



## CITY OF CHARLOTTETOWN

### RESOLUTION

Planning  
#1

*Deferred 7-3  
B defeated  
(Ph Casey, Councillors Doiran & Tweed)*

MOTION CARRIED *Ph Casey*

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

Date: July 12, 2021

Moved by Councillor *Alanna Jankov*

Alanna Jankov

Seconded by Councillor *Julie McCabe*

Julie McCabe

### RESOLVED:

That the request for one (1) major variance to permit an addition to a non-conforming single-detached dwelling located at 20 Bishop Street (PID# 359331), be approved, subject to the attached conditions.



# **CITY OF CHARLOTTETOWN**

**Planning #1 (July 12, 2021)**

## **CONDITIONS:**

- 1. The proposed addition to the existing single-detached detached dwelling shall meet applicable Building Code requirements identified through the Building & Development Permit review process.**
- 2. The proposed addition to the existing single-detached detached dwelling and introduction of a Secondary Suite shall be permitted provided that regulation requirements contained in Section 5.6 (Secondary Suites) and on-site parking requirements contained in Section 44 (General Provisions for Parking) of the Zoning & Development By-law are met.**
- 3. Any additional proposed work (e.g.: new second floor balcony, main floor deck and shed) beyond the single-detached dwelling addition shall meet applicable Building Code and Zoning & Development By-law requirements identified through the Building & Development Permit review process.**



# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning  
#2

MOTION CARRIED

*6-4 (Councilors  
Twiss, Rvord, Doiron & Poffy  
opposed)*

MOTION LOST

Date: July 12, 2021

Moved by Councillor

*[Signature]*

Alanna Jankov

Seconded by Councillor

*[Signature]*

Julie McCabe

### RESOLVED:

That the request to:

- Reduce the required lot frontage from 25m (82 ft) to approximately 22.1 m (72.8 ft); and
- Reduce required lot area from 575sq. m (6,189.5 sq ft.) to approximately 517.9 sq. m. (5,575.68 sq. ft),

In order to allow for an additional fifth residential dwelling unit located in the basement of the building of the property at 231 Cumberland Street (PID#363994), be approved.



# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning  
#3

MOTION CARRIED

9-1 (Councillor  
Twiss opposed)

MOTION LOST

Date: July 12, 2021

Moved by Councillor

Alanna Jankov

Seconded by Councillor

Julie McCabe

### RESOLVED:

That the request to:

- Amend Appendix G – Zoning Map of the Zoning & Development Bylaw for a portion of the property at 88 Brackley Point Road (PID #396770) from Single-Detached Residential (Large) (R-1L) Zone to Medium Density Residential Townhouse (R-3T) Zone and Single Detached Narrow (R-1N) Zone; and
- Amend Appendix A- Future Land Use Map of the Official Plan for a portion of the property at 88 Brackley Point Road (PID #396770) from Low Density Residential to Medium Density Residential

In order to create three (3) townhouse dwellings and two (2) single-family dwellings (R-1N), be approved to proceed to public consultation.



# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning  
#4

MOTION CARRIED

MOTION LOST

*8-1 (Councillor Tweed opposed)  
(Councillor Rivard in-conflict)*

Date: July 12, 2021

Moved by Councillor

*[Signature]*

Alanna Jankov

Seconded by Councillor

*[Signature]*

Julie McCabe

### RESOLVED:

That the request to:

Amend Appendix "A" – Future Land Use Map of the Official Plan from:

- Medium Density Residential to Low Density Residential for a portion of the subject property with access on MacWilliams Road (PID# 684514);
- Recreational to Low Density Residential;

And Amend Appendix "G" – Zoning Map of the Zoning and Development Bylaw from:

- Low Density Residential Single (R-2S) to Narrow Single Detached Residential (R-1N) for a portion of the subject property with access on MacWilliams Road (PID# 684514); and
- Medium Density Mixed Use Residential (MUR) to Narrow Single Detached Residential (R-1N) for a portion of the subject property with access on MacWilliams Road (PID# 684514);
- Medium Density Mixed Use Residential (MUR) to Low Density Residential Single (R-2S) for a portion of the subject property with access on MacWilliams Road (PID# 684514);
- Medium Density Mixed Use Residential (MUR) to Medium Density Residential Townhouse (R-3T) for a portion of the subject property with access on MacWilliams Road (PID# 684514);
- Medium Density Residential Townhouse (R-3T) to Narrow Single Detached Residential (R-1N) for a portion of the subject property with access on MacWilliams Road (PID# 684514);

In order to allow for the subdivision of ninety-one (91) residential lots, be approved to proceed to public consultation.





# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning  
#5

(Carried)  
10-0 / B

MOTION CARRIED 10-0

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

Date: July 12, 2021

Moved by Councillor [Signature] Alanna Jankov

Seconded by Councillor Julie McCabe Julie McCabe

### RESOLVED:

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

Defer Section 44.5.1.6  
10-0 Carried / B



# CITY OF CHARLOTTETOWN

Planning #5 (July 12, 2021)

## ATTACHMENT

### ZONING & DEVELOPMENT BYLAW (PH-ZD.2) PROPOSED AMENDMENTS

- Section 1.4.2: Include MHR Zone into Zoning Table;
- Section 3.1.1: Amend Fee Schedule reference from Appendix “E” to Appendix “F”;
- Section 3.3 Development and Building Permits: Expiry of incomplete building & development permit applications after six months of inactivity;
- Section 3.9 Major Variances: Clarify regulations subject to the variance process and update section to permit limited signage with approved murals;
- Section 4.1.2 Accessory Buildings: Replace “Gross Floor Area” with “Building Footprint” in the Accessory Buildings Table and include a subsection to prohibit basements in accessory structures;
- Section 4.2.2 Decks and Other Projections into Yards: Amend the height above grade for a deck to 0.3m (1 ft);
- Section 6.2 Undersized Lots: Repeal and replace section to clarify minimum development rights by allowing for a single detached dwelling;
- Section 6.7 Garbage Area requirements: Insert new subsection 6.7 to standardize site requirements for garbage storage areas on multi-residential developments; and renumber subsequent subsections;
- Section 8.1.1 Zones: Include MHR into Zoning Table;
- DEFERRED → Section 44.5.1.b. Parking Lots: Remove gravel as a permitted material for stable surface;
- Section 45 General Provisions for Signage: Insert additional fascia sign requirements for buildings over four (4) storeys in height in the 500 Lot Area;
- Appendix A. Definitions: Insert definition for “Footprint”; and amend definition for “Multi-unit Dwelling”



# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning  
#6

MOTION CARRIED

*10-0 (Carried)*

MOTION LOST

Date: July 12, 2021

Moved by Councillor

*Alanna Jankov*

Alanna Jankov

Seconded by Councillor

*Julie McCabe*

Julie McCabe

### RESOLVED:

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





# **CITY OF CHARLOTTETOWN**

**Planning #6 (July 12, 2021)**

## **ATTACHMENT**

### **ZONING & DEVELOPMENT BYLAW (PH-ZD.2) PROPOSED AMENDMENTS**

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



# CITY OF CHARLOTTETOWN

## RESOLUTION

Planning  
#7

MOTION CARRIED

*10-0 (Carried)*

MOTION LOST

Date: July 12, 2021

Moved by Councillor

*Alanna Jankov*

Alanna Jankov

Seconded by Councillor

*Julie McCabe*

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.



**CITY OF CHARLOTTETOWN  
AMENDMENT**

**OFFICIAL PLAN (PH-OPA.1):**

*To adopt the Official Plan Amendment, PH-OPA.1-023, "The land use designation of "Concept Planning Area" as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official plan, removed; and that the properties designated as "Concept Planning Area", as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, be replaced with "Comprehensive Planning Area", hereby excluding its former designation of Concept Planning Area."*

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**ZONING & DEVELOPMENT BYLAW(PH-ZD.2):**

NONE.

