to building materials, as well as form and context of any buildings that will be constructed on St. Martha's Court. Those design criteria are also registered by restrictive covenant. There is a process in place internally by the property owner (St. Dunstan's Church) that these buildings go through design review. The application is here today to take a look at the design and receive input or approval from the design review board that they are comfortable with the proposed design as submitted. Mr. Zilke also noted that staff has no concerns with the proposed design. The façade was broken down with different materials, treatments, colours and if this design was submitted at the time of the rezoning application, staff would have supported it at that time as well. Greg Morrison, the developer's representative, was at the meeting to provide additional information and answer questions from the board.

Members of the board did not have any issues with the design. Brian Gillis, RM, indicated that it was his understanding that a very comprehensive design approval process has been provided to the board which was prepared by Open Practice. Mr. Gillis asked if Mr. Stavert reviewed the project and ensured that it complied with the requirements. Mr. Morrison explained that the proposal was sent to Mr. Stavert and St. Dunstan's and is currently under further review. Mr. Morrison noted that Mr. Stavert provided his initial comments and the proposed design before the board this evening addresses the concerns raised. Mr. Morrison indicated that they are anticipating receiving comments back from Mr. Stavert to their design proposal on Friday. Ultimately, the proposal has be approved by St. Dunstan's before they can develop the property.

Mayor Brown confirmed that the applicants for this project is the Arsenault Brothers and asked if the proposed design is required to go back to St. Dunstan's Board of Governors for approval. Mr.

Morrison confirmed and explained that St. Dunstan's University subdivided the property, built the road and are selling lots subject to the development of each lot with restrictive covenants that indicate the design, the building, layout, type of colors, uses on the property and landscaping requirements in addition to what the City requires. The church is acting as their own design review board internally for themselves and Mr. Stavert is their design reviewer.

Mr. Morrison conveyed this overlap in the review processes to Mr. Forbes and suggested that St. Dunstan's has a strict design review process and the Arsenault Brothers do not have any concerns meeting their requirements. However, if the City would also required a design review process that would be in conflict with what the design standards imposed, the developers are in a situation where they won't be able to satisfy both parties and won't be able to get a permit to develop the property. Mr. Morrison felt that St. Dunstan's has a very strict and significant process that should be able to satisfy any design concerns of the City since there are not specific design standard for properties outside the 500 Lot Area.

Mr. Gillis agreed with Mr. Morrison and personally felt that the board has no reason to be in a secondary review of this proposal. Mayor Brown also agreed. Mr. Morrison also noted that there are five (5) lots in total at St. Dunstan's Court that would require the same design review approval process. If the board felt that the independent design review satisfies this requirement, then future development may follow the same approach as this application.

Mayor Brown clarified how St. Dunstan's design review could contradict the City's design review. Mr. Morrison explained that the development undergoes a design review process through St. Dunstons. The City goes through a separate design review process that utilizes another design reviewer. The City's design reviewer may provide recommendations that do not align with St. Dunstan's design standards. In this situation, it would be difficult for the developers to resolve the situation because of contradicting requirements. The developers need to satisfy the requirements of St. Dunstan's to be able to build on the lot but also, they need the City's approval before they can be issued a permit.

Councillor Jankov asked if staff could clarify what the board is required to decide on today. Councillor Duffy explained that the City is trying to adopt the design review process as it applies to the 500 Lot Area. However, in this case, the property is not within the 500 Lot Area and therefore is not applicable. Mr. Zilke also explained that the purpose of the design review is to satisfy the conditions of the CDA amendment to ensure that any proposal go through a design review process and meet the required criteria. As pointed out, there is no design criteria for anything outside of the 500 Lot Area. This application is just satisfying that condition of the CDA amendment. Mr. Forbes also explained that it is a part of the development agreement that a design review be conducted on this property. But again, this is a unique circumstance where the review has already been undertaken. Mr. Forbes noted that it is up to the board to decide and if the board feels that the process is redundant, the board can approve the design review proposal as submitted.

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

Moved by Brian Gillis, RM, and seconded by Sharon Larter, RM, that the proposed renderings for the property at Lot 2019-3 St. Martha's Court (PID #390740), be approved, subject to confirmation by St. Dunstan's design reviewer, Aaron Stavert, that standards and design requirements imposed by the property owners are satisfied.

**CARRIED
(7-0)**

7. New Business

Mayor Brown asked Mr. Forbes if he could provide a timeline on the Fitzroy Parkade façade and what are the necessary steps in order to move ahead with the completion of the project. Mr. Forbes explained that it is still a requirement for the work to be completed. However, there was a delay in getting the work done because of timing and other issues. Mr. Forbes noted it was his understanding that project has budgetary implications and that he will follow up with Peter Kelly, CAO. Mr. Forbes is uncertain if CADC had the budget to move forward but indicated this will be reviewed. Mayor Brown commented that project was approved by the design review board and that the budget calculations should have been incorporated as well. Mr. Forbes agreed and indicated he needed to clarify who was funding the project. He mentioned that the work is required to be completed by CADC and it's just a matter of the timing and funding.

8. Adjournment

Moved by Mayor Philip Brown and seconded by Greg Munn, RM, that the meeting be adjourned. The meeting was adjourned at 4:25 p.m.

Councillor Duffy, Chair

Catane, Ellen

From: Zilke, Robert
Sent: Friday, February 19, 2021 2:10 PM
To: Brian Gillis; gmunnn@sablearc.com; kris@krisfournier.com; sb larter@gmail.com; Alanna Jankov; Julie McCabe; Duffy, Mike; Mayor of Charlottetown (Philip Brown)
Cc: Forbes, Alex; Catane, Ellen; Saunders, Todd
Subject: Design Review
Attachments: Architectural Drawings.pdf; 201215_SDU Covenants_Final_REV.PDF; REVISED10_1 - Photo.jpg; REVISED10_9 - Photo.jpg

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon,

The Planning Department received a design review request for a multi-residential dwelling development on St. Martha's Court and it is subject to the restrictive covenants registered on title by the St. Dunstan's University (SDU) Board of Governors. SDU had their Comprehensive Development Plan approved by the City and it was subject to the condition that it undergo the Design Review process. As a result the SDU with help from Aaron Stavert established Design Covenants (attached) and their own design approval process which the attached design is currently undergoing.

As Design Review Board members you are aware that the City does not maintain design standards outside of the 500 Lot Area, which makes it difficult to conduct a formal design analysis or assessment. As a department if these elevations were submitted at the time of approval for the CDA application our position is that the design would be satisfactory. Consulting with Alex on how our department could handle this unique situation is that the Board members could review the submitted design elevations (attached) and if you are satisfied with the proposed design we would just need a formal resolution, either in support of the design or not in support, from a Board member and someone to second it, and a formal vote among all members. If the Board decides to vote for the design our office will approve the proposal as per the Design Board resolution. However, if the Design Board is not comfortable with approving the proposal, then this application would require to undergo an independent review (as outlined in Section 3.14.3 of the Zoning By-law) and then make a formal recommendation back to the Design Review Board.

The design package is attached, please let our office know if you have any questions and whether you would be amenable to let the proposed design to proceed.

Have a great weekend.

Cheers,

Robert Zilke, RPP, MCIP
Planner II

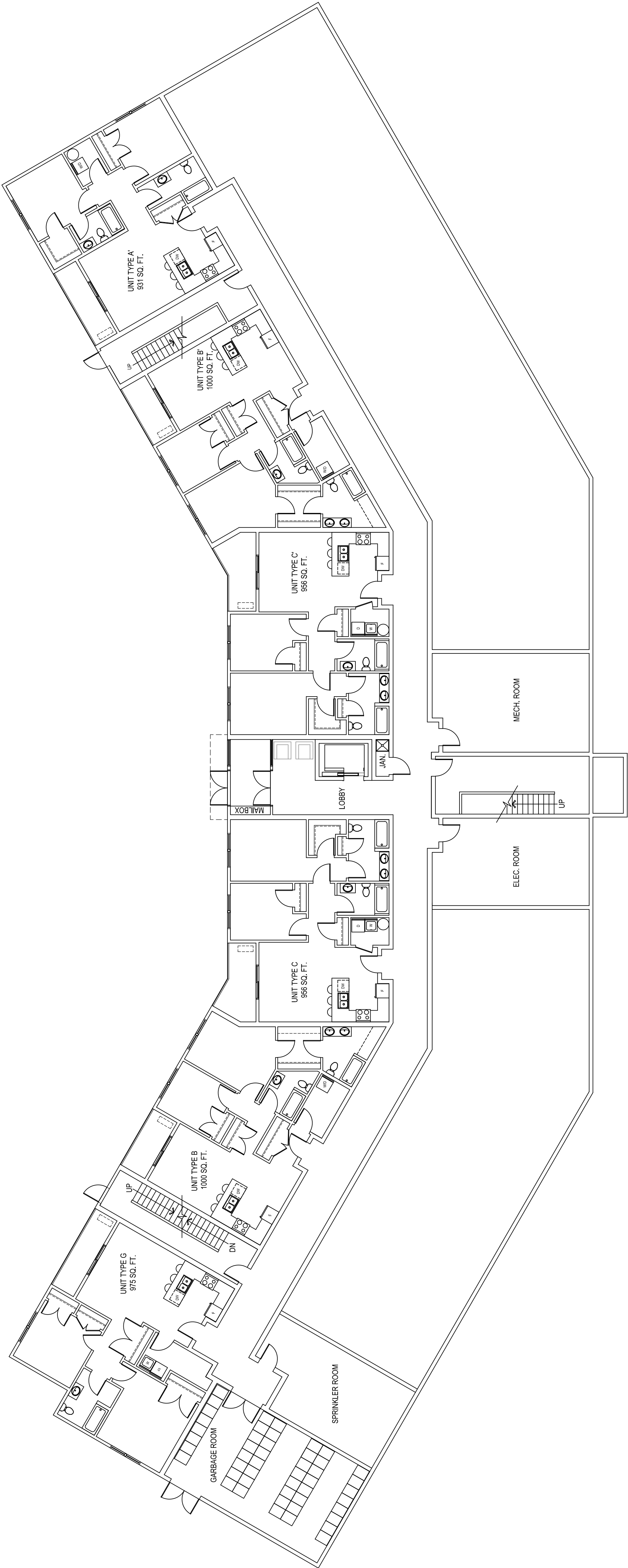
City of Charlottetown
PO Box 98, 233 Queen Street
Charlottetown, Prince Edward Island
Canada C1A 7K2
Office: 902-629-4108
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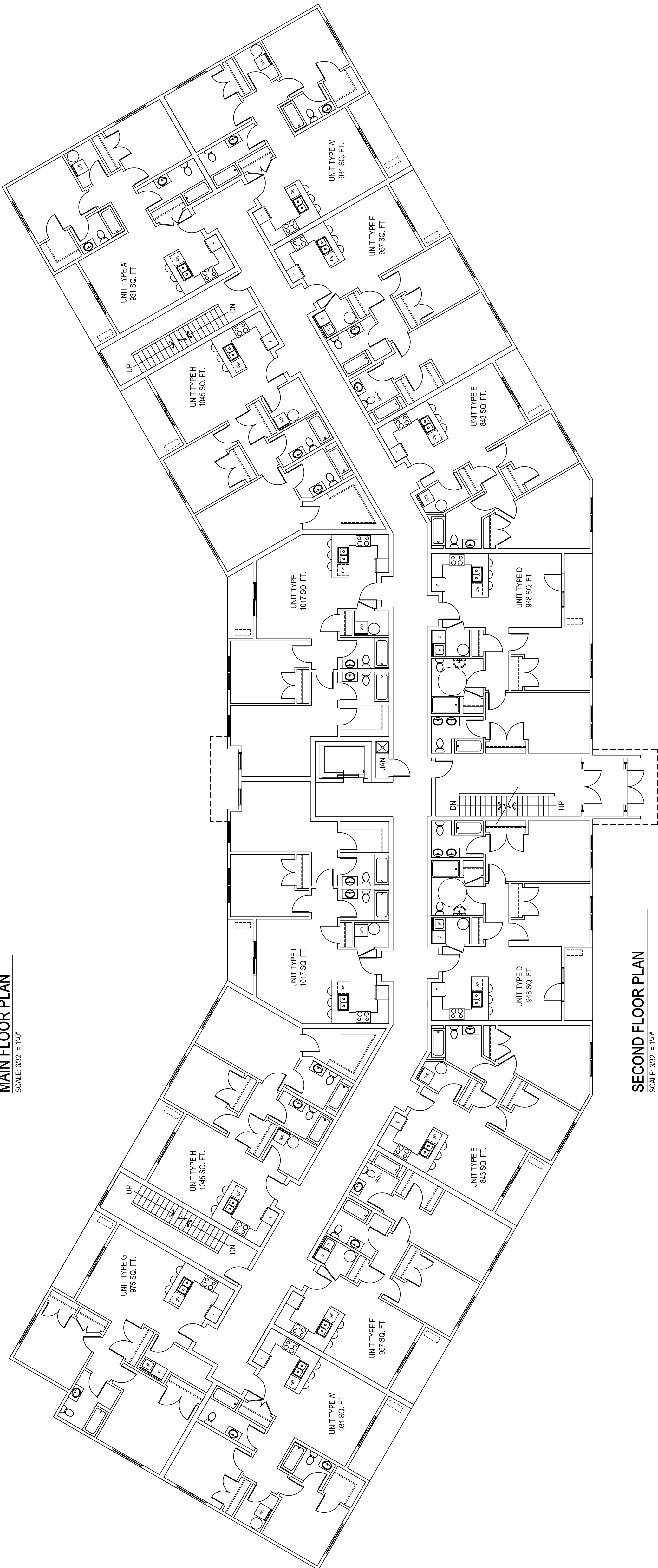


NOTE:
INDICATED UNIT AREA EXCLUDES BALCONIES



MAIN FLOOR PLAN

SCALE: 3/32" = 1'-0"



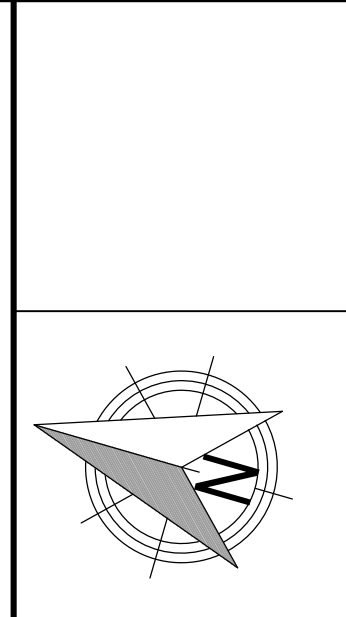
SECOND FLOOR PLAN

SCALE: 3/32" = 1'-0"

NO.	REVISION	DATE	BY
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architecture 360

PROJECT:

ST MARTHA'S LANE 48 UNIT

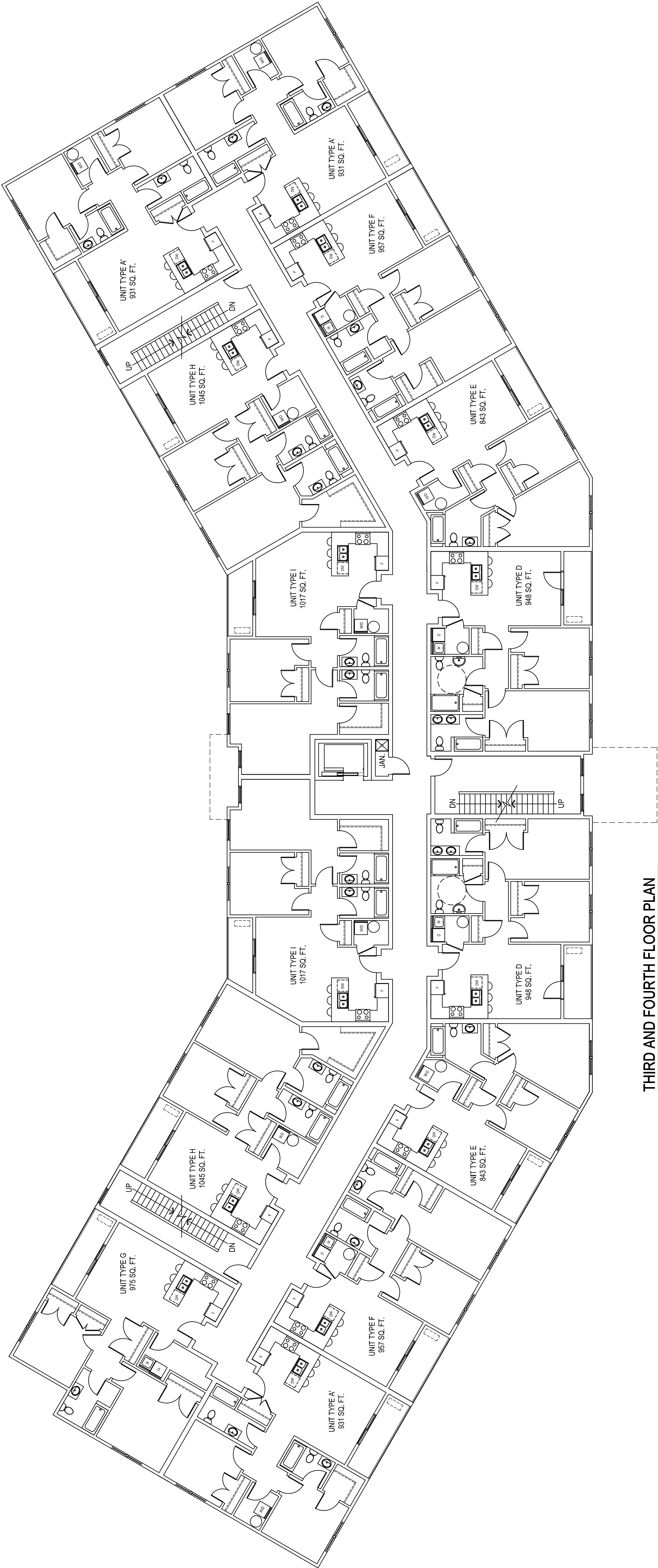
DRAWING TITLE:
MAIN AND SECOND FLOOR
PLAN

DATE:	2023-12-03
SCALE:	AS NOTED
DRAWN BY:	MM
CHECKED BY:	C.R.J.
FILE NO.:	2023-12-04

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REV. 00

NOTE:
INDICATED UNIT AREA EXCLUDES BALCONIES



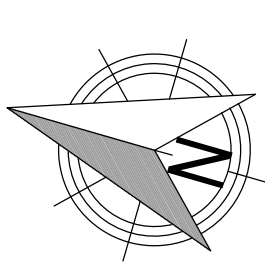
THIRD AND FOURTH FLOOR PLAN

SCALE: 3/32" = 1'-0"

NO.	REVISION	DATE	BY
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architecture 360

PROJECT:

ST MARTHA'S LANE 48 UNIT

DRAWING TITLE:

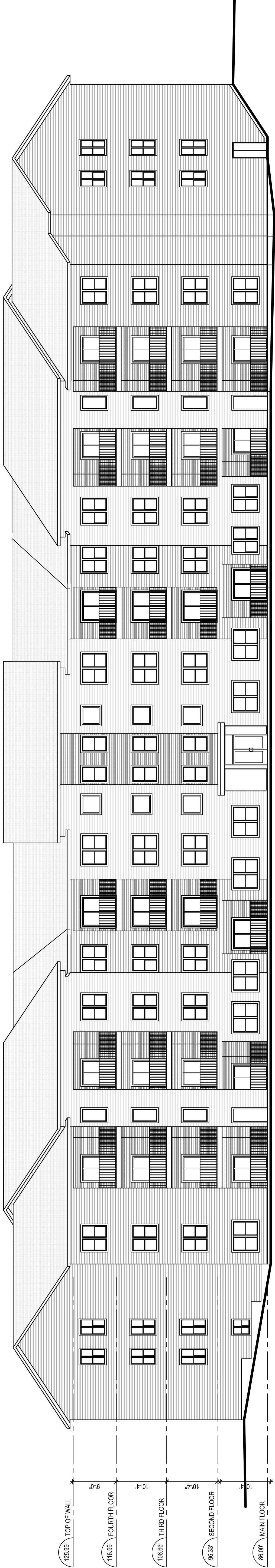
THIRD AND FOURTH FLOOR
PLAN

DATE:	2023-12-03
SCALE:	AS NOTED
DRAWN BY:	MM
CHECKED BY:	C.R.J.
FILE NO.:	2023-12-04
REV. 00	

A2



SOUTH ELEVATION
SCALE: 3/32" = 1'-0"

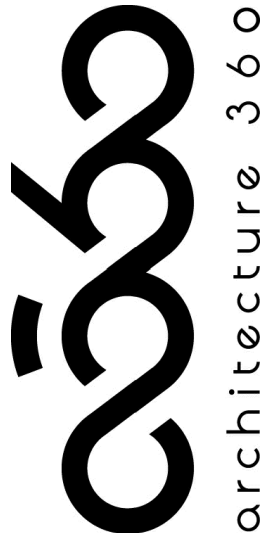


NORTH ELEVATION
SCALE: 3/32" = 1'-0"

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PROJECT:

