CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, AUGUST 11, 2026, at 5:00 PM

Live Stream Available @ www.charlottetown.ca/video
Meeting Package posted to the City's website by 9:00 am on Tuesday, August 11th

11 RESOLUTIONS	4 BYLAW READINGS

❖ **Land Acknowledgement**

1. **Call to Order**
2. **Declaration of Conflict of Interest**
3. **Approval of Agenda**
4. **Adoption of Previous Draft Minutes of Council**
   - Regular Meeting of Council – July 14, 2026
5. **Business Arising out of the Minutes**
6. **Council Inquiries to be taken Under Consideration**
7. **Reports of Standing Committees of Council**

7.1. Planning & Heritage – Deputy Mayor Alanna Jankov, Chair
- Monthly Report
- Six (6) Resolutions
- Official Plan Amendment Reading
  o 231 Brackley Pt. Rd (PID 623090) designate as Workscapes (former designation of Neighbourhood)
- Three (3) 2nd Readings to amend the Zoning & Development Bylaw
  o Rezone from R-2 to C-1 Zone at 307 Patterson Drive (PID# 676585)
  o Rezone from CDA to C-3 Zone at PID# 390534 & CDA Zone to MUC Zone at PID# 1179670
  o From un-zoned lands to ER-MUVC (East Royalty - Mixed Use Village Centre Zone) at PID# 140087

7.2. Human Resources – Councillor Norman Beck, Chair
- Summary Page
- No Resolutions

7.3. Strat. Priorities, Comms & Intergovernmental Cooperation – Councillor Justin Muttart, Chair
- Summary Page
- No Resolutions

7.4. Parks, Recreation & Leisure Activities – Councillor Kevin Ramsay, Chair
- Summary Page
- No Resolutions

7.5. Water & Sewer Utility – Councillor Bob Doiron, Chair
- Summary Page
- No Resolutions

7.6. Finance, Audit, Tendering & Administration – Councillor John McAleer, Chair
- Monthly Report
- No Resolutions
- 1st Reading to Establish the Tax Rate Group Bylaw

7.7. Economic, Tourism & Cultural Development – Councillor Terry Bernard, Chair
- Monthly Report
- Two (2) Resolutions

7.8. Protective & Emergency Services – Councillor Julie McCabe, Chair
- Monthly Report
- No Resolutions

7.9. Public Works – Councillor Mitchell Tweel, Chair
- Monthly Report
- One (1) Resolution

7.10. Environment & Sustainability – Councillor Trevor MacKinnon, Chair
- Monthly Report
- One (1) Resolution

7.11. New Business
- No Resolutions

8. Adjournment

CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, JULY 14, 2026 at 5:00 PM

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Mitchell Tweel**
	Councillor Terry Bernard	**Councillor Kevin Ramsay**
	Councillor Julie McCabe	**Councillor Norman Beck**
	Councillor Trevor MacKinnon	**Councillor John McAleer**
	Councillor Justin Muttart	
Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG**
	Richard MacEwen, DCS	**David Gundrum, PDM**
	Frank Quinn, PRM	**Darren MacDougall, APC**
	Tim Jenkins, AFC	**Jessika Corkum-Gorrill, ESM**
	Wayne Long, EGAM	**Ylber Gashi, PWM**
	Emilee MacLeod, HRM	**Joshua McInnis, UM**
	Amy McQuillan, FM	**Jessica Bradley, SCO**
	Rory Chaisson, SITO	**Karen Campbell, CS**
	Tracey McLean, PRC	
Regrets:	**Councillor Bob Doiron**	**Donna Miller Ayton, PPHM**

- The Mayor acknowledged that the land on which we gather is the traditional unceded territory of the Mi'kmaq First Nation.

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**
   It was requested that the order of the Committee Reports be revised as follows: Environment & Sustainability first with Protective & Emergency Services, Planning & Heritage, and Public Works to follow; remaining reports to continue in their original order. Moved by Councillor Bernard and seconded by Councillor McCabe that the agenda be approved as amended. Carried.

4. Adoption of Previous Draft Minutes of Council

Moved by Councillor McCabe and seconded by Councillor Ramsay that the draft minutes of the following open meetings of Council be adopted.

- Regular Meeting of Council – June 9, 2026
- Special Meetings of Council – June 18 & 23, 2026
- Public (Planning) Meeting of Council – June 18, 2026

CARRIED

5. Business Arising out of the Minutes

No business arose.

6. Council Inquiries to be taken Under Consideration

No inquiries were received.

7. REPORTS OF COMMITTEES/RESOLUTIONS/BYLAW READINGS

7.1 Environment & Sustainability – Councillor Trevor MacKinnon, Chair

Councillor MacKinnon indicated his Committee summary was included in the weekend package. He reported that due to ongoing funding, a significant number of trees continue to be planted throughout the city, $22,000 was awarded to 10 community-led projects through the Climate Action Micro-Grant Program and the Rotary Club of Charlottetown donated $1,000 to the City's Bike Bus.

7.2 Protective & Emergency Services – Councillor Julie McCabe, Chair

Councillor McCabe indicated her Committee report was included in the weekend package.

Concern was raised about speeding, aggressive and dangerous driving, and vehicles with excessively loud or modified exhaust systems. Councillor McCabe indicated that police actively conduct enforcement with regard to these issues but indicated the matter could be discussed further with the interim Police Chief, Darren MacDougall.

In response to an update regarding the proposed third fire station, Councillor McCabe indicated no update had been provided but the matter would be added to a future Committee agenda.

An update was requested with respect to off-leash dog incidents in Victoria Park. Councillor McCabe took the request under advisement.

2ND READING TO ESTABLISH THE FEEDING WILD BIRDS BYLAW - The purpose of establishing this Bylaw is to regulate the feeding of wild birds in order to prevent nuisances, protect public health and safety, minimize the attraction of pests and wildlife, and maintain clean and enjoyable properties within the City of Charlottetown.

Moved by Councillor Julie McCabe
Seconded by Councillor Kevin Ramsay

RESOLVED:

That the City of Charlottetown Feeding Wild Birds Bylaw, #2026-FWB-01 which was read a first time on June 18, 2026 be read a second time and that the said Bylaw now be approved and adopted.

CARRIED 8-1
Councillor MacKinnon opposed

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7.3 Planning & Heritage – Deputy Mayor Alanna Jankov, Chair

Deputy Mayor Jankov indicated her Committee report was included in the weekend package.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the proposed Major Variance for the subject property addressed as 180 Kent Street (PID# 342626) to allow for the installation of vinyl wrap artwork to be affixed to a nearby traffic control cabinet within the 500 Lot Area.

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the proposed Major Variance for the subject property addressed as 247 Prince Street (PID# 346247) to allow for the installation of vinyl wrap artwork to be affixed to a nearby traffic control cabinet within the 500 Lot Area.

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the following Major Variance for the subject property addressed as 27 Summer Street (PID# 547810) be approved:

1. To allow an appointment-based home occupation for a small electronics repair business.

And that Council establish:

2. The approved number of clients permitted to visit per day and the maximum number of business-based visits per week and;

3. The required on-site parking for the proposed home occupation.

Some Councillors indicated there was not sufficient information to establish appropriate operating conditions. The applicant had not confirmed the proposed hours and days of operation or the anticipated number of client visits per day and per week. It was moved by Deputy Mayor Jankov and seconded by Councillor MacKinnon that the motion be deferred to allow the applicant to provide further details. **Deferred 7-2 with Councillors Beck and Tweel opposed.**

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the proposed Major Variance for the subject property identified as 65 Carraigbrook Avenue (Lot 162) in the Hidden Valley Subdivision (PID# 1192483) to:

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- Increase the maximum number of apartment units on the site to be 59 units whereas current maximum density under zoning would allow for 56 apartment units and to increase maximum allowed buildable height to be 17.25 metres (56.60 feet) whereas a maximum building height of 15 metres (49.21 feet) is otherwise permitted in the (R-4) Zone.

Concern was raised regarding overall density within the subdivision and Council was cautioned to monitor future development to ensure the subdivision does not exceed the approximately 600 dwelling units originally presented to residents.

CARRIED 8-1
Councillor MacKinnon opposed

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to rezone the subject property identified as 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two abutting parcels of land registered under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store) currently bisected by an existing property boundary.

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to rezone the unaddressed subject property identified as PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to rezone the unaddressed subject property identified as PID# 1179670 from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future commercial development on both sites.

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to rezone the unaddressed subject property identified as Mount Edward Road (PID# 440545) from the Single Detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation in the Official Plan for the subject property from the Neighbourhoods to the Nodes designation to facilitate future development of the property with three (3) apartment buildings (5-storeys each) having a combined total maximum of up to 87 dwelling units based on existing lot size,

And that Council approve the proposed concept plan for the development with respect to the regulations of the (CDA) Zone.

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It was noted that the City received 27 written submissions opposing the proposal, and all residents that spoke at the Public Meeting of Council were opposed. Several Councillors felt that the proposed three five-storey apartment buildings, containing up to 87 units, represented too significant a transition from the surrounding single-detached neighbourhood and could negatively affect neighbourhood character, privacy, property investments, traffic volumes and pedestrian safety.

Questions were also raised about changing the Official Plan designation from "Neighbourhoods" to "Nodes" and what future development rights this could create. Planning staff explained that an independent traffic study and the Public Works review supported the development from a technical traffic perspective, and that the CDA zoning and approved concept plan would generally restrict development to the proposal presented.

LOST 8-1
Councillor McAleer in favour

The following alternate resolution was brought forward to deny the request.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council deny the request to rezone the unaddressed subject property identified as Mount Edward Road (PID# 440545) from the Single Detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation in the Official Plan for the subject property from the Neighbourhoods to the Nodes designation to facilitate future development of the property with three (3) apartment buildings (5-storeys each) having a combined total maximum of up to 87 dwelling units based on existing lot size.

And that Council deny the proposed concept plan for the development with respect to the regulations of the (CDA) Zone.

CARRIED 8-1
Councillor McAleer opposed

• Councillor MacKinnon left the meeting at ~6:23 PM.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to amend Figure 7 – Future Land Use Map (Section 3.2 Land Use Designations) of the City of Charlottetown Official Plan from Urban Expansion (UE) to Corridor (C) and approve the request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from un-zoned (N/A) lands to the ER-MUVC (East Royalty Mixed Use Village Centre) Zone for the unaddressed parcel identified as PID# 140087.

CARRIED 8-0

DRAFT

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council does not direct staff to issue a statement of concurrence to Industry Canada in relation to the proposed Antenna System (Bell Canada Tower) proposed at 7 Pond Street (PID# 367631).

CARRIED 8-0

1ST READING TO AMEND THE ZONING & DEVELOPMENT BYLAW - To adopt Bylaw PH-ZD.2-112, A Bylaw to amend the Zoning & Development Bylaw, to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone for the property located at **307 Patterson Drive (PID# 676585).**

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Bylaw to amend the City of Charlottetown Zoning & Development Bylaw, (PH-ZD.2-112) as it pertains to the property located at **307 Patterson Drive (PID# 676585),** be read a first time and approved; and that it be read a second time at the next public meeting of Council.

CARRIED 8-0

1ST READING TO AMEND THE ZONING & DEVELOPMENT BYLAW - To adopt Bylaw PH-ZD.2-113, A Bylaw to amend the Zoning & Development Bylaw, to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone for the property identified as **PID# 390534**, and from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone for the unaddressed subject property identified as **PID# 1179670**.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Bylaw to amend the City of Charlottetown Zoning & Development Bylaw, (PH-ZD.2-113), as it pertains to the properties identified as **PID#s 390534** and **1179670**, be read a first time and approved; and that it be read a second time at the next public meeting of Council.

CARRIED 8-0

DRAFT

OFFICIAL PLAN AMENDMENT (PH.OPA.2) - To adopt the Official Plan Amendment, PH-OPA.2-003, That the land use for the unaddressed parcel identified as **PID# 140087** as shown on Figure 7 – Charlottetown's Future Land Use Map of the City of Charlottetown Official Plan, is designated as Corridor, hereby excluding it from its former designation of Urban Expansion.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Official Plan Amendment (PH-OPA.2-003) as it pertains to the unaddressed parcel identified as **PID# 140087**, be adopted.

CARRIED 8-0

1ST READING TO AMEND THE ZONING & DEVELOPMENT BYLAW - To adopt Bylaw PH-ZD.2-115, A Bylaw to amend the Zoning & Development Bylaw, To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from un-zoned (N/A) lands to the ER-MUVC (East Royalty Mixed Use Village Centre) Zone for the unaddressed parcel identified as **PID# 140087.**

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Bylaw to amend the City of Charlottetown Zoning & Development Bylaw, (PH-ZD.2-115) , as it pertains to the unaddressed parcel identified as **PID# 140087**, be read a first time and approved; and that it be read a second time at the next public meeting of Council.

CARRIED 8-0

7.4 <u>Public Works</u> – Councillor Mitchell Tweel, Chair

In response to a question of how the City determines which streets get paved or new sidewalks installed, Councill Tweel as well as the Public Works Manager, indicated a paving rating system is used that considers numerous factors. A new rating/prioritization system had been developed for sidewalks and that sidewalk projects were selected through Council's approved five-year sidewalk and multi-use path plan.

Moved by Councillor Mitchell Tweel
Seconded by Councillor John McAleer

RESOLVED:

That, Council receives the "Parking Management Strategy Final Report and Appendices", and that Council adopts the Parking Strategy in principle, and use it as a guiding document to proceed with Capital and Operational parking improvements in future budget years,

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

To satisfy the approval component of the City's Housing Accelerator Fund commitment, it was clarified

DRAFT

that the strategy be received and adopted in principle.

CARRIED 8-0

• Councillor Tweel left the meeting at 6:51 PM.

7.5 Human Resources – Councillor Norman Beck, Chair

Councillor Beck indicated his Committee report was included in the weekend package.

Moved by Councillor Norman Beck
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approves the proposed revisions to the Occupational Health & Safety Policy, #P-HR-2, as per the attached.

CARRIED 7-0

7.6 Strat. Priorities, Comms & Intergovernmental Cooperation - Coun. Justin Muttart, Chair

Councillor Muttart indicated his Committee report was included in the weekend package.

Moved by Councillor Justin Muttart
Seconded by Deputy Mayor Alanna Jankov

RESOLVED:

WHEREAS the loss of the Charlottetown Farmers' Market on December 25, 2025 fire created significant hardship for the many farmers, producers, and craftspeople who rely on the market for their livelihoods; and WHEREAS since it opened on Belvedere Ave. in 19845, the Farmers' Market has become an important gathering place for both residents and visitors; and

WHEREAS the Farmers' Market is a key part of the social and economic fabric of the City of Charlottetown, connecting urban residents with rural producers, strengthening local food systems and supporting economic resilience; and WHEREAS the Farmers' Market is currently operating from a temporary location, with approximately 40 vendors compared to more than 60 vendors at their former location on Belvedere Avenue; and

WHEREAS vendors are now selling their goods in smaller spaces, resulting in reduced sales and lower revenues, and are facing uncertainty about their future and their ability to return to their existing site;

THEREFORE, BE IT RESOLVED that the City of Charlottetown, while working collaboratively with other levels of government and economic development partners, support and advocate the rebuilding of the existing and/or a new Charlottetown Farmers' Market.

It was clarified that construction of the former market began in 1984 and that it opened in 1985. The resolution was amended to reflect the correct opening year.

CARRIED 7-0

7.7 Parks, Recreation & Leisure Activities – Councillor Kevin Ramsay, Chair

Councillor Ramsay indicated his Committee report was included in the weekend package. He reported that work had begun on the new multi-purpose field at Simmons with surveying and site preparation underway. Residents were asked to be patient with increased construction traffic; completion is anticipated in September.

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An update was requested with respect to possible redevelopment for recreational uses at Rosemount Park. Councillor Ramsay agreed to place the matter on the Committee's next meeting agenda.

Moved by Councillor Kevin Ramsay
Seconded by Councillor Terry Bernard

RESOLVED:

That the City of Charlottetown grants permission to the Claddagh Holdings Inc. to serve alcohol at Confederation Landing during a private corporate event on September 19, 2026, from 5:00pm until 11:00pm with the last call for alcohol at 10:45pm.

It was questioned as to why the national corporate organization holding the event was not disclosed and if Council had enough information to make an informed decision.

A member of Council suggested the matter be discussed in a Closed Session to gather additional information on the event organizer. Staff explained that Meetings & Conventions PEI had secured the national conference and that Claddagh Holdings was the caterer requiring authorization to serve alcohol. The event was described as a private, sit-down dinner for delegates of a reputable national organization. The organization had not authorized the City to publicly disclose its identity.

Council moved into a Closed Session. (YouTube open stream was paused at 7:16 PM).

At 7:26 PM, Council moved back into an Open Session. Mayor Brown cited Section 119(1)(e) *a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations.*

Vote was then taken on the resolution noted above.

CARRIED 7-0

Moved by Councillor Kevin Ramsay
Seconded by Councillor Terry Bernard

RESOLVED:

That Council supports staff proceeding with an in-depth review to gather the necessary information regarding the potential development of a curling facility in Charlottetown, And that, upon completion of this review, the Department will report back to the PRLA Committee with recommended next steps for Council's consideration.

It was expressed that an in-depth review would require staff time and resources when the City had other competing infrastructure and recreation priorities, regional partnership opportunities with Stratford and Cornwall should be explored and proceeding to preliminary design could create the impression that Council had already endorsed the proposal.

LOST 4-3
DM Jankov, Councillors Bernard & Ramsay in favour

7.8 <u>Water & Sewer Utility</u> – Councillor Bob Doiron, Chair
Councillor Muttart, on behalf of Councillor Doiron, indicated the Committee report was included in the weekend package.

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The fibre-op matter (Miltonvale Wellfield Communications) was raised again and it was questioned whether the City should continue pursuing the project when there appeared to be no clear conclusion. The CAO assured Council that senior staff continue to pursue the best possible outcome for the City, regardless of the eventual result.

Moved by Councillor Justin Muttart
Seconded by Councillor John McAleer

RESOLVED:

Whereas, the City of Charlottetown passed a policy resolution of April 10, 2000 "that City Council confirm its policy not to entertain applications for water service to properties outside the municipal boundary of the City of Charlottetown" without first receiving approval from City Council to do so,

Therefore, Be it Resolved, that City Council approves the request received for water service to the Provincial Firefighting School at 68 Miles Boulter Drive, Milton Station, PID#s 283200 & 1054949, And

Be it FURTHER RESOLVED that the costs associated with the development, or any future services/maintenance be paid by the property owner and that due to the nature of operations – Emergency Services Training Facility, the standard 25% premium surcharge for services provided outside the City of Charlottetown municipal boundary be waived.

In response to a question raised, it was explained that the waiver was recommended because the school provides a public emergency service that directly benefits Charlottetown. It was clarified that the Provincial Firefighting School would still be responsible for the standard water rate, connection/servicing costs, water bills and future maintenance costs.

CARRIED 7-0

7.9 Finance, Audit, Tendering & Administration - Councillor John McAleer, Chair

Councillor McAleer indicated his Committee report was included in the weekend package.

7.10 Economic, Tourism & Cultural Development – Councillor Terry Bernard, Chair

Councillor Bernard indicated his Committee did not meet since the last Regular Meeting of Council. He reported that Canada Day Capital City celebrations attracted record attendance and thanked the Tourism staff for organizing the events, the First Downtown Farmers' Market of the season was held July 5 at Confederation Landing. Upcoming events include Charlottetown Race Week, Winsloe Charlottetown Royals FC soccer tournament, PEI Chess Festival and PEI Pride Festival. Natal Day Weekend events take place July 30 to August 2, 2026. City staff are working with Club Red Productions and Netflix Canada on a new series based on Carly Fortune's bestselling novel, This Summer Will Be Different.

7.11 New Business

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Justin Muttart

RESOLVED:

That the following appointments to the Remuneration and Allowances Commission, as

recommended by His Worship, Mayor Philip Brown, be approved: Émile Gallant, Terry Hennessey, and Susan Willis.

CARRIED 7-0

8. Notice of Motion

Councillor Norman Beck - requesting that Council adopt a bylaw specifically as it pertains to the role of the Chief Administrative Officer (CAO) for Charlottetown. It is anticipated that a proposed bylaw would strengthen municipal governance by incorporating the CAO's statutory responsibilities, establishing clear hiring and performance-management processes, and defining roles, reporting practices, and expectations between Council and the CAO.

It was noted that the CAO's duties and responsibilities are already outlined by the Municipal Government Act and Council can add responsibilities or expectations to the CAO's job description without adopting a separate bylaw. It was suggested that with only a few months remaining in Council's term and other major priorities underway, the matter should be left for the incoming Council.

Council was not in favour or in consensus of moving the motion onto a responsible committee for further review and follow-up.

9. Adjournment

Moved by Councillor Ramsay and seconded by Deputy Mayor Jankov that the meeting be adjourned. Carried. Meeting concluded at 8:19 PM.

DRAFT

PLANNING AND HERITAGE
REPORT TO COUNCIL

August 11, 2026

The Design Review Board has not met since the last Regular Meeting of Council.

The Affordable Housing Advisory Committee has not met since the last Regular Meeting of Council.

The Heritage Board has not met since the last Regular Meeting of Council.

The Planning & Heritage Committee met on Wednesday, July 29, 2026: copies of the minutes and reports are included in your package.

The Planning Board met on August 4 and 5, 2026; copies of the minutes and reports are included in your package.

For information purposes, a listing of Permit applications issued for July 2026 along with YTD has been included in your package.

Resolutions: Six (6)

1. **Matt Mowry Appointment**

This is a request that Matt Mowry, Building Inspector I, be appointed as a Building Official with Level 1 Qualification as per Subsection 8(3) of the PEI Building Codes Act.

2. **Shane Jones Appointment**

This is a request that Shane Jones, Manager of Building Inspection, be appointed as a Building Official with Level 2 Qualification as per Subsection 8(3) of the PEI Building Codes Act.

3. **32 Cordial Street (PID# 1185586)**

This is a request for a Major Variance to allow for the establishment of stacked townhouses (4-units) on a subject property in the (MUR) Zone and is seeking relief from Section 21.2.4 of the Zoning & Development Bylaw

4. **Essex Crescent – Lots 526, 527, 528 (PID# 1100619)**

This is a request to proceed to public consultation concerning a proposed rezoning of three (3) lots identified as Lots 526, 527 and 528 on Essex Crescent

5. **Sherwood Road – Lot 14 (PID# 134114)**

This is a request to accept the traffic study prepared by Harbourside Transportation Consultants to permit a drive-thru coffee shop and drive-thru car wash at the subject location adjacent to Charlottetown Airport (YYG) and as well, to approve a proposed lot consolidation for property within the Airport (A) Zone

6. Zoning and Development Draft Bylaw Public Meeting of Council

This is a request that Council authorize the draft Bylaw to proceed to a public meeting, in accordance with section 18 of the Planning Act, R.S.P.E.I. 1988, c. P-8, thereby providing residents and other interested persons with an opportunity to make representations on the proposed Bylaw.

Reading Papers:

Reading: One (1) - Official Plan Amendment re: 231 Brackley Point Road (PID# 623090).
Second Readings: Three (3)

Respectfully submitted,

Deputy Mayor Alanna Jankov, *Chair*

PLANNING & HERITAGE: COMMITTEE MINUTES
WEDNESDAY, JULY 29, 2026, 3:30 PM
PARKDALE ROOM 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Deputy Mayor Alanna Jankov, Chair** **Mayor Philip Brown**	**Councillor Julie McCabe** **Councillor Norman Beck**
Also:	**Brad MacConnell, CAO** **Michael Ruus, Director, Int. Growth** **Donna Miller-Ayton, Mgr, Policy & Heritage** **Natalie Munn, HO** **Shane Jones, Manager, Bld. Insp.**	**Jason Doucette, IO/AA*** **Minute taker* **Cleo Corbett, CMHC*** **Kelvin Ndoro, CMHC*** ***attended virtually**

Regrets:

1. **Call to Order**
   Chair Jankov called the meeting to order at 3:32 PM.

2. **Declaration of Conflicts**
   Chair Jankov asked if there were any conflicts; there were none.

3. **Approval of Agenda**
   Moved by Mayor Brown and seconded by Councillor McCabe that the agenda for Wednesday, July 29, 2026, be approved.

   CARRIED
   (2-0)

4. **Adoption of Minutes**
   Moved by Mayor Brown and seconded by Councillor McCabe that the minutes of the meeting held on Thursday, June 11, as circulated, be approved.

   CARRIED
   (2-0)

5. **Business arising from Minutes**

It was said that the City received a Housing Accelerator Fund Codes Acceleration Fund funding agreement on July 14. Staff explained that the funding is intended to support training, inspections, and operational activities aimed at modernizing Charlottetown's building inspection services and strengthening compliance with advanced energy performance standards.

Staff stated that project activities include digital modernization initiatives, mobile inspection devices, and tablets integrated with the City's e-permitting software. The funding is intended to improve the efficiency and effectiveness of building inspection and permitting services.

A Committee member inquired about the status of the e-permitting initiative, noting that the project had previously been identified as delayed. Staff advised that implementation is expected to proceed once the financial component has been finalized and integrated with the portal.

Following integration, a final round of testing will be completed before the system is opened to public application submissions.

It was also asked whether the delayed status could soon be removed from the initiative. Staff indicated that the project is nearing completion and that the status should be updated in the near future.

Discussion also referenced other approved initiatives, including the parking strategy, and the distinction between project approval and full implementation. Staff confirmed that the e-permitting initiative may be considered approved for milestone tracking purposes, while implementation activities continue. A Committee member emphasized the importance of monitoring project funding, initiatives, and milestones to ensure progress toward intended outcomes.

*Councillor Beck joined the meeting at 4:30PM

6. Reports:

a) CMHC Charlottetown Housing Statistics Presentation

Summary:

Staff introduced the report as response to a request from Councillor Tweel at the May 12, 2026, Regular Council Meeting seeking updated housing information for Charlottetown. The purpose of the report was to provide Council with a better understanding of current housing trends, market conditions, and recent housing data affecting the city. Staff noted that CMHC representatives Cleo Corbett and Kelvin Ndoro were invited to provide detailed housing market insights and analysis to support Council's understanding of local housing challenges and opportunities.

- The report was prepared in response to a Council request for updated housing data and market information.
- Staff recommended that the committee forward the information to Council and that Council receive the report for information purposes.

Cleo Corbett welcomed attendees and explained that she works closely with municipal staff on housing-related initiatives, including the Housing Accelerator Fund. She introduced Kelvin Ndoro, who presented CMHC's latest housing market analysis for PEI and Charlottetown.

Key points:

• CMHC continues to support municipalities through housing programs and partnerships.
• The presentation focused on current housing trends, affordability, and future market pressures.

Housing Market Overview
Kelvin Ndoro explained that PEI's housing market is gradually moving away from the extreme pressures seen during the pandemic years. While demand has begun to moderate and new housing supply is increasing, the market remains tight and affordability challenges continue.

Key points:
• Housing conditions are improving but are not yet balanced.
• Rental supply is increasing faster than ownership housing.

Population Growth and Migration
Population growth continues to be one of the primary drivers of housing demand in PEI. Although growth has slowed recently, the province has consistently outpaced the national average due to strong migration and immigration trends.

Key points:
• Immigration remains a significant source of population growth.
• Non-permanent resident numbers have declined recently.
• Charlottetown remains a major destination for new residents.

Labour Market and Affordability
PEI's labour market remains relatively healthy, with employment growth continuing and labour force participation reaching record levels. Wages have grown strongly since the pandemic, although rising housing costs and inflation continue to reduce affordability for many households.

Key points:
• Employment remains strong.
• Wage growth has exceeded national averages.
• Housing and shelter costs continue to strain household budgets.

Housing Construction Trends
PEI recorded a record number of housing starts in 2025, with most of the growth concentrated in apartment and rental developments. Kelvin emphasized that the market also needs more ownership and family-sized housing options.

Key points:
• Approximately 1,800 housing starts were recorded.
• Rental construction now exceeds ownership-focused development.
• A balanced housing mix remains a priority.

Rental Housing Market
Rental construction has improved supply and increased vacancy rates across the province. However, many newly completed units are higher-priced developments, contributing to rising average rents.

Key points:
• Vacancy rates have improved but remain below balanced levels.
• Affordable rental units remain in very short supply.
• Charlottetown continues to be one of Canada's tightest rental markets.

Homeownership Market
The resale housing market has cooled from pandemic highs, but home prices remain significantly above pre-pandemic levels. PEI has retained much of the housing price growth experienced during the pandemic.

Key points:
• Sales activity has returned to more normal levels.
• Home prices remain approximately 78% higher than pre-pandemic levels.
• Affordability challenges persist for aspiring homeowners.

Closing Remarks and Conclusions
Kelvin concluded that recent improvements are encouraging but do not solve the underlying supply challenges facing PEI and Charlottetown. Continued housing development will be necessary to support future population growth and improve affordability.

Key points:
• More rental, ownership, and family-sized housing is needed.
• Current improvements represent progress rather than a complete solution.
• Long-term housing supply growth remains critical.

Discussion:

It was asked whether the housing data presented by CMHC accurately reflected conditions within Charlottetown, noting that Census Metropolitan Area (CMA) data includes surrounding rural and suburban communities in addition to the city itself.

- CMHC advised that more localized information can sometimes be provided, including data specific to downtown Charlottetown. However, smaller geographic areas can create sample-size limitations that restrict the level of detail available. It was noted that the vacancy rate for downtown Charlottetown was approximately 1.5%.

It was asked whether CMHC could provide the number of affordable housing units developed in Charlottetown between 2022 and 2026 using CMHC affordability criteria.

- CMHC indicated that those figures were not immediately available but may be obtainable in the future. It was explained that rising construction costs make it difficult for newly constructed units to match the affordability of older housing stock and that affordability can be measured in several ways depending on program requirements. It was also asked how many additional housing units are needed to move Charlottetown toward a balanced housing market.

It was also asked how many additional housing units are needed to move Charlottetown toward a balanced housing market.

- CMHC referenced its housing supply gap analysis and advised that additional housing supply is still required. While housing construction has increased significantly, vacancy rates remain below balanced market levels, indicating that demand continues to exceed supply.

It was asked whether Charlottetown could eventually face an oversupply of housing given the number of projects currently under construction.

- CMHC advised that population growth and migration continue to generate housing demand. While vacancy rates have improved, current market conditions suggest that additional supply is still needed and that long-term housing requirements should be considered alongside near-term construction activity.

It was asked whether family-sized rental housing remains a concern in Charlottetown and across PEI.

- CMHC agreed that there is a significant shortage of larger family-oriented units. It was noted that affordability must also consider whether housing is suitable for the size and composition of a household. The current supply of three-bedroom rental units remains limited, and vacancy rates for those units are particularly low.

It was also asked why average rent figures appear lower than the rents currently faced by people searching for housing in Charlottetown.

- CMHC explained that average rent data includes existing tenants who may have occupied units for several years and therefore pay lower rents. Individuals seeking housing today are generally paying market rents for vacant units, which are often substantially higher than the average rent reported for occupied units.

A request was made for a plain-language summary of the presentation that could be included in a future Council package.

- CMHC agreed to prepare a concise summary of the presentation and provide additional supporting data that would help Council and the public better understand the housing information presented.

b) Scope Change – Zoning and Development Bylaw

Summary:

Manager of Policy and Heritage presented a report seeking the Planning and Heritage Committee's recommendation to Council, through the Finance Committee, to approve an expanded scope of

work and associated budget increase for the completion of the City's Zoning and Development Bylaw review.

The report explained that the City retained Fathom Studio in 2024 to undertake a comprehensive modernization of the Zoning and Development Bylaw. While the original consulting agreement contemplated a defined scope of work, additional requirements have emerged throughout the project.

These include further public engagement opportunities, responses to stakeholder feedback, broader community participation initiatives, and implementation support to assist Council during the bylaw adoption process.

Key Points:

- The City retained Fathom Studio in 2024 to conduct a comprehensive review and modernization of the Zoning and Development Bylaw. Additional work has been identified to support stakeholder engagement, public consultation, and implementation of the bylaw.
- Staff believe the expanded scope will help ensure the successful completion and adoption of the new bylaw.
- That the Planning and Heritage Committee recommend to Council, through the Finance Committee, approval of an additional $30,000 (excluding HST) for the expanded scope of work required to complete the City's Zoning and Development Bylaw review and adoption process.

Discussion:

Committee members sought clarification regarding the proposed $30,000 increase to the consulting contract with Fathom Studio for the Zoning and Development Bylaw review.

Staff confirmed that the original contract value was approximately $198,160 plus HST and that the additional funding would support expanded public engagement, consultation activities, and implementation assistance that were not included in the original scope of work.

- The original consulting contract was approximately $198,160 plus HST.
- The proposed amendment would add $30,000 plus HST to the contract.
- The additional costs are related primarily to expanded public engagement and consultation activities, including additional in-person meetings.
- Committee members noted that the enhanced consultation process demonstrates the City’s commitment to providing meaningful opportunities for public input.
- Clarification was provided that the proposed timeline and meeting schedule outlined in the report account for the requested budget increase.
- The additional funding is proposed to come from the Housing Accelerator Fund (HAF).
- Committee members confirmed that the request would proceed to the Finance Committee for consideration before being forwarded to Council.

- It was noted that the report will clearly indicate that the request originated with the Planning and Heritage Committee and that the committee supports the additional public engagement efforts undertaken as part of the project.
- The matter is scheduled to proceed to the next Finance Committee meeting for review and recommendation.

MOTION:

Moved by Councillor McCabe and seconded by Mayor Brown that Planning and Heritage Committee recommend that Council, through the Finance Committee, approve the proposed additional scope of work in the amount of $30,000.00, excluding HST, to enable the City's consultants to complete the City's Zoning and Development Bylaw.

Carried
(3-0)

c) Appointment of Matt Mowry as a Level I Building Official

Summary:

It was said that Matt Mowry was hired by the City of Charlottetown as a Building Inspector I on November 14, 2024. Since joining the City, he has completed the required training, examinations, and practical experience necessary to obtain Level 1 Building Official qualifications. On May 22, 2026, he received confirmation from the Nova Scotia Building Code Training and Certification Board that he had successfully achieved this qualification.
Staff stated that Matt's qualification was obtained through completion of courses and examinations administered through the Nova Scotia Building Officials Association training program, together with hands-on experience conducting inspections and reviewing plans under mentorship within the City's Building Inspection Division.

It was also said that, on July 6, 2026, Matt received a letter from the Minister confirming that he satisfies the requirements under the Building Codes Regulations for appointment by Council as a Level 1 Building Official for the City of Charlottetown. A copy of the Minister's letter was included in the meeting package for reference.

Key Points

- Conduct plan reviews and inspections for buildings within the scope of Part 9 of the National Building Code.
- Exercise the powers and responsibilities granted to Building Officials under the PEI Building Codes Act for those buildings.
- Review and issue permits for a broader range of building types.

It was said that Matt is currently limited to inspections and permitting activities involving single-family dwellings, two-unit residential buildings such as duplexes and semi-detached homes, and related accessory buildings. The proposed appointment would significantly expand the range of work he is authorized to undertake on behalf of the City.

Staff stated that the appointment represents another step in the City's ongoing efforts to build capacity within the Building Inspection team, improve permit processing times, enhance customer service, and help distribute workload more effectively among staff. Staff recommended that Council appoint Matt Mowry as a Building Official with Level 1 qualification.

Discussion:

Mayor Brown indicated that he was hopeful that with 4 inspectors the work could be completed quicker.

Committee members discussed the process around Provincial legislation and Building Code Act requirements for this process.

Councillor Beck stated that he was one of the people who had questioned this type of appointment before and said that, in principle, he disagrees with the process. His concern was that Council is being asked to approve positions with individuals' personal names attached to them in a public setting. He acknowledged that the requirement comes from external legislation that requires Council approval, comparing it to other appointments such as the fire chief, police chief, or CEO, but said he does not agree with having discussions in public with people's names attached to the positions first. Since these are personnel matters, and employee privacy needs to be respected, he believes that the discussions should be held in a closed session first, then come out of that meeting with a recommended resolution.

Staff further emphasized that significant due diligence is completed before a recommendation of this nature is brought forward for Council consideration. Staff are responsible for verifying that an employee has satisfied all training, examination, and experience requirements necessary to obtain the applicable certification through a recognized and reputable organization. In addition to obtaining the Level 1 qualification, the certification is reviewed by the Province, and the Minister provides written confirmation that the individual possesses the qualifications required for Council appointment. It was noted that these measures provide assurance that all statutory and regulatory requirements have been met prior to a recommendation being presented to Council for approval.

MOTION:

Moved by Mayor Brown and seconded by Councilor McCabe that the Committee recommend to Council that Matt Mowry be appointed as a Building Official with Level 1 Qualification, allowing him to undertake all the duties and responsibilities that come with that qualification.

CARRIED
(2-1)
***Councillor Beck opposed**

d) Appointment of Shane Jones as a Level II Building Official

Summary:

It was said that, pursuant to subsection 83 of the PEI Building Codes Act, staff are recommending that Committee recommend to Council the appointment of Shane Jones as a Building Official with Level 2 qualification, enabling him to undertake the duties and responsibilities associated with that designation.

Staff stated that a signed letter dated June 30, 2026, was received from the Minister confirming that, pursuant to the Building Codes Regulations, Shane Jones possesses the necessary qualifications and requirements to be considered for Council appointment as a Level 2 Building Official. Staff therefore recommended that Council approve the appointment of Shane Jones as a Building Official with Level 2 qualification.

Discussion:

There was no new discussion.

MOTION:

Moved by Mayor Brown and seconded by Councillor McCabe that Committee recommend to Council that Shane Jones be appointed as a Building Official with Level 2 Qualification, allowing him to undertake all the duties and responsibilities that come with that qualification.

Carried
(2-1)
***Councillor Beck opposed**

7. Introduction of New Business

Staff to speak with the Province on the process of appointments and bring back to Committee at a later date.

8. Adjournment of Public Session

Moved by Mayor Brown and seconded by Councillor McCabe that the meeting be adjourned. The meeting was adjourned at 4:53 PM.

CARRIED
(3-0)

_____

Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report no. PH-2026-07-09

Date: July 29, 2026

Directed to Council through the following Committee:
Planning and Heritage Committee

Reporting Department:
Planning and Heritage Department

Other Associated Departments:

Prepared by: Donna Miller-Ayton – Manager Policy and Heritage

Attachments:

Housing Market Insights (CMHC)

Report Title:
Charlottetown Housing Statistics Presentation – CMHC

Report Purpose:
To provide the Planning and Heritage Committee and Council with an update on Charlottetown's housing data in response to the request made by Councillor Tweel at the May 12, 2026, Regular Meeting of Council.

Staff Recommendation:
That the Planning and Heritage Committee recommend that Council receive this report and presentation for information, in response to the request made by Councillor Tweel on May 12, 2026, at the Regular Meeting of Council.

Report Details:

At the City of Charlottetown's Regular Council Meeting on May 12, 2026, Councillor Tweel requested an update on current housing data for the City to provide Council with a clearer understanding of recent housing trends and market conditions.

Following this request, Planning and Heritage staff gathered and reviewed housing information from a range of available sources, including the Canada Mortgage and Housing Corporation (CMHC), Statistics Canada, and municipal records where appropriate. The objective was to compile current, reliable information to support Council's understanding of the City's evolving housing landscape.

Staff engaged with CMHC representatives to discuss the request and the availability of the most up-to-date housing information for Charlottetown. Through these discussions, CMHC agreed to provide a presentation to the Planning and Heritage Committee highlighting key housing statistics, recent market trends, and emerging issues affecting the local housing market.

The presentation is intended to provide Committee members and Council with current information on housing supply, housing starts, rental market conditions, vacancy rates, market activity, and other relevant indicators that will assist in informing future discussions related to housing policy, growth management, and municipal planning initiatives.

Council or Committee History:
Council Meeting May 12, 2026.

Financial Implications:
None

Public Engagement and Communication:
None

Legislative Authority:
Municipal Government Act

Strategic Alignment:
Vision: Embracing the Future, Creating a community for everyone
Purpose: Delivering community-focused programs and services that matter most to our residents. Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city
Guiding Principles: People-focused, Welcoming, Accountable, Safety
Commitments: Sustainability, Reconciliation, Collaboration and Partnership, Inclusion, Residents and Visitors, Transparency, Engagement, Communication, Growth
Pillars: Community Building and Placemaking; Governance & Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment

Reviewed By:

Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

Prince Edward Island

Housing Insights

Kelvin Ndoro

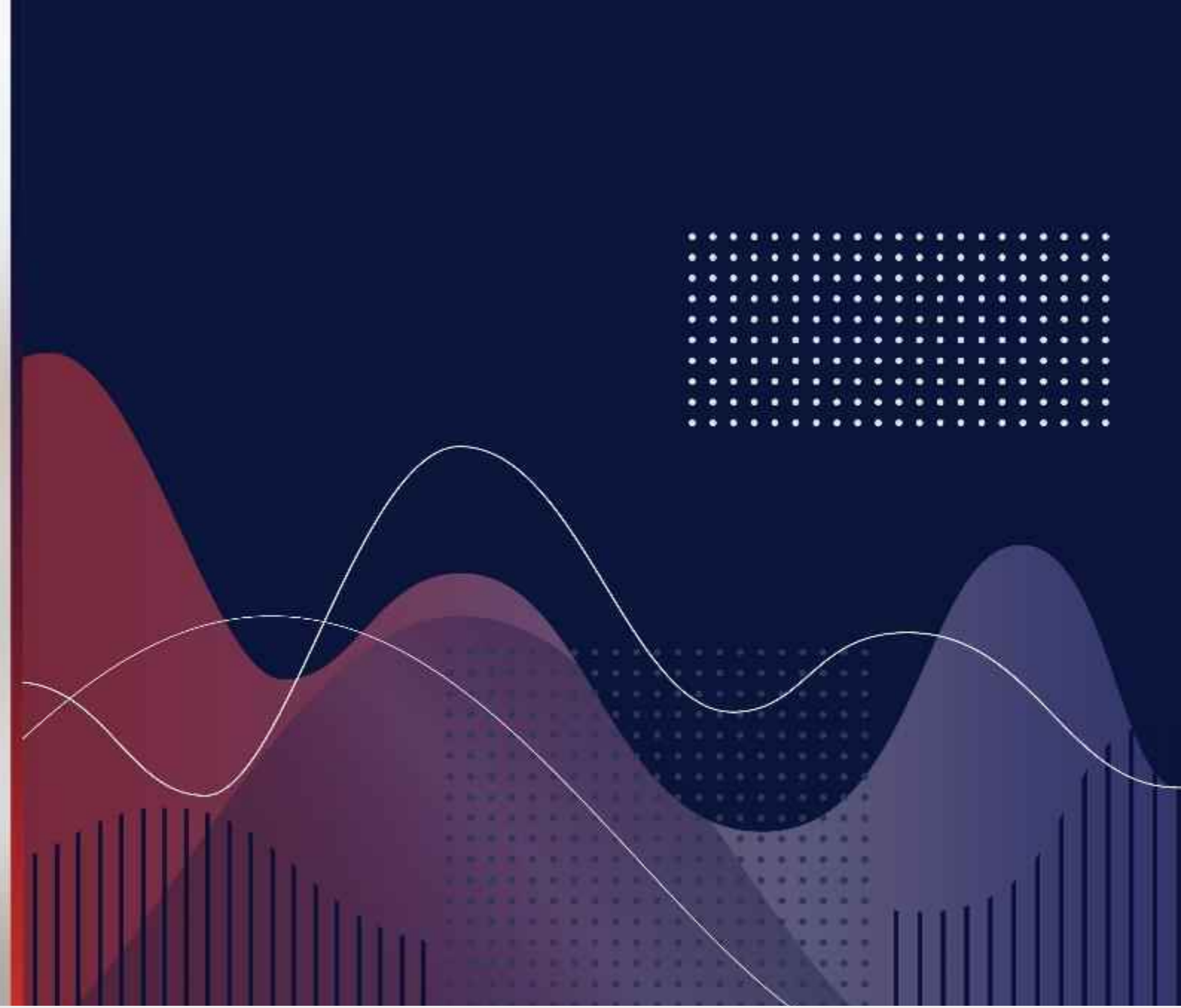
CMHC Lead Economist (Halifax)

July 29th, 2026

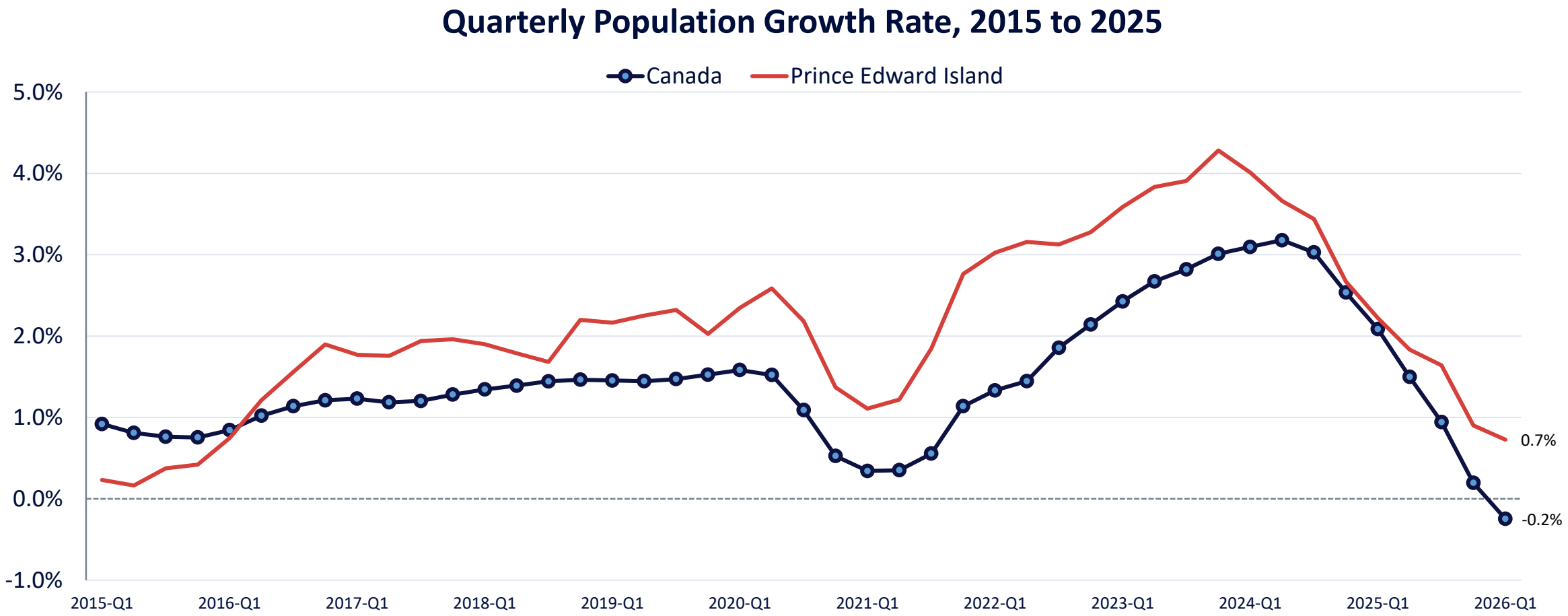




Demographics and Economic Fundamentals

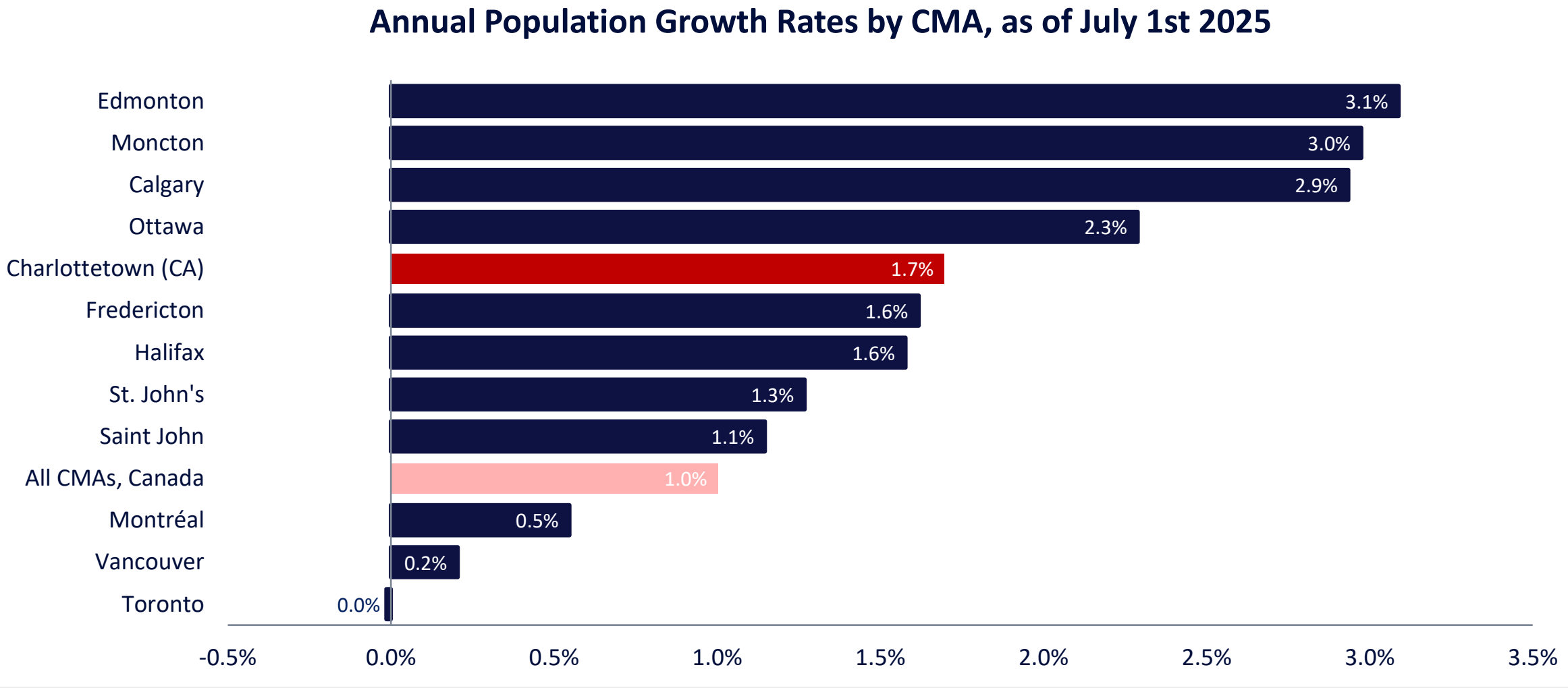


Population growth has slowed, but PEI is still coming off an extended period of exceptionally strong demand growth