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

Date: \_\_\_\_\_ July 12, 2021

Moved by Councillor: \_\_\_\_\_  ☒ Alanna Jankov

Seconded by Councillor: \_\_\_\_\_  ☒ Julie McCabe

10-0

(Carried)  
13

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

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



**CITY OF CHARLOTTETOWN  
OFFICIAL PLAN**

*To adopt the Official Plan Amendment, PH-OPA.1-023, "The land use designation of "Concept Planning Area" as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official plan, removed; and that the properties designated as "Concept Planning Area", as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, be replaced with "Comprehensive Planning Area", hereby excluding its former designation of Concept Planning Area."*

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**Effective Date**

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

**Adoption and Approval by Council:**

The Official Plan amendment was adopted and approved by a majority of the Councillors present at the Council Meeting held on the 12<sup>th</sup> day of July, 2021.

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

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

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**MINISTERIAL APPROVAL**

This Official Plan Amendment (PH-OPA.1-023) is hereby approved.

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

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



## CITY OF CHARLOTTETOWN

### Official Plan Amendment PH-OPA.1-023 Appendix "A" – Future Land Use Map

#### Authority

The Council for the City of Charlottetown under the authority vested in it by Sections 11, 14 and 18 of the Planning Act R.S.P.E.I. 1988 Cap. P-8 hereby enacts as follows:

“The land use designation of “Concept Planning Area” as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official plan, be removed; and that the properties designated as “Concept Planning Area”, as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, be replaced with “Comprehensive Planning Area”, hereby excluding its former designation of Concept Planning Area.”

#### APPENDIX "A"

##### CITY of CHARLOTTETOWN FUTURE LAND USE MAP Amended to March 25, 2021

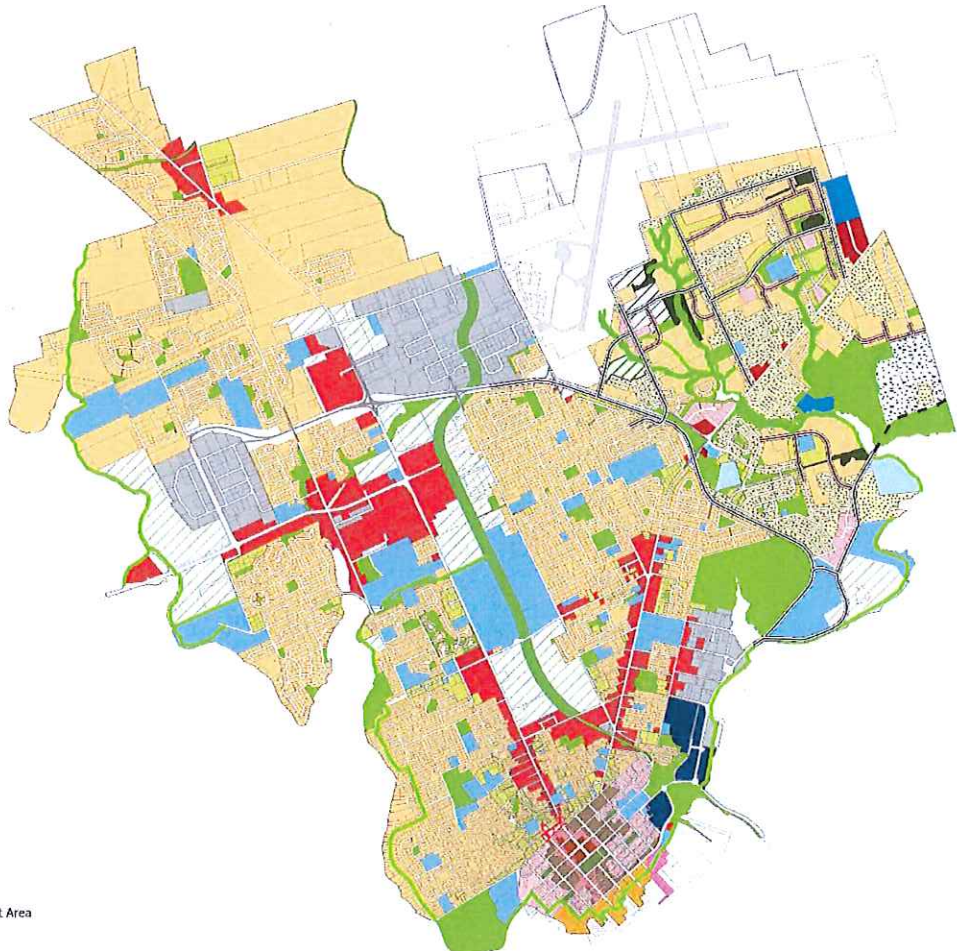
#### Legend

##### East Royalty Area Development

- Proposed Collector
- Future Collector
- Future Local Street
- Future Main Street
- Future Mixed Use Street
- Future Parkway
- Future Transitway
- Future Waterway
- Future Waterway Right-of-Way
- Future Waterway Right-of-Way Buffer
- Future Waterway Right-of-Way Buffer

##### Future Land Use

- Airport
- Commercial
- Community Institutional
- Comprehensive Planning Area
- Concept Planning Area
- Downtown Core
- Downtown Core Area
- Downtown Main Street
- Downtown Mixed Use Neighbourhood
- Downtown Neighbourhood
- Employment
- Future Development Area
- High Density Residential
- Industrial
- Institutional
- Low Density Residential
- Manufactured Housing
- Mature Neighbourhood
- Medium Density Residential
- Mini Home Residential
- Mobile Home Residential
- Park/Cultural
- Port Zone
- Recreational
- Trail Buffer
- Village Centre Commercial
- Waterfront
- Eastern Gateway Comprehensive Redevelopment Area







**CITY OF CHARLOTTETOWN  
AMENDMENT**

**OFFICIAL PLAN (PH-OPA.1):**

NONE.

**ZONING & DEVELOPMENT BYLAW(PH-ZD.2):**

*To adopt Bylaw PH-ZD.2-047, A Bylaw to amend the Zoning & Development Bylaw, "To amend sections of the Zoning & Development Bylaw (Bylaw PH-ZD.2) pertaining to Section 1.4.2, Section 3.1.1, Section 3.3, Section 3.9.1, Section 4.1.2, Section 4.2.2, Section 6.2, Section 6.7, Section 8.1.1, Section 17, Section 21, ~~Section 44.5.1.1, Section 45 and Appendix A.~~"*

**BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-047, as it pertains to Zoning & Development Bylaw Amendments)", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.**

Date: \_\_\_\_\_ July 12, 2021

Moved by Councillor: \_\_\_\_\_ ☒ Alanna Jankov

Seconded by Councillor: \_\_\_\_\_ ☒ Julie McCabe

**WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-047, as it pertains to Zoning & Development Bylaw Amendments)", as attached, was read and approved a first time on July 12, 2021;**

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

Date: \_\_\_\_\_ August 09, 2021

Moved by Councillor: \_\_\_\_\_ Alanna Jankov

Seconded by Councillor: \_\_\_\_\_ Julie McCabe

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

Date: \_\_\_\_\_ August 09, 2021

Moved by Councillor: \_\_\_\_\_ Alanna Jankov

Seconded by Councillor: \_\_\_\_\_ Julie McCabe

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

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

**City of Charlottetown**  
**A Bylaw to amend the Zoning and Development Bylaw**  
**BYLAW # PH-ZD.2-047**

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

**PART I – INTERPRETATION AND APPLICATION**

**1. Title**

- (1) This Bylaw shall be known and cited as the “Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-047”

**2. Authority**

- (1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

**3. Purpose**

- (1) The purpose of this bylaw is to amend the City of Charlottetown’s Zoning & Development Bylaw provisions pertaining to Section 1.4.2, Section 3.1.1, Section 3.3, Section 3.9.1, Section 4.1.2, Section 4.2.2, Section 6.2, Section 6.7, Section 8.1.1, Section 17, Section 21, Section 44.5.1.b, Section 45 and Appendix A.