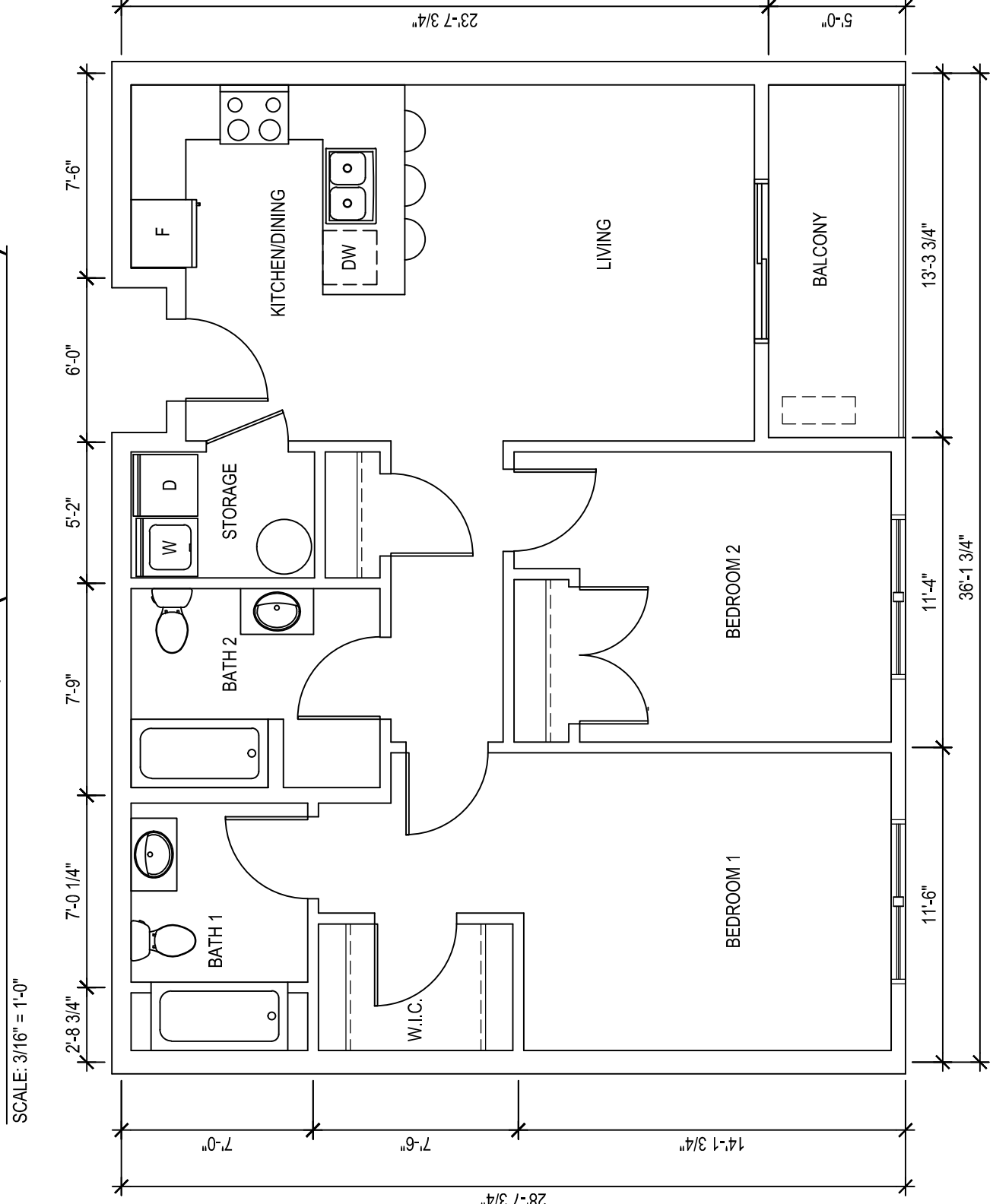
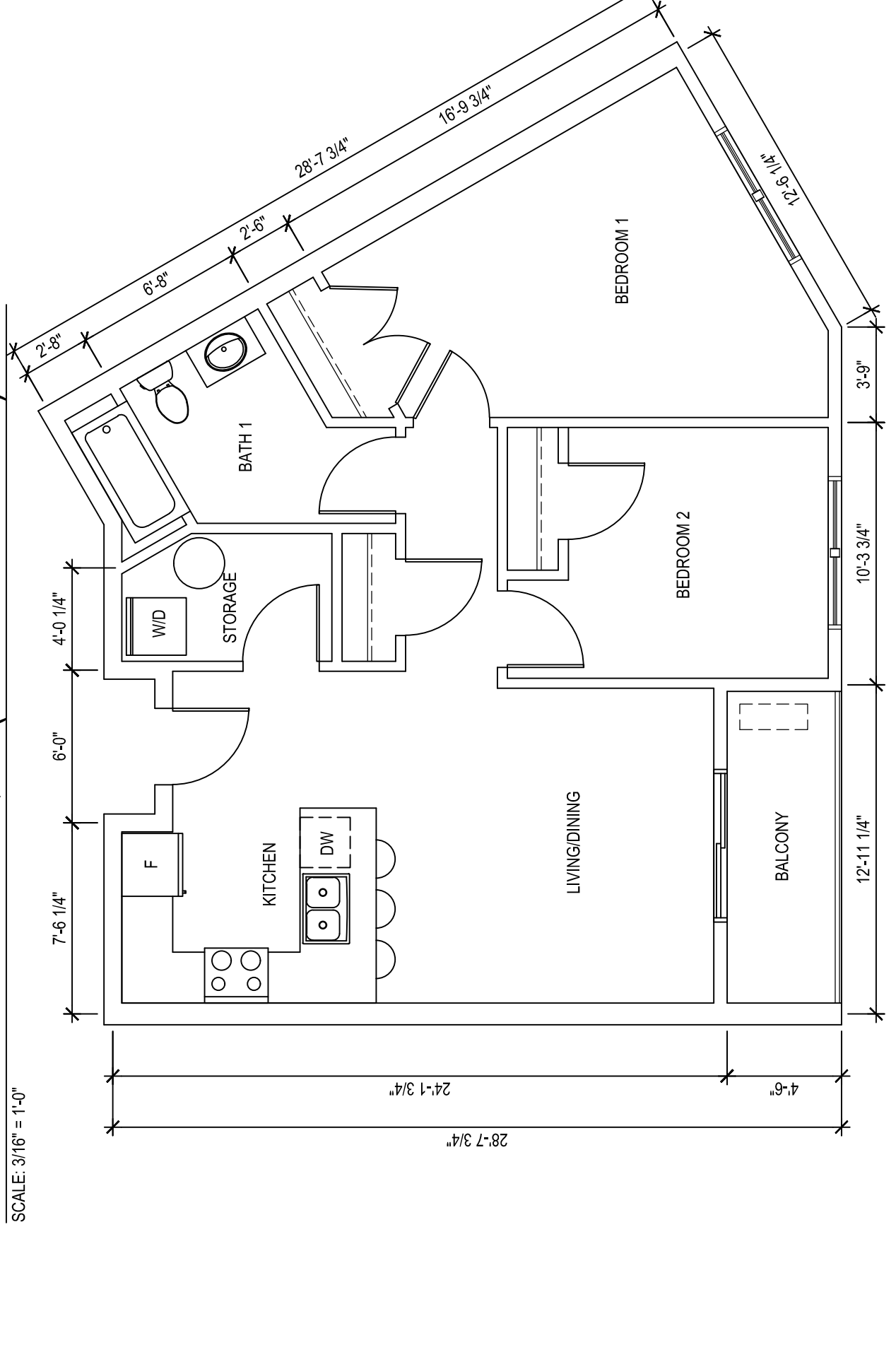
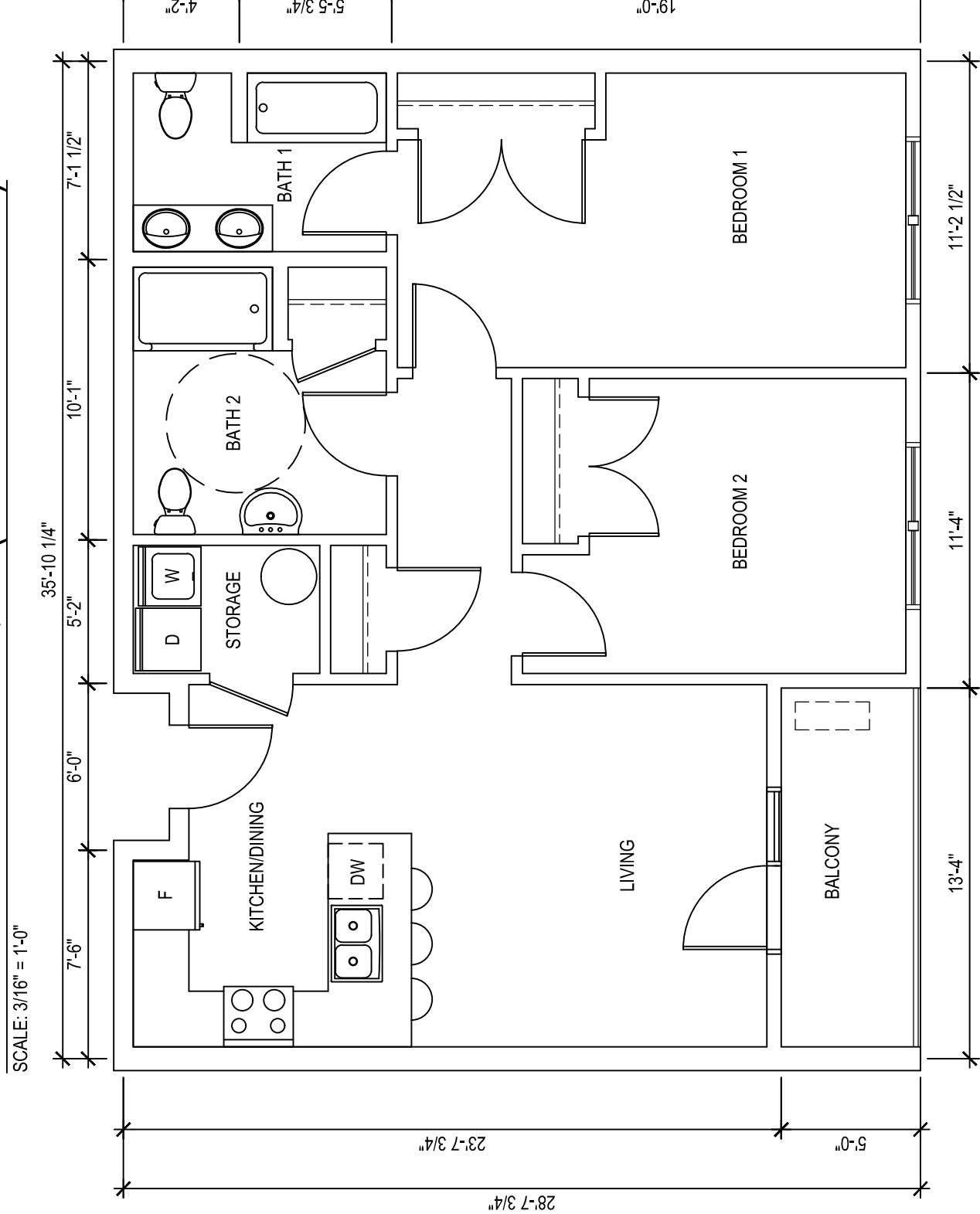
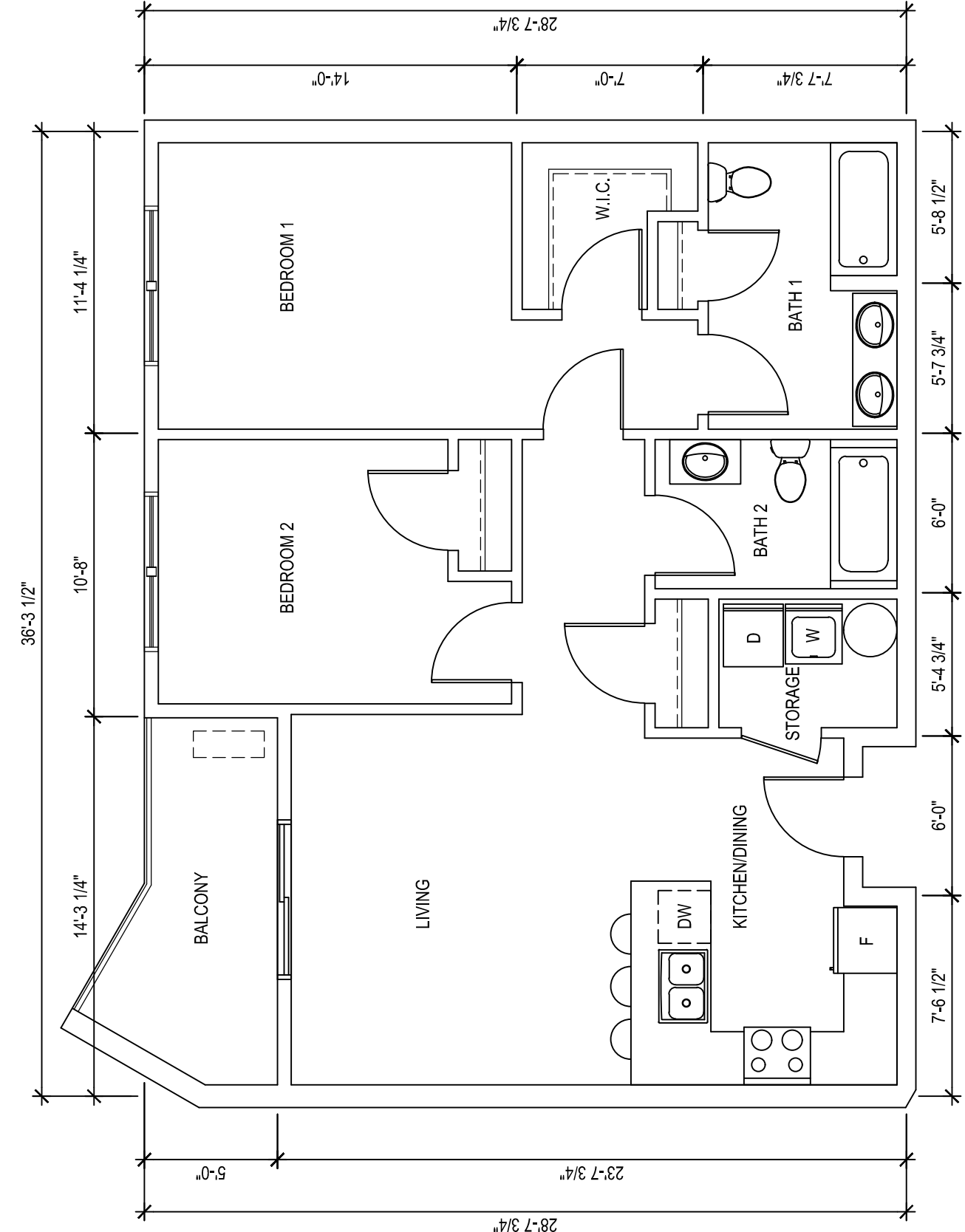
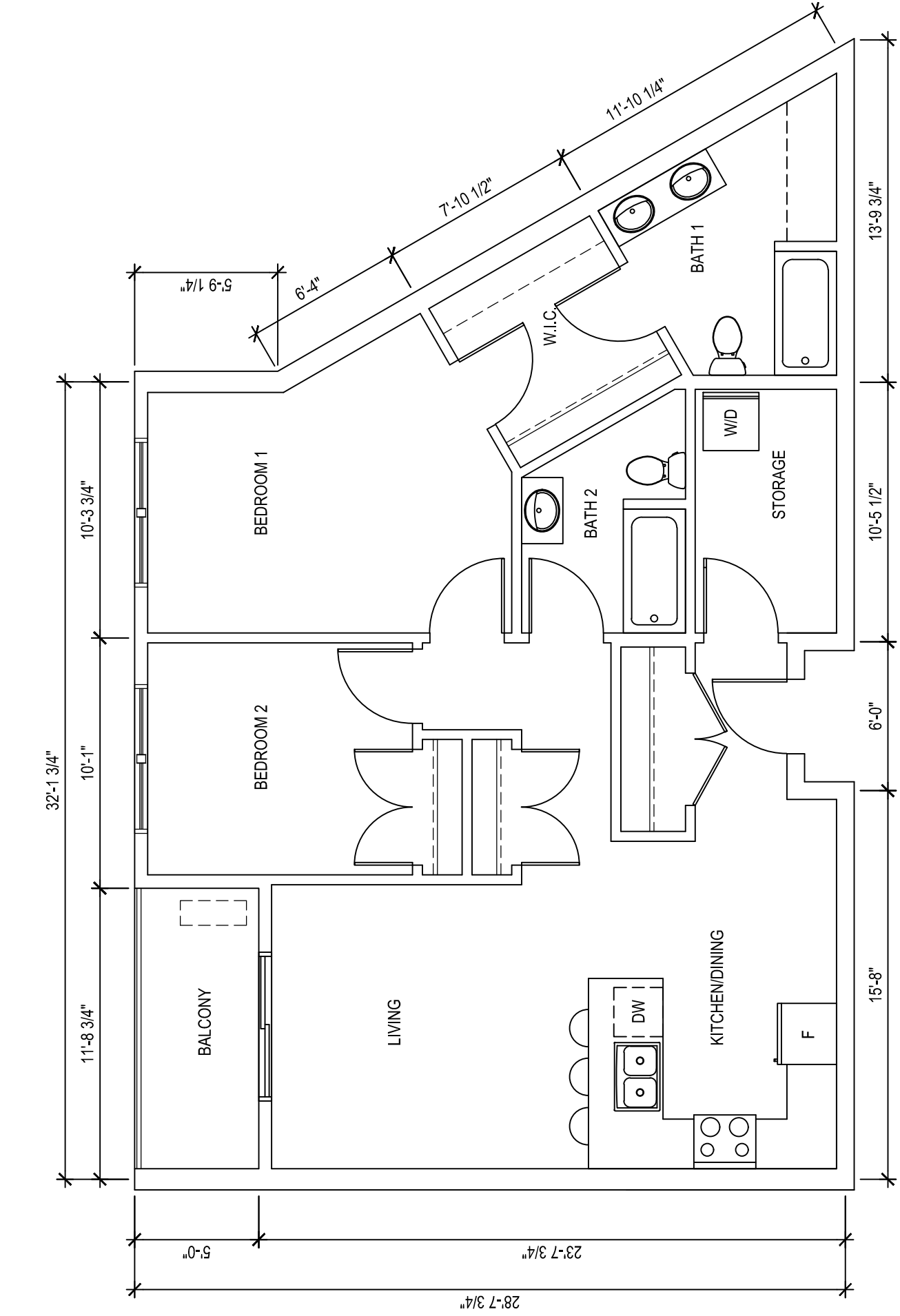
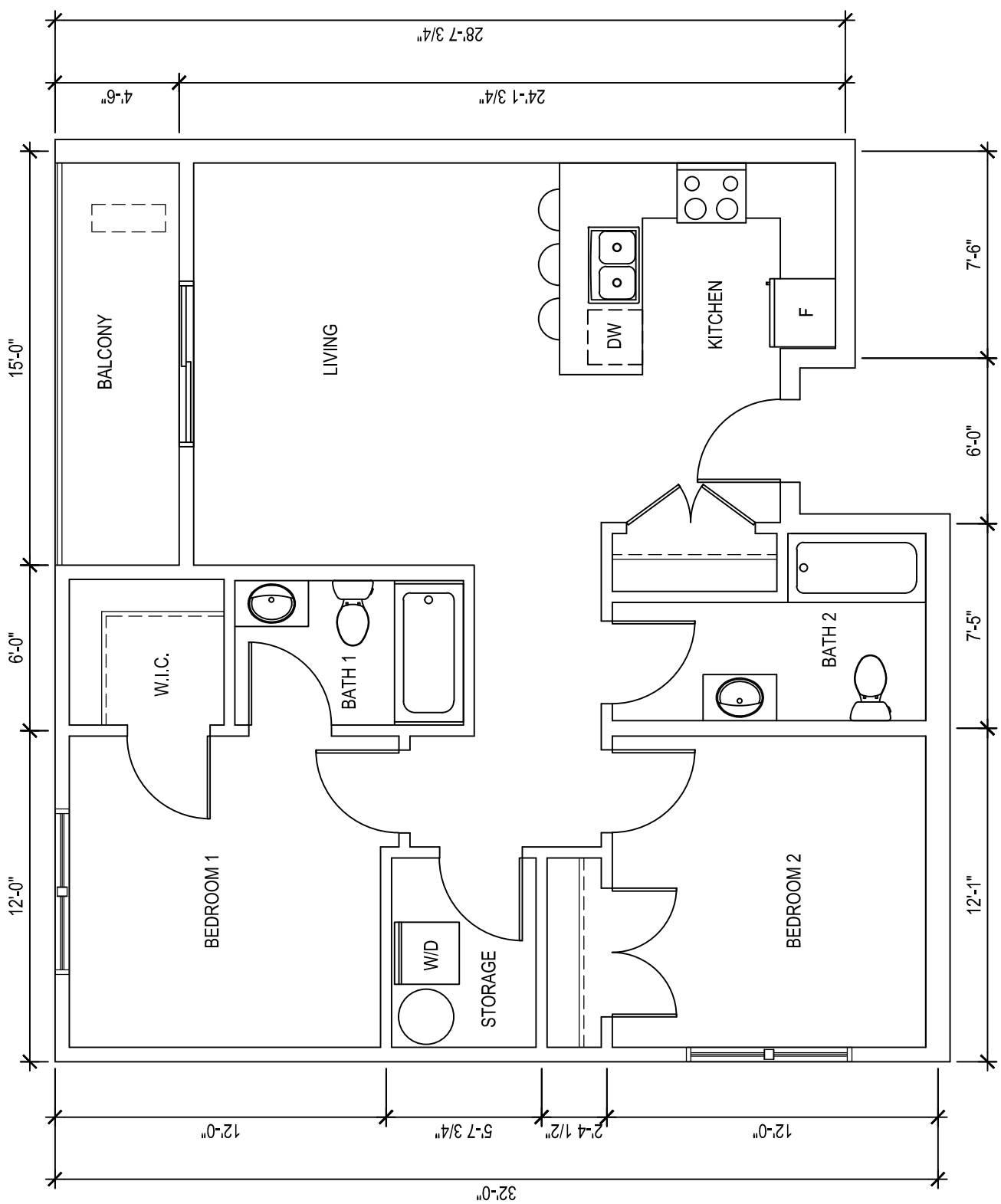
ST MARTHA'S LANE 48 UNIT

DRAWING TITLE:

ELEVATIONS

DATE:	2020-12-03	A3
SCALE:	AS NOTED	
DRAWN BY:	MM	
CHECKED BY:	C.R.J.	
FILE NO.	2020-12-04	REV. 00

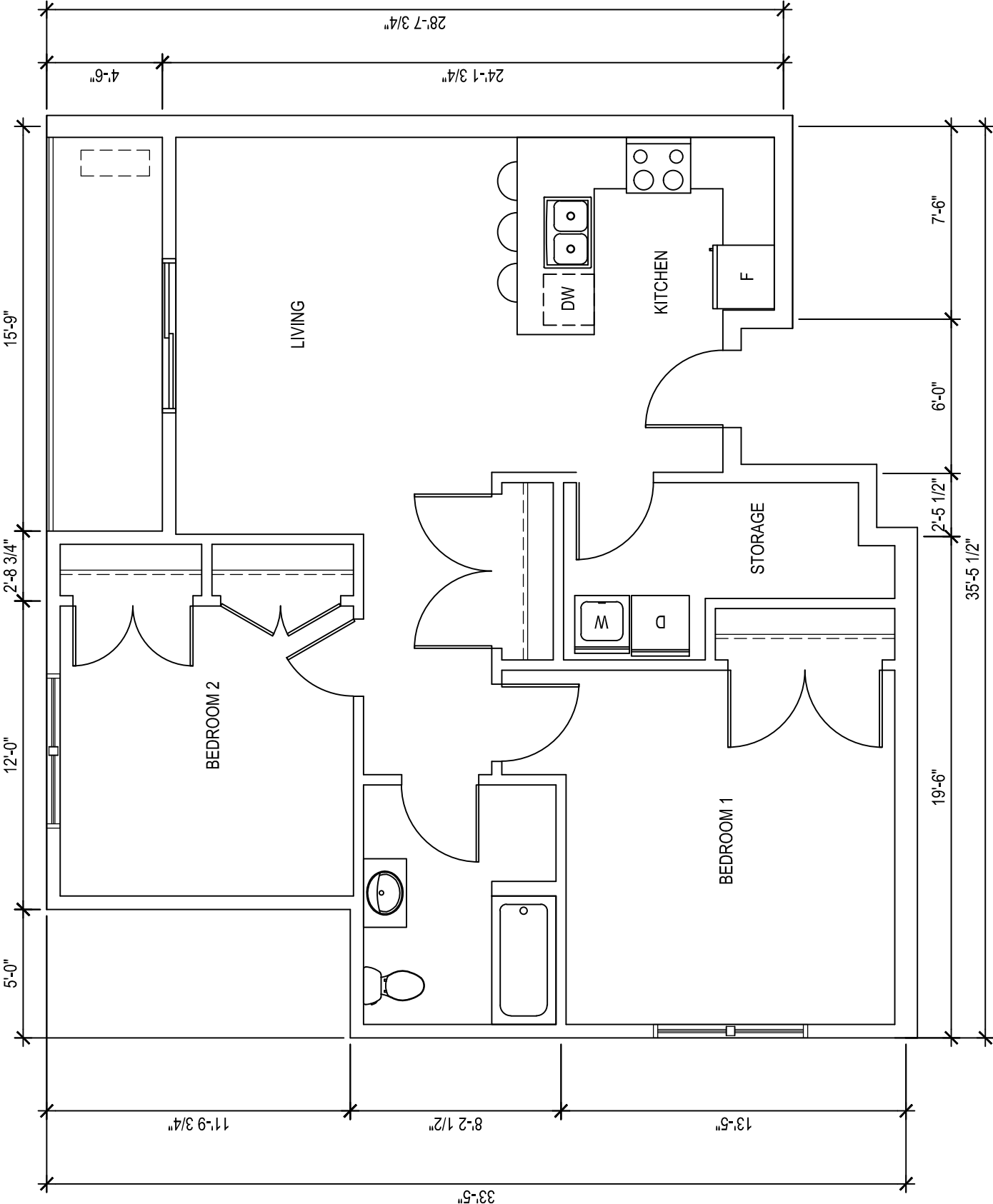
NOTE: STANDARDIZED KITCHENS ARE TO BE USED ONLY AS A GUIDE. ON-SITE MEASUREMENTS MUST BE TAKEN BEFORE ORDERING AND FABRICATION.



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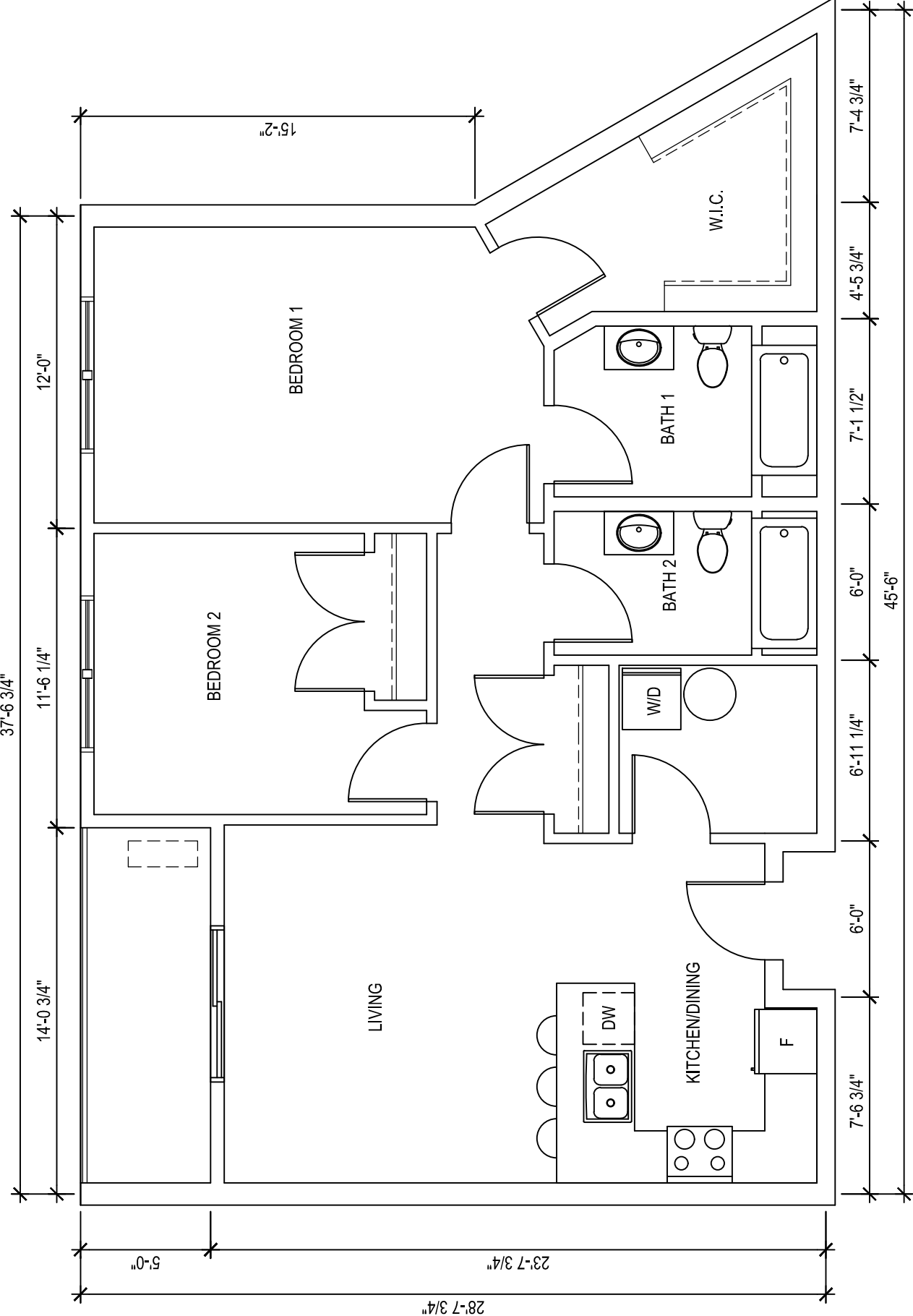
UNIT TYPE D - 2 BED - 948 SQ. FT. (EXCLUDING BALCONY)

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



UNIT TYPE E - 2 BED - 843 SQ. FT. (EXCLUDING BALCONY)

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



UNIT TYPE G - 2 BED - 975 SQ. FT. (EXCLUDING BALCONY)

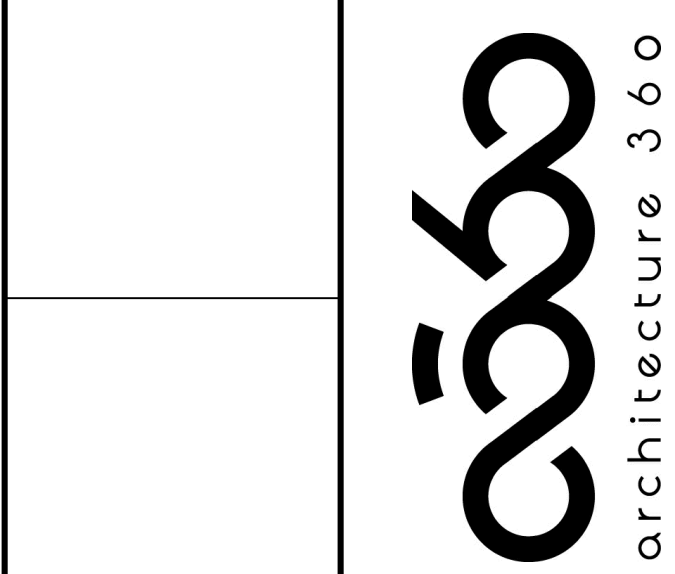
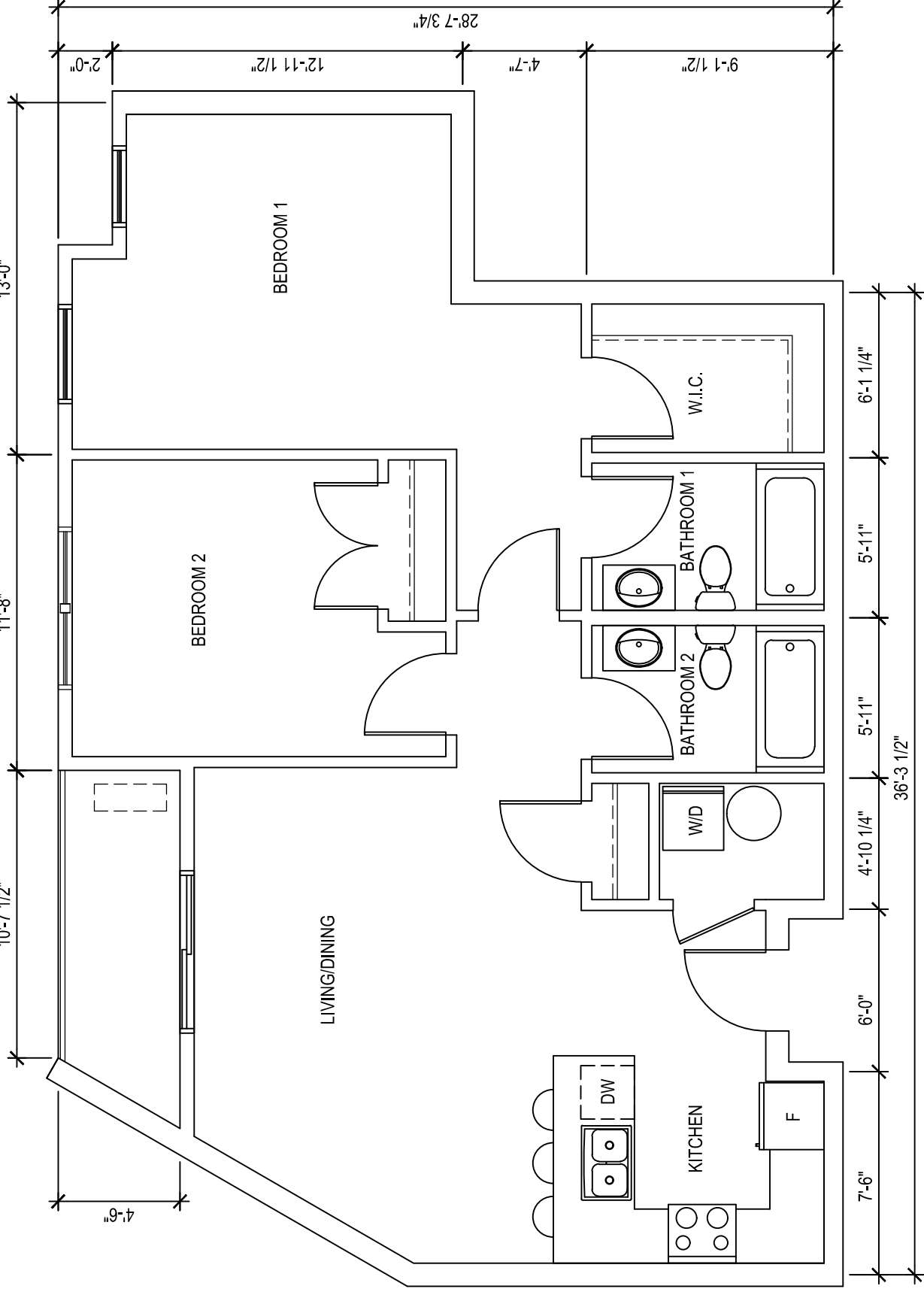
SCALE: 3/16" = 1'-0"

UNIT TYPE H - 2 BED - 1045 SQ. FT. (EXCLUDING BALCONY)

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

UNIT TYPE I - 2 BED - 1017 SQ. FT. (EXCLUDING BALCONY)

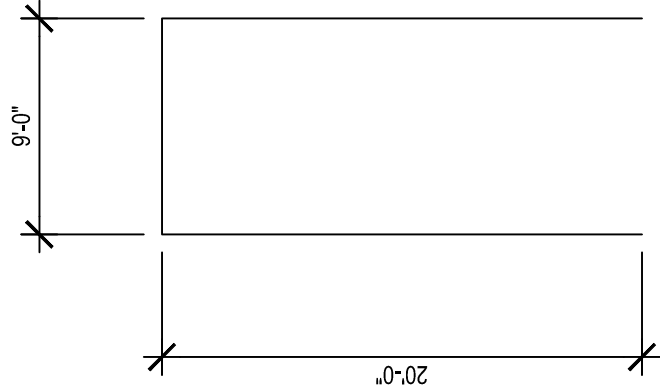
SCALE: 3/16" = 1'-0"



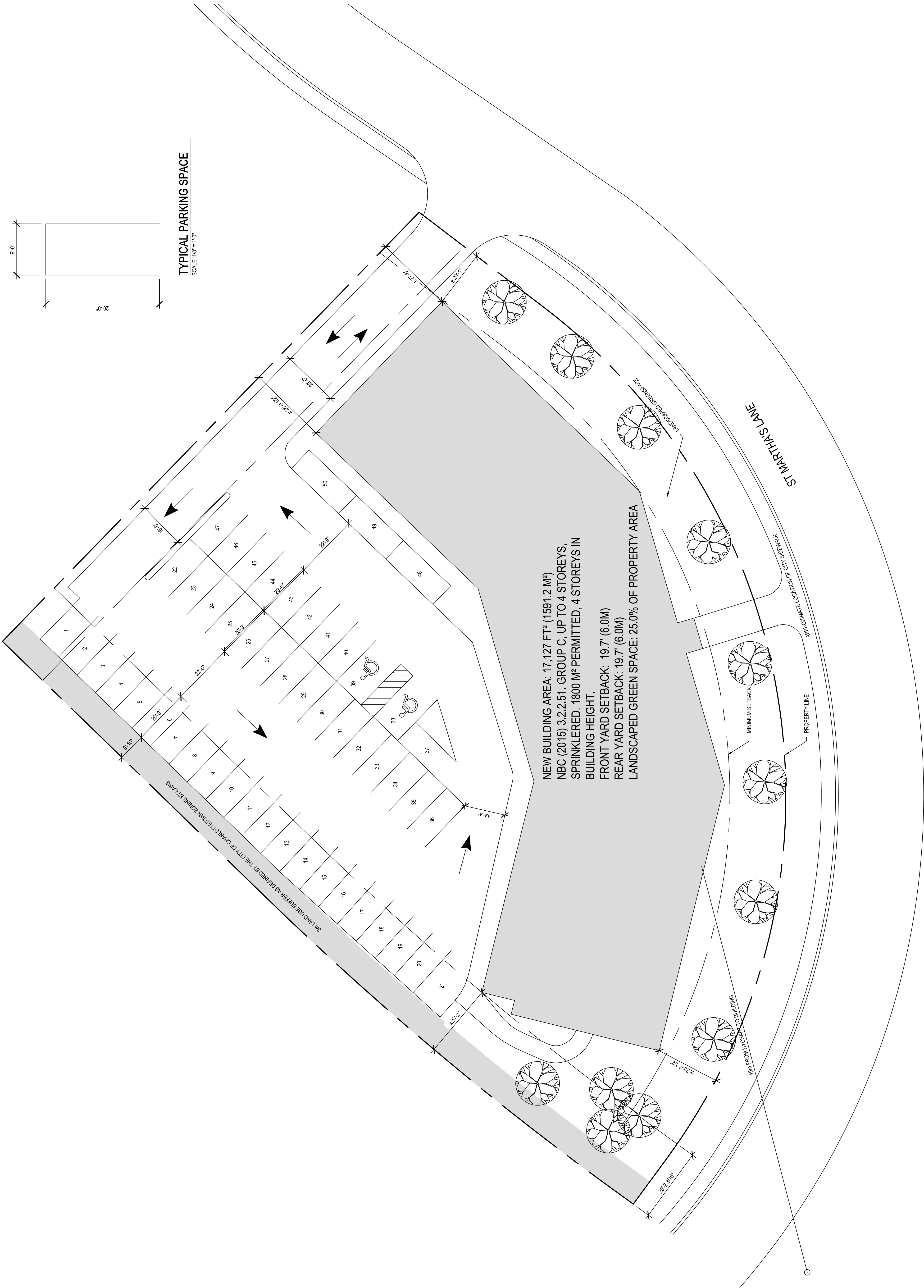
PROJECT:	ST MARTHA'S LANE 48 UNIT
DRAWING TITLE:	ENLARGED UNITS

DATE:	2020-12-03
SCALE:	AS NOTED
DRAWN BY:	MM
CHECKED BY:	C.R.J.
FILE NO.	2020-12-04
REV.	00

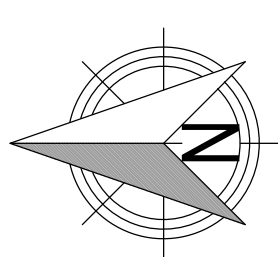
A4



TYPICAL PARKING SPACE
SCALE: 1/8" = 1'-0"



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PROJECT:

ST MARTHA'S LANE 48 UNIT

DRAWING TITLE:

SITE PLAN

DATE:	2020-12-03
SCALE:	1/8" = 1'-0"
DRAWN BY:	MM
CHECKED BY:	C.R.J.
FILE NO.:	2020-12-04
REV. 00	

SP1



St. Martha's Court Development

Design Covenants -Final

Developed for St. Dunstan's University Board of Governors
December 15, 2020

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Introduction

The architectural design covenants, as outlined within this document, regulate all future proposed developments within St. Martha's Court. It is intended that as part of the purchase and sale agreement of the lots, all developments will be provided with a copy of these covenants. It will be incumbent of all developers to provide sufficient information as outlined in the application requirements to illustrate to the Board of Governor's that the proposed development meets or exceeds these requirements.