Source: Statistics Canada. Table 17-10-0009-01 Population estimates, quarterly

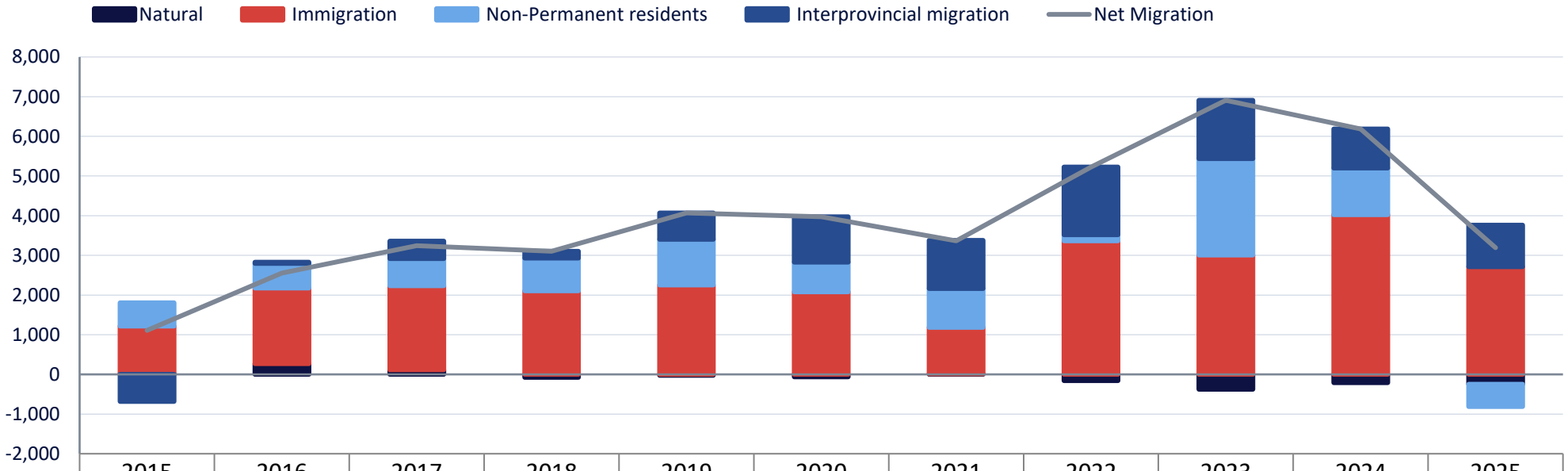
Charlottetown is still growing faster than the average Canadian urban market



Source: Statistics Canada. Table 17-10-0148-01 Population estimates, July 1, by census metropolitan area and census agglomeration, 2021 boundaries

Demand growth is still migration-led, but no longer as strong as it was during the 2022–2024 peak

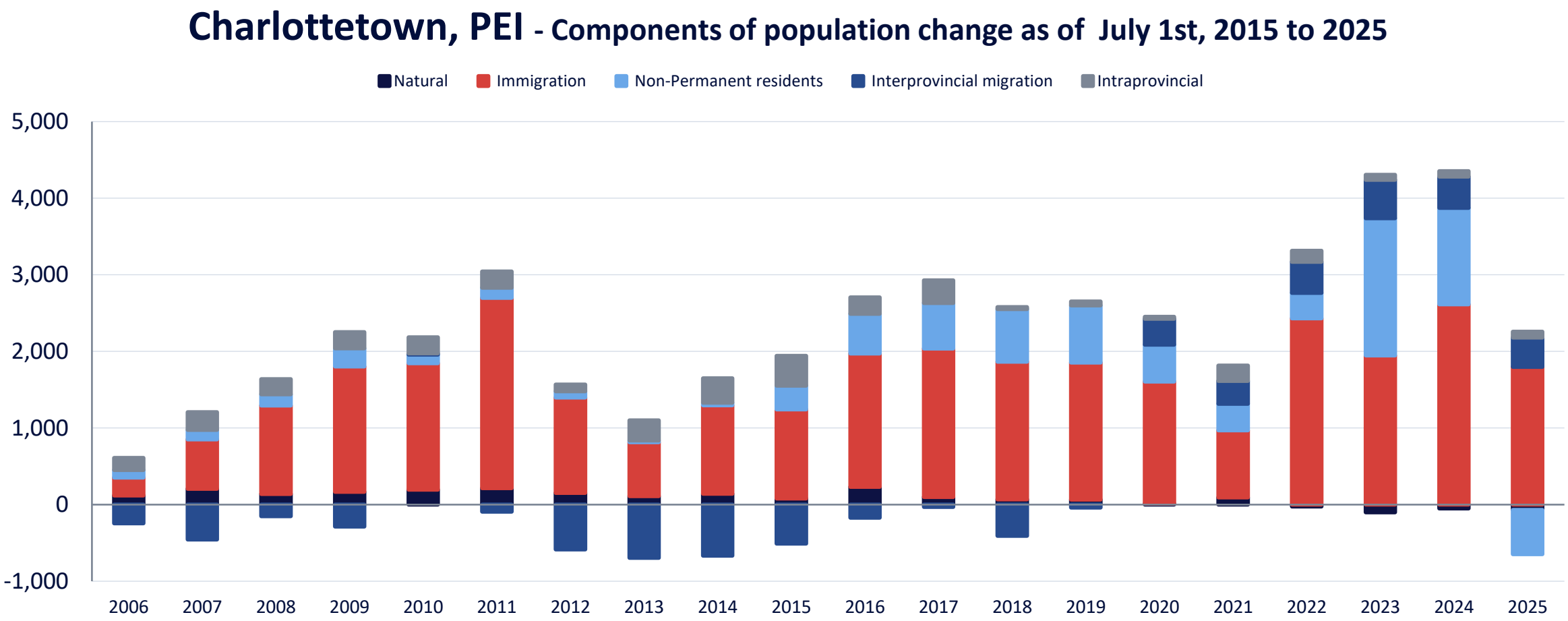
Prince Edward Island - Components of population change as of July 1st, 2015 to 2025



	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Interprovincial migration	-682	30	444	177	662	1,150	1,220	1,708	1,471	985	1,043
Non-Permanent residents	586	624	682	824	1,152	744	979	148	2,432	1,176	-566
Immigration	1,205	1,902	2,121	2,105	2,255	2,082	1,165	3,368	3,005	4,023	2,716
Natural	13	271	114	-75	-23	-62	17	-157	-374	-209	-245
Net Migration	1,109	2,556	3,247	3,106	4,069	3,976	3,364	5,224	6,908	6,184	3,193

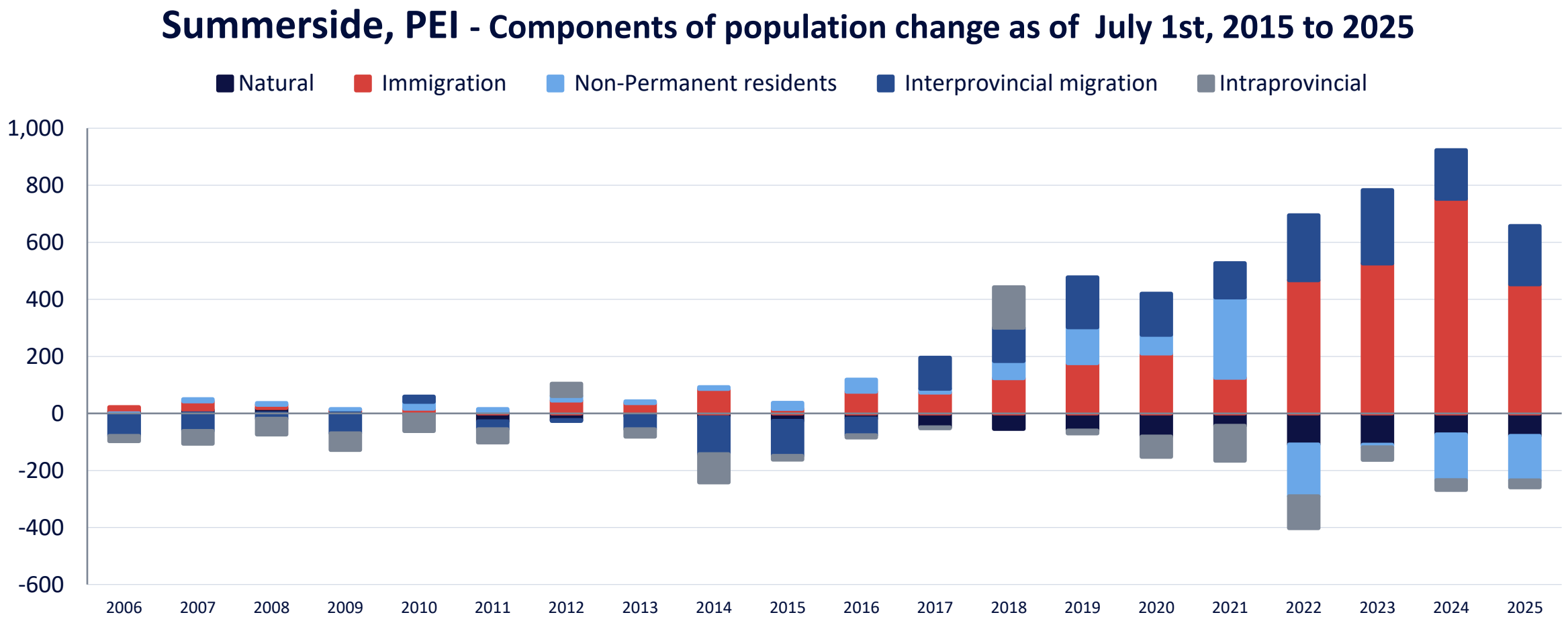
Source: Statistics Canada. Table 17-10-0008-01 Estimates of the components of demographic growth, annual

Charlottetown's housing demand story is mainly about people moving in



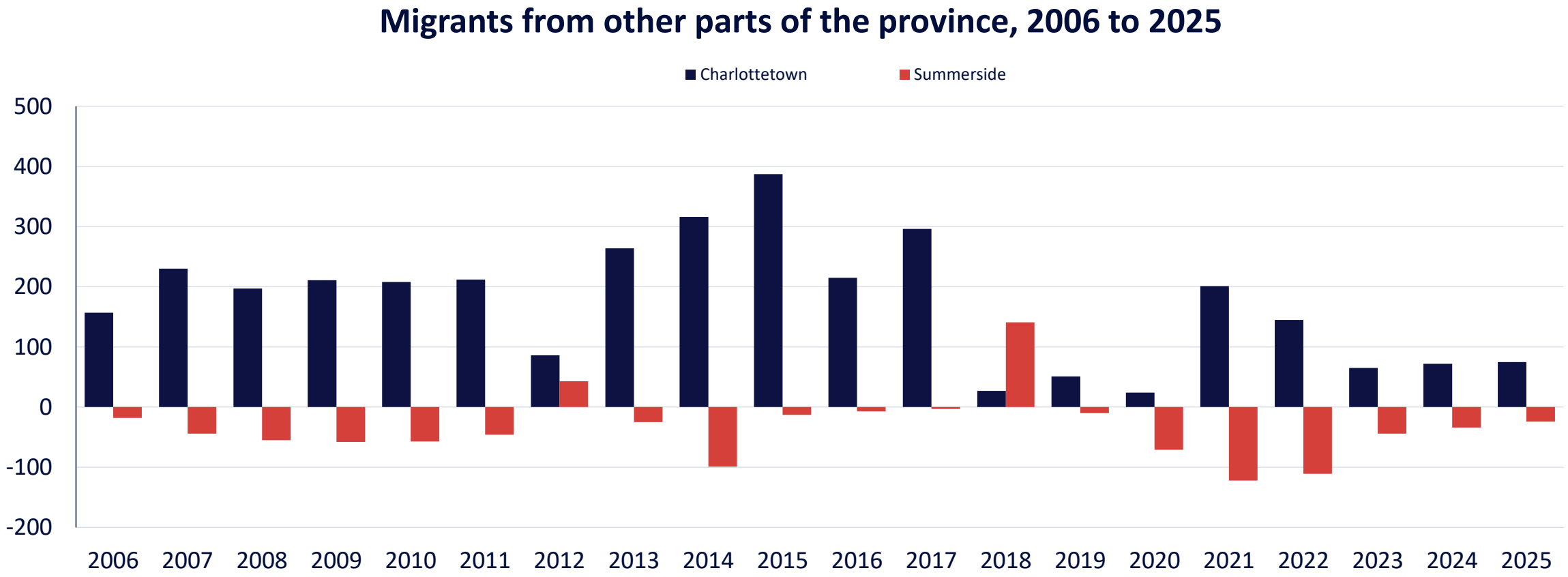
Statistics Canada. Table 17-10-0149-01 Components of population change by census metropolitan area and census agglomeration, 2021 boundaries

Summerside has benefited from migration too, though on a smaller base



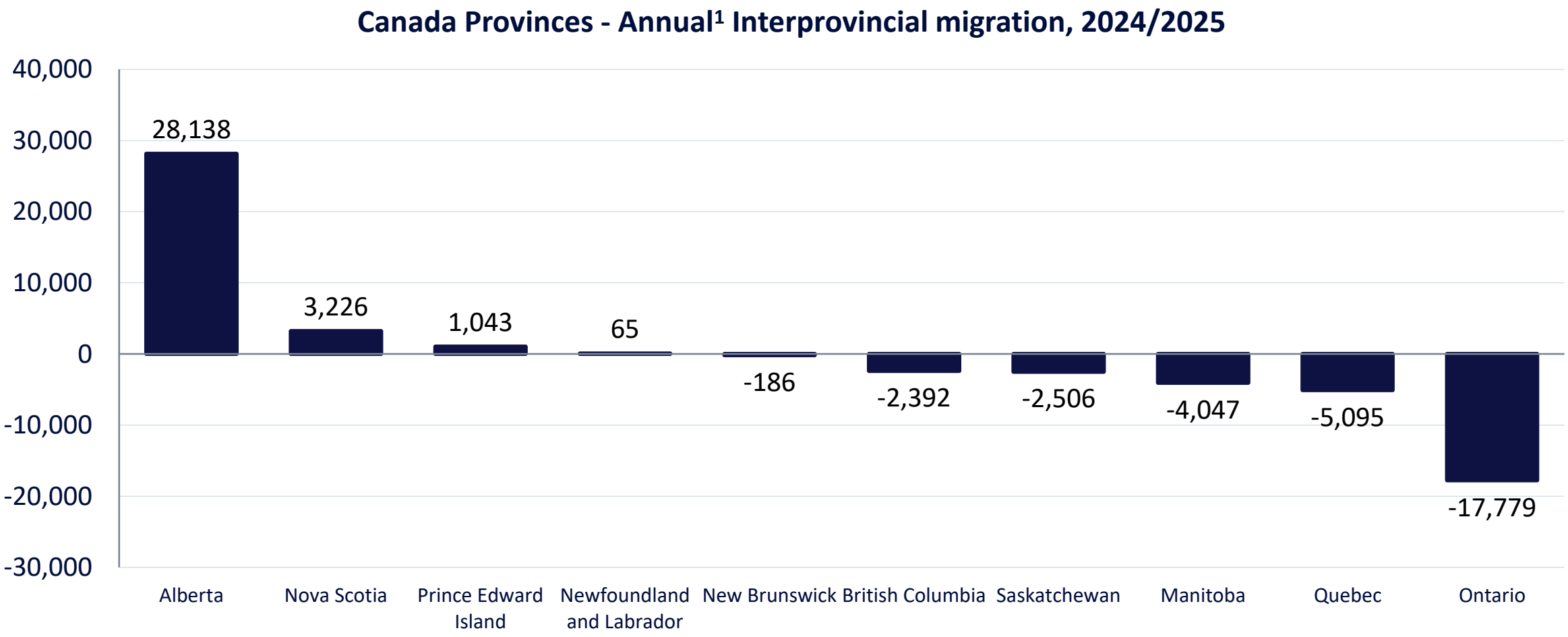
Statistics Canada. Table 17-10-0149-01 Components of population change by census metropolitan area and census agglomeration, 2021 boundaries

Within PEI, Charlottetown has been the stronger magnet for internal movers



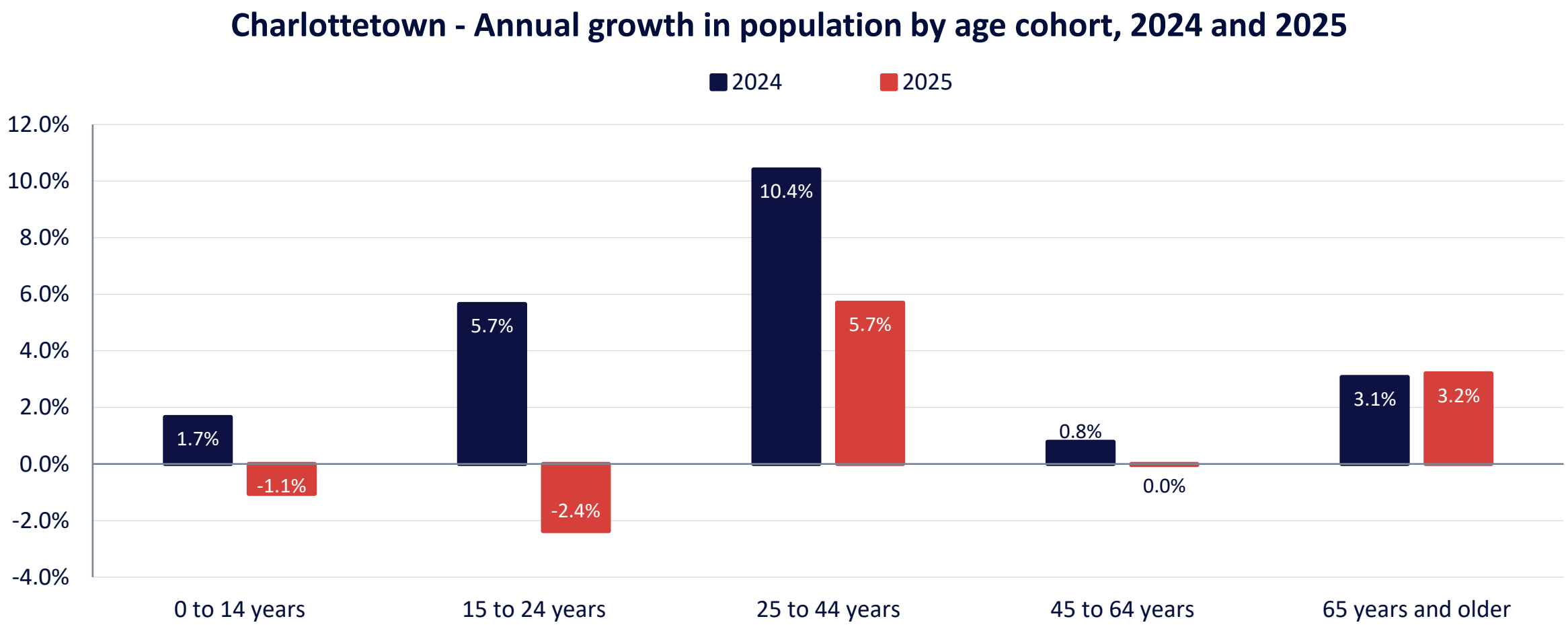
Statistics Canada. Table 17-10-0149-01 Components of population change by census metropolitan area and census agglomeration, 2021 boundaries

PEI continues to gain residents from other provinces…



Source: Statistics Canada. Table 17-10-0008-01 Estimates of the components of demographic growth, annual

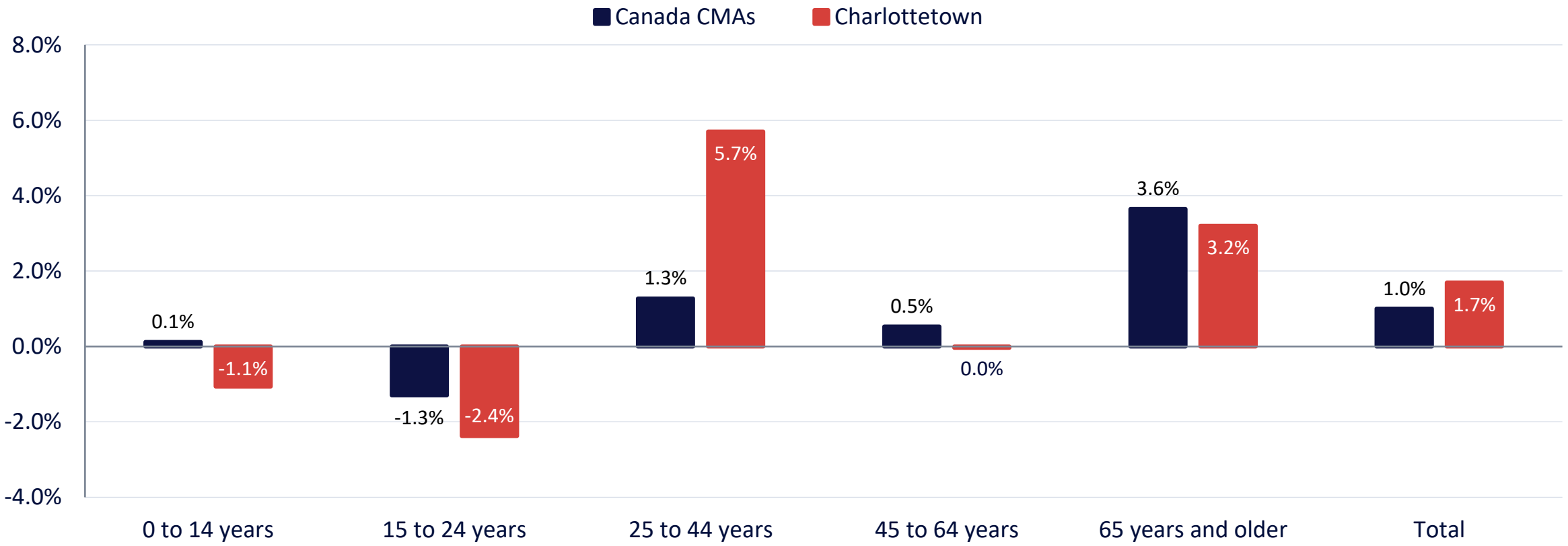
Charlottetown's growth is led by prime household-forming ages, sustaining housing demand



Source: Statistics Canada, Population estimates on July 1, by age and gender, Table 17-10-0148-01

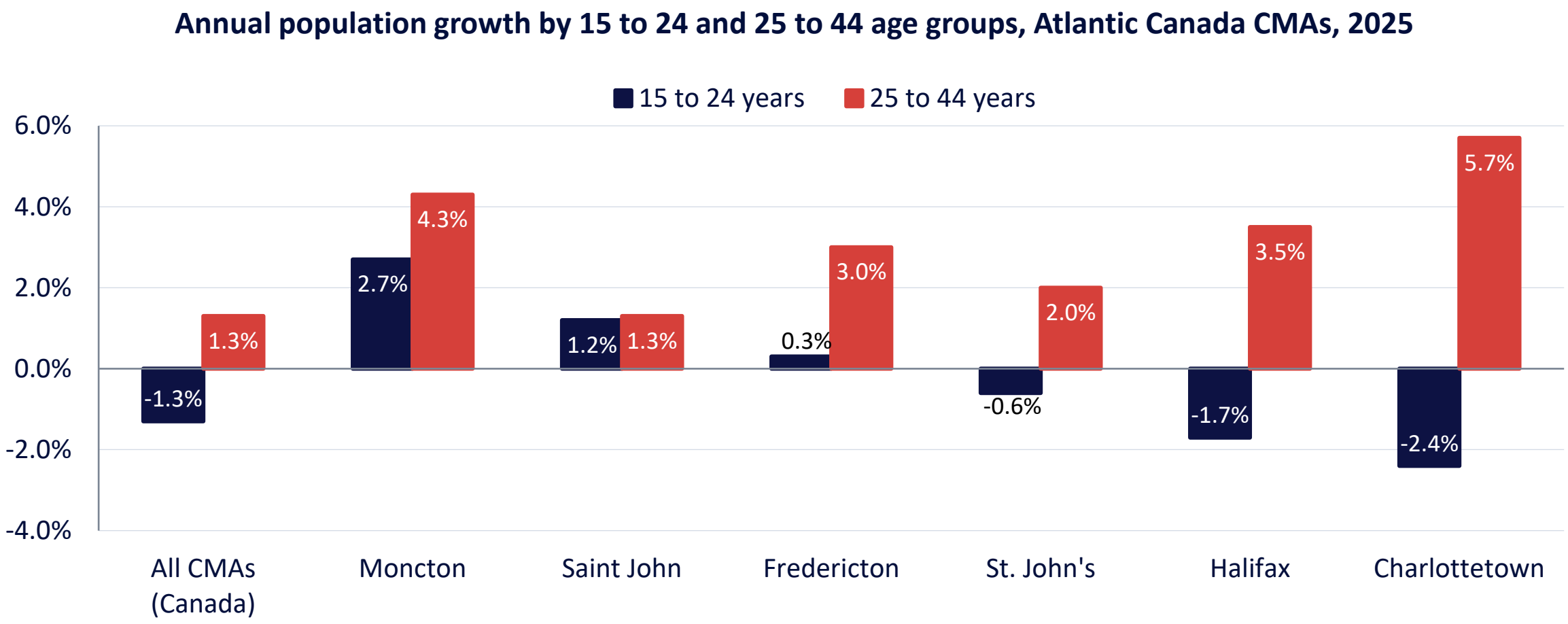
Charlottetown's is outperforming in the 25 to 44 age cohort, especially supportive of housing demand

Annual population growth by age groups, Canada CMAs vs Charlottetown, 2025



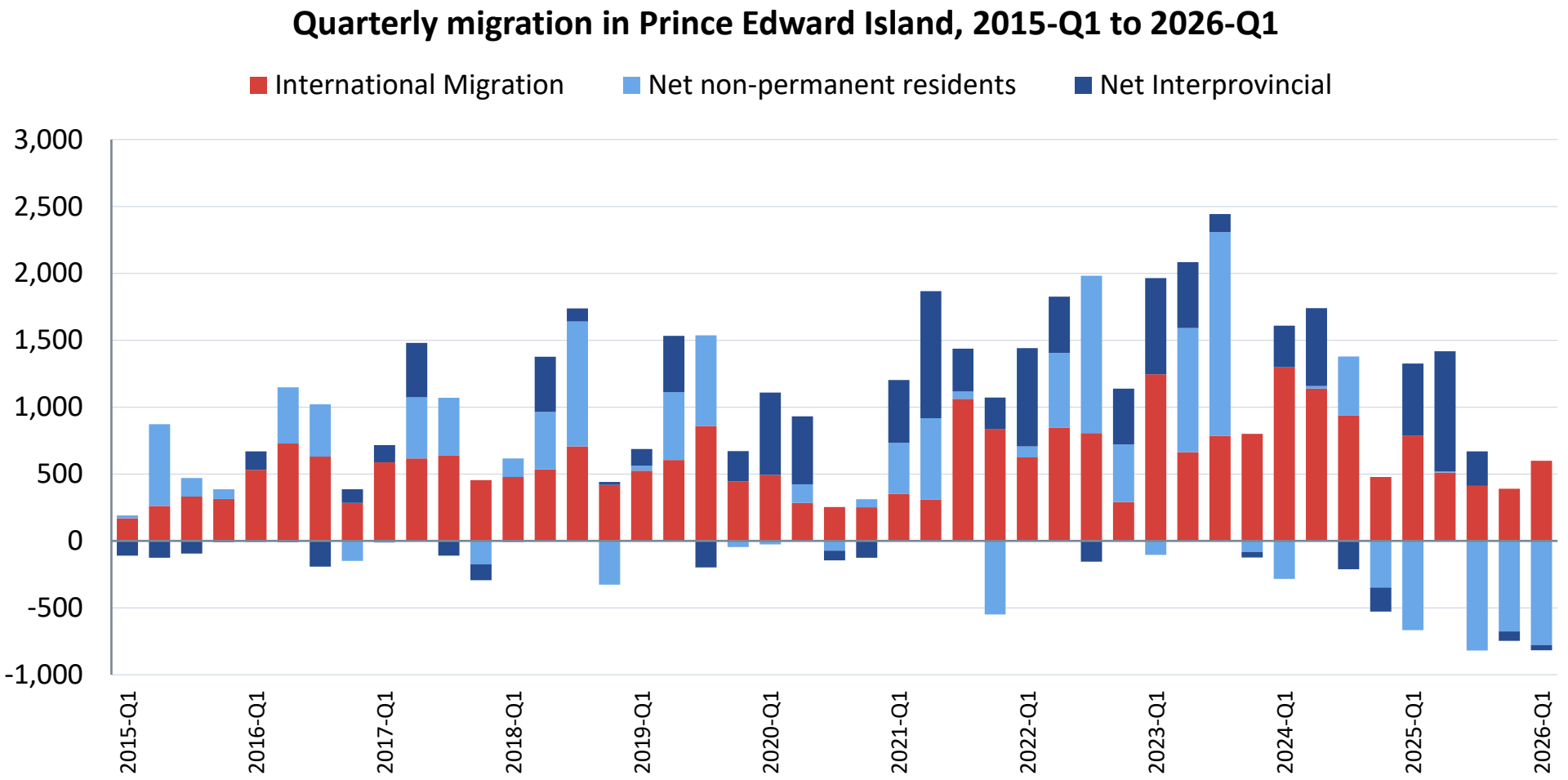
Source: Statistics Canada, Population estimates on July 1, by age and gender, Table 17-10-0148-01

Charlottetown stands out less as a youth market and more as a prime working-age growth market



Source: Statistics Canada, Population estimates on July 1, by age and gender, Table 17-10-0148-01

Quarterly migration growth turns negative as temporary resident losses deepen



2026-Q1

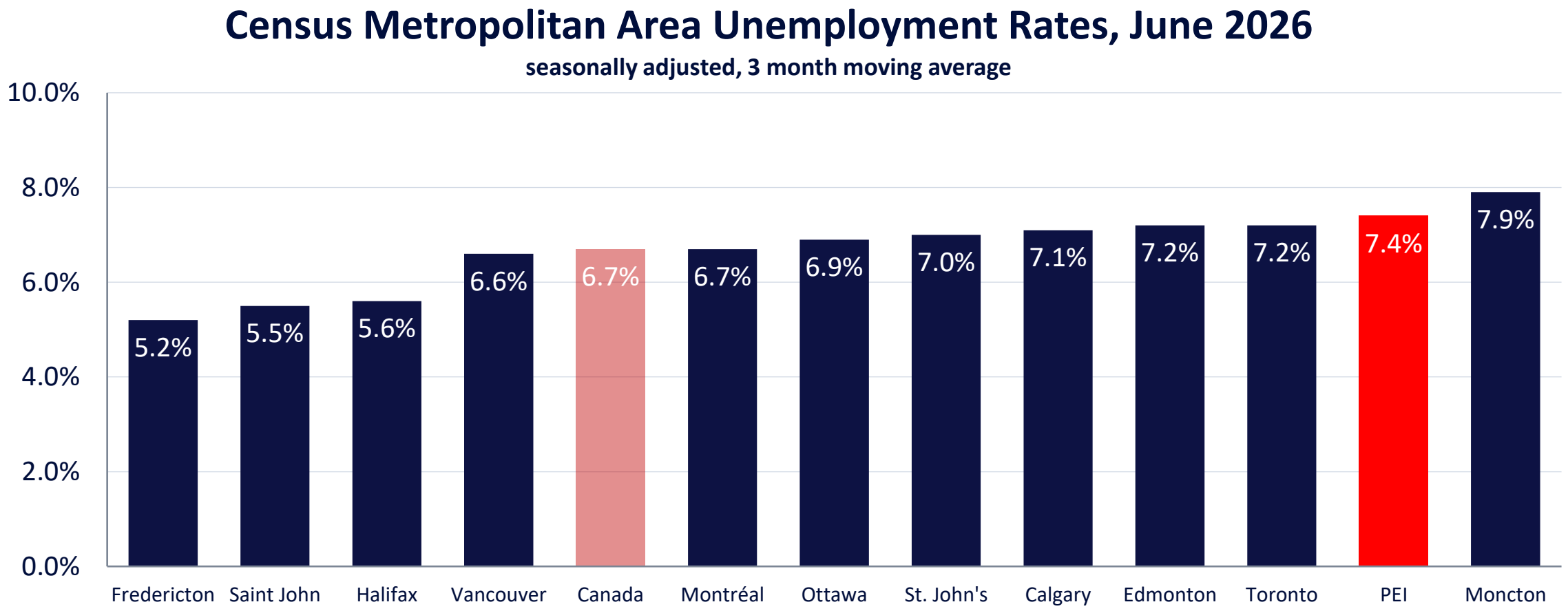
598
Immigration
-24% vs 2025-Q1

-779
Non-permanent residents
-17% vs 2025-Q1

-39
Interprovincial
-107% vs 2025-Q1

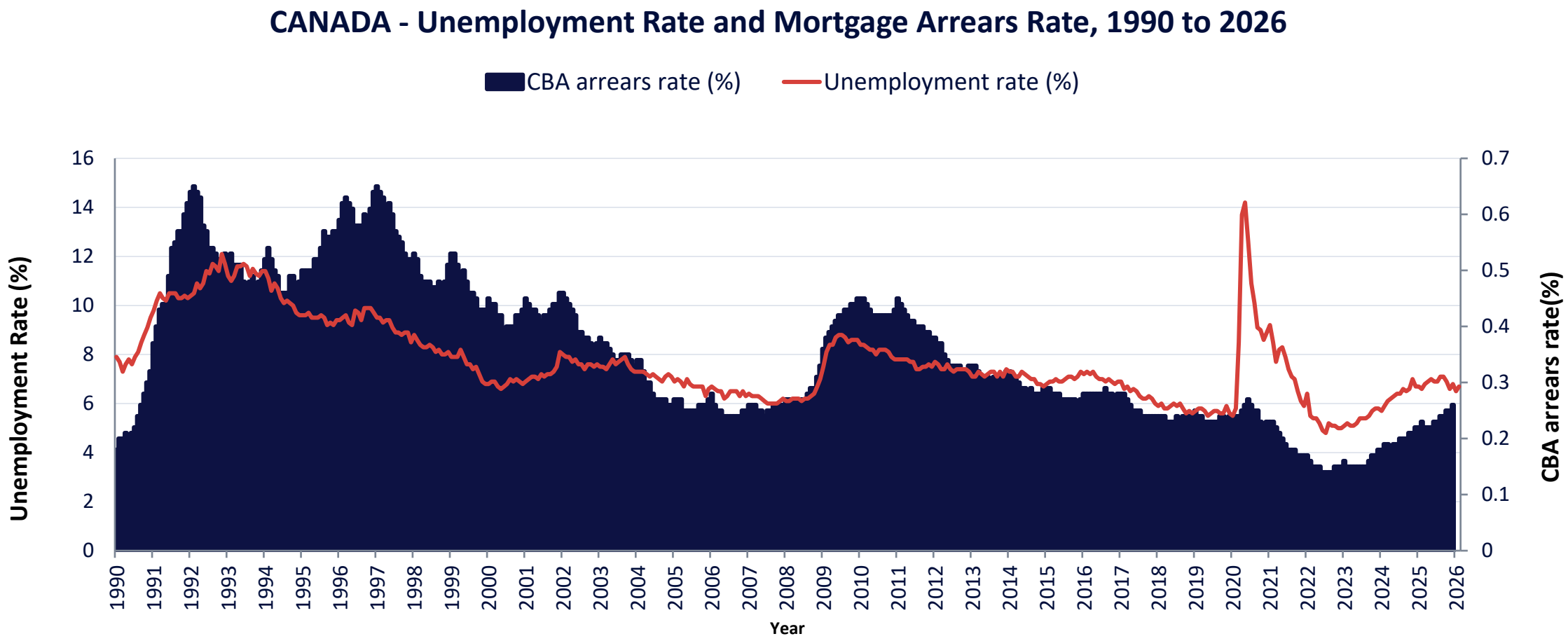
Source: Statistics Canada tables 17-10-0020 & 17-10-0040, Quarterly data, Latest data – Q1 2026

PEI unemployment rises as labour force growth outpaces job creation



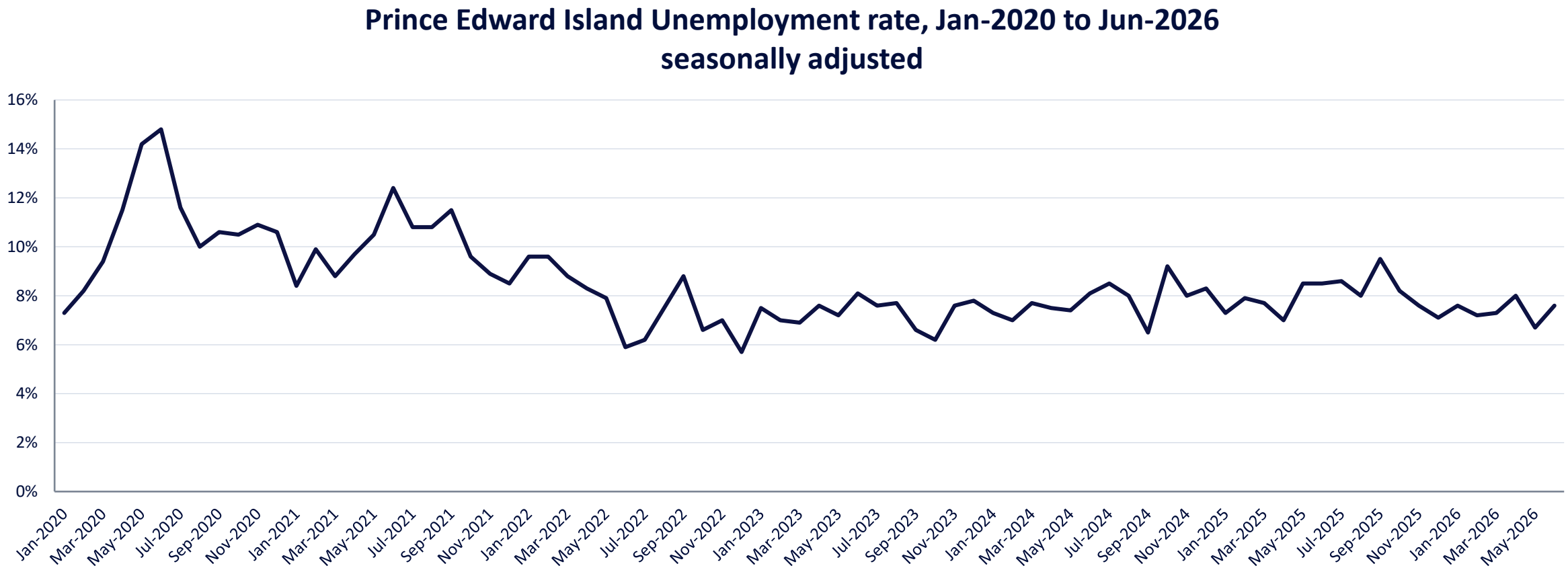
Source: Statistics Canada. Table 14-10-0459-01 Labour force characteristics by census metropolitan area, three-month moving average, seasonally adjusted

Financial stress appears to be rising, but mortgage distress remains contained in historical context



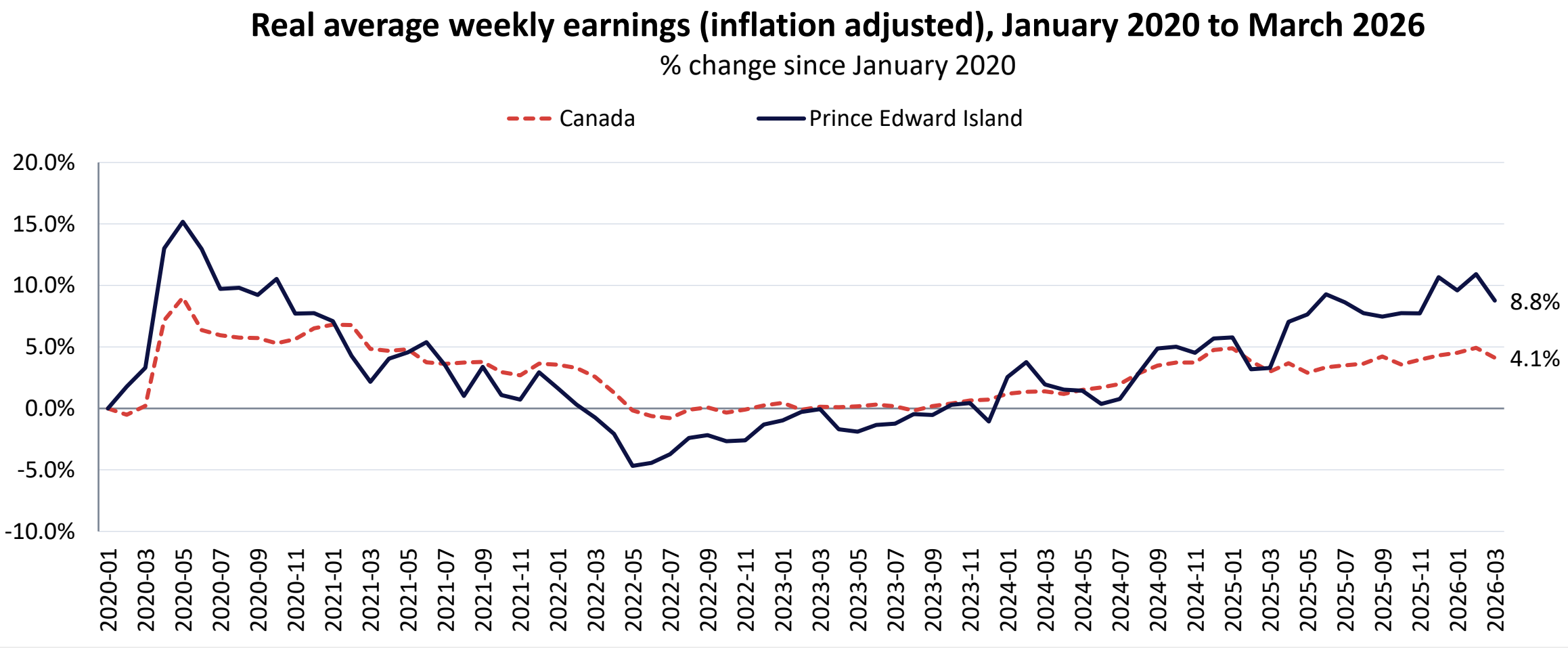
Source: Statistics Canada. Table 36-10-0639-01 Credit liabilities of households (x 1,000,000); and Canadian Bankers Association (CBA)

PEI's unemployment rate increase is a cautionary signal, but not yet a major credit risk concern



Source: Statistics Canada. Table 14-10-0287-01 Labour force characteristics, monthly, seasonally adjusted and trend-cycle

Real earnings growth helps offset rising unemployment and mortgage stress risks in PEI



Source: Statistics Canada, Table: 14-10-0223-01; Table 18-10-0004-01

PEI households continue to face higher inflation as shelter costs rise faster than in Canada

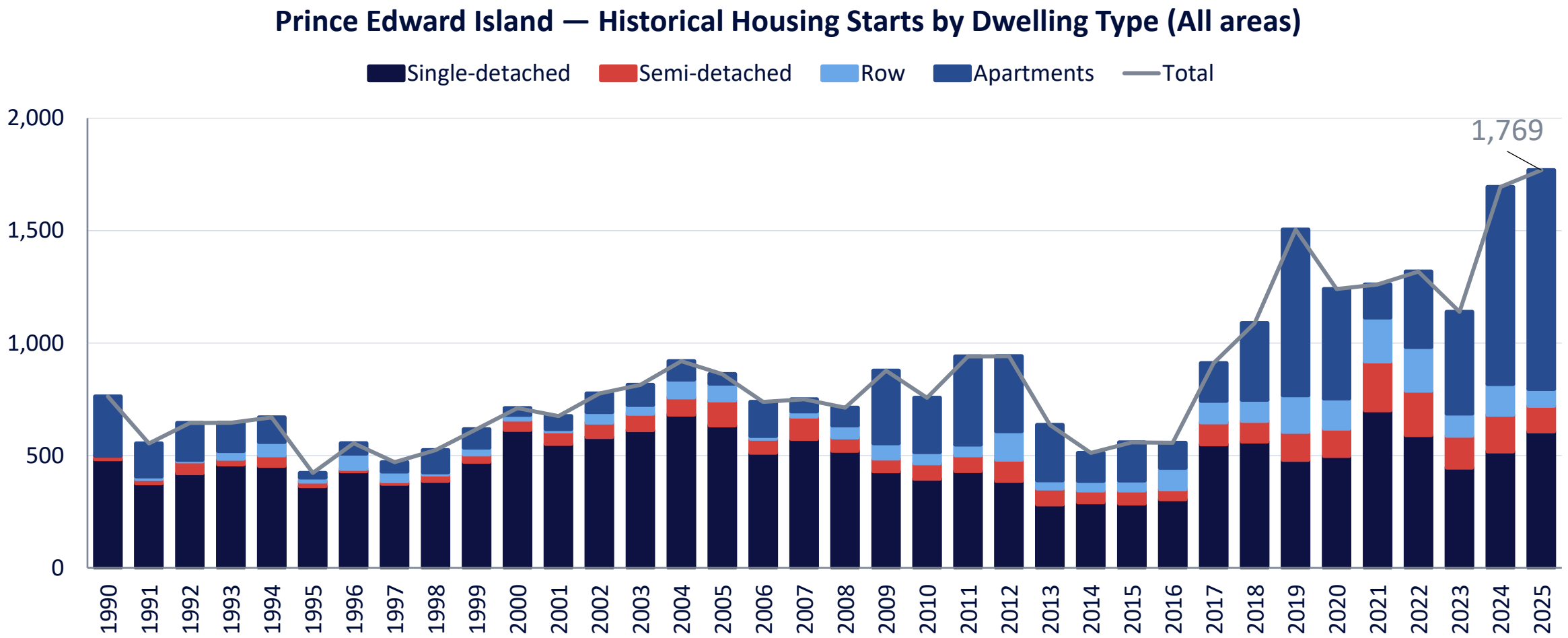


Source: Statistics Canada table 18-10-0004. All-Items & ShelterMonthly data, Latest data – June 2026