**PART II – AMENDMENTS**

**4. Section 1.4.2 is amended as follows:**

By inserting “v. Manufactured Housing Residential” and “(MHR)” under a. Residential, Land use Zone and Symbol columns of the table respectively, and all subsequent subsections renumbered:

	<b>Land Use Category</b>	<b>Land use Zone</b>	<b>Symbol</b>
<b>a.</b>	Residential	i. Single Detached	R-1L
		ii. Single Detached	R-1S
		iii. Narrow Single Detached	R-1N
		iv. Manufactured Housing	MH
		v. Manufactured Housing Residential	MHR
		vi. Low Density	R-2
		vii. Low Density Single	R-2S
		viii. Medium Density	R-3
		ix. Medium Density Townhouse	R-3T
		x. Apartment	R-4
		xi. Apartment – A	R-4A
		xii. Apartment – B	R-4B
		xiii. Medium Density Mixed Use	MUR

**5. Section 3.1.1 is amended as follows:**

By replacing the Fee schedule reference from Appendix “E” to “F”.

**6. Section 3.3 is amended as follows:**

By inserting subsection 3.3.7 and all subsequent subsections renumbered:

- 3.3.7 If an application for a Development and/or Building Permit that is incomplete and remains so for a period of six (6) months, said application is considered abandoned and thus cancelled, null and void.

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

- (1) By inserting the word “zones in” after the words ”does not meet the regulations of” and inserting the words “as listed in Section 8,” before the words “the applicant may apply”.

(2) By adding a new subsection 3.9.1.j as follows:

j. The need for consideration of a Major Variance is supported by a recommendation from the Arts Advisory Board and the proposed mural or Sign painted on a Building or Structure in the 500 Lot Area is deemed aesthetically appropriate in nature, location, size and scale for enhancing or supporting the art and cultural needs of the community as a whole.

8. Section 4.1.2 is amended as follows:

(1) By replacing "Gross Floor Area" with "Building Footprint" in the table as shown below:

	Lot Area	# of Accessory Buildings permitted	Total <del>Gross Floor Area</del> Building Footprint (maximum)	Height (maximum)
a.	0 to 0.499 Acres (0 to 21,779sq ft)	Two	10% of the Lot Area, up to a maximum of 69.68sq m (750sq ft)	5.3m (17.5ft)
b.	0.5 to 0.99 Acres (21,780sq ft to 43,559sq ft)	Two	78.97sq m (850sq ft)	6.1m (20ft)
c.	1 Acre or more (43,560sq ft or more)	Three	111.48sq m (1,200sq ft); however, no Accessory Building shall exceed 78.97sq m (850sq ft)	6.1m (20ft)

(2) By adding subsection f. as follows:

f. Accessory Buildings are prohibited from containing a basement or any below grade construction.

9. Section 4.2.2 is amended as follows:

By deleting the numbers "1.0 m (3.3 ft)" from subsections (i) & (j) Structure column and replacing it with "0.3 m (1 ft)" as shown below:

	Structure	Yard in which projection is permitted	Maximum projection into Yard	Minimum distance from Lot Line
i.	Deck at Grade or less than <del>1.0 m (3.3 ft)</del> 0.3 m (1 ft)	Rear Yard Flankage Yard Side Yard		1.0 m (3.3 ft)
j.	Deck at Grade or less than <del>1.0 m (3.3 ft)</del> 0.3 m (1 ft)	Front Yard	1.83m (6 ft)	2.0 m (6.6 ft)

10. Section 6.2. is amended as follows:

(1) Repeal 6.2.1 and replace with:

6.2.1 Notwithstanding any other requirements of this By-law:

In zones where a single detached dwelling is permitted, nothing in this By-law shall prevent the use of an undersized lot with respect to minimum lot area and frontage for a single-detached dwelling provided that all other standards of the zone are met.

(2) Section 6.2.2 is added as follows:

6.2.2 In all other zones nothing in this By-law shall prevent the use of an undersized lot with respect to minimum lot area or frontage provided that:

- the use of such lot is permitted in the zone in which such lot is located;
- all other standards of the zone are maintained.

11. Section 6.7 is amended as follows:

By inserting a new Section 6.7 GARBAGE AREA and subsections, and all subsequent sections renumbered:

#### 6.7 GARBAGE AREA

6.7.1 Garbage containers shall be stored inside a building or within a garbage container enclosure and screened by a 1.8 metre opaque fence, except for residential development of less than four (4) dwelling units.

6.7.2 A garbage container enclosure shall not be located within the front yard in a residential zone and shall not be located within the front yard setback within all other zones.

- 6.7.3 Refuse areas should be located beside or behind buildings to minimize their visual impact from the street.
- 6.7.4 When a garbage container is located onsite and visible from a street, the enclosure shall improve the overall aesthetic of the streetscape, and use high quality materials incorporating design elements of the principal building.
- 6.7.5 A garbage container shall be accessible and unencumbered for collection at all times.

**12. Section 8.1.1 is amended as follows:**

By inserting “v. Manufactured Housing Residential” and “(MHR)” under a. Residential, Land use Zone and Symbol columns of the table respectively, and all subsequent subsections renumbered:

	Land Use Category	Land use Zone	Symbol
<b>a.</b>	Residential	i. Single Detached	R-1L
		ii. Single Detached	R-1S
		iii. Narrow Single Detached	R-1N
		iv. Manufactured Housing	MH
		v. Manufactured Housing Residential	MHR
		vi. Low Density	R-2
		vii. Low Density Single	R-2S
		viii. Medium Density	R-3
		ix. Medium Density Townhouse	R-3T
		x. Apartment	R-4
		xi. Apartment – A	R-4A
		xii. Apartment – B	R-4B
		xiii. Medium Density Mixed Use	MUR

**13. Section 17 is amended as follows:**

- (1) By deleting Section 17.1.3 “Apartment Dwelling” as a permitted use and all subsequent permitted uses renumbered.
- (2) By repealing Section 17.2 Regulations for Apartment and all subsequent sections renumbered.

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

- (1) By deleting the words “Uses as permitted in the R-3 Zone” and replacing it with “The following uses are permitted” before the words “subject to the Regulations”.
- (2) By inserting the numbers “21.2” after the words “in the MUR Zone section”.

**15. Section 21.1 is amended as follows:**

By adding the following subsections after 21.1.1:

- 21.1.2 Single-detached Dwelling;
- 21.1.3 Semi-detached Dwelling;
- 21.1.4 Duplex Dwelling;
- 21.1.5 Townhouse Dwelling;
- 21.1.6 Stacked Townhouse Dwelling;
- 21.1.7 Block Townhouse Dwelling;
- 21.1.8 Nursing Home; and
- 21.1.9 Community Care Facility

**16. Section 44.5.1.b is amended as follows:**

- (1) By inserting the word “hard” between the words “stable” and “surface”.
- (2) By deleting the word “gravel” and replacing it with the word “cement” before the word “(pavement,”.

**17. Section 45.3.1 p. is amended as follows:**

By inserting the phrase “through the Major Variance process” after the words “approved by Council”

**18. Section 45.12.4 is amended as follows:**

- (1) By inserting the phrase “, Signs may be erected on each façade of the building adjacent to a street or in the instance of a” after the words “on a Corner Lot,” under the General Provisions Table



- (2) By inserting the statement, “**Buildings that are four stories and higher that are located in the DC, DMS, PC AND WF Zones and situated within 60 metres of the intersection of two public streets can also erect signage on the building façade above the fourth floor facing either or both public streets provided they meet all other provisions of the sign by-law with regard to maximum sign face area permitted on the building;**” after the first paragraph ending in the words “ abuts an interior Parking Lot;” under the General Provisions Table.