The intent of the design covenants is to elevate the quality of design beyond minimum requirements of the Zoning By-Laws. The covenants have been developed with the purpose of creating a cohesive neighbourhood that is responsive to the environmental and social context of the site.

These covenants are to be read and applied in conjunction with the City of Charlottetown Zoning By-Law and the currently adopted version of the National Building Code. Where the design covenants are less restrictive than the current edition of the City of Charlottetown Zoning By-Laws or are in contradiction with the current edition of the national building code (NBC), the Zoning By-Laws and NBC must take precedent.

Site in Context

The approx. 9-acre site is accessed off of Mount Edward road in close proximity to the by-pass highway intersection. It is bordered on the East by Mount Edward Road and the established residential neighbourhood of Sherwood and cradled on the North and West sides by the Confederation Trail. The developments at Saint Martha's court should build on four distinct attributes of the existing land. (See Fig. 1)

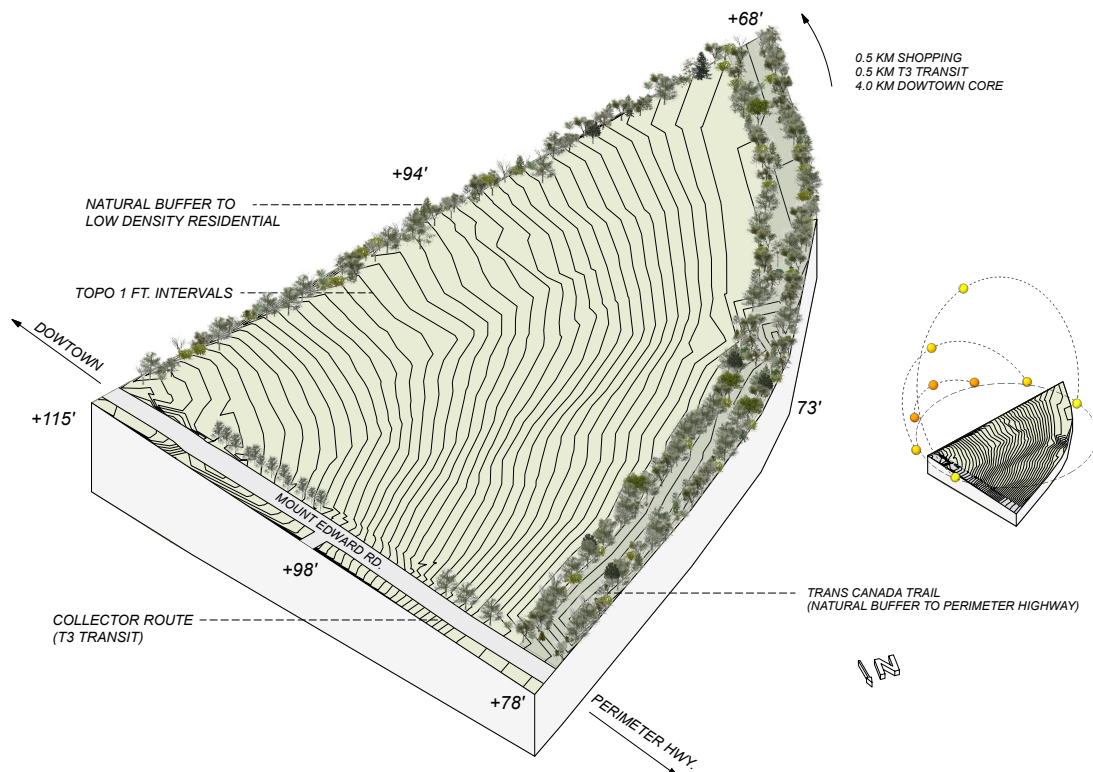


Fig. 1 – Site Attributes

The Distinct attributes of the site include:

1. **Topography:** the grade slopes from the South to the North/West, approximately 37' along the length of Mount Edward Road. The newly constructed Martha's Court road and infrastructure, gentle curve through the property terminating at the Confederation Rails to Trails.
2. **High Visibility:** The prominent topography of the site and surrounding land creates a site that is highly visible from the by-pass highway traveling east and when entering the city via Route 2. When considering the future developments, one must be aware that under the approved zoning new multi-unit developments up to four storeys and a maximum height of 49' are allowed. These future buildings will be influential in contribution to the skyline of the city.
3. **Active transportation:** The Confederation Trail is directly accessible from the site, running from the Northeast corner to the Southwest and leads past UPEI, the Farmers Market, and directly to downtown Charlottetown. Future Developments must be respectful of not only how the buildings address the trail, but also about supporting a neighbourhood to promote and encourage active forms of transportation and promote healthy living.
4. **Transition Zone:** the site is a transition zone between the smaller fabric of single-family houses of Sherwood, the commercial development of University Ave., and West Royalty.

Design Approval Process

Design and Siting Approval

An application for all new construction is to be submitted for approval to the SDU Board of Governors Property and Finance Committee. The application will be reviewed for compliance with the covenant guidelines listed herein.

Application Requirements

Applicants are required to submit an application form (see Appendix 'A') as well as a Design Review drawing set, which is to include the following:

1. Site Plan:
 - 1.1. Street address, lot number, etc.
 - 1.2. Property lines, required setbacks, and easements (if applicable).
 - 1.3. Finished floor levels.
 - 1.4. Building footprint, area, and extent of any projections (if applicable).
 - 1.5. Driveways and parking lots
 - 1.6. Number of parking spaces
 - 1.7. Position of solar panels and air conditioning units (if applicable).
 - 1.8. Height and construction of all fences.
 - 1.9. Site contours, both existing and proposed.
 - 1.10. Any structures, including (but not limited to) outbuildings, sheds, pergolas, gazebos, pools, etc.
 - 1.11. Proposed landscaping
2. Floor and Roof Plans:
 - 2.1. Floorplans showing interior spatial organizations, .
 - 2.2. Overall dimensions
 - 2.3. Roof slope
 - 2.4. Roof mechanical or elevator penthouses (if applicable)
3. Exterior Elevations:
 - 3.1. Indication of proposed floor elevations and finished grade levels
 - 3.2. Location of proposed materials and colours, including proposed window, trim, and roofing materials.
 - 3.3. Position, size, and colours of any screening of services, such as (but not limited to): air-conditioning units, condensers, propane tanks, transformers, etc.
 - 3.4. Roof slope and ridge elevation (Maximum Overall Height)
 - 3.5. Locations and heights of exterior light fixtures
4. One (1) exterior perspective view from street

Design Principles : Overview and Intent

A. Building Orientation on Site

Intent: Using building orientation to address the formal and functional requirements of a community in such a way as to enhance security, create a residential atmosphere, provide a level of convenience and encourage social interaction through circulation, connection to the street, and clear points of entry.

Relationship to Natural Grade

The orientation of the building on site is intended to respect the natural slope to the grade of the site for two distinct reasons:

1. To maintain a recognizable and relatable scale to the buildings when they are approached from the road and from Confederation Trail. The intent is to avoid presenting a building that is vastly out of scale for pedestrians passing by whether on the road or on the Confederation Trail.
2. Avoid large amounts of cut and fill and creating overtly unnatural grade changes.

The building placement and orientation not only on the individual sites, but also in relation to the adjoining site will also determine the potential for daylighting and access to passive ventilation.

Open Space Between Buildings

The orientation of the building on site is intended to take existing buildings into consideration for the purpose of creating and framing outdoor spaces. The intention in framing shared outdoor space is to encourage residents and visitors to cross paths and engage with each other, to assist with the creation of community cohesion.

B. Landscaping and Open Space

Intent: Addressing outdoor space in such a way that fosters a high quality of life for residents and visitors by providing public green spaces, quality lighting, and accessibility between buildings, parking lots, and the neighbouring Confederation Trail.

Lighting

The intention in the landscape lighting requirements is to enhance safety and security while minimizing adverse offsite impacts of lighting, such as light trespassing and obtrusive lighting that will negatively affect neighbouring buildings.

Green Space

The intention in addressing green spaces is to increase the quality of neighbourhoods, enhance local biodiversity, promote sustainable lifestyles by maintaining visual connections and natural buffers to the Confederation Trail, thereby improving the well-being of the residents and visitors.

Plantings

The intention in specifying particular tree species is to create visually commonality between properties. In this way the landscaping will generate a sense of visual cohesion even if the building forms and materials may be different. The covenants will encourage a mix of species to promote visual interest in the landscape throughout the year.

C. Building Form and Materiality

Intent: Achieving a level of quality in building form and materiality in such a way that acknowledges the relationship between people and their spatial environments and the impact this has on the health and well-being of residents and visitors. Without being overly prescriptive the covenants intend to promote honesty in materials, and introduce a human scale, even in large multi-unit developments.

The site is visible from multiple angles, most notably the by-pass highway, when entering the city via Route 2, traveling Mount Edward Road, as well as the pedestrian vantage point from the Confederation Trail. There is no formal “backyard” for these developments, and it is important for the materiality application to reflect this.

Building Orientation on Site

1. Relationship to the Street

- 1.1. All new developments to address the street by, for example, presenting the primary façade to the road or running tangent to the curve of the road...

2. Building Entrances

- 2.1. All new developments must provide entries clearly visible from the road without requiring the addition of signage for direction.
- 2.2. Prominence on pedestrian access
- 2.3. Clear sign of entry
- 2.4. De-emphasize any vehicular access points.

Landscaping and Open Space

1. Landscaping

- 1.1. Minimum number of trees of a certain caliber to be planted on site. Selected from City of Charlottetown's approved species list.
 - 1.1.1. Landscaping for new development to include a min. of eight (8) 50mm caliber native deciduous trees per lot Over and above the trees required by the City of Charlottetown Zoning By-laws, Street Trees. Acceptable species are: Red Oak, Sugar Maple, Red Maple and Yellow Birch.
- 1.2. A minimum of 15% of the lot area shall be used solely for landscaping: trees, shrubs, plants, or grassed areas.
- 1.3. A Land Use Buffer (as defined by the City of Charlottetown Zoning By-Law) of 3m from the property line shall be maintained for all property lines abutting the Confederation Trail.
- 1.4. Any existing tree located along the confederation trails to be preserved without prior approval.
- 1.5. Land Use Buffers shall contain tree plantings, shrubs, and where properties abut the confederation trail, developments to provide walkways connecting to the Trail.

2. Site Grading

- 2.1. Siting of buildings and finished floor elevations are to be designed in efforts to limit modifications to existing grade in order to maintain the natural slope and respect natural grade changes. (See Fig.2)
- 2.2. Re-grading of site to limit the maximum slope of landscaped areas to a 3:1. Slope. Slopes greater than 3:1 to be retained with an approved material. (See Fig.3)

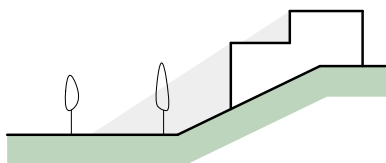


FIG. 2 SITE GRADING

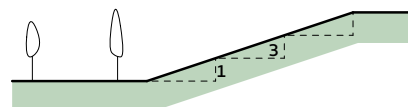


FIG. 3. MAX. SLOPE OF 3:1

3. Landscape Lighting

- 3.1. External lights shall be shielded or hooded and must be located and constructed so that they do not create a nuisance or hazard. The lighting footprint must project downward and cannot project beyond the property boundaries.
- 3.2. Landscaping and low-level lighting to be provided for all pedestrian walkways.
- 3.3. All exterior lighting to be 3000K colour temperature and fixtures to be dark-sky compliant.

4. Pedestrian Circulation

- 4.1. All developments are to provide a pedestrian walkway from the main entry and connecting to the city installed sidewalk. If sidewalk is not installed at time of development, the design shall consider and allow for future installation of sidewalk once it has been installed.
- 4.2. All developments on properties abutting the Confederation Trail to provide walkway access to trail.

5. Parking Lots

- 5.1. Planting is encouraged in medians and islands.
- 5.2. Parking lots on properties abutting the Confederation Trail to adhere to the Land Use Buffer requirements as stipulated in Landscaping section 1.1.4.
- 5.3. Visual screening between the Confederation Trail and newly created parking lots to be provided. Screening to be coniferous type trees or fencing.

6. Signage

- 6.1. Street/building address signage to adhere to the following guidelines:
 - 6.1.1. Signage to be no more than 4'-0" tall by 7'-0" deep.
 - 6.1.2. Signage to clearly display building name and street number.
 - 6.1.3. Signage text to be 'Helvetica' font and letters to be no more than 1'-0" tall
 - 6.1.4. Signage colours to adhere to colour palette provided in Section 4.4.3.

7. Fencing, Screening, and Retaining

- 7.1. Any required retaining walls abutting the Confederation Trail to not exceed 5'-0" tall, measured from existing grade.
- 7.2. Exterior mechanical and electrical equipment to be screened with plantings.
- 7.3. Garbage and recycling bins are to be located in the rear yard and screened from view by plantings and/or fencing. Bins shall not be located in the front or side yard.

Building Form and Materiality

1. Form

- 1.1. The design of the overall building form to be broken down in into smaller subdivisions and avoid long expanse of unarticulated form. (See Fig. 4)
- 1.2. The building form should emphasize the primary entry point, and the entry should address the street. (See Fig. 5)
- 1.3. If multiple buildings are proposed on a single site, the placement of the forms are to frame outdoor public spaces. (See Fig. 6)

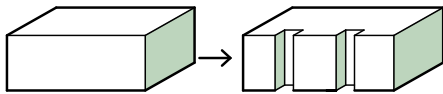


Fig. 4 - Breaking down the massing

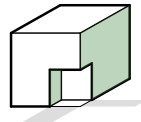


Fig. 5 - Emphasize entrance with Form

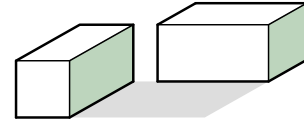


Fig. 6 - Creating Space Between Massing

2. Roof

- 2.1. Maximum uninterrupted run of horizontal eave to be 32'-0" (See Fig. 7)
- 2.2. All buildings to have a predominant roof with a minimum roof slope of 3:12.
- 2.3. If Intersecting gables are used to break down the overall form and introduce breaks in the horizontal eave, overall width of intersecting gable to be no less than 20% in width of overall façade in which it is contained. (See Fig. 8)

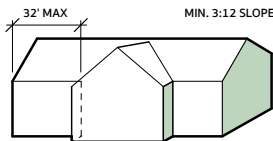


Fig. 7 - Horizontal eave to be max. 32'

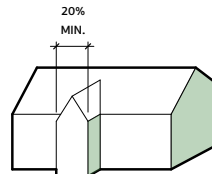


Fig. 8 - Intersection gable to be minimum of 20% width of overall facade

3. Materials

- 3.1. Given the high visibility of the developments from multiple directions, materials to be applied consistently on all facades.
- 3.2. The design must use no more than three (3) building cladding materials (excluding windows, doors, roof, railings, and trim)
- 3.3. Material changes to correspond with the breaks in the massing. It is the intent to not have changes in materiality be co-planar. (See Fig. 9)

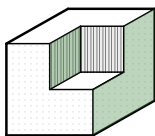


Fig. 9 - Material Changes

4. Colour Palette

- 4.1. Wall colours and trim colours to be tonal variations rather than high contrast.
- 4.2. Primary colour and all trim, window, and door colours to be selected from the following palette or to be approved equivalent (See Fig.10)
- 4.3. Accent colours are to be less than 10% of the overall façade. Accent colour to be selected at the discretion of the Architect/Developer on the Project and approved by the SDU Board of Governors of Property and finance committee.

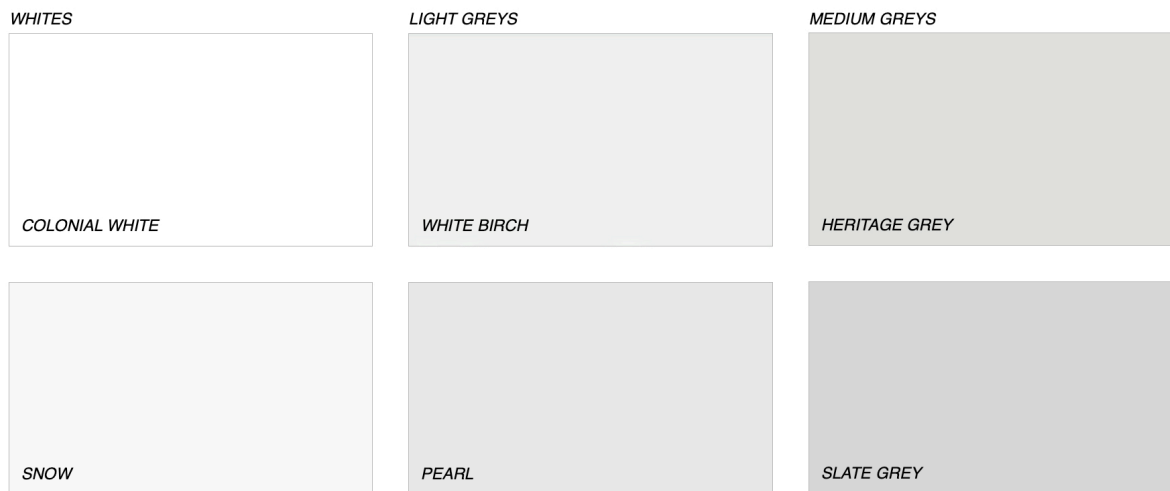


Fig.10 – Colour Palette

5. Fenestration

- 5.1. Fenestrations to be minimum of 25% of overall façade area up to the ceiling of the top floor. (See Fig. 11)
- 5.2. Window and trim colour to be tonal in variation in relation to the material of the façade in which they are contained. (See Fig. 12)

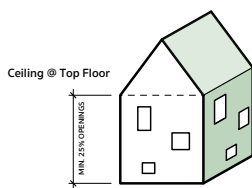


Fig. 11 - Percent Openings

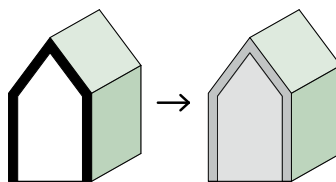


Fig. 11 - Tonal Trims at Corners and Fenestrations

6. Building Lighting

- 6.1. Acceptable exterior lighting may include the following:
 - 6.1.1. Exterior Lighting including fixtures on balconies must have a concealed light source: The light bulb shall not be visible from the sides of the light fixture.
 - 6.1.2. Floodlights / Wall Packs: lens must be shielded and not project past 90° - fixtures must be dark sky compliant.

- 6.1.3. Motion Detectors: If lights are to be on the sides or rear of a structure, motion detectors must be used. The automatic light durational setting must not exceed five minutes and the sensitivity to movement must be properly adjusted so as not to create an annoyance.
- 6.1.4. All exterior lighting to be 3000K colour temperature and fixtures to be dark-sky compliant.
- 6.1.5. No soffit lights at roof.

7. Mechanical/Electrical Equipment

- 7.1. Heat pumps shall not be visible from ground level.
- 7.2. If electrical meters are not contained indoors, they are to be screened from view.
- 7.3. Fuel and propane tanks are to be screened from view
- 7.4. If transformer pads are located in the front yard, fencing or plant screening materials up to a height of 1.5m is required on at least (3) sides. Protective bollards to be dark green as per MECL standards for residential neighbourhoods.
- 7.5. Any sidewall penetrations (i.e. grills, vents, and hoods) are to be the same colour of the material of the façade in which they are contained.

Appendix 'A' – Application Form St. Martha's Court Development

Date:

Lot Number:

Landowner Details:

Name:					
Street Address:					
City:		Province:		Postal Code	
Email:					
Phone (home)		Phone (mobile):			

Builder Details:

Company:					
Primary Contact Name:					
Street Address:					
City:		Province:		Postal Code	
Email:					
Phone (home)		Phone (mobile):			

To receive approval, submit this application form along with the required Drawing package stipulated in the St. Martha's Court Development Design Covenants to the SDU Board of Governors of Property and finance committee.







CITY OF CHARLOTTETOWN

RESOLUTION

<p>Planning & Heritage Committee #1</p>
--

MOTION CARRIED _____

MOTION LOST _____

Date: March 08, 2021

Moved by Councillor _____ **Mike Duffy**

Seconded by Councillor _____ **Julie McCabe**

BE IT RESOLVED:

That, as per the conditions of the public Request for Proposals for “Electronic (Building) Permitting System” the best ranked submission by the Davenport Group in the amount of \$98,454.00 (plus all applicable taxes), be approved.



CITY OF CHARLOTTETOWN

RESOLUTION

**Planning & Heritage
Committee
#2**

MOTION CARRIED _____

MOTION LOST _____

Date: March 08, 2021

Moved by Councillor _____ **Mike Duffy**

Seconded by Councillor _____ **Julie McCabe**

BE IT RESOLVED:

That pursuant to the requirements of Section 20 of the Planning Act, R.S.P.E.I., 1988, Cap. P-8, and the requirements of Section 2.1 of the Zoning and Development Bylaw (PH-ZD.2), Council hereby appoints Ira Birt as Designate Development Officer to administer provisions of the Zoning and Development Bylaw with the exception of subdivision developments, rezoning and variance applications.

This designation of authority shall cease if the job duties of this employee no longer require the designation, if the employee terminates employment with the City of Charlottetown, or upon further written notice.



CITY OF CHARLOTTETOWN

RESOLUTION

Planning
#1

MOTION CARRIED _____

MOTION LOST _____

Date: March 08, 2021

Moved by Councillor _____ Mike Duffy

Seconded by Councillor _____ Julie McCabe

BE IT RESOLVED:

That the request to:

Amend Appendix G – Zoning Map of the Zoning & Development Bylaw for:

- Angus Drive (Lot 40) (PID #419143) from Single Detached Residential (Large) (R-1L) Zone to Mixed Use Corridor (MUC) Zone; and
- 413 St. Peters Road (PID #419135) from Low Density Residential (R-2) Zone to Mixed Use Corridor (MUC) Zone;

And to amend Appendix A- Future Land Use Map of the Official Plan Map for:

- Angus Drive (Lot 40) (PID #419143) & 413 St. Peters Road (PID #419135) from Mature Neighbourhood to Village Centre Commercial;

And further, to consolidate Angus Drive (Lot 40) (PID #419143), 413 St. Peters Road (PID #419135) and 419 St. Peters Road (PID #192187),

In order to facilitate road upgrades by the Province to St. Peters Road and construct a second means of access for the convenience store to and from Angus Drive, be approved to proceed to public consultation.



CITY OF CHARLOTTETOWN

RESOLUTION

Planning
#2

MOTION CARRIED _____

MOTION LOST _____

Date: March 08, 2021

Moved by Councillor _____ Mike Duffy

Seconded by Councillor _____ Julie McCabe

BE IT RESOLVED:

That the request to:

- Amend “Appendix C – Approved Site Specific Exemptions” as per Section 3.11 Site-Specific Exemptions of the Zoning and Development Bylaw to exempt 7-9 Pownal Street (PID #1105451) from Section 34.2 of the Zoning and Development Bylaw from the required Permitted Land Uses at Grade on Walkable Streets; and
- Create a new table “Appendix B – Approved Site Specific Exemptions” for the Official Plan to exempt 7-9 Pownal Street (PID #1105451) from the designated permitted uses on a Walkable Street as per Section 4.2.3(2) of the Official Plan,

In order to allow residential dwelling units on the ground floor abutting a walkable street, be approved to proceed to public consultation.

**CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR FEBRUARY 2021
DOLLAR VALUES**

	FEB	Totals
Residential New	\$3,171,464.00	\$4,796,464.00
Residential Renovations and Additions	\$355,000.00	\$438,500.00
Industrial-Commercial New	\$0.00	\$1,850,000.00
Industrial-Commercial Renovations	\$4,697,000.00	\$4,866,141.55
Institutional New	\$0.00	\$5,898,000.00
Institutional Renovations	\$0.00	\$0.00
Signage	\$29,850.00	\$34,650.00
Other	\$169,000.00	\$197,000.00
Agriculture	\$0.00	\$0.00
TOTALS	8,422,314.00	18,080,755.55

**CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR FEBRUARY 2020
DOLLAR VALUES**

	FEB	Totals
Residential New	\$350,000.00	\$2,200,000.00
Residential Renovations and Additions	\$122,500.00	\$708,500.00
Industrial-Commercial New	\$0.00	\$275,000.00
Industrial-Commercial Renovations	\$678,000.00	\$2,213,435.00
Institutional New	\$0.00	\$0.00
Institutional Renovations	\$0.00	\$0.00
Signage	\$12,810.00	\$42,489.00
Other	\$12,000.00	\$12,000.00
Agriculture	\$0.00	\$0.00
TOTALS	1,175,310.00	5,451,424.00

**CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR FEBRUARY 2021
BREAKDOWN OF PERMITS ISSUED *(Not projects)***

	FEB	Totals
Single Family Dwellings - New	8	12
Two-Family Dwellings - New	2	3
Multi-Family Dwellings - New	1	1
Residential Renovations and Additions	6	13
Industrial-Commercial New	0	2
Industrial-Commercial Renovations	9	12
Institutional New	0	1
Institutional Renovations	0	0
Signage	4	7
Other	2	5
Agriculture Renovations	0	0
TOTALS	32	56

**CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR FEBRUARY 2020
BREAKDOWN OF PERMITS ISSUED *(Not projects)***

	FEB	Totals
Single Family Dwellings - New	0	4
Two-Family Dwellings - New	1	2
Multi-Family Dwellings - New	0	2
Residential Renovations and Additions	8	12
Industrial-Commercial New	0	1
Industrial-Commercial Renovations	4	9
Institutional New	0	0
Institutional Renovations	0	0
Signage	3	14
Other	1	1
Agriculture Renovations	0	0
TOTALS	17	45

Planning & Heritage Summary (Week ending February 5, 2021)

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
19-088	1088368	090-BLD-19	05-Mar-19	3-Feb-21	APPROVED	8 Stan MacPherson Way	Temp Occupancy Permit (floors 2 & 3): New three story office building construction	David Lopez-Coast Design Inc	24-Feb-21
20-226	402735	795-SEC-20	03-Jun-20	4-Feb-21	APPROVED	506 Lower Malpeque Road	Secondary Suite Registry Application	Tanya Dickey	25-Feb-21
20-280	1119296	340-BLD-20	22-Jun-20	4-Feb-21	APPROVED	141 Royalty Road	Occupancy Permit: New single family dwelling	Rick and Dawn Hughes	25-Feb-21
20-319	343673	388-BLD-20	13-Jul-20	4-Feb-21	APPROVED	119 Kent Street	Fascia and projecting signs	TSC Signs Inc	25-Feb-21
20-369	346429	776-BLD-20	11-Dec-20	3-Feb-21	APPROVED	190 Euston Street	Occupancy Permit: Add fifth dwelling unit	Brooke MacMillan	24-Feb-21
20-433	394494	536-BLD-20	02-Sep-20	4-Feb-21	APPROVED	33 Fairview Drive	Add carport	Yeon Jong Yoo	25-Feb-21
20-546	387258	697-BLD-20	29-Oct-20	3-Feb-21	APPROVED	614 North River Road	Occupancy Permit: Renovation from retail to offices	John J. Rowe	24-Feb-21
20-578	344416	740-BLD-20	23-Nov-20	4-Feb-21	APPROVED	193 Kent Street (Unit A)	Fascia sign	Aimee Huynh	25-Feb-21
21-029	1091289	033-BLD-21	19-Jan-21	4-Jan-21	APPROVED	41 Bambrick Drive (Lot 17-23)	New single family dwelling	Connor Graves	25-Jan-21
21-036	339325	041-BLD-21	22-Jan-21	3-Feb-21	APPROVED	82-84-88 Great George Street	Renovate to create café/restaurant/bakery	Michael Fritz (Fritz Foods)	24-Feb-21
21-054	1086321	060-HER-21	01-Feb-21	1-Feb-21	APPROVED	136 Nassau Street	Replace window	Janet Weinreich-Keall	22-Feb-21



Lot Subdivisions

FILE	PID#	APPLICATION DATE	APPROVAL DATE	MAILED OUT	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL

Council Approvals

FILE #	PID#	PERMIT #	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL



Planning & Heritage Summary (Week ending February 12, 2021)

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
20-124	274365	142-BLD-20	07-Apr-20	12-Feb-21	APPROVED	10 Hatley Street	Occupancy Permit: 39 unit apartment building	APM Commercial	5-Mar-21
20-243	358556	288-BLD-20	11-Jun-20	11-Feb-21	APPROVED	35 Connolly Street	New single family dwelling	Ron Martin	4-Mar-21
20-592	1100528	762-BLD-20	04-Dec-20	10-Feb-21	APPROVED	23-25-27 Kindred Ave (Lot 98)	New 3-unit townhouse	Doug Beaton	3-Mar-21
20-611	344374	792-BLD-20	23-Dec-20	10-Feb-21	APPROVED	170 Great George Street	Renovation and change of use: Retail to coffee shop	Samantha Sin Man Yeung	3-Mar-21
21-034	1124304	038-BLD-21	21-Jan-21	11-Feb-21	APPROVED	69-71 Kindred Avenue (Lot 91)	New semi-detached dwelling	Homeway Builders PEI Inc.	4-Mar-21
21-051	1125913	057-BLD-21	28-Jan-21	11-Feb-21	APPROVED	58 Nash Drive	New single family dwelling	Peter McCallum	4-Mar-21

Lot Subdivisions

FILE	PID#	APPLICATION DATE	APPROVAL DATE	MAILED OUT	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
2020-064	739128	18-Dec-2020	12-Feb-2021	12-Feb-2021	APPROVED	6 Prince Street	Lot consolidation	Mike Cochrane	5-Mar-2021