New Home Construction

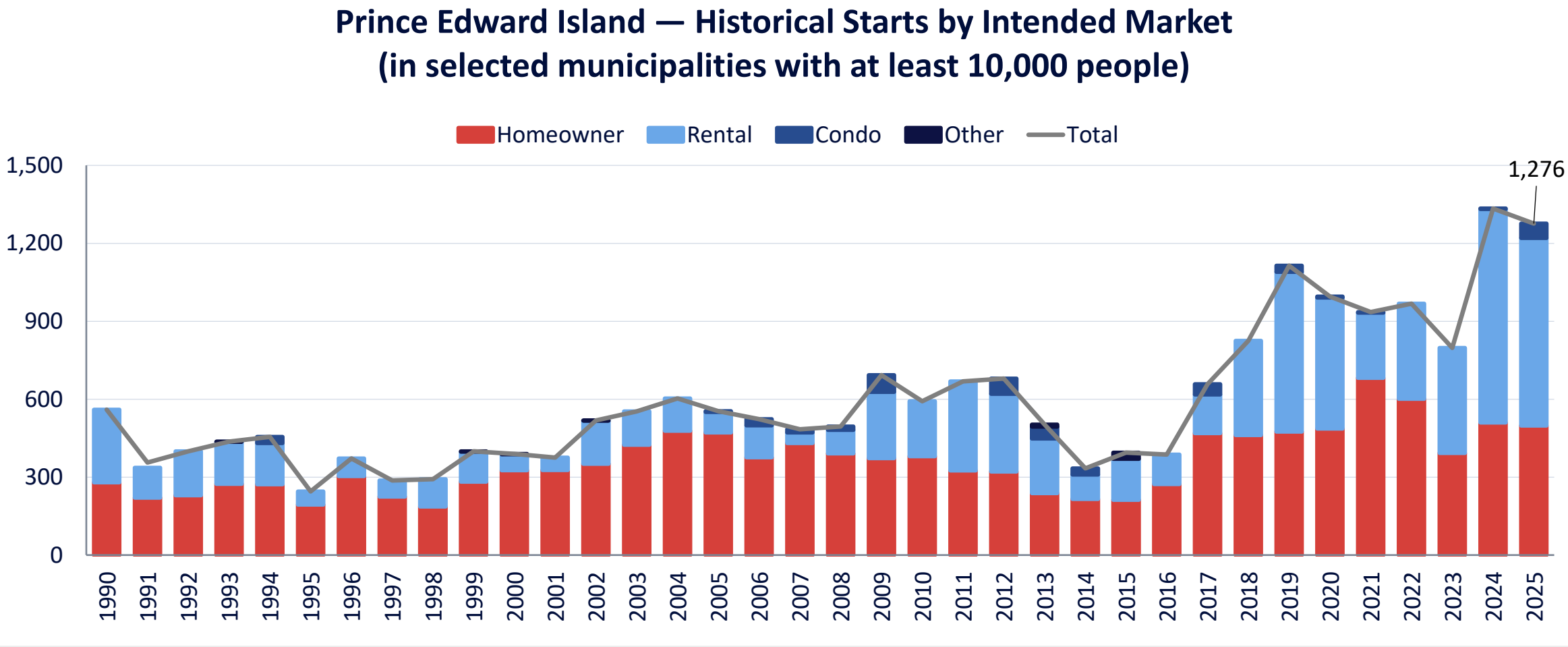


Construction is at historically high levels, led by apartments



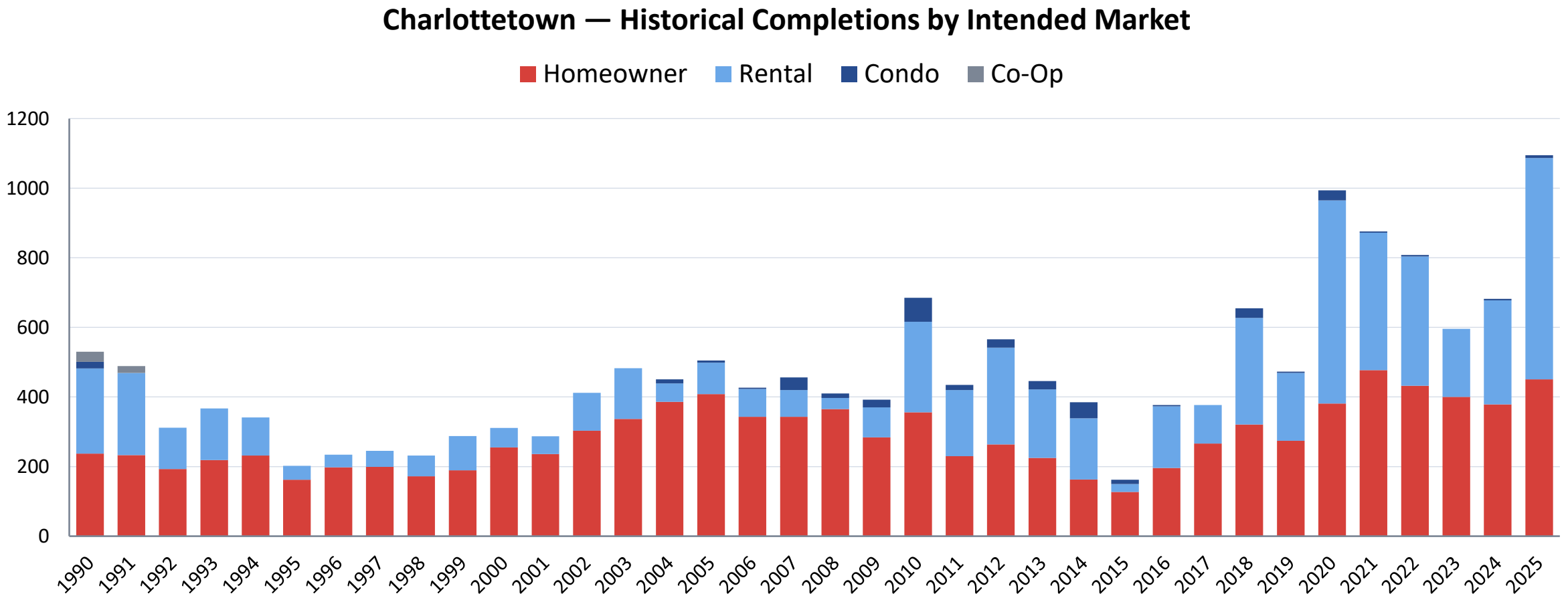
Source: CMHC Starts and Completions Survey

New supply is now much more rental-oriented than ownership-oriented in the last two years



Source: CMHC Starts and Completions Survey

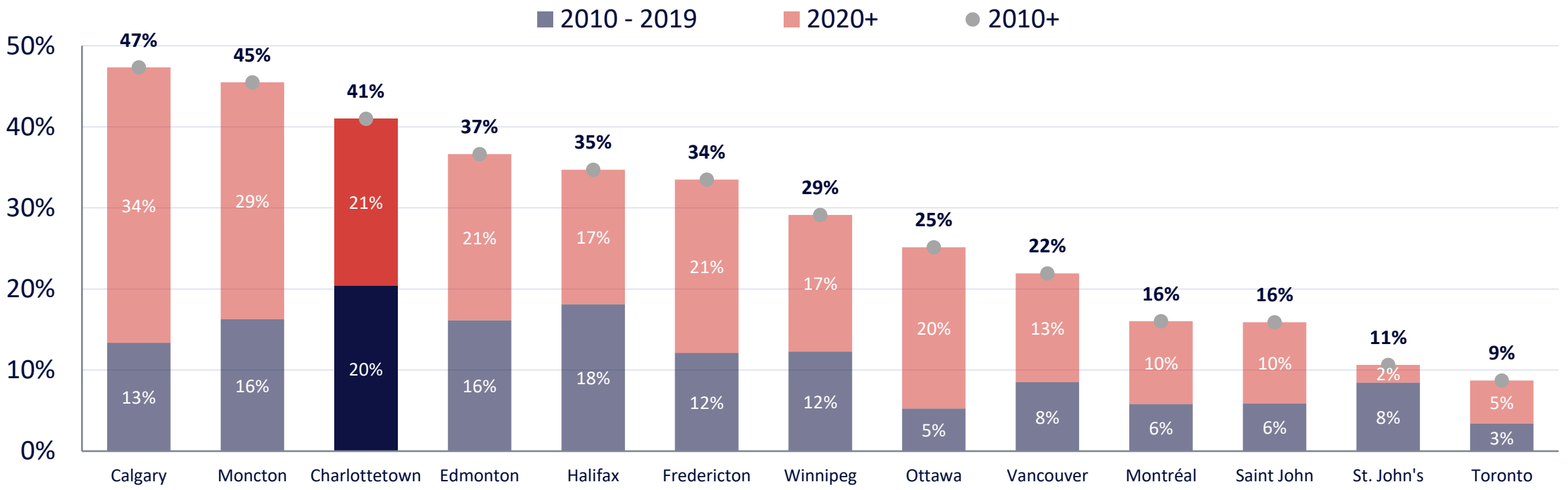
Charlottetown completions reached a record high in 2025, led by rental construction



Source: CMHC

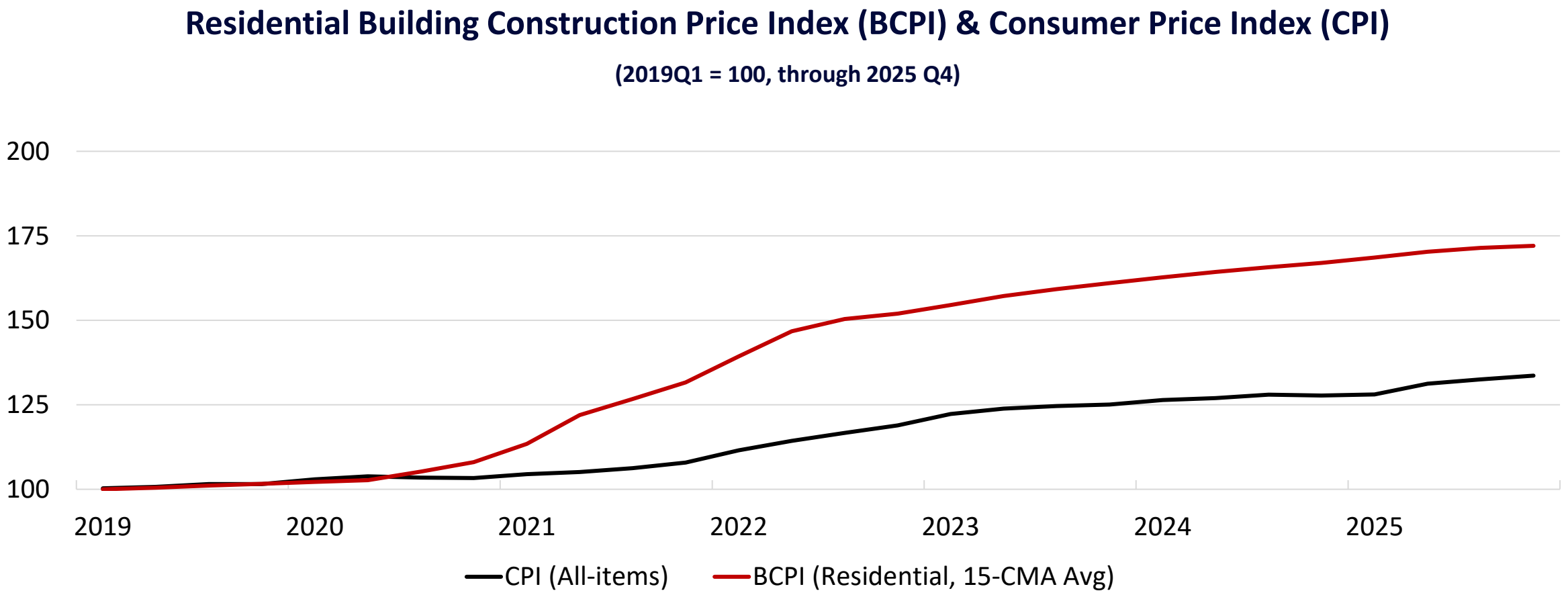
PEI's rental stock is newer than many other markets, which reflects the recent construction boom

Share of Rental Universe by Year of Construction, as of October 2025
Privately Initiated Rental Apartments, 3 Units and Over



Source: CMHC Rental Market Survey

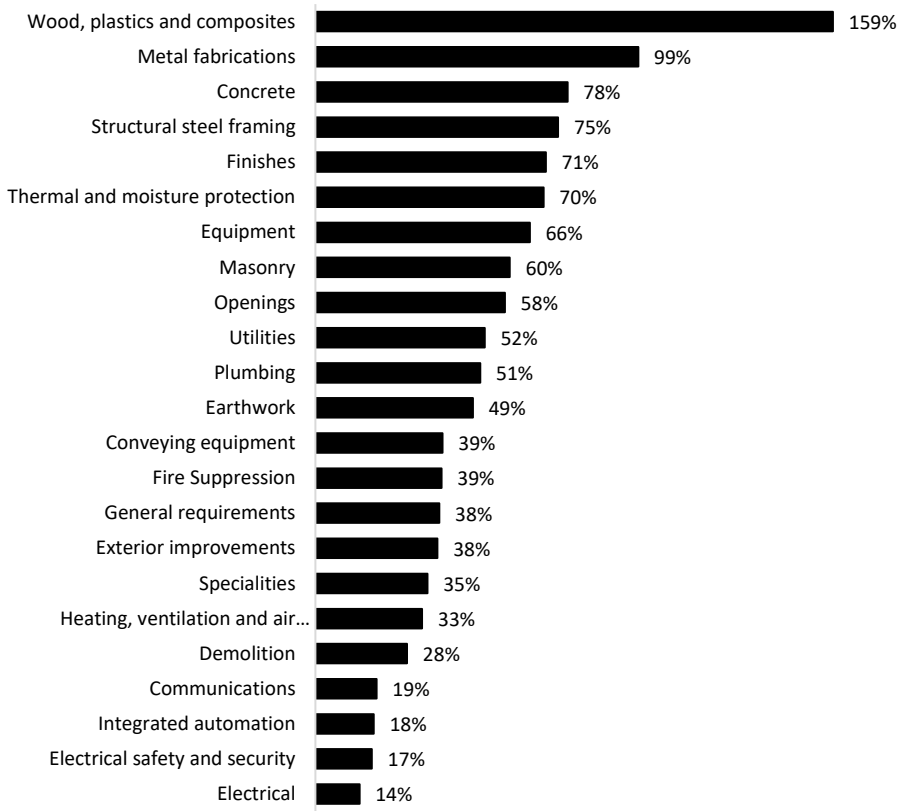
Since 2019, residential construction costs have increased by 72% - more than double the pace of consumer inflation



Source: Statistics Canada. Tables 18-10-0289-01 & 18-10-0004-01

Ground-oriented housing costs rose more due to heavier reliance on wood-based structural components that saw the largest cost increases.

Residential Construction Price Growth (2019 Q1 to 2025Q4), 15-CMA Composite



By housing type

+80%
Single detached

+79%
Townhouse

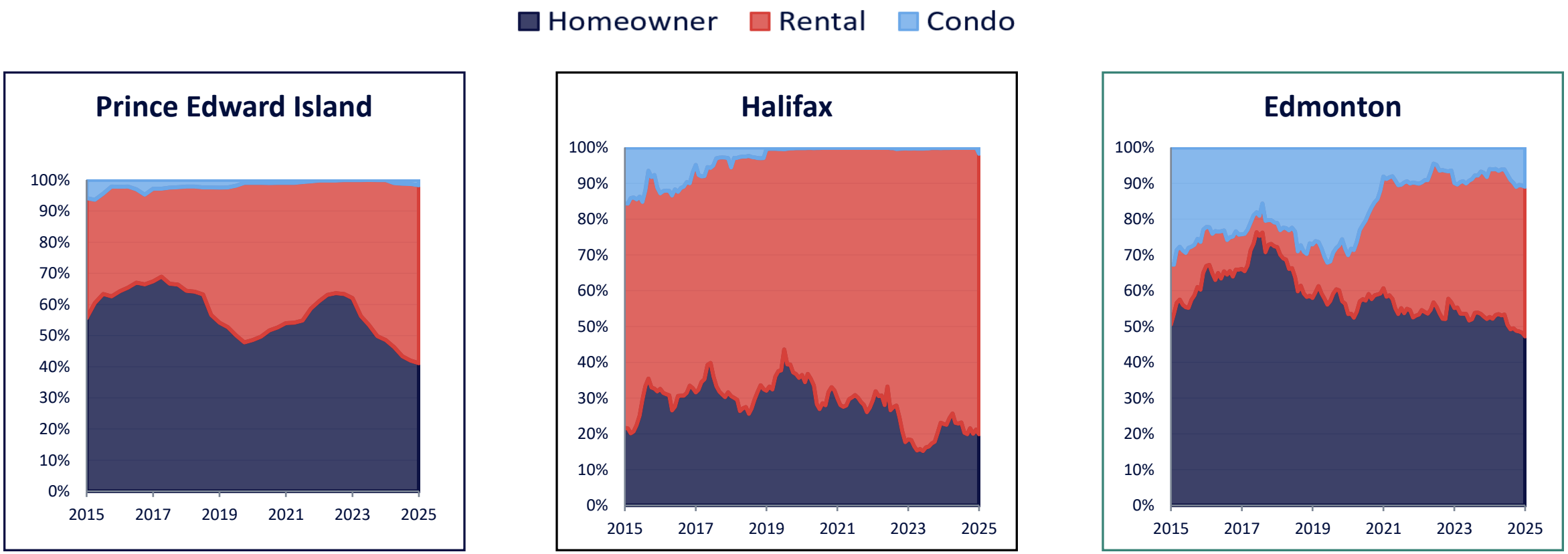
+71%
Low-rise Apartment

+57%
High-rise Apartment

Source: Statistics Canada. Table 18-10-0289-01 ** Low-rise apartments are defined as having less than 5 storeys, whereas high-rise have 5 or more

Supply has shifted to rentals, while home ownership supply lags in some markets

Share of Housing Starts by Intended Market, 12month rolling sum



Source: CMHC Starts and Completions Survey

Housing preferences and employment drive mobility

WHY DO PEOPLE MOVE IN CANADA?

Every year, **more than 1 million people in Canada move**, be it around the corner or across the country. This infographic looks at the reasons why Canadians move.



In 2022, **1 in 4 households (25.3%)** that moved in the previous five years wanted a larger or better-quality dwelling

Among households that moved, **94% moved within the same province, while 6% moved to another province.**

The reasons for moving differed, depending on whether households stayed in the same province or not.

TOP REASONS FOR MOVING

Within the same province		To another province	
Larger or better-quality dwelling	27%	Employment	43%
Become a homeowner	20%	Be closer to family	28%
Live in a more desirable neighbourhood / Because of a change in household size	14%	Live in a more desirable neighbourhood / School	9%

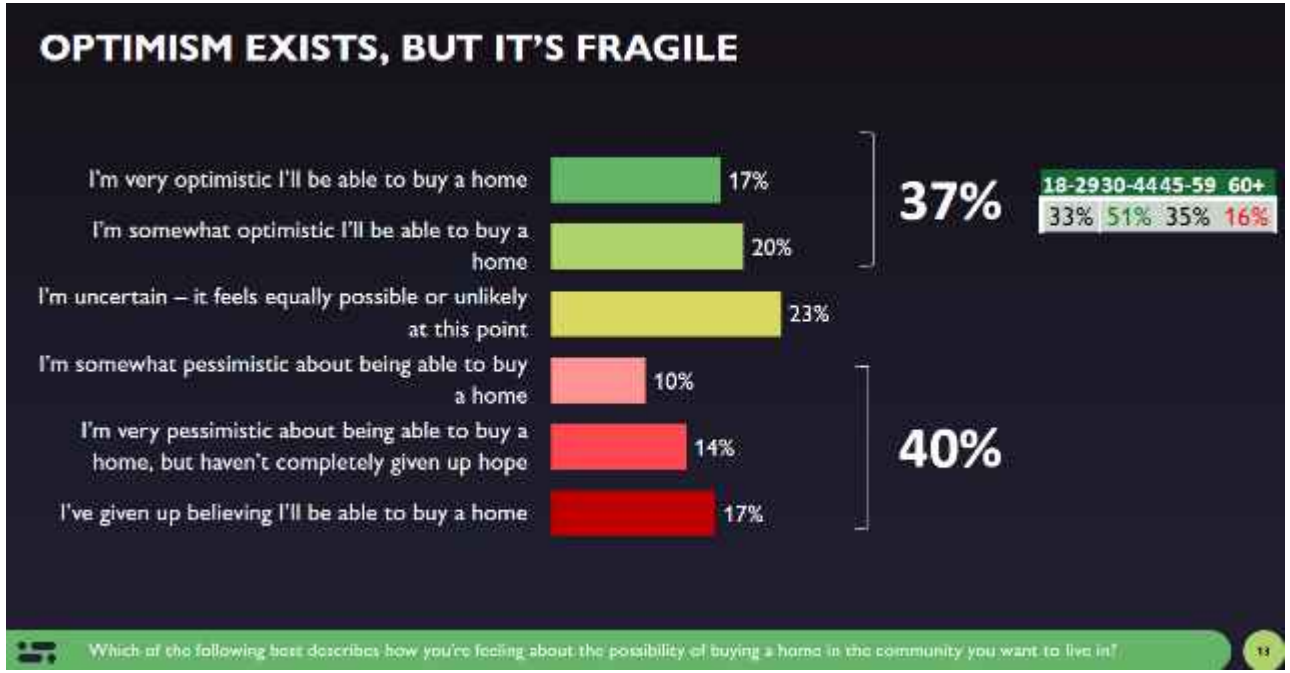
The top reason for moving for households that went from **renting to owning** and vice-versa also differed

From	To		
Renting	Renting	Larger or better-quality dwelling	25%
Renting	Owning	Become a homeowner	77%
Owning	Owning	Larger or better-quality dwelling	36%
Owning	Renting	Reduce housing costs	28%

Source: Statistics Canada, Why Do People Move, February 2026

Demand for homeownership remains strong, but unaffordability contributing to weak homebuying confidence





Source: Abacus Data, 2026

Atlantic Canada 2025 Apartment Vacancy Rate

2.1%
Prince Edward Island
↑ 1.3pp

2.1%
Newfoundland
↑ 0.3pp

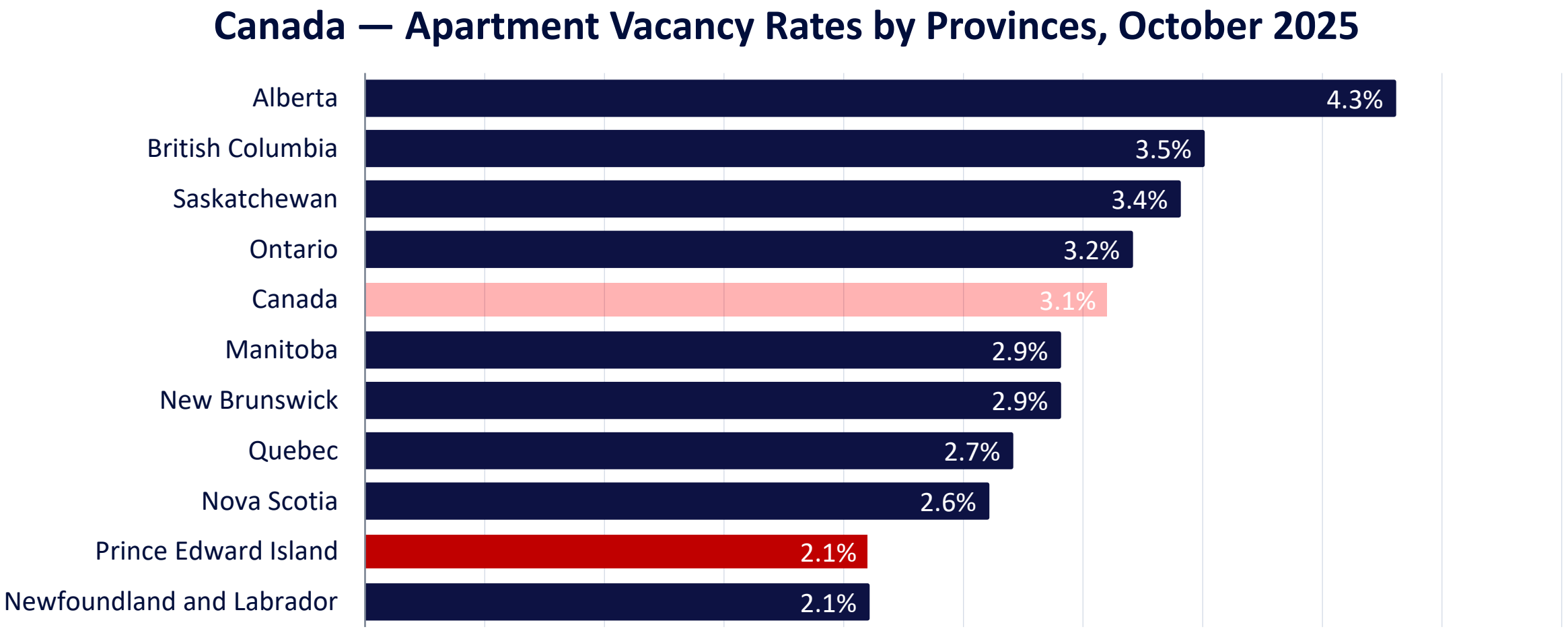
2.6%
Nova Scotia
↑ 0.6pp

2.9%
New Brunswick
↑ 0.9pp



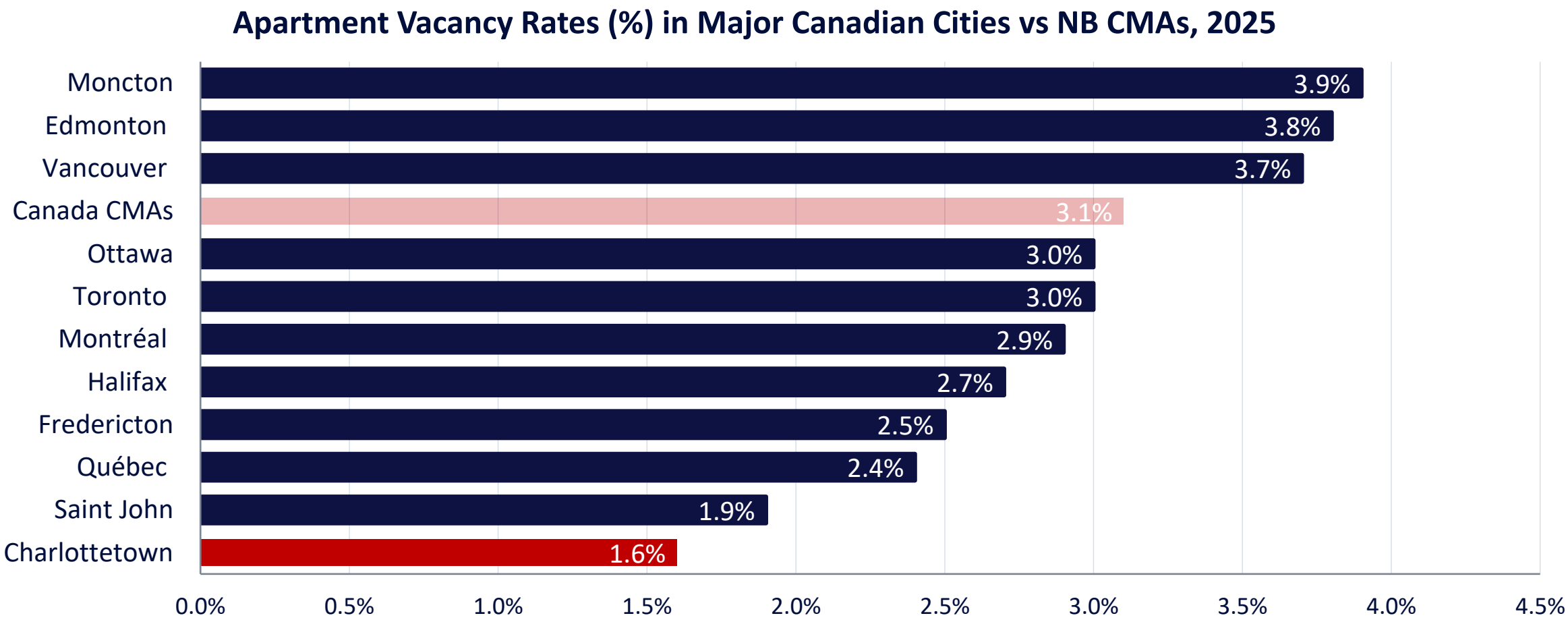
Source: CMHC Rental Market Survey

PEI vacancy has risen, but it remains lower than the national benchmark



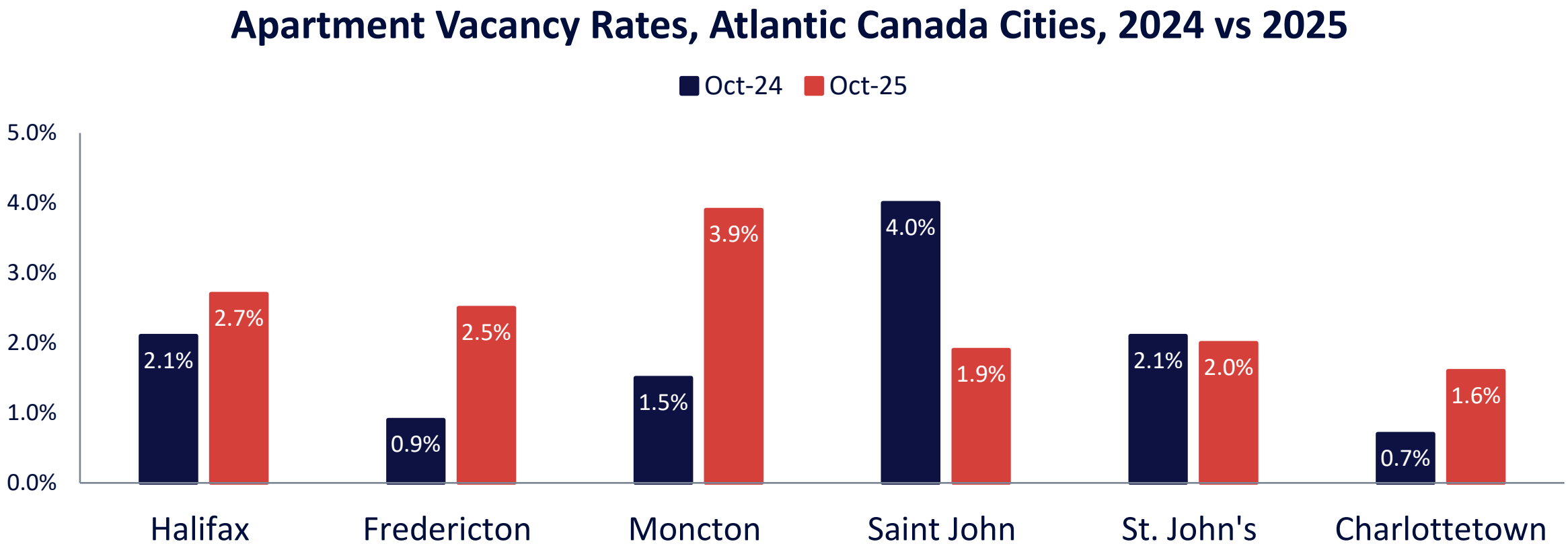
Source: CMHC Rental Market Survey

Compared to other cities, Charlottetown still stands out as the tightest apartment market



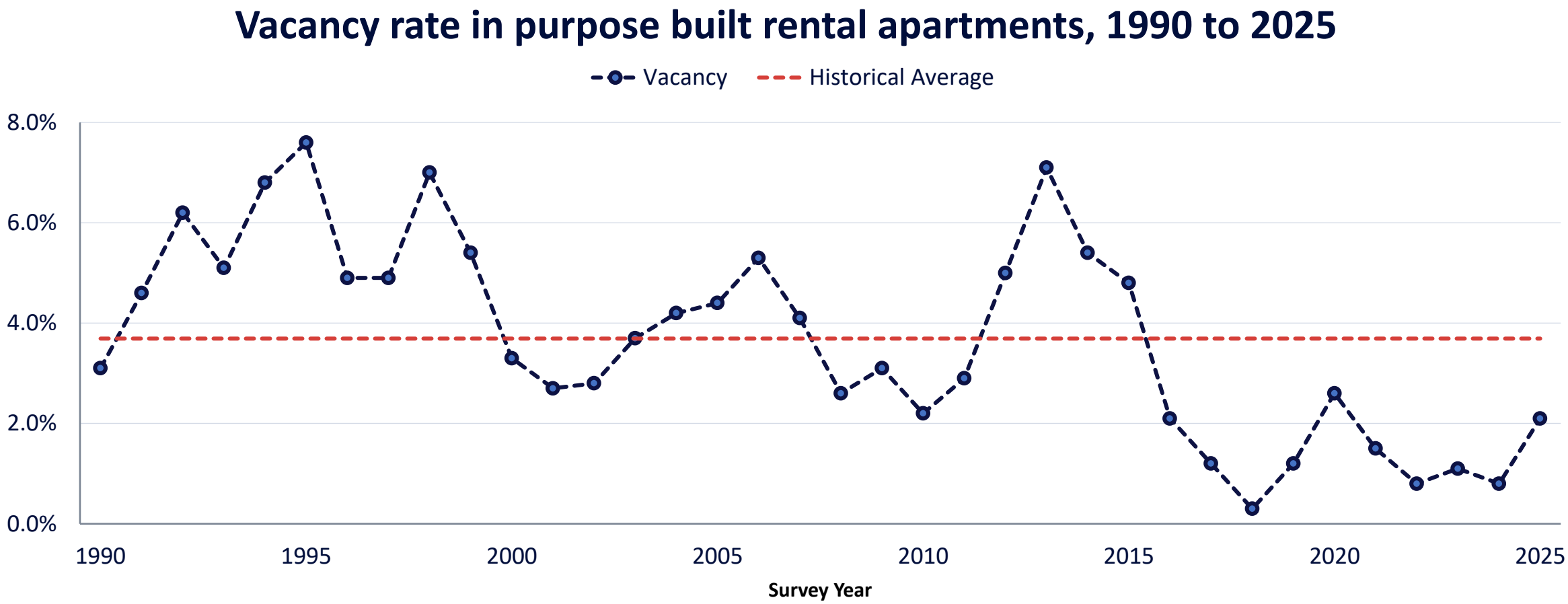
Source: CMHC Rental Market Survey

Vacancy rates rose across most Atlantic cities



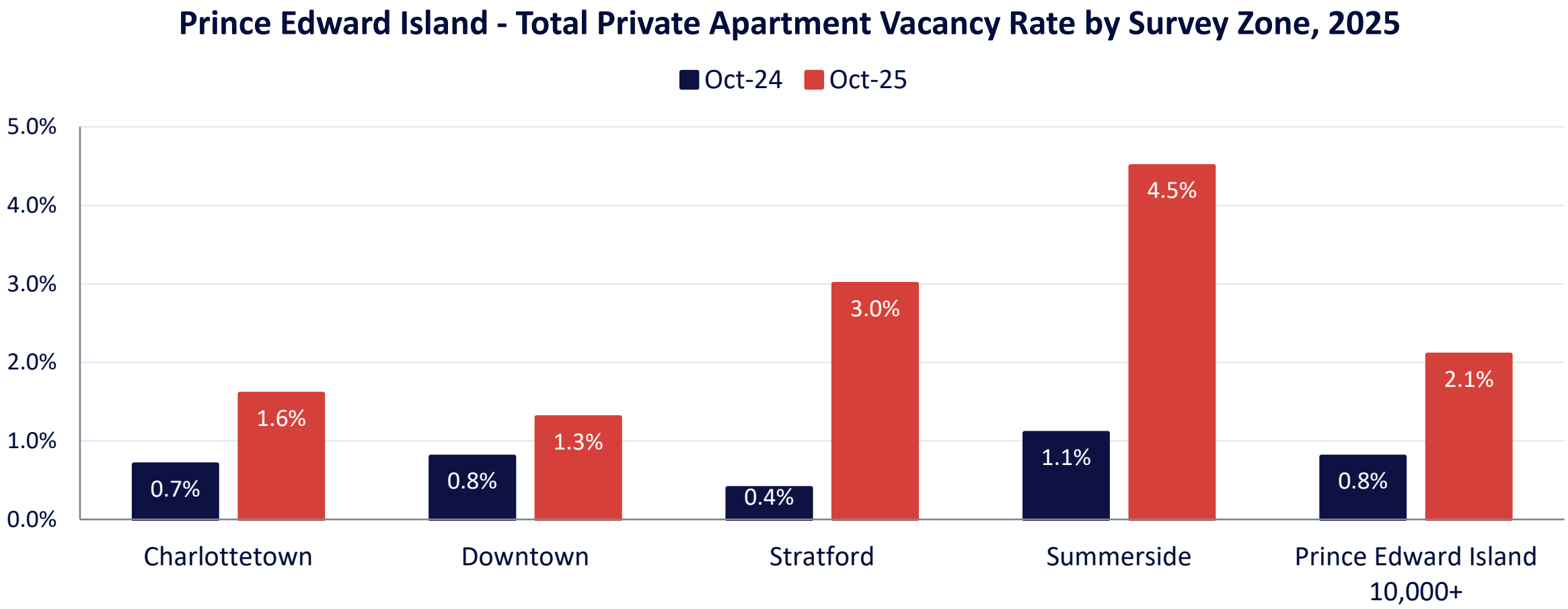
Source: CMHC Rental Market Survey

PEI is still operating below its long-run average level of rental availability



Source: CMHC Rental Market Survey

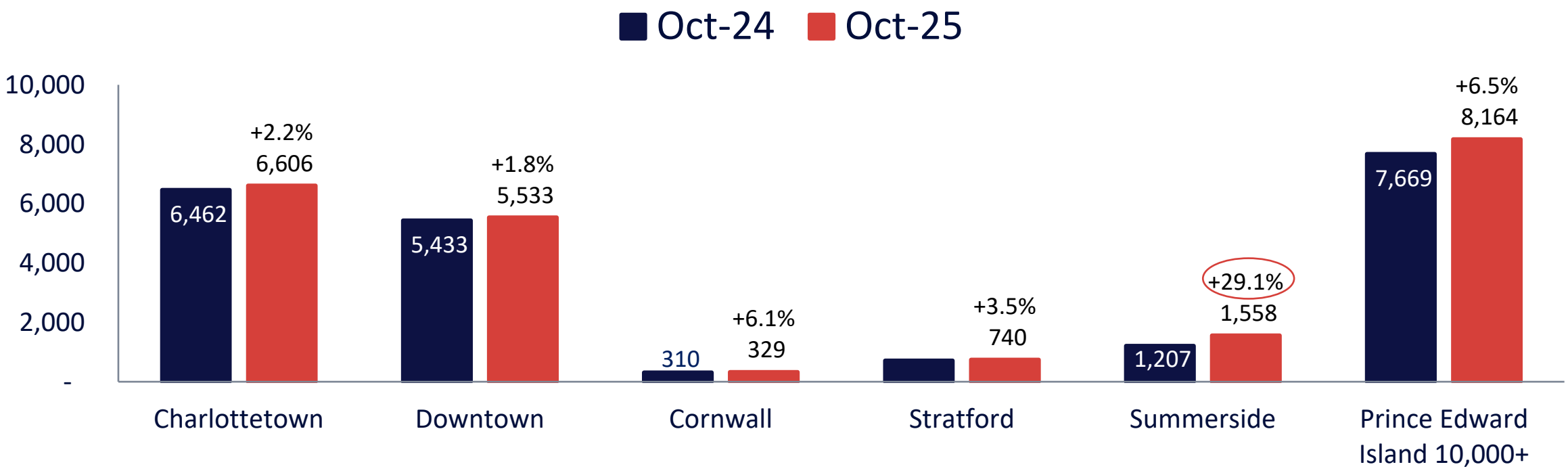
The easing in vacancy is much more pronounced outside Charlottetown



Source: CMHC Rental Market Survey

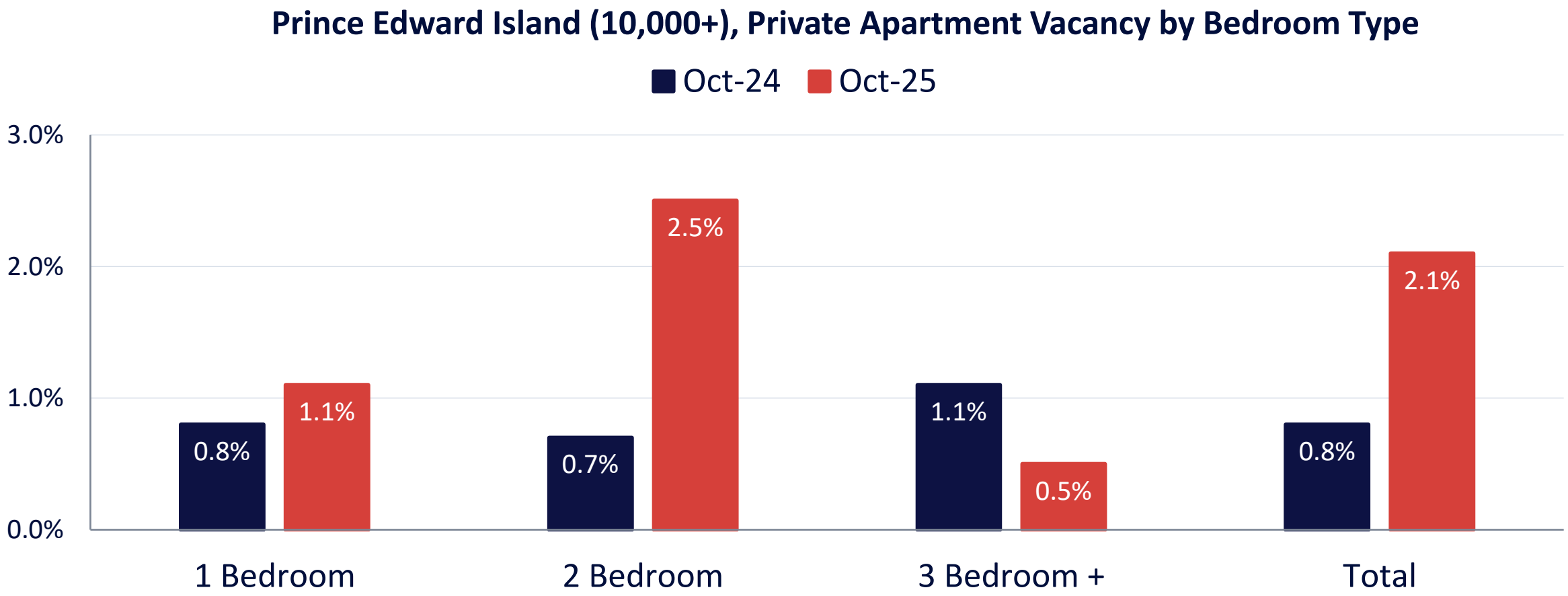
Rental supply grew, with Summerside seeing particularly strong rental stock expansion

Prince Edward Island - Apartment Universe (number of rental units) and annual change (Oct-2024 vs Oct-2025)



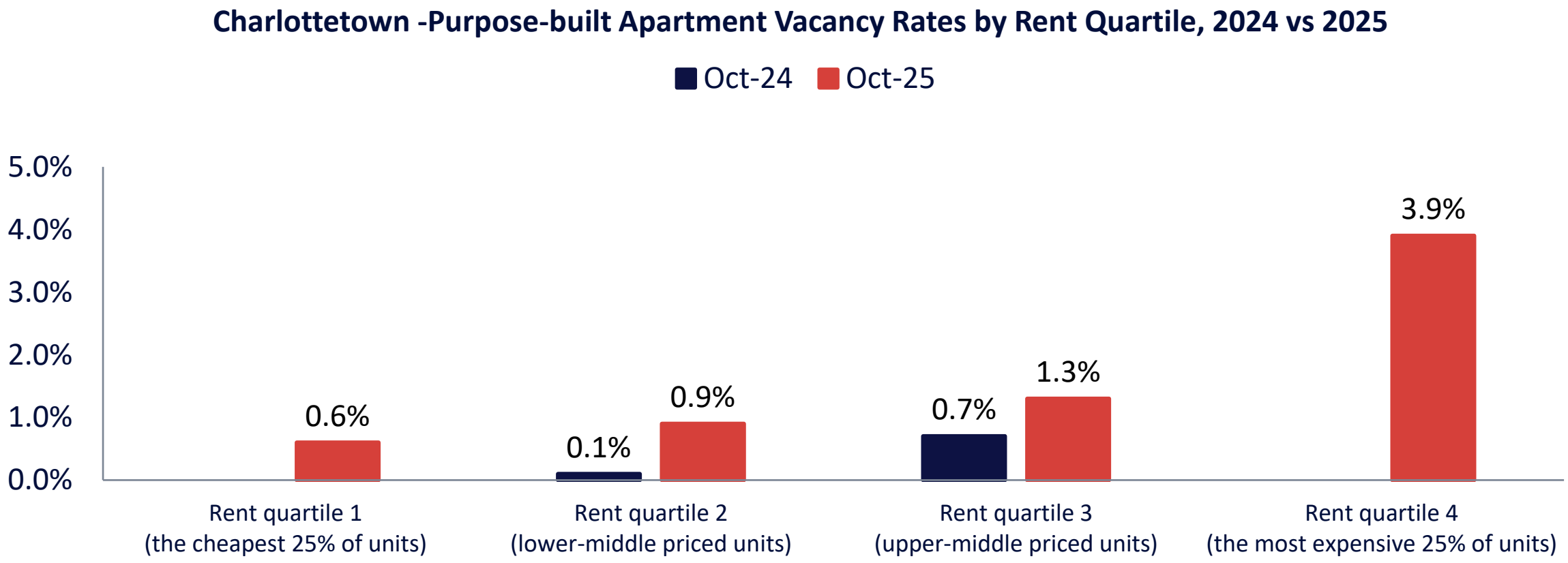
Source: CMHC Rental Market Survey

2-bedroom units improved the most, while larger family-sized rental units remain scarce



Source: CMHC Rental Market Survey

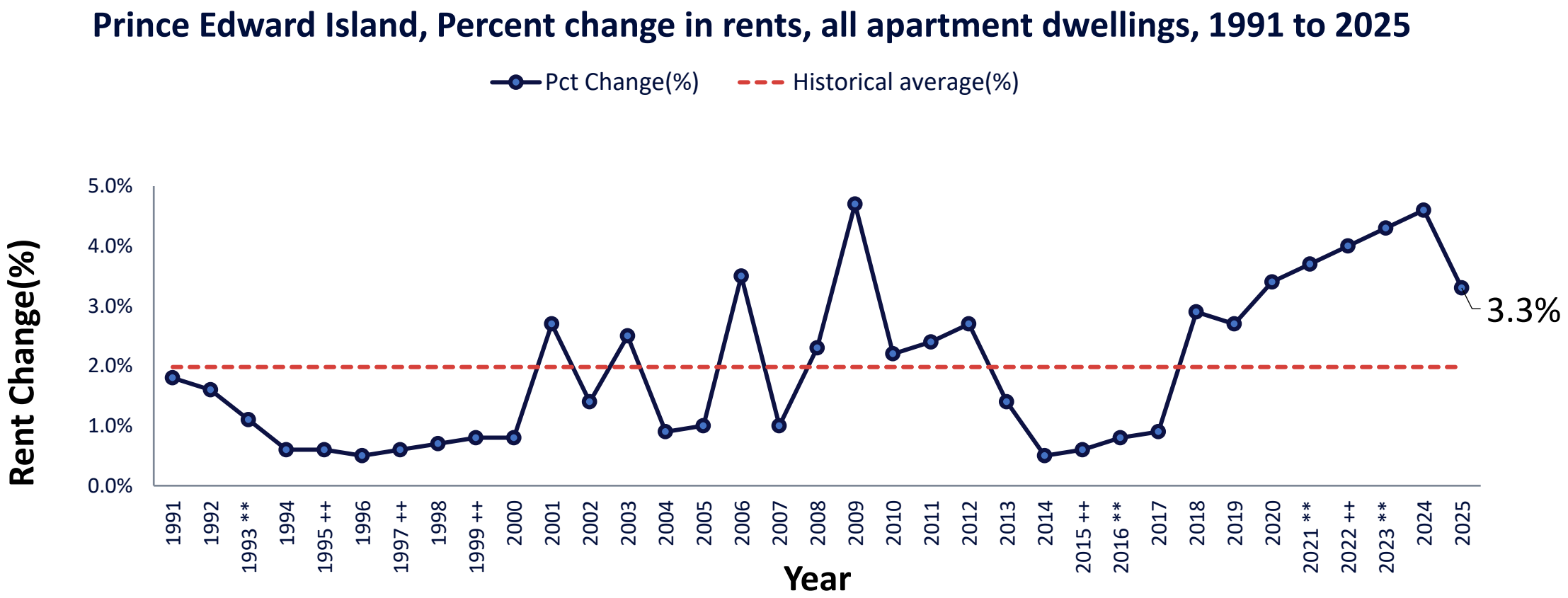
Lower-rent units remain the hardest to find, and easing is concentrated in the most expensive units



*2024 data suppressed for rent quartiles 1 and 4

Source: CMHC Rental Market Survey

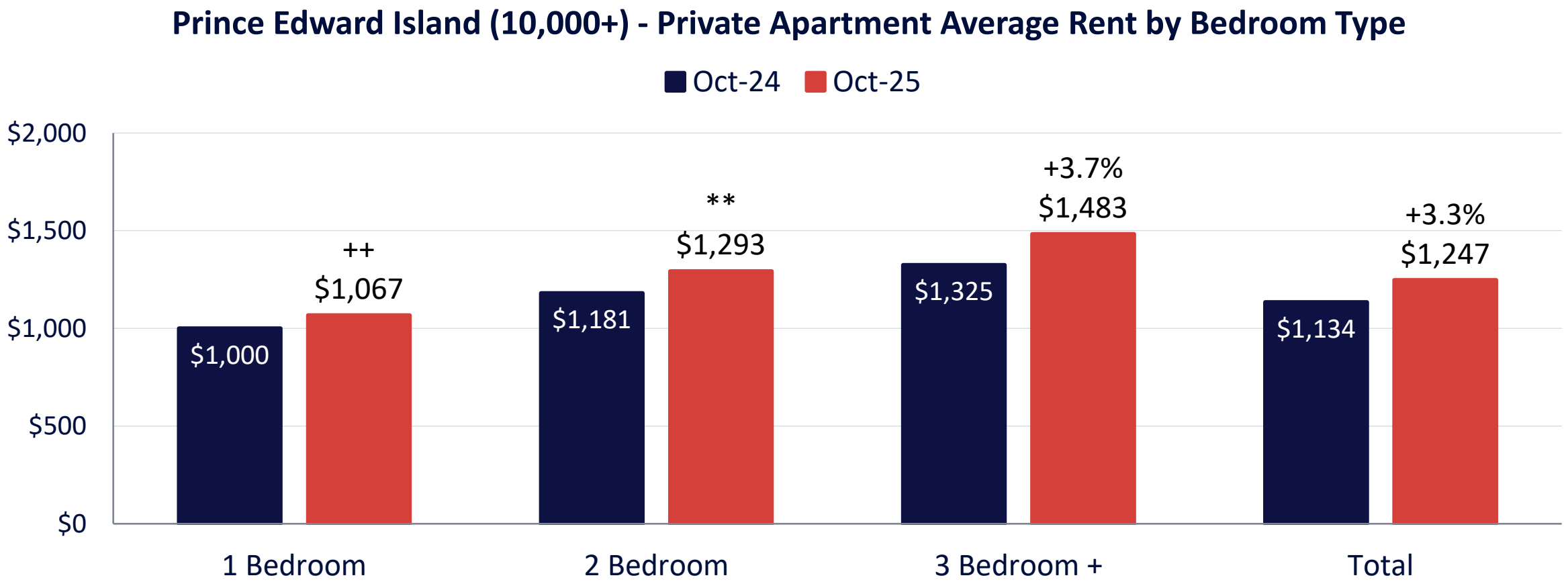
Rent growth is slowing, but it is still faster than the historical norm



** — Data suppressed (imputed for visual purposes)
++ — Change in rent is not statistically significant. This means that the change in rent is not statistically different than zero (0). (imputed for visual purposes).