Zone	Dimensions	General Provisions
DMUN Zone	Sign Area shall not exceed 0.30sq m per linear meter (1.0 sq ft per linear foot) of the Building wall upon which the Sign is erected.	Signs shall be erected on a Building wall that abuts a public street. If a Business Premise is located on a Corner Lot, <i>Signs may be erected on each façade of the building adjacent to a street or in the instance of a Shopping Centre,</i> Signs may also be erected on one wall that abuts an interior Parking Lot;
DC Zone DMS Zone PC Zone WF Zone	Sign Area shall not exceed 0.38sq m per linear meter (1.25sq ft per linear foot) of the Building wall upon which the Sign is erected.	<i>Buildings that are four stories and higher that are located in the DC, DMS, PC AND WF Zones and situated within 60 metres of the intersection of two public streets can also erect signage on the building façade above the fourth floor facing either or both public streets provided they meet all other provisions of the sign by-law with regard to maximum sign face area permitted on the building;</i>  Signs shall be erected on a maximum of three Building walls, in accordance with Section 5.12.4.a;  Signs shall be erected parallel to a wall;  Signs shall not project more than 0.31m (1ft) from the wall upon which it is erected;  Signs shall not extend beyond the extremities of the wall upon which it is erected;

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

- (1) By adding “Footprint” and its definition as:  
**Footprint** means the area of a building on a lot, including land over which the building projects, but excluding any area below the eaves of a roof, and any portion not covered by a roof, such as unsheltered steps, verandas or decks.
- (2) By replacing the word “four” to “three” before the word “containing” under the definition of “Multi-unit Dwelling”



### PART III – EFFECTIVE DATE

#### 20. Effective Date

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

**First Reading & Approval:**

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-047, was read a first time and approved by a majority of Council members present at the Council meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2021.

**Second Reading and Approval:**

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-047, was read a second time and approved by a majority of Council members present at the Council meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2021.

**Adoption by Council:**

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-047, was adopted by a majority of Council members present at the Council meeting held on \_\_\_\_ day of \_\_\_\_\_, 2021.

#### 21. Signatures

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

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

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-047, adopted by the Council of the City of Charlottetown on \_\_\_\_ day of \_\_\_\_\_, 2021 is certified to be a true copy.

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

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

#### MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-047) is hereby approved.

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

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



# CITY OF CHARLOTTETOWN

## RESOLUTION

Protective and  
Emergency Services  
#1

MOTION CARRIED

*10-0 (Carried)*

MOTION LOST

Date: July 12, 2021

Moved by Councillor

Greg Rivard

Seconded by Councillor

Kevin Ramsay

### RESOLVED:

That the Public Works Manager be authorized to cut grass, remove any garbage and other materials or debris, clean up and properly dispose of same, at the owners' expense, at the following property located at:

- 300 University Avenue (PID #359737)

in accordance with the terms of the Dangerous, Hazardous and Unsightly Bylaw of the City of Charlottetown.



# CITY OF CHARLOTTETOWN

## RESOLUTION

Parks and Recreation #1

MOTION CARRIED 10- d(Carrivell)

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

Date: July 12, 2021

Moved by Councillor

Terry Bernard

Terry Bernard

Seconded by Deputy Mayor

Jason Coady

Jason Coady

### RESOLVED:

That as per the recently advertised Request for Proposals for the “Ellen’s Creek Deck Restoration”, the City of Charlottetown accepts the bid of \$52,844.45 (plus applicable taxes) from ABT Construction Inc.

## Backgrounder for Resolution #1

Date: July 12, 2021

Line Department: Parks and Recreation

Budget Category: 2021-22 Capital

### Overview of Expense: Ellen's Creek Deck Restoration

The deck viewing platform was constructed pre-amalgamation and it is becoming more difficult to maintain. The deck, gabion baskets, and accessible ramp requires some major restoration. The scope of work to be performed includes upgrading the accessible ramp to meet code, removing the decking & replacing the rotten stringers, repairing the existing gabion basket, adding necessary gravel under the deck, repairing the retaining walls, reinstalling the decking and repairing the stairs. This restoration will help the viewing platform to be accessible and be around for many years for the public's enjoyment.

Council approved \$55,400 under the 2021-22 Parks and Recreation Capital Budget for this project. There is a small shortfall of \$2,800, which staff are recommending can be re-allocated from the Hermitage Creek Platform Replacement account, since this project is expected to be under budget.

#### Procurement Details:

The RFP was advertised in local media and on the City of Charlottetown website for a two-week period. One bid was received. The bid submission was reviewed and evaluated by staff. Staff are recommending to slightly reduce the scope of work (remove the purchase of Furniture and the installation of new Planting & Pruning) to get the bid within budget range.

Bidder	Total Bid Amount (excluding applicable taxes)
ABT Construction Inc.	\$52,844.45

#### Recommendation:

It is recommended to proceed with awarding this RFP to **ABT Construction Inc.** in the amount of **\$52,844.45 (plus applicable taxes)**.

#### Justification for Recommendation:

The bid from ABT Construction Inc. is deemed to be a fair price of the scope of work, and they meet the requirements of the RFP.



# CITY OF CHARLOTTETOWN

## RESOLUTION

Water/Sewer  
Utility #1

MOTION CARRIED 10-0 (Carried)

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

Date: July 12, 2021

Moved by Councillor Bob Doiron

Seconded by Councillor Mitchell Tweel

Whereas, the City of Charlottetown is committed to continuous improvement in Asset Management and has been presented with an opportunity to participate in an Asset Management Improvement Project.

Be it Resolved, that City Council approves the submission of a grant request to the Federation of Canadian Municipalities' Municipal Asset Management Program for the CANN Forecast Collaborative Project,

And that the City of Charlottetown commits to providing water and sewer infrastructure and operational history to assist with the work.

Therefore Be It Further Resolved, that the City of Charlottetown commit \$5,000 from the Water and Sewer Utility Budget for its portion of project costs.





Report No: WSC 2-21

Date: May 13, 2021

Directed to: Utility Chair & Committee

Department: Utility

Prepared by: Richard MacEwen, Manager

**Attachments:**

- Project Overview

Subject: Asset Management Pilot Project

**Recommendation:**

Approve participation in the Asset Management Pilot Project

**Report:**

The Charlottetown Water and Sewer Utility has been approached by CANN Forecast to participate in a potential FCM funded project. The project seeks to help water and sewer utilities improve asset management of their water and sewer infrastructure.

CANN Forecast is offering to provide asset management assistance to smaller municipalities across Canada through FCMs Asset Management Program. The estimated participation cost is \$50,000 per municipality. FCM would cover 90% (\$45,000) and Utility would cover the remaining \$5,000.

The project aims to review Utility assets and historical data to help prioritize infrastructure renewal efforts. The project would be a strong step forward in Asset Management. The development of Asset Management Plans is an important aspect of securing future Infrastructure funding.

The project should prove beneficial, provide access to information, and is reasonably priced for the Utility.

A copy of the project outline is attached for additional information.

If the project receives approval from FCM it is recommended that the Utility participate.

Respectfully,

Reviewed By:

CAO

Mgr

Other

**Recommendations/Actions:**

*Approved*

# Project Outline

Goal: Optimize the proactive replacements of water and wastewater networks using Machine Learning.