Council Approvals

FILE #	PID#	PERMIT #	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
20-285	441139		23-Jun-20	8-Feb-21	APPROVED	2 MacAleer Drive	That Council rescind their previous resolution dated December 14, 2020 as it pertains to a Bell Mobility Tower at 2 MacAleer Drive (PID #441139), and replace with the following resolution: And that the City of Charlottetown acknowledges that they have been consulted by Bell Mobility, through their agent WSP Canada Inc. in accordance with the City of Charlottetown telecommunication tower siting requirements as it relates to the proposed Antenna System (Bell Mobility Tower) at 2 MacAleer Drive (PID 441139). That the City of Charlottetown has reviewed the information provided and acknowledge that a public consultation program has been completed. And that the tower (22-metre in height) be located at least 17m from Mount Edward Road with the provision that the proposed tower accommodates co-location.	Jess Harper (WSP Canada)	1-Mar-21
21-023	335307	027-VAR-21	14-Jan-21	8-Feb-21	APPROVED	Water Lot at 5 Great George Street	Request for a major variance for the temporary placement of floating structures/uses, including three (3) floating cottage vessels, on the water lot located at 5 Great George Street (PID 335307), in accordance with the site plan "Attachment A-2", the elevation plan "Attachment A-3" and the letter of intent "Attachment B", as attached in the Planning Board Report, PLAN-2021-01-FEBRUARY-6A-1, be approved, subject to the operator/owner adhere to the attached conditions: Must meet and maintain any and all Federal Acts, Regulations and Standards concerning the location and Use; Must meet and maintain all Provincial Acts, Regulations, and Standards concerning the location and Use; The Floating docks must be designed by appropriate Engineer with appropriate documentation provided to City and must not exceed load capacity or be altered in anyway. Only Engineered docks will be permitted for use; Confirmation from the Fire Department that the Fire Prevention Bylaw, NFPA 303 and NFPA 96 requirements have been met; Confirmation from the City Water and Sewer Utility Department that uses of the floating development are fully connected to City sewer and water supply; and Copy of insurance for the floating development that provides third party liability coverage for operators, the owners of the water lot and the City of	504982 NB Ltd.	1-Mar-21

19-637	416305	843-REZ-19	20-Dec-19	8-Feb-21	Approved to proceed to Second Reading	Norwood Road/Friar Drive	on-site parking (two-car garage and double driveway) Request to: Amend Appendix "A" – Future Land Use Map of the Official Plan from Low Density Residential to Mobile Home Residential; and Amend Appendix "G" – Zoning Map of the Zoning & Development Bylaw from the Low Density Residential Single (R-2S) Zone to the Manufactured Housing Residential (MHR) Zone, For the northern portion of the property at Norwood Road/Friar Drive (PID #416305) identified in Attachment A of the Planning Report (PLAN-2021-1-FEBRUARY-6B-5), in order to develop 66 manufactured home residential lots, be approved, subject to a Development Agreement and a covenant be placed on the subject property that identifies that the entire lands of the proposed development is within the Airport N-30 boundary and subject to higher levels of noise caused by airport operations.	PEI Home & RV Centre	1-Mar-21
2020-064	739128		18-Dec-20	8-Feb-21	APPROVED	6 Prince Street	Request to consolidate Lot 17-2 and Lot 17-3 (6 Prince Street (PID #739128)), in order to construct an outdoor amenity space consisting of seating, fire pits, band stand, patio and a boardwalk extension for the Founders' Food Hall & Market, be approved, subject to a pinned final survey plan and a new perimeter deed description being registered describing the outer boundaries of the consolidated properties.	Mike Cochrane	1-Mar-21
21-073	N/A	N/A	01-Feb-21	8-Feb-21	Approved to proceed to public consultation	Zoning & Development Bylaw Amendments	Proposed amendments to the Zoning & Development Bylaw (PH-ZD.2) pertaining to sections as attached: Section 3.3 Development and Building Permits: Expiry of incomplete building & development permit applications after six months of inactivity; Section 3.9.1 Major Variances: Clarify regulations subject to the variance process; Section 4.19 Amenity Space for apartment buildings: Define requirements for both indoor and outdoor amenity space;	City of Charlottetown	1-Mar-21
21-073B	N/A	N/A	01-Feb-21	8-Feb-21	Approved to proceed to public consultation	Zoning & Development Bylaw Amendments	Proposed amendments to the Zoning & Development Bylaw (PH-ZD.2) pertaining to sections as attached: Section 21.1.1 Medium Density Mixed Use Residential (MUR) Zone to clarify the permitted uses within the zone as Townhouse Dwellings, Semi-detached or Duplex Dwellings, Single-detached Dwellings, Nursing Homes and Community Care Facilities; Section 17 Medium Density Residential Townhouse (R-3T) Zone to remove and repeal apartment dwellings as a permitted use in the zone.	City of Charlottetown	1-Mar-21

21-074	N/A	N/A	01-Feb-21	8-Feb-21	Approved to proceed to public consultation	Future Land Use Map Amendments	Request to amend Schedule "A" Future Land Use Map of the Official Plan to remove the designation Concept Planning Area and replace all properties designated as such with Comprehensive Planning Area, be approved to proceed to public consultation.	City of Charlottetown	1-Mar-21
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Planning & Heritage Summary (Week ending February 19, 2021)

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
20-027B	739128	750-BLD-20	27-Nov-20	17-Feb-21	APPROVED	6 Prince Street	New patio area with bandstand	SableARC Studios Inc.	10-Mar-21
20-410	336560	512-BLD-20	26-Aug-20	18-Feb-21	APPROVED	19-21 King Street	22' x 24' addition to semi-detached dwelling to create third dwelling unit	David Waddell	11-Mar-21
21-014	276378	014-BLD-21	08-Jan-21	19-Feb-21	APPROVED	1 Owen Terrace	Footing Permit: 24' x 52' Addition to single family dwelling (garage, bedroom & bathroom)	Allan McKearney	12-Mar-21
21-020	1119858	024-BLD-21	13-Jan-21	17-Feb-21	APPROVED	33 MacWilliams Road (Lot 30)	New single family dwelling	M&D Construction	10-Mar-21
21-025	372300	029-BLD-21	14-Jan-21	19-Feb-21	APPROVED	465 University Avenue	Fascia sign	Maya Ayache for International Neon	12-Mar-21
21-025B	372300	078-BLD-21	10-Feb-21	18-Feb-21	APPROVED	465 University Avenue	Interior renovations to retail store	Evaresto Jardin	11-Mar-21
21-035	464503	039-BLD-21	21-Jan-21	19-Feb-21	APPROVED	8 Short Street	Construct secondary suite in basement	Ryan Coody	12-Mar-21
21-045	387811	050-BLD-21	27-Jan-21	18-Feb-21	APPROVED	202 Buchanan Drive, Suite 5	Interior fit-up of new restaurant	William Chandler	11-Mar-21
21-055	993329	061-BLD-21	01-Feb-21	16-Feb-21	APPROVED	15 MacAleer Drive	16' x 56' addition	Dr. Alhadi Abusneena	9-Mar-21
21-059	362475	065-BLD-21	03-Feb-21	16-Feb-21	APPROVED	92 Upper Hillsborough Street	Interior and exterior renovations to triplex	Dane Cutcliffe	9-Mar-21
21-064	1119940	071-BLD-21	04-Feb-21	16-Feb-21	APPROVED	87 John Yeo Drive	Interior fit-up - Unit 3	David Thomas	9-Mar-21
21-069	342790	076-BLD-21	05-Feb-21	17-Feb-21	APPROVED	199 Grafton Street	Phase II: Renovations to third floor - Mechanical and Electrical	APM Commercial	10-Mar-21

Lot Subdivisions

FILE	PID#	APPLICATION DATE	MAILED OUT	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL



Council Approvals

FILE #	PID#	PERMIT #	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL



Planning & Heritage Summary (Week ending February 26, 2021)

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
14-228	1069301	228-BLD-14	09-Jun-14	26-Feb-21	APPROVED	14-16 Parkman Drive (Lot #66)	Temporary Occupancy Permit: New semi-detached dwelling	EMT Investments	19-Mar-21
20-012D	1110642	716-BLD-20	10-Nov-20	26-Feb-21	APPROVED	167 Minna Jane Drive (unit 2A)	Occupancy Permit: Retail store (Habitat for Humanity)	APM Commercial	19-Mar-21
20-309	1115195	372-BLD-20	03-Jul-20	26-Feb-21	APPROVED	133 Royalty Road (Lot 19-7)	Temporary Occupancy Permit: New single family dwelling	Fadi Mirish	19-Mar-21
20-503	1116185	636-BLD-20	05-Oct-20	23-Feb-21	APPROVED	19 East Royalty Road (Lot 257)	New single family dwelling	Affleck Construction	16-Mar-21
20-590	1016294	759-BLD-20	03-Dec-20	23-Feb-21	APPROVED	6-8 Essex Crescent (Lot 12B)	Footing Permit: New semi-detached dwelling	Shawn Macphee	16-Mar-21
21-007	732461	007-BLD-21	07-Jan-21	23-Feb-21	APPROVED	88 Prince Charles Drive	New detached garage/pool house	Cory Jay	16-Mar-21
21-032	1016294	036-BLD-21	20-Jan-21	24-Feb-21	APPROVED	35-37 Essex Crescent (Lot 2B)	New semi-detached dwelling	Hay Enterprises	17-Mar-21
21-036	339325	108-BLD-21	22-Feb-21	25-Feb-21	APPROVED	82 Great George Street	Fascia sign	Jessica Fritz	18-Mar-21
21-069	342790	076-BLD-21	05-Feb-21	23-Feb-21	APPROVED	199 Grafton Street	Occupancy Permit: Renovations to third floor - Mechanical and Electrical	APM Commercial	16-Mar-21
21-085	397372	092-BLD-21	17-Feb-21	24-Feb-21	APPROVED	177 St. Peters Road	Change of use and renovate office space to restaurant	Paramji Saini (102428 PEI Inc.)	17-Mar-21
21-095	342436	103-BLD-21	19-Feb-21	23-Feb-21	APPROVED	134 Kent Street (Suite 302)	Interior renovations of office space	William Chandler	16-Mar-21
21-090	366617	097-BLD-21	18-Feb-21	26-Feb-21	APPROVED	25 Colonel Gray Drive	Interior renovations	Stephen Barlow	19-Mar-21
20-588	880401	757-BLD-20	02-Dec-20	24-Feb-21	APPROVED	18 Riverside Drive	Construct new clarifier	WM&M 1993 Ltd	17-Mar-21
21-066	1100528	073-BLD-21	05-Feb-21	26-Feb-21	APPROVED	84 MacWilliams Road (Lot 9)	New single family dwelling	Vince Dunn	19-Mar-21
21-067	1100528	074-BLD-21	05-Feb-21	26-Feb-21	APPROVED	88 MacWilliams Road (Lot 10)	New single family dwelling	Vince Dunn	19-Mar-21

Lot Subdivisions

FILE	PID#	APPLICATION DATE	APPROVAL DATE	MAILED OUT	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL

Council Approvals

FILE #	PID#	PERMIT #	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
19-637	416305	843-REZ-19	20-Dec-19	22-Feb-21	Second Reading complete; awaiting Ministerial Approval	Nonwood Road/Friar Drive	Request to: Amend Appendix "A" – Future Land Use Map of the Official Plan from Low Density Residential to Mobile Home Residential; and Amend Appendix "G" – Zoning Map of the Zoning & Development Bylaw from the Low Density Residential Single (R-2S) Zone to the Manufactured Housing Residential (MHR) Zone, For the northern portion of the property at Norwood Road/Friar Drive (PID #416305) identified in Attachment A of the Planning Report (PLAN-2021-1-FEBRUARY-6B-5), in order to develop 66 manufactured home residential lots, be approved, subject to a Development Agreement and a covenant be placed on the subject property that identifies that the entire lands of the proposed development is within the Airport N-30 boundary and subject to higher levels of noise caused by airport operations.	PEI Home & RV Centre	15-Mar-21



**FINANCE, AUDIT & TENDERING COMMITTEE
REPORT TO COUNCIL
March 8th, 2021**

The Finance, Audit & Tendering Committee met March 3rd, 2021 for their regular meeting in March. Included in this package are the minutes for that meeting as well as February 10th, 17th, 18, and 25th, 2021 which were for budget meetings.

There ~~are no resolutions~~ ^{is one (1) resolution} included in this package for your consideration.

Respectfully submitted,

Deputy Mayor Jason Coady, Chair

**Finance, Audit & Tendering Committee
February 10th, 2021
12:00 p.m. Parkdale Room**

Present: **Deputy Mayor Jason Coady (Chair)** **Councillor Mike Duffy**
 Councillor Kevin Ramsay **Mayor Philip Brown**
 Peter Kelly, CAO **Mark Lanigan, FM**
 Connie McGaugh, ACC

Regrets: **Councillor Greg Rivard**

1) Call to Order

Deputy Mayor Coady 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 by Councillor Duffy and seconded by Mayor Brown.

Motion Carried

4) Approval of Minutes

Moved by Councillor Ramsay and seconded by Councillor Duffy that the minutes of January 29th, 2021 be approved as circulated.

5) Motion to move into closed session, as per Section 119 (1) sub-sections (b) & (e) of the PEI Municipal Government Act

Moved by Councillor Ramsay and seconded by Councillor Duffy to move into the closed session

6) Adjournment of Public Session

Moved by Councillor Ramsay and seconded by Mayor Brown that the meeting be adjourned.

Motion Carried.

Meeting adjourned 1:25 p.m.

Chair: Deputy Mayor Jason Coady

Finance, Audit & Tendering Committee
Wednesday, February 17th, 2021
12:00 p.m. Parkdale Room

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

Regrets:

1) Call to Order

Deputy Mayor Coady called the meeting to order at 12:00 pm.

2) Declarations of conflict of interest

There were no conflicts of interest declared.

3) Approval of Agenda

A motion to approve the agenda was made by Councillor Duffy and seconded by Mayor Brown.

Motion Carried

4) Approval of Minutes

Moved by Councillor Rivard and seconded by Councillor Ramsay that the minutes of February 10th, 2021 be approved as circulated.

5) Motion to move into closed session, as per Section 119 (1) sub-sections (b) & (e) of the PEI Municipal Government Act

Moved by Councillor Rivard and seconded by Mayor Brown to move into the closed session

6) Adjournment of Public Session

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

Motion Carried.

Meeting adjourned 1:25 p.m.

Chair: Deputy Mayor Jason Coady

Finance, Audit & Tendering Committee
Thursday, February 18th, 2021
12:00 p.m. Council Chambers

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

Regrets:

1) Call to Order

Deputy Mayor Coady called the meeting to order at 12:00 pm.

2) Declarations of conflict of interest

There were no conflicts of interest declared.

3) Approval of Agenda

A motion to approve the agenda was made by Councillor Duffy and seconded by Mayor Brown.

Motion Carried

4) Approval of Minutes

There were no minutes circulated for approval.

5) Motion to move into closed session, as per Section 119 (1) sub-sections (b) & (e) of the PEI Municipal Government Act

Moved by Councillor Duffy and seconded by Mayor Brown to move into the closed session

6) Adjournment of Public Session

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

Motion Carried.

Meeting adjourned 2:10 p.m.

Chair: Deputy Mayor Jason Coady

Finance, Audit & Tendering Committee
Thursday, February 25th, 2021
4:00 p.m. Council Chambers

Present:	Deputy Mayor Jason Coady (Chair) Councillor Mike Duffy Mayor Philip Brown Mark Lanigan, FM Wayne Long, EA	Councillor Greg Rivard Councillor Kevin Ramsay Peter Kelly, CAO Connie McGaugh, ACC
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Regrets:

1) Call to Order

Deputy Mayor Coady called the meeting to order at 12:00 pm.

2) Declarations of conflict of interest

There were no conflicts of interest declared.

3) Approval of Agenda

A motion to approve the agenda was made by Mayor Brown and seconded by Councillor Ramsay.

Motion Carried

4) Approval of Minutes

Moved by Councillor Duffy and seconded by Councillor Rivard that the minutes of February 17th and 18th, 2021 be approved as circulated.

Motion Carried

5) Motion to move into closed session, as per Section 119 (1) sub-sections (b) & (e) of the PEI Municipal Government Act

Moved by Councillor Ramsay and seconded by Mayor Brown to move into the closed session

6) New Business

Pest Control Services resolution and recommendation were reviewed and Committee has deferred this item and asked that it be returned to the Environment & Sustainability Committee. The CAO left the room for this discussion due to business conflict.

7) Adjournment of Public Session

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

Meeting adjourned 6:15 p.m.

Chair: Deputy Mayor Jason Coady

Finance, Audit & Tendering Committee
Wednesday, March 3rd, 2021
12:00 p.m. Council Chambers

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

Regrets:

1) Call to Order

Deputy Mayor Coady called the meeting to order at 12:00 pm.

2) Declarations of conflict of interest

There were no conflicts of interest declared.

3) Approval of Agenda

A motion to approve the agenda was made by Mayor Brown and seconded by Councillor Ramsay.

Motion Carried

4) Approval of Minutes

Moved by Councillor Duffy and seconded by Councillor Rivard that the minutes of February 25th, 2021 be approved as circulated.

Motion Carried

5) Motion to move into closed session, as per Section 119 (1) sub-sections (b) & (e) of the PEI Municipal Government Act

Moved by Councillor Ramsay and seconded by Mayor Brown to move into the closed session

6) Adjournment of Public Session

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

Meeting adjourned 1:10 p.m.

Chair: Deputy Mayor Jason Coady



CITY OF CHARLOTTETOWN

RESOLUTION

Finance Committee #1

MOTION CARRIED _____

MOTION LOST _____

Date: March 8, 2021

Moved by Councillor _____ **Jason Coady**

Seconded by Councillor _____ **Greg Rivard**

RESOLVED:

That the City of Charlottetown enter into the attached sponsorship agreement with 2023 Canada Winter Games Host Society Inc.

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



City of Charlottetown

Report No: EM 46-21

Date: March 5, 2021

Directed to:

Finance, Audit and Tendering Committee

Department:

Event Management

Prepared by:

Wayne Long, Events Development Officer (EDO)

Attachments:

- 2023 Canada Winter Games Host Society Inc. Sponsorship Agreement

Subject:

2023 Canada Winter Games Host Society Inc. Sponsorship Agreement

RECOMMENDATION:

That the Committee endorse the attached Agreement and forward to Council for Resolution.

REPORT:

Prince Edward Island will host the 2023 Canada Winter Games. Charlottetown will serve as the hub city for the Games with the Athletes' Village, Opening and Closing Ceremonies, signature cultural festival, Mission Conference #1, and Sponsor Summit #2, along with a number of sport competitions taking place locally.

As the Committee is aware, the municipality has been engaged in conversations with the 2023 Canada Winter Games Host Society Inc. for some time now with respect to a municipal partnership. The City's municipal partnership is comprised of a \$1.8M sponsorship of the 2023 Games. This contribution was recently agreed to and approved by Council.

In order to formalize the partnership, the City is now required to enter into an official sponsorship agreement with the 2023 Canada Winter Games Host Society Inc. The Events Development Officer as the City's staff lead on the Canada Games file has reviewed the document which aligns with the municipality's understanding of the partnership and associated sponsorship benefits/deliverables.

The attached Sponsorship Agreement captures in-depth details of the partnership.

Respectfully,



Reviewed By:

CAO

Manager

Other

RECOMMENDATIONS/ACTIONS:



Sponsorship Agreement

(Municipal Partnership Program)

THE CITY of CHARLOTTETOWN

SPONSOR AGREEMENT

This Agreement made this ___ day of March ___, 2021

Between

**2023 Canada Winter Games Host Society Inc. /Société hôte des Jeux d'hiver du
Canada 2023 Inc.**

AND

(The City of Charlottetown)
(herein referred to as "The Sponsor")

WHEREAS the Canada Games Council ("CGC") has awarded the right to host the 2023 Canada Games ("Games") during the Winter of 2023, to Prince Edward Island;

WHEREAS the Host Society was created to stage and organize the Games during the period of February 18 – March 05, 2023 ("Games Period");

WHEREAS the Canada Games Council and the Host Society own all ticketing, licensing, merchandising, broadcasting and marketing rights, worldwide, to the Games;

WHEREAS the Host Society has the authority and power to grant Sponsor certain rights and opportunities, pertaining to the Games, as described herein;

WHEREAS Sponsor wishes to enter into an agreement with the Host Society to avail itself of advertising and merchandising rights and opportunities in respect of the Products;

NOW IT IS HEREBY AGREED as follows:

DEFINITIONS AND INTERPRETATIONS

1. In this Agreement, expressions shall, unless the context otherwise requires, have the meanings as outlined in the "General Conditions," Appendix A.

GENERAL CONDITIONS

2. The General Conditions pertaining to this Agreement are as outlined in Appendix A, and form the basis of the understanding of the Agreement.

GRANT OF RIGHTS

3. Sponsor is granted by the Host Society the rights, privileges, options and opportunities as a DREAM MAKER level Sponsor to be exercised only within the Province of Prince Edward Island and during the term of this agreement, as set forth in Appendix E.
4. In return for the Grant of Rights outlined in section 3, the Host Society shall receive the benefits as outlined in Appendix G.

IMPLEMENTATION OF ASSOCIATION

5. The Host Society shall use its best efforts to keep Sponsor regularly informed on significant developments concerning the Games which may be helpful for Sponsor's exercise of its rights, privileges, options and opportunities hereunder.
6. The Host Society shall provide Sponsor with one (1) Graphics Standards Manual at no additional charge, the shipping to be by Sponsor's instructions, but at the expense of the Host Society if all such manuals are sent to one address.

WARRANTIES AND REPRESENTATIONS

7. The Host Society warrants that it has the authority to enter into this Agreement for use of the Games Marks in connection with the Products and represents that, except as otherwise provided in this Agreement, it has not granted and will not grant, directly or indirectly, to any party other than Sponsor, for use in connection with Products, any advertising, promotional or marketing right or opportunity, including any right to use the Games Marks, in connection with the Host Society or the Games.
8. The Host Society warrants that the use of any of the Games Marks by Sponsor does not infringe any rights of others.
9. Notwithstanding that the Games Marks are licensed to the Host Society, if there is a claim by any party, person or entity that its rights under federal, provincial/territorial or foreign law, or under common law, are superior to any of the Games Marks, and if Host Society determines that such claims are legally meritorious, by court proceedings or in reliance upon the opinion of legal counsel, then upon receiving written notice from the Host Society, Sponsor will as soon as practicable thereafter, use such substitutions, variances, combinations, alternatives, alternates, modifications, changes and amendments of and to the Games Marks as may be required by the Host Society.
10. If any claims alleging infringement of intellectual property rights are made against Sponsor in relation to Sponsor's use of Games Marks in accordance with the terms of this Agreement, the Host Society shall indemnify and save harmless Sponsor in respect

of any such claims, provided that Sponsor provides the Host Society with timely notice thereof and the Host Society shall have conduct of any such actions. The Host Society warrants that provided that Sponsor uses the Games Marks in conformity with this Agreement, that Sponsor is doing so without infringing on the rights of any others.

AUTHORIZATIONS

11. The Host Society shall give all approvals, consents and instructions pursuant to Appendix B hereto with respect to the use of the Games Marks. This authority may be delegated and if so, the Host Society shall notify Sponsor in writing.

CONSIDERATION

12. In providing benefits as outlined in Appendix G, Sponsor will also provide an invoice to the Host Society, including their Goods and Services Tax (GST) number.
13. The GST registration number of the Host Society is 705488286.
14. Sponsor shall provide to the Host Society, a report setting out any goods, equipment or services supplied by Sponsor to the Host Society on account of in-kind consideration:
 - (i) within fifteen (15) days after each calendar month; and
 - (ii) a final report to be submitted by April 30, 2023.
15. Sponsor's obligations under this Section shall be performed without any right of Sponsor to invoke set-off, deduction or other similar rights, except as set out under "Termination."

NOTICES

16. Formal notices required or permitted by this Agreement shall be in writing and shall be sent by delivery, or by mail prepaid and registered at an office of Canada Post and shall be directed to or addressed as follows:
 - (i) If to the Host Society, to:

2023 Canada Games Host Society Inc.
Attention: Kyle Dudley (Chief Executive Officer)
135 St.Peters Road Suite 202
Charlottetown, Prince Edward Island
C1E 5P3
Phone: (902) 620-2023

(ii) If to Sponsor to:

The City of Charlottetown
Attention: Wayne Long, Events Development Officer
199 Queen Street PO Box 98
Charlottetown, Prince Edward Island
C1A 7K2
Phone: (902) 629-4023

Or such other address(es) as each party may notify for this purpose. Notice so sent shall be well and sufficiently given and received:

- a. If sent by delivery, when delivered;
- b. If sent by facsimile, when confirmed in writing by the sender's facsimile device as transmitted; or
- c. If mailed in Canada double registered, on the date of acknowledgment of receipt or if single registered, on the fifth day after the date of registration provided that, in the case of single registered mail, should there be between the time of registration and the date of deemed receipt a mail strike, slow down or other labour dispute which might reasonably affect delivery of the notice, then notice so mailed shall only be effective if and when it is actually delivered to the address of the intended recipient;

provided that in each case, notice to the party and not copies sent to others shall be used to determine when notice is deemed given.

IN WITNESS WHEREOF the Parties have set their signatures hereunder:

2023 Canada Winter Games Host Society Inc. /Société hôte des Jeux d'hiver du Canada 2023 Inc.

(signature)

Name: G. Kyle Dudley
Title: Chief Executive Officer

Date: _____

(signature)

Name: Wayne Carew
Title: Co-Chair (Board of Management)

Date: _____

The City of Charlottetown

(signature)

Name: Philip Brown

Title: Mayor

Date: _____

(signature)

Name: Peter Kelly

Title: Chief Administrative Officer

Date: _____

APPENDIX A

GENERAL CONDITIONS

DEFINITIONS AND INTERPRETATIONS

1. "Authorized User" means any third party authorized by the Host Society to use any of the Games Marks whether such authorization now exists or is granted by the Host Society after the date of this Agreement and may include but is not limited to Games' Sponsors and Host Society Licensees;

"Games" means the 2023 Canada Games to be held in and around Prince Edward Island from February 18 - March 05, 2023 and shall include those of the following to be conducted under the authority, control and official patronage of the Host Society:

- (i) opening, closing, awards and other official ceremonies;
- (ii) official cultural festivals, other art, entertainment or other similar events;
- (iii) pre-Games events, including but not limited to associated events held in and around the Province, but excluding any test events except to the extent the Host Society controls the marketing rights thereto; and
- (iv) any preliminary, qualifying, trial heats, and semi final competitions as well as the final competitions in the sports specified in Appendix F;

"Games Broadcasters" means the television broadcasters that may be licensed by the Host Society to transmit the Games via live or tape-delayed television moving images coupled with the ambient sound. Non-Games Broadcasters customarily have the right to broadcast the taped footage as news and are limited as to the duration that is defined as news coverage and that which is defined as licensed event coverage. It is recognized that the Host Society will not control the news coverage;

"Games Designations" means any or all designations which indicate an association relationship with the Games or Host Society and that is described in Appendix D of this Agreement;

"Games Marks" means the artwork as set forth in the Host Society's Graphics Standards Manual depicting the Games and Host Society logo, as well as Games Designations and all trademarks and official marks registered by the Canada Games Council pursuant to the Trademarks Act (Canada), and licensed to the Host Society. Use of the Games Marks is set out in Appendix B;

"Games Period" means the period beginning one night prior to the first day of competition of the Games and ending on the morning following the Closing Ceremony of the Games;

"Premiums" means those items of merchandise, not being Products, which:

- (i) are given away free of charge, or sold at a subsidized price, by Sponsor at any step of the distribution process for the purpose of advertising and promoting Sponsor and the Games;
- (ii) bear Sponsor's trade name or trademark together with any Games Marks; and
- (iii) are approved by the Host Society for use by Sponsor;

"Presentation Rights" means cultural events and all other similar events conducted under the authority, control and official patronage of the Host Society in connection or conjunction with the Games. This includes the Opening and Closing Ceremonies;

"Sales Taxes" means the goods and services tax levied by Part IX of the Excise Tax Act (Canada), or any other applicable statutory enactment that imposes a value-added tax, sales tax or other form of tax or fee calculated with reference to the gross amount of the consideration paid or payable by the buyer of property or services provided by the seller to the buyer or the value of that property or those services;

"Site(s)" means any area(s) under the control of the Host Society, including, but not limited to the official press centre and ceremony venues and their parking areas, the VIP areas, and the athletes and technical officials villages and sport venues; and

"Value in Kind" means such goods and services as are accepted by the Host Society as relieving of expense to its budget and provided by Sponsor and, which at a minimum, shall include those goods and services described in the attached Appendix G (herein referred to as "VIK").

CANCELLATION OF THE GAMES

2. In the event that the Games are cancelled in their entirety at any time for any reason or not held in Prince Edward Island for any reason, or that the Host Society is uncertain of its ability to stage the Games or to meet all of its financial commitments related thereto, the Host Society may terminate this Agreement by written notice to the Sponsor and the parties shall not be obligated to any further performance of this Agreement and the rights and opportunities granted hereunder shall terminate effective on the date on which the Host Society provides written notice to the Sponsor.

3. It is further understood and agreed that in the event of the Games not being held or being cancelled, any VIK supplied by Sponsor pursuant to this Agreement and which are in the possession of or under control of the Host Society shall be returned to Sponsor within a reasonable period of time after notification of cancellation. Except as provided in Appendix G, Sponsor agrees that it shall have no right to any payment in respect of any VIK already supplied and already consumed.

FORCE MAJEURE

4. Either party may be released from its obligations hereunder to the extent that performance thereof is delayed, hindered or prevented by force majeure as defined below, provided that the party claiming hereunder shall notify the other forthwith and without delay specifying the cause and probable duration of the delay or non-performance and shall minimize the effects of the other party of such delay or non-performance.
5. Force majeure means any circumstances beyond the reasonable control of the affected party and without limiting the generality of the foregoing, force majeure shall include any one or more of the following: acts or restraints of governments or public authorities; wars, revolution, riot or civil commotion; strikes, slow-downs, lockouts or other labour or employee interruptions or disturbances, whether involving employees of that party or of any other person over which that party has no reasonable control; failure of supplies of power or fuel; damage to the premises or storage facilities by explosion, fire, corrosion, radioactive contamination, flood, natural disaster, malicious or negligent act or accident; and breakdown or failure of equipment whether of the affected party or otherwise.

TERM

6. This Agreement shall become effective on the date written above and shall expire on March 31, 2023 unless otherwise terminated pursuant to the other provisions hereof.