Source: CMHC Rental Market Survey

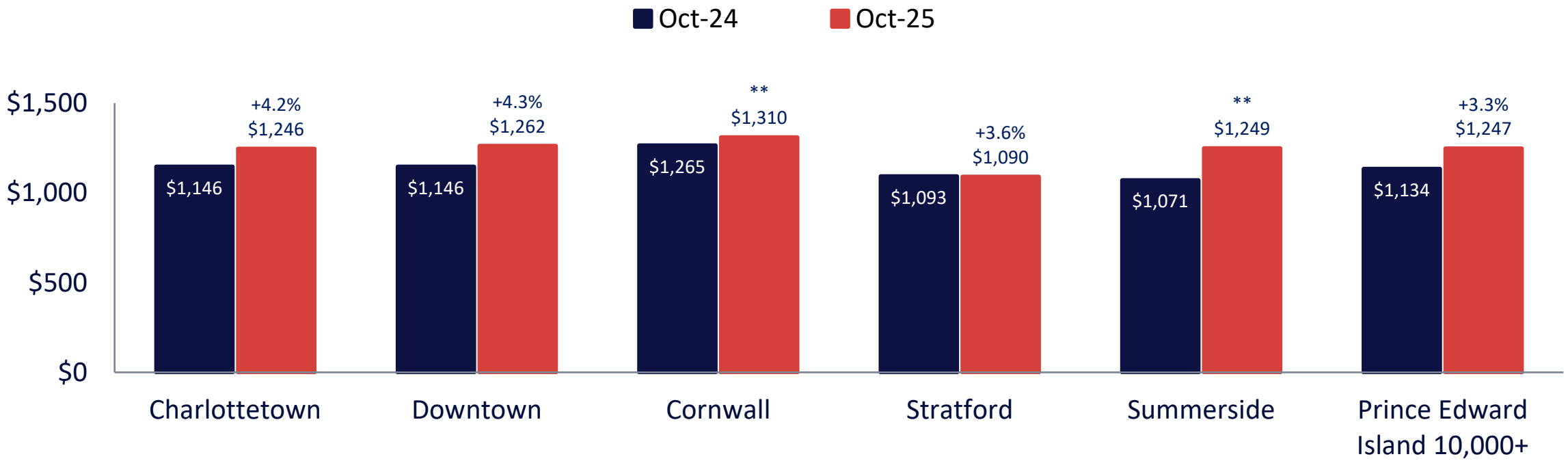
Rents increased across all unit types, with especially large dollar increases for larger unit



Source: CMHC Rental Market Survey

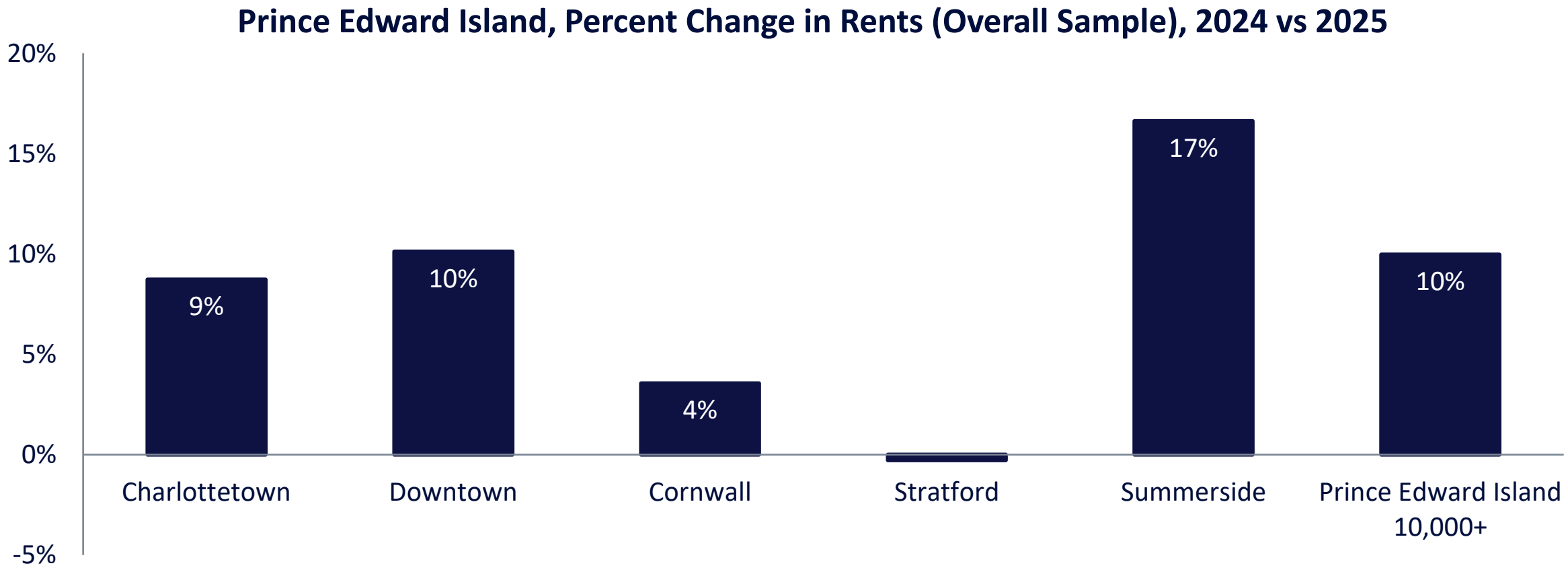
Rent growth was widespread, but Summerside saw the sharpest catch-up in average rents

Prince Edward Island, Private Apartment Average Rent (Total) & Percent Change in Rents (fixed sample) by Survey Zone



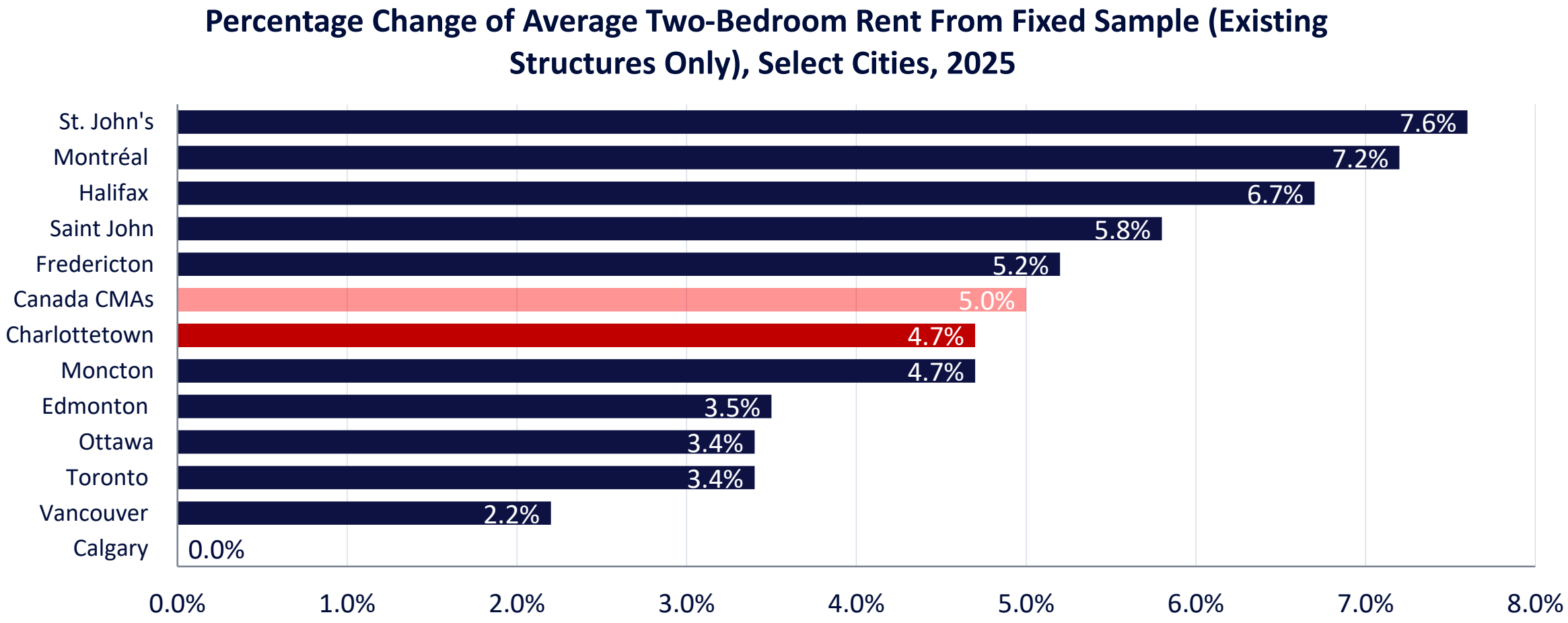
Source: CMHC Rental Market Survey

Summerside had the fastest rent growth, due to the changing composition of the overall rental stock



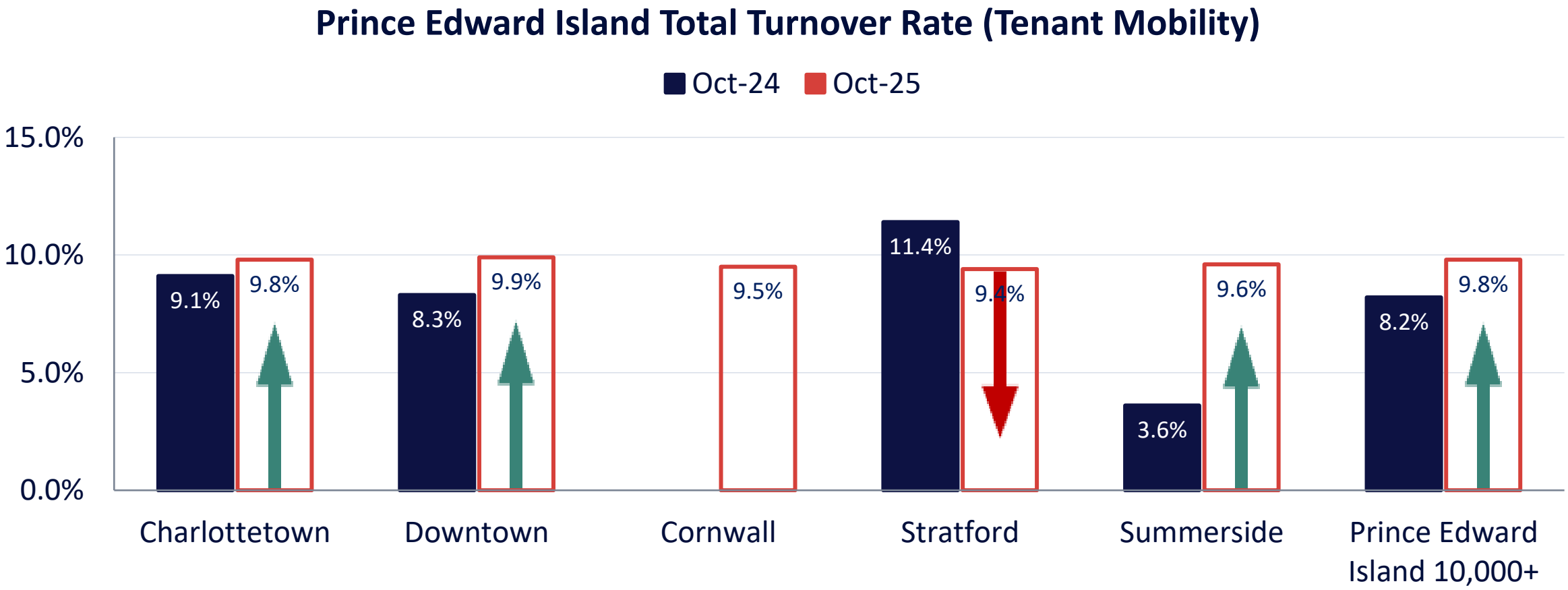
Source: CMHC Rental Market Survey

Charlottetown's 2-bedroom rent growth has moderated relative to other cities



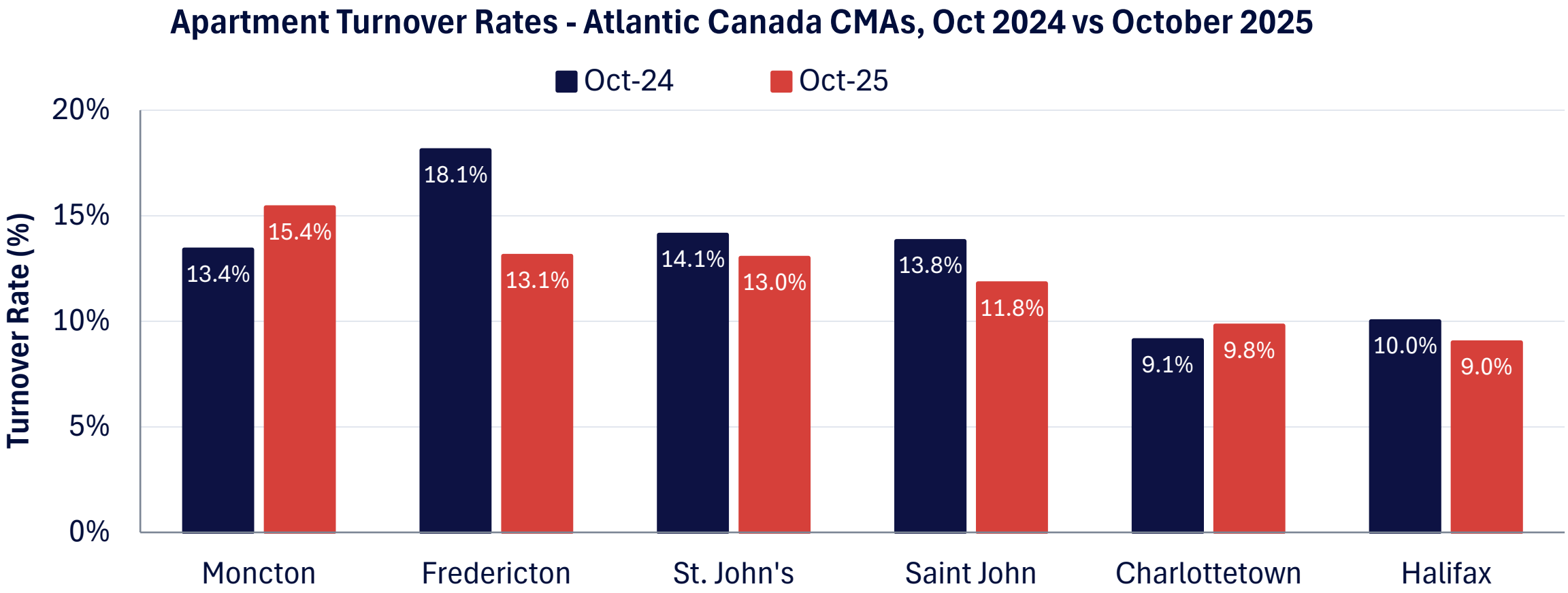
Source: CMHC Rental Market Survey

Tenant mobility is still not high in a way that would quickly relieve scarcity at the lower end



Source: CMHC Rental Market Survey

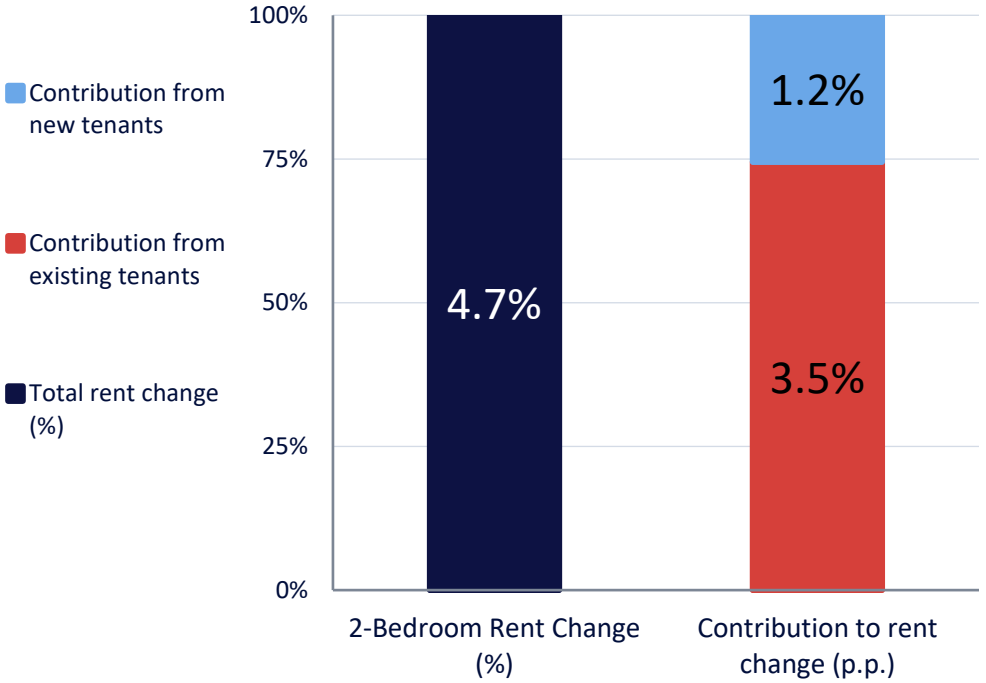
Charlottetown remains a relatively low-mobility rental market, keeping pressure on availability



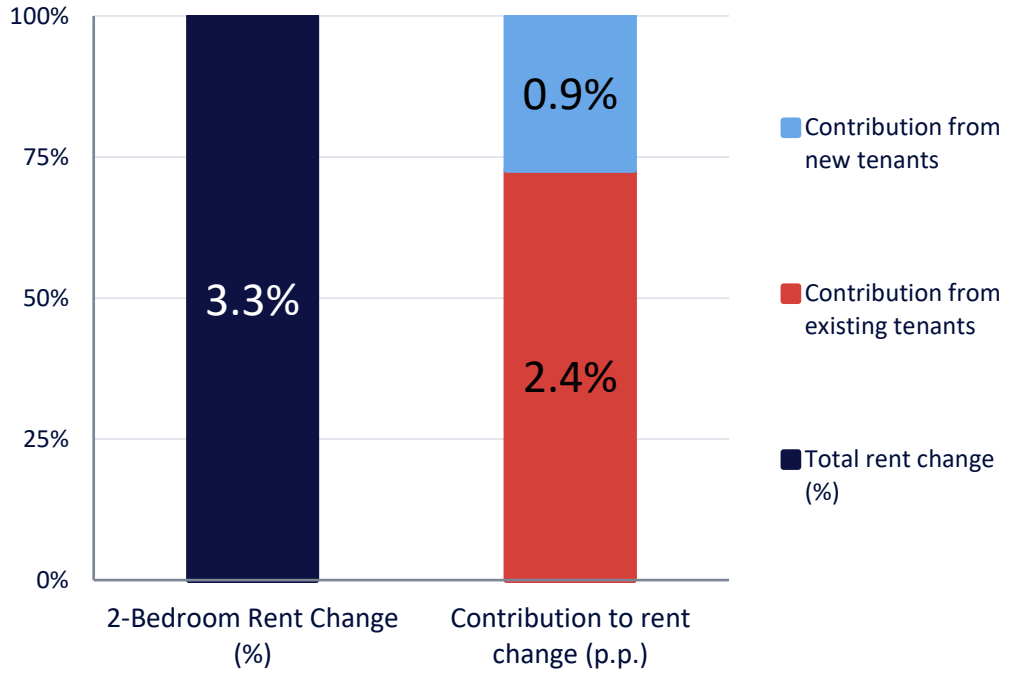
Source: CMHC Rental Market Survey

Rent growth driven primarily by existing tenants, while turnover units continued to add upward pressure

Charlottetown — Contribution of Turnover Units to the Year-To-Year Percentage in Average 2-bed Rent, 2025



Charlottetown — Contribution of Turnover Units to the Year-To-Year Percentage in Average 2-bed Rent, 2024



Source: CMHC Rental Market Survey

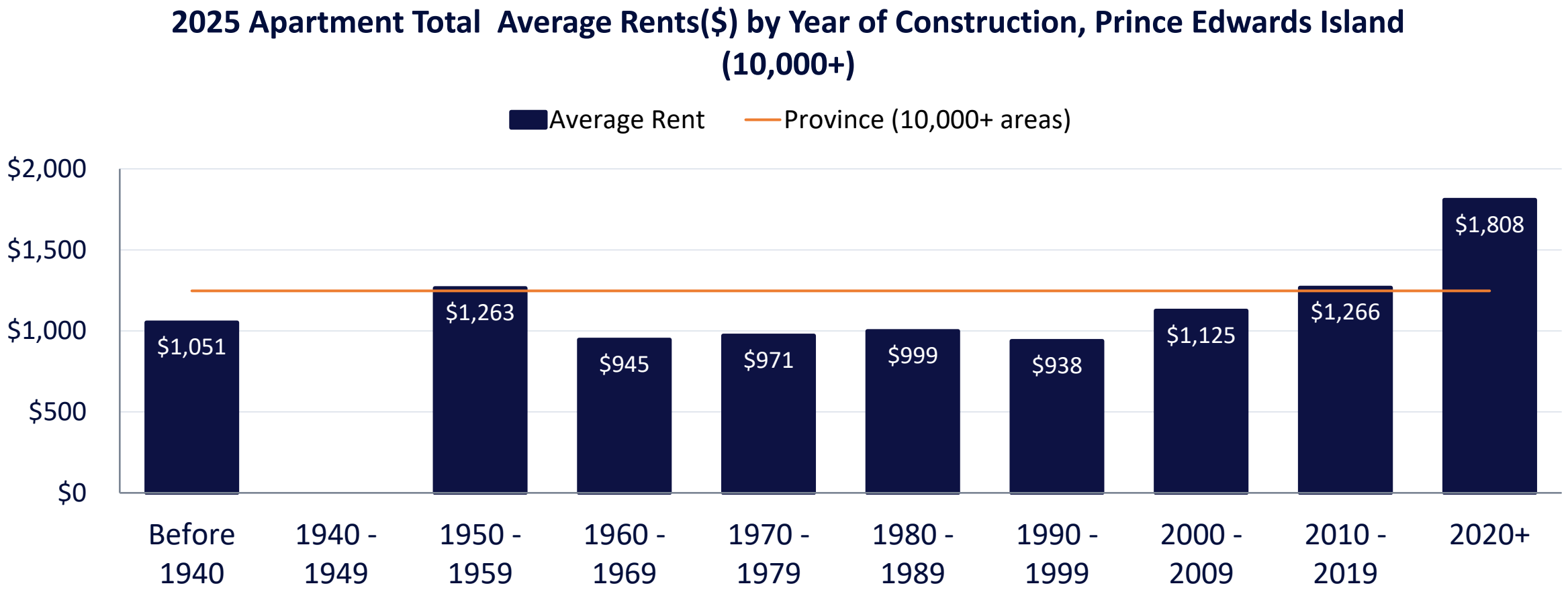
Low mobility explains why vacancy can improve overall while the cheapest units remain scarce

Limited mobility reduces spillover to lower-rent segments

Figure 1: New Housing Spurs Vacancy Chains

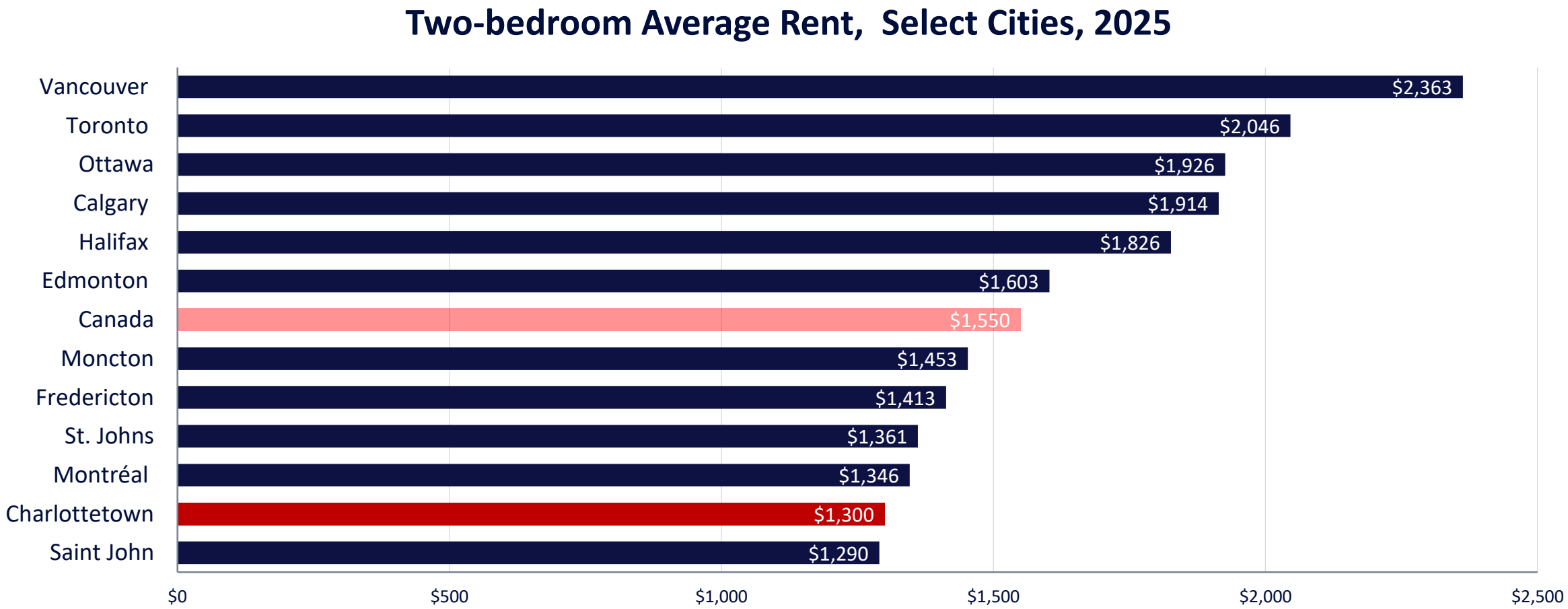


New rental construction is adding supply, but at significantly higher price points



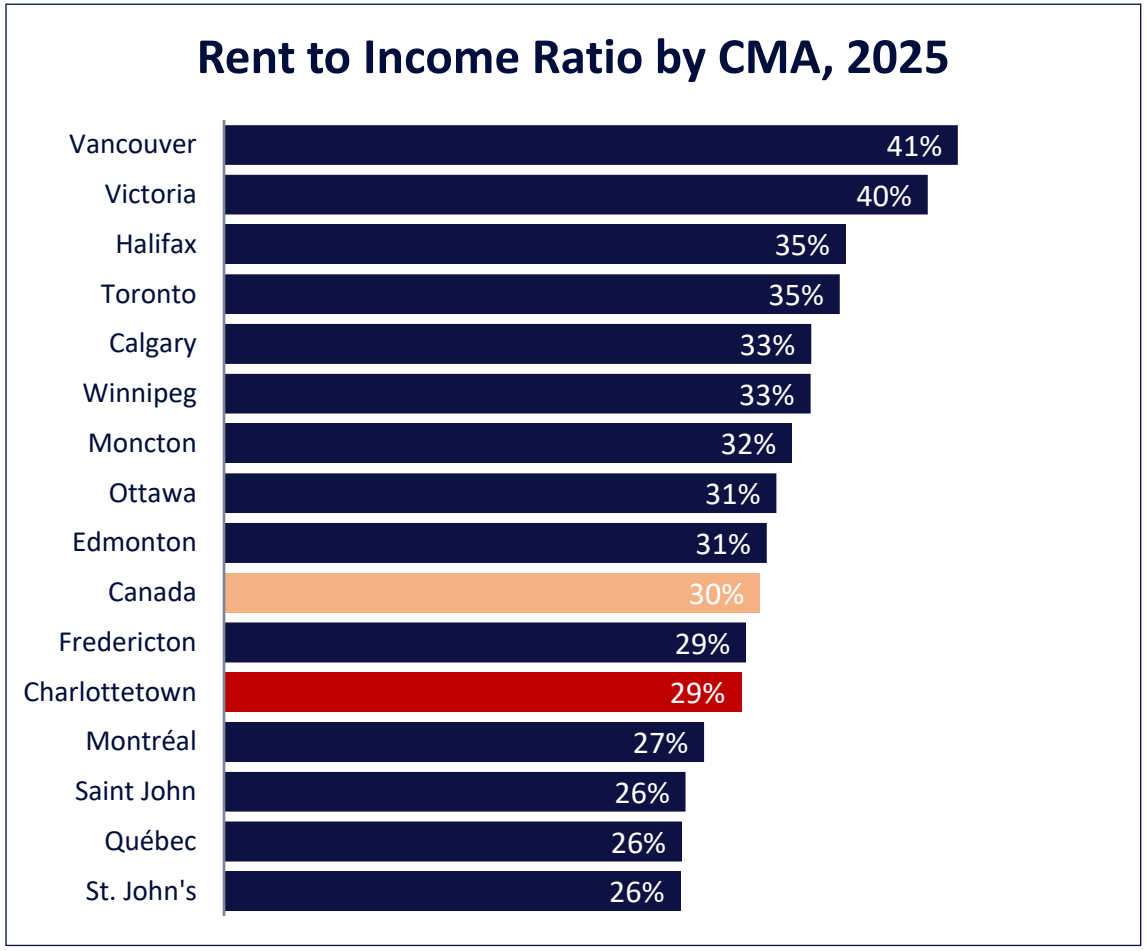
Source: CMHC Rental Market Survey

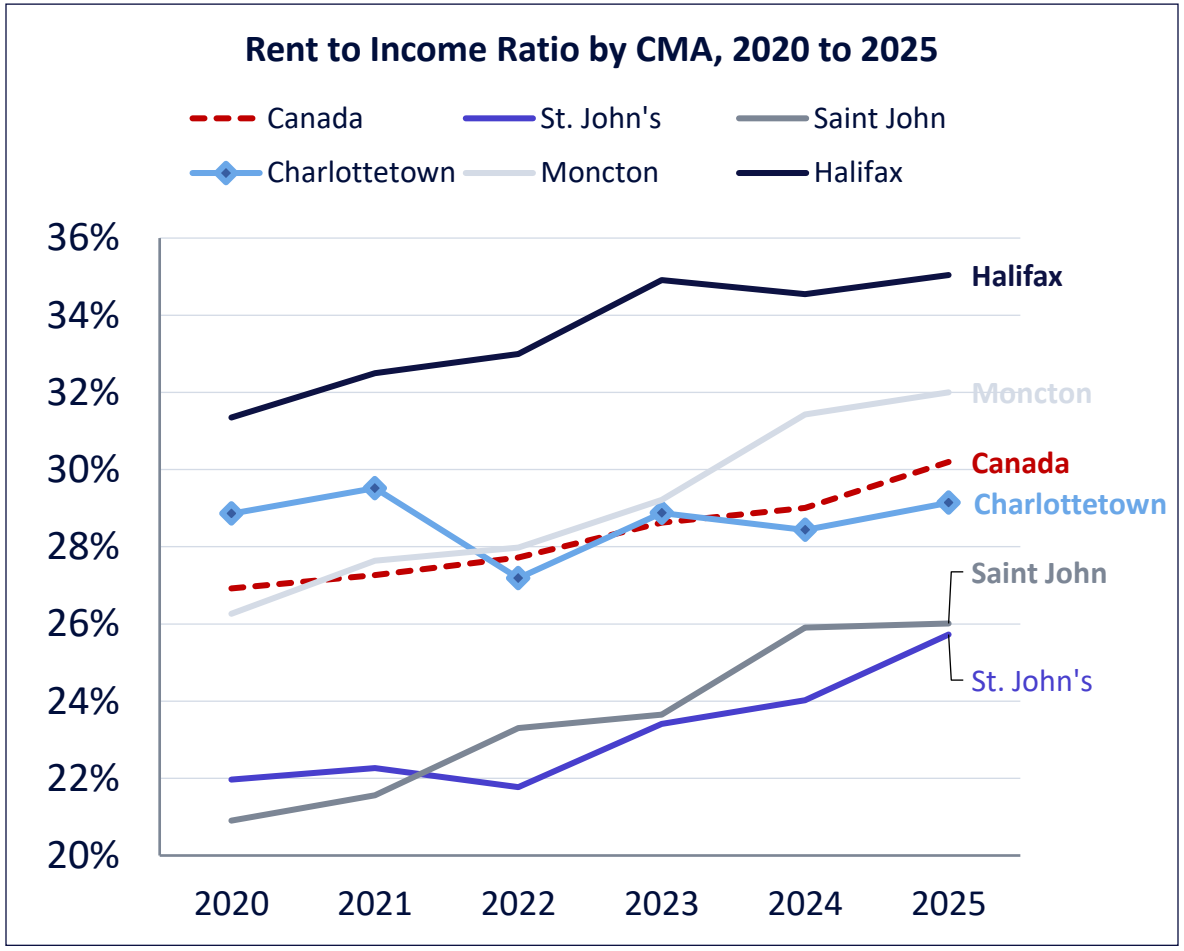
Charlottetown remains cheaper than the country's most expensive cities



Source: CMHC Rental Market Survey

Charlottetown is not the least affordable market in Canada, but rent burdens are persistent & growing





Source: Statistics Canada and CMHC calculations

2025 Rental Market Report

Read our Annual Rental Market Report for detailed insights into the rental market in major Canadian cities.

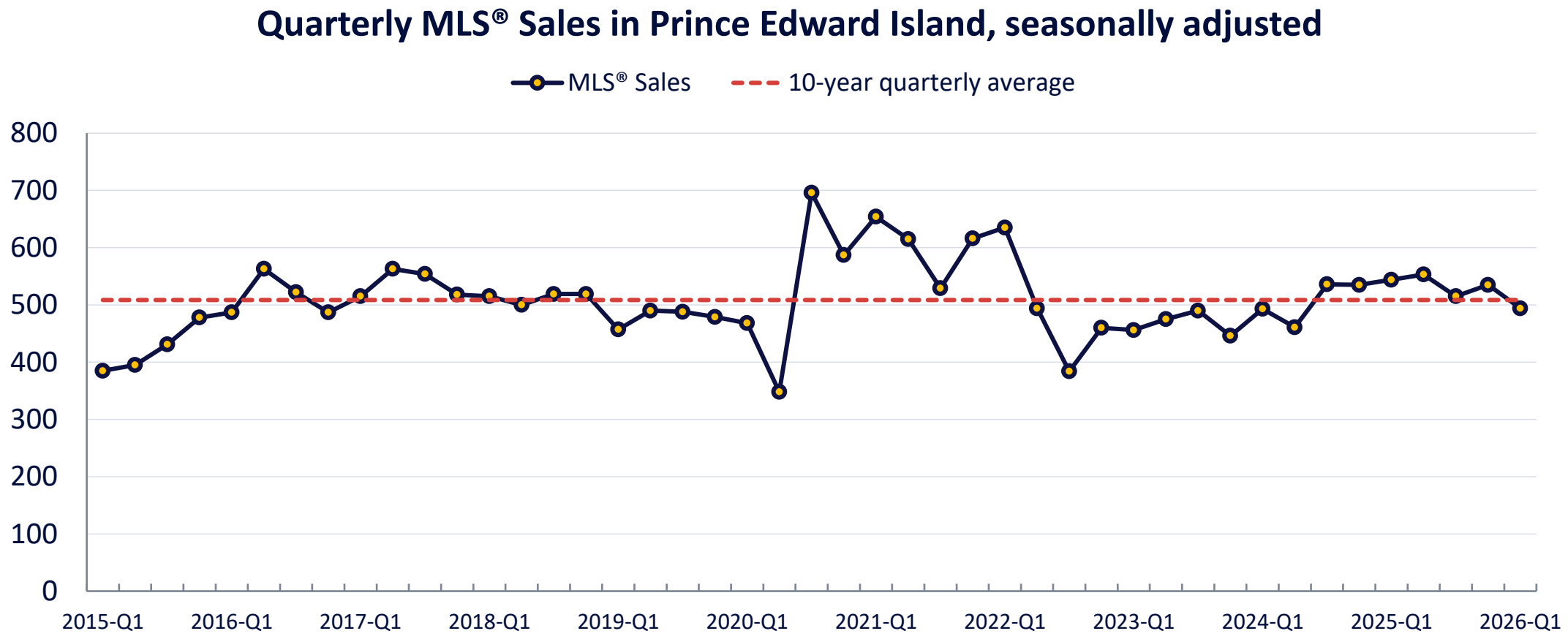
Learn more



Resale Market

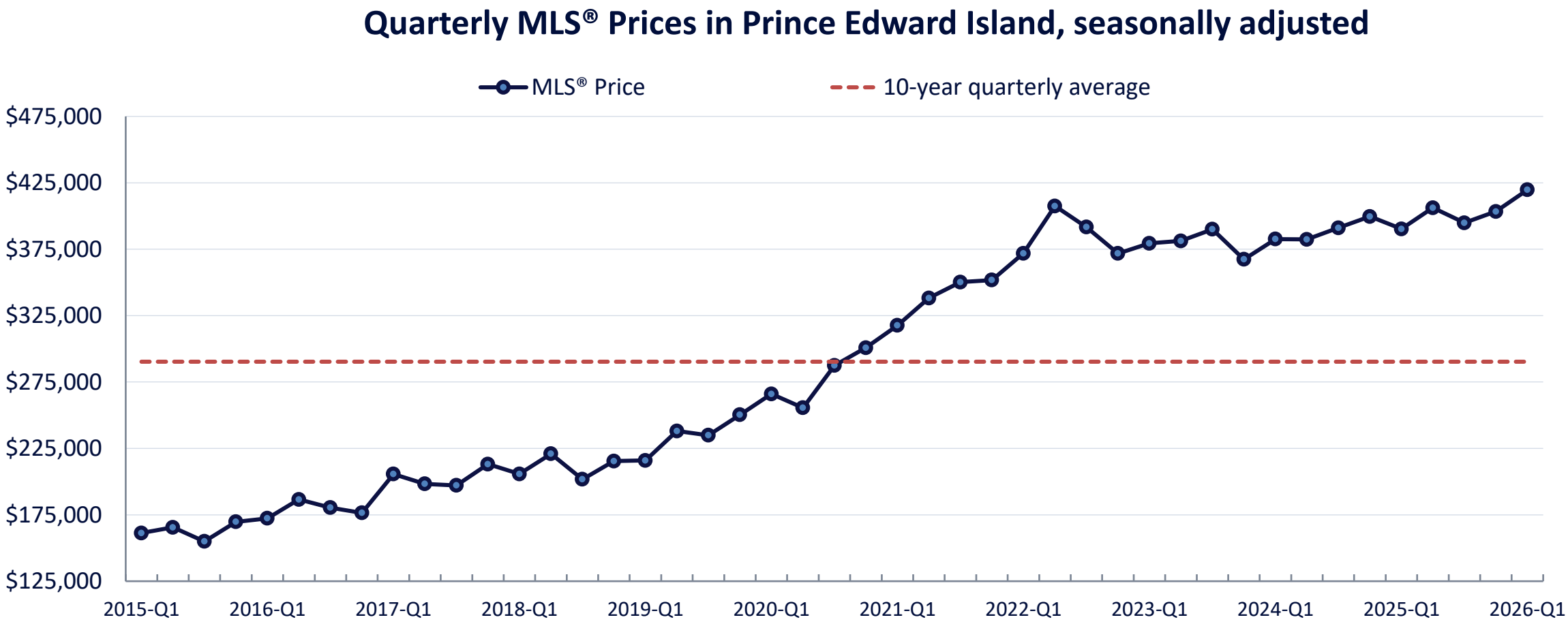


Sales activity has cooled back toward normal levels



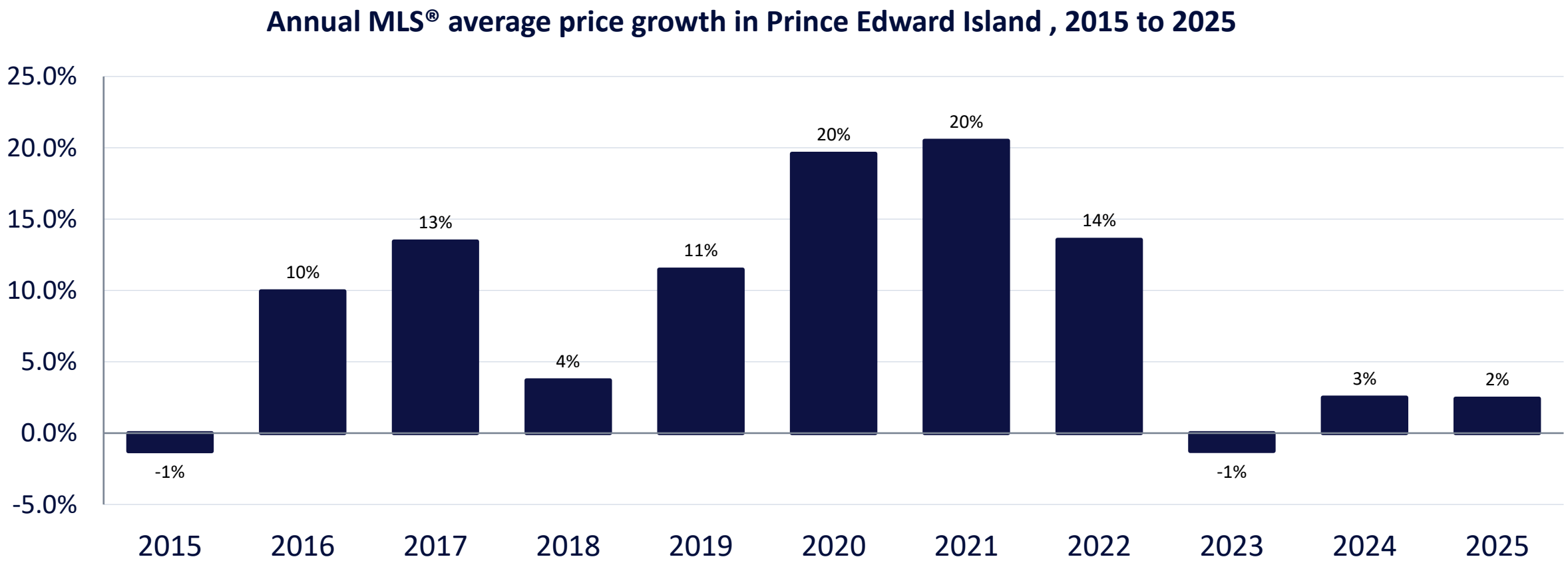
Source: CREA

Affordability in ownership remains under pressure because prices are still high even as market activity normalizes



Source: CREA

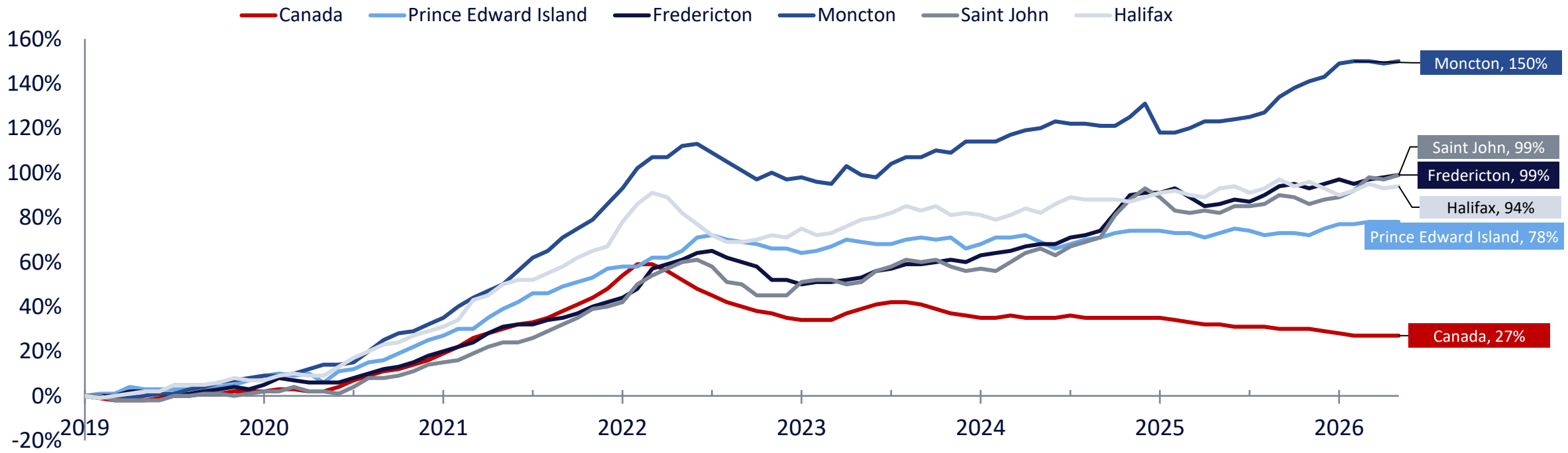
PEI home prices are no longer surging, but they are still trending upward



Source: CREA

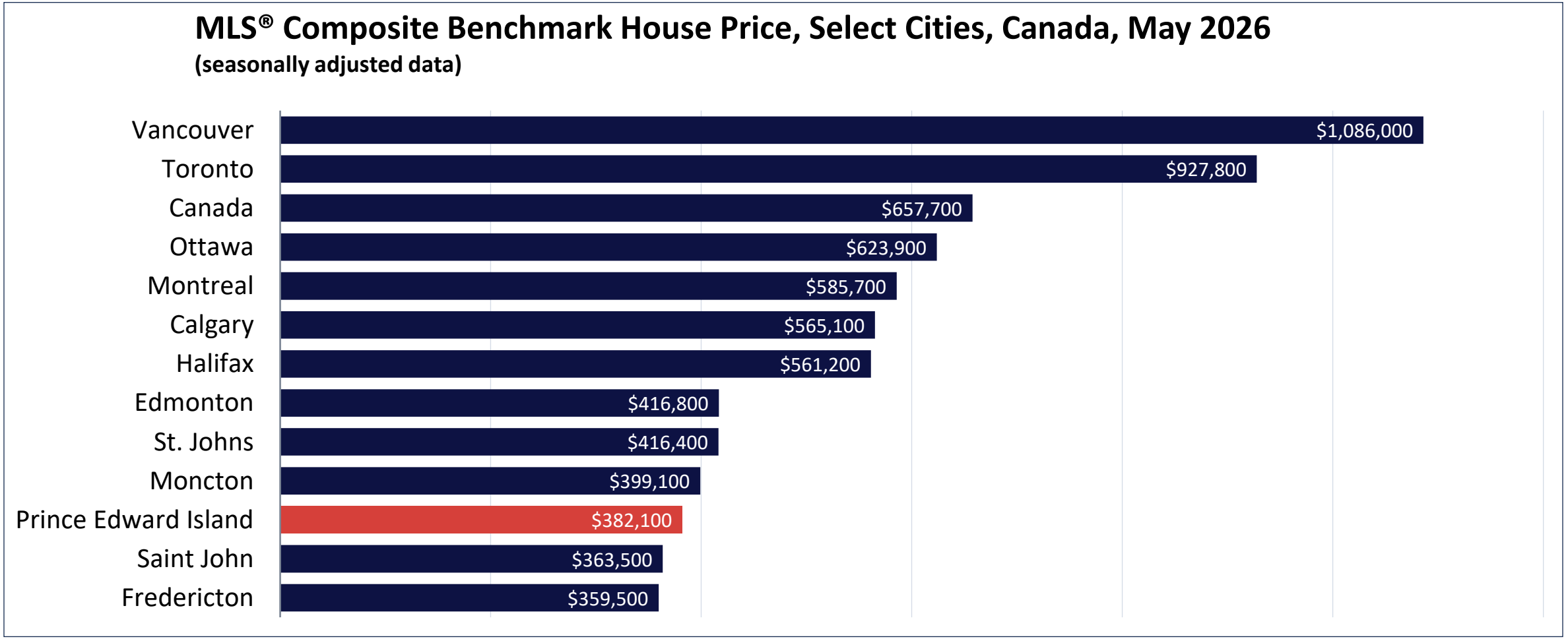
Persistent price growth in Atlantic Canada despite national decline

MLS® Composite House Price Index, Jan-2019 to May-2026, Canada and Atlantic Canada Cities
percent change since January, 2019 (seasonally adjusted data)



Source: CREA

PEI and Atlantic Canada still cheaper, continues to be key migration driver



Source: CREA

Thank you!