## Objectives

- Allow each municipality to benefit from optimized forecasts by aggregating data from all participating municipalities
- Develop a data-based integrated risk assessment system for both water and wastewater networks that is suited for the needs of small and medium-sized municipalities
- Automate the generation and update of the relevant statistics that are needed in the Asset Management Plans for both water and wastewater networks

## Contribution From Municipalities

- Historical data of the water and wastewater networks
- Access to a reference person (approximately two hours per month)
- Contribution of 10% of the total budget of the collaborative project with the Federation of Canadian Municipalities (\$5,000 per municipality)

## Contribution From CANN Forecast

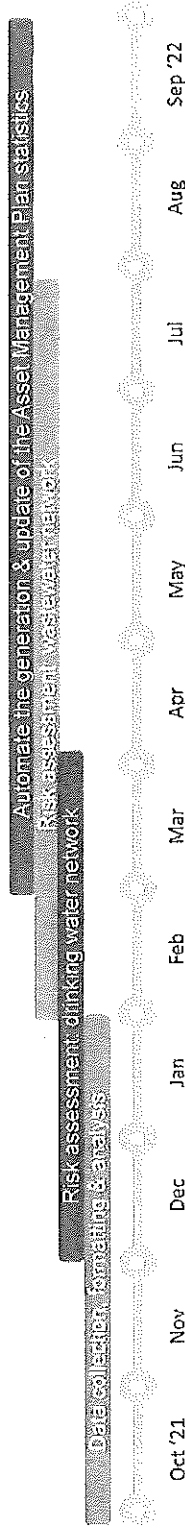
- Data formatting and quality control. Identification of the high risk sectors for both the drinking water and the wastewater systems
- Estimation of the consequence of failures and risk assessment for each municipality
- Provide each municipality with a web-based interface that allows them to automatically update the generation of the relevant statistics of their Water Asset Management Plan



PROUD TO INNOVATE WITH



# Project Components



## Data collection, formatting & analysis

### Water

Installation date, age, diameter, length, break history, pipe location, sector criticality

### Wastewater

CCTV inspections reports (when available)  
Pipe age, diameter, location, depth, material, length, slope

### Optional data

Road classification, soil type, proximity to critical assets

## Risk assessment: Drinking water network

### Likelihood of Failure (LoF)

Leverage the Smart Cohorts algorithm to compute the 5-year likelihood of failure for each pipe

### Consequence of Failure (CoF)

With input from the municipality, assign values to cost of repair, cost of lost water, sector criticality, cost of outage and property damage

### Risk Index

$\text{Risk} = \text{LoF} \times \text{CoF}$   
Compute the 5-year risk map

## Risk assessment: Wastewater network

### Likelihood of Failure (LoF)

Compute a 5-year structural condition index for each sewer pipe from 1 ("good") to 5 ("critical")

### Consequence of Failure (CoF)

In collaboration with the municipality, to build a criticality index based on location, importance, collateral damage and replacement cost

### Risk Index

$\text{Risk} = \text{LoF} \times \text{CoF}$   
Compute the 5-year risk map

## Automatically generate the Asset Management Plan statistics

### Downloadable through the Web Interface

Water main and sewer asset inventory: summary charts and statistics.

Risk assessment maps for both water and sewer networks.

Work with the municipality to build an interactive, integrated decision tree for water and wastewater.

Data Quality Control summaries available and updated through the interface.

12-month licence included for the Web Interface

# The FCM Municipal Asset Management Program (MAMP)

## Grant for Municipalities

- The FCM Municipal Asset Management Program is now accepting applications for grants of up to \$50,000 to fund an asset management initiative in your community.
- 80% of total eligible project costs, to a maximum of \$50,000 for individual applications
- 90% of total eligible project costs, to a maximum of \$50,000 for applicants who are one of two or more applicants applying to complete a collaborative project

## Application Documents

- **FCM Asset Management Readiness Scale** Questionnaire (to be completed by the municipality)
- The **Project Workplan and Budget Form** associated to the project (will be provided by CANN Forecast)
- The FCM Municipal Asset Management Program **Application Form** (some of the sections can be pre-filled by CANN Forecast)
- A **Resolution of the Municipal Council** (to be provided by the municipality)

## Application Process

- Approximately **6-months between application and approval.**
- **Projects must be completed within 12 months** of receiving your funding approval notice.
- Our advisor at FCM can help answer any questions throughout the application process
- More information available at <https://www.fcm.ca/asset-management-program>



# CITY OF CHARLOTTETOWN

## RESOLUTION

MOTION CARRIED

*CR 10-0 (Carried)*

Water/Sewer  
Utility #2

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

Date: July 12, 2021

Moved by Councillor

*Bob Doiron*

Bob Doiron

Seconded by Deputy Mayor

*Jason Coady*

Jason Coady

### RESOLVED:

That, as per the conditions of the tender, "City of Charlottetown Water and Sewer Utility Pumping Station Upgrades", the submission of Filtrum Incorporated in the amount of \$1,931,400 (plus applicable taxes) be accepted.





**Report No:** WSC 5-21

**Date:** July 5, 2021

**Directed to:** Utility Chair & Committee

**Department:** Utility

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

**Attachments:**

- CBCL recommendation letter

**Subject:** Charlottetown Pumping Station Upgrades Tender Award

**Recommendation:**

Accept the low tender for the Charlottetown Pumping Station Upgrades construction.

**Report:**

A tender was issued for the upgrading of Charlottetown Sewer Pumping Stations. The bids were reviewed by CBCL and they recommend acceptance of the low bid from Filtrum. The tender amount is within the capital budget amount for the project and is an ICIP funded project.

**Tenders Received:**

Contractor	Value (Plus Applicable Taxes)
Filtrum Inc.	\$1,931,400.00
Higgins Construction	\$2,272,800.00
Precision Mechanical	\$2,291,000.00

Respectfully,

Reviewed By:

CAO

Mgr

Other

**Recommendations/Actions:**



# CITY OF CHARLOTTETOWN

## RESOLUTION

Public Works - Urban Beautification #1

MOTION CARRIED

MOTION LOST

Date: July 12, 2021

Moved by Councillor

Terry MacLeod

Seconded by Councillor

Mike Duffy

RESOLVED:

That, as per the conditions of the tender for "Hillsborough Community Centre Parking Lot Resurfacing", the submission of The Island Construction Ltd. in the amount of \$84,880.00 (plus all applicable taxes) be accepted.

- Tender was publicly advertised, closing June 17<sup>th</sup>, 2021.
- 2 submissions were received as follows:
  - o The Island Construction Ltd.    \$84,880.00(plus all applicable taxes)
  - o M&M Resources                      \$93,800.00(plus all applicable taxes)
- The City has worked on many projects with The Island Construction Ltd. in the past and has no concerns with awarding this work to them
- The work was budgeted for in the 2021/22 Capital Budget, and comes in right on budget.



# CITY OF CHARLOTTETOWN

## RESOLUTION

Public Works - Urban Beautification #2

MOTION CARRIED

MOTION LOST

Moved by Councillor

Seconded by Councillor

Date: July 12, 2021

Terry MacLeod

Mike Duffy

RESOLVED:

That, as per the conditions of the Request for Proposals on "Engineering Services 3 – Eastern Gateway Phase 1", the submission of EXP Services Inc., in the amount of \$85,300.00 (plus all applicable taxes), be accepted.

- Request for Proposals publicly advertised, closing June 8<sup>th</sup>, 2021.
- 4 submissions were received as follows:

	Technical Score (85pts)	Financial Score (15pts)	Total Score
○ Exp	80.50	15	95.50
○ Harbourside	72.50	14	86.50
○ Coles	81.50	13	94.50
○ WSP	82.00	7	89.00

- Based on the above high score, Public Works Staff are recommending award to EXP. Staff have worked with this consultant in the past and have no concerns with awarding to EXP.





## CITY OF CHARLOTTETOWN

### RESOLUTION

Public Works - Urban Beautification #3

MOTION CARRIED

MOTION LOST

Moved by Councillor

Seconded by Councillor

Date: July 12, 2021

Terry MacLeod

Mike Duffy

#### RESOLVED:

That, as per the conditions of the Request for Proposal on "Engineering Services 2 – Victoria Park Roadway and Active Transportation Corridor", the submission of EXP, in the amount of \$41,482.00 (plus all applicable taxes) be accepted.

- Tender was publicly advertised, closing May 19th, 2021.
- 5 submissions were received as follows:

	Technical Score (85pts)	Financial Score (15pts)	Total Score
EXP	81.5	15	96.50
WSP	81	11	92.00
CBCL	81.5	7	88.50
BDA	81.5	6	87.50
Fathom	77	7	84.00

- City staff have previously worked with the firm with the highest score on other related projects and have no issue with recommending the award of the work to them.



# CITY OF CHARLOTTETOWN

## RESOLUTION

MOTION CARRIED

*10-0 (Carried)*

Economic Development,  
Tourism and Event  
Management #1

MOTION LOST

Date: July 12, 2021

Moved by Councillor

*Julie McCabe*

Julie McCabe

Seconded by Councillor

*Terry MacLeod*

Terry MacLeod

### RESOLVED:

That City Council endorse the installation of a mural painted by the  
PEI Association for Newcomers to Canada Artist Circle in Robin Hood  
Park,

And that the design of such mural (attached) has been approved and  
endorsed by the Arts Advisory Board.