TERMINATION

7. The Host Society may terminate this Agreement on written notice to Sponsor upon the occurrence of any of the following events:
 - a. Any consideration due hereunder is thirty (30) days late from the due date and provided such default continues for a period of five (5) days after receipt by Sponsor of written notice from the Host Society of default;
 - b. Sponsor enters into liquidation, other than a voluntary liquidation for the purpose of restructuring, amalgamation or similar reorganization;

- c. A substantial change occurs in control or operating management of Sponsor which will adversely affect the ability of Sponsor to perform its obligations under this Agreement or which is detrimental to the interests of the Host Society. Substantial changes for the purpose of this Section shall not include evolutionary changes in business strategy, organization and management in the ordinary course of business;
 - d. Use by Sponsor of the Games Marks otherwise than in accordance with this Agreement and such use is not remedied as soon as possible, but in any event, no later than thirty (30) days after receipt of written notice of such misuse. In the event that Sponsor remedies such misuse and the Host Society has not terminated this Agreement:
 - (i) if the Host Society in its sole discretion deems the misuse to have been a serious breach of Sponsor's obligation hereunder Sponsor shall immediately recall Products, discontinue sales of Products, and discontinue advertising; or
 - (ii) in all other cases, Sponsor shall not be required to recall Products, nor be prevented from continuing sales of Products or running committed advertising for a period of three months from the aforementioned receipt of written notice of such misuse, but only to the extent that such Products or advertising cannot reasonably be withheld or altered without penalty, material loss or substantial expense to Sponsor; or
 - e. Sponsor engaging in conduct which reflects unfavourably upon the name, goodwill, reputation and image of the Host Society or the Games Marks and such conduct is not remedied as soon as possible, but in any event, no later than thirty (30) days after receipt by Sponsor of written notice from the Host Society. Advertising and promotional materials approved hereunder (as distinct from possible uses thereof) shall not be considered violations of this Section.
8. Except with respect to the payment of any consideration hereunder, either party may terminate this Agreement if the other party fails to observe or perform any of its material obligations hereunder and such failure is not remedied as soon as possible, but in any event, no later than fifteen (15) days after being called upon to do so by written notice.
9. Termination of this Agreement shall be without prejudice to any existing rights and claims that the terminating party may have against the other, and shall not relieve such other party from fulfilling the obligations accrued to the effective date of such termination.
10. Upon early termination of this Agreement, all of Sponsor's rights and opportunities hereunder shall forthwith terminate and automatically revert to the Host Society and Sponsor shall forthwith discontinue all uses of its rights hereunder and shall not refer to them directly or indirectly with respect to the manufacturing, merchandising, advertising, sale, distribution, or promotion of the Products. In the event of an early termination of this Agreement, Sponsor shall discontinue its advertising and promotional activity using the

rights hereunder immediately. Upon such early termination of this Agreement, the Host Society may immediately grant to others the rights and opportunities granted to Sponsor hereunder.

11. Upon early termination of this Agreement by the Sponsor, the Host Society shall forthwith terminate any use of the Products or use of the Sponsor's name, logos, marks, trademarks, etc. in any manner whatsoever.
12. Either party may terminate this Agreement immediately by written notice to the other if:
 - a. an effective resolution is passed for the winding up of the other party;
 - b. a petition is filed or an order is made for the winding up or liquidation of the other party and such petition or order is not diligently opposed by that other party;
 - c. the other party becomes insolvent or makes a general assignment for the benefit of its creditors or a proposal under the Bankruptcy and Insolvency Act (Canada);
 - d. a bankruptcy petition is filed and presented and is not diligently opposed;
 - e. a custodian or receiver/manager or any other officer with similar powers is appointed in respect of the other party or its properties or any part thereof and the other party has not diligently moved to set such appointment aside;
 - f. any proceedings are commenced in respect of the other party under creditors arrangements legislation and are not diligently opposed by the other party; or
 - g. in the case of Sponsor's default by reason of a matter set forth in the foregoing Section, Sponsor's rights hereunder shall not be exercised or accrued to Sponsor's receiver, trustee, receiver/manager, or any such similar representative, as the case may be.

INDEMNIFICATION AND INSURANCE

13. Sponsor hereby agrees to indemnify the Host Society against any and all claims, losses, costs and damages that the Host Society may incur by reason of any breach of the warranties and representations of Sponsor contained herein.

14. The Host Society agrees to indemnify and hold harmless, Sponsor, its parent and subsidiary corporations, and their respective directors, officers, agents, servants, employees from and against any and all claims, losses, costs and damages that any of them may incur by reason of any breach of the representations and warranties contained herein or by reasons of any infringement of advertising or copyright laws or regulations in respect of any advertisements, promotions or similar actions taken by or on behalf of the Host Society pursuant to Section 3 of the Agreement.

15. The Host Society further agrees to indemnify and hold harmless, Sponsor, its parent and subsidiary corporations, and their respective directors, officers, agents, servants, employees from and against any and all claims, losses, costs and damages or injuries to persons (including injury resulting in death) or property howsoever caused, in any manner arising out of or incidental to any events contemplated by this Agreement for which Sponsor is a sponsor and with the services provided by the Host Society under this Agreement, save and except to the extent such claims, demands, actions, losses, costs, damages and expenses arise from the negligence or willful misconduct of Sponsor or persons for whom Sponsor is at law responsible.

16. The Host Society shall place and maintain during the term of this agreement with insurers and upon terms and conditions reasonably satisfactory to Sponsor, Comprehensive General Liability Insurance covering the services performed by them pursuant hereto for an amount of not less than One Million (\$1,000,000) Dollars, in Canadian funds, for any one occurrence. Such insurance shall include Sponsor, its parent and subsidiary corporations, and their respective directors, officers, employees, servants, and agents as additional insured and the policy shall contain a standard cross liability clause. The Host Society shall forthwith upon execution of this Agreement provide to Sponsor, Certificates of Insurance confirming that such insurance coverage is in full force and effect, endorsed as required herein and that such insurance shall not be cancelled or materially changed until after thirty (30) days prior written notice to Sponsor.

ASSIGNMENT

17. Neither this Agreement nor any of Sponsor's rights hereunder may be assigned or sub-licensed by Sponsor without the prior written consent of the Host Society, which consent shall not be unreasonably withheld; however, Sponsor may assign this Agreement to an affiliate without Host Society's prior written consent. Except as provided in the previous sentence, any attempted assignment or sub-license of this Agreement or any of Sponsor's rights hereunder without the prior written consent from the Host Society shall be void and considered a material breach of this Agreement by Sponsor.

RELATIONSHIP OF THE PARTIES

18. This Agreement in itself does not constitute any party hereto the agent of the other, or create a partnership, joint venture or similar relationship between the parties, and no party shall have the power to obligate or bind the other party in any manner whatsoever.

WAIVER

19. The waiver by any party of the strict observance or performance of any term of this Agreement or of any breach of it on the part of any party shall not be held or deemed to be a waiver of any subsequent failure to observe or perform the same or any other term of this Agreement.

SEVERABILITY

20. The determination that any provision of this Agreement is invalid or unenforceable shall not invalidate this Agreement, all of the provisions being inserted conditionally on their being considered legally valid, and this Agreement shall be construed and performed in all respects as if any invalid or unenforceable provisions are omitted provided the primary purpose of this Agreement is not thereby impeded.

CONFIDENTIALITY

21. The parties agree that the details of this Agreement and any information or documents provided pursuant to it shall be confidential and each shall undertake whatever measures are reasonably necessary to preserve that confidentiality. Any release of information concerning this Agreement shall be approved by the parties prior to being released or published, provided that neither party shall unreasonably withhold its approval of any announcement. Notwithstanding the foregoing, either party shall be entitled to make disclosure concerning the details of this Agreement as required by law or to Canada Revenue Agency. The parties may also make such disclosure of the contents of this Agreement as may be reasonably necessary to carry out the terms of this Agreement.

ENTIRE AGREEMENT

22. This Agreement contains the entire understanding between the parties relating to the subject matter herein contained and supersedes all prior oral and written understandings, arrangements and agreements relating thereto.

SUB-AGREEMENTS

23. It is agreed that any sub-agreement contemplated by this Agreement shall be negotiated, and in the event that agreement cannot be reached, the outstanding terms shall be settled by reference to the Dispute Resolution mechanism set forth herein. It is agreed that any inability to come to an agreement on the terms of the sub-agreement

shall not be taken as a matter going to the root of this Agreement and as a matter which would potentially void this Agreement.

INTERPRETATION

24. Included Meanings

Words importing the singular number only shall include the plural and vice versa, and words importing gender shall include the masculine, feminine and neuter as the parties and the context may require.

25. Headings

The headings contained in this Agreement are for convenience of reference only and shall not affect the meaning of the provisions to which they refer.

26. Document Precedence

In the event of any ambiguity or inconsistency between the body of this Agreement and the Appendices, if any, the terms of the body of the Agreement and the Appendices shall be read together and interpreted and applied in the manner that most reasonably reflects and is consistent with the common intention of the parties and the most reasonable objective that is to be attained.

27. Currency

Unless otherwise specified in this Agreement, all references to money are to Canadian currency and all payments shall be made in Canadian currency.

GOVERNING LAW AND FORUM

28. This Agreement shall be governed by and interpreted according to the laws in force from time to time in the Province of Prince Edward Island. Any necessary judicial proceedings shall only be taken before the courts in Prince Edward Island and Sponsor agrees to the jurisdiction of such courts.

DISPUTE RESOLUTION

29. In the event that a dispute arises with respect to this Agreement the parties agree to resolve it as follows and in the following chronological order:

- a. within three (3) working days of one party notifying the other in writing of a dispute, the Chief Executive Officer and Board Co-Chairs and for Sponsor, the designated individual(s), shall meet and attempt to resolve the dispute. In the event that the aforementioned designated individuals do not so meet or are unable to resolve the dispute, then
 - b. within three (3) working days of such failure, the parties, or representatives of them, shall meet with a mediator to be mutually agreed upon, with the costs of the mediator being shared by the parties, and attempt to resolve the dispute. In the event that such meeting does not take place or the dispute is not resolved, then
 - c. within three (3) working days of such failure, the parties shall meet to have the dispute resolved by binding arbitration by an arbitrator who did not do the mediation. If the parties cannot agree upon an arbitrator, each shall appoint one arbitrator and the two arbitrators shall appoint a third arbitrator, which arbitrator(s) shall issue his/her award within seven (7) days of the arbitration.
30. All mediations and arbitrations shall take place in Prince Edward Island. The parties shall be entitled to conduct such discovery as the arbitrator(s) deems appropriate. The costs of any arbitration shall be borne equally by the parties, unless the arbitrator(s) otherwise directs.

VARIATION

31. Any variation, alteration or waiver of any of the provisions of this Agreement must be in writing.

FURTHER ASSURANCES

32. The parties agree to execute and deliver all such other and further documents and assurances as may be necessary to carry out the terms of this Agreement.

ENUREMENT

33. This Agreement shall ensure to the benefit of and shall be binding upon the successors and permitted assigns, if any, of the parties hereto.

PREAMBLE AND APPENDICES

34. The Preamble and Appendices and any amendments or modifications from time to time to the Appendices or this Agreement shall be deemed to be incorporated into and form an integral part of this Agreement.

CONSENT

35. In cases where the consent, approval or permission of a party is required under this Agreement, then unless expressly indicated otherwise, such consent, approval or permission shall not be unreasonably withheld, and the determination by the party requested to provide its consent, approval or permission shall be made and communicated to the party requesting the consent, approval or permission as expeditiously as possible.

APPENDIX B

USE OF THE GAMES MARKS

The right to use the Games Marks is granted on the following conditions:

GENERAL CONDITIONS OF USE

1. Sponsor shall ensure that the Games Marks are used solely on Products' packaging or in connection with Products for which the right to use the Games Marks has been granted.
2. Sponsor may, but is not required except as otherwise provided for in this Appendix B, to use their Games Designation in any advertising where an association to the Host Society or the Games is made.
3. Sponsor shall not use the Games Marks in such a manner that confusion may arise in the public mind as to the products or services for which Sponsor has been granted rights hereunder.
4. All uses of the Games Marks by Sponsor shall reproduce fully, accurately and without embellishment the colour, design and appearance of the Games Marks as shown in the Host Society's Graphics Standards Manual. Sponsor agrees to comply with the provisions of the Host Society's Graphics Standards Manual, and if Sponsor wishes to deviate therefrom, it shall only do so after obtaining the Host Society's written permission.
5. Subject to Section 6 of this Appendix B, Sponsor shall not have any trademark, logo or any other mark, denoting or identifying any third party or any third party's product or service, affixed to or as a part of:
 - (i) those Products which display the Games Marks on their packaging or on the Product itself, or
 - (ii) any advertising materials which display the Games Marks.

Notwithstanding the above, Sponsor's display of the Games Marks may appear on or in conjunction with advertising and promotional materials which also display the trademarks or trade names of distributors, subsidiaries and retailers of Sponsor provided that the use of the Games Marks is limited to and appear in close proximity with Products or reference to Products or reference to Sponsor itself and that it clearly appears that the Host Society and the Games are associated with the Sponsor and not such distributors, subsidiaries and retailers.

6. Sponsor shall not participate with a third party in a promotion using the Games Marks in connection with a product or service of any third party, except that Sponsor may participate in a joint promotion using the Games Marks with other Authorized Users, but only with respect to the products or services for which such Authorized Users have been granted Games-related rights under their agreement with the Host Society.
7. Games Marks shall not be used in direct association with Sponsor's trade names, logos or any other marks except that Sponsor may develop a composite as set out in the Benefits and Rights Appendix E of this Agreement, always provided that:
 - (i) there will be a clear delineation between Sponsor's graphic elements and the Games Marks;
 - (ii) the appropriate Games Designation will be integral of such composite logos; and
 - (iii) such Games Designation and Sponsor's trade name and logo will be in their overall dimension approximately equal to the dimension of the Games Marks.

The design of the composite logo shall be submitted for the Host Society's written approval prior to any use and shall be in compliance with the Host Society's Graphics Standards Manual.

8. Sponsor shall not use any logo or mark which includes or is confusingly similar to the Games Marks.
9. All uses of the Games Marks shall comply with all applicable laws and regulations and shall indicate intellectual property notices as specified in the Host Society's Graphics Standards Manual.
10. No advertising, promotional or display materials used by Sponsor in connection with the Games Marks shall include references likely to offend the general public or reflect unfavorably on the good name, goodwill, reputation and image of the Host Society.
11. Sponsor may, at its sole discretion and application, elect to compile a manual detailing various proposed uses of the Games Marks by Sponsor, and after such manual is approved in writing by the Host Society, all materials which conform to its provisions will be deemed approved by the Host Society. Upon first release, Sponsor shall supply a copy of the manual referred to above at no charge to the Host Society. The Host Society agrees to keep such manual confidential. The Host Society shall provide such assistance as it reasonably can in providing samples of such materials to be included in such graphics standards manuals.

USE ON PRODUCTS

12. Subject to Section 11 of this Appendix B, Sponsor shall submit three (3) representative samples of any Product which shall bear the Games Marks on the Product or its packaging, including packaging materials thereof, as soon as they become available and within a reasonable time before commercial production, to the Host Society for its prior written approval. In the event that the submission of samples is impracticable, Sponsor agrees to provide the Host Society with full photographic representations adequately depicting such proposed Products for the Host Society's written approval. Sponsor shall not release any such Product without the written approval of the Host Society to the proposed use of the Games Marks, which approval shall be provided on a timely basis, and in any event within ten (10) business days of the date on which such request for approval is received by the Host Society.
13. The approval by the Host Society of any Product shall be conclusive that there is compliance with Host Society requirements for goodwill, reputation and image, but does not include or imply an approval of the Product for safety, fitness or suitability of use.
14. Except as specifically permitted under Sections 12 and 13 of this Appendix B, Sponsor undertakes not to use any of the Games Marks in the manufacture, advertising or promotion of products or services other than the Products and Sponsor shall discontinue such manufacture, advertising and promotion immediately upon receipt of written notice from the Host Society that such products or services are not included within the definition of Products.
15. Sponsor shall consult with the Host Society regarding the introduction of new products or services which Sponsor included as a Product. No such new products or services shall be included as Products without the Host Society's prior written approval. The Host Society acknowledges that Sponsor regularly makes changes and improvements in existing Products, which have been approved by the Host Society without creating a different product and such changes and improvements shall not cause existing Products to be deemed "new products" for the purposes of this Section.
16. Sponsor acknowledges that its selection as a Games Sponsor by the Host Society is based on, among other things, the high regard in which the Products and Sponsor are held by the general public and by the Host Society, but it is not based upon the results of any quality comparison between the Products and other competitive high quality products or services. Sponsor agrees that it shall not represent otherwise to any third party or to the general public use for any purpose any of the words "selected", "approved", "warranted", "preferred", "consented to" by the Host Society, or any similar endorsement.

USE IN ADVERTISING / PROMOTION

17. Sponsor warrants that any advertising, promotional or display materials to be used by Sponsor in connection with the Games Marks shall not include references which would be likely to offend the general public or reflect unfavorably on the good name, goodwill, reputation and image of CGC Council, the Host Society and the Games Marks or which would be contrary to applicable laws.
18. Subject to Section 4 of this Appendix B, Sponsor agrees to submit to the Host Society for its prior written approval all advertising, promotional and other display material to be used by Sponsor containing or referring to the Games Marks, a minimum of ten (10) business days prior to use or release to the public. Sponsor shall not use or release any such material without the written approval of the Host Society to the proposed use of the Games Marks, which approval shall be provided on a timely basis, and in any event within ten (10) business days of the date on which such request for approval is received by the Host Society.
19. Upon first release, Sponsor shall supply two (2) original samples (or if impractical, photographic samples) of a representative selection of all advertising, promotional or other display material to be used by Sponsor in connection with the rights granted hereunder, to the Host Society at no charge.

PROTECTION

20. Sponsor shall use the Games Marks in strict compliance with the provisions of this Agreement and shall not knowingly, recklessly or negligently do or make anything, which could invalidate or jeopardize the right of the Host Society to the Games Marks, or their validity.
21. Sponsor acknowledges and agrees that it has no right, title or interest in the Games Marks except the use of the same as herein set out and that nothing in this Agreement shall be construed as an assignment or grant to Sponsor of any right, title or interest in or to the Games Marks or in any copyright, moral, trademark or other intellectual property right of the Host Society therein and that it shall not take any action to the detriment of the rights or interests of the Host Society in any of the aforesaid, either during the term of this Agreement or thereafter. Sponsor shall not and shall not cause, influence, assist or procure in any manner whatsoever, any other person or entity, either during the term of this Agreement or thereafter, to assert the invalidity of the Games Marks or contest the Host Society's rights in respect of the Games Marks or any of its rights in respect of the Games Marks.
22. Sponsor agrees that should any right, title or interest in or to the Games Marks or in any trademark, copyright, moral or other intellectual property rights of the Host Society become vested in it (by operation of law or otherwise), it shall hold the same in trust for

the Host Society and shall, at the request of the Host Society, forthwith take all reasonable steps to unconditionally assign all such right, title or interest to the Host Society at no additional charge and execute any documents necessary in connection therewith. Should Sponsor, with the prior written consent from the Host Society, create and make use of the Games Marks in another configuration than one provided for in this Agreement, then the provisions of this Agreement shall apply mutatis mutandis to these new configurations.

23. If, during the term of this Agreement, any unauthorized use of the Games Marks occurs in connection with products or services substantially similar with the Products, Sponsor shall, immediately upon learning thereof, notify the Host Society in writing, setting forth the facts in reasonable detail. Similarly, if the Host Society learns of any such unauthorized use, it shall immediately notify Sponsor thereof in writing setting forth the facts in reasonable detail. The parties agree that the Host Society and Sponsor have the right to mutually determine whether any action should be taken to terminate such unauthorized use or settle any action, proceeding or claim brought to terminate such unauthorized use. The Host Society and Sponsor agree that it is incumbent upon each of them to immediately determine what action is to be taken, should that be the case. In the event the Host Society elects not to take any action, but Sponsor wishes such action to be taken, Sponsor may undertake such action at Sponsor's expense. In the event that the Host Society elects to undertake any action, any monetary recovery shall be retained by the Host Society. In the event the Host Society elects not to take any action with respect to unauthorized use and Sponsor proceeds with an action, Sponsor shall be entitled to any monetary recovery. In the event that the Host Society and Sponsor take action jointly, any monetary recovery shall be shared equally by the Host Society and Sponsor.

Additionally, the Host Society may implement appropriate steps (other than judicial ones) in particular by means of press and public announcements in order to protect Sponsor's exclusive association hereunder.

24. The Host Society and Sponsor agree to cooperate in good faith and each agrees to assist each other in the defense of any action, proceeding or claim with respect to the use of any Games Marks by Sponsor.

RECIPROCITY

25. In the event that the Host Society uses Sponsor's logo, the provisions with respect to obtaining Sponsor's approval therefore shall be the same as those which apply to Sponsor's application for use of the Host Society's Games Marks, mutatis mutandis.

APPENDIX C

PREMIUMS

SOURCING OF PREMIUMS

1. Sponsor shall, subject to the provisions hereinafter stated, obtain all items to be used as Premiums from Host Society Licensees.
2. In the event that there is no Host Society Licensee manufacturing items to be used for such Premium; or
 - (i) the Host Society Licensee, in response to Sponsor's request for Premiums, has quoted a price to Sponsor which results in a delivered cost, excluding imputed royalties as hereinafter set out, to Sponsor which is ten percent (10%) in excess of the delivered cost of obtaining the Premium from a potential supplier of the Premium which Sponsor prefers, provided that Sponsor's preferred supplier is offering to provide a Premium of quality commensurate with the quality of the Host Society Licensee's Premium and agrees to pay a royalty equal to the royalty payable by the Host Society Licensee; or
 - (ii) the Host Society Licensee is unwilling or unable to meet Sponsor's reasonable specifications either as to the quality, quantity or delivery time of such Premiums to be supplied;then Sponsor may request in writing of the Host Society, including copies of the quote from Sponsors preferred supplier, that it permit Sponsors preferred supplier to manufacture such Premium, but only for sale to Sponsor and subject to the Royalties Payable on Premiums Section of this Appendix C.
3. If the provisions of Section 2 of this Appendix C are invoked, and there is a dispute between Sponsor and Host Society Licensee, respecting quality or any other aspect, the dispute shall be resolved by the Host Society and the resolution of the Host Society will be binding on both parties.

ROYALTIES PAYABLE ON PREMIUMS

4. With respect to all Premiums in which royalties will not be due from Host Society Licensees by virtue of Sponsor sourcing Premiums from other than a Host Society Licensee, Sponsor's preferred supplier must agree with the Host Society to pay to the Host Society a royalty of fifteen (15%) percent on the transaction at the same rate and subject to the same accounting, reporting and verification procedures as would otherwise have applied had the Premium been supplied by the Host Society Licensee. Should Sponsor's preferred supplier fail or neglect to pay the royalty, Sponsor shall pay to the Host Society per Premium item sourced, a royalty equal to the applicable royalty

on that Product category of such Premiums plus applicable Sales Taxes. Such royalty shall be paid within thirty (30) days from the end of each quarter when Sponsor has purchased Premiums to such account as the Host Society directs together with the remittance of a reasonably detailed statement indicating, inter alia, the nature of the Premiums concerned, the Games Marks used, the quantities and the purchase price. Notwithstanding there is no Host Society Licensee manufacturing items to be used for such Premiums, the Host Society reserves the right to license the manufacture, production, distribution and sale of the Premium in which event Sponsor shall obtain all items to be used as Premiums from Host Society Licensees.

GENERAL CONDITIONS

5. An alternate Premium supplier shall not be entitled to any apparent brand or corporate identification on such Premium.
6. Sponsor shall use its best efforts to prevent third parties from using Products bearing any of the Games Marks as premiums in connection with the products or services competitive with the products or services of Authorized Users. This provision is not intended to prevent Sponsor from engaging in its customary marketing activities using the Products.

APPENDIX D

GAMES DESIGNATIONS

The designation shall consist of the following:

word from List 1 selection from List 2 Sponsor of the selection from List 3 Games

List 1

Official
Proud
Presenting

List 2

Dream Maker
Municipal Program Partner

List 3

2023 Canada Games
Jeux du Canada 2023
Prince Edward Island 2023 Canada Games
Jeux du Canada 2023 de l'Île-du-Prince-Édouard
____st Canada Games
____^{ième} Jeux du Canada

Other forms, variations or combinations shall be subject to the Host Society's prior written approval, which shall not be unreasonably withheld.

APPENDIX E

BENEFITS AND RIGHTS

GENERAL RIGHTS

1. The right to use of the Games Marks in connection with literature, staff uniforms, advertising, and promotional material to indicate a relationship or association with the Games or Host Society, subject to the provisions of Appendix B of this Agreement.
2. The right to use the Games Designations to associate Products with the Games or Host Society.
3. The right to use the Games Marks on Premiums, and to cause the manufacture of and distribution of such Premiums in accordance with the provisions of Appendix C of this Agreement.
4. The right to develop and use one (1) composite logo each consisting of one of Sponsor's trade names or trademarks and logos (in this Section referred to as the Sponsor's Mark) together with the Games Marks, subject to the provisions of Appendix B of this Agreement. It is agreed that in the juxtaposition of Sponsor's Mark and the Games Marks it is not intended that a new mark is thereby created with the separate identity of the Sponsor's Mark and the Games Mark being lost. It is intended that there is simply a juxtaposition of the Sponsor's Mark with the Games Mark and that the ownership of the two constituent parts remains with Sponsor and the Host Society as the case may be.
5. The right to use, for promotional purposes, the official posters of the Games, such posters to be acquired from the Host Society's authorized licensee, and paid for by Sponsor. These posters may not be used by Sponsor for resale and are subject to the Host Society's right to approve, in writing, any additions or changes to the official poster by Sponsor.
6. In the order of signing with the Host Society, the first option, together with other Games Sponsors, to purchase Presentation Rights to various events. Sponsor understands that Presentation Rights will be made available to the Games Sponsors as enhancement opportunities to Games associations, and that these Events will require additional financial contributions to be negotiated. In the event that the Host Society has approached all Games Sponsors, and Games Sponsors decide not to support the Events, then the Host Society will be free to approach other prospects to support the Events, but in no event will the Host Society:
 - (i) appoint as a Presenter any corporation or company whose products or services are competitive with the Products, and as the Host Society in its sole discretion determines, acting reasonably; and

- (ii) allow any Presenters to create an association with the Games themselves (as opposed to an association with the specific Event) unless the patrons of the Event become an Authorized User.
- 7. Sponsor shall exercise the rights and opportunities granted hereunder in a manner consistent with the good name, goodwill and image of the Games and the Host Society and in compliance with all applicable laws and regulations.
- 8. All rights not expressly granted to Sponsor hereunder are reserved by the Host Society. The Host Society agrees that in providing licenses with respect to merchandise, the Host Society will not provide any such license for merchandise which is competitive with the Products.
- 9. Sponsor shall not have the right to grant or sub-license in any form whatsoever its rights and status as a Games Sponsor to any third party or affiliate without the prior express written consent of the Host Society; provided, however, that this Section shall not apply to Sponsor's wholly owned subsidiaries.
- 10. Sponsor agrees that any Products on which there is a Games Mark shall not be sold at any time after March 31, 2023.
- 11. The Sponsor acknowledges that the business and marketing opportunities which are available to other sponsors who contribute to the same level as the Sponsor may not necessarily be equivalent or equal to those available to Sponsor, on account of the nature of the business of the Sponsor, the goods and services which Sponsor can supply, and the needs and requirements of the Host Society.

BENEFITS and ENTITLEMENTS

- 12. Rights and benefits package available to Sponsor shall comprise the following elements:
 - 12.1 RIGHTS / MARKS USAGE
 - Right to use of the Host Society official marks
 - Right to advertise association with the Games
 - Right to co-brand merchandise and apparel (not for public re-sale)
 - Photo access - Right to use Canada Games owned images
 - Right to use Canada Games owned images of Canada Games athletes for promotional purposes (with athlete consent)
 - 12.2 RECOGNITION
 - Media conference to announce your sponsorship including photo opportunity
 - Sponsor level framed plaque

12.3 SIGNAGE

- Logo recognition at Games headquarters
- Recognition at designated tier at all Host Society events
- Logo recognition at all venues point of entry (Games time)
- Field of Play venue signage - 'A' positioning (at venues on broadcast and/or webcast)
- Field of Play venue signage (non-broadcast and/or webcast venues)
- PA announcement of your support at all venues
- Logo presence on video screens at leading Games venues (if available)
- Thirty (30) second ad during Opening and Closing Ceremonies on video screen
- Press backdrop logo presence

12.4 PUBLICATIONS

- Logo listed at designated tier in local newspaper
- Logo listed at designated tier in Athletes Handbook
- Full page advertisement in Event Guide
- Logo listed at designated tier in Event Guide
- Logo listed at designated tier in Media Services Handbook
- Logo listed at designated tier in Technical Officials handbook
- Logo listed at designated tier in Volunteer Handbook
- Logo listed at designated tier in VIP Handbook

12.5 WEBSITE

- Logo recognition on all website pages
- Logo and hot link on partners and sponsors page
- Feature story on partnership with the Games

12.6 DIGITAL

- Logo listed in Host Society powerpoint presentations
- Logo listed in Games newsletter

12.7 RADIO

- Verbal recognition
- Pre-Games and Games time (30 second ads-TBD)

12.8 HOSTING & HOSPITALITY

- Invitations to Games-time sponsor reception (12)
- Exclusive sponsorship tier pin (50)
- Exclusive sponsor gift (12)
- Invitation to Sponsorship Summit #1 (2)
- Invitation to Sponsorship Summit #2 (2)
- Invitation to all press conferences
- Invitation to all Host Society pre-Games events
- Tourism/PEI Experiences (8)

12.9 GAMES MERCHANDISE

- Games merchandise discount

12.10 ACCREDITATION (Elected Officials/Staff)

- VIP Games Accreditation (15)
- Pre-Opening Ceremonies reception invitations (15)
- Pre-Closing Ceremonies reception invitations (15)
- Access to Games fleet/transportation program (VIP)

12.11 TICKETS (Elected Officials/Staff)

- Games Tickets/Passes (15)
- Medal Rounds (pre-purchase opportunity)
- Tickets to Opening Ceremonies (15 - VIP accreditation)
- Tickets to Closing Ceremonies (15 - VIP accreditation)
- Opportunity to purchase additional tickets during an exclusive pre-sale (by tier)

12.12 BROADCAST / WEBCAST

- (30) second television ads on broadcast during Opening Ceremony (TBD)
- Television bumper billboards on broadcast during Opening Ceremony (TBD)
- (30) second television ads on broadcast during Closing Ceremony (TBD)
- Television bumper billboards on broadcast during Closing Ceremony (TBD)
- (30) second television ads on broadcast during Games coverage (TBD)
- Television bumper billboards on broadcast during Games coverage (TBD)
- Opportunity to purchase remaining ad inventory (at discounted rate & by tier)

12.13 SOCIAL MEDIA

- Sponsor contest execution on host channels
- Sponsor feature on Host channels
- Social 'shares' (Twitter, Facebook, Insta stories)

12.14 ACTIVATION

- Access to Games mascot appearance
- Torch Relay torch bearer spot
- Games speakers bureau event for staff at partner location
- Consultation and support from Host Society to achieve your activation and partnership goals
- Personalized volunteer sign-up process with employees
- Opportunity for presence in sponsor village

12.15 HOST SOCIETY SPECIAL EVENTS

- Host city of both Opening and Closing Ceremony
- Host city of Athlete Village
- Host city for Mission Conference #1
- Host city for Sponsor Summit #2
- Planning for festival program under development

APPENDIX F

SPORTS

The Sports competitions during the Games will consist of the following:

- Alpine & Para-Alpine Skiing
- Archery
- Artistic Gymnastics
- Badminton
- Biathlon
- Boxing
- Curling
- Fencing
- Figure Skating & Special Olympics
- Freestyle Skiing
- Hockey (Men's)
- Hockey (Women's)
- Judo
- Karate
- Long Track Speed Skating
- Nordic & Para-Nordic Skiing
- Ringette
- Short Track Speed Skating
- Snowboard
- Squash
- Table Tennis
- Trampoline
- Wheelchair Basketball

APPENDIX G

SPONSOR CONTRIBUTION

Sponsor will provide the financial contribution identified below:

CASH COMMITMENT

- \$1,800,000.00 to be submitted to Host Society as follows:
- The City of Charlottetown agrees to submit payments of the cash commitment stated above on the following dates:

January 2021 - \$600,000.00

(specific dates) - \$0.00

(specific dates) - \$0.00

- At the request of The City of Charlottetown, an invoice will be prepared and submitted for payment by Host Society to The City of Charlottetown thirty (30) days prior to payment commitment date. (if applicable)



**HUMAN RESOURCES, COMMUNICATIONS
AND ADMINISTRATION COMMITTEE
REPORT TO COUNCIL
MARCH 8, 2021**

The Human Resources, Communications and Administration Committee last met on March 5, 2021. The minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Alanna Jankov, Chair

HUMAN RESOURCES, COMMUNICATIONS & ADMINISTRATION COMMITTEE

Friday, March 5, 2021

9:00 AM – COUNCIL CHAMBERS - LIVE STREAM

PRESENT: Councillor Alanna Jankov, Chair
 Deputy Mayor Jason Coady, Vice-Chair *(off-site dialed in)*
 Councillor Mike Duffy
 Councillor Terry Bernard
 Mayor Philip Brown

ALSO: Bethany Kauzlarick, HRM
 Lorenda MacEachern, HREA

REGRETS: Peter Kelly, CAO

1) Call to Order:

Councillor Alanna Jankov, Chair, called the meeting to order at approximately 9:00 AM.