Follow my insights

Kelvin Ndoro
kndoro@cmhc.ca

Key Takeaways:

- **Population growth has eased from recent highs but** there's pent-up demand *continuing to support housing demand.*
- **Labour market conditions have softened**, *but not enough to significantly reduce pressure on housing.*
- **Supply has improved, led by strong rental apartment construction**, *helping to ease conditions from peak tightness.*
- **Despite increased supply, vacancy rates remain below balanced levels**, *particularly in lower-cost segments where tenant mobility is limited.*
- **Rent growth is slowing but still elevated**, *reflecting ongoing demand pressures and limited availability.*
- **Resale prices in PEI continue to rise**, *even as national price growth has moderated.*

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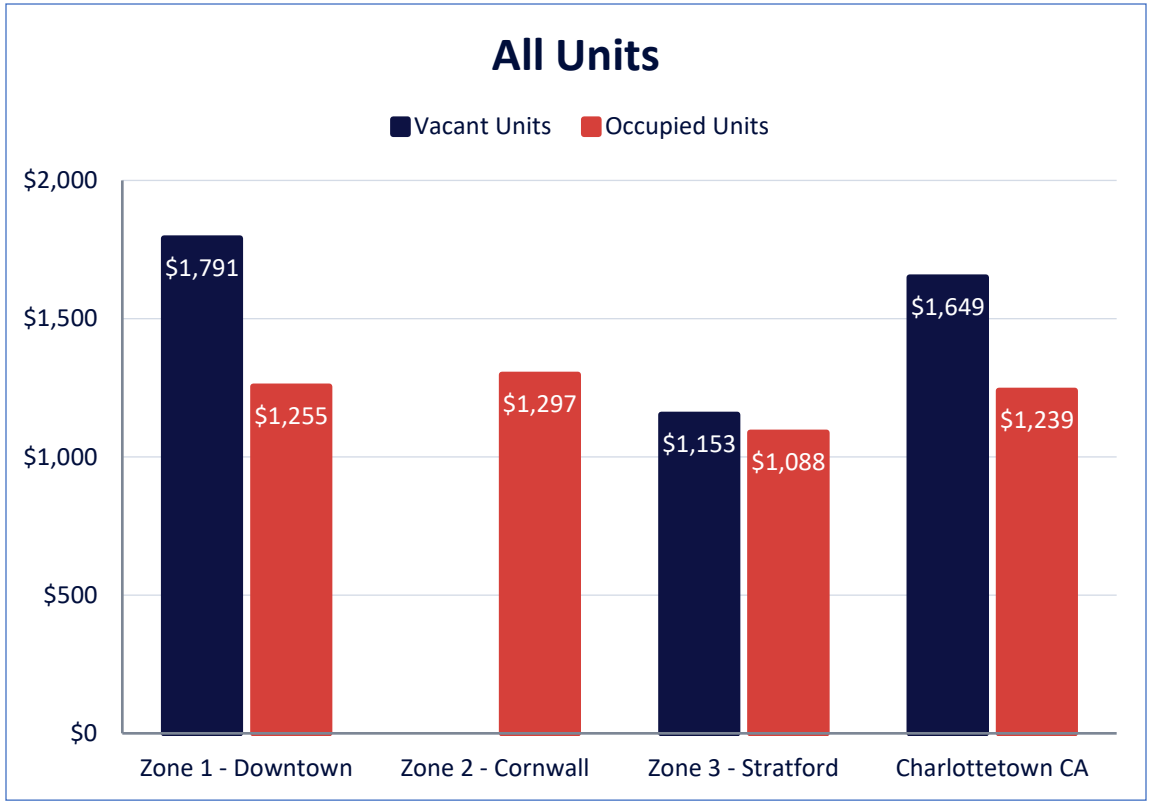
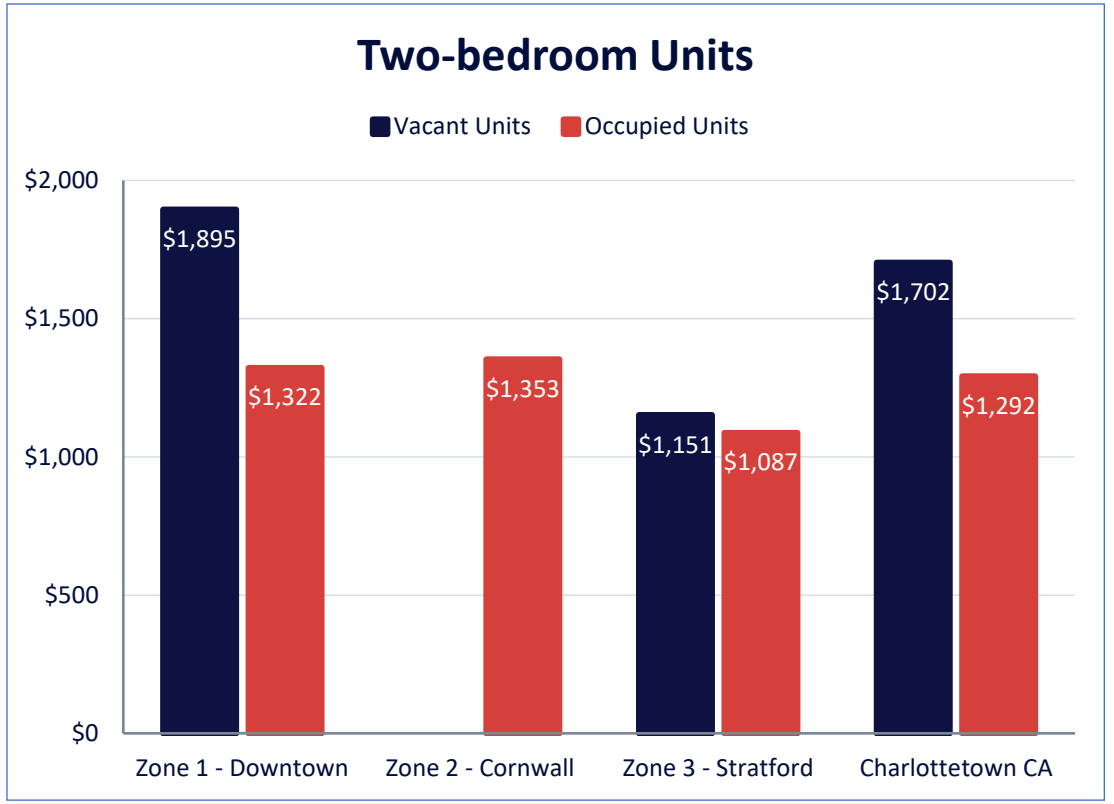
Turnover units rent at a premium, making market entry more expensive than staying put

Private Apartment Average Rents ($) of Vacant and Occupied Units by Zone

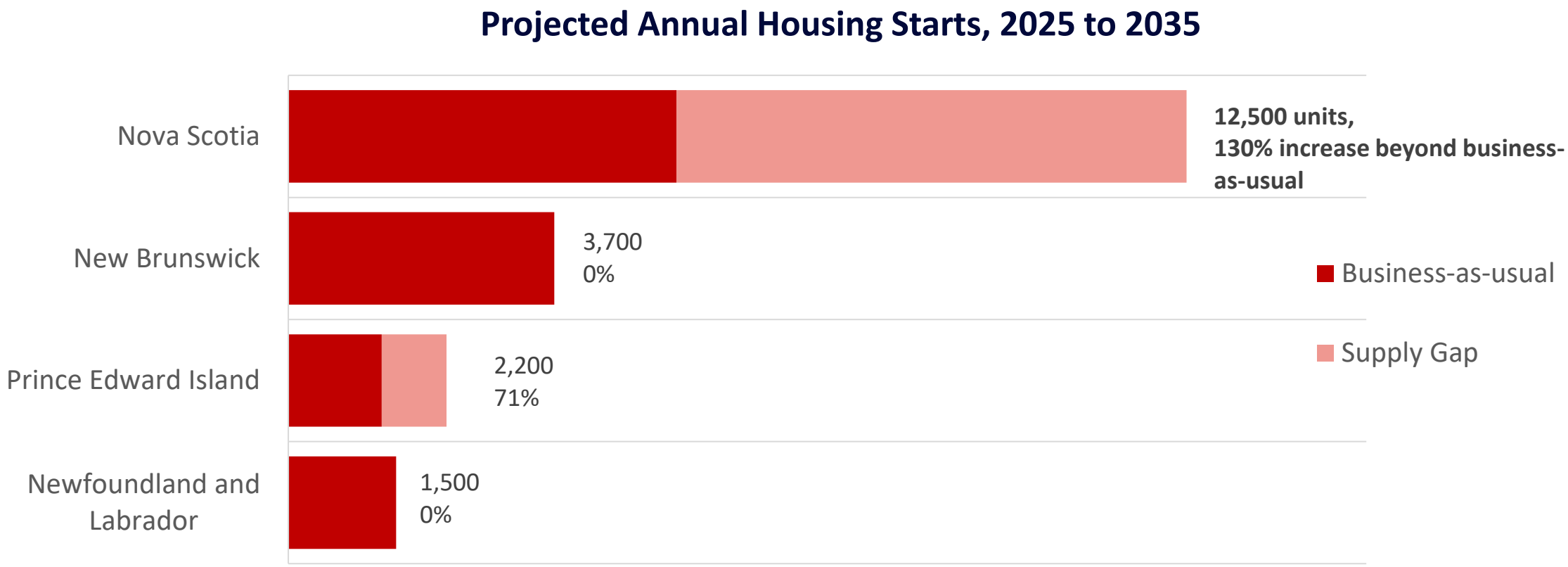




Source: CMHC Rental Market Survey

PEI would need about 2,200 housing starts per year, a 71% increase over current building trends to eliminate its supply gap –

derived estimates for Charlottetown will be 1,700 to 2,100 units annually for 10years.



Source: CMHC Supply Gap, 2025

Charlottetown Housing Market Update
Executive Summary for City Council
July 2026

Key Message: Charlottetown is making good progress on housing supply creation. More housing is being built, rental availability has improved, and population growth is slowing. However, affordability remains a major challenge, especially for households entering the market today. Sustained housing construction and preservation of affordable rental stock will be needed over many years to restore balance.

Demand Pressures Are Easing, But Housing Need Remains High

Population growth has slowed from the exceptional levels seen between 2022 and 2024, but Charlottetown continues to grow faster than many Canadian urban areas. Growth remains concentrated among adults aged 25 to 44, a group that drives demand for both rental housing and homeownership, and typically larger family-sized units. While the labour market has softened, employment and wages remain relatively strong, meaning housing demand is moderating rather than disappearing.

More Housing Is Making a Difference

Record apartment construction and rental completions are beginning to ease housing pressures. The share of apartments available to rent increased from 0.7% to 1.6%, showing that new supply is helping improve market conditions. Even so, Charlottetown still has the lowest rental availability in the country and remains well below a balanced vacancy rate of about 3.7%. However, rental markets remain tight, particularly for lower-cost and family-sized units.

- The largest improvements have occurred in higher-priced rental units – the new stock.
- Lower-cost rentals and family-sized rental housing continue to be in short supply.

Affordability Remains the Central Challenge

Higher rental availability has not made housing affordable for many residents. Households entering the rental market face much higher rents than those already in place. Across the Charlottetown area, vacant units average about $1,649 per month compared with $1,239 for occupied units. This gap is even larger in downtown Charlottetown and for two-bedroom apartments.

- Newcomers, young households, recent graduates, and residents who must move face the highest costs.
- Newly built units help increase supply but typically enter the market at higher rents because construction costs remain elevated.
- Higher rental availability does not always improve affordability when available units are mostly higher-priced and few lower-cost units turn over.

Homeownership Remains Challenging

A growing number of renters or migrants who would like to become homeowners remain on the sidelines because of affordability challenges and inadequate homeowner unit availability and choice. Home prices remain near record highs, having retained most of the gains recorded since 2020, while new housing construction has become increasingly concentrated in rental units rather than ownership-oriented housing. As a result, some households who would traditionally have transitioned from renting to owning are remaining renters for longer, adding to demand in the rental market, increasing prices in both rental and homeowner markets, and slowing the movement of households through the housing system.

The Supply Gap Has Not Been Closed

Recent CMHC analysis suggests PEI would need approximately 2,200 housing starts per year through 2035, about 71% above current construction trends, to eliminate the housing supply gap. Based on this analysis, the Charlottetown area may need to sustain approximately 1,700 to 2,100 new units annually over the next decade.

- Recent construction gains represent important progress, not the end of the housing challenge.
- Predictable approvals and continued development activity will be critical to maintaining momentum.
- A slowdown in housing construction could delay improvements in affordability.

Key Considerations for Council

- Continue supporting a mix of housing types to maintain recent supply gains.
- Track both the number and type of new units, especially lower-cost and family-sized housing.
- Preserve older lower-cost rentals while planning for a multi-year response to restore balance

Conclusion: Charlottetown is moving in the right direction. However, the city is still recovering from several years of exceptionally strong population growth and housing undersupply. New housing supply is improving market conditions and easing some pressure. However, affordability challenges remain significant, particularly for residents entering the market today. Long-term success will depend on maintaining strong housing construction, preserving existing affordable rental stock, and ensuring a range of housing options are available for current and future residents.

Prepared By:
Kelvin Ndoro, Lead Economist, Canada Mortgage and Housing Corporation

City of Charlottetown Committee Report

Report no. PH-2026-07-10

Date: July 29, 2026

Directed to Council through the following Committee:
Planning and Heritage Committee

Reporting Department:
Planning and Heritage Department

Other Associated Departments:

Prepared by: Donna Miller-Ayton – Manager Policy and Heritage

Attachments:

- Rescoping Proposal – Zoning & Development Bylaw

Report Title:
Rescoping Proposal – Zoning & Development Bylaw Review

Report Purpose:

To seek the Planning and Heritage Committee's recommendation to Council, through the Finance Committee, to approve the proposed additional scope of work and associated budget allocation required to finalize the City's Zoning and Development Bylaw.

Staff Recommendation:
That the Planning and Heritage Committee recommend that Council, through the Finance Committee, approve the proposed additional scope of work in the amount of **$30,000.00, excluding HST**, to enable the City's consultants to complete the City's Zoning and Development Bylaw.

Report Details:

In 2024, the City of Charlottetown retained Fathom Studio to undertake a comprehensive review and modernization of the City's Zoning and Development Bylaw. The objective was to prepare a new Zoning and Development Bylaw that implements the policies and vision of the City's new Official Plan while providing a modern, transparent, and effective regulatory framework to guide future growth, development, and land use decision-making.

Since the commencement of the project, the consultant has completed several key project milestones, including background analysis, preparation of draft bylaw provisions, technical reviews, and stakeholder engagement activities. As the project enters its final phase, additional work has been identified to ensure the bylaw is thoroughly reviewed, informed by meaningful public input, and supported throughout the statutory adoption process.

The City's original consulting agreement anticipated a defined scope of work. However, as the project has evolved, additional engagement opportunities and implementation support have been identified to respond to stakeholder feedback, facilitate broader public participation, and assist Council through the adoption process. Staff are therefore seeking approval for an expanded scope of work to support the successful completion of the project.

The proposed rescoping will provide additional consultant resources to undertake the following activities:

- An additional phase of community engagement, including city-wide public open houses;
- Targeted stakeholder and development industry meetings to obtain further technical and industry feedback;
- Preparation of a supplemental **"What We Heard"** report summarizing comments received during the additional consultation phase;
- Ongoing technical support throughout the bylaw adoption process, including attendance at additional in-person meetings of the Planning and Heritage Committee, Committee of the Whole, and Council, as required.

Report Details Cont'd:

The proposed additional scope of work is valued at **$30,000.00, excluding HST**, and will ensure the consultant is able to complete the remaining legislated public engagement, technical support, and adoption-related activities necessary to complete the City's forthcoming Zoning and Development Bylaw.

A detailed breakdown of the proposed scope of work, associated tasks, deliverables, and budget is provided in the attached rescoping proposal prepared by Fathom Studio.

Council or Committee History:
In June 2024, Council approved a spending plan for the Housing Accelerator Fund (HAF) with Canada Mortgage and Housing Corporation (CMHC).

Planning & Heritage Committee Meeting October 24, 2024.

Financial Implications:
$30,000.00 excluding HST - Fully funded through the HAF program.

Public Engagement and Communication:
Public Meetings, Stakeholder consultations, done in collaboration with the City's Communications team.

Legislative Authority:
PEI Planning Act, Municipal Government Act

Strategic Alignment:
Vision: Embracing the Future, Creating a community for everyone
Purpose: Delivering community-focused programs and services that matter most to our residents. Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city
Guiding Principles: People-focused, Welcoming, Accountable, Safety
Commitments: Sustainability, Reconciliation, Collaboration and Partnership, Inclusion, Residents and Visitors, Transparency, Engagement, Communication, Growth
Pillars: Community Building and Placemaking; Governance & Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment

Reviewed By:

Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

Fathom

40 King St.
Dartmouth, NS
B2Y 2R4

City of Charlottetown

70 Kent Street
Charlottetown, PE
C1A 1M9

Proposal for Additional Professional Services – Zoning and Development Bylaw

Dear Ms. Miller-Ayton,

Thank you for your continued collaboration throughout the City of Charlottetown Zoning and Development Bylaw Project.

As the project has progressed, several additional work items were requested and completed that were not included within the original project scope. We have reviewed the effort associated with these activities and prepared the following proposal to formalize the additional services provided and the remaining support required through bylaw adoption.

We appreciate the opportunity to continue supporting the City of Charlottetown through the final stages of this important project and look forward to assisting Council and staff through bylaw adoption.

Please contact us if you require any additional information or wish to discuss the proposal further.

Sincerely,



Jacob Ritchie, MUP BEng LPP MCIP
Managing Principal—Planning
jacob.ritchie@fathomstudio.ca
902 719 6205

1.1 — Additional Work

1. Community Engagement on the Draft Zoning and Development Bylaw Additional Consultation Phase – Open Houses

Working closely with the Planning & Heritage team, Fathom planned and delivered an additional round of public consultation during April and May 2026. This phase included preparation of engagement materials, coordination with staff, attendance at open houses, facilitation, follow-up analysis, and reporting.

While the original project included a comprehensive Phase 3 engagement program, the additional open houses undertaken in 2026 were outside the approved scope of work and required significant additional professional resources.

Deliverables

- Consultation planning and coordination
- Preparation of engagement materials
- Attendance and facilitation of public open houses
- Documentation and analysis of public feedback
- Consultation summaries and recommendations

2. Stakeholder and Developer Meetings

At the City's request, Fathom conducted a series of focused stakeholder and developer meetings to gather additional input on the draft bylaw.

This work included:

- One four-hour in-person stakeholder session at City Hall
- Five additional one-on-one meetings with stakeholders and developers
- Meeting preparation, attendance, documentation, and follow-up

Deliverables

- Meeting facilitation
- Stakeholder feedback summaries
- Recommendations for consideration in the draft bylaw

Staff time

- Junior Planner – 6 hours
- Senior Planner – 4 hours

3. What We Heard Report (WWHR) – Supplemental Engagement Summary

Following the additional consultation activities, the City requested preparation of an updated What We Heard Report to summarize feedback received through the expanded engagement process..

Deliverables

- Review and synthesis of consultation feedback
- Preparation of supplemental What We Heard Report
- Presentation-ready documentation for Council consideration

Staff time

- Junior Planner – 20 hours
- Senior Planner – 12 hours

4. Adoption Phase Support and Additional In-Person Meetings

The revised project schedule now includes several additional in-person meetings associated with the adoption process that were not contemplated within the original project timeline.

Fathom will provide professional planning support, presentations, meeting attendance, and travel for the following anticipated milestones:

- Committee of the Whole – Updated Draft Bylaw
- Planning Board Review
- Public Meeting of Council
- Special Planning Board Meeting
- Council First and Second Readings

Deliverables

- Meeting preparation and presentation materials
- Attendance and presentations by Senior Planner
- Travel and associated project administration
- Ongoing advisory support through bylaw adoption

Staff time

- June 23rd Committee of a Whole

    - Trip $500
    - Senior Planner – 10 hours
- July 7th or August 4th Planning Board
    - Trip $500
    - Senior Planner – 10 hours
- Beginning of September Public Meeting of Council
    - Trip $500
    - Senior Planner – 10 hours
- Mid-September Special Planning Board Meeting
    - Trip $500
    - Senior Planner – 10 hours
- October Council Resolution (1st & 2nd Reading of Council)
    - Trip $500
    - Senior Planner – 10 hours

Image Credit

1.2 — Fee

Planning Services	Cost (CAD)
Community Engagement – Additional Consultation Phase (Open Houses)	$20,000
Stakeholder & Developer Meetings	$1,300
Supplemental What We Heard Report	$4,080
Adoption Phase Support & Additional In-Person Meetings	$12,000
Subtotal Additional Services (before tax)	$37,380
Scope Adjustment Credit	(7,380)
Total Proposed Change Order/ New Scope (before tax)	**$30,000**

City of Charlottetown Committee Report

Report No: PH-2026-07-11

Date: July 29, 2026

Directed to Council through the following Committee:
Planning & Heritage Committee

Reporting Department:
Planning & Heritage Department

Other Associated Departments:

Prepared by: Shane Jones – Manager of Building Inspection

Attachments:

- Confirmation Letter from Minister Compton

Report Title:
Appointing Matt Mowry as a Level 1 Building Official

Report Purpose:
To request that Matt Mowry, Building Inspector I, be appointed as a Building Official with Level 1 Qualification as per Subsection 8(3) of the PEI Building Codes Act.

Staff Recommendation:
That Committee recommends to Council that Matt Mowry be appointed as a Building Official with Level 1 Qualification, allowing him to undertake all the duties and responsibilities that come with that qualification.

Report Details:
Matt Mowry was hired by the City of Charlottetown on November 14, 2024 in the role of Building Inspector I.

On May 22nd, 2026, Matt obtained an approval letter confirming his qualification as a Level 1 Building Official from the Nova Scotia Building Code Training & Certification Board. This qualification comes following the completion of various courses and exams through the Nova Scotia Building Official Association's Training Program.

On July 6th, 2026, Matt received a signed letter from the Minister of Land and Environment confirming that, pursuant to subsection 37(2) of the Building Codes Regulations, Matt possesses the necessary requirements to qualify for council appointment as a Level 1 Building Official in the City of Charlottetown.

This appointment as a Level 1 Building Official will allow Matt to

(i) Complete plan reviews and inspections in respect of buildings that are within the scope of Part 9 of the Building Code, and

(ii) Take any action that a building official is authorized by the Act to take in respect of buildings that are within the scope of Part 9 of the Building Code.

This appointment is another step in the City's efforts to increase our capacity within the Building Inspection Team to improve permit processing times for our customers and alleviate workload from the other three building officials within the department.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
PEI Building Codes Act and Regulations
Charlottetown Building Code Bylaw

Strategic Alignment:
Community-Building and Placemaking
Inclusive Economic Growth

Reviewed By:

Manager	**Director**
Original document signed by Shane Jones	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

Land and Environment

Terres et Environnement

Office of the Minister
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Bureau du ministre
C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

Level I Building Official Qualification

Pursuant to subsection 37(2) of the *Building Codes Act* Regulations, I hereby confirm that the following individual possesses the necessary requirements to qualify for appointment as a Level I Building Official in the City of Charlottetown:

Matt T. Mowry

Date: July 6, 2026

Hon. Darlene Compton
Minister of Land and Environment

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#1

MOTION CARRIED _____

MOTION LOST _____

Date: August 11, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That, pursuant to Subsection 8(3) of the PEI Building Codes Act as referenced by the Building Code Bylaw (PH-BC.3), Council hereby appoints Matt Mowry as a Level I Building Official, allowing him to undertake the duties and responsibilities that come with that level of authorization as per subsection 36(b) of the PEI Building Codes Regulations, and That 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 Committee Report

Report No: PH-2026-07-12

Date: July 29, 2026

Directed to Council through the following Committee:
Planning & Heritage Committee

Reporting Department:
Planning & Heritage Department

Other Associated Departments:

Prepared by: Mike Ruus – Director, Integrated Growth

Attachments:

- Confirmation Letter from Minister Compton

Report Title:
Appointing Shane Jones as a Level 2 Building Official

Report Purpose:
To request that Shane Jones, Manager of Building Inspection, be appointed as a Building Official with Level 2 Qualification as per Subsection 8(3) of the PEI Building Codes Act.

Staff Recommendation:
That Committee recommends to Council that Shane Jones be appointed as a Building Official with Level 2 Qualification, allowing him to undertake all the duties and responsibilities that come with that qualification.

Report Details:
Shane Jones was hired by the City of Charlottetown on August 11, 2019. His role involved Building Permit application reviews and building inspections, amongst other duties.

On July 26th, 2023, Shane obtained an approval letter confirming his qualification as a Level 2 Building Official from the Nova Scotia Building Code Training & Certification Board. This qualification comes following the completion of various courses and exams through the Nova Scotia Building Official Association's Training Program.

On June 30th, 2026, Shane received a signed letter from the Minister of Land and Environment confirming that, pursuant to subsection 37(3) of the Building Codes Regulations, Shane possesses the necessary requirements to qualify for council appointment as a Level 2 Building Official in the City of Charlottetown.

This appointment as a Level 2 Building Official will allow Shane to

(i) Complete plan reviews and inspections in respect of any building that is within the scope of the Building Code, and

(ii) Take any action that a building official is authorized by the Act to take in respect of any building that is within the scope of the Building Code.

This appointment is another step in the City's efforts to increase our capacity within the Building Inspection Team to improve permit processing times for our customers and alleviate workload from the other three building officials within the department.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
PEI Building Codes Act and Regulations
Charlottetown Building Code Bylaw

Strategic Alignment:
Community-Building and Placemaking
Inclusive Economic Growth

Reviewed By:

Manager	**Director**
	Original documents signed by Michael Ruus

Committee Recommendation: (if differing from staff)

Councillor Beck opposed the staff recommendation on the basis that he does not agree with the current process whereby Council appoints Building Inspectors to various qualification levels pursuant to subsection 8(3) of the Building Codes Act.

Land and Environment

Terres et Environnement

Office of the Minister
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Bureau du ministre
C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

Level II Building Official Qualification

Pursuant to subsection 38(2) of the *Building Codes Act* Regulations, I hereby confirm that the following individual possesses the necessary requirements to qualify for appointment as a Level II Building Official in the City of Charlottetown:

Shane Jones

Hon. Darlene Compton
Minister of Land and Environment

April 23 2026
Date

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#2

MOTION CARRIED _____

MOTION LOST _____

Date: August 11, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That, pursuant to Subsection 8(3) of the PEI Building Codes Act as referenced by the Building Code Bylaw (PH-BC.3), Council hereby appoints Shane Jones as a Level II Building Official, allowing him to undertake the duties and responsibilities that come with that level of authorization as per subsection 36(c) of the PEI Building Codes Regulations, and That 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.

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, AUGUST 4, 2026, 4:30 PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Deputy Mayor Jankov, Chair** **Councillor Norman Beck** **Councillor Julie McCabe*** ***attended virtually**	**Dave Essery, RM** **Bobby Kenny, RM** **Lea MacDonald, RM** **Satyajit Sen, RM*** **Jacqui Scaman, RM*** ***attended virtually**
Also:	**Mike Ruus, Director, Int. Growth** **David Gundrum, Mgr, PH** **Sonia Kamal, PII**	**Jason Doucette, IO/AA**** *****minute taker*
Regrets:	**Brad MacConnell, CAO** **Mayor Phillip Brown** **Paul Connolly, RM**	

1. **Call to Order**
   Chair called the meeting to order at 4:35 PM

2. **Declaration of Conflicts**
   Chair Jankov asked if there were any conflicts. There were no conflicts.

3. **Approval of Agenda**
   Moved by Bobby Kenny and seconded by Councillor Beck that the agenda for Tuesday, August 4, be approved.

   CARRIED

4. **Adoption of Minutes**
   Moved by Bobby Kenny and seconded by Councillor McCabe that the minutes of the Planning Board meeting held on Tuesday, July 7, 2026, as circulated, be approved.

   CARRIED

5. **Business arising from Minutes**
   There was no business arising from the minutes.

6. **Reports:**

   a) Variances:

   1. 32 Cordial Street (PID# 1185586)
   David Gundrum, Manager of Development Planning

Property Information: Medium Density Mixed Use Residential (MUR) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Kyle Welton, c/o 102077 PEI Inc.
Reference: Planning Board Meeting Package

Request:

This is a request for a Major Variance to allow for the establishment of stacked townhouses (4-units) on a subject property in the (MUR) Zone and is seeking relief from Section 21.2.4 of the Zoning & Development Bylaw which states that no more than 3 townhouse dwellings with a maximum of 12 units total on 3 lots shall be permitted to be constructed on adjoining lots on the same side of the street. This variance has been requested and is required due to presence of existing townhouse dwellings on the same side of the street as the subject property that is currently undeveloped.

Summary:

Staff stated that this report concerns a major variance application for 32 Cordial Street in Charlottetown. The applicant, Kyle Welton on behalf of 102077 PEI Inc., is seeking approval to construct a 4-unit, two-storey stacked townhouse building on the property. The proposal requires a major variance because the Zoning and Development Bylaw limits adjoining townhouse developments on the same side of a street in the Medium Density Mixed Use Residential (MUR) Zone to a maximum of three townhouse buildings containing twelve units in total.

It was said the property is located within an established residential neighbourhood zoned MUR. Most nearby properties contain townhouses, while several contain semi-detached and single-detached homes. There are currently eleven townhouse units on the south side of Cordial Street. If approved, the new development would increase that number to fifteen units, exceeding the bylaw limit and triggering the need for Council approval.

Planning staff reviewed the purpose of the bylaw and noted that it is intended to encourage a mix of housing types and prevent one type of development from dominating a streetscape. Although the proposal exceeds the numerical limit, staff determined that the stacked townhouse design differs from the traditional townhouse format already present in the area. As a result, it would contribute to housing diversity rather than simply repeating the existing pattern of development.

The report also examined neighbourhood density. The block currently contains 31 dwelling units on approximately 1.67 hectares of land, resulting in a density of about 19 units per hectare. Approval of the variance would increase density to approximately 21 units per hectare. Staff considered this increase modest and concluded that the neighbourhood would continue to function as a low-density residential area.

Staff also said, as part of the public consultation process, notices were sent to 31 nearby property owners within 100 metres of the site. No comments or objections had been received by the time the report was finalized. This lack of public response suggests that the proposal has not generated significant concern among surrounding residents.

Based on its analysis, the Planning and Heritage Department concluded that the application is consistent with the broader intent of the MUR Zone. Staff believe the proposal supports housing diversity, maintains neighbourhood character, and keeps density within acceptable levels. Consequently, Planning Board is being asked to recommend that Council approve the major variance to permit the proposed 4-unit stacked townhouse development at 32 Cordial Street.

Discussion:

It was asked if there was a similar application for this area in the past that was larger and has since been downsized?

- Staff indicated they were not aware of any previous application in this area seeking relief from the same section of the bylaw. Q:
-

It was asked if there are there any parking issues associated with this proposal?

- Staff stated they were not aware of any parking concerns related to the application.
- The site plan shows 4 dwelling units and 4 parking spaces.
- The proposal meets the City's minimum parking requirements under the Zoning and Development Bylaw.

MOTION:

Moved by Lea MacDonald and seconded by Councillor Beck that Planning Board recommend that Council approve the proposed Major Variance for the subject property identified as 32 Cordial Street, A to D (PID# 1185586) to:

1) **Permit a stacked townhouse building (4 units total) to be constructed on the subject property notwithstanding that no more than 3 townhouse dwellings with a maximum of 12 units total shall be permitted to be constructed on adjoining lots on the same side of the street in the Medium Density Mixed Use Residential (MUR) Zone as per Section 21.2.4 of the Zoning & Development Bylaw.**

CARRIED
(7-0)

b) Rezonings:

1. **Essex Crescent – Lots 526, 527, 528 (PID# 1100619)**
   Sonia Kamal, Planner II

Property Information: Low Density Residential Single (R-2S) Zone
Staff Presenter: Sonia Kamal, Planner II
Applicant: Nick Farquarson c/o Thunder Cove Properties Inc & Brett Vessey Construction
Reference: Planning Board Meeting Package

Request:

This is a request to proceed to public consultation concerning a proposed rezoning of three (3) lots identified as Lots 526, 527 and 528 on Essex Crescent to rezone from the existing Low Density Residential Single (R-2S) Zone to the Narrow Single Detached Residential (R-1N) Zone to facilitate future subdivision and development of single-detached dwellings separately on five (5) new lots.

Summary:

It was said that an application had been submitted to rezone three vacant lots on Essex Crescent from Low Density Residential (R2S) to Narrow Single Detached Residential (R1N). The properties are located within an established residential neighbourhood that is largely built out, with only a small number of vacant lots remaining.

Staff also stated that the surrounding area is characterized primarily by single-detached and semi-detached homes. Nearby lands to the northeast and west are similarly zoned R2S and contain existing residential development, while lands south of Royalty Road consist mainly of larger single-detached residential lots. An Open Space (OS) zone is also located southeast of the subject properties.

It was stated that the purpose of the rezoning is to allow the consolidation of the three existing lots and their future re-subdivision into five single-detached residential lots under the proposed R1N zoning designation. Site plans, floor plans, and elevations were presented as part of the application materials.

Staff also stated that, if Planning Board recommends proceeding, the application would move forward to the public consultation stage. Public notice would then be issued and a public meeting scheduled in accordance with the requirements of the Zoning and Development Bylaw.

It was stated that Council is required to hold a public meeting before making a decision on a rezoning application in order to hear comments from both the applicant and members of the public. Council also retains the authority to decline a rezoning application before the public consultation stage if it determines that doing so is in the City's best interest.

Staff also stated that the proposal appears to have merit and that sufficient information has been provided to support consideration through the public meeting process. Planning staff therefore

recommended that Planning Board advise Council to allow the rezoning application to proceed to public consultation.

Discussion:

A board member recalled a previous development application in the same general area and believed it may have been denied, but was unsure whether it involved the subject lots or nearby properties.

Staff stated that they could not recall a previous application specifically related to the lots under consideration. Staff indicated they would review past records and provide additional background information for Council's benefit prior to the public meeting process.

It was stated that the member remained supportive of moving the application forward to public consultation and was seeking clarification only to better understand the site's history.
Staff also stated that this information could be included in future reporting to Council.

MOTION:

Moved by Councillor Beck and seconded by Bobby Kenny that Planning Board recommend to Council that the following rezoning request for the subject property identified as Lots 526, 527 and 528 Essex Crescent (PID#s 1100619, 1187640 and 1187632) proceed to public consultation:

1) **To rezone the subject property identified as Lots 526, 527 and 528 Essex Crescent (PID#s 1100619, 1187640 and 1187632) from the Low Density Residential Single (R-2S) Zone to Narrow Single Detached Residential (R-1N) Zone to facilitate the consolidation of the existing lots and their future re-subdivision into five single-detached residential lots within the R-1N Zone.**

CARRIED
(7-0)

c) Other: Queuing Space / Drive-thru:

1. **Sherwood Road – Lot 14 (PID# 134114)**
   David Gundrum, Manager of Development Planning

Property Information: Airport (A) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: David Crane, P.Eng. c/o Government of Canada
Reference: Planning Board Meeting Package

Request:

This is a request to accept the traffic study prepared by Harbourside Transportation Consultants to permit a drive-thru coffee shop and drive-thru car wash at the subject location adjacent to Charlottetown Airport (YYG) and as well, to approve a proposed lot consolidation for property within the Airport (A) Zone.

Summary:

It was said that an application had been submitted seeking approval for a new drive-through queuing and stacking plan, together with a lot consolidation, to support a proposed coffee shop and car wash that would be accessory to a future gas station development on airport lands near the Sherwood Road and Brackley Point Road roundabout.

Staff also stated that the subject property is a vacant parcel of approximately 1.77 acres located at the gateway entrance to the YYG Airport. The proposed development would include a gas station, convenience store, coffee shop with drive-through service, car wash, and a total of 59 parking spaces, with access provided from Sherwood Road and a planned future roadway to the east.

It was stated that the application was primarily traffic-related and was supported by a Traffic Impact Study completed by Harbourside Engineering. The study reviewed the anticipated effects of the development on the surrounding road network, including the nearby roundabout and the three proposed access points to the site.

Staff also stated that the Traffic Impact Study concluded the development could be accommodated by the existing transportation network and would meet the City's parking and queuing requirements. While some additional delays were anticipated for southbound traffic entering Charlottetown from Brackley Point Road during the morning peak period, no significant operational concerns were identified for the site's proposed access points.

It was said that the application also included the consolidation of an adjacent parcel with the development site, increasing the total property size to approximately 2.51 acres. Staff considered

the lot consolidation to be legal and technical in nature and necessary to facilitate the proposed development.

Staff also stated that Planning and Heritage recommended approval of both the drive-through queuing and stacking plan and the associated lot consolidation, based on the findings of the Traffic Impact Study and the overall suitability of the proposed development.

Discussion:

A board member noted that site activity appeared to be underway and asked whether all approvals had already been granted, suggesting the current application might simply be a technical requirement.

Staff clarified that no construction permits have been issued and that Council approval of the current application is still required before permits can be reviewed and authorized.

Staff explained that the work currently occurring on site consists of fill placement and rough grading activities, which do not require a development permit.

It was confirmed that no building construction has commenced and that no construction would be authorized until the necessary approvals have been obtained through Council.

The Board member thanked staff for the clarification, noting that the visible site preparation work had created the impression that the project had already received approval and entered the construction phase.

MOTION:

Moved by Bobby Kenny and seconded by Dave Essery that Planning Board recommend that Council that the application submitted by the owner's agent (David Crane, P.Eng.) and supporting traffic study prepared by Harbourside Transportation Consultants dated July 7, 2026 for the development of a combined drive-thru car wash and restaurant with queuing spaces at PID# 134114 be accepted. The Planning & Heritage Department also recommends that the City Planning Board recommends to City Council that the supporting lot consolidation also be approved.

CARRIED
(7-0)

7. **Introduction of New Business**
   There was no new business that arose.

8. **Adjournment of Public Session**

Moved by Lea MacDonald and seconded by Dave Essery that the meeting be adjourned. The meeting was adjourned at 5:03 PM.

_____

Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No:
PLAN-2026-04-AUGUST-6A-1

Date:
August 4, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Building Site Plan (submitted by applicant)
D. Building Elevations (submitted by applicant)
E. Circulation Letter (July 15, 2026)
F. Public Responses to Circulation

Report Title:

Major Variance seeking relief from Section 21.2.4 of the Zoning & Development Bylaw to allow for a stacked townhouse building (4 units total) to be constructed on subject property identified as 32 Cordial Street, A to D (PID# 1185586) whereas no more than 3 townhouse dwellings with a maximum of 12 units total shall be permitted to be constructed on adjoining lots on the same side of the street in the Medium Density Mixed Use Residential (MUR) Zone. The application has been made by Kyle Welton on behalf of property owners 102077 PEI Inc.

Report Purpose:

Request for Major Variance to allow for a stacked townhouse building (4 units total) to be constructed on subject property identified as 32 Cordial Street, A to D (PID# 1185586) whereas no more than 3 townhouse dwellings with a maximum of 12 units total shall be permitted to be constructed on adjoining lots on the same side of the street in the Medium Density Mixed Use Residential (MUR) Zone.

Staff Recommendation:

That Planning Board recommend that Council APPROVE the proposed Major Variance for the subject property identified as 32 Cordial Street, A to D (PID# 1185586) to:

1) Permit a stacked townhouse building (4 units total) to be constructed on the subject property notwithstanding that no more than 3 townhouse dwellings with a maximum of 12 units total shall be permitted to be constructed on adjoining lots on the same side of the street in the Medium Density Mixed Use Residential (MUR) Zone as per Section 21.2.4 of the Zoning & Development Bylaw.

Report Details:

The Major Variance application was submitted by applicant Kyle Welton on behalf of property owners 102077 PEI Inc. on July 3, 2026. The subject property is located within the Medium Density Mixed Use Residential (MUR) Zone and is primarily surrounded by developed residential parcels also all within the (MUR) Zone containing either existing townhouses or semi-detached dwellings (see Attachments A & B). The applicant is requesting approval to increase density on the property and allow for the construction of a 4-unit, 2-storey stacked townhouse development whereas Section 21.2.4 of the Zoning & Development Bylaw states that no more than three (3) townhouse dwellings with a maximum of twelve (12) units total on all three (3) lots shall be permitted to be constructed along adjoining lots on the same side of the street. At present, there are a total of eleven (11) townhouse units that have been built on the same side of the street being the south side of Cordial Street (see Attachment A).

The intent of Section 21.2.4 for the (MUR) Zone is to ensure that there is a mix and diversity of unit types on the same side of every street in the (MUR) Zone so that the streetscape is not dominated by a monotonous mix of housing and therefore a wider spectrum of housing options can be offered to local residents in new and developing neighbourhoods. As well, a parallel aim of Section 21.2.4 is to ensure that density is also moderated within new neighbourhoods as it relates to servicing capacity and traffic volumes.

It is noted that the neighbourhood block on which the subject property sits is entirely within the (MUR) Zone, same as the subject property and is otherwise already fully developed with a variety of townhouses, semi-detached and single-detached dwellings save and except for only one other empty, undeveloped lot located at the northwest corner of Anne Avenue and Shirley Street that is identified as PID# 1151869.

At present, the neighbourhood block contains twenty-five (25) separate parcels of land, all within the (MUR) Zone where twenty-three (23) are currently developed with residential housing while two (2) parcels on the block remain vacant and undeveloped, inclusive of the subject property at 32 Cordial Street.

Of the twenty-three (23) parcels currently developed, seventeen (17) contain townhouses, four (4) contain semi-detached dwellings and two (2) contain single-detached dwellings. The side of the street to which the subject property belongs currently contains a total of eleven (11) townhouse dwelling units on adjoining lots. On that basis, the proposed development of the subject property with a 4-unit stacked townhouse building would cause the total number of townhouse dwellings on the same side of the street on adjoining lots to be fifteen (15) units total and therefore exceed the limit of no more than twelve (12) townhouse units stipulated by Section 21.2.4 of the Zoning & Development Bylaw for the (MUR) Zone.

It is noted that the intent and purpose of this limitation is to promote diversity of housing types along the same side of a street in the (MUR) Zone to expand housing options and offer a mix and diversity of potential housing for new residents. Notwithstanding the limit of no more than twelve (12) townhouse units, the proposed development represents a stacked format for townhouse units that would be different and apart from the standard townhouse units types already present on the south side of Cordial Street in the area on adjoining lots.

This nuance can be interpreted as different enough to promote a wider diversity of housing types within the existing neighbourhood block that is not otherwise present. Approval of the proposed Major Variance would allow for this

expansion in available housing type to occur and therefore on that basis, can be said to be consistent with some of the intent and purpose of the (MUR) Zone in this case. The stacked 2-storey format proposed (see Attachment D) does promote a different scale, massing and appearance versus the existing standard vertically-separated row-housing format on the adjoining lots and would therefore provide increased variation on the street that may not otherwise be achievable.

If approved, the proposed Major Variance would increase potential unit count on the subject property from two (2) units achievable via a semi-detached dwelling to four (4) units via the stacked townhouse format. The neighbourhood block itself has a total area of approximately 1.67 hectares (4.13 acres) and with a total of thirty-one (31) dwelling units currently present across all developed lots on the block. This current build-out equates to a net density for the block of approximately 19 units per hectare (uph). Should the Major Variance be approved, this would increase existing density to the block from 19 uph up to 21 uph which is still well within the range of what would generally be considered as a low-density neighbourhood block. Comparatively, if the property were to be developed instead with a semi-detached dwelling containing 2 units only, then density on the neighbourhood block would increase from 19 uph to 20 uph. The proposed Major Variance, if approved, would therefore result in an increase to block density of 10% total and 5% more than the increase that would otherwise be permitted as-of-right should no relief be granted from Section 21.2.4 of the Zoning Bylaw.

On these combined basis, the proposed Major Variance can therefore be considered as consistent with the intent of the Zoning & Development Bylaw as it pertains to the (MUR) Zone with respect to maintaining neighbourhood built-form character, ensuring a broad spectrum and diversity of housing options to new residents and also maintaining neighbourhood block density within an acceptable upper limit on a unit per hectare or uph basis.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
Notification of the proposed developments and associated Planning Board meeting was circulated on July 15, 2026, to thirty-one (31) surrounding property owners within 100 m (328.1 ft) of the subject property. The deadline for circulated property owners to submit written comments was 4:00pm on Wednesday, July 29, 2026.

As of the writing of this report (July 30, 2026), no responses have been received.

Any responses received following publication of this report will be forwarded to Planning Board and Council for their consideration.

Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted by Planner:
David Douglas Gundrum, RPP, MCIP



Manager of Development Planning

Reviewed By:

Manager	**Director/CAO** Michael Ruus, RPP, MCIP, 07/30/2026

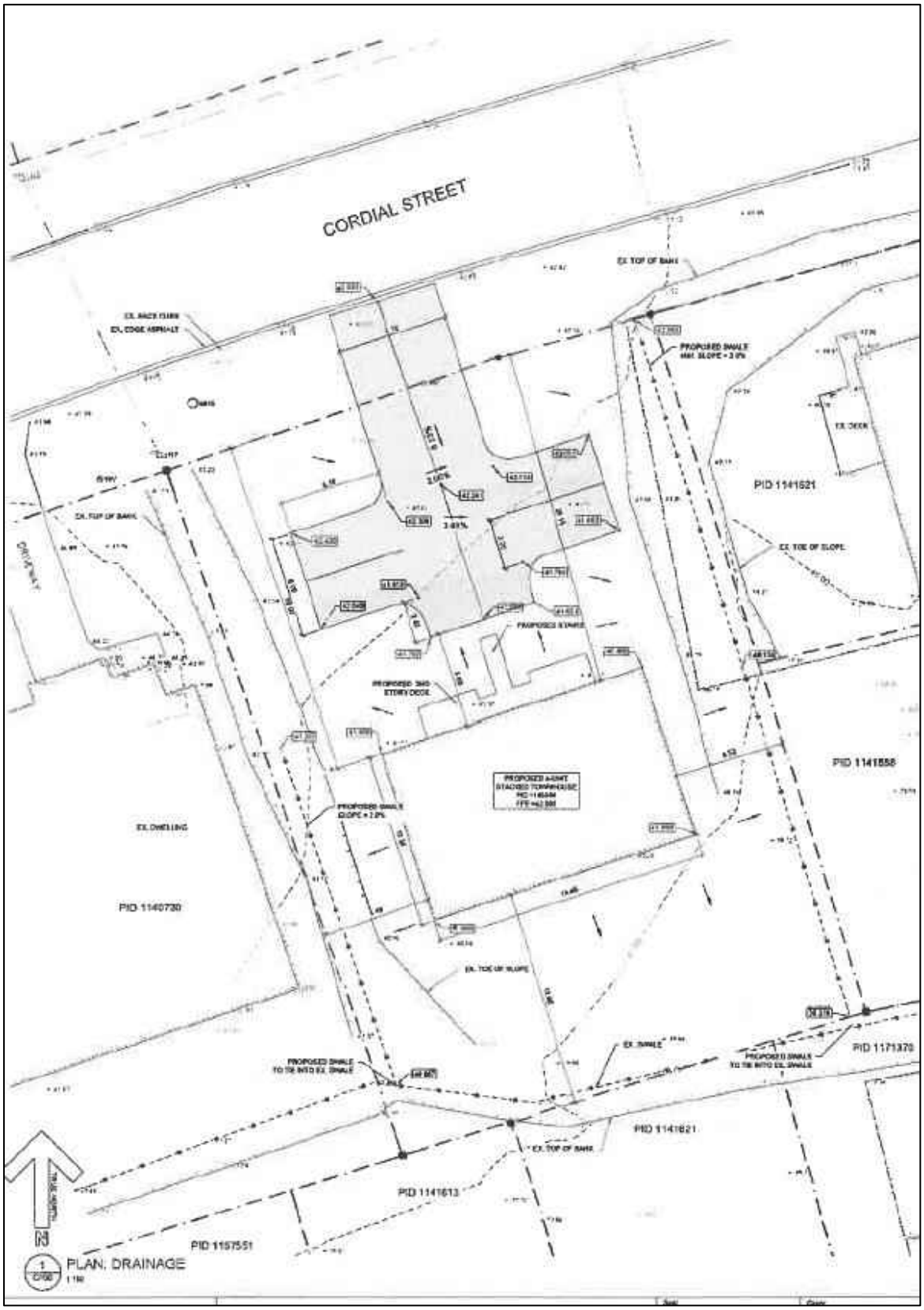
Attachment “A” – Air Photo:



Attachment "B" – Zoning Map:



Attachment “C” – Building Site Plan (submitted by applicant)



Attachment "D" – Building Elevations (submitted by applicant)



Attachment "E" – Circulation Letter (July 15, 2026)

City of Charlottetown
Planning & Heritage Department
70 Kent Street
Charlottetown, PE C1A 1M9

t 902.629.4158
f 902.629.4156
e planning@charlottetown.ca
w www.charlottetown.ca

July 15, 2026

RE: 32 Cordial Street, A to D (PID# 1185586)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department received a request for a Major Variance seeking permission to construct a new stacked townhouse building (4 units total) on property identified as 32 Cordial Street, A to D (PID# 1185586) in the Medium Density Mixed Use Residential (MUR) Zone whereas as per Section 21.2.4 of the Zoning & Development Bylaw, no more than 3 townhouse dwellings with a maximum of 12 units total shall be permitted to be constructed on adjoining lots on the same side of the street.