City of  
Charlottetown

Report No: T 30-21

Date: June 16, 2021

**Directed to:**

Economic Development, Tourism and Event  
Management Committee

**Department:**

Tourism

**Prepared by:**

Laurel Lea, Tourism Officer (TO)

**Attachments:**

- PEIANC Artist Circle Mural Design and Colour Palette

**Subject:**

PEIANC Artist Circle Mural Project – Robin Hood Park

**RECOMMENDATION:**

That the Committee endorse the Arts Advisory Board's recommendation for a proposed mural in Robin Hood Park and forward to Council for endorsement by Resolution.

**REPORT:**

The City's Forest and Environmental Officer, Jessika Corkum-Gorrill, recently partnered with the PEI Association for Newcomers to Canada (PEIANC) to propose a permanent mural in Robin Hood Park.

The dual-sided mural was conceptualized by the PEIANC Artist Circle, a group of newcomer artists under the direction of local artist Kirstie MacCallum, and will focus on Island plants and animals (side a) and the diversity of our people (side b). The mural will measure 4' x 8' and will be painted on plywood and top-coated to ensure longevity in the elements.

The Arts Advisory Board recently reviewed the proposed design and colour palette and has endorsed the artwork.

The cost of the mural will be funded by the PEI Association for Newcomers to Canada, in addition to a City of Charlottetown Community Sustainability Micro-Grant. The City's Parks & Recreation Department will install the posts/framing necessary to hold the free-standing mural.

The PEIANC Artist Circle would like to begin painting the mural immediately, with installation in Robin Hood Park to take place as soon as reasonably possible following completion (summer-2021).

Respectfully,



**Reviewed By:**

CAO 

Manager

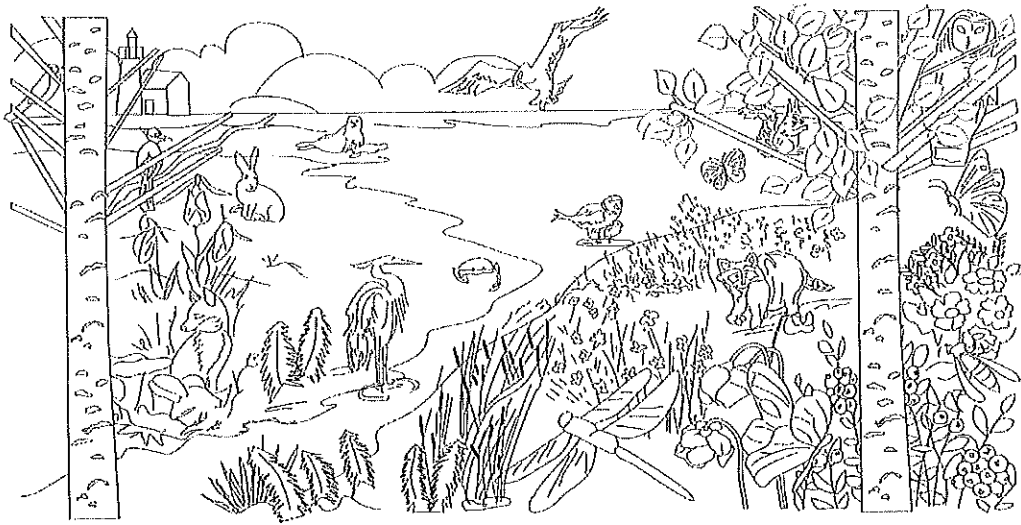
Other

**RECOMMENDATIONS/ACTIONS:**



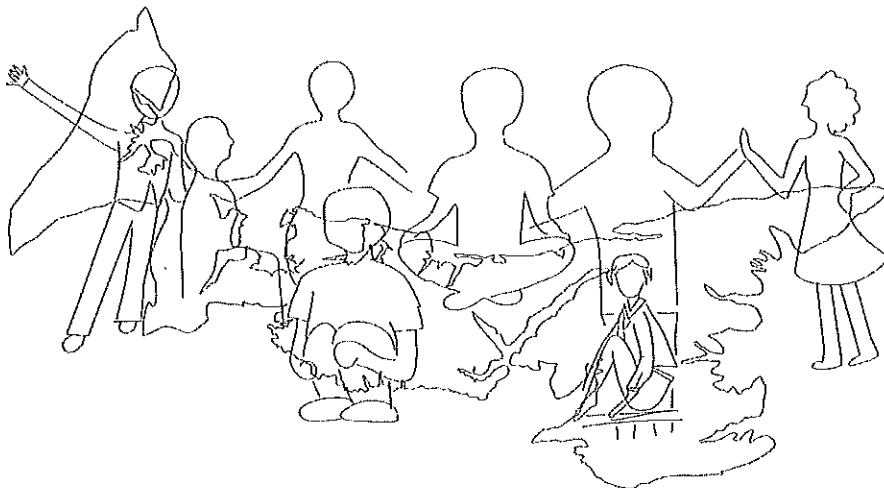
## PEIANC ARTIST CIRCLE MURAL DESIGNS

### SIDE A:



This side features plants and animals from three ecosystems: beaches and oceans, forests and fields, and wetlands and rivers. The artists have merged these into three distinct areas on the image, representing all of PEI in concept. Each plant and animal is native to PEI and has been carefully researched before inclusion in the mural. Colors will be bright but natural: greens, reds, and blues for the landscape, pinks, white and greens for plants, and natural details on birds and animals.

### Side B



This side of the mural will celebrate cultural diversity on PEI: each figure is a different side and shape. Some are sitting or standing to represent different mobility and age ranges; the figures are ambiguously male or female, allowing interpretation. Each silhouette will be filled with different patterns and shapes in bright colors.



# CITY OF CHARLOTTETOWN

## RESOLUTION

MOTION CARRIED

*13-0 (Carried)*

Environment &  
Sustainability #1

MOTION LOST

Date: July 12, 2021

Moved by Councillor

*Mitchell Tweel*

Mitchell Tweel

Seconded by Councillor

*Terry Bernard*

Terry Bernard

### RESOLVED:

That the Switch Program Policy as attached be approved, and

That the City of Charlottetown sign the Federation of Canadian Municipalities funding agreement that will provide 0% interest financing and grant monies for the Switch Program administration to the City and its partners,

And further that, the Switch Program be officially launched on July 15, 2021.

# **CITY OF CHARLOTTETOWN POLICY**

## **SWITCH PROGRAM POLICY**

**Policy Number: P-E&S-1**

**Originating Department: Environment & Sustainability**

**Approved By: City Council**

**Date of Approval:**

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### **1.0 Policy Statement:**

The intent of the **Switch Program Policy** is to establish program limits and details to the Switch Program Bylaw #2021-Switch-01. To determine program details to enable eligible property owners to finance energy efficiency, renewable energy, electric car chargers, water use, water conservation installations or water and sewer lateral replacements to qualifying properties in the City of Charlottetown.

### **2.0 Scope:**

All residents of Charlottetown participating in the Switch Program

### **3.0 Definitions**

Terms in this policy have the same meaning as the terms defined in the Switch Program Bylaw. In addition:

- 3.1 "Bylaw" means the Switch Program Bylaw, Bylaw #2021-Switch-01.
- 3.2 "Commercial Qualifying Property" means an improved property that is assessed as commercial property in the provincial property tax roll.
- 3.3 "Energy Efficiency Upgrade" means any installation that is permanently affixed to the property and which will result in any of the following:
  - a) improved energy efficiency and reduce energy use
  - b) reduced greenhouse gas emissions
  - c) achievement of an environmental sustainability goal of the Municipality
- 3.4 "Non-Commercial Qualifying Property" means an improved property that is assessed as non-commercial property, or a combination of commercial and non-commercial property in the provincial property tax roll.