2) Declarations of conflict of interest:

There were no conflicts of interest declared.

3) Approval of Agenda:

It was moved by Councillor Terry Bernard and seconded by Councillor Mike Duffy that the agenda be approved. Carried

4) Adoption of Minutes:

It was by moved by Mayor Phillip Brown and seconded by Councillor Mike Duffy that the minutes from January 19, 2021 be approved as circulated. Carried.

5) Business arising from the minutes:

There was no business arising.

6) Discussions/Reports

a) Human Resources Update:

Bethany Kauzlarick, HRM, presented the report that was included in the package. The OHS activity report was attached.

7) New Business:

There was no new business to discuss.

8) Motion to move into closed session:

Motion to move into closed session, as per section 119 (1) sub-section (d) of the PEI Municipal Government Act was moved by Councillor Mike Duffy and seconded by Councillor Terry Bernard. Carried.

Adjournment

Moved by Mayor Philip Brown and seconded by Councillor Mike Duffy that the meeting be adjourned. Carried.

The meeting adjourned at 11:15 AM.



**PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
March 8, 2021**

The Protective & Emergency Services Committee met on February 23rd 2021. The minutes are included in your package.

Second reading to amend the Covid-19 Temporary Patio Program Bylaw is included.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Greg Rivard, Chair

PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
Tuesday, February 23, 2021 at 12 Noon
Council Chambers

<u>Present:</u>	Councillor Greg Rivard	Mayor Philip Brown
	Councillor Kevin Ramsay	Paul Smith, PC
	Councillor Bob Doiron (By Phone)	Brad MacConnell, DPC
	Councillor Terry MacLeod	Sean Coombs, DPC
	Randy MacDonald, FC	Helen McGuigan, Exec. Asst.
	Tim Mamye, DFC	

Absent: Peter Kelly, CAO

1. Call to Order

Chair Greg Rivard called the meeting to order at 12 Noon.

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 January 26, 2021 were approved as circulated.

5. Business Arising from Minutes

There was no business arising from minutes.

6. Reports – (Fire)

FIRE - OPERATIONAL REPORT – Deputy Fire Chief Tim Mamye provided the following information from the Fire Department for the period from January 20, 2021 to February 17, 2021:

FIRE INSPECTIONS - Thirty-one fire inspections were conducted.

FOLLOW UP FIRE INSPECTIONS – There were fourteen follow up inspections.

INSPECTIONS WITH HAZARD COMPLIANCE ORDERS ISSUED –Twelve Hazard Compliance Orders were issued.

INSPECTION FILES CLOSED – There were five inspection files closed.

PLAN REVIEWS, PERMITS, SAFETY PLANS – There were four Plan Reviews, Permits and Safety Plans.

FIRE INVESTIGATIONS - There were four fire investigations.

FI COURT APPEARANCE – There was one FI Court appearance.

EMERGENCY RESPONSES – Total number of calls was 66. District 1 had 40 emergency responses. District 2 had 17 emergency responses. There were 9 inspector call outs. Total time of all calls was 26 hours and 38 minutes.

TRAINING – Weekly Department training consisted of JPR's, ventilation and fire control methods, apparatus familiarization, ERG/Hazmat scenarios, communications practice and RIT practice. All applicable Covid-19 safety precautions continue to be practiced by department members during training, emergency responses and daily station activities.

DEPARTMENT ACTIVITIES – The fourteen new recruits continue with their Level 1 course and there are nine members on their PEIFFA School Firefighter Level 2 course. Members have also completed MFR full and recertification courses as well as the Hazmat Awareness course. The Fire Prevention Office has been very proactive in identifying an increase in cooking and kitchen related fires. As a result many public awareness messages were developed and in coordination with CBC, a stove top fire demonstration is planned.

Chief MacDonald provided the following information to Committee:

- Former Engine 1 – Returned to Station 1 on February 8th after receiving auto body repair work. Decal package is scheduled to be installed on February 25th.
- New Ladder 1 – Updated drawings have been received prior to apparatus being placed into production.
- Capital & Operational Budgets – Preparations continue.
- 1923 Ladder Truck – Verbal agreement between the City and the current owner, whereby the City will purchase the vehicle, has been completed. Arrangements to have the vehicle transported to Charlottetown will be made later.
- Emergency Generators – Project continues to be in the design phase.
- Fire Prevention Bylaw – Under review.
- EMO Bylaw – Under review.

7. Reports – (Police)

Bylaws - Deputy/Chief MacConnell updated Committee as it pertains to ride share and accessible taxis, advising that KARI which is a ride sharing service is now operating within the Province including the City of Charlottetown. A meeting was held to address the issue of accessible taxis and discussions are ongoing. Bylaws from other jurisdictions are being reviewed to identify best practices and standards in the region.

Personnel – Police Services continues to work with Human Resources to arrange interviews for the Reception/Ticket position.

As a result of a posting regarding lateral movement in Major Crime, Cst. Tara Watts is now working in Major Crime and Cst. Jason McKinnon is working as a uniform member on patrol.

Chief Smith advised Committee the APA Contract is being worked on. Work continues in this area with a meeting in the future to exchange proposals.

Mental Health – Chief Smith and Deputy/Chief Coombs updated Committee on Mental Health as it pertains to the Province establishing a Mobile Mental Health Crisis Unit. The program hasn't rolled out to date, but work continues in this area. Awaiting further discussion on funding and a proper MOU (Memorandum of Understanding) to be in place before moving forward.

Community Policing – Deputy/Chief Coombs updated Committee with the following:

- Cst. K. MacKay met with Councillor Ramsay concerning safety concerns of no sidewalk on Raiders Road. Cars park along the roadway. Cst. T. Keizer and Cst. MacKay, SRO met with Steve Wynn, Vice Principal of Charlottetown Rural High School to discuss concerns. Public Works attended and put up signage on Raiders Rd. for no parking along the right side and added a stop sign. Traffic concerns have been addressed until a permanent solution can be found by the School Board.
- Cst. Keizer completed a three-week Restorative Justice Facilitator course and is now certified to mediate over cases and files diverted from the Court System by officers and the Crown. This is a new initiative being implemented by the PEI Justice System. Thirteen individuals from various backgrounds have been trained, with Cst. Keizer being the only Police Officer. The aim is to address issues that may or may not be required to go to Court but to mediate differences among parties involved.
- Cst. C. Costello completed a course administered by the Department of Social Services to qualify her to work as a member of the Situation Table with the

Bridge Program. Police Services now have two SRO'S (School Resource Officer's) qualified to perform Bridge functions as their secondary duty.

- D/Chief Coombs met with executive of Confederation of the Arts, Councillor M. Duffy and City staff from Economic Development and Tourism on addressing issues related to vagrancy, loitering and panhandling in and around the City's Historic Downtown core.
- Healthy Me assignments have been handed out and will begin in March. Ten trained Police officers will conduct this course in ten City elementary schools reaching over 500 Grade 6 students.
- CPS Officers attended the Boys and Girls Club last week regarding complaints of traffic not yielding to pedestrians in the crosswalk. A snowbank was removed for greater visibility and on February 19th and February 22nd particular enforcement was done in the area. A plain clothes officer was deployed to cross the street in the crosswalk and as a result ten charges were laid by chase cruiser when vehicles failed to stop. Work will continue in this area over the coming weeks.
- On February 21st officers responded to the Hillsborough Park area to recuse a seal that had wandered from its natural habitat. After speaking with DFO, Police officers were able to catch the seal and transport it in the back seat of a police cruiser to near the harbor. Video clip can be seen on Police Services home page and twitter.

8. Motion to Move into Closed Session

Moved by Councillor Ramsay and seconded by Councillor MacLeod to close the meeting to the public to discuss matters pursuant to Section 119(1)(b)(e) & (h) of the PEI Municipal Government Act.

Meeting was adjourned (Moved by Councillor MacLeod and seconded by Councillor Ramsay).



#2 FIRE CALLS FOR FEBRUARY 2021

District #1		District #2	
Type	Number	Type	Number
A/Alarm – Alarm Ringing No Fire	11	A/Alarm – Alarm Ringing No Fire	2
A/Alarm – Smoke/Steam/Dust	4	A/Alarm – Detector Activated	1
A/Alarm – Equip Malfunction	8	A/Alarm – Pulled/Accidental	1
A/Alarm – Sprinkler/Power	2	A/Alarm – Smoke/Steam/Dust	2
A/Alarm – Workers Set Off	1	A/Alarm – Equip Malfunction	6
A/Alarm – Working on System	1	A/Alarm – Sprinkler/Power	1
A/Alarm – Cooking	7	A/Alarm – Workers set Off	2
CO Alarm	2	A/Alarm - Cooking	3
Cooking Fire	1	Motor Vehicle Accident	1
Gas Leak	1	MVA – Mutual Aid EMS	1
EMS – Medical Assistance	1	M/Aid NRFD/ Snow Mobile Accident	1
RCMP – Mutual Aid Water Rescue	1	Flue Fire	1
Smell of Smoke	1	Fire Drill	1
Smell of Propane	1	Mutual Aid EMS	1
Fire Calls	42	Fire Calls	24

Total Calls for the Years 2020 and 2021

Total Fire Calls for 2020	Dist.: #1	Dist. #2	Total Fire Calls for 2021	Dist.: #1	Dist. #2
January	24	29 (53)	January	28	21 (49)
February	36	15 (51) (104)	February	42	24 (66) (115)
March	32	17 (49) (153)	March		
April	26	14 (40) (193)	April		
May	27	11 (38) (231)	May		
June	45	19 (64) (295)	June		
July	28	29 (57) (352)	July		
August	39	20 (59) (411)	August		
September	36	25 (61) (472)	September		
October	37	13 (50) (522)	October		
November	22	19 (41) (563)	November		
December	30	18 (48) (611)	December		
	Total Calls for 2020 611			Total Calls FOR 2021	

2021 (2020)

(From January 1st to February 28, 2021)

23	13	Auto Alarms (No Fire/Alarm Ringing) both Station
2	2	Auto Alarms – Detector Activated both Stations
8	7	Auto Alarms – Pulled/Accidental/False both Stations
8	3	Auto Alarms – Smoke/Steam/Dust both Stations
18	17	Auto Alarms – Equip. Malfunction both Stations
3	1	Auto Alarms – Sprinkler/Power Failure both Stations
6	9	Auto Alarms – Working on System/Workers set off
20	22	Auto Alarms – Cooking both Stations
88	74	Total Auto Alarm
7	12	Mutual Aid/Stand By - Both Stations
2	4	Fire Calls to the WR Ind. Park – District #2

	2021 Monthly Reported	2021 Monthly Actual	2021 Actual To Date	2020 Monthly Actual	2020 Actual To Date
Robbery	0	0	0	0	0
Assault	34	11	41	10	28
Break & Enter	13	1	9	8	11
Theft of MV	1	0	2	1	3
Theft Over \$5000	0	0	2	0	1
Theft Under \$5000	36	33	94	81	132
Have Stolen Goods	1	1	5	1	5
Frauds	18	11	37	23	59
Offensive Weapons	1	1	1	4	4
Other Criminal Code	93	61	135	78	156
Drugs	6	6	13	3	8
LCA	14	14	22	21	49
Municipal - Totals	2385	2385	5223	2302	5028
Parking Tickets	2320	2320	5081	2216	4878
Nuisance Bylaw	57	57	116	49	113
Dog Bylaw	8	8	26	37	37
Collisions	101	101	176	97	212
HTA	335	329	537	295	421
HTA Violations		269	563	187	276
Other Traffic	61	61	98	68	113
CC Traffic	15	11	29	23	44
Complaints		1015	2145	1141	2268

HIGHWAY TRAFFIC ACT – Moving Violations non- speeding

The following is a synopsis of vehicles found in violation of non-moving violations for the month of Feb 2021.

Allen St/Upper Prince	1
Brackley Point Rd/Arterial	3
Grafton St/Great George	1
Grafton St/Prince	2
Kensington Rd/Beasley	1
Kirkwood Dr/University	1
Maypoint Rd/Capital	1
Mount Edward Rd/Towers	1
North River Rd/Nassau	1
Northridge Pwky/Andrews	1
Pownal St/Dorchester	1
Queen St/Belvedere	1
Queen St/Summer	1
Queen St/Water	1
Raiders Rd	1
Riverside Dr/Park	1
Route 2/Penny Lane	1
Route 2/St Dunstons	1
St Peters Rd/MacRae	1
St Peters Rd/MacWilliams	1

Moving Cont'd Page 2	
University Ave/Buchanan	2
University Ave/Enman	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 Feb 2021.

Allen St/Mount Edward	1
Arterial Hwy/Oak	2
Atlantic Ace/Queenrteria Hwy/Route 2	1
Beasley Ave/Kensington	1
Beasley Ave/St Peters	2
Belmont St	1
Brackley Point Rd/Arterial Hwy	1
Brackley Point Rd/McAleer	1
Brackley Point Rd/Sherwood	1
Brackley Point Rd/Thistle	1
Brighton Rd/Greenfield	1
Brighton Rd/North River	3
Buchanan Dr	1
Capital Dr/Sandstone	1
Capital Dr/Upton	1
Douglas St	2
Exhibition Dr/Riverside	2
Grafton St E	4
Grafton St/Hillsborough	1
Great George St/Euston	3

Non-Moving Cont'd Page 2	
Great George St/Grafton	1
Great George St/Kent	1
Grafton St/Weymouth	1
Kensington Rd/Arterial	1
Kensington Rd/Gordon	1
Kent Str/Pownal	1
Kent St/Prince	3
Kent St/Weymouth	3
Kirkwood Dr/Dunkirk	1
Kirkwood Dr/North River	1
Lincoln St/University	1
Longworth Ave	1
Lower Malpeque Rd/Gates	4
Lower Malpeque Rd/Royalty	1
Maple Ave/Birchill	1
Mount Edward Rd/Belvedere	1
Mount Edward Rd/Green	1
Mount Edward Rd/Hillside	2
Mount Edward Rd/Palmeers	1
Northridge Pkwy/Andrews	1
North River Rd/Beach Grove	3
North River Rd/Belvedere	3

Non-Moving Cont'd Page 3	
North River Rd/Inkerman	3
North River Rd/Nassau	1
Ole Kings Square	1
Palmers Lane/Vic Campbell	6
Pownal St/Fitzroy	1
Queen St/Bayfield	2
Queen St/Grafton	3
Queen St/Kent	1
Queen St/Nassau	1
Queen St/Pond	1
Queen St/Sydney	1
Riverside Dr/Garfield	1
Route 2/Arterial	1
Route 2/Sherwood Rd	1
Salisbury/Lower Malpeque	1
Southgate/Arterial	1
Spring Park Rd/Euston	1
Spring Park Rd/Highland	1
Spring Park Rd/Pond	1
Stewart St/Queen	1
St Peters Rd/Belvedere	3
St Peters Rd/Brows	1

Non-Moving Cont'd Page 4	
St Peters Rd/Gordon	6
St Peters Rd/Grant	3
St Peters Rd/Hawthorne	1
St.Peters Rd/Linden	10
St Peters Rd/MacRae	4
St Peters Rd/MacWilliams	4
University Ave/Allen	9
University Ave/Bayfield	2
University Ave/Belvedere	7
University Ave/Eden	2
University Ave/Enman	1
University Ave/Kirkwood	1
University Ave/McKinnon	5
University Ave/Nassau	1
University Ave/Pond	5
University Ave/Summer	1
Upper Prince St/Allen	1
Upton Rd	1
Water St Pkwy	4
Water St/Weymouth	3

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 Feb. 2021.

Arterial Hwy/Lower Malpeque	1
Arterial Hwy/Oak	2
Brackley Point Rd/MacLeer	7
Fourth St	11
Hillsbooguh St/Fitxroy	1
Lower Malpeque Rd/Bell Hts	1
Lower Malpeque Rd/Highfield	1
Lower Malpeque Rd/Kirkdale	1
North River Rd/Inkerman	4
North River Rd/Nassau	1
Royalty Rd/Upton	1
Rte 2/Stockman	3
St.Peters Rd/Grant	1
St Peters Rd/MacRae	2
St Peters Rd/MacWilliams	3
University Ave/Belvedere	5
University Ave/Browns	4
University Ave/Enman	9
University Ave/McKinnon	8

Speeding Page 2 Cont'd	
Upton Rd	7

CHARLOTTETOWN POLICE DEPARTMENT
BY-LAW ENFORCEMENT
Monthly Report February 2021

Phone Call Breakdown

Call Type	Total This Month	Total Previous Month	Total To Date
Dangerous, Hazardous, Unsightly	22	23	45
Nuisance	6	4	10
Zoning & Development	15	11	26
Traffic	11	7	18
Snow Related	37	12	49
Street Vendors	22	21	43
Other Bylaws (Crossing Guards, Etc)	9	9	18
TOTAL	122	87	209

Taxi Bylaw Breakdown

	Total This Month	Total Previous Month	Total To date
Taxi License Bylaw	5	4	9
Taxi Inspections	2	2	4
Total	7	6	13

Breakdown of Duties

	Week 1 Feb 1 st – 5 th	Week 2 Feb 8 th - 12 th	Week 3 Dec 15 th -19 th	Week 4 Dec 22 nd -26 th	Week 5	Total this Month	Total Prev. Month	Year to Date
Files OPENED	4	4	4	4	0	16	11	27
Files CONCLUDED	3	3	3	3	0	12	7	19
Site Visits	7	7	8	4	0	26	30	56
SOT's sworn	0	0	0	0	0	0	0	0
Towed Vehicles	0	0	0	0	0	0	0	0
Paid Summons	0	0	0	0	0	0	\$0	0
Information's Signed	0	0	0	0	0	0	0	0
Crossing Guard Duties	0	0	0	0	0	0	4	4
Bylaw/Parking Warnings/Tickets	0	0	0	0	0	0	6	6

Quick Look At This Month:

- This month there was a total of 122 calls received/made through the Bylaw Enforcement Office for February.
- There were 16 Occurrences generated as a result of complaints.
- There were 26 site visits/follow-ups made in February.
- There were No "Written Warnings" in February
- There is no "Resolutions to Council" this month.
- The majority of calls for February were Snow Related Bylaws and Unsightly Premises (Garbage).

Cst Todd Sutcliffe _____

Date: March 8, 2021



**CITY OF CHARLOTTETOWN
COVID-19 TEMPORARY PATIO PROGRAM BYLAW
BYLAW #2020-CTP-01A**

The purpose of this amending bylaw is to change the effective date of temporary outdoor patios within the City of Charlottetown from October 31, 2020 to October 31, 2021.

RESOLVED: That "City of Charlottetown COVID-19 Temporary Patio Program Bylaw" be read a first time.

Moved by Councillor  Greg Rivard

Seconded by Councillor  Kevin Ramsay

Date: February 8, 2021

*Carried
10-0*

RESOLVED: That the bylaw now be approved as a City Bylaw and that it be entitled the "City of Charlottetown Covid-19 Temporary Patio Program Bylaw" and that it be read a second time at the next public meeting of Council.

Moved by Councillor  Greg Rivard

Seconded by Councillor  Kevin Ramsay

Date: February 8, 2021

*Carried
10-0*

THEREFORE, BE IT RESOLVED: That the "City of Charlottetown Covid-19 Temporary Patio Program Bylaw" be read a second time and that the said Bylaw now be approved and adopted.

Moved by Councillor _____

Seconded by Councillor _____

Date: _____

This Covid-19 Temporary Patio Program Amendment Bylaw, #2020-CTP-01A, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2021.

Peter Kelly, CAO

Philip Brown, Mayor

City of Charlottetown, PEI
A Bylaw to Amend the City of Charlottetown Covid-19 Temporary Patio Program Bylaw
Bylaw # 2020-CTP-01A

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 “Covid-19 Temporary Patio Program Amendment Bylaw.”

2. Purpose

- 2.1. The purpose of this bylaw is to amend the City of Charlottetown’s COVID-19 Temporary Patio Program Bylaw to change the effective date of temporary patios.

3. Authority

- 3.1. Pursuant to Part 5, Section 134 (1)(i) of the Municipal Government Act R.S.P.E.I., 1988, Cap. M-12.1 – Revision of Bylaws - *make changes, without changing the substance of a bylaw, to bring out more clearly what is considered to be the meaning of the bylaw or to improve the expression of the law.*

4. Definitions

- 4.1. In this bylaw, any word and term that is defined in the *Municipal Government Act* or the City of Charlottetown COVID-19 Temporary Patio Program Bylaw has the same meaning as in that Act or Bylaw.

5. Section 6 – Administration - of the City of Charlottetown COVID-19 Temporary Patio Program Bylaw is hereby amended by the following:

- 5.1. In subsection 6.4, amend the effective date of applications for temporary patios from October 31, 2020 to **October 31, 2021.**

Part II – Approval and Adoption

6. Effective Date

- 6.1. This COVID-19 Temporary Patio Program Amendment Bylaw, #2020-CTP-01A, shall be effective on the date of approval and adoption below.

First Reading:

This COVID-19 Temporary Patio Program Amendment Bylaw, #2020-CTP-01A, was read a first time and approved by a majority of members present at the Council meeting held on the ____ day of _____, 2021.

Second Reading:

This COVID-19 Temporary Patio Program Amendment Bylaw, #2020-CTP-01A, was read a second time and approved by a majority of members present at the Council meeting held on the ____ day of _____, 2021.

Approval and Adoption by Council:

This COVID-19 Temporary Patio Program Amendment Bylaw, #2020-CTP-01A, was approved and adopted by a majority of Council members present at the Council meeting held on the ____ day of _____, 2021.

7. Witness the corporate seal of the City of Charlottetown.

Mayor

Chief Administrative Officer

This COVID-19 Temporary Patio Program Amendment Bylaw, #2020-CTP-01A, was adopted by the Council of the City of Charlottetown on ____ day of _____, 2021 and is certified to be a true copy.

Chief Administrative Officer

Date



**PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
March 8th, 2021**

The Parks, Recreation and Leisure Activities Committee met on February 16th & March 1st and a copy of those APPROVED and DRAFT minutes are included in your package.

The Seniors Engagement Committee met on February 4th and a copy of those DRAFT minutes are in your package.

There are no resolutions from our department.

The Volunteer of the Month Award for March is John O'Brien. John is the Ice Time Coordinator with the Sherwood Parkdale Minor Hockey Association.

Respectfully submitted,

Councillor Terry Bernard, Chair

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE

Tuesday, February 16th, 2021

11:30 AM

Present: **Councillor Terry Bernard, Chair (call-in)** **Councillor Bob Doiron (call-in)**
 Councillor Kevin Ramsay **Councillor Alana Jankov**
 Frank Quinn, PRM **Peter Kelly, CAO**
 Mayor Phillip Brown **Nancy McMinn, PS**
 Christopher Drummond, PC **Mike White, AS**
 Jackie McKinnon, AA (note-taker)

1. CALL TO ORDER

The meeting was called to order at 11:33AM by Chair Bernard.

2. DECLARATIONS OF CONFLICT OF INTEREST

No conflicts.

3. APPROVAL OF AGENDA

Moved by Councillor Ramsay and seconded by Councillor Jankov, that the agenda for Tuesday, February 16th, 2021 be approved. Carried.

4. ADOPTION OF MINUTES

Moved by Councillor Jankov and seconded by Councillor Ramsay that the minutes from Thursday, February 4th, 2021 be approved. Carried.

5. BUSINESS ARISING FROM THE MINUTES

Mayor inquired about the MADD Canada Memorial Monument and if anything, further was done around this item. The PRM confirmed that this item was on his list and he will provide a further update soon.

6. Reports: None

7. INTRODUCTION OF NEW BUSINESS

There was no new business.

8. MOTION TO MOVE INTO CLOSED SESSION

Moved by Councillor Ramsay and Seconded by Councillor Jankov to move into closed session at 11:35AM, as per section 119(l) sub-section (e) of the Prince Edward Island Municipal Government Act. Carried.

9. ADJOURNMENT OF PUBLIC SESSION

Moved by Mayor Brown and Seconded by Councillor Ramsay that the meeting be adjourned at 12:18PM

Chair: Councillor Terry Bernard

b. Healthy Communities Initiative Funding Application

The City of Charlottetown Environment and Sustainability Department is collaborating with the Parks and Recreation Department to create a combined project proposal and funding request application that will act to revitalize outdoor community spaces within the City. The projects could include bike racks and rest stops, outdoor rink kits, 100 bench initiative, upgrade and additions of community vegetable planters and revitalizing underused neighborhood parks.

The Canadian government has committed \$31-million to the Healthy Communities Initiative, to be delivered by Community Foundations of Canada (CFC), Canadian Urban Institute (CUI) and other partners. The fund will provide up to \$250,000 per successful project and can cover up to 100% of the project cost.

c. Verbal Update on Simmons Sports Centre Replacement

Council passed a resolution for staff to start moving forward on plans to replace Simmons Arena and Pool. Staff are in the process of creating a timeline for this initial phase and are working on an RFP for the Schematic Design Consulting Services. We expect to have this sent out by the end of the week and post for 2 weeks. We will award the work as soon as possible after that. After the preliminary schematic design is completed, we will present to the public for their input.

The Mayor mentioned that a proposal was received by City Council and staff from the Charlottetown Curling Club. The Curling Club would like to request a new facility to be a part of Simmons Sport Centre Complex since there is a synergy between an ice rink and a curling rink. Councillor Bernard noted, it has been made public that we are currently building one ice pad and a new pool at Simmons, but they could make a presentation at the public consultation meeting.

7. INTRODUCTION OF NEW BUSINESS

There was no new business.

8. MOTION TO MOVE INTO CLOSED SESSION

Moved by Councillor Ramsay and Seconded by Mayor Brown to move into closed session at 12:30pm, as per section 119(l) sub-section (e) of the Prince Edward Island Municipal Government Act. Carried.

9. ADJOURNMENT OF PUBLIC SESSION

Moved by Councillor Ramsay and Seconded by Mayor Brown that the meeting be adjourned at 12:50PM

Chair: Councillor Terry Bernard



City of Charlottetown

**Report No: 3 – Healthy Communities Initiative
Funding Application**

Date: March 1, 2021

Directed to: Standing Committees

Committee: Environment and Sustainability; PRLA

Prepared by: Katrina Cristall, Sustainability Officer

Attachments:

Subject: Healthy Communities Initiative Funding Application

RECOMMENDATION: That the Environment & Sustainability Committee and PRLA Committee endorse the proposed application to the Healthy Communities Initiative.

REPORT:

The Government of Canada has committed \$31-million to the Healthy Communities Initiative, to be delivered by Community Foundations of Canada (CFC), Canadian Urban Institute (CUI), and other partners. The initiative will fund small-scale infrastructure projects that create healthier, more resilient communities as cities adapt to the challenges presented by COVID-19. In addition to physical infrastructure, the fund places priority on social and digital infrastructure as well.

The Healthy Communities Initiative highlights three priority themes:

- Safe and vibrant public spaces
- Improved mobility options
- Digital solutions

The fund will provide up to \$250,000 per successful project, and can cover up to 100% of the project costs.

The City of Charlottetown Environment & Sustainability Department is collaborating with the Parks & Recreation Department to create a project proposal that will act to revitalize outdoor community spaces within the city. The project will include:

1. The addition of bike racks and rest stops that will improve resident's ability to use active transportation to move about the city and between different community spaces.
2. Purchasing outdoor rink kits that will increase the usable days of existing community rinks each winter. In addition, they will reduce the required frequency of flooding, thereby also reducing maintenance time and water consumption.
3. The launch of a 100 Benches Initiative that will add 100 new benches to greenspaces around Charlottetown. This will make the current trails and walking paths more usable for those with reduced mobility as well as make these spaces more comfortable for all to spend time in.
4. The upgrade and addition of community vegetable planters to incorporate self-watering designs.
5. Revitalizing underused neighbourhood parks. Funding will be allocated to completing art and mural projects within underused park spaces that are spread around the city. Where possible, these art pieces will be used to cover highly vandalized buildings and structures as a way to reduce graffiti. Where needed, shade structures and seating will be added, tying into the 100 benches initiative. Activities, such as life-sized chess

sets or outdoor musical equipment, will also be incorporated into each park. To engage the community, polls will be conducted to assess what form of infrastructure would be most appreciated in each selected park. To launch these revitalized spaces a series of community engagement initiatives will be held, involving components such as musicians in the park and workshops run by City staff on topics such as cycling or the community vegetable planter program.

Revitalizing community spaces and improving accessibility for those with reduced mobility is an essential component of building a healthy, vibrant city. The COVID-19 pandemic has highlighted the importance of outdoor spaces for physically distanced community gatherings as well as the physical and mental health benefits that time outdoors, in nature brings. This project will act to provide access to comfortable, vibrant outdoor greenspaces all around Charlottetown, reaching as many residents as possible.

The estimated project budget for this proposal will be \$250,000. The City will not be required to contribute funds to this total. The City's greatest financial contribution would be in wages for the project delivery support, however some staff support hours will be included in the request for funds, mitigating these costs to the City.

Respectfully,

Katrina Cristall

Reviewed By:

Manager 	CAO	Other				
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RECOMMENDATIONS/ACTIONS:

PRLA Committee endorse the proposed application to the Healthy Communities Initiative.



City of Charlottetown

Report No: 4 – Community Garden Program

Date: March 1, 2021

Directed to: Standing Committee

Committee: PRLA

Prepared by: Jessika Corkum-Gorrill, Forest and
Environmental Officer

Attachments:

- Draft Community Garden Application

Subject: Community Garden Program - Application

RECOMMENDATION: That the PRLA Committee support the Environment and Sustainability Committee Community Garden Program initiative and the application process for the public to request a community garden within a City property.

Growing food in cities has a wide range of benefits including mental and physical health, community development, educational opportunities, reductions in energy and waste used to package and transport food and repurposing underutilized greenspace.

Two food-growing programs already exist in City parkland including one community garden at Desbrisay Park and community vegetable planters in six parks including Victoria Park, Orlebar Park, Desbrisay Park, J. Frank MacAulay Park, Windsor Park, and Joseph A. Ghiz Memorial Park. The community garden is led by the Desbrisay Community Garden Group and the planters program, made up of 22 food-growing planters, is delivered by City staff.