Pursuant to the requirements of the *Zoning and Development Bylaw*, and as an owner of a property within 100 metres (328.1 feet) of the boundaries of the proposed development at the subject property, you are being notified of the Major Variance request. If you have any objections or comments regarding the Major Variance, please state the rationale for your objection(s) as part of your written comments. Written comments shall be submitted no later than **4:00pm on Wednesday, July 29, 2026.** Please email written comments to the reporting Planner at dgundrum@charlottetown.ca

Please be advised that any written comments received will become part of the public record.

In accordance with Section 3.9.4 (Major Variances) of the *Zoning and Development Bylaw*, the Major Variance will be referred to Planning Board which shall consider the request and any comments received in response to the notice and shall make a recommendation to Council. Council may, without prejudice, approve or reject the Major Variance. City of Charlottetown Planning Board will consider this application at its meeting at **4:30pm, Tuesday, August 4, 2026 in City Council chambers (2nd Floor) at City Hall** and may then recommend to Council to grant or deny this variance.

If you have any questions or concerns, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment “F” – Public Responses to Circulation

None.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#3

MOTION CARRIED _____

MOTION LOST _____

Date: August 11, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the following Major Variance for the subject property identified as 32 Cordial Street, A to D (PID# 1185586) to:

- **Permit a stacked townhouse building (4 units total) to be constructed on the subject property notwithstanding that no more than 3 townhouse dwellings with a maximum of 12 units total shall be permitted to be constructed on adjoining lots on the same side of the street in the Medium Density Mixed Use Residential (MUR) Zone as per Section 21.2.4 of the Zoning & Development Bylaw.**

City of Charlottetown Committee Report

Report No:
PLAN-2026-04-AUGUST-6B-1
Lots 526, 527 and 528 Essex Crescent
(PIDs# 1100619, 1187640 and 1187632)

Date:
August 4, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
Sonia Kamal, Planner II

Attachments:

A. Air Photo
B. Zoning Map
C. Site Plan
D. Floor Plans
E. Building Elevations

Report Title:

Rezoning (PIDs# 1100619, 1187640 and 1187632), 526, 527 and 528 Essex Crescent. The application has been made by Nick Farquarson on behalf of owner Thunder Cove Properties Inc. & Brett Vessey Construction.

Report Purpose:

Request to rezone subject properties from the Low Density Residential (R-2S) to Narrow Single Detached Residential (R-1N).

Staff Recommendation:

The Planning and Heritage Department encourages Planning Board to recommend to Council that the following rezoning request for the subject property identified as Lots 526, 527 and 528 Essex Crescent (PIDs# 1100619, 1187640 and 1187632) proceed to public consultation:

1) To rezone the subject property identified as Lots 526, 527 and 528 Essex Crescent (PID#s 1100619, 1187640 and 1187632) from the Low Density Residential Single (R-2S) Zone to Narrow Single Detached Residential (R-1N) Zone to facilitate the consolidation of the existing lots and their future re-subdivision into five single-detached residential lots within the R-1N Zone.

Report Details:

Development Context:

The subject properties are vacant lots located within an established residential neighbourhood along Essex Crescent. The surrounding area is predominantly developed with single-detached and semi-detached dwellings, with only a limited number of undeveloped parcels remaining. Properties to the north, east, and west are also zoned R-2S and contain established residential development. The lands south of Royalty Road are zoned Low Density Residential (R-1L) and are primarily developed with single-detached dwellings on larger lots, while an Open Space (OS) zone is located further southeast of the subject properties (see Attachment B).

LEGISLATIVE REQUIREMENTS:

Notification:

Should the rezoning application be approved to proceed to the public consultation phase, the Planning & Heritage Department will provide public notice of the scheduled Public Meeting in accordance with Section 3.10.4 of the Zoning & Development Bylaw.

ANALYSIS:

As per Section 3.10.3 of the Zoning & Development Bylaw, before rezoning any parcel of land, Council shall conduct a Public Meeting to receive the views and opinions of the public and the applicant. Council may, for reasons that are in the best interests of the City, reject a proposed rezoning without public notice and without referral to a Public Meeting, but if an application goes to a Public Meeting, then Council shall determine the disposition of the application and the applicant may not be allowed to withdraw the application after the Public Meeting.

Planning staff are of the opinion that the project has merit with sufficient information provided to date by the applicant to allow for consideration of the proposed rezoning via the Public Meeting process with Council.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to proceed to public consultation to consider a Zoning Bylaw Amendment (Rezoning) to rezone the subject properties identified as Lots 526, 527 and 528 Essex Crescent (PIDs# 1100619, 1187640 and 1187632) from the Low Density Residential Single (R-2S) Zone to the Narrow Single Detached Residential (R-1N) Zone to facilitate the consolidation of the existing lots and their future re-subdivision into five single-detached residential lots within the future (R-1N) Zone

Council or Committee History:
N/A

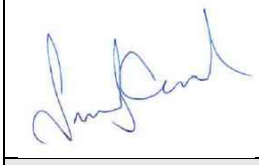
Financial Implications:
N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:
Sonia Kamal, M.Plan, B.Arch
Planner II



Reviewed By:

Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 07/29/2026	Michael Ruus, RPP, MCIP, 07/29/2026

Committee Recommendation: (if differing from staff)

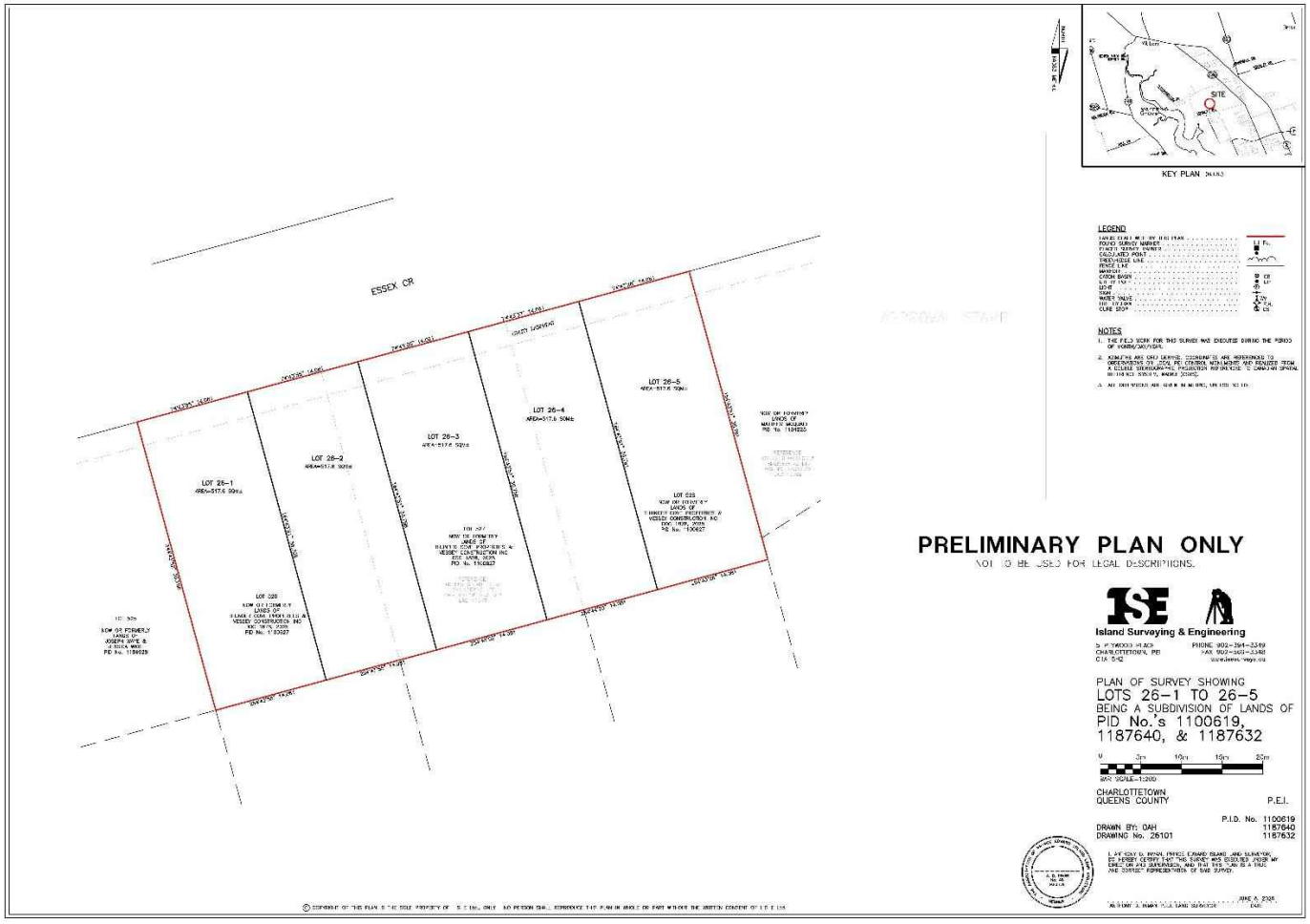
Attachment A: Air Photo



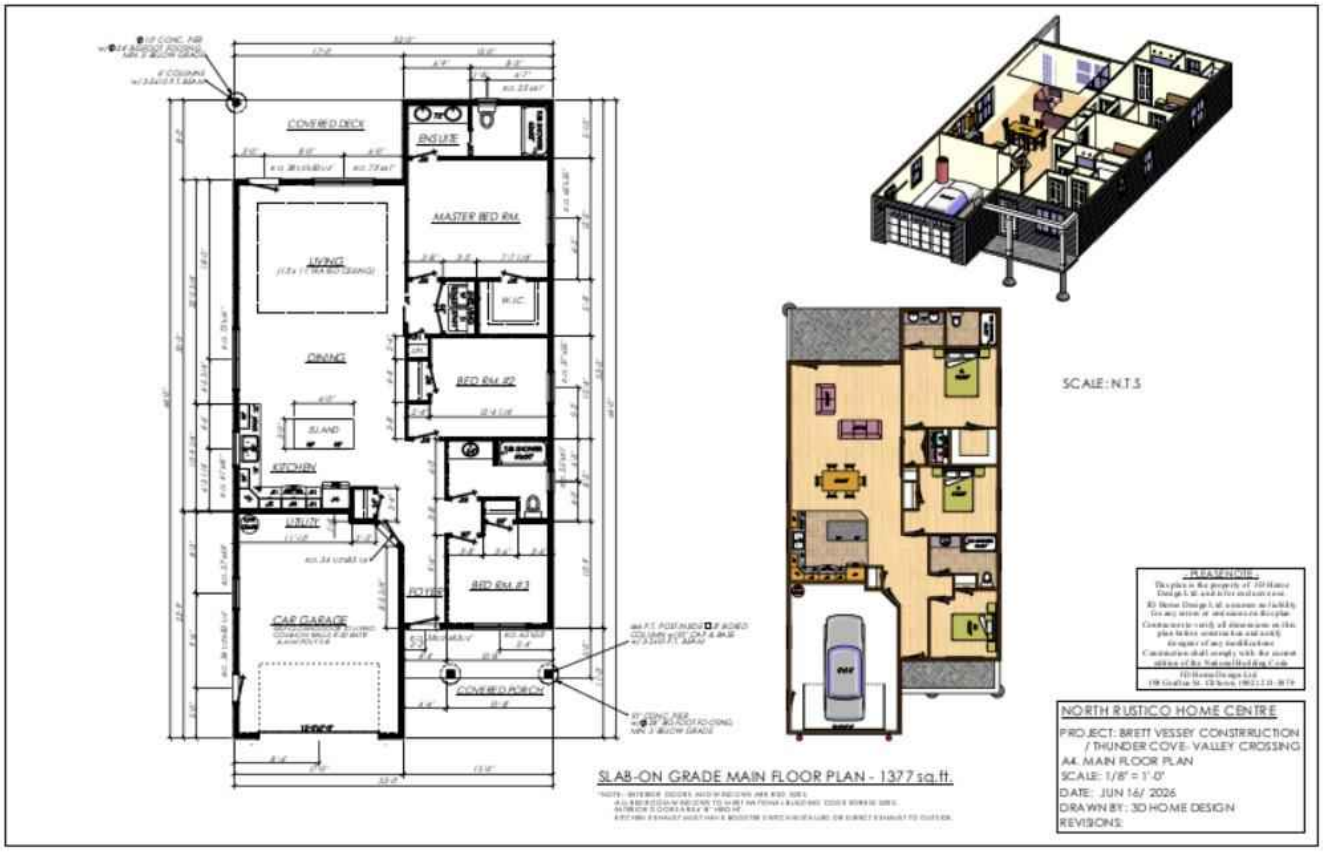
Attachment B: Zoning Map



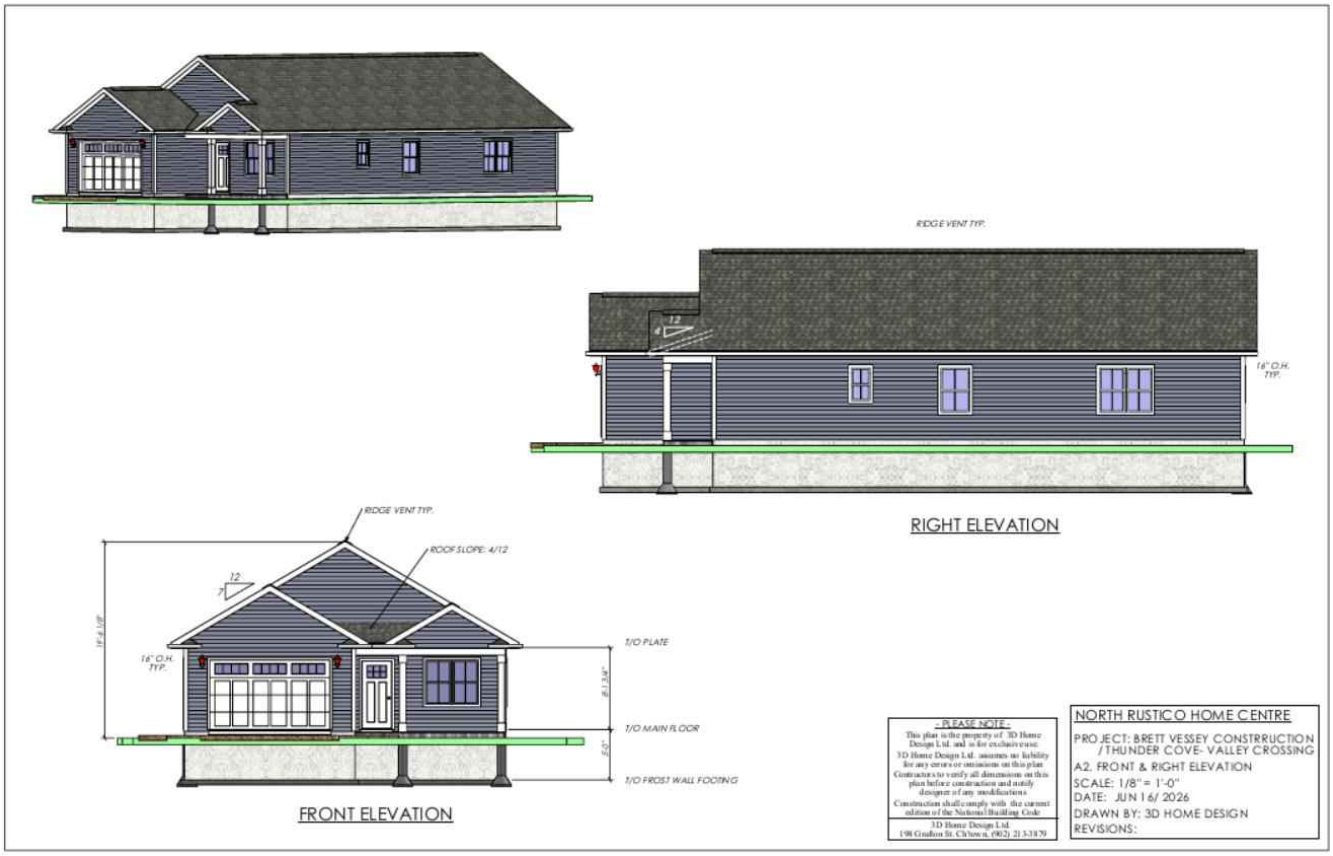
Attachment C: Site Plan



Attachment D: Floor Plans



Attachment E: Building Elevations



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#4

MOTION CARRIED _____

MOTION LOST _____

Date: August 11, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve that the following rezoning request for the subject properties identified as Lots 526, 527 and 528 on Essex Crescent (PID#s 1100619, 1187640 and 1187632) proceed to public consultation:

1) **Rezone the subject properties identified as Lots 526, 527 and 528 on Essex Crescent (PID#s 1100619, 1187640 and 1187632) from the Low Density Residential Single (R-2S) Zone to Narrow Single Detached Residential (R-1N) Zone to facilitate the consolidation of the existing lots and their future re-subdivision into five single-detached residential lots within the R-1N Zone.**

City of Charlottetown Committee Report

Report No:
PLAN-2026-04-AUGUST-6C-1

Date:
August 4, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Proposed Site Plan
B. Traffic Impact Statement
C. Aerial View

Report Title:
Request for a new drive-thru queuing and stacking plan for property identified as PID# 134114 (southeast parcel at intersection of Sherwood Road and Brackley Point Road). This is also a request for lot consolidation to consolidate a portion of property to the south with the principle future development site to the north, both parcels share the same PID# 134114. The application has been made by David Crane, P.Eng. on behalf of the owners (Government of Canada).

Report Purpose:
The subject property is zoned Airport (A) Zone and is currently a vacant, undeveloped parcel of land measuring approximately 1.77 acres (0.72 hectares) in size with frontage to the north along Sherwood Road and frontage to the west along Brackley Point Road and sits adjacent to the traffic turning circle at this intersection. Surrounding land uses include the Charlottetown Airport to the north and east and vacant undeveloped lands to the south forming additional lands owned by the Canadian Federal Government also in the Airport (A) Zone. Immediately across Brackley Point Road to the west is a FedEx logistics distribution centre on property in the Business Park Industrial (M-3) Zone.

The proposed site for the new drive-thru has frontage and access to Sherwood Road to the north and is proposed to have frontage and access along 2 access points onto a proposed new road yet to be built to the east (see Attachment A). Planning staff note that this application is primarily traffic-related and that the accompanying professional traffic report submitted by experts in this field provide a qualified analysis and opinion to assess the overall impact of the proposed drive-thru with respect to the local road network.

Report Details:

The Traffic Impact Study (TIS) report completed by Harbourside Transportation Consultants (see Attachment B), dated July 7, 2026 analyzed forecast traffic count impacts with respect to the three (3) proposed road access points for the subject property and its envisioned development as well as for the roundabout located at the intersection of Sherwood Road and Brackley Point Road (see Attachment B).

As noted by the TIS, the proposed development will include a 477 square metre (5,134 square feet) single-storey building including new gas station with 8 fuel pumps and space for a future drive-thru car wash. The proposed building will be divided between a 204 square metre (2,196 square feet) space with a drive-thru window, assumed to be a future coffee shop, and a 272 square metre (2,928 square feet) space, assumed to be a future convenience store. The proposed site plan includes two (2) drive-thru lanes and a total of fifty-nine (59) parking spaces (see Attachment A).

Among the three (3) combined uses for the site (gas station, car wash and convenience store/coffee shop), the TIS estimates that there would be a total of 319 AM Peak Hour trips generated and a total of 250 PM Peak Hour trips generated. The TIS also estimates that 90% of traffic will enter the site from Access #1 from Sherwood Road and that 40% of traffic will exit this point of contact. A total of 10% of traffic is estimated to enter through Access #2 with 60% exiting through this access while all drive-thru traffic will exit the site through Access #3 (see Attachment B).

For local comparable drive-thru locations, the TIS referenced the Tim Hortons site at 385 Grafton Street (Charlottetown), the Tim Hortons site at 625 North River Road (Charlottetown) and the Tim Hortons site at 512 Main Street (Montague).

Based on the TIS report, the new development for the subject property identified as PID# 134114 is expected to increase traffic by approximately 76 vehicle trips in the AM Peak Hour (7:00AM to 9:00AM) and by about 72 vehicle trips in the PM Peak Hour (3:00PM to 6:00PM).

The TIS report notes that stopping sight distance would be met at all site accesses and the proposed road also noting that intersection sight distance is potentially limited at Site Access #1 and the proposed new road but not of significant concern. The proposed development is expected to meet both parking and queuing requirements for the City of Charlottetown.

The TIS concludes that the development will result in longer delays for the southbound approach at Brackley Point Road and Sherwood Road by up to 8 seconds in the AM Peak Hour (7:00AM to 9:00AM) while all other approaches to the roundabout are expected to increase by less than 2.5 seconds during this time.

All site accesses at Sherwood Road and the proposed new road are anticipated to have no operational issues.

The proposed subdivision and consolidation of approximately 0.74 acres (0.30 hectares) of land to the south to be merged with the existing site measuring approximately 1.77 acres (0.72 hectares) to yield a new lot of approximately 2.51 acres (1.02 hectares) is deemed to be legal and technical in nature to help facilitate the proposed development and can be supported based on the supportive TIS in this case.

Conclusion:
The proposed site and queuing plan provides sufficient space to safely operate a drive-thru restaurant and car-wash located at the unaddressed parcel on the southeast corner of the intersection of Sherwood Road and Brackley Point Road identified as PID# 134114. Therefore and on this basis, the Planning & Heritage Department recommends that the City Planning Board recommends to City Council that the application submitted by the owner's agent (David Crane, P.Eng.) and supporting traffic study prepared by Harbourside Transportation Consultants dated July 7, 2026 for the development of a combined drive-thru car wash and restaurant with queuing spaces at PID# 134114 be accepted. The Planning & Heritage Department also recommends that the City Planning Board recommends to City Council that the supporting lot consolidation also be approved.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
Notification is not required for this application. The provision to forward such requests to Planning Board and Council for consideration in the Zoning and Development By-law was put in place to ensure that the technical merits associated with the queuing spaces for a drive-thru were properly addressed through professional review. Upon the recommendation of Council with input from Public Works as well as the findings of the supporting professional traffic report completed by a licensed traffic engineer, approval can be supported and provided. As noted, the related lot consolidation has been deemed to be legal and technical in nature to support the intended development.

Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

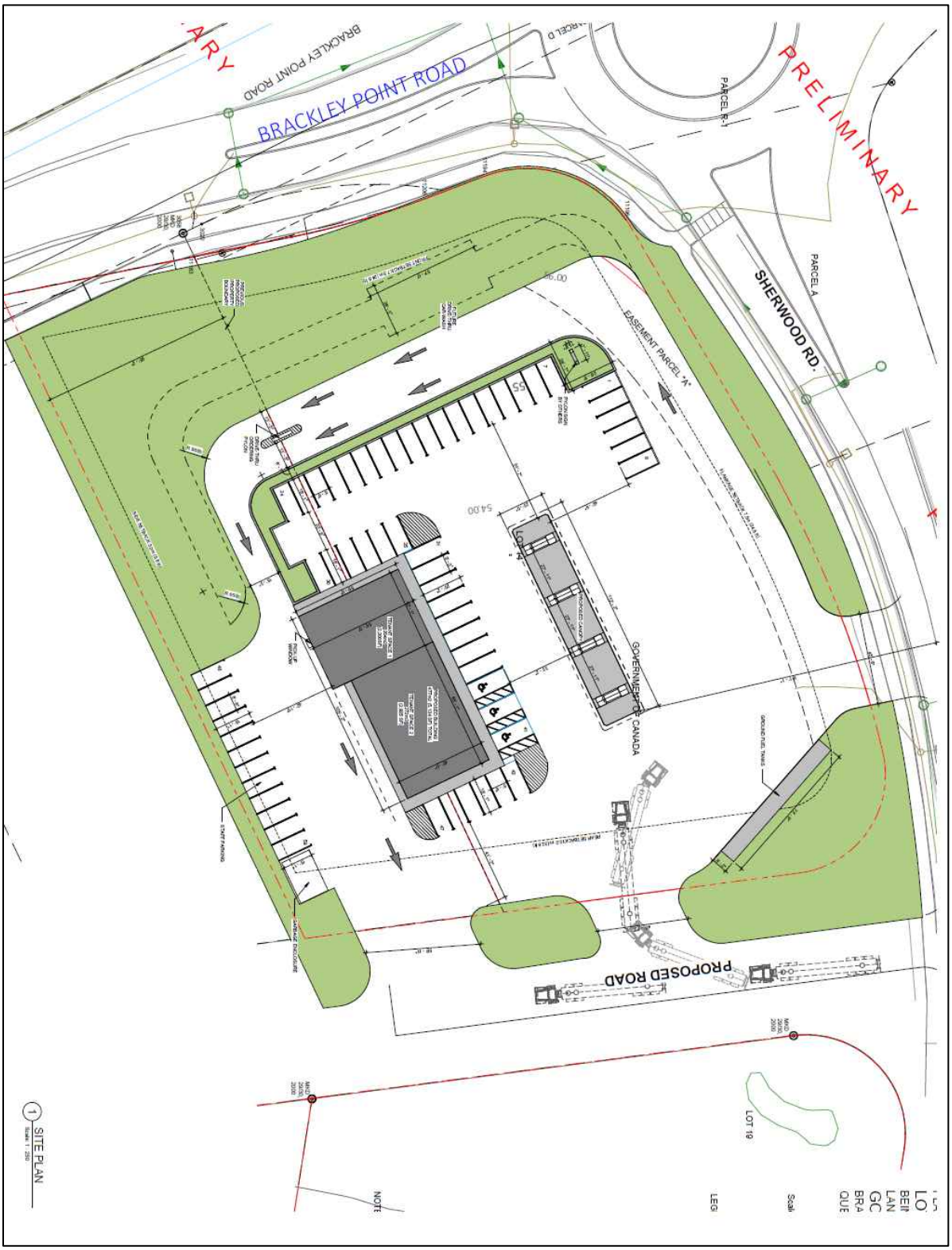
Submitted by Planner:
David Douglas Gundrum, RPP, MCIP
Manager of Development Planning



Reviewed By:

Manager	**Director/CAO** Michael Ruus, RPP, MCIP, 07/30/2026

Attachment "A" - Proposed Site Plan



Attachment "B" – Traffic Impact Statement

YYG QUICK STOP TRAFFIC IMPACT STUDY



SUBMITTED BY:
Harbourside Transportation Consultants
219 Waverley Rd, Suite 200
Dartmouth, NS, B2X 2C3
HarboursideEngineering.ca

Contact: Michael MacDonald
Email: mmacdonald@harboursideengineering.ca
Phone: 902-405-4696
Date: 2026-Jul-7
File No. 262066

1. INTRODUCTION

Harbourside Transportation Consultants has completed a Traffic Impact Study (TIS) in support of the planning application for a gas station with a convenience store, drive-through coffee shop, and a drive-through car wash near the Charlottetown Airport.

1.1. SCOPE

The scope of the TIS includes:

- Assessment of the current traffic conditions within the study area,
- Estimates of traffic generated by the subject site,
- Assessment of the impact of future traffic on the study area road network, and
- Recommendations necessary to mitigate the impacts of site-generated traffic.

1.2. STUDY AREA

The subject site is located on the corner of Sherwood Road and Brackley Point Road near the Charlottetown Airport (YYG). The location of the development site is illustrated in Figure 1.



Figure 1: Study Area

The study intersection of Brackley Point Road and Sherwood Road is a four-leg, single-lane roundabout with a multi-use path (MUP) along the east side. Roadways of interest within the study area include:

- **Brackley Point Road:** Brackley Point Road is a segment of Route 15, a major collector roadway that runs in a north-south direction from Sherwood, near Charlottetown, to Brackley Beach. Near the study area, Brackley Point Road has a two-lane cross-section with one lane in each direction and auxiliary turning lanes at intersections and major driveways. There is an existing MUP along the east side of the road.
- **Sherwood Road:** Sherwood Road is a minor collector roadway that runs in an east-west direction from Lower Malpeque Rd to the Charlottetown Airport. Sherwood Road has a two-lane cross-section with one lane in each direction.

2. EXISTING TRANSPORTATION NETWORK

2.1. INTERSECTIONS

The intersections assessed in this study (locations shown in Figure 3) are as follows:

1. Brackley Point Road & Sherwood Road (roundabout)
2. Sherwood Road & Site Access 1 (unsignalized)
3. Sherwood Road & Proposed Road (unsignalized)
4. Proposed Road & Site Access 2 (unsignalized)
5. Proposed Road & Site Access 3 (unsignalized)

2.2. WALKING & CYCLING

The only walking and cycling infrastructure within the study area is the multi-use path along the east side of Brackley Point Road. It runs from St. Peters Road and Macwilliams Road/Greenwood Drive, along Trunk 2, the Trans Canada Highway, and Trunk 15 to Brackley Point Road and Union Road.

2.3. TRANSIT

The study area is served by T3 Transit Route #11 Sleepy Hollow – Winsloe – Airport. The route runs clockwise from the Royalty Crossing Mall Transfer Hub to West Royalty, Sleepy Hollow, Winsloe, the Charlottetown airport and back to Royalty Crossing before 1pm. After 1pm it runs counterclockwise from the Royalty Crossing Mall Transfer Hub to the Charlottetown Airport, Winsloe, Sleepy Hollow, West Royalty, and back to Royalty Crossing. Three journeys per day bypass Sleepy Hollow and two other journeys per day have extended routes to Royalty Junction. The transit stops closest to the subject site are MacAleer and Brackley (635 metres from the site), Airport Crosswalk (390 metres from the site) and Airport/Maple Hills and Sherwood (220 metres from the site).

2.4. EXISTING TRAFFIC VOLUMES

Turning movement counts were collected at the study intersection using Miovision 'Scout' video data collection devices on Tuesday, June 16th, 2026. The turning movement counts recorded traffic data during the morning peak period (7:00 to 10:00 AM), mid-day peak period (11:00 AM to 2:00 PM) and afternoon peak period (3:00 ato 6:00 PM). Motor vehicle volumes classified as lights, mediums, and articulated trucks were reported in 15-minute intervals. **Appendix A** contains the traffic count data. Figure 2 illustrates the weekday AM and PM peak hour traffic volumes at the study intersection.

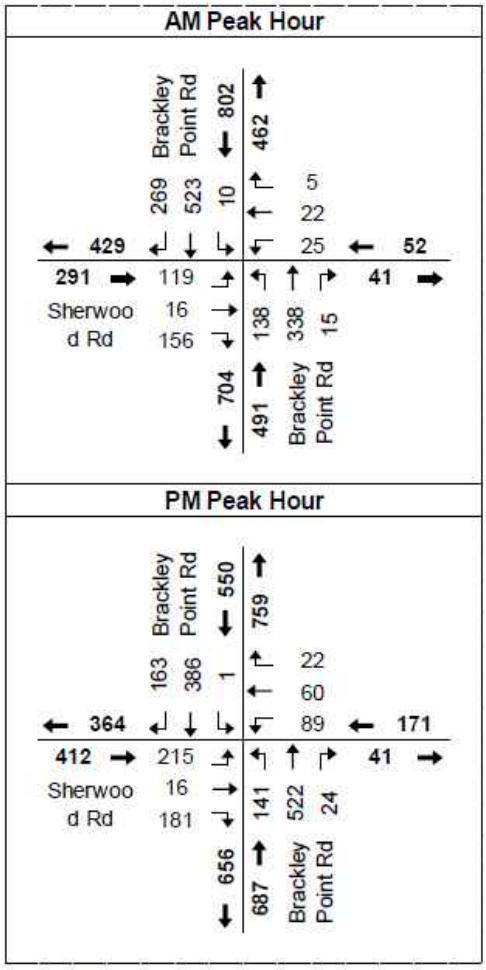


Figure 2: Existing AM & PM Traffic Volumes

3. PROPOSED DEVELOPMENT

3.1. DEVELOPMENT DESCRIPTION

The proposed development will include a 477m^2 single storey building, 8 fuel pumps, and space for a future drive-through car wash. The building will be divided into a 204 m^2 space with a drive through window, assumed to be a coffee shop, and a 272 m^2 space, assumed to be a gas station convenience store. There are two drive-through lanes and 59 parking spaces on the plan illustrated in Figure 3.

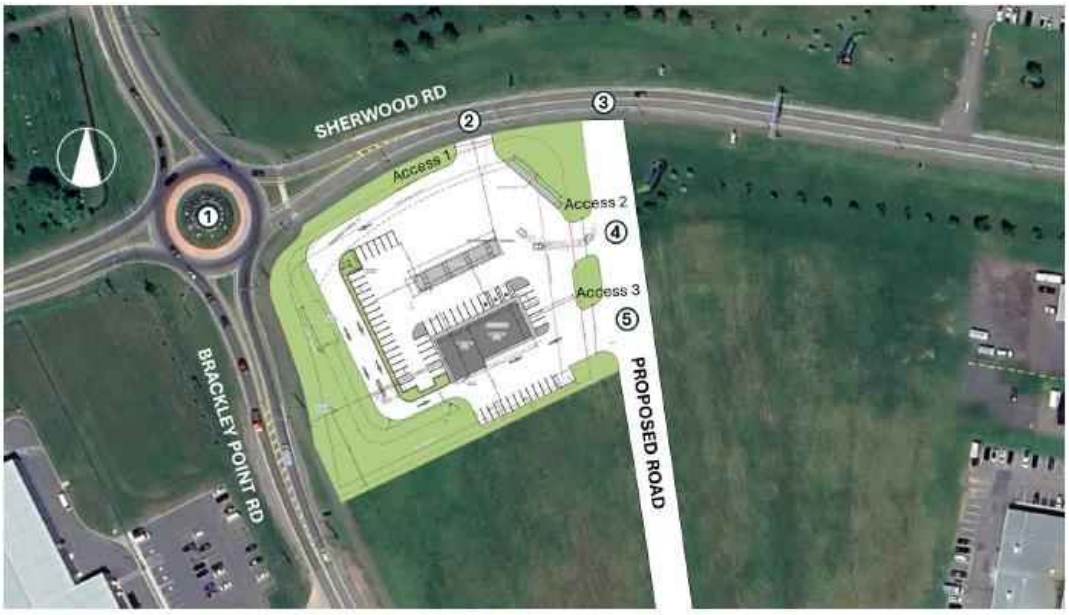


Figure 3: Site Development Plan

3.2. SIGHT DISTANCE REVIEW

There are three proposed site accesses. The first exits directly onto Sherwood Road, approximately 76 metres from the Brackley Point Road and Sherwood Road roundabout. The other two would connect to a future proposed road from Sherwood Road, between Brackley Point Road and Maple Hills Avenue. The proposed road connects Sherwood Road to Maple Hills Avenue, as shown in Figure 1.

A sight distance review was completed at the proposed accesses and new road to confirm the sight lines meet the Stopping Sight Distance (SSD) and Intersection Sight Distance (ISD) requirements of the Transportation Association of Canada's (TAC) *Geometric Design Guide for Canadian Roads*[1].

The minimum stopping and intersection sight distance requirements for accesses on Sherwood Road, a two-lane roadway with a design speed of 60 km/h, are:

- Minimum SSD = 85m,
- Minimum ISD – left-turn from stop = 130m, and
- Minimum ISD – right-turn from stop = 110m.

SSD will be met at the site access on Sherwood Road. ISD is not met looking left for a 60 km/h design speed due to the proximity to the roundabout at Brackley Point Road and Sherwood Road. Because traffic will be moving slower exiting the roundabout and SSD is met at the access, the access is considered to have acceptable sight distance measurements. If sight distance is considered a concern, Site Access 1 could be converted to a right-in-right-out access, eliminating left turns which require longer traffic gaps and further sight distances.

[1] Geometric Design Guide for Canadian Roads, Transportation Association of Canada, June 2017.

The SSD will be met at the intersection of Sherwood Road and Proposed Road. ISD looking right may be restricted by the Airport parking wayfinding sign and ISD looking left may be restricted by queues greater than two cars at Site Access 1. To prevent further sight distance restrictions, no high-profile design or landscaping elements (signs, trees, hedges) should be placed west of Site Access 1 along Sherwood Road.

Site Access 2 is approximately 45 metres and Site Access 3 is approximately 85 metres away from Sherwood Road and Proposed Road. If no high-profile design or landscaping elements are placed at the intersection, sight distances should be acceptable.

3.3. TRIP GENERATION

The Institute of Transportation Engineers (ITE) *Trip Generation Manual*[2] was used to estimate the vehicle trip generation for the proposed site development. Land use codes 937 Coffee/Donut Shop with Drive-Through Window, 945 Convenience Store/Gas Station, and 948 Automated Car Wash, General Urban/Suburban were used. Table 1 summarizes the trip generation rates for the land use code.

Table 1: Trip Generation Rates

Land Use	AM Peak Hour			PM Peak Hour		
	Rate	Entering	Exiting	Rate	Entering	Exiting
937 Coffee/Donut Shop with Drive-Through Window	85.41	51%	49%	39.00	50%	50%
945 Convenience Store/Gas Station	37.14	50%	50%	43.33	49%	51%
948 Automated Car Wash	14.89	55%	45%	24.40	49%	51%
Note: Rates are in vehicles trips per 1000 square feet of gross floor area (GFA)						

Trips generated by the subject site were refined into four categories:

- **Primary trips:** a trip made for the specific purpose of visiting the generator (i.e. leaving work to go to a convenience store and then returning to work). Primary trips add new traffic on Sherwood Road.
- **Diverted trips:** a trip made by traffic passing near the site on Brackley Point Road or the western side of Sherwood Road as an intermediate stop on the way from an origin to a primary trip destination (i.e. stopping for gas on the way home from work). Diverted trips add new traffic to Sherwood Road.
- **Pass-by trips:** a trip made by traffic passing the site on the eastern side of Sherwood Road as an intermediate stop on the way from an origin to a primary trip destination (i.e. stopping for gas on the way to pick someone up from the airport). Pass-by trips do not add new traffic to Sherwood Road.
- **Internal Trips:** a trip made within the site or in combination with a primary, diverted, or pass-by trip (i.e. getting a car wash because you are already at the site to get gas). Internal trips do not add new traffic to Sherwood Road.

An example of possible routes for each type of trip for a person approaching the roundabout northbound on Brackley Point Road is presented in Figure 4.

[2] Trip Generation Manual, 12th Edition, Institute of Transportation Engineers, August 2025.



Figure 4: Trip Categories

ITE's vehicle pass-by rates for land use codes 937 Coffee/Donut Shop with Drive-Through Window and 945 Convenience Store/Gas Station were used to estimate the combined number of diverted and pass-by trips for the subject site. Table 2 summarizes the pass-by rates for the land use codes[3]. Trips generated by land use code 948 Automated Car Wash will be considered internal trips and will not impact traffic at the subject site.

Table 2: ITE Pass-by Trip Rates

Land Use Code	Average Pass-by Rate	
	AM Peak Hour	PM Peak Hour
937 Coffee/Donut Shop with Drive-Through Window	83%	81%
945 Convenience Store/Gas Station	60%	56%

The weekday AM and PM peak hours trip generation estimates are summarized in Table 3. On a typical weekday, the site is expected to generate a total of 319 vehicle trips (162 entering and 157 exiting) in the AM peak hour and 250 vehicle trips (123 entering and 127 exiting) in the PM peak hour.

The total trips represent the traffic entering and exiting the site driveway. However, not all traffic is new traffic added to Sherwood Road. Of the total trips, 76 trips in the AM peak hour and 72 vehicle trips in the PM peak hour are expected to consist of primary trips which will add traffic to Sherwood Road.

[3] Trip Generation Manual, 12th Edition, Institute of Transportation Engineers, August 2025.

YYG Quick Stop Traffic Impact Study

Table 3: Trip Generation Estimates

Land Use	Units	AM Peak Hour			PM Peak Hour		
		Total	Entering	Exiting	Total	Entering	Exiting
937 Coffee/Donut Shop with Drive-Through Window	2.20k	188	96	92	86	43	43
945 Convenience Store/Gas Station	2.93k	109	54	55	127	62	65
948 Automated Car Wash	1.50k	22	12	10	37	18	19
	Total:	**319**	**162**	**157**	**250**	**123**	**127**

Trips generated by the development were distributed to the study area road network based on the travel patterns observed from the traffic counts. Primary trip distribution was based on the average percentage of traffic entering and exiting the Brackley Point Road and Sherwood Road intersection from each direction. Diverted and pass-by trip distribution was based only on the percentage of traffic entering the Brackley Point Road and Sherwood Road intersection from each direction.

Trips were distributed between site accesses mainly based on shortest routes. It is estimated that 90% of traffic will enter and 40% of gas station traffic will exit Site Access 1, 10% of traffic will enter and 60% of gas station traffic will exit Site Access 2 and all drive-through traffic will exit Site Access 3.

Table 4 summarizes the trip distribution assumptions. Figure 5 and Figure 6 illustrate the site-generated traffic volumes for the weekday AM and PM peak hours. Negative numbers indicate changes in traffic from diverted and pass-by trips.

Table 4: Trip Distribution

To/From	Route	Primary	Pass-by AM	Pass-by PM
North	Brackley Point Rd	40%	50%	30%
South	Brackley Point Rd	40%	30%	40%
East	Sherwood Rd	0%	5%	10%
West	Sherwood Rd	20%	15%	20%

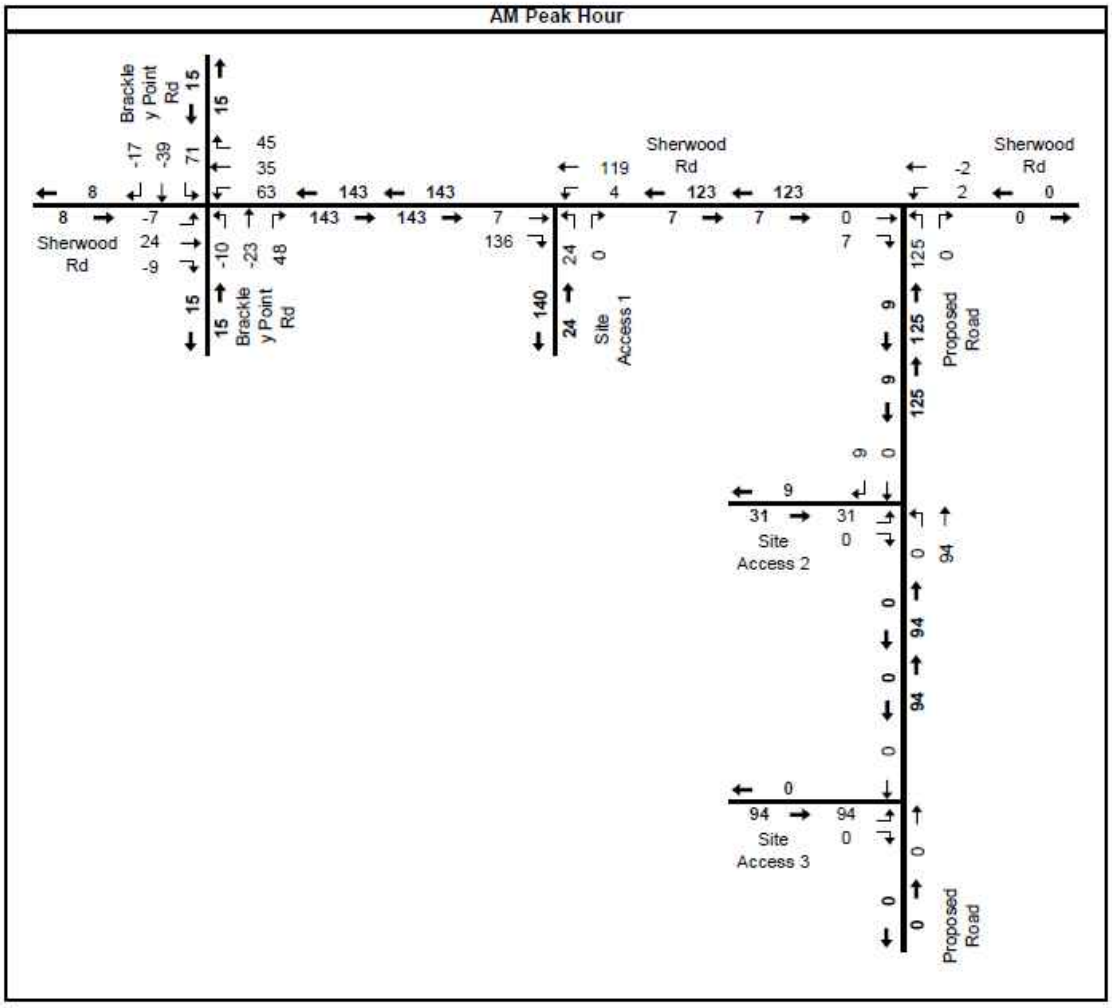


Figure 5: Development AM Traffic Volumes

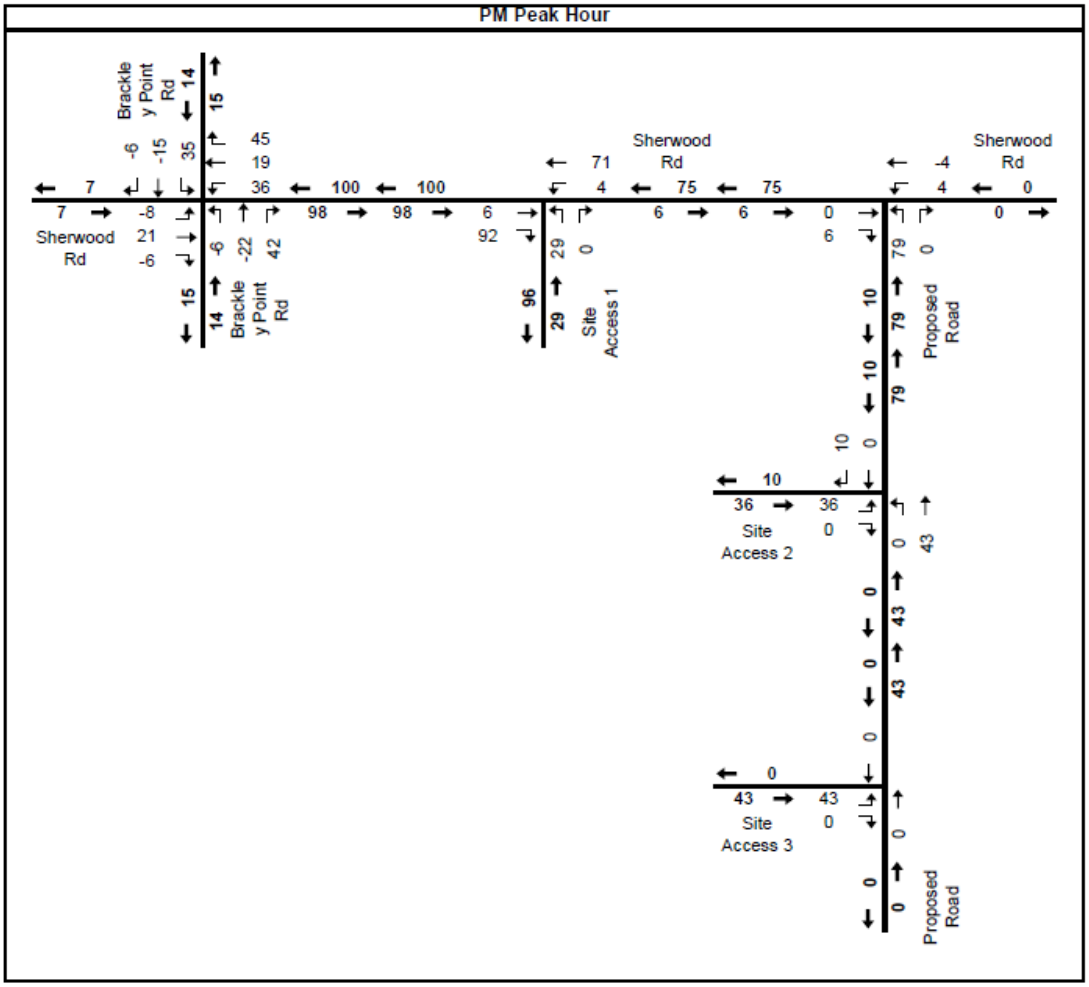


Figure 6: Development PM Traffic Volumes

3.4. DRIVE-THROUGH REVIEW

3.4.1. Restaurant

Data from field investigations at Tim Hortons sites in 2021 werel be used to inform capacity estimates for the drive-through. Drive through queues were recorded in 5-minute intervals at the following locations during the weekday AM peak hour (7:00 to 9:00 AM):

- 385 Grafton St, Charlottetown, PE (2.5k sq. ft.): The Grafton St Tim Hortons has a storage capacity of approximately 80 meters or 11 vehicles from the order kiosk to the roadway. The maximum drive-through queue length observed was 15 vehicles. The drive-through queues often exceeded the storage capacity of the drive-through and extend onto Grafton St.