- 3.5 "PACE Program" means the program established by the Municipality under which owners of Qualifying Properties may apply for and obtain financing for Energy Efficiency Upgrades
- 3.6 "Participation Agreement" means the written Switch Program Participation Agreement between the owner of a Qualifying Property and the Municipality for financing of an Energy Efficiency Upgrade to the property.

#### **4.0 Guiding Principles:**

##### **4.1 Qualifying Financial Limit**

In addition to the 15% of tax assessed value limitation set out in the Bylaw, the Charge shall not exceed:

- a) For Commercial Qualifying Property - \$0 per property.
- b) For Non-Commercial Qualifying Property \$40,000 per property.

##### **4.2 Qualifying Property**

To qualify for participation in the Switch Program, a property must meet the following criteria:

- a) The property must be located within the boundaries of the Municipality.
- b) The owner of the property must not be a level of government, a business, or institution, as determined by the Municipality; and
- c) Not have an owner in arrears on their property taxes or in their water and sewer utility bills.
- d) Not have an owner participating in the mortgage deferral program.
- e) Have a completed energy audit in the last twelve months

##### **4.3 To qualify for participation in the Switch program, the building on the property must:**

- a) Be an existing, low-rise residential building
- b) Be either a detached, semi-detached, row house, or similar
- c) Be either occupied by its owner or, if a rental property, have no more than 4 rental units.

##### **4.4 To qualify for participation in the Switch Program, a proposed Energy Efficiency Upgrade must meet the following criteria:**

- a) Strive to meet a 1:1 savings to loan ratio: the total cost of the upgrades and/or retrofits, program fees, and cost of borrowing should be less than or equal to the estimated energy savings over the financing period
- b) The cost of the Energy Efficiency Upgrade must have:
  - i) A minimum total cost of at least \$3,000; and
  - ii) A maximum cost of 15% of the property's Taxable Assessed Value or \$40,000, whichever is less.

4.5 Applications to the Switch program will be considered on a rolling, first-come-first-served basis

4.6 Municipality retains the right to prioritize applications to the Program for projects

## **5.0 Switch Program Fee**

5.1 Subject to an interest rate set annually by the PACE Atlantic Governance Committee

5.2 The Switch Program service fee is set at 5% of the cost of the Installation

5.3 The Switch Program Charge and service fee shall be payable through pre-authorized payments over the decided term and be eligible to be paid in full at any time by the property owner.

## **6.0 Participation Agreement**

The Participation Agreement template must be approved by the Chief Administrative Officer and must contain the following:

- 6.1 A clause(s) to articulate the program requirements and limitations set out in the Bylaw and this Policy.
- 6.2 A clause(s) to require the Owner to obtain all necessary permits and approvals
- 6.3 A clause(s) to require the owner to indemnify the City.
- 6.4 A clause(s) to enable the City to claim any environmental credits associated with the Installation
- 6.5 A clause(s) acknowledging that the Installation is the property and responsibility of the Owner
- 6.6 A clause(s) setting out the amount of the Charge, the interest rate for late



payment and the existence of the lien.

- 6.7 A clause(s) to identify the type of equipment, administrative fees, financing costs, and general terms and conditions that the owner agrees to prior to the installation commencing
- 6.8 Set out any other terms that are consistent with the Switch Program Bylaw and this Policy and that the CAO determines are necessary

## **7.0 Policy review**

- 7.1 Annually, between January 1st and March 31st of each year
- 7.2 With particular attention, but not limited, to the following matters:
  - a) The program budget
  - b) The minimum and maximum value of eligible project financing
  - c) The system for determining the Switch Program Charge

## **8.0 Eligible upgrades and retrofits**

- 8.1 Energy Efficiency Upgrades eligible for Switch Program financing are those included in the Federation of Canadian Municipality's Community Efficiency Financing Application Guide. A list of these energy efficiency upgrades can be found in the appendix.
- 8.2 In addition to the upgrades listed in the appendix, Switch program financing can enable certain additional home improvements undertaken as part of an overall home energy project, subject to a cap of 30% of the total financing provided, including:
  - a) Health and safety measures such as environmental remediation, electrical wiring improvements, and service upgrades that are required undertakings to permit energy improvements
  - b) Water efficiency improvements such as low-flow fixtures
  - c) Climate adaptation improvements such as back-flow prevention valves, sump pumps and basement waterproofing
  - d) Alternative energy improvement such as electric vehicle charging stations, electric thermal storage systems, and battery storage systems.
  - e) Lead pipe replacement for water service pipe connections from the building connecting to the City's municipal water supply.

## **9.0 Loan Loss Reserve**

A loan loss reserve, in the amount of 1% of capital loan activity, shall be established and used to cover any delinquent accounts. The loan loss reserve shall be funded by the grant from the CEF Program and shall be capped at \$60,000. Deposits to the reserve account will be made upon receipt of initial capital loan disbursements from the CEF Program.

### **9.1 Delinquent Accounts**

- 9.2 An Owner is obliged to make monthly payments on outstanding loans to the City for a period of up to 15 years. An account shall be considered delinquent after 6 consecutive monthly payments are missed. Only the amount in delinquency shall be considered in default.
- 9.3 A Notice of Default shall be provided to the Owner by the City after 6 months of delinquent payments. The City will withdraw semi-annually from the loan loss reserve any amounts in delinquency, including the accumulated penalties and extra interest charges.
- 9.4 The Notice of Default shall be recorded against the delinquent account and records shall be kept of all charges owed by the Owner. If the Owner remedies the delinquency, then the payment(s) shall be reflected on the Owner's account and the payment(s) shall be used to reimburse the amount(s) withdrawn from the loan loss reserve.
- 9.5 If the Owner does not remedy the default, then the City will continue to have the discretion to enforce the lien in accordance with the Act, the Bylaw and the Participation Agreement.

## Appendix: Energy Efficiency Upgrades eligible for Switch Program

Building envelope	<ul style="list-style-type: none"> <li>• air sealing</li> <li>• attic insulation</li> <li>• basement insulation</li> <li>• caulking</li> <li>• exterior wall insulation</li> <li>• weather stripping</li> </ul>
Heating, ventilation, and air conditioning (HVAC)	<ul style="list-style-type: none"> <li>• air-source heat pump</li> <li>• attic fan</li> <li>• ceiling fan</li> <li>• duct replacement</li> <li>• duct sealing</li> <li>• evaporative cooler</li> <li>• furnace</li> <li>• geothermal heat pump</li> <li>• heat/energy recovery ventilator</li> <li>• hydronic radiant heating system</li> <li>• mini-split air conditioner</li> <li>• mini-split heat pump</li> <li>• programmable thermostat</li> <li>• ventilation fan</li> <li>• whole-house fan</li> <li>• wi-Fi thermostat</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>• motion control</li> <li>• dimmer switch</li> <li>• LED lighting fixture</li> </ul>
Water heating	<ul style="list-style-type: none"> <li>• drain water heat recovery</li> <li>• electric heat pump storage water heater</li> <li>• gas storage water heater</li> <li>• gas tankless water heater</li> <li>• hot water delivery system</li> </ul>
Windows, doors, and skylights	<ul style="list-style-type: none"> <li>• exterior door</li> <li>• exterior window shading device</li> <li>• skylights and tubular daylight device</li> <li>• exterior window film</li> </ul>
Solar electric window	<ul style="list-style-type: none"> <li>• solar inverter</li> <li>• solar panel</li> </ul>
Solar thermal	<ul style="list-style-type: none"> <li>• solar pool heater</li> <li>• solar water heater</li> </ul>



# CITY OF CHARLOTTETOWN

## RESOLUTION

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

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

Strategic Priorities &  
Intergovernmental  
Cooperation #1

Date: July 12, 2021

Moved by Councillor \_\_\_\_\_

Seconded by Councillor \_\_\_\_\_

RESOLVED:

That as per Section 15(4) of the Municipal Government Act of PEI, the City of Charlottetown submit in writing to the Island Regulatory & Appeals Commission ("IRAC") a proposal to restructure the City of Charlottetown's boundaries so to include a portion of the unincorporated community of Marshfield as noted on the attached Map 1.