At the present time, there is no formal process for the public to request a community garden on City land in their neighbourhood. There also isn't an internal process at the City to screen public interest. Without criteria and a screening process, staff are unable to properly review and process requests adequately and fairly. Currently, the City is also unable to properly gauge the amount of public interest in this type of programming or to plan and support the possible growth of local food growing in Charlottetown.

In partnership with the Environment and Sustainability Department, the Parks and Recreation Department recommends that the City create an application process for community gardens on City-owned land. Target areas are suggested including high-density neighbourhoods that are most suitable for community gardens and those neighbourhoods without an existing community garden. The applications will indicate that a set of criteria will need to be met including available City budget, land and resources, as well as support and resources from the community. The application would be posted on the City website and submitted applications would be reviewed by the Environment and Sustainability and Parks and Recreation Departments.

Respectfully,

Jessika Corkum-Gorrill

CAO

Manager

Other

RECOMMENDATIONS/ACTIONS: PRLA Committee supports the Environment and Sustainability Committee Community Garden Program initiative and the application process for the public to request a community garden within a City property.

**Seniors Engagement Committee Meeting
Thursday February 4, 2021
12:15PM– Parkdale Room, City Hall**

Present: Carolyn Villard Jacinta Campbell
 Darlene Hughes Gloria Large
 Robert Foster Hubert McIssac
 Breanna MacDonald, APC

1. CALL TO ORDER

The meeting was called to order at 12:15PM by Carolyn Villard.

2. DECLARATIONS OF CONFLICT OF INTEREST

No declarations of conflict.

3. APPROVAL OF AGENDA

Moved by, Gloria Large and seconded by Robert Foster that the agenda for Thursday January 7, 2021 be approved.

CARRIED

4. ADOPTION OF MINUTES (January 7, 2021)

Moved by Hubert McIssac and seconded by Gloria Large that the minutes for Thursday January 7, 2021 be approved.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

a. A thank you was sent to Dr. Judy Lynn Richards and Peter Holman for their presentation at the Committee meeting on January 7. The slides from this presentation have yet to be received for the Committees record. Carolyn will follow up about getting a copy of these for the Committee.

b. The preferred date for the Seniors Forum is October 21st, 2021. The APC will let the Delta know so they can release the other date.

c. Robert Foster will draft a letter to be brought to the Committee for Provincial Housing to consider using for when residents move in because many residents don't know the resources available to them, (i.e. including transit, community centres.

6. REPORTS

The Committee reviewed the 2020 Seniors Engagement Committee overview and 2021 work plan that was provided to the PRLA Committee.

7. INTRODUCTION OF NEW BUSINESS

a. The APC noted receiving a call from Pat MacAulay of the Seniors College. She expressed interest in attending the next Committee meeting to give a brief presentation on what the organization offers and to answer any questions the Committee may have. The Committee agreed that this would be a beneficial meeting and to put this on the agenda for the next monthly meeting.

b. The Committee noticed that they were not featured in the 2020 Mayor's Report. It was brought up that the Committee should be more vocal and have more consultation with City Councillors. A meeting should be arranged with the Chair of the PRLA Committee. Due to the Provincial Government shuffle there should be a meeting arranged with the new minister responsible for social development and housing Minister Trivers.

c. In discussions around respect & social inclusion in an age friendly context it was brought up that while there are opportunities for people of all ages to be socially active in Charlottetown these opportunities are only available for people who are informed. There should be better communication about opportunities and organizers should take into account access through both transportation and financial resources. A suggestion brought forward that may help with communication is a senior's hotline. It was brought up that there is currently a number for community supports for seniors in PEI and the number is 1-866-770-0588. The Committee was discussing what more could be done to recognize seniors for their past and present contributions and it was brought up that the Province has Senior of the Year Awards, a similar idea could be done specific to Charlottetown. When discussing schools opportunities to learn about aging and older people it was brought up that in the future there could be opportunities for a mentoring program pairing seniors youth/young adults in public schools, Holland College, and/or UPEI.

d. In discussions with a resident it was brought forward that there may be a lack of education surrounding the use of rumble strips near crosswalks, as there was a man who was visually impaired who didn't know the significance of these which slightly defeats the purpose of their placement. This may be something that the Civic Board for Persons with Disabilities looks into.

7. Adjournment of Public Session

Motion to adjourn moved by Hubert McIssac and seconded by Robert Foster that the meeting be adjourned at 1:33pm.

Chair: Carolyn Villard



**WATER AND SEWER UTILITY COMMITTEE
REPORT TO COUNCIL
MARCH 8, 2021**

The Water and Sewer Utility Committee met on February 10, 2021 and the minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Bob Doiron, Chair

Water & Sewer Utility Committee
Wednesday, February 10, 2021
4:30 PM

Present: Councillor Bob Doiron, Chair
Councillor Mitchell Tweel, Vice-Chair
Councillor Julie McCabe, Member at Large
Councillor Terry Bernard, Member at Large via telephone
Mayor Philip Brown, Member at Large
Peter Kelly, CAO
Richard MacEwen, UM
Pauline Gass, OC

Regrets: None

1) Call to Order

Councillor Bob Doiron called the meeting to order at 4:33pm.

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 Terry Bernard that the minutes from January 28, 2021 be approved.

CARRIED

5) Business arising from Minutes

None.

6) New Business

None.

7) 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 Terry Bernard.

CARRIED

8) Adjournment of Public Session

Meeting adjourned at 5:55 pm.



PUBLIC WORKS & URBAN BEAUTIFICATION COMMITTEE

REPORT TO COUNCIL

March 8th, 2021

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

The Civic Board for Persons with Disabilities have not met since the last Monthly Meeting of Council.

No resolutions are anticipated to be forwarded.

Respectfully submitted,

Councillor Terry Macleod, Chair



**ECONOMIC DEVELOPMENT, TOURISM & EVENT MANAGEMENT
COMMITTEE
REPORT TO COUNCIL
MARCH 8, 2021**

The Economic Development, Tourism & Event Management Committee met February 9th and the open draft minutes are included in your package.

The Arts Advisory Board did not meet since the last meeting of Council.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Julie McCabe, Chair

**Economic Development, Tourism & Event Management
Committee Meeting
February 9, 2021
3:30PM – Council Chambers
Open Session**

Present: **Chair, Councillor Julie McCabe
Deputy Mayor Jason Coady
Laurel Lea, TO
Jill Stewart, EA**

**Mayor Philip Brown
Peter Kelly, CAO
Wayne Long, EDO**

Regrets: **Councillor Terry MacLeod**

Councillor Mitchell Tweel

1. Call to Order

Chair, Councillor Julie McCabe called the meeting to order at 3:30PM.

2. Declarations of conflict of interest

There were no conflicts of interest declared.

3. Approval of Agenda

It was moved by Mayor Brown and seconded by Deputy Mayor Coady that the agenda be approved as circulated. Carried.

4. Approval of Minutes

It was moved by Mayor Brown and seconded by Deputy Mayor Coady that the minutes from January 20, 2021 be approved as circulated. Carried

5. Business arising from the minutes

There was no business arising from the minutes.

6. Motion to move into closed session

Motion to move into closed session, as per Section 119 (1) sub-section (d) & (e) of the PEI Municipal Government Act was moved by Mayor Brown and seconded by Deputy Mayor Coady. Carried.

7. Introduction of New Business

There was no new business.

8. Motion to adjourn

It was moved by Deputy Mayor Coady and seconded by Mayor Brown that the meeting be adjourned. Motion Carried.

Adjournment 5:02pm



**ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
MARCH 8, 2021**

The Environment & Sustainability Committee met on February 11 and 23, 2021 and the draft minutes are included in your package. The Mayor's Task Force on Active Transportation and the Charlottetown Food Council met on February 16, 2021, these minutes are included in your package.

There are no resolutions for your consideration.

- 2nd reading to amend the Tree Protection Bylaw

Respectfully submitted,

Councillor Mitchell Tweel, Chair

ENVIRONMENT & SUSTAINABILITY COMMITTEE
Thursday, February 11, 2021
4:30 PM – Parkdale Room

PRESENT: Councillor Mitchell Tweel, Chair
Councillor Terry Bernard, Vice-Chair (via tele-conference)
Councillor Julie McCabe
Mayor Philip Brown

ALSO: Ramona Doyle, MES
Cindy MacMillan, AA

REGRETS: Councillor Greg Rivard
Peter Kelly, CAO

1) Call to Order

Councillor Tweel, Chair, called the meeting to order at approximately 4:40 PM.

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 Mayor Brown that the agenda be approved as presented. Carried.

4) Motion to move into Closed Session

It was moved by Councillor McCabe and seconded by Councillor Bernard to move into Closed Session as per section 119 (1) subsection (e) of the PEI Municipal Government Act. Carried.

5) New Business

There was no new business introduced.

6) Adjournment

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

The meeting adjourned at 5:20 PM.

ENVIRONMENT & SUSTAINABILITY COMMITTEE
Tuesday, February 23, 2021
4:30 PM – Parkdale Room

PRESENT: Councillor Mitchell Tweel, Chair
Councillor Terry Bernard, Vice-Chair
Councillor Greg Rivard
Councillor Julie McCabe
Mayor Philip Brown (left at 5:05PM)

ALSO: Ramona Doyle, MES
Katrina Cristall, SO
Jessika Corkum-Gorrill, FEO
Cindy MacMillan, AA

REGRETS: Peter Kelly, CAO

1) Call to Order

Councillor Tweel, Chair, called the meeting to order at 4:30 PM.

2) Declarations of conflict of interest

There were no conflicts of interest declared.

3) Approval of Agenda

Mayor Brown requested an update on the discussion that was had at a previous meeting pertaining to an Environmental Officer designated for the Charlottetown area. It was moved by Councillor McCabe and seconded by Councillor Rivard that the agenda be approved as amended. Carried.

4) Approval of Minutes

It was by moved by Councillor Bernard and seconded by Mayor Brown that the minutes from January 26 and February 11, 2021 be approved as circulated. Carried.

5) Business arising from the Minutes

There was no business arising from the minutes.

6) Discussions/Reports

a) Sustainable Procurement FCM Funding Application

Katrina Cristall, SO, presented the report to the Committee on a proposed application to the Federation of Canadian Municipalities to fund a study around sustainable procurement.

In December 2020, the E&S Committee supported staff's request for the City to

join the Canadian Collaboration for Sustainable Procurement (CCSP). This was Charlottetown's first step in fulfilling its commitments to sustainable procurement under the Community Energy Plan (CEP) and Integrated Community Sustainability Plan (ICSP).

City staff are proposing that an application be submitted to FCM to apply for funds to conduct a study regarding the implementation of sustainable procurement practices. Environment & Sustainability staff are working closely on this project with the City's Finance Department. Finance staff will be key contributors to the initiative and strongly support the project and funding application. Additionally, staff have approached the Towns of Stratford and Cornwall regarding this application with the idea that each would contribute funds that, if successful, would be matched by FCM. Stratford has agreed to partner on this application while Cornwall is in the final review process and will advise of their decision prior to submitting the application.

The funding stream available through FCM supports innovative projects that are aimed at tackling sustainability issues that will contribute to real change. The fund will provide up to \$175,000 per successful project and can cover up to 50% of the project costs.

The proposed study will result in the creation of a sustainable procurement policy and associated action plan for each participating municipality. This will include conducting spend analyses, identifying areas in which there is high opportunity for implementation of sustainable procurement practices, developing a monitoring and reporting system involving key performance indicators, and creating procedures, tools, and training modules. While an individual action plan and policy will be composed for each municipality and some individual analyses will be required, the bulk of work will be applicable to all three organizations, allowing for greater collaboration and eliminating duplication of efforts.

The estimated project budget for this proposal will be \$40,000 which will be put towards staff hours required to complete the study. If successful, the City of Charlottetown would need to contribute \$10,000 towards the project costs in addition to the \$20,000 contributed by FCM and \$5,000 contributed by Stratford and potentially by Cornwall. If successful these funds would be included in Environment & Sustainability's 2021/22 Operating Budget.

The Committee agreed to continue moving forward with this initiative.

b) Healthy Communities Initiative Funding Application

Katrina Cristall, SO, presented the report to the Committee on a Healthy Communities Initiative which the Government of Canada has committed \$31 million to. The program will be delivered by Community Foundations of Canada (CFC), Canadian Urban Institute (CUI), and other partners and will fund small

scale infrastructure projects that create healthier, more resilient communities as cities adapt to the challenges presented by COVID-19.

The City of Charlottetown Environment & Sustainability Department is collaborating with the Parks & Recreation Department to create a project proposal that will act to revitalize outdoor community spaces within the city. The project will include; bike racks and rest stops, outdoor rink kits, 100 benches initiative, upgrade existing and add additional community vegetable planters and revitalize underused neighbourhood parks.

The estimated project budget for this proposal will be \$250,000. The City will not be required to contribute funds to this total. The City's greatest financial contribution would be in wages for the project delivery support, however some staff support hours will be included in the request for funds, mitigating these costs to the City.

There was a question raised with relation to the 100 bench portion of this initiative and whether it would allow the City to lower the cost of the memorial bench program that is currently offered. It was noted that these benches will not be made of the same materials as the memorial benches, but rather be a simple flat/backless bench that would be constructed in house. It was also suggested that the number of benches be increased to 200 and possibly introduce a cost sharing program. There was also feedback received from the Arts Advisory Board on this initiative.

The Committee agreed to continue moving forward with this initiative.

c) Update on Environmental Officer

Ramona Doyle, MES, provided the Committee with the status of the City's request to have an Urban Environmental Officer designated for issues in the Charlottetown, Stratford and Cornwall area or a position that would be subsidized by the Provincial Government. The MES advised that a letter has been submitted to the Province by the three municipalities however a response has not yet been received.

Mayor Brown left the meeting.

d) Municipal Strategic Component of the Gas Tax Funding Application - Official Plan and Sustainability Plan

Ramona Doyle, MES, provided the Committee with an update on the Municipal Strategic Component Application for updates to the ICSP and Official Plans. In March 2017 the Integrated Community Sustainability Plan (ICSP) was adopted by Council and since then many actions outlined in the plan have been completed.

It is stated in the Plan that it will be updated every 5 years, so a target date of

March 2022 has been set. Based on that timeline, public consultation would take place through 2021, with the intention of having a draft document prepared by early 2022. The Environment & Sustainability Operational Budget for 2021/22 includes \$20,000 to update this plan. Due to COVID-19 restrictions, public consultation will likely need to be altered significantly, additional funding to complete the Plan update would increase the likelihood that the new ICSP would respond to the current needs of the Charlottetown community as well as be reflective of evolving best practices in this field.

It is recommended by staff, that the City apply to the Municipal Strategic Component of the Gas Tax for an additional \$20,000 to support the development of the new ICSP. The City's application would combine two projects – the City's Official Plan (as proposed by the City's Planning and Heritage Department) and the City's ICSP to seek funding for both projects - \$420,000 in funding total. This fund is intended for official plans, strategic plans, growth management plans as well as wastewater and drinking water projects.

The Committee agreed to continue moving forward in completing the application process.

e) Community Gardens & Planters Program

Jessika Corkum-Gorrill presented the report to the Committee on the creation of an application process for the public to request a community garden or community planters on City property.

As outlined in the City's ICSP plan, the City of Charlottetown aims to promote local food production. Two food-growing programs currently exist in City parkland including one community garden at Desbrisay Park and community vegetable planters in six parks. The community garden is led by the Desbrisay Community Garden Group and the planters program, made up of 22 food-growing planters, is delivered by City staff.

Currently there is no formal process for the public to request either of these programs on City land in their neighbourhoods. Informal requests have been made to City staff but without criteria and a screening process, staff are unable to properly review and process requests adequately and fairly.

The Environment and Sustainability Department recommends that the City create an application process for both the community garden and community planter programs. The applications will indicate that a set of criteria will need to be met including available City budget, land and resources, as well as support and resources from the community. The applications would be posted on the City website and submitted applications would be reviewed by the Environment and Sustainability and Parks and Recreation Departments.

The Committee agreed to move forward in creating an application for the Community garden and planter program.

f) Pest Control Services Tender Award

Ramona Doyle, MES, presented the Committee with an update on the recent closing of the RFP for Pest Control Services. Three submissions were received for Pest Control Services — Skunk and Raccoon request for proposals which closed on February 19, 2021.

Rentokil Canada Corporation met all the requirements of the RFP and had the lowest cost for the 3-year term \$29,151 plus applicable taxes. Annually, this service would cost \$9,717 plus applicable taxes. In the previous term, 2018-2020, the annual cost was \$6,996.00 plus applicable taxes.

Based on low bid and meeting all the requirements it is recommended that the contract for Skunk & Raccoon Removal Services be awarded to Rentokil Canada Corporation.

A question was raised on whether the service would be status quo to previous years. The MES noted that yes it would be and in addition, Rentokil has advised that they would operate 24/7 and respond to any customer calls within a four hour period.

It was questioned why the City did not select the local company that has provided services to the City for years. It was clarified that location of the company was not a criteria outlined in the RFP, therefore the companies were not evaluated on that aspect. A motion was put on the floor to award the tender to Atlantic Graduate, there was no seconder and the motion was not supported by the other members of the Committee. It was moved by Councillor Bernard and seconded by Councillor McCabe to forward a resolution to the Finance, Audit and Tendering Committee awarding the tender to Rentokil. Carried. Councillor Rivard opposed.

7) New Business

Councillor Tweel, Chair, requested that the Committee consider putting the responsibility on the Provincial Government with regards to regulating Cosmetic Pesticides in the province as a whole rather than each municipality creating their own regulations. Staff have been asked to review the request and report back to the Committee.

8) Adjournment

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

The meeting adjourned at 5:35 PM.



City of Charlottetown

Report No: E&S 21-05

Date: February 23, 2021

Directed to: Chairman Mitchell Tweel, Members of the E&S Committee

Department: Environment and Sustainability

Prepared by: Katrina Cristall, Sustainability Officer

Attachments:

-

Subject: Sustainable Procurement FCM Funding Application

RECOMMENDATION: Update only.

REPORT:

The Federation of Canadian Municipalities (FCM) offers a funding stream under which studies can be supported. This program funds innovative projects that are aimed at ambitiously tackling sustainability issues that will contribute to real change. Projects may study any initiative that will yield strong environmental, social, and economic benefits.

The fund will provide up to \$175,000 per successful project and can cover up to 50% of the project costs.

Implementing sustainable procurement policies and procedures are a powerful way in which an organization can reduce greenhouse gas emissions and waste as well as ensure that the dollars they spend promote fair labour standards, equitable economic development, and community building. While sustainable procurement strives to consider many important factors alongside the cost of a purchase, it does not disregard economic sustainability and often enables cost savings in addition to environmental and social benefits.

In December 2020, the Environment & Sustainability Standing Committee approved the joining of the Canadian Collaboration for Sustainable Procurement (CCSP). This was Charlottetown's first step in fulfilling its commitments to sustainable procurement under the Community Energy Plan (CEP) and Integrated Community Sustainability Plan.

Although joining the CCSP will provide the City with a wealth of networking, resources, and support, it is only the first step towards procuring goods and services more sustainably. Sustainable procurement is a broad area that requires dedicated attention and the creation of specific policies and procedures to achieve the many environmental, social, and economic benefits it can yield.

To this end, City staff are proposing that an application is put forward to FCM to apply for funds to conduct a study regarding implementation of sustainable procurement practices. Environment & Sustainability staff are working closely on this project with the City's Finance Department. Finance staff strongly support the project and funding application and will be key contributors to the initiative. Additionally, the City of Charlottetown has approached the Towns of Stratford and Cornwall regarding this application with the idea that each would contribute funds that, if

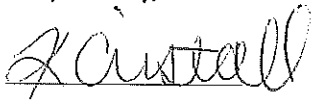
successful, would be matched by FCM. Stratford has agreed to partner on this application while Cornwall is in the final review process and will advise of their decision prior to submitting the application.

The proposed study will result in the creation of a sustainable procurement policy and associated action plan for each participating municipality. This will include conducting spend analyses, identifying areas in which there is high opportunity for implementation of sustainable procurement practices, developing a monitoring and reporting system involving key performance indicators, and creating procedures, tools, and training modules. While an individual action plan and policy will be composed for each municipality and some individual analyses will be required, the bulk of work will be applicable to all three organizations, allowing for greater collaboration and eliminating duplication of efforts.

The estimated project budget for this proposal will be \$40,000 which will be put towards staff hours required to complete the study. If successful, the City of Charlottetown would need to contribute \$10,000 towards the project costs in addition to the \$20,000 contributed by FCM and \$5,000 contributed by Stratford and potentially by Cornwall.

If successful, these funds would be included in the 2021-2022 Environment & Sustainability Operating Budget.

Respectfully,



Reviewed By:

Mgr

RD

CAO





City of Charlottetown

Report No: E&S 21-06

Date: February 23, 2021

Directed to: Chairman Mitchell Tweel, Members of the E&S Committee

Attachments:

-

Department: Environment and Sustainability

Prepared by: Katrina Cristall, Sustainability Officer

Subject: Healthy Communities Initiative Funding Application

RECOMMENDATION: Update only.

REPORT:

The Government of Canada has committed \$31-million to the Healthy Communities Initiative, to be delivered by Community Foundations of Canada (CFC), Canadian Urban Institute (CUI), and other partners. The initiative will fund small-scale infrastructure projects that create healthier, more resilient communities as cities adapt to the challenges presented by COVID-19. In addition to physical infrastructure, the fund places priority on social and digital infrastructure as well.

The Healthy Communities Initiative highlights three priority themes:

- Safe and vibrant public spaces
- Improved mobility options
- Digital solutions

The fund will provide up to \$250,000 per successful project and can cover up to 100% of the project costs.

The City of Charlottetown Environment & Sustainability Department is collaborating with the Parks & Recreation Department to create a project proposal that will act to revitalize outdoor community spaces within the city. The project will include:

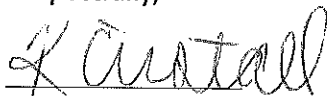
1. The addition of bike racks and rest stops that will improve resident's ability to use active transportation to move about the city and between different community spaces.
2. Purchasing outdoor rink kits that will increase the usable days of existing community rinks each winter. In addition, they will reduce the required frequency of flooding, thereby also reducing maintenance time and water consumption.
3. The launch of a 100 Benches Initiative that will add 100 new benches to greenspaces around Charlottetown. This will make the current trails and walking paths more usable for those with reduced mobility as well as make these spaces more comfortable for all to spend time in.
4. The upgrade and addition of community vegetable planters to incorporate self-watering designs.

5. Revitalizing underused neighbourhood parks. Funding will be allocated to completing art and mural projects within underused park spaces that are spread around the city. Where possible, these art pieces will be used to cover highly vandalized buildings and structures as a way to reduce graffiti. Where needed, shade structures and seating will be added, tying into the 100 benches initiative. Activities, such as life-sized chess sets or outdoor musical equipment, will also be incorporated into each park. To engage the community, polls will be conducted to assess what form of infrastructure would be most appreciated in each selected park. To launch these revitalized spaces a series of community engagement initiatives will be held, involving components such as musicians in the park and workshops run by City staff on topics such as cycling or the community vegetable planter program.

Revitalizing community spaces and improving accessibility for those with reduced mobility is an essential component of building a healthy, vibrant city. The COVID-19 pandemic has highlighted the importance of outdoor spaces for physically distanced community gatherings as well as the physical and mental health benefits that time outdoors, in nature brings. This project will act to provide access to comfortable, vibrant outdoor greenspaces all around Charlottetown, reaching as many residents as possible.

The estimated project budget for this proposal will be \$250,000. The City will not be required to contribute funds to this total. The City's greatest financial contribution would be in wages for the project delivery support, however some staff support hours will be included in the request for funds, mitigating these costs to the City.

Respectfully,

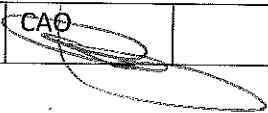


Reviewed By:

Mgr

RD

CAO





City of
Charlottetown

Report No: 21-07

Date: February 23, 2021

Directed to:

Chairperson Mitchell Tweel, Members of the E&S
Committee

Attachments:

-

Department: Environment & Sustainability Committee

Prepared by: Ramona Doyle, MES

Subject: Municipal Strategic Component Application – ICSP and Official Plan

RECOMMENDATION: Update only

The City's second Integrated Community Sustainability Plan was adopted in March 2017 after an extensive year of public engagement and consultation. Many actions within the plan have been completed over the past four years and the City corporation and the community are outgrowing some of the priorities and actions within the plan. There has also been significant change in the sustainability field during this time.

It is stated in the Plan that it will be updated every 5 years, so a target date of March 2022 has been set. Based on that timeline, public consultation would take place through 2021, with the intention of having a draft document prepared by early 2022. \$20,000 has been included in the Environment & Sustainability Operational Budget for 2021-2022 to update this plan. Because of COVID-19 restrictions, public consultation will need to be altered significantly, additional funding to complete the Plan update would increase the likelihood that the new ICSP would respond to the current needs of the Charlottetown community as well as be reflective of evolving best practices in this field.

It is therefore recommended, that the City apply to the Municipal Strategic Component of the Gas Tax for an additional \$20,000 to support the development of the new ICSP. The City's application would combine two projects – the City's Official Plan (as proposed by the City's Planning and Heritage Department) and the City's ICSP to seek funding for both projects - \$420,000 in funding total. This fund is intended for official plans, strategic plans, growth management plans as well as wastewater and drinking water projects.

Respectfully,

Reviewed By:

CAO	Manager	Other				
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RECOMMENDATIONS/ACTIONS:



City of Charlottetown

Report No: E&S 21-08

Date: February 23, 2021

Directed to:

Chairperson Mitchell Tweel, Members of the E&S Committee

Department: Environment and Sustainability Committee

Prepared by: Jessika Corkum-Gorrill, Forest and Environmental Officer

Attachments:

- Draft Community Garden Application
- Draft Community Planters Application

Subject: Community Gardens and Community Planters Programs

RECOMMENDATION: That the Environment & Sustainability Committee support an application process for the public to request a community garden or community planters on City property.

As outlined in its Integrated Community Sustainability Plan, the City of Charlottetown aims to promote local food production. Growing food in cities has a wide range of benefits including mental and physical health, community development, educational opportunities, reductions in energy and waste used to package and transport food and repurposing underutilized greenspace.

Two food-growing programs already exist in City parkland including one community garden at Desbrisay Park and community vegetable planters in six parks including Victoria Park, Orlebar Park, Desbrisay Park, J. Frank MacAulay Park, Windsor Park, and Joseph A. Ghiz Memorial Park. The community garden is led by the Desbrisay Community Garden Group and the planters program, made up of 22 food-growing planters, is delivered by City staff.

At the present time, there is no formal process for the public to request either of these programs on City land in their neighbourhoods. There also isn't an internal process at the City to screen public interest. Informal requests have been made to City staff but without criteria and a screening process, staff are unable to properly review and process requests adequately and fairly. Currently, the City is also unable to properly gauge the amount of public interest in this type of programming or to plan and support the possible growth of local food growing in Charlottetown.

The Environment and Sustainability Department recommends that the City create an application process for both the community garden and community planter programs. Target areas are suggested for both programs including lower income neighbourhoods for the planter program and high-density neighbourhoods for community gardens. The applications will indicate that a set of criteria will need to be met including available City budget, land and resources, as well as support and resources from the community. The applications would be posted on the City website and submitted applications would be reviewed by the Environment and Sustainability and Parks and Recreation Departments.

Respectfully,

CAO

Manager

Other

RECOMMENDATIONS/ACTIONS:



2021 Community Garden Application

Through its Integrated Community Sustainability Plan, the City of Charlottetown aims to promote local food production. Community gardens are an example of local food projects being delivered in Charlottetown. As of 2021, there is one community garden in City parkland, located at Desbrisay Crescent Park. Community gardens have also been created on private land, such as the Legacy Garden at the PEI Farm Centre and the Wildfred J. Smith Community Garden on Oak Drive.

The City of Charlottetown recognizes that community gardens benefit communities by:

- Connecting people to food and nature;
- Providing healthy and local food sources.
- Connecting people to each other;
- Providing habitat and pollinator plants;
- Increasing activity in parks and, in turn, creating safer parks; and
- Adding interest to parks;

The City of Charlottetown's financial and in-kind contributions towards the establishment of community gardens on City land include the provision of land, water, signage, and a small annual stipend to support needed garden materials and equipment. All other costs and labour are the responsibility of the garden group.

Below are the requirements that must be fulfilled to be considered for establishing a Community Garden in City parkland:

- Garden must be led by an established group of volunteers or non-profit group, which has funds or a funding structure to build and maintain a community garden. They also have needed supplies (i.e. hose, soil, compost, plants and lumber for possible raised bed); and
- Garden must be located in one of the City's target neighbourhoods (see map included), be compatible with existing park uses and have access to a water source.

Groups interested in establishing a community garden in a City park must submit a request to the City of Charlottetown by filling out the form on the following page. Requests will be reviewed by the Environment and Sustainability Department and the Parks and Recreation Department. Consultation with the respective community will also occur to ensure the project is supported.