- 625 North River Rd, Charlottetown, PE (3.4k sq. ft.): The North River Rd Tim Hortons has a storage capacity of approximately 100 metres or 13 vehicles from the order kiosk to the roadway. The maximum drive-through queue length observed was 14 vehicles.
- 512 Main St, Montague, PE (2.5k sq. ft.): The Main St Tim Hortons has a storage capacity of approximately 60 metres or 8 vehicles from the order kiosk to the roadway. The maximum drive-through queue length observed was 14 vehicles. The drive-through queues often exceeded the storage capacity of the drive-through and extend onto Main St.

Maximum queues were generally consistent at all locations with the maximum observed queue length between the three of 15 vehicles at the Grafton Street.

Available queuing space at the subject was estimated as being two cars wide from the drive-through ordering pylon to the corner and one car wide from the corner to Site Access 1. The storage length at the site is approximately 100m, 50m with two lanes and 50m with one lane. The estimated capacity is 18-20 vehicles. The proposed coffee shop has a footprint similar two of the locations observed in the 2021 study. The proposed storage capacity exceeds 15 vehicles and is expected to be sufficient to accommodate drive-through queues.

3.4.2. Car Wash

The *Charlottetown Zoning & Development Bylaw*[4] requires 5 queuing spaces inbound for car washes and outbound queuing spaces that does not interfere with the washing of the next vehicle. Approximately 15.5m or 2 vehicles worth of queuing space are available before the queue encroaches on the driveway space. Past the car wash exclusive queuing area car wash queues can share some of the drive-through queuing area for approximately 50m or 6 more vehicle spaces.

3.5. PARKING

There are 59 parking spaces available on the site. Table 5 shows the parking requirements from the *Charlottetown Zoning & Development Bylaw*[5]. If less than 164 m² of the Tim Hortons is dining space the amount of parking meets the requirement. Parking space dimensions meet the minimum requirement of 2.6m (8.5ft) by 5.5m (18.0ft).

Table 5: Parking Requirements

Land Use	Units	Requirement	Parking
937 Coffee/Donut Shop with Drive-Through Window	204 m²	1 space for every 4 sq. m (43.1 sq ft) of dining area plus queuing space as required by this by-law	Up to 41 (164 m² dining area)
945 Convenience Store/Gas Station	272 m²	2 spaces for the first 20 sq. m (215 sq ft) of Floor Area plus 1 additional space for each additional 20 sq. m of Floor Area.	15
Accessible Parking		3 reserved Parking Spaces for the mobility of the disabled per 26-100 Parking Spaces required	3
Total			**59**

[4] *Zoning & Development Bylaw (PH-ZD.2), City of Charlottetown, April 2026*
[5] *Zoning & Development Bylaw (PH-ZD.2), City of Charlottetown, April 2026*

4. FUTURE TRAFFIC VOLUMES

The future total traffic volumes consist of the sum of existing traffic volumes and trips generated by the study development. Figure 7 and Figure 8 illustrate the future total traffic volumes for the weekday AM and PM peak hours.

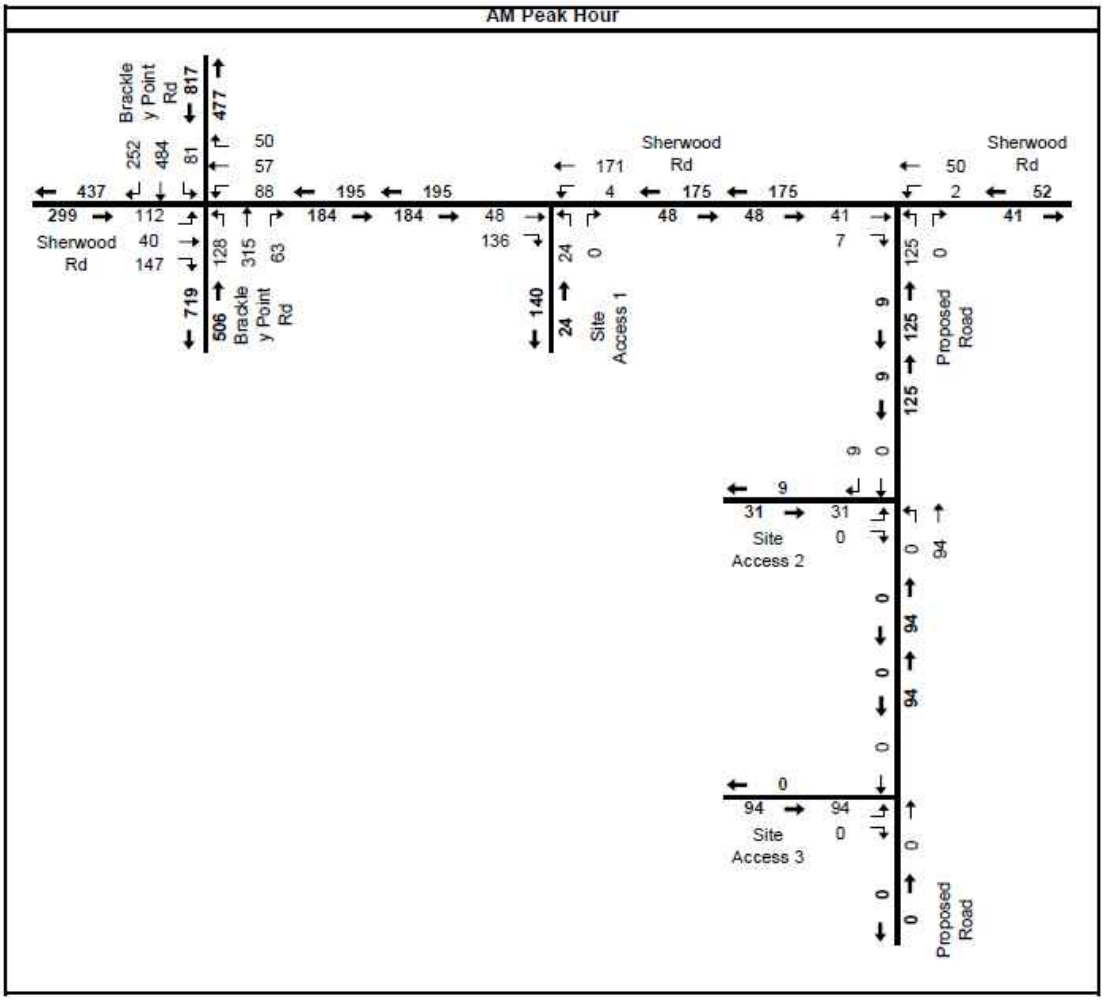


Figure 7: Future AM Traffic Volumes

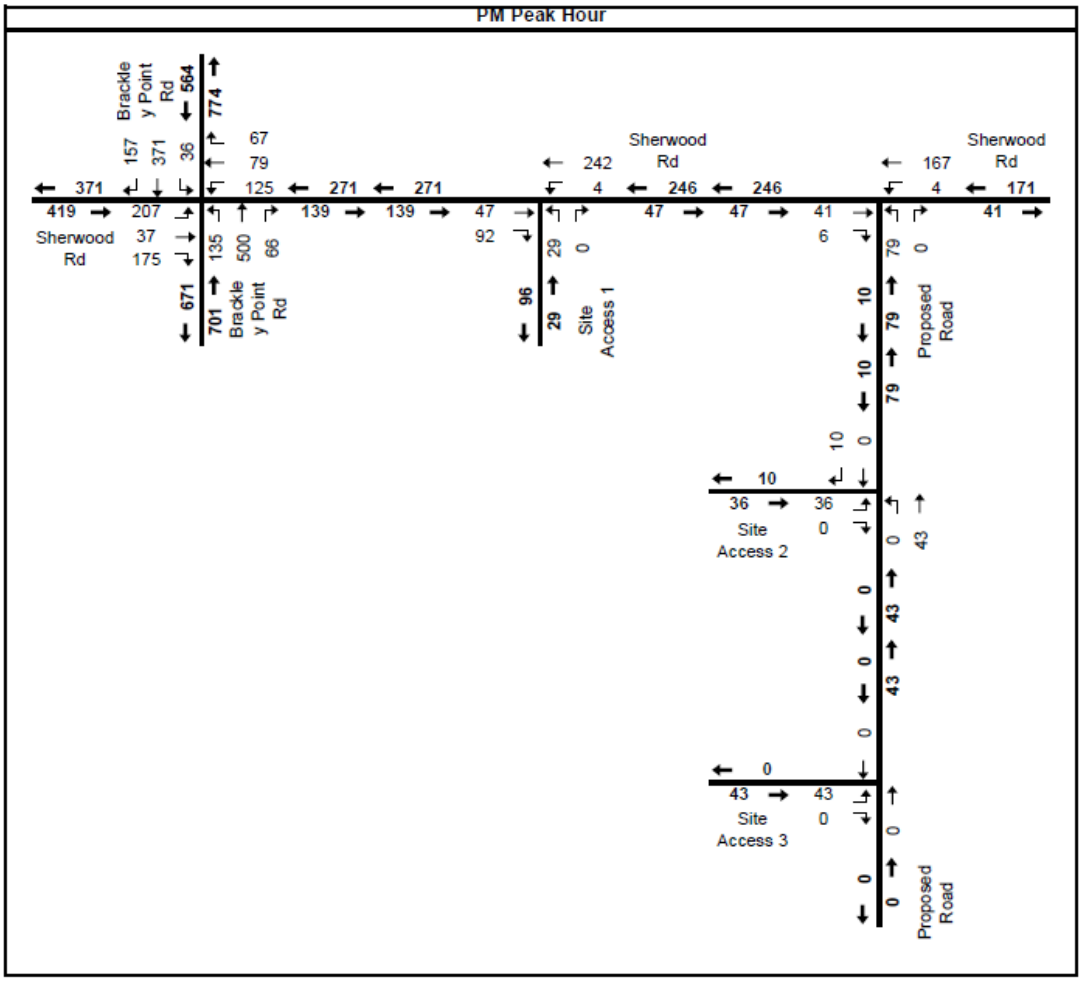


Figure 8: Future PM Traffic Volumes

5. INTERSECTION CAPACITY ANALYSIS

5.1. METHODOLOGY

Synchro Studio v12 software was used to develop base models of the signalized and unsignalized (stop-controlled) study intersections reflecting the existing weekday AM and PM peak hours. Specific model input parameters include:

- Existing lane configurations and traffic control,
- Traffic volumes derived from the traffic counts,
- Calculated peak hour factors for each intersection,
- Heavy vehicle percentages for each movement (minimum of 2%),
- Conflicting pedestrian volumes, and
- Synchro default values were used for all other inputs.

Junctions v11 (Arcady) software was used to develop base models of the roundabout study intersections. Specific model parameters include:

- Entry width and approach road half width based on existing lane configurations,
- Entry radius,
- Inscribed circle diameter,
- Conflict angle,
- Traffic volumes derived from the traffic counts, and
- Heavy vehicle percentages for each movement (minimum of 2%).

The models were used to assess existing and future traffic operations at the study area intersections, identify the need for any geometric or operational traffic control improvements to address any critical movements and to assess potential improvements. The following performance measures are reported:

- Delay and level of service (LOS) for each movement, approach and the overall intersection,
- volume-to-capacity ratio (v/c) for each movement, and
- 95th percentile queue lengths for each movement.

Each operational measure is compared to limits outlined in Table 6. Movements that are identified as "deficient" are considered critical in terms of operation and should be considered for geometric or other operational traffic control improvements.

Table 6: Intersection Performance Measures

Performance Measure	No Concern	Caution	Deficient
Level of Service (LOS)	LOS A to LOS D	LOS E	LOS F
Volume-to-capacity ratio (v/c)	<0.85	≥0.85 to <0.98	≥0.98
95th % Queue	<85% of storage	≥85% of storage	>storage

5.2. EXISTING CONDITIONS

Existing traffic operations at the study intersections were evaluated using existing traffic volumes. Table 7 and Table 8 summarize the results of the traffic analysis for weekday AM and PM peak hours. **Appendix B** contains the detailed Arcady reports.

Brackley Point Road and Sherwood Road operates at a level of service (LOS) B in the AM peak hour and A in the PM peak hour. Queues delays are longest for southbound traffic in the AM peak hour at

150m and 16.5 seconds respectively. There are no critical movements are identified at the study intersection.

Table 7: Existing Traffic Operations, AM Peak Hour

Existing Conditions - AM Peak Hour																		
Intersection	Control Type	Measure	Eastbound				Westbound				Northbound				Southbound				Overall
			Left	Through	Right	Approach	Left	Through	Right	Approach	Left	Through	Right	Approach	Left	Through	Right	Approach	
1: Brackley Point Rd & Sherwood Rd	RDBT	Volume (vph)	119	16	156	291	25	22	5	52	138	338	15	491	10	523	269	802	1636
		Delay (s)	<	6.8	>	6.8	<	5.1	>	5.1	<	6.5	>	6.5	<	16.5	>	16.5	11.3
		LOS	<	A	>	A	<	A	>	A	<	A	>	A	<	C	>	C	B
		v/c	<	0.38	>		<	0.07	>		<	0.49	>		<	0.80	>		
		95th% Q (m)	<	21	>		<	1	>		<	14	>		<	150	>		
		Storage (m)	<	325	>		<	310	>		<	520	>		<	335	>		

Table 8: Existing Traffic Operations, PM Peak Hour

Existing Conditions - PM Peak Hour																		
Intersection	Control Type	Measure	Eastbound				Westbound				Northbound				Southbound				Overall
			Left	Through	Right	Approach	Left	Through	Right	Approach	Left	Through	Right	Approach	Left	Through	Right	Approach	
1: Brackley Point Rd & Sherwood Rd	RDBT	Volume (vph)	215	16	181	412	89	60	22	171	141	522	24	687	1	386	163	550	1820
		Delay (s)	<	7.3	>	7.3	<	6.8	>	6.8	<	10.8	>	10.8	<	7.8	>	7.8	8.7
		LOS	<	A	>	A	<	A	>	A	<	B	>	B	<	A	>	A	A
		v/c	<	0.48	>		<	0.26	>		<	0.69	>		<	0.57	>		
		95th% Q (m)	<	20	>		<	11	>		<	50	>		<	12	>		
		Storage (m)	<	325	>		<	310	>		<	520	>		<	335	>		

5.3. FUTURE CONDITIONS

Future traffic operations at the study intersections with the build out of the development were evaluated using the future traffic volumes. Table 9 and Table 10 summarize the results of the traffic analysis for weekday AM and PM peak hours. **Appendix B** contains the detailed Arcady reports and **Appendix C** contains the detailed Synchro reports.

The southbound approach of Brackley Point Road and Sherwood Road is a critical approach in the AM peak hour. It is approaching capacity with a v/c = 0.86. It has a queue of 222m and a delay of 24.3 seconds, an increase of 72m and 7.8 seconds. All other approach delays are expected to increase by approximately 1 second in the AM peak hour and 2.5 seconds in the PM peak hour. Overall intersection delays at Brackley Point Road and Sherwood Road will increase by up to 3.5 seconds and the LOS will remain the same.

The new intersection with Sherwood Road and Proposed Road will operate at a LOS A, well below capacity on all approaches, with an overall delay of 0.7 seconds. Each of the new driveways will operate at LOS A and well below capacity. Site Access 1 has its highest overall delay of 5.2 seconds during the AM peak hour, Site Access 2 has its highest overall delay of 3.6 seconds during the PM peak hour, and Site Access 3 has its highest overall delay of 8.8 seconds during the AM peak hour.

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Table 9: Future Traffic Operations, AM Peak Hour

Future Conditions - AM Peak Hour																				
Intersection	Control Type	Measure	Eastbound				Westbound				Northbound				Southbound				Overall
			Left	Through	Right	Approach	Left	Through	Right	Approach	Left	Through	Right	Approach	Left	Through	Right	Approach	
1: Brackley Point Rd & Sherwood Rd	RDBT	Volume (vph)	112	40	147	299	88	57	50	195	128	315	63	506	81	484	252	817	1817
		Delay (s)	<	7.8	>	7.8	<	6.4	>	6.4	<	7.6	>	7.6	<	24.3	>	24.3	14.8
		LOS	<	A	>	A	<	A	>	A	<	A	>	A	<	C	>	C	B
		v/c	<	0.42	>		<	0.28	>		<	0.54	>		<	0.86	>		
		95th% Q (m)	<	23	>		<	10	>		<	13	>		<	222	>		
		Storage (m)	<	325	>		<	310	>		<	520	>		<	335	>		
2: Sherwood Rd & Site Access 1	TWSC	Volume (vph)	-	48	136	184	4	171	-	175	24	-	0	24	-	-	-	0	383
		Delay (s)	-	0.0	0.0	0.0	7.7	0.0	-	0.2	10.9	-	>	10.9	-	-	-	0.0	0.7
		LOS	-	A	A	A	A	A	-	A	B	-	>	B	-	-	-	A	A
		v/c	-	-	-		0.00	-	-		0.04	-	>		-	-	-		
		95th% Q (m)	-	0.0	0.0		0.0	0.0	-		0.8	-	>		-	-	-		
		Storage (m)	-	0	0		0	0	-		0	-	>		-	-	-		
3: Sherwood Rd & Proposed Road	TWSC	Volume (vph)	-	41	7	48	2	50	-	52	125	-	0	125	-	-	-	0	225
		Delay (s)	-	0.0	0.0	0.0	7.3	0.0	-	0.3	9.9	-	>	9.9	-	-	-	0.0	5.2
		LOS	-	A	A	A	A	A	-	A	A	-	>	A	-	-	-	A	A
		v/c	-	-	-		0.00	-	-		0.16	-	>		-	-	-		
		95th% Q (m)	-	0.0	0.0		0.0	0.0	-		4.6	-	>		-	-	-		
		Storage (m)	-	0	0		0	0	-		0	-	>		-	-	-		
4: Proposed Road & Site Access 2	TWSC	Volume (vph)	31	-	0	31	-	-	-	0	0	94	-	94	-	0	9	9	134
		Delay (s)	9.2	-	>	9.2	-	-	-	0.0	0.0	0.0	-	0.0	-	0.0	0.0	0.0	2.1
		LOS	A	-	>	A	-	-	-	A	A	A	-	A	-	A	A	A	A
		v/c	0.04	-	>		-	-	-		-	-	-		-	-	-		
		95th% Q (m)	0.8	-	>		-	-	-		0.0	0.0	-		-	0.0	0.0		
		Storage (m)	0	-	>		-	-	-		0	0	-		-	0	0		
5: Proposed Road & Site Access 3	TWSC	Volume (vph)	94	-	0	94	-	-	-	0	-	0	-	0	-	0	-	0	94
		Delay (s)	8.9	-	>	8.9	-	-	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	8.8
		LOS	A	-	>	A	-	-	-	A	-	A	-	A	-	A	-	A	A
		v/c	0.10	-	>		-	-	-		-	-	-		-	-	-		
		95th% Q (m)	2.3	-	>		-	-	-		-	0.0	-		-	0.0	-		
		Storage (m)	0	-	>		-	-	-		-	0	-		-	0	-		

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Table 10: Future Traffic Operations, PM Peak Hour

Future Conditions - PM Peak Hour																			
Intersection	Control Type	Measure	Eastbound				Westbound				Northbound				Southbound				Overall
			Left	Through	Right	Approach	Left	Through	Right	Approach	Left	Through	Right	Approach	Left	Through	Right	Approach	
1: Brackley Point Rd & Sherwood Rd	RDBT	Volume (vph)	207	37	175	419	125	79	67	271	135	500	66	701	36	371	157	564	1955
		Delay (s)	<	8.0	>	8.0	<	8.2	>	8.2	<	12.4	>	12.4	<	8.6	>	8.6	9.8
		LOS	<	A	>	A	<	A	>	A	<	B	>	B	<	A	>	A	A
		v/c	<	0.51	>		<	0.40	>		<	0.73	>		<	0.60	>		
		95th% Q (m)	<	20	>		<	5	>		<	75	>		<	14	>		
		Storage (m)	<	325	>		<	310	>		<	520	>		<	335	>		
2: Sherwood Rd & Site Access 1	TWSC	Volume (vph)	-	47	92	139	4	242	-	246	29	-	0	29	-	-	-	0	414
		Delay (s)	-	0.0	0.0	0.0	7.6	0.0	-	0.1	12.1	-	>	12.1	-	-	-	0.0	0.7
		LOS	-	A	A	A	A	A	-	A	B	-	>	B	-	-	-	A	A
		v/c	-	-	-		0.00	-	-		0.06	-	>		-	-	-		
		95th% Q (m)	-	0.0	0.0		0.0	0.0	-		1.5	-	>		-	-	-		
		Storage (m)	-	0	0		0	0	-		0	-	>		-	-	-		
3: Sherwood Rd & Proposed Road	TWSC	Volume (vph)	-	41	6	47	4	167	-	171	79	-	0	79	-	-	-	0	297
		Delay (s)	-	0.0	0.0	0.0	7.4	0.0	-	0.1	11.2	-	>	11.2	-	-	-	0.0	2.4
		LOS	-	A	A	A	A	A	-	A	B	-	>	B	-	-	-	A	A
		v/c	-	-	-		0.00	-	-		0.13	-	>		-	-	-		
		95th% Q (m)	-	0.0	0.0		0.0	0.0	-		3.0	-	>		-	-	-		
		Storage (m)	-	0	0		0	0	-		0	-	>		-	-	-		
4: Proposed Road & Site Access 2	TWSC	Volume (vph)	36	-	0	36	-	-	-	0	43	0	-	43	-	0	10	10	89
		Delay (s)	8.9	-	>	8.9	-	-	-	0.0	0.0	0.0	-	0.0	-	0.0	0.0	0.0	3.6
		LOS	A	-	>	A	-	-	-	A	A	A	-	A	-	A	A	A	A
		v/c	0.04	-	>		-	-	-		-	-	-		-	-	-		
		95th% Q (m)	0.8	-	>		-	-	-		0.0	0.0	-		-	0.0	0.0		
		Storage (m)	0	-	>		-	-	-		0	0	-		-	0	0		
5: Proposed Road & Site Access 3	TWSC	Volume (vph)	43	-	0	43	-	-	-	0	-	0	-	0	-	0	-	0	43
		Delay (s)	8.7	-	>	8.7	-	-	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	8.5
		LOS	A	-	>	A	-	-	-	A	-	A	-	A	-	A	-	A	A
		v/c	0.05	-	>		-	-	-		-	-	-		-	-	-		
		95th% Q (m)	0.8	-	>		-	-	-		-	0.0	-		-	0.0	-		
		Storage (m)	0	-	>		-	-	-		-	0	-		-	0	-		

6. CONCLUSIONS & RECOMMENDATIONS

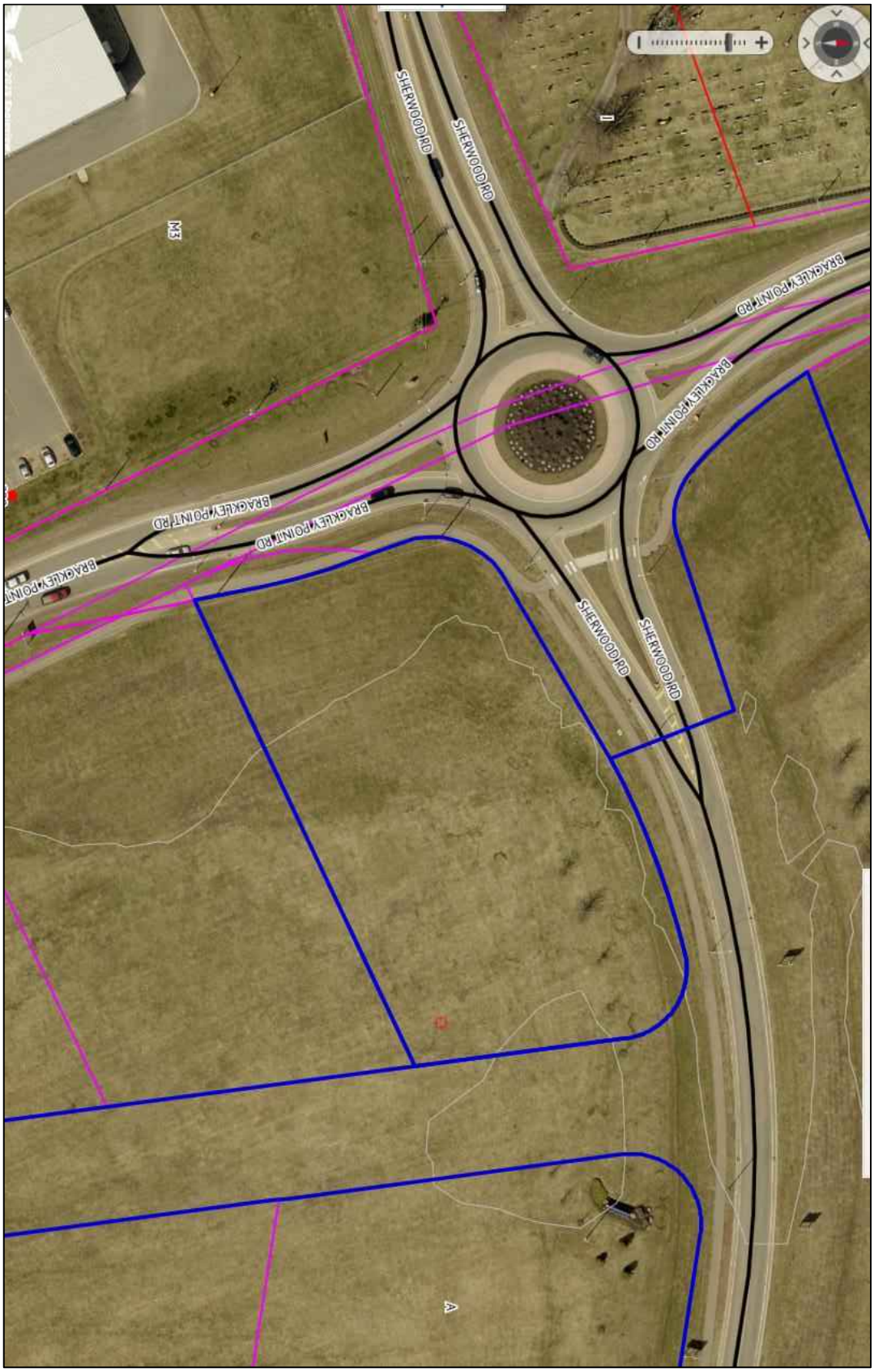
6.1. CONCLUSIONS

Harbourside Transportation Consultants has completed a Traffic Impact Study in support of the planning application for a gas station with a convenience store, drive-through coffee shop, and a drive-through car wash in Charlottetown, PEI.

The following conclusions are noted from the investigations carried out:

- The proposed development is expected to increase traffic by approximately 76 vehicle trips in the AM peak hour and 72 vehicle trips in the PM peak hour.
- Stopping sight distance is met at all site accesses and the proposed road. Intersection sight distance is potentially limited at Site Access 1 and the Proposed Road but are not of significant concern.
- The proposed development is expected to meet parking and queuing requirements for the City of Charlottetown.
- The development will result in longer delays for the southbound approach at Brackley Point Road and Sherwood Road, up to 8 seconds in the AM peak hour. All other approaches are expected to increase by less than 2.5 seconds. Queue lengths will also increase the most on the southbound approach, up to 10 car lengths (78m). With the added development traffic, the southbound approach will approach capacity in the AM peak hour (v/c = 0.86).
- All site accesses and Sherwood Road and Proposed Road are anticipated to have no operational issues.

Attachment “C” – Aerial View



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#5

MOTION CARRIED _____

MOTION LOST _____

Date: August 11, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

1) **That the application submitted by the owner's agent (David Crane, P.Eng.) and supporting traffic study prepared by Harbourside Transportation Consultants dated July 7, 2026 for the development of a drive-thru and queuing spaces at PID# 134114 for a combined coffee shop, convenience store and drive-thru car wash accessory to a proposed future gas station be accepted by Council in support of a future related Building & Development Permit; and**

2) **That Council direct Planning staff to stamp and approve the subdivision of approximately 0.74 acres (0.30 hectares) of land belonging to an abutting parcel to the south of the subject property and that this land be consolidated with the subject property identified as PID# 134114**

measuring approximately 1.77 acres (0.72 hectares) in area to yield a new consolidated parcel of land within the Airport (A) Zone measuring approximately 2.51 acres (1.02 hectares) in area, subject to a final pinned survey plan.

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, AUGUST 5, 2026, 4:30 PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Deputy Mayor Jankov, Chair**	**Paul Connolly, RM**
	Councillor Julie McCabe*	**Bobby Kenny, RM**
	***attended virtually**	**Lea MacDonald, RM**
		Satyajit Sen, RM
		Jacqui Scaman, RM
Also:	**Mike Ruus, Director, Int. Growth**	**Jason Doucette, IO/AA****
	Donna Miller Ayton, Mgr, Policy & Heritage	***minute taker*
		David Gundrum, Mgr, PH
	Jacob Ritchie, Fathom Studios	**Sebastian Hall, PIII**
Regrets:	**Brad MacConnell, CAO**	
	Mayor Phillip Brown	
	Councillor Norman Beck	
	Dave Essery, RM	

1. **Call to Order**
   Chair called the meeting to order at 4:37 PM

   Moved by Paul Connolly and seconded by Lea MacDonald that the meeting enter into recess.
   CARRIED

   The meeting went into recess at 4:43 p.m. to address technical issues.

   The Chair called the meeting back to order at 5:00 PM

2. **Declaration of Conflicts**
   Chair Jankov asked if there were any conflicts. There were no conflicts.

3. **Approval of Agenda**
   Moved by Jacqui Scaman and seconded by Paul Connolly that the agenda for Wedensday, August 5, be approved.
   CARRIED

4. **Reports:**

a) Presentation of the draft Zoning and Development Bylaw

Summary:

The Manager of Policy and Heritage advised that the purpose of the meeting was to review the draft Zoning and Development Bylaw and to seek a recommendation from the Planning Board that Council authorize the draft bylaw to proceed to a public meeting in accordance with Section 18 of the *Planning Act* of Prince Edward Island.

The Manager of Policy and Heritage introduced Jacob of Fathom, who was present to review the draft bylaw.

The Manager of Policy and Heritage noted that, should Council authorize the public meeting, the Planning and Heritage Department would arrange for notice of the meeting to be published in a newspaper circulated in the area at least seven clear days prior to the meeting.

The Manager of Policy and Heritage further advised that the recommendation before the Board was that Council approve the convening of a public meeting to provide residents and other interested persons with an opportunity to make representations regarding the City of Charlottetown's Draft Zoning and Development Bylaw in accordance with Section 18 of the *Planning Act*. The floor was then turned over to Jacob to begin his presentation.

Jacob Ritchie, Fathom Studios

Project Purpose
The review seeks to modernize the current bylaw, simplify regulations, provide clearer development rules, support predictable approvals, and create opportunities for a wider range of housing options.

Key Regulatory Changes
The draft bylaw reduces the number of zoning categories from 37 to 18, aligns zoning with the Official Plan land use framework, introduces clearer development pathways, and streamlines approval processes.

Development Approval Process
Three development streams were outlined: As-of-Right Approval, Site Plan Approval, and Development Agreement Approval. A new two-stage building permit review process would separate planning review from building code review.

Housing and Density
The draft retains the ability for up to four residential units as-of-right in appropriate areas where standards are met. Presenters noted that the intent is to increase housing choice while maintaining neighbourhood compatibility through built-form controls.

Accessory Dwelling Units
Expanded ADU permissions remain a significant component of the bylaw. Revisions following public feedback include removal of minimum lot size requirements for one ADU and clearer regulations regarding detached and attached units.

Growth Nodes and Corridors

The Official Plan growth strategy focuses higher density development within designated Growth Nodes and Growth Corridors. Mid-rise and mixed-use development is encouraged in these areas to support complete communities and more efficient servicing.

Parking Reform
Reduced parking requirements were presented as a measure to support housing affordability and reduce development barriers. In some strategic areas, including parts of the downtown, minimum parking requirements would be eliminated.

Environmental Considerations
The former Conservation Zone has been replaced with an Environmental Constraints Overlay. Updated flood-risk mapping and minimum finished floor elevation requirements are proposed for waterfront development.

Public Engagement
Staff summarized feedback received from the community. Key themes included housing density, ADUs, parking reform, environmental protection, zoning mapping concerns, and technical drafting issues. Several refinements were incorporated into the revised draft.

Statistics Presented
Approximately 69% of City lots are zoned RN or DN. Analysis indicated that roughly 3,121 lots may be capable of accommodating up to four units under the proposed framework.

Next Steps
The draft bylaw will proceed to a public meeting of Council in September, followed by a return to Planning Board and Council consideration, including first and second readings, anticipated in October 2026.

Discussion:

The discussion focused primarily on the proposed new zoning bylaw and whether it strikes the right balance between encouraging development, protecting neighbourhood character, and streamlining approvals.

Members spent considerable time discussing waterfront zoning, where staff explained that a previously removed height allowance along portions of Water Street had been restored after receiving coordinated feedback from affected property owners. While staff maintained that the new rules are intended to preserve existing development potential rather than reduce it, board members identified some ambiguity around how waterfront height regulations are interpreted and suggested further review before the bylaw is finalized.

A major theme of the conversation was the proposed elimination of "major variances." Under the draft bylaw, minor variances would be handled administratively by staff, while larger requests would no longer proceed through Planning Board and Council in the same way they do today.
Several board members expressed concern that this approach may be too restrictive, particularly for older neighbourhoods, downtown lots, corner properties, and accessory dwelling unit projects where unique circumstances often require flexibility.
While there was general agreement that the current system relies too heavily on variances, there was also support for exploring a middle-ground approach that would allow Planning Board involvement in larger variance requests rather than forcing applicants into a full rezoning process.

The board also reviewed the concept of growth corridors, which are intended to accommodate significant future residential density. University Avenue, St. Peters Road, and the Allen Street/Kirkwood corridor were identified as key areas where additional housing and mixed-use development can be encouraged. Staff noted that these corridors were selected because of their existing transportation connections, lot configurations, and ability to support more intensive development.

Climate adaptation and waterfront resilience were also discussed. Staff outlined the proposed flood elevation standards, explaining that minimum elevations for habitable space are based on geodetic measurements and are intended to account for projected sea-level rise. While some members questioned the assumptions behind these standards, there was general recognition that future climate impacts need to be considered in development regulations.

Paul Connolly left the meeting at 5:58PM

Another significant topic was governance and decision-making. The proposed bylaw would reduce the role of the Design Review Board, focusing it primarily on projects seeking additional height through density bonusing. Similarly, many applications currently reviewed by boards or council would instead be addressed by professional planning staff. While members acknowledged the value of streamlining approvals, some cautioned against removing too many opportunities for public or board-level review.

The board also discussed how existing Comprehensive Development Areas (CDAs) and legal non-conforming properties would transition into the new planning framework. Staff explained that projects already well advanced in the approval process would generally be permitted to continue under existing arrangements, while newer or less developed proposals would need to follow the new procedures. Existing legally established buildings and developments would retain their rights, providing certainty to property owners.

Housing policy remained a recurring theme throughout the meeting. Members debated the proposed owner-occupancy requirement for certain four-unit residential developments in low-

density neighbourhoods. While the intent is to maintain neighbourhood character and reduce concerns about absentee ownership, some members questioned whether the rule could discourage investment, limit redevelopment opportunities, or create challenges for inherited family properties, cooperatives, and non-profit housing organizations.

The discussion also touched on broader issues of equity, affordability, and neighbourhood change. Staff argued that increasing housing opportunities throughout the city, expanding mixed-use areas, and reducing transportation needs can improve affordability and create more equitable communities. Allowing a wider range of uses in more zones was presented as a way to avoid situations where beneficial community services are prevented because of overly narrow zoning regulations.

Members raised concerns about specific mapping changes, particularly in parts of the east end of the 500 Lot Area where lands currently designated as Downtown Neighbourhood would become Downtown Mixed Use. Residents have expressed concern that expanded commercial permissions could alter the established character of these areas. Staff explained that the proposed designation reflects existing commercial and institutional influences in the area but emphasized that further public input will help determine whether those changes should remain or be adjusted before the bylaw is adopted.

Overall, board members appeared supportive of the bylaw's goals of modernization, increased housing opportunities, and more efficient approvals, but identified several key areas requiring further consideration, especially variances, waterfront regulations, owner-occupancy requirements, and specific zoning map changes**.**

MOTION:

Moved by Jacqui Scaman and seconded by Satyajit Sen that the Planning Board recommend that Council approve the convening of a public meeting to provide residents and other interested persons with an opportunity to make representations regarding the City of Charlottetown's draft Zoning and Development Bylaw, in accordance with section 18 of the *Planning Act*, R.S.P.E.I. 1988, c. P-8.

Carried
(6-0)

5. **Introduction of New Business**
   There was no new business that arose.

6. **Adjournment of Public Session**
   Moved by Jacqui Scaman and seconded by Lea MacDonald that the meeting be adjourned. The meeting was adjourned at 6:05 PM.

_____
Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report	**Report No:** PLAN-2026-05-AUGUST-6A-1 **Date:** August 5, 2026
Directed to Council through the following Committee: Planning Board	**Attachments:** A- Draft Zoning and Development Bylaw B- Planning Act – Section 18
Reporting Department: Planning and Heritage Department	
Other Associated Departments: None	
Prepared by: Donna Miller-Ayton, Manager Policy & Heritage Brad Vince, Planner II & Heritage Officer	

Report Title:

Request to Proceed to Public Meeting for the Proposed City of Charlottetown Zoning and Development Bylaw

Report Purpose:

To review the draft Zoning and Development Bylaw and request that the Planning Board recommend that Council authorize the draft Bylaw to proceed to a public meeting, in accordance with section 18 of the *Planning Act*, R.S.P.E.I. 1988, c. P-8, thereby providing residents and other interested persons with an opportunity to make representations on the proposed Bylaw.

Staff Recommendation:

That the Planning Board recommend that Council approve the convening of a public meeting to provide residents and other interested persons with an opportunity to make representations regarding the City of Charlottetown's draft Zoning and Development Bylaw, in accordance with section 18 of the *Planning Act*, R.S.P.E.I. 1988, c. P-8.

Report Details:

In 2025, the City of Charlottetown initiated a comprehensive review of its Zoning and Development Bylaw. The Zoning and Development Bylaw is the City's primary regulatory instrument for governing land use, development, subdivision, and building activity.

Report Details Cont'd:

The Zoning and Development Bylaw implements the policy directions established in the City's Official Plan by prescribing requirements related to:

a. The permitted uses of land, buildings, and structures within each zone;
b. Standards governing the placement, construction, alteration, and use of buildings and structures;
c. The administration of a permit system, including applications for building, sign, footing, demolition, and moving permits;
d. Standards and procedures for subdivision applications and approvals; and
e. Standards governing the design, location, and placement of signs.

The draft Bylaw also includes transitional provisions to address permits and applications issued or submitted before the new Bylaw comes into force.

The proposed Zoning and Development Bylaw establishes an updated regulatory framework for the administration of land use and development within the City of Charlottetown and aligns its regulations with the policy directions of the Official Plan. The new Bylaw is intended to provide greater clarity and predictability for residents, property owners, developers, staff, and other interested parties. It is also intended to reduce unnecessary administrative requirements, streamline approval processes, and support more consistent and efficient decision-making.

The draft Bylaw was informed by a comprehensive public and stakeholder engagement process that included public open houses, community pop-up events, online engagement initiatives, and consultation sessions with City staff, Council, and key stakeholders. Following the engagement process, the draft was subject to further staff and legal review.

An updated draft Zoning and Development Bylaw has now been prepared for consideration by the Planning Board and Council.

Legislative Requirements:

Publish of Notice

If the draft Zoning and Development Bylaw is approved to proceed to a public meeting of Council, the Planning and Heritage Department will cause a notice to be published in a newspaper circulating in the area at least seven clear days before the meeting. The notice will describe, in general terms, the nature of the proposed Bylaw and specify the date, time, and place of the Council meeting at which it will be considered, in accordance with subsection 18(1)(b) of the *Planning Act*, R.S.P.E.I. 1988, c. P-8.

Analysis and Conclusion:

Subsection 18(1) of the *Planning Act* requires Council to provide residents and other interested persons with an opportunity to make representations before approving a Zoning and Development Bylaw. Convening a public meeting is therefore a necessary step in the statutory adoption process and will enable Council to receive and consider public input on the proposed regulatory framework.

Accordingly, the Planning and Heritage Department recommends that the Planning Board recommend that Council approve the convening of a public meeting to provide residents and other interested persons with an opportunity to make representations regarding the City of Charlottetown's new draft Zoning and Development Bylaw, in accordance with subsection 18(1)(a) of the *Planning Act*, R.S.P.E.I. 1988, c. P-8.

Should Council approve the request, the Planning and Heritage Department will undertake the required public notification and advertising in accordance with the applicable provisions of the *Planning Act*.

Council or Committee History:
Special Meeting of Council – March 4, 2026
Committee of the Whole – June 23, 2026

Financial Implications:
The requisite cost to legislatively hold the Public Meeting of Council was included in the department's approved budgetary allocations.

Public Engagement and Communication:
In tandem with the public engagement strategy, a social media campaign was launched, issuing PSAs, social media posts, and radio and newspaper ads were published to inform residents of the engagement opportunities on the draft Zoning and Development Bylaw.

Legislative Authority:
Planning Act
Municipal Government Act

Strategic Alignment:
Vision: Embracing the Future, Creating a community for everyone
Purpose: Delivering community-focused programs and services that matter most to our residents. Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city
Guiding Principles: People-focused, Welcoming, Accountable, Safety
Commitments: Sustainability, Reconciliation, Collaboration and Partnership, Inclusion, Residents and Visitors, Transparency, Engagement, Communication, Growth
Pillars: Community Building and Placemaking; Governance & Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment

Reviewed By:

Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

ATTACHMENT B

MUNICIPAL PLANNING BYLAWS

16. Municipal planning bylaws

A council may make bylaws implementing an official plan for the municipality. *1988, c.4, s.16.*

17. Approval of Minister

The bylaws shall be subject to the approval of the Minister and shall be effective on the date of approval by the Minister. *1988, c.4, s.17.*

18. Notice of meeting

(1) Before making any bylaw the council shall

(a) give an opportunity to residents and other interested persons to make representations; and

(b) at least seven clear days prior to the meeting, publish a notice in a newspaper circulating in the area indicating in general terms the nature of the proposed bylaw and the date, time and place of the council meeting at which it will be considered.

Bylaw amendment requiring official plan amendment

(2) Where a bylaw amendment requires an amendment to the official plan pursuant to subsection 15(2), the council may consider the official plan amendment concurrently with the bylaw and shall

(a) indicate in general terms, in the notice published under clause (1)(b), the nature of the proposed plan amendment; and

(b) give the planning board an opportunity to comment on the plan amendment prior to adoption of the amendment.

Council meeting during state of emergency

(3) During a state of emergency, the council meeting referred to in subsection (1) may be held by telephonic or other electronic means and any person who, using the telephonic or electronic means provided, participates in, votes at or establishes a communications link to the meeting is deemed for the purposes of this Act to be present at the meeting. *1988,c.4 s.18; 2021,c.14,s.5.*

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#6

MOTION CARRIED _____

MOTION LOST _____

Date: August 11, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

Council approve the convening of a public meeting to provide residents and other interested persons with an opportunity to make representations regarding the City of Charlottetown's draft Zoning and Development Bylaw, in accordance with section 18 of the *Planning Act*, R.S.P.E.I. 1988, c. P-8;

AND FURTHER THAT:

Upon approval, the Planning and Heritage Department shall cause a notice to be published in a newspaper circulating in the area at least seven clear days before the public meeting. The notice shall describe, in general terms, the nature of the proposed Bylaw and specify the date, time, and place of the public meeting, in accordance with subsection 18(1)(b) of the *Planning Act*, R.S.P.E.I. 1988, c. P-8.

CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.2):
To adopt the Official Plan Amendment, PH-OPA.2-001, "That the land use for the subject property identified as 231 Brackley Point Road (PID# 623090) as shown on Figure 7 – Charlottetown's Future Land Use Map of the City of Charlottetown Official Plan, is designated as Workscapes, hereby excluding it from its former designation of Neighbourhood."

BE IT RESOLVED THAT THE "OFFICIAL PLAN AMENDMENT, (PH-OPA.2-001, as it pertains to the subject property identified as 231 Brackley Point Road (PID# 623090))", as attached, be adopted.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

Date: August 11, 2026

_____Mayor/Chairperson (sealed) _____Chief Administrative Officer (sealed)

CITY OF CHARLOTTETOWN
OFFICIAL PLAN

To adopt the Official Plan Amendment, PH-OPA.2-001, "That the land use for the subject property identified as 231 Brackley Point Road (PID# 623090) as shown on Figure 7 – Charlottetown's Future Land Use Map of the City of Charlottetown Official Plan, is designated as Workscapes, hereby excluding it from its former designation of Neighbourhood."

Effective Date
The effective date of the Official Plan amendment is the date as signed below by the Minister of Housing and Communities.

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 11th day of August, 2026.

_____	_____
Mayor/Chairperson (signature sealed)	Chief Administrative Officer (signature sealed)

MINISTERIAL APPROVAL

This Official Plan Amendment (PH-OPA.1-057) is hereby approved.

Dated on this __ day of _____, _____.

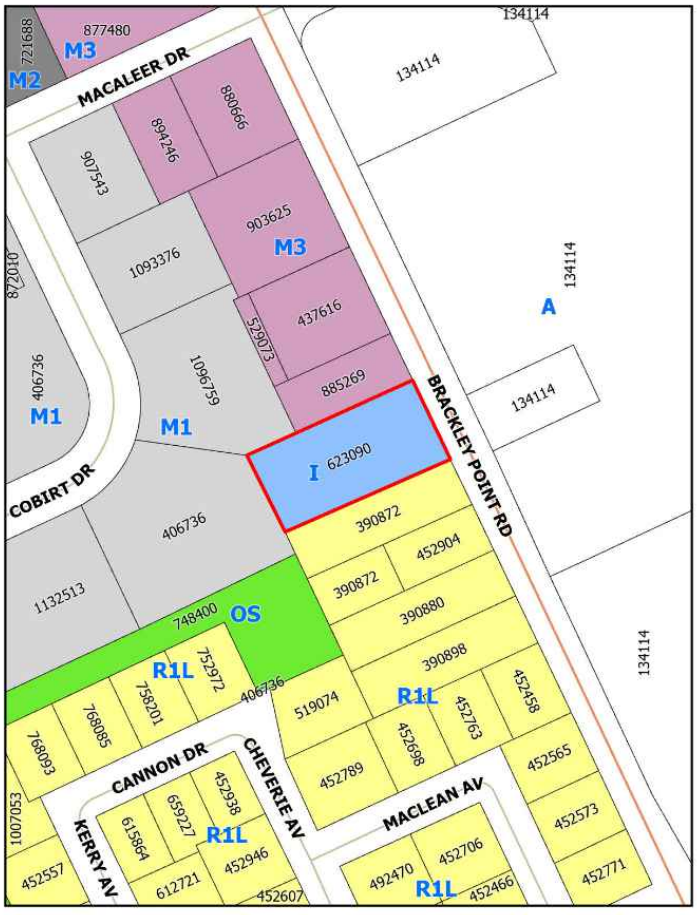
_____
Minister of Housing and Communities

CITY OF CHARLOTTETOWN
Official Plan Amendment
PH-OPA.2-001

Figure 7 – 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 for the subject property identified as 231 Brackley Point Road (PID# 623090) as shown on Figure 7 - Charlottetown's Future Land Use Map of the City of Charlottetown Official Plan, is designated as Workscapes, hereby excluding it from its former designation of Neighbourhood.



CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.2):
NONE.

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-112, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone for the property located at 307 Patterson Drive (PID# 676585)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW (PH-ZD.2-112, as it pertains to the property located at 307 Patterson Drive (PID# 676585))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor :_____ X Alanna Jankov

Seconded by Councillor:_____ X Julie McCabe
Date: July 14, 2026

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-112, To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone for the property located at 307 Patterson Drive (PID# 676585)," as attached, was read and approved a first time on July 14, 2026;

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

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date:

BE IT RESOLVED THAT the said Bylaw be adopted.
Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date:

_____Mayor/Chairperson (sealed) _____Chief Administrative Officer (sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-112

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

PART I – INTERPRETATION AND APPLICATION

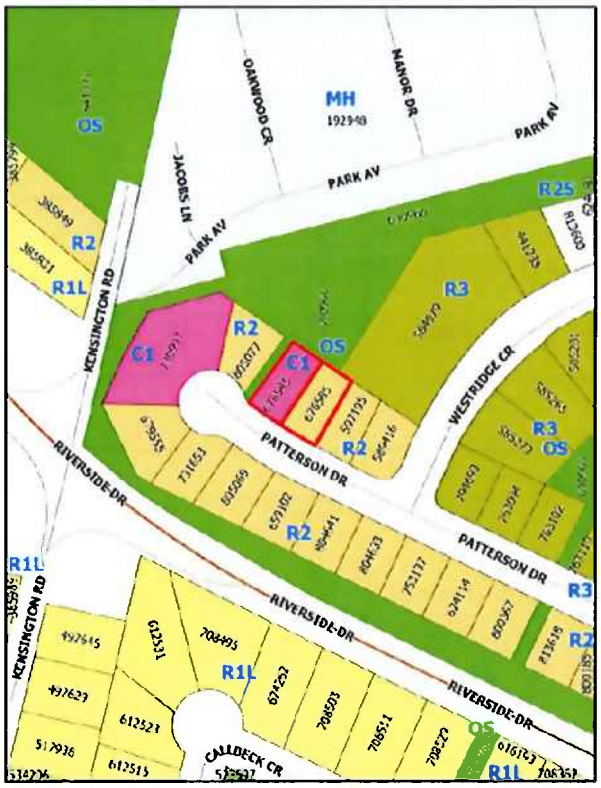
1. **Title**
   (1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-112"

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 and Development Bylaw provisions found in Appendix G – Zoning Map of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) The Zoning of the property located at 307 Patterson Drive (PID# 676585) as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-112, is Business Office Commercial (C-1) Zone, hereby excluding it from its former designation of Low Density Residential (R-2) Zone.



PART III – EFFECTIVE DATE

1. Effective Date

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

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-112, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-112, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-112, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. Signatures

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-112, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-112) is hereby approved.

Dated on this __ day of _____, _____.

_____
Honourable Darlene Compton
Minister of Land and Environment

CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.2):
NONE.

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-113, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone for the property identified as PID# 390534, and from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone for the unaddressed subject property identified as PID# 1179670."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-113, as it pertains to the properties identified as PID#s 390534 and 1179670))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor : _____ X Alanna Jankov

Seconded by Councillor: _____ X Julie McCabe

Date: July 14, 2026

5-0
Councillors Bevan-Brown, Machisaac, Rice absent, Duffy carried

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-113, To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone for the property identified as PID# 390534, and from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone for the unaddressed subject property identified as PID# 1179670," as attached, was read and approved a first time on July 14, 2026;

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

Moved by Deputy Mayor : _____ Alanna Jankov

Seconded by Councillor: _____ Julie McCabe

Date:

BE IT RESOLVED THAT the said Bylaw be adopted.

Moved by Deputy Mayor : _____ Alanna Jankov

Seconded by Councillor: _____ Julie McCabe

Date:

_____ Mayor/Chairperson (sealed) _____ Chief Administrative Officer (sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-113

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.2-113"

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 and Development Bylaw provisions found in Appendix G – Zoning Map of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) The Zoning of the property identified as PID# 390534 as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-113, is Shopping Centre Commercial (C-3) Zone, hereby excluding it from its former designation of Comprehensive Development Area (CDA) Zone; and

(2) The Zoning of the unaddressed subject property identified as PID# 1179670 as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-113, is Mixed Use Corridor (MUC) Zone, hereby excluding it from its former designation of Comprehensive Development Area (CDA).



PART III – EFFECTIVE DATE

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

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-113, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-113, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-113, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. **Signatures**

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-113, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-113) is hereby approved.

Dated on this __ day of _____, _____.

_____
Honourable Darlene Compton
Minister of Land and Environment

CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.2):
To adopt the Official Plan Amendment, PH-OPA.2-003, "That the land use for the unaddressed parcel identified as PID# 140087 as shown on Figure 7 – Charlottetown's Future Land Use Map of the City of Charlottetown Official Plan, is designated as Corridor, hereby excluding it from its former designation of Urban Expansion."

BE IT RESOLVED THAT THE "OFFICIAL PLAN AMENDMENT, (PH-OPA.2-003, as it pertains to the unaddressed parcel identified as PID# 140087)", as attached, be adopted.

Moved by Deputy Mayor : _____ Alanna Jankov

Seconded by Councillor: _____ Julie McCabe

Date: July 14, 2026

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-115, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from un-zoned (N/A) lands to the ER-MUVC (East Royalty Mixed Use Village Centre) Zone for the unaddressed parcel identified as PID# 140087."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-115, as it pertains to the unaddressed parcel identified as PID# 140087)", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor : _____ Alanna Jankov

Seconded by Councillor: _____ Julie McCabe

Date: July 14, 2026

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-115, To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from un-zoned (N/A) lands to the ER-MUVC (East Royalty Mixed Use Village Centre) Zone for the unaddressed parcel identified as PID# 140087," as attached, was read and approved a first time on July 14, 2026;

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

Moved by Deputy Mayor : _____ Alanna Jankov

Seconded by Councillor: _____ Julie McCabe

Date:

BE IT RESOLVED THAT the said Bylaw be adopted.

Moved by Deputy Mayor : _____ Alanna Jankov

Seconded by Councillor: _____ Julie McCabe

Date:

_____ Mayor/Chairperson (sealed)

_____ Chief Administrative Officer (sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-115

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

PART I – INTERPRETATION AND APPLICATION

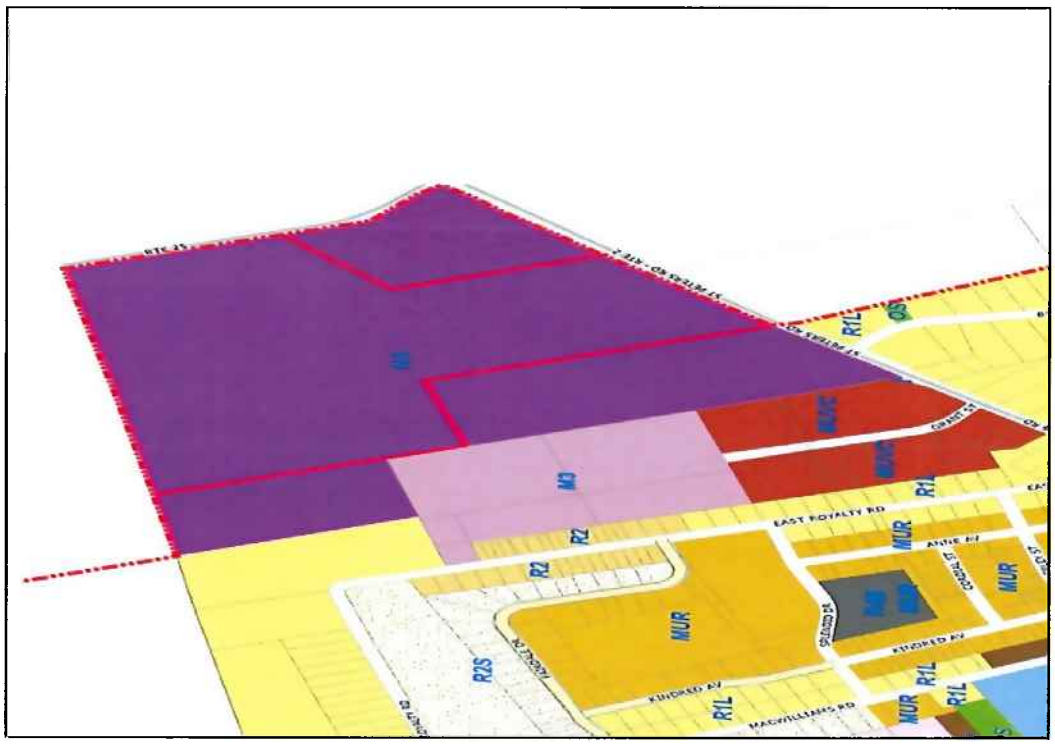
1. **Title**
   (1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-115"

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 and Development Bylaw provisions found in Appendix G – Zoning Map of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) The Zoning of unaddressed parcel identified as PID# 140087 as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-115, is East Royalty Mixed Use Village Centre (ER-MUVC) Zone, hereby excluding it from its former designation of un-zoned (N/A) lands.



PART III – EFFECTIVE DATE

1. Effective Date

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

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-115, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-115, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-115, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. Signatures

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-115, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-115) is hereby approved.

Dated on this __ day of _____, _____.

_____
Honourable Darlene Compton
Minister of Land and Environment

CITY OF CHARLOTTETOWN
OFFICIAL PLAN

To adopt the Official Plan Amendment, PH-OPA.2-003, "That the land use for the unaddressed parcel identified as PID# 140087 as shown on Figure 7 – Charlottetown's Future Land Use Map of the City of Charlottetown Official Plan, is designated as Corridor, hereby excluding it from its former designation of Urban Expansion."

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

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 14th day of July, 2026.

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

MINISTERIAL APPROVAL

This Official Plan Amendment (PH-OPA.2-003) is hereby approved.

Dated on this __ day of _____, _____.

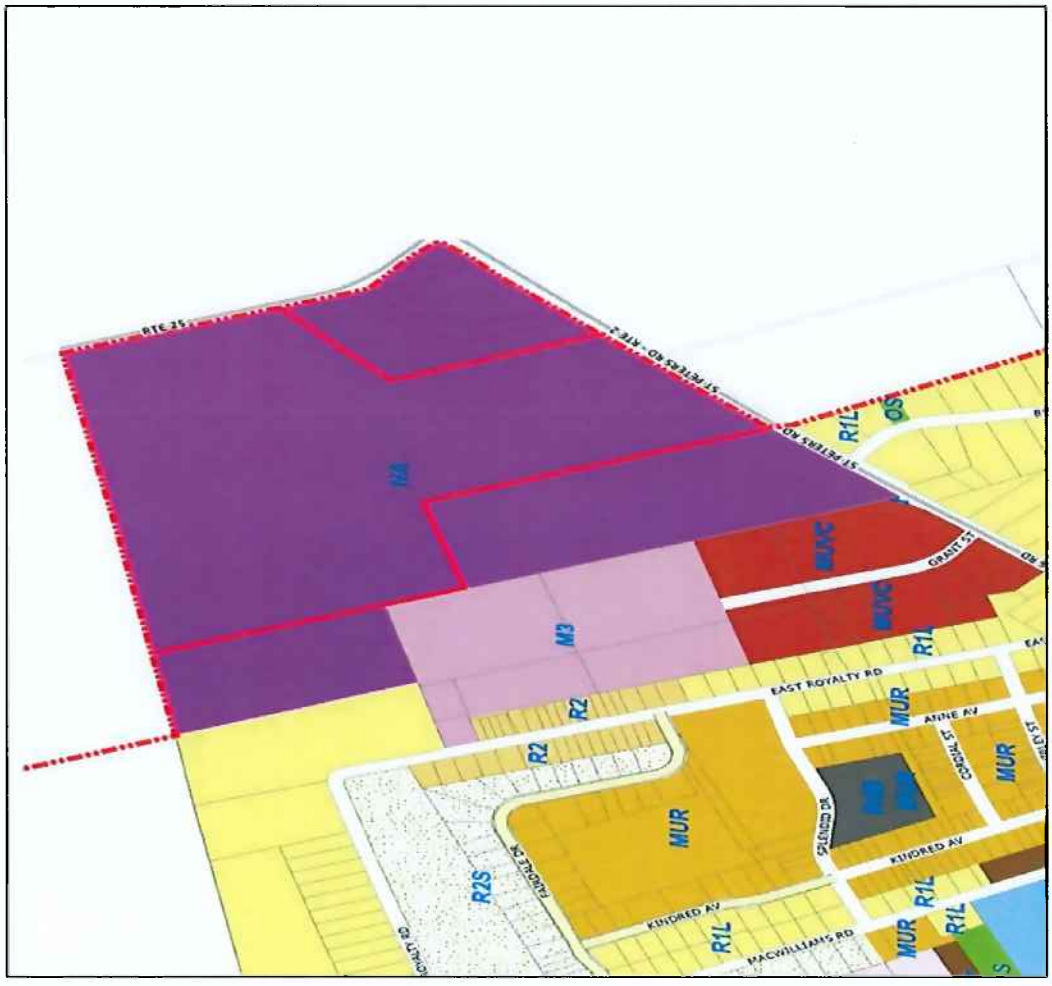
_____
Honourable Darlene Compton
Minister of Land and Environment

CITY OF CHARLOTTETOWN
Official Plan Amendment
PH-OPA.2-003

Figure 7 – Charlottetown's 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 for the unaddressed parcel identified as PID# 140087 as shown on Figure 7 – Charlottetown's Future Land Use Map, as shown on Figure 7 – Charlottetown's Future Land Use Map of the City of Charlottetown Official Plan, is designated as Corridor, hereby excluding it from its former designation of Urban Expansion.



CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR JULY 2025
DOLLAR VALUES

	JUL	Totals
Residential New	$3,334,250.00	$100,596,192.00
Residential Renovations and Additions	$486,570.00	$22,584,880.50
Industrial-Commercial New	$600,000.00	$1,100,000.00
Industrial-Commercial Renovations	$1,093,050.00	$13,827,542.02
Institutional New	$0.00	$0.00
Institutional Renovations	$565,000.00	$3,096,000.00
Signage	$2,100.00	$303,181.23
Other	$15,704.29	$586,052.39
Agriculture	$0.00	$0.00
TOTALS	**6,096,674.29**	**142,093,848.14**

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR JULY 2026
DOLLAR VALUES

	JUL	Totals
Residential New	$13,100,770.92	$112,274,270.92
Residential Renovations and Additions	$1,183,001.00	$4,962,583.08
Industrial-Commercial New	$1,700,000.00	$3,935,000.00
Industrial-Commercial Renovations	$140,000.00	$68,417,824.00
Institutional New	$556,400.00	$556,400.00
Institutional Renovations	$165,000.00	$11,299,435.00
Signage	$42,788.74	$363,492.10
Other	$310,750.00	$839,360.00
Agriculture	$0.00	$0.00
TOTALS	**17,198,710.66**	**202,648,365.10**

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR JULY 2025
BREAKDOWN OF PERMITS ISSUED *(Not projects)*

	JUL	Totals
Single Family Dwellings - New	4	57
Two-Family Dwellings - New	4	25
Multi-Family Dwellings - New	0	8
Residential Renovations and Additions	5	43
Industrial-Commercial New	1	2
Industrial-Commercial Renovations	7	35
Institutional New	0	1
Institutional Renovations	2	8
Signage	2	25
Other	1	41
Agriculture Renovations	0	0
TOTALS	**26**	**245**

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR JULY 2026
BREAKDOWN OF PERMITS ISSUED *(Not projects)*

	JUL	Totals
Single Family Dwellings - New	26	64
Two-Family Dwellings - New	8	19
Multi-Family Dwellings - New	3	12
Residential Renovations and Additions	11	60
Industrial-Commercial New	1	4
Industrial-Commercial Renovations	7	46
Institutional New	2	3
Institutional Renovations	1	12
Signage	15	41
Other	22	54
Agriculture Renovations	0	0
TOTALS	**96**	**315**

CHARLOTTETOWN

Planning & Heritage Summary (Week ending July 3rd, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information 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 and/or decisions are rendered by Charlottetown City Council as governed by the Prince Edward Island Planning Act. The deadlines to make an appeal are listed for each application below as per the requirements of the Planning Act.

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
25-322	192153	064-BLD-25	12-Mar-25	27-Jun-26	APPROVED	166 Kindred Ave (Lot 77B)	Occupancy Permit: Construction of a Single Detached Dwelling	Racha Mayaleh	18-Jul-26
25-1043	1016294	329-BLD-25	20-Oct-25	2-Jul-26	APPROVED	30-32 Aidan St (Lot 34B)	Occupancy Permit: Construction of a Semi-detached Dwelling	Maverick Development Inc.	23-Jul-26
26-273	394981	004-DEM-26	24-Mar-26	29-Jun-26	APPROVED	189 Belvedere Ave	Move existing home to this location	John Murley	20-Jul-26
26-398	416305	087-BLD-26	1-Apr-26	1-Jul-26	APPROVED	64 Friar Dr (Lot 21-47)	Occupancy Permit: Construction of a single detached dwelling	PEI Home & RV Centre	22-Jul-26
26-418	1183359	095-BLD-26	24-Apr-26	29-Jun-26	APPROVED	30 Clonhaven St (Lot 160)	Construction of a 40-unit residential building	103488 PEI Inc (Greg Morrison)	20-Jul-26
26-447	784298	108-BLD-26	23-Apr-26	3-Jul-26	APPROVED	1884 Blake Ct	Construction of an addition	Bob Carmichael	24-Jul-26
26-616	366617	220-STR-26	24-Jun-26	30-Jun-26	APPROVED	25 Colonel Gray Dr	Tourist Home: Short Term Rental	Rabih & Wendy Abdallah	21-Jul-26
26-573	723460	215-STR-26	10-Jun-26	2-Jul-26	APPROVED	45 Brittany Dr	Tourist Home: Short Term Rental	Bowei Xu	23-Jul-26
26-558	348193	157-BLD-26	4-May-26	3-Jul-26	APPROVED	3 North River Rd	Renovation: Deck and Interior alterations	Paul Arsenault	24-Jul-26
26-618	425793	187-BLD-26	5-Jun-26	29-Jun-26	APPROVED	119 Heather Ave	Construct foundation including new basement & exterior decks	Lorin T Brehaut	20-Jul-26
26-619	1190941	188-BLD-26	22-May-26	27-Jun-26	APPROVED	95 Emily Dr (Lot 195A)	Construction of a single detached dwelling	102709 PEI Inc (OPM Construction)	18-Jul-26
26-620	1190941	189-BLD-26	22-May-26	27-Jun-26	APPROVED	95 Emily Dr (Lot 195B)	Construction of a single detached dwelling	102709 PEI Inc (OPM Construction)	18-Jul-26
26-634	1180348	193-BLD-26	21-May-26	27-Jun-26	APPROVED	22 Worth St (Lot 49)	Construction of New Single Detached Dwelling	Brad Holden	18-Jul-26
26-678	868281	229-BLD-26	1-May-26	7-Jul-26	APPROVED	80 Commonwealth Ave	Mobile Classroom - West Royalty Elementary School - Building #1	PEI Department of Transportation and Infrastructure	28-Jul-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-629	1190941	191-BLD-26	22-May-26	27-Jun-26	APPROVED	95 Emily Dr (Lot 195C)	Construction of a single detached dwelling	102709 PEI Inc (OPM Construction)	18-Jul-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	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

CHARLOTTETOWN

Planning & Heritage Summary (Week ending July 10th, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information 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 and/or decisions are rendered by Charlottetown City Council as governed by the Prince Edward Island Planning Act. The deadlines to make an appeal are listed for each application below as per the requirements of the Planning Act.

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
25-1088	1142967	346-BLD-25	3-Nov-25	10-Jul-26	APPROVED	41 Meadow Ln	Installation of an egress window	Robert & Stacey MacAulay	31-Jul-26
26-22	193284	012-BLD-26	8-Jan-26	8-Jul-26	APPROVED	38 Emily Dr (Lot 182A)	Construction of Single Detached Dwelling	Johnny W Perry	29-Jul-26
26-568	350066	162-BLD-26	29-May-26	6-Jul-26	APPROVED	145 Queen Elizabeth Dr	Addition to accommodate an elevator	Geordie Kirkpatrick	27-Jul-26
26-574	1194034	167-BLD-26	25-Jun-26	6-Jul-26	APPROVED	381-383 Norwood Rd (Lot 29)	Construction of a semi-detached dwelling	Maple Isle Homes (PEI Inc	27-Jul-26
26-589	1110014	173-BLD-26	3-Jun-26	6-Jul-26	APPROVED	43 East Royalty Rd	Build a 12x16 shed and extend ground level deck and add free standing pergola	Dale Woods & Susan Woods	27-Jul-26
26-600	1128362	029-SGN-26	16-Jun-26	6-Jul-26	APPROVED	20 Innovation Way	New sign change from 'Island Abbey' to 'Top Gum'	Dalmac Signs	27-Jul-26
26-611	192153	185-BLD-26	5-Jun-26	6-Jul-26	APPROVED	42 Fairdale Dr (Lot 156A)	Construction of a single detached dwelling	Kelly Keefe	27-Jul-26
26-640	388108	036-SGN-26	20-May-26	5-Jul-26	APPROVED	436 North River Rd	Vinyl wrap on traffic control cabinet at North River Rd and Beach Grove Rd	City of Charlottetown	26-Jul-26
26-641	371518	037-SGN-26	20-May-26	5-Jul-26	APPROVED	400 University Ave	Vinyl wrap on traffic control cabinet at Allen St and Upper Prince St	City of Charlottetown	26-Jul-26
26-642	1035096	197-BLD-26	29-May-26	3-Jul-26	APPROVED	48 Parkway Dr	Construction of an 8' x 14' shed	Don Lott	24-Jul-26
26-643	1176437	198-BLD-26	28-May-26	7-Jul-26	APPROVED	19-21 Fairdale Dr (Lot 128)	Construction of a semi-detached dwelling	Mark Clark	28-Jul-26
26-650	530303	204-BLD-26	29-May-26	3-Jul-26	APPROVED	9 Bolger Dr	16'x32' In-ground Swimming Pool with 6ft Fence Surround	Todd McCabe	24-Jul-26
26-652	1176841	232-BLD-26	29-May-26	3-Jul-26	APPROVED	29 MacMillan Cres	8'x12' Utility Shed	Joe Rowledge	24-Jul-26
26-653	1180348	207-BLD-26	29-May-26	5-Jul-26	APPROVED	34 Worth St (Lot 47)	Construct New Single Detached Dwelling	Bob Doiron	26-Jul-26
26-656	1180348	210-BLD-26	29-May-26	9-Jul-26	APPROVED	3 Worth St (Lot 10)	Construct New Single Detached Dwelling	Bob Doiron	30-Jul-26

CHARLOTTETOWN

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-658	1180348	212-BLD-26	29-May-26	9-Jul-26	APPROVED	112-114 Rogerson St (Lot 89)	Construct New Semi-Detached Dwelling	Bob Doiron	30-Jul-26
26-659	1180348	213-BLD-26	29-May-26	9-Jul-26	APPROVED	192-194 Rogerson St (Lot 81)	Construct New Semi-Detached Dwelling	Bob Doiron	30-Jul-26
26-663	1180348	217-BLD-26	29-May-26	9-Jul-26	APPROVED	9 Worth St (Lot 11)	Construct New Single Detached Dwelling with a Secondary Suite	Bob Doiron	30-Jul-26
26-664	1180348	219-BLD-26	29-May-26	9-Jul-26	APPROVED	82-84 Rogerson St (Lot 92)	Construct New Semi-Detached Dwelling	Bob Doiron	30-Jul-26
26-673	1187228	225-BLD-26	19-Jun-26	7-Jul-26	APPROVED	60 Hudson Ave (Lot 83)	Construction of a single detached dwelling	Leon Fisher	28-Jul-26
26-679	868281	230-BLD-26	29-Jun-26	8-Jul-26	APPROVED	80 Commonwealth Ave	Building #2 Mobile Classroom - West Royalty Elementary School	PEI Department of Transportation and Infrastructure	29-Jul-26
26-680	1029719	231-BLD-26	14-May-26	6-Jul-26	APPROVED	7 Hilchie Ct	Construction of a 16' x 12' deck	Greg Roach	27-Jul-26
26-685	342154	234-BLD-26	22-Jun-26	8-Jul-26	APPROVED	102 Kent St	Development Permit Only: Addition of Three Awnings	Ray's Place Barber on Kent	29-Jul-26
26-688	276816	238-BLD-26	22-May-26	8-Jul-26	APPROVED	24 Hawthorne Ave A	Shed for Yard Equipment Storage	Peter Walker	29-Jul-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-696	1060540	041-LS-26	26-Jun-26	8-Jul-26	APPROVED	18-20 Parkman Dr	Lot Subdivision (Lots 12-43N & 12-43S)	Geoff Gibson	29-Jul-26
26-697	1176742	042-LS-26	7-Jul-26	8-Jul-26	APPROVED	77-79 Aidan St	Lot Subdivision (Lots 54B-1 & 54B-2)	Jared Massey	29-Jul-26

Council Approvals

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

CHARLOTTETOWN

Planning & Heritage Summary (Week ending July 17th, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information 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 and/or decisions are rendered by Charlottetown City Council as governed by the Prince Edward Island Planning Act. The deadlines to make an appeal are listed for each application below as per the requirements of the Planning Act.

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
23-1314	140087	007-RZN-23	19-Jul-23	14-Jul-26	APPROVED	PID 140087 (off St. Peters Road)	Apply zoning and OP designation to property that is currently not zoned due to recent annexation	Samantha Murphy	4-Aug-26
24-648	1047562	165-BLD-24	26-Apr-24	14-Jul-26	APPROVED	18 Hudson Ave (Lot 76)	Occupancy Permit: To Construct a Single Detached Dwelling	Hoffmann & Curran Builders Inc	4-Aug-26
25-31	1176379	016-BLD-25	15-Jan-25	14-Jul-26	APPROVED	93 Stanmol Dr (Lot 150)	Occupancy Permit: Construction of a Single Detached Dwelling	Mohammed Qaraghuli	4-Aug-26
25-454	339739	087-BLD-25	28-Feb-25	17-Jul-26	APPROVED	19 Richmond St	Temporary Occupancy Permit: Phase III - Interior Fit-up of new 4-storey, 32-unit apartment building	Jackie & Phil O'Halloran	7-Aug-26
25-833	416305	243-BLD-25	16-Jul-25	14-Jul-26	APPROVED	11 Centurion Cr (Lot 21-33)	Occupancy Permit: New Manufactured Home	PEI Home & RV Centre	4-Aug-26
25-850	1163872	253-BLD-25	23-Jul-25	16-Jul-26	APPROVED	77-79 Fairdale Dr	Occupancy Permit: Construction of a Semi-detached Dwelling	Kaiden Chappell	6-Aug-26
25-878	1100528	269-BLD-25	1-Aug-25	14-Jul-26	APPROVED	31 Norman Dr (Lot 241A)	Occupancy Permit: Construction for a Single Detached Dwelling	Atlantic Proservice Experts Inc	4-Aug-26
25-949	416305	294-BLD-25	8-Sep-25	14-Jul-26	APPROVED	83 Friar Dr (21-14)	Occupancy Permit: New Prestige Mini Home	PEI Home & RV Centre	4-Aug-26
25-980	1187566	308-BLD-25	15-Sep-25	14-Jul-26	APPROVED	31-33 Violet Cir (Lot 5)	Occupancy Permit: Construction of a Semi-detached Dwelling	Star Homes and Construction Inc.	4-Aug-26
25-1087	343913	345-BLD-25	16-Oct-25	14-Jul-26	APPROVED	16 Fitzroy St	Occupancy Permit: 4th floor interior renovation including architectural, mechanic, and electrical.	PEI Department of Transportation and Infrastructure	4-Aug-26
25-1108	342857	355-BLD-25	12-Nov-25	13-Jul-26	APPROVED	227 Grafton St	Occupancy Permit: To relocate Hillsborough Street side entrance and related covering and doorstep	Patrick Trainor	3-Aug-26
26-302	574710	010-MJV-26	23-Mar-26	14-Jul-26	APPROVED	27 Summer Street	Major Variance to open Home Bases Electronics Repair Business	Baljeet Sharma	4-Aug-26
26-400	1192483	012-MJV-26	14-Apr-26	14-Jul-26	APPROVED	65 Carraigbrook Ave	Height and Density Variance to accommodate a 59-unit apartment building	Fay El Hage	4-Aug-26

CHARLOTTETOWN

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-480	388108	118-BLD-26	28-Apr-26	16-Jul-26	APPROVED	40 Enman Cres	Manufacturing of 320 sq. ft. tiny home. ID# 11 (To be moved)	Construction Association of PEI	6-Aug-26
26-481	388108	119-BLD-26	28-Apr-26	16-Jul-26	APPROVED	40 Enman Cres	Manufacturing of 320 sq. ft. tiny home. ID# 12 (To be moved)	Construction Association of PEI	6-Aug-26
26-482	388108	120-BLD-26	28-Apr-26	16-Jul-26	APPROVED	40 Enman Cres	Manufacturing of 320 sq. ft. tiny home. ID# 10 (To be moved)	Construction Association of PEI	6-Aug-26
26-483	388108	121-BLD-26	28-Apr-26	16-Jul-26	APPROVED	40 Enman Cres	Manufacturing of 320 sq. ft. tiny home. ID# 9 (To be moved)	Construction Association of PEI	6-Aug-26
26-585	358622	027-SGN-26	13-Jun-26	14-Jul-26	APPROVED	335 University Ave	1 Reface Freestanding Sign with 4 Sides to be refaced	Priority Permits Ltd	4-Aug-26
26-601	350173	180-BLD-26	20-May-26	14-Jul-26	APPROVED	30 Charlotte Dr	Shed for storage	Brad & Shellie Martin	4-Aug-26
26-636	1180348	194-BLD-26	25-Jun-26	15-Jul-26	APPROVED	182-184 Rogerson St (Lot 82)	Construction of New Semi-Detached Dwelling	Edgar's Construction Inc	5-Aug-26
26-637	1194141	195-BLD-26	25-Jun-26	17-Jul-26	APPROVED	172-174 Rogerson St (Lot 83)	Construction of New Semi-Detached Dwelling	Edgar's Construction Inc	7-Aug-26
26-645	1115005	199-BLD-26	15-May-26	13-Jul-26	APPROVED	33 Gilbert Dr (Lot 38A)	Construction of a single detached dwelling	MLBJ Holdings Inc.	3-Aug-26
26-647	1178359	201-BLD-26	29-May-26	15-Jul-26	APPROVED	109 Stanmol Dr (Lot 146)	Construction of a single detached dwelling	Se7en Developments Inc	5-Aug-26
26-648	655423	202-BLD-26	3-Jun-26	14-Jul-26	APPROVED	31 Irwin Dr	Construct a 10'x20' Shed	Robert Carson	4-Aug-26
26-674	1039536	257-BLD-26	30-Jun-26	16-Jul-26	APPROVED	72 Gardiner Dr	Addition of an in-ground pool	Sara Keith	6-Aug-26
26-686	1194117	236-BLD-26	18-Jun-26	16-Jul-26	APPROVED	87-89-91-93 O'Brien Dr (Lot 5)	Construction of 4-unit townhouse	Paul Llewellyn / Brandon Llewellyn	6-Aug-26
26-687	1188085	237-BLD-26	24-Jun-26	14-Jul-26	APPROVED	60 Alice Ave (Lot 21-60)	Construction of New Single Detached Dwelling	Greenleaf Construction Ltd.	4-Aug-26
26-690	1188085	240-BLD-26	24-Jun-26	14-Jul-26	APPROVED	62 Alice Ave (Lot 21-61)	Construction of New Single Detached Dwelling	Greenleaf Construction Ltd.	4-Aug-26
26-691	1188085	241-BLD-26	24-Jun-26	14-Jul-26	APPROVED	64 Alice Ave (Lot 21-62)	Construction of New Single Detached Dwelling	Greenleaf Construction Ltd.	4-Aug-26
26-694	1188085	244-BLD-26	24-Jun-26	14-Jul-26	APPROVED	101 Holmes Ln (Lot 21-64)	Construction of New Single Detached Dwelling	Greenleaf Construction Ltd.	4-Aug-26
26-705	730861	250-BLD-26	5-May-26	13-Jul-26	APPROVED	26 Ash Dr	Construction of a swimming pool	Lori-Ann Church	3-Aug-26
26-706	336099	038-SGN-26	25-May-26	13-Jul-26	APPROVED	128 Great George St	Poster for Charlottetown Festival Show (June 6th - August 29th, 2026)	Confederation Centre (Kristen Jay)	3-Aug-26
26-708	1139989	251-BLD-26	5-May-26	14-Jul-26	APPROVED	616 Malpeque Rd	Place 8" x 10" shed on property	Colin Simmons	4-Aug-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-711	393496	253-BLD-26	30-Jun-26	15-Jul-26	APPROVED	36 Woodlawn Dr	Construction of Rear Yard Deck	Robert Oakie	5-Aug-26
26-715	1189380	258-BLD-26	8-Jun-26	15-Jul-26	APPROVED	91 Friar Dr (Lot 21-16)	New Prestige Home	PEI Home & RV Centre	5-Aug-26
26-716	416305	259-BLD-26	8-Jun-26	15-Jul-26	APPROVED	126 Friar Dr (Lot 21-61)	Single Detached Dwelling	PEI Home & RV Centre	5-Aug-26
26-718	339192	039-SGN-26	7-Jul-26	15-Jul-26	APPROVED	94 Queen St 1/2	Sign for Non-Profit Association	Nathaly Munoz	5-Aug-26
26-724	368399	266-BLD-26	4-Jun-26	15-Jul-26	APPROVED	444 Queen St	12" x 12" Shed	Juan Carniel	5-Aug-26
26-736	390534	003-RZN-26	12-Mar-26	14-Jul-26	APPROVED	PID#s 390534 & 1179670	Rezone PID#s 390534 to allow for Shopping Centre Commercial Expansion & PID# 1179670 to allow for neighbourhood mixed-use commercial.	Pan American Properties Inc	4-Aug-26
26-737	342626	015-MJV-26	18-Jun-26	14-Jul-26	APPROVED	180 Kent St	Variance: Vinyl wrap installation on traffic control cabinet at Kent St & Prince St	City of Charlottetown	4-Aug-26
26-738	346247	016-MJV-26	18-Jun-26	14-Jul-26	APPROVED	247 Prince St	Variance: Vinyl wrap installation on traffic control cabinet at Euston St & Prince St	City of Charlottetown	4-Aug-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	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
26-737	342626	015-MJV-26	18-Jun-26	14-Jul-26	APPROVED	180 Kent St	That Council approve the proposed Major Variance for the subject property addressed as 180 Kent Street (PID# 342626) to allow for the installation of vinyl wrap artwork to be affixed to a nearby traffic control cabinet within the 500 Lot Area.	City of Charlottetown	4-Aug-26
26-738	346247	016-MJV-26	18-Jun-26	14-Jul-26	APPROVED	247 Prince St	That Council approve the proposed Major Variance for the subject property addressed as 247 Prince Street (PID# 346247) to allow for the installation of vinyl wrap artwork to be affixed to a nearby traffic control cabinet within the 500 Lot Area.	City of Charlottetown	4-Aug-26
26-302	547810	010-MJV-26	23-Mar-26	14-Jul-26	APPROVED	27 Summer St	That the following Major Variance for the subject property addressed as 27 Summer Street (PID# 547810) be approved: 1. To allow an appointment-based home	Baljeet Sharma	4-Aug-26

							occupation for a small electronics repair business. And that Council establish: 2. The approved number of clients permitted to visit per day and the maximum number of business-based visits per week and; 3. The required on-site parking for the proposed home occupation.		
26-400	1192483	012-MJV-26	14-Apr-26	14-Jul-26	APPROVED	65 Carraigbrook Ave	That Council approve the proposed Major Variance for the subject property identified as 65 Carraigbrook Avenue (Lot 162) in the Hidden Valley Subdivision (PID# 1192483) to: 1. Increase the maximum number of apartment units on the site to be 59 units whereas current maximum density under zoning would allow for 56 apartment units and to increase maximum allowed buildable height to be 17.25 metres (56.60 feet) whereas a maximum building height of 15 metres (49.21 feet) is otherwise permitted in the (R-4) Zone.	Fay El Hage	4-Aug-26
26-354	676585	002-RZN-26	15-Apr-26	14-Jul-26	APPROVED	307 Patterson Dr	That Council approve the request to rezone the subject property identified as 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two abutting parcels of land registered under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store) currently bisected by an existing property boundary.	102461 PEI Inc	4-Aug-26
26-736	390534	003-RZN-26	12-Mar-26	14-Jul-26	APPROVED	PID#s 390534 & 1179670	That Council approve the request to rezone the unaddressed subject property identified as PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to rezone the unaddressed subject property identified as PID# 1179670 from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future commercial development on both sites.	Pan American Properties	4-Aug-26
23-1277	440545	006-RZN-23	17-Jul-23	14-Jul-26	DENIED	PID# 440545 Mount Edward Rd	That Council deny the request to rezone the unaddressed subject property identified as Mount Edward Road (PID# 440545) from the Single Detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation in the Official Plan for the subject property from the Neighbourhoods to the Nodes designation to facilitate future development of the property with three (3) apartment buildings (5-storeys each) having a combined total maximum of up to 87 dwelling units based on existing lot size.	Steven Birt	4-Aug-26

							And that Council deny the proposed concept plan for the development with respect to the regulations of the (CDA) Zone.		
23-1314	140087	007-RZN-26	19-Jul-23	14-Jul-26	APPROVED	PID# 140087 Route 2 & Route 25	That Council approve the request to amend Figure 7 – Future Land Use Map (Section 3.2 Land Use Designations) of the City of Charlottetown Official Plan from Urban Expansion (UE) to Corridor (C) and approve the request to amend Appendix “G” – Zoning Map of the Charlottetown Zoning and Development Bylaw from un-zoned (N/A) lands to the ER-MUVC (East Royalty Mixed Use Village Centre) Zone for the unaddressed parcel identified as PID# 140087.	Samantha Murphy	4-Aug-26
NA	367631	NA	NA	14-Jul-26	NA	7 Pond St	That Council direct staff to issue a statement of concurrence to Industry Canada in relation to the proposed Antenna System (Bell Canada Tower) proposed at 7 Pond Street (PID# 367631).	Bell Canada	N/A
26-354	676585	002-RZN-26	15-Apr-26	14-Jul-26	Passed First Reading. Pending Second Reading.	307 Patterson Dr	To adopt Bylaw PH-ZD.2-112, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix "G" - Zoning Map of the Charlottetown Zoning and Development Bylaw from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone for the property located at 307 Patterson Drive (PID# 676585)."	102461 PEI Inc	N/A
26-736	390534	003-RZN-26	12-Mar-26	14-Jul-26	Passed First Reading. Pending Second Reading.	PID#s 390534 & 1179670	To adopt Bylaw PH-ZD.2-113, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix "G" - Zoning Map of the Charlottetown Zoning and Development Bylaw from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) one for the property identified as PID# 390534, and from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone for the unaddressed subject property identified as PID# 1179670."	Pan American Properties	N/A
23-1314	140087	007-RZN-26	19-Jul-23	14-Jul-26	Passed First Reading. Pending Second Reading.	PID# 140087 Route 2 & Route 25	To adopt the Official Plan Amendment, PH-OPA.2-003, "That the land use for the unaddressed parcel identified as PID# 140087 as shown on Figure 7 - Charlottetown's Future Land Use Map of the City of Charlottetown Official Plan, is designated as Corridor, hereby excluding it from its former designation of Urban Expansion. To adopt Bylaw PH-ZD.2-115, a Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix "G" - Zoning map of the Charlottetown Zoning and Development Bylaw from un-zoned (N/A) lands to the ER-MUVC (East Royalty Mixed Use Village Centre) Zone for the unaddressed parcel identified as PID# 140087."	Samantha Murphy	N/A

CHARLOTTETOWN

Planning & Heritage Summary (Week ending July 24th, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information 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 and/or decisions are rendered by Charlottetown City Council as governed by the Prince Edward Island Planning Act. The deadlines to make an appeal are listed for each application below as per the requirements of the Planning Act.

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
22-236	931881	115-BLD-22	1-Apr-22	24-Jul-26	APPROVED	27 Third Street	Occupancy Permit: New 13,250 sq. ft. warehouse	Peter Ixkes	14-Aug-26
24-1159	1173731	018-SEC-24	17-Oct-24	21-Jul-26	APPROVED	55 Hudson Ave (Lot 92)	Secondary Suite Registration	Star Homes & Construction Inc	11-Aug-26
24-384	1154947	081-BLD-24	5-Mar-24	24-Jul-26	APPROVED	20 St Marthas Crt	Occupancy Permit: Construction of Multi Unit Dwelling	FitzGerald and Snow	14-Aug-26
24-409	684514	090-BLD-24	26-Mar-24	22-Jul-26	APPROVED	63 Alice Avenue	Occupancy Permit: New Single-Detached Dwelling	Horseshoe Hill Estates	12-Aug-26
25-782	1141134	212-BLD-25	24-Jun-24	21-Jul-26	APPROVED	24 Shirley St	Occupancy Permit: Construction of a Single Detached Dwelling	Johnny W Perry	11-Aug-26
25-785	1141134	213-BLD-25	24-Jun-24	21-Jul-26	APPROVED	22 Shirley St	Occupancy Permit: Construction of a Single Detached Dwelling	Johnny W Perry	11-Aug-26
25-840	404731	249-BLD-25	18-Jul-25	24-Jul-26	APPROVED	155 Capital Dr	Occupancy Permit: Fit-up for new Root Cellar retail space and second floor offices	APM Commercial	14-Aug-26
25-978	1186840	306-BLD-25	15-Sep-25	23-Jul-26	APPROVED	79 Kingsburgh Ave (Lot 169)	Occupancy Permit: Construction of a Single Detached Dwelling	PAL Holdings Inc	13-Aug-26
25-1083	1176759	341-BLD-25	3-Nov-25	21-Jul-26	APPROVED	81-83 Aidan St (Lot 55)	Occupancy Permit: Construction of a semi-detached dwelling	Falcon Properties Inc.	11-Aug-26
25-1127	585158	362-BLD-25	4-Dec-25	21-Jul-26	APPROVED	400 Mount Edward Rd	Multi-Tenant Commercial Building	Craftsman Construction Ltd	11-Aug-26
26-442	276873	106-BLD-26	22-Apr-26	20-Jul-26	APPROVED	22 Second St	Construction of a 16' x 24' shed	Tandra D Fraser	10-Aug-26
26-472	1180348	112-BLD-26	16-Apr-26	20-Jul-26	APPROVED	102 Worth St (Lot 38)	Construction of a single detached dwelling	16555861 Canada Inc	10-Aug-26
26-582	781807	170-BLD-26	12-Jun-26	23-Jul-26	APPROVED	41 Massey Dr	Bathroom from previous plans was moved already inspected previously-addition of small kitchenette	Simon Hood	13-Aug-26
26-734	1185644	222-STR-26	17-Jul-26	21-Jul-26	APPROVED	51 Airfield Ct	Tourist Home: Short Term Rental	Jasmine Kaur	11-Aug-26
26-739	44478	223-STR-26	20-Jul-26	23-Jul-26	APPROVED	18 Melody Ln	Tourist Home: Short Term Rental	Sabina Githingi	13-Aug-26

CHARLOTTETOWN

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-607	1100635	182-BLD-26	8-Jun-26	22-Jul-26	APPROVED	15 Haviland St	Phase 2: Foundation Only - Construction of a 49-unit apartment building	APM MacLean	12-Aug-26
26-614	359638	186-BLD-26	23-Jun-26	27-Jul-26	APPROVED	113 Upper Prince St	Renovate Carriage House and add accessory unit	Kent William Thompson & Ramona Doyle	17-Aug-26
26-626	342626	030-SGN-26	18-Jun-26	20-Jul-26	APPROVED	180 Kent St	Vinyl wrap installation on traffic control cabinet at Kent St & Prince St	City of Charlottetown	10-Aug-26
26-627	346247	031-SGN-26	18-Jun-26	20-Jul-26	APPROVED	247 Prince St	Vinyl wrap installation on traffic control cabinet at Euston St & Prince St	City of Charlottetown	10-Aug-26
26-630	870154	032-SGN-26	15-May-26	22-Jul-26	APPROVED	17 Browns Ct	New Freestanding Wooden Signage	FastSigns	12-Aug-26
26-632	336990	034-SGN-26	21-May-26	22-Jul-26	APPROVED	62 Queen St	Two (2) Sandwich Board Signs	Nishanth Dominic	12-Aug-26
26-635	781807	014-SEC-26	5-May-26	23-Jul-26	APPROVED	41 Massey Dr	Secondary Suite Registry	Simon Hood	13-Aug-26
26-638	603373	035-SGN-26	21-May-26	22-Jul-26	APPROVED	16 McCarville St	New Freestanding Signage	Hansen Electric (Angelina Garcia)	12-Aug-26
26-639	1156496	196-BLD-26	29-May-26	15-Jul-26	APPROVED	13 Splendid Dr	10'x16' Storage Shed	Francis Mallard	5-Aug-26
26-689	404731	239-BLD-26	25-Jun-26	22-Jul-26	APPROVED	155 Capital Dr	ALR Office Fit-up	ALR Builds Ltd	12-Aug-26
26-692	1160357	242-BLD-26	26-Jun-26	20-Jul-26	APPROVED	32-34 Judy Ave (Lot 60)	Construction of a semi-detached dwelling	Ninaber Construction Ltd	10-Aug-26
26-695	387449	245-BLD-26	30-Jun-26	20-Jul-26	APPROVED	1 Kirkdale Rd	Interior and Exterior Renovations	City of Charlottetown	10-Aug-26
26-712	1194026	252-BLD-26	30-Jun-26	23-Jul-26	APPROVED	4 Beech Hill Ave, 377 Norwood Rd (Lot 30)	Construction of a semi-detached dwelling	Maple Isle Homes PEI Inc	13-Aug-26
26-717	416305	260-BLD-26	8-Jun-26	23-Jul-26	APPROVED	68 Friar Dr (Lot 21-48)	New Prestige Home	PEI Home & RV Centre	13-Aug-26
26-719	732974	261-BLD-26	9-Jul-26	22-Jul-26	APPROVED	13 Ferngarden Dr	Construction of Rear Yard Deck	Jordan Lake	12-Aug-26
26-720	1191246	262-BLD-26	10-Jul-26	23-Jul-26	APPROVED	82 Kingsburgh Ave (Lot 170)	Construction of New Single Detached Dwelling	Precision Homes LTD	13-Aug-26
26-732	343574	040-SGN-26	10-Jul-26	20-Jul-26	APPROVED	207 Queen St	Install PVC letters on new bulkhead - Island Optical	Dalmac Signs	10-Aug-26
26-735	358960	008-DEM-26	17-Jul-26	21-Jul-26	APPROVED	202 University Ave	Demotion of commercial building	Andrew Chisholm	11-Aug-26
26-741	343574	274-BLD-26	10-Jul-26	21-Jul-26	APPROVED	207 Queen St	Remove existing canopy and add new bulkhead with concealed eyebrow lighting.	Dalmac Signs	11-Aug-26
26-743	373118	009-DEM-26	21-Jul-26	22-Jul-26	APPROVED	99 Belvedere Ave	Demolition of garage and connecting structure	Connor Mayhew	12-Aug-26
26-631	374132	033-SGN-26	15-May-26	22-Jul-26	APPROVED	525 University Ave A-D	New Freestanding Wooden Signage	FastSigns	12-Aug-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-747	1088368	041-SGN-26	14-Jul-26	23-Jul-26	APPROVED	8 Stan Macpherson Way	Window Sign (first floor)	Bridget McCloskey	13-Aug-26
26-750	813584	281-BLD-26	9-Jul-26	24-Jul-26	APPROVED	11 Bell Cres	Construction of a covered 14" x 14" deck	Hexagon Carpentry	14-Aug-26
26-748	1165877	279-BLD-26	14-Jul-26	22-Jul-26	APPROVED	25 Airfield Ct	10" x 16" Storage shed	Rob Alain	12-Aug-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	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

CHARLOTTETOWN

Planning & Heritage Summary (Week ending July 31st, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information 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 and/or decisions are rendered by Charlottetown City Council as governed by the Prince Edward Island Planning Act. The deadlines to make an appeal are listed for each application below as per the requirements of the Planning Act.

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
25-829	1176742	239-BLD-25	16-Jul-25	29-Jul-26	APPROVED	77-79 Aidan St (Lot 54B)	Occupancy Permit: Construction of a Semi-detached Dwelling	Massey Fine Homes Inc	19-Aug-26
25-1107	387761	354-BLD-25	10-Nov-25	28-Jul-26	APPROVED	670 University Ave	Occupancy Permit: Office and clinic fit-up for HPEI Medical Home	APM Commercial	18-Aug-26
26-177	192245	045-BLD-26	27-Feb-26	28-Jul-26	APPROVED	3 Oakland Dr	Garage Renovation	Holland College	18-Aug-26
26-41	1186808	015-BLD-26	22-Jan-26	30-Jul-26	APPROVED	60 Kingsburgh Ave	Occupancy Permit: Construction of a single detached dwelling	Paul Llewellyn	20-Aug-26
26-570	1151141	164-BLD-26	5-May-26	30-Jul-26	APPROVED	28 Splendid