*Councillor Rivard in conflict*







# CITY OF CHARLOTTETOWN

## RESOLUTION

MOTION CARRIED

10-0 (Carried)

HR, Comms & Admin  
#1

MOTION LOST

P3

Date: July 12, 2021

Moved by Councillor

Alanna Jankov

Seconded by Deputy Mayor

Jason Coady

Jason Coady

### RESOLVED:

That the City of Charlottetown accepts the Request for Proposal "Meeting Room Video Conferencing" from Backman Vidcom Ltd. for the installation of video conferencing equipment in the Sherwood, Parkdale, and West Royalty meeting rooms for a cost of \$20,680.06 plus applicable taxes.



City of  
Charlottetown

Report No:

**Date:**  
**July 6, 2021**

**Directed to:**  
Chairperson Alanna Jankov, Members of the  
HRCA Committee

**Attachments:**

**Department:**  
Administration

**Prepared by:**  
Rory Chaisson, ITO

**Subject:**  
Award – Meeting Room Video Conferencing

**Recommendation:**

That the Human Resources, Communications & Administration Committee review and approve the award of the Meeting Room Video Conferencing RFP to the bid which received the highest score - Backman Vidcom Ltd. - in the amount of \$20,680.06 plus applicable taxes and further that this recommendation be forwarded to the Finance Committee.

### Report:

This RFP covers design and installation costs for Video Conferencing solutions in each of the 3 City Hall meeting rooms - Parkdale, Sherwood & West Royalty. The RFP required all solutions to incorporate the following features:

- Video conferencing through multiple platforms
- Room cameras
- Room microphones
- Room audio
- Video/audio connection for laptops
- In place system for presentations

It is recommended that the RFP: Meeting Room Video Conferencing be awarded to Backman Vidcom Ltd. In the amount of \$20,680.06 plus applicable taxes.

## Reviewed By:

**CAO**

**DCAO**

**Manager**

**Other**

**Recommendation(s) / Action(s):**

- Tender was publicly advertised, closing June 22, 2021
- The budget for this project is \$38,000
- 4 submissions were received as follows:

o Backman Vidcom Ltd.	\$20,680.06	Score – 96.5/100
o Sykes Audio Visual Solutions	\$24,567.63	Score – 72/100
o Ignite Alliance Corp	\$59,656.78	Score – 56/100
o Sound Fix	\$23,387.00	Score – 54.5/100
- All submissions were given a technical score and the lowest bidder of Backman Vidcom Ltd. also received the highest technical score.
- The Information Technology Department has reviewed all submissions and recommend the RFP be awarded to Backman Vidcom Ltd.



# CITY OF CHARLOTTETOWN

## RESOLUTION

MOTION CARRIED 10-0 (Carried)  
MOTION LOST \_\_\_\_\_

HR, Comms & Admin  
#2

Date: July 12, 2021

Moved by Councillor Alanna Jankov

Seconded by Deputy Mayor Jason Coady

### RESOLVED:

That the City of Charlottetown accept the amendments to the Flexible Hours of Work policy, as per the attached documents, effective July 12, 2021.

Summary of Changes  
Flexible Hours of Work Policy  
July 2021

- Must be reviewed after 6 months (was annually)
- Added that flexible hours must be a maximum of a half hour on either side of the employee's assigned schedule.
- Added that schedules may vary by position or facility.



# CHARLOTTETOWN

## FLEXIBLE HOURS OF WORK POLICY

*Policy Number: A-HR-2*

*Originating Department: Human Resources*

*Approved By: Council  
CAO/Directors/Managers  
Council  
Council*

*Date of Approval: May 16, 2005  
Amended: November 26, 2010  
Amended: December 14, 2015  
Amended: June 8, 2020*

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### **1.0 Policy Statement:**

- 1.1 To provide Management with guidelines to assist in the consistent application of flexible hours for permanent or full-time temporary, non-shift UPSE, Management and Non-Union employees of the City of Charlottetown. A flexible hours of work arrangement is intended to benefit both the employee and the City.
- 1.2 Departments are encouraged to consider flexible schedules, provided such schedules do not impede the efficiency of the City's operations. It is important to note that some departments may be unable to offer flexible hours for some positions and/or during certain times of the year due to operational requirements and limitations.

### **2.0 Definition:**

- 2.1 Flexible Hours – are defined as any shift that includes variations in an employee's daily hours of work which may occur as a result of staggered starting and finishing times, or alteration of the time taken as a lunch break.
- 2.2 Operational Requirements - encompasses the daily tactical operations essential to maintaining a workforce.

### **3.0 Process:**

- 3.1 The "Application for Flexible Work Hours" form (attached) must be completed and submitted to the Department Manager, then to the Manager of Human Resources. Both the Department Manager and the Manager of Human Resources must be in agreement for this arrangement to be made possible.
- 3.2 An employee may request a flexible daily work schedule up to 30 minutes outside the normal working hours of the facility to which they are assigned, and the employer will consider the request. The lunch break for an employee will not be

Flexible Hours of Work

less than ½ hour and not more than 1 and ½ hours. Approvals are always at the sole discretion of the employer and are never guaranteed.

- 3.2 After the initial 6-month flexible hours period, the arrangement may be extended provided the Manager and Employee are in mutual agreement. Extensions can be denied, or arrangements terminated depending on operational requirements and with two weeks' written notice by either party. Any agreement must be reviewed every 6 months and a new application must be submitted in order to continue any flexible hours of work arrangement.
- 3.3 It is the responsibility of the department to track all Flexible Hours of Work Applications received within their respective department and to ensure that all duties and responsibilities are being covered at all times before any applications are approved.





# CHARLOTTETOWN

## APPLICATION FOR FLEXIBLE HOURS OF WORK

### 1. Applicant Details:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

### 2. Dates:

Period during which alternate hours of work is requested (maximum of 6 months):

From: \_\_\_\_\_ To: \_\_\_\_\_

### 3. Provide specifics of the altered work hours requested:

### 4. Terms of participation:

- The employee is expected to maintain consistent and punctual hours of work.
- Flexible hours requested may be **no more than 30 minutes** outside of normal working hours assigned to the employee. Assigned hours of work may vary by facility or position.
- Demands of the operation will take precedence and requests will be considered on an as needed basis, e.g., if an assignment requires completion outside of the flexible hours arrangement, a coworker requires occasional flexibility which conflicts with your arrangement, etc.
- Either party can terminate this agreement with 2 weeks' notice.

I hereby agree to the terms of the alternate work arrangements as noted above.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

I hereby agree to grant this employee's application:

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager of Human Resources

\_\_\_\_\_  
Date



# CITY OF CHARLOTTETOWN

## RESOLUTION

MOTION CARRIED

MOTION LOST

NEW BUSINESS #1

Date: July 12, 2021 (Special Meeting)

Moved by Councillor

Seconded by Councillor

Kevin Ramsay

Terry Bernard

Whereas a complaint pursuant to the City of Charlottetown's Council Code of Conduct Bylaw, Bylaw # 2020-CC-01 was received regarding the conduct of Councillor Mitchell Tweel and through the Bylaw process, an independent third-party investigator was retained by the City to conduct an independent investigation into the complaint; which investigation concluded that Councillor Tweel has breached the City's Council Code of Conduct Bylaw,

And that pursuant to the Council Code of Conduct Bylaw, Sections 26.5 and 26.6 and Section 107(3) of the PEI's Municipal Government Act, Council determines the disposition of the Complaint as follows:

Council accepts the findings of the investigator and determines that the most appropriate actions to resolve the matter are as follows:

1. Council reprimands Councillor Tweel and imposes a fine of \$500;
2. Councillor Tweel will apologize to Council at a meeting of Council;

and further;

3. Councillor Tweel shall continue to be a member of the Planning and Development Committee and will attend meetings and act in accordance with the obligations of being a member of Planning and Development. Committee.