Community Garden Request Form

Date:

Contact Name:

Phone Number:

Email:

Group Name:

Area of city or community represented by group or individual:

Park or road name for the proposed garden:

Proposed use of garden (check all that apply):

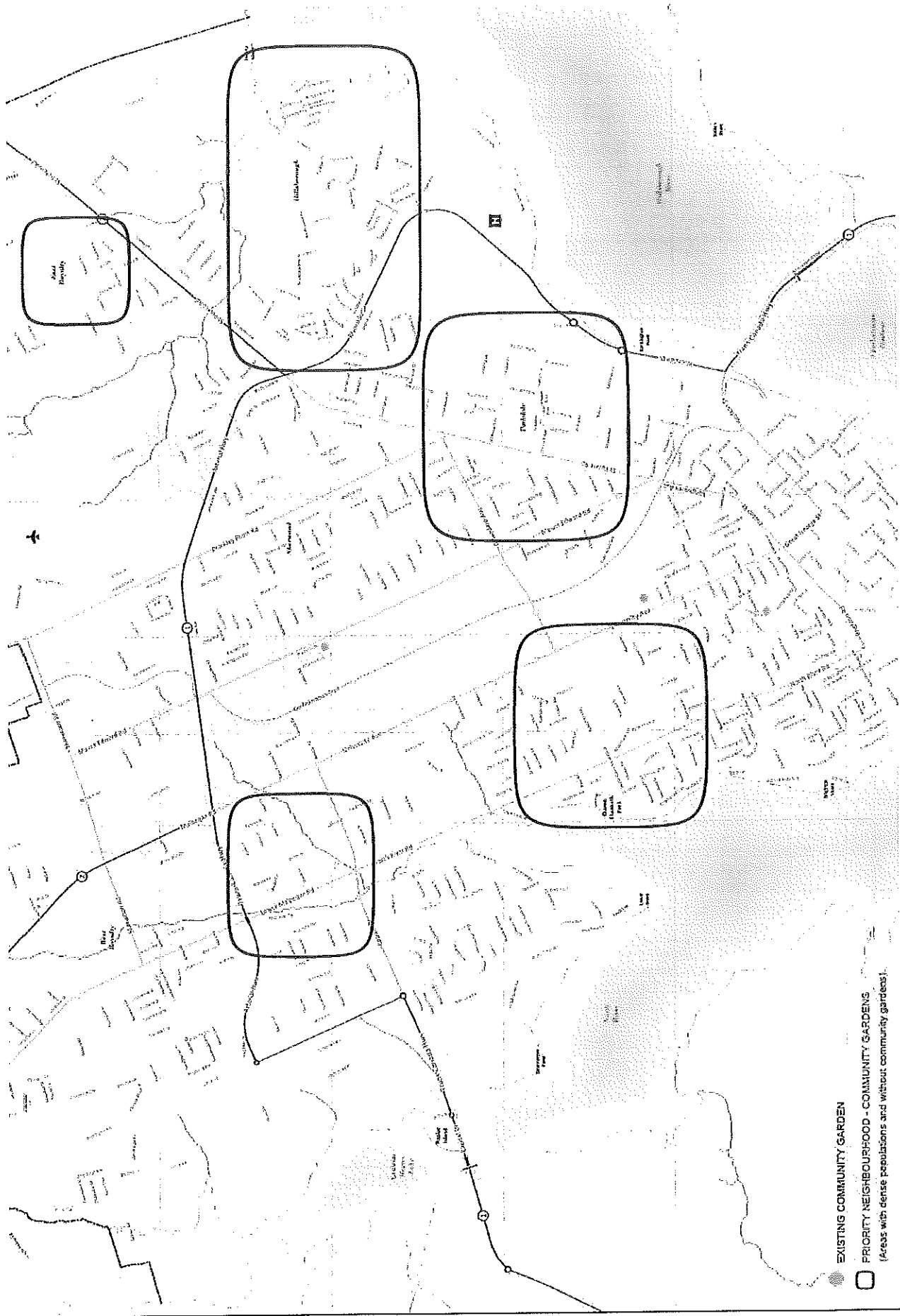
- ☐ Food growing
- ☐ Pollinator Plants
- ☐ Native Plants
- ☐ Older Adults focus
- ☐ Multicultural focus
- ☐ Community building
- ☐ Other _____

Describe your vision for the proposed garden (i.e. how many people will be involved, number and size of garden beds including height, if a raised bed):

Provide details on volunteer support secured and who will lead the management of the garden and liaise with the City on garden operations:

How will your group acquire the funds needed to create and operate a community garden?

Send completed forms to Jessica Corkum-Gorrill, Forest and Environmental Officer at jcorkumgorrill@charlottetown.ca or drop off to the front desk staff at City Hall.





2021 Community Vegetable Planters Application

Through its Integrated Community Sustainability Plan, the City of Charlottetown aims to promote local food production. Community vegetable planters are an example of local food projects being delivered in Charlottetown. As of 2021, there are planters at six City parks (Victoria Park, Orlebar Park, Desbrisay Park, J. Frank MacAulay Park, Windsor Park, and Joseph A. Ghiz Memorial Park).

The City of Charlottetown recognizes that community planters benefit communities by:

- Connecting people to food and nature;
- Providing healthy and local food sources.
- Connecting people to each other; and
- Increasing activity in parks and, in turn, creating safer parks;
- Adding interest to parks.

Below are the requirements in order to have a park considered for community vegetable planters:

- City approved budget available and/or other funding support;
- Appropriate staffing and space available in requested park;
- A minimum of one dedicated person from the community who is willing to assist with the project including tasks such as weeding and watering;
- Understanding that any harvest made available through the project is for anyone in the community to enjoy; and
- Garden must be located in one of our target neighbourhoods (see map included).

To request community vegetable planters in a park in your community, fill out the form on the following page. Requests will be reviewed by the City of Charlottetown Environment and Sustainability Department and the Parks and Recreation Department.



Community Vegetable Planters Request Form

Date:

Contact Name:

Phone Number:

Email:

Is this request for a park in one of our priority neighbourhoods identified on map included? (yes/no)

Park name and closest road name for the proposed planters:

Name of community contact person willing to support the City on the project:

How will this person be able to support the project?

Send completed forms to Jessika Corkum-Gorrill, Forest and Environmental Officer at jcorkumgorrill@charlottetown.ca or drop off to the front desk staff at City Hall.



City of
Charlottetown

Report No: 21-09

Date: February 23, 2021

Directed to:

Chairperson Mitchell Tweel, Members of the E&S Committee

Attachments:

- Bid Sheet

Department: Environment & Sustainability Committee

Prepared by: Ramona Doyle, MES

Subject: Award of Skunk & Raccoon Removal Services

RECOMMENDATION: That the committee approve the award of the Skunk and Raccoon Removal Services to Rentokil Canada Corporation in the amount of \$29,151 plus applicable taxes for a 3-year term (\$9,717 plus applicable taxes annually) and forward to Finance, Audit & Tendering Committee with a resolution.

Three submissions were received for Pest Control Services – Skunk and Raccoon request for proposals which closed on February 19, 2021.

Rentokil Canada Corporation met all the requirements of the RFP and had the lowest cost for the 3-year term - \$29,151 plus applicable taxes (see attached bid sheet). Annually, this service would cost \$9,717 plus applicable taxes. In the previous term, 2018-2020, the annual cost was \$6,996.00 plus applicable taxes.

Based on low bid and meeting all the requirements it is recommended that the contract for Skunk & Raccoon Removal Services be awarded to Rentokil Canada Corporation.

Respectfully,

Reviewed By:

CAO

Manager

Other

RECOMMENDATIONS/ACTIONS:



CHARLOTTETOWN

REQUEST FOR PROPOSAL

DEPARTMENT: Environment & Sustainability

ITEM: Pest Control Services – City Facilities and Skunk & Raccoon

DATE: Friday, February 19, 2021

TIME: 2:00:00 PM local time

ATTENDEES: David Herring, Stephen Wedlock & Vada Fernandez

BIDDER	City Facilities (Taxes Excluded)	Service (Taxes Excluded)
1. Orkin Canada	24,840	
2.		
3. Legault Pest Management Inc.	17,433	
4. Abell Pest Control	15,210	Referral – 125.00 Monthly – 2,350.00 3 year (36) months – 84,600
5. Rentokil Canada Corporation	10,980	Referral – 41.00 Monthly – 809.75 3 year (36) months – 29,151
6. Atlantic Graduate Inc.	9,693	Referral – 150.00 Monthly – 995.00 3 year (36) months – 35,820
7.		



**CITY OF CHARLOTTETOWN
TREE PROTECTION AMENDMENT BYLAW
BYLAW #2019-TP-01B**

To amend the City of Charlottetown's Tree Protection Bylaw to clarify when trees on a property line are City-owned trees and when the City conducts tree maintenance on private property.

RESOLVED: That the bylaw to amend the "CITY OF CHARLOTTETOWN TREE PROTECTION BYLAW" be read a **first** time.

Moved by Councillor *Mitchell Tweel* Mitchell Tweel

Seconded by Councillor *Terry Bernard* Terry Bernard
Date: February 8, 2021

13
Carried
10-0

RESOLVED: That the bylaw now be approved as a City Bylaw and that it be entitled the "CITY OF CHARLOTTETOWN TREE PROTECTION BYLAW" and that it be read a **second** time at the next public meeting of Council.

Moved by Councillor *Mitchell Tweel* Mitchell Tweel

Seconded by Councillor *Terry Bernard* Terry Bernard
Date: February 8, 2021

12
Carried
10-0

THEREFORE: Be it resolved that the "CITY OF CHARLOTTETOWN TREE PROTECTION BYLAW" be read a **second** time and that the said Bylaw be now approved and adopted.

Moved by Councillor _____ Mitchell Tweel

Seconded by Councillor _____ Terry Bernard
Date: _____

This Tree Protection Amendment Bylaw, #2019-TP-01B, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2021.

Peter Kelly, CAO

Philip Brown, Mayor

City of Charlottetown, PEI
A Bylaw to Amend the City of Charlottetown Tree Protection Bylaw
Bylaw # 2019-TP-01B

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 “Tree Protection Amendment Bylaw.”

2. Purpose

- 2.1. The purpose of this bylaw is to amend the City of Charlottetown’s Tree Protection Bylaw to determine 1) Ownership of trees that fall on a property line and 2) Situations when the City will deliver tree maintenance on private property.

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-12.1.

4. Definitions

- 4.1. In this bylaw, any word and term that is defined in the *Municipal Government Act R.S.P.E.I.*, the *Provincial Environmental Protection Act, R.S.P.E.I. 1988, E-9*, the *Pesticides Control Act, R.S.P.E.I. 1988, P-4* or the *City of Charlottetown Tree Protection Bylaw* has the same meaning as in that Act or Bylaw.

5. Section 6 – Interpretation – of the City of Charlottetown Tree Protection Bylaw is hereby amended by the following:

- 5.1. Amend subsection 6.3 as follows: “Tree ownership will be determined by the City’s Forestry Technician or designate using field markers and land survey information. Trees that are on a property line and have 50% or more of the base of the tree on City property will be considered a City-owned and managed tree. Trees that are on a property line and have greater than 50% of the base of the tree on private property will be considered a private tree.”

6. Section 7 – Tree Maintenance – of the City of Charlottetown Tree Protection Bylaw is hereby amended by the following:

- 6.1. Amend subsection 7.1 (c) as follows: “to enter upon any lands in the City, including privately owned lands, to carry out pruning or tree removal operations for the protection of the public, City-Owned Property or the health of the trees, subject to Section 14;”

7. Section 14 – Removal or Pruning of Hazardous Trees on Private Property – of the City of Charlottetown Tree Protection Bylaw is hereby amended by the following:

- 7.1. Amend subsection 14.1 as follows: "The owner of a tree which abuts an adjacent public right of way or City-Owned Property, and which, in the opinion of the City Arborist, poses a hazard or a danger to public property or persons on public property, shall, when so ordered in writing by the City Arborist and within the time designated by the City Arborist, abate such hazard or danger to the satisfaction of the City Arborist."

PART II – APPROVAL AND ADOPTION

8. Effective Date

- 8.1. This Tree Protection Amendment Bylaw, #2019-TP-01B shall be effective on the date of approval and adoption below.

First Reading:

This Tree Protection Amendment Bylaw, #2019-TP-01B, was read a first time and approved by a majority of members present at the Council meeting held on the ____ day of _____, 2021.

Second Reading:

This Tree Protection Amendment Bylaw, #2019-TP-01B, was read a second time and approved by a majority of members present at the Council meeting held on the ____ day of _____, 2021.

Approval and Adoption by Council:

This Tree Protection Amendment Bylaw, #2019-TP-01B, was adopted and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2021.

9. Witness the corporate seal of the City of Charlottetown

Mayor

Chief Administrative Officer

This Tree Protection Amendment Bylaw, #2019-TP-01B adopted by the Council of the City of Charlottetown on ____ day of _____, 2021 is certified to be a true copy.

Chief Administrative Officer

Date

CHARLOTTETOWN FOOD COUNCIL
Tuesday, February 16 2021
5:30 PM – WebEx

PRESENT: Bernie Plourde, Chair
Morgan Palmer
Meghan Adams
Phil Ferraro
Sheena Mathew
Colleen Walton
Brad Doiron

ALSO: Katrina Cristall, SO
Quinn Howard, ClimateSense Intern

REGRETS: Karen Murchison
Ramona Doyle, ESM

1) Call to Order

The meeting was called to order at 5:34PM

2) Declarations of conflict of interest

No declarations of conflict.

3) Review & Approval of Agenda

Approved – Moved by Brad Doiron, Seconded by Meghan Adams.

4) Appoint Meeting Secretary & Referee

Katrina Cristall recorded minutes during this meeting.

5) Adoption of Minutes

Approved – Moved by Morgan Palmer, Seconded by Brad Doiron.

6) Items for Discussion

a) Strategic Planning Follow-Up

The Food Council conducted strategic planning on January 27, 2021 and decided to complete a municipal policy review. Additional decisions included conducting town hall-style community engagements but this will be done once work has commenced on the policy review and areas in which to engage the public have been identified.

Katrina Cristall proposed a method by which to tackle the policy review and suggested a priority-area based approach that encompasses the following:

- Identification of two to three policy areas of interest to Food Council members.
- Forming teams of Council members to work on each priority area.
- Generation of policy recommendations for Charlottetown.

While this will not necessarily provide a complete and overarching picture of all potential policy areas, it will ensure that all Food Council members are working on areas of interest and will still create meaningful change.

The council agreed with this approach and potential priority areas were discussed.

It was decided that the following topics would be addressed:

Food Waste: Colleen Walton, Brad Doiron, Meghan Adams

Healthy Food/Beverages in Recreation Centers: Meghan Adams, Sheena Mathew

Backyard Food Production: Karen Murchison, Morgan Palmer

Greenhouses: Bernie Plourde, Phil Ferraro

It was also decided that social media engagement (i.e. brief polls) would be done on each priority area topic to get public feedback. An attempt will be made to stagger this so feedback is not sought on all areas at once.

The approach to be taken was identified as: review the policies/bylaws already in place at the City that may hinder or support a given area, do a scan of best practices to identify potential solutions for Charlottetown, engage key stakeholders on the issue (e.g. bylaw enforcement officer) to fully understand the scope of the issue in Charlottetown and ensure solutions are feasible for all involved, engage the community through Facebook polling, propose policy solutions to be implemented within the City. Katrina will create and circulate a template for each group to roughly follow.

b) Asset Map Update

Katrina updated the group that the City continues to work to complete the asset map by verifying addresses and incorporating assets with non-physical locations. Work is ongoing with City IT and communications staff to prepare for the launch, which is on track for the end of February.

The question of including restaurants on the map was raised. It was identified as a potentially important way to identify those restaurants incorporating local ingredients into their food. It was decided that this would continue to be tabled for now in the interest of launching the map as soon as possible, recognizing the

great importance of the map for the community regardless of including restaurants. The hope is that upon launching, public feedback will indicate whether or not there is a need to incorporate restaurants into the map. If there is interest the Food Council will determine how to make this change at that time.

c) 4 Love 4 Care Letter of Support

Morgan Palmer presented the letter of support she composed for the 4 Love 4 Care Community Fridge project that was presented to the Council at the January 2021 meeting. The Council was in support of the letter and it was decided that it would be forwarded on the Bernie for formatting and to sign on behalf of the Council. He will forward to 4 Love 4 Care.

7) Action Items:

Action item: Katrina to compose a template for the policy review, ensuring to embed links to City policy and bylaw webpages, and circulate to all members.

Action item: All members to begin work on their priority area policy review according to the template provided by Katrina and to report their progress at the next meeting.

Action item: Katrina to work with City Sustainability, IT, and Communications staff to launch the Asset Map.

Action item: Morgan to forward the 4 Love 4 Care letter of support to Bernie.

Action item: Bernie to format, sign and deliver the 4 Love 4 Care letter of support.

8) Motion for Adjournment:

Meeting Adjourned at 6:35PM – Motioned by Meghan Adams, seconded by Morgan Palmer.

Mayor's Task Force on Active Transportation Meeting Tuesday, February 16, 2021 6:00PM – Webex

Present: **Ryan Bulger, Chair**
 Joanne MacRae
 Heather Rossiter
 Karri Shea
 Bryson Guptil, Guest

Peter Rukavina, Co-Chair
Ramona Doyle, MES
Jason White
Margaret Gallant

Regrets: **Mayor Philip Brown**
 Councillor Mitchell Tweel

1. Call to Order

Ryan Bulger, Chair called the meeting to order at 6:00PM.

2. Declarations of conflict of interest

There were no conflicts of interest declared.

3. Approval of Minutes

It was moved by Peter Rukavina and seconded by Joanne MacRae that the minutes of the January 12, 2021 meeting be approved. Motion carried.

4. Approval of Agenda

The approval of Agenda was given with the amendment made by the MES to insert a "housekeeping item."

• Minute-taking

Ramona Doyle explained that City Council had passed a motion requesting all Advisory Boards to record and produce their own minutes of their meetings. Joanne MacRae volunteered to do the minutes for this meeting. Future minute taking can be discussed at future meetings.

5. Presentation by Bryson Guptill

Peter Rukavina introduced our guest speaker, Bryson Guptill. Bryson is a Board member of Island Trails and a former president of Island Trails. Bryson is the author of two books, "Walking the IAT in PEI" and "The Island Walk". Island Trails is an active not for profit association.

Bryson explained that the Confederation Trail is 450 km. and largely non-motorized which makes it unique and a great attraction for tourists. "Rails to

Trails" evolved into Island Trails in 1995. In 2014, 1.4 million dollars was donated to the Confederation Trail for a "Trail guaranteed to be non-motorized into perpetuity" which is an important distinction from other trails.

In 1995, snowmobiles had been given access to the Confederation Trail in the winter months to get them off the farmers' fields. However, there is a dangerous risk involved with this compromise. What if someone who does not know the Trail is exclusive for snowmobiles in the winter months and is walking on the Trail? There is a speed limit of 80 km per hour for the snowmobiles, but they often exceed this limit and they usually ride late at night into the early mornings. The province is responsible for signage and the warnings are not posted. Further, Bryson said the Snowmobile Association pays \$1.00 to lease the Trail and there is a \$5 million liability insurance risk for the Province of PEI. Also, the groomer drivers have caused damage to the gates in the winter months. In 2016, the Snowmobile Association signed a ten-year lease to 2026, but the lease can be annulled with one year's notice.

Bryson presented a map of the area north of Royalty Junction showing a route between York and Winsloe where snowmobiles could be re-routed off the Confederation Trail. This new route goes through some farmland and wooded lots.

There is a need for more access to the Confederation Trail for walkers and cyclists commuting in the winter months. Within the City of Charlottetown limits, there is more housing and residents are making more purposeful trips on the Trail than in 1995. Presently, snowmobiles are not permitted south of Royalty Junction. The City of Charlottetown has expanded over the years with an increase in housing and many residents would benefit from the freedom to walk or cycle this Active Transportation corridor year-round.

A discussion followed with concerns about businesses such as "Toy Master" in Winsloe and "Outriders" in Sherwood. This proposed new route would still go to Winsloe. Snowmobilers have vehicles to get them to their start/finish of trip.

Action: Peter asked Ramona to bring the 2016 Snowmobile Association agreement to our next meeting so that the Task Force can make recommendations concerning this issue to the Environment and Sustainability Committee of City Council. They in turn, could lobby government for change.

6. Update on the Winter Cycling Congress (Joanne)

Karri Shea interviewed Joanne MacRae about Joanne's recent attendance at the "eGlobal Winter Cycling Congress". Joanne talked about watching live video bicycle tours in Oulu, Finland, Edmonton, and other cities. She explained one of

the conference formats of "Pecha Kucha" and talked about the automatic bicycle counter on the Jacques Cartier Bridge in Montreal.

Joanne reported about three funding programs announced by Andy Filmore, MP for Halifax, N.S. who is the Parliamentary Secretary to Canada's Minister of Infrastructure and Communities:

1. On Feb. 8, 2021, grants providing up to \$31 million in existing federal funding to support communities as they deploy new ways to adapt spaces and services to respond to immediate and ongoing needs arising from COVID-19 over the next 2 years.
2. On Feb. 10, 2021, Prime Minister Trudeau announced plans for the federal gov't. to spend additional \$14.9 billion over the next 8 years on public transportation projects across the country. The rest is to go towards the creation of a permanent transit fund of \$3 billion per year starting in 2026.
3. Hon. Filmore said he'd be announcing a national "Engagement Program" to come in the next month making communities more resilient.

Joanne told us about the presentation made by Peter Newman of Australia, and he said, "walking and cycling must be prioritized". Mr. Newman described the green "Trackless Tram" made in China. Its transit as good as rail, but on roads.

In the Netherlands, the goal of being able to ride in the dark and access is by design.

"What is the aim of bicycle planning?" 1. commuting; 2. getting children to school; and 3. must include gender awareness! For route choices, choose streets where there is public surveillance (eyes on the street); sufficient street lighting; and removal of bushes. The width of a bike path and women's safety should be priority.

Action: Discuss the importance of having bushes cut back or removed on the Confederation Trail along the route from the City Centre to UPEI and to the Charlottetown Mall. This should be on the next month's agenda.

"Wheels for Wellbeing" was a program in Wales reminding planners that Trails and bicycle routes need to be planned for wider cycles and non-standard cycles to accommodate people with disabilities. Streets must be well maintained, and potholes are not to be tolerated.

Joanne described snow removal in bike lanes in Edmonton, Montreal, and Oulu, Finland. In Edmonton, they used the "Toolcat" (broom/blade attachment); the MV/Holder Sidewalk Ploughs (blade attachment); and brine. A spokesperson said, "When you build it, you've got to take care of it!"

Cycling Scotland had a good idea we could use for our Bike Week. In response to Covid-19, they came up with a program offered from June to September called, the "Family Cycling Module". It was promoted as "Want an everyday adventure?" "Build your cycling confidence." They offered one to one family training for 2 ½ hour sessions. It was a good way to reach adults and get families cycling.

Joanne thanked Karri Shea for her participation in the presentation. She also thanked Peter Rukavina for nominating her to attend and to Ramona Doyle for getting her there on behalf of the Mayor's Task Force on AT.

7. Reporting from Department Liaison

a. Public Works Update

A discussion followed concerning snow removal on the AT trails within the City. Jason White asked if the AT trail beyond the Bypass was open and Ramona Doyle explained because it is part of the overall project, which is not completed, it's not open. Ramona explained that the Province's Active Transportation Fund does not consider equipment for maintenance of trails as an eligible expense Margaret Gallant asked, "Is there a priority trail for snow removal?" Ramona explained Parks and Recreation look after clearing the Boardwalk and clearing the Confederation Trail south of the Bypass Highway. Margaret noted we need snow clearing equipment dedicated to snow removal on these trails and routes. Peter identified the City needs to provide for maintenance of the shared pathway along Riverside Drive. Jason said, "People want momentum to use AT trails."

Action: Peter Rukavina suggested Joanne write to Hon. Andy Filmore and ask for funding for snow removal equipment. Joanne said she would email Hon. Filmore.

b. Parks & Recreation

Peter asked Ramona, "Is the Boardwalk considered a walking trail only. Are there sections that could be considered multi-use such as from the Friendly Pharmacy on Water Street to Receiver Coffee which could be bikeable?"

c. Police

No update to report at this time.

d. Sustainability

Ramona reported that she is familiar with the two funding programs Hon. Filmore had announced and she was looking forward to hearing about the third one when it is announced. Ramona also reported that the City is focused on planning for Grafton Street and providing safe access to the Hillsborough Bridge.

e. Cycling PEI

No update to report at this time.

f. Bike Friendly Charlottetown

No update to report at this time.

8. New Business

Margaret asked if a list of cleared sidewalks could be posted for the public to access.

Action: Peter asked if Ramona would invite Scott Adams of Public Works to attend our next meeting and tell us what the cost of snow removal on the new AT trail would be. Scott Adams could also answer our many questions on snow removal and maintenance.

Peter Rukavina moved to Adjourn. Carried.

Next meeting will take place on March 16th, 2021 at 6:00 p.m.

Adjournment 7:38 PM



**STRATEGIC PRIORITIES & INTERGOVERNMENTAL
COOPERATION COMMITTEE
REPORT TO COUNCIL
MARCH 8, 2021**

The Strategic Priorities & Intergovernmental Cooperation Committee met on Thursday, March 4, 2021 and the minutes are included in your package.

The Affordable Housing Advisory Committee did not meet since the last meeting of Council.

The Youth Engagement Advisory Committee did not meet since the last meeting of Council.

There are no resolutions for your consideration.

Respectfully submitted,
Councillor Kevin Ramsay, Chair

STRATEGIC PRIORITIES & INTERGOVERNMENTAL COOPERATION
Thursday, March 4, 2021
12:00 PM – Council Chambers

Present: Councillor Kevin Ramsay, Chair
Councillor Bob Doiron, Vice-Chair (by phone)
Councillor Greg Rivard, Member at Large
Councillor Mitchell Tweel, Member at Large

Also: Peter Kelly, CAO
Wayne Long, EDO
Chantal Matheson, ERPC

Regrets: Mayor Philip Brown

1) Call to Order

Councillor Kevin Ramsay, Chair called the meeting to order at 12:00 PM.

2) Declarations of conflict of interest

There were no conflicts of interest declared.

3) Approval of Agenda

The agenda was approved as circulated.

4) Approval of Minutes

It was moved by Councillor Greg Rivard and seconded by Councillor Mitchell Tweel that the minutes from January 28, 2021 be approved as circulated. Carried.

5) Business Arising from minutes

There was no business arising from the minutes.

6) Reports/Discussions

(a) Advisory Boards

The CAO provided an update on the Affordable Housing Advisory Committee and Youth Engagement Committee. The public call for applications to fill the vacancies has been posted on our website and social media platforms. There will also be an ad in Saturday's Guardian. Submissions will close March 15, 2021.

There was a discussion on the advisory boards moving forward and potential projects the boards could work on. The Committee would like to see the Youth Engagement Committee follow up and work on updating the Youth Retention Report Council adopted in 2018. It was suggested that the Affordable Housing Advisory Committee review other jurisdictions best practices across Canada to see what other municipalities are doing to support affordable housing.

It was the consensus of the Committee to request that the Affordable Housing Advisory Committee report to the Planning Department and funnel future projects through the Planning Board.

7) Motion to move into closed session

Motion to move into closed session, as per Section 119 (1) sub-sections (b) & (d) of the PEI Municipal Government Act was moved by Councillor Mitchell Tweel and seconded by Councillor Bob Doiron. Carried.

8) New Business

There was no new business.

9) Meeting Adjourned

Moved by Councillor Bob Doiron and Seconded by Councillor Mitchell Tweel that the meeting be adjourned. Carried.

The meeting adjourned at 1:55 PM



**COUNCIL ADVISORY COMMITTEE
REPORT TO COUNCIL
MARCH 8, 2021**

The Council Advisory Committee met February 26, 2021 and the open draft minutes are included in the package.

- There are two (2) resolutions attached for your consideration.

Respectfully submitted,

Councillor Alanna Jankov, Chair

Live streamed @ www.charlottetown.ca/video

Present: **Councillor Alanna Jankov, Chair**
 Councillor Mike Duffy, Vice-Chair
 Councillor Terry MacLeod, Member
 Deputy Mayor Jason Coady, Member (teleconference)
 Mayor Philip Brown, Member
 Peter Kelly, CAO
 Tracey McLean, RMC

1. Call to Order

Councillor Jankov called the meeting to order.

2. Declarations of Conflict of Interest

There were no conflicts declared.

3. Approval of Agenda

Moved by Mayor Brown and seconded by Councillor MacLeod that the open agenda be approved as presented. Carried.

4. Discussion Items:

a) Advertising for City Board Vacancies – Staff Responsibilities

The CAO indicated that the process to fill vacancies would be conducted the same as in early 2019 while following the Public Appointment Policy. (Affordable Housing and Youth Engagement Committee members appointed April 8, 2019). On behalf of Communications, Doug Dumais will be responsible for advertising these openings on social media, newspaper and City website. Human Resources will receive and review applications to ensure overall eligibility for the Advisory Boards. HR to forward the applicant list onto the Council Advisory Committee for evaluation.

There was some discussion with regard to previous applicants; however, the Committee agreed that anyone who initially applied in 2019 is encouraged to apply again.

Mr. Dumais and HR to be advised that the application process is to begin as soon as possible.

b) Canadian Capitals Cities Organization (CCCO) Appointment

It was noted that Councillors McCabe, Rivard and Tweel are all interested in sitting on the Board of Directors for the CCCO. Mayor Brown indicated there was a motion at December's Strategic Priorities & Intergovernmental Cooperation Committee meeting to forward Councillor Tweel's name onto the Council Advisory Committee for consideration; however, that information did not make it to Council Advisory.

It was moved by Mayor Brown and seconded by Deputy Mayor Coady that Councillor Mitchell Tweel be recommended to sit on the Board of Directors of the Canadian Capitals Cities Organization. Motion was tied 2-2 (Duffy & MacLeod opposed); Councillor Jankov voted against the motion. Lost 3-2.

The majority of the members agreed that since the CCCO falls within the Economic Development, Tourism & Event Management Committee's Terms of Reference, the Chair of said committee would be most ideal.

Moved by Councillor MacLeod and seconded by Councillor Duffy that Councillor McCabe be recommended to sit on the Board of Directors of the Canadian Capitals Cities Organization. Carried 4-0.

In the future, if the ED,T & EM Chair is not interested in sitting on this particular board, other members of the ED,T & EM Committee will be considered.

5. Adjournment

Moved by Councillor MacLeod and seconded by Councillor Duffy that the meeting be adjourned. Carried.

The meeting adjourned at 1:00 PM.



CITY OF CHARLOTTETOWN

RESOLUTION

**Council Advisory
#1**

MOTION CARRIED _____

MOTION LOST _____

Date: March 8, 2021

Moved by Councillor _____ **Alanna Jankov**

Seconded by Councillor _____ **Mike Duffy**

RESOLVED:

**That the appointment of the Chair of Strategic Priorities &
Intergovernmental Cooperation Committee, in the attached resolution dated
January 13, 2020, be rescinded.**



CITY OF CHARLOTTETOWN

RESOLUTION

Council Advisory
#1

MOTION CARRIED 9-0

*Mayor Brown
absent*

MOTION LOST _____

Date: January 13, 2020

Moved by Councillor

Terry MacLeod

Terry MacLeod

Seconded by Councillor

Mike Duffy

Mike Duffy

RESOLVED:

That Council approves the appointment of the Tourism Officer and the **Chair of Strategic Priorities & Intergovernmental Cooperation** (3 years) as the City's representatives on the Canadian Capital Cities Organization Board of Directors, as recommended by the Council Advisory Committee.



CITY OF CHARLOTTETOWN

RESOLUTION

Council Advisory #2

MOTION CARRIED _____

MOTION LOST _____

Date: March 8, 2021

Moved by Councillor _____ **Alanna Jankov**

Seconded by Councillor _____ **Mike Duffy**

Whereas the City of Charlottetown is an active member of the Canadian Capital Cities Organization (CCCO); and

Whereas the City holds two voting seats on the Board of Directors with one member being the Tourism Officer; and

Whereas, the CCCO falls within the Economic Development, Tourism & Event Management Committee's Terms of Reference;

Therefore Be It Resolved, that Council appoint the Chair of Economic Development, Tourism and Event Management as the City's second representative on the Canadian Capital Cities Organization Board of Directors.



CITY OF CHARLOTTETOWN

RESOLUTION

New Business #1

MOTION CARRIED _____

MOTION LOST _____

Date: March 8, 2021

Moved by Councillor _____ **Mitchell Tweel**

Seconded by Councillor _____ **Bob Doiron**

RESOLVED:

Whereas the initial appointments to the Council Advisory Committee were approved by Council on December 31, 2018;

And Whereas, the Standing Committee two-year review and reappointments were approved by Council on September 29, 2020;

And Whereas, the Council Advisory Committee memberships did not change following this review;

Therefore, Be It Resolved that Councillor Mitchell Tweel and Councillor Bob Doiron be appointed to the Council Advisory Committee hereby replacing Councillor Duffy and Councillor MacLeod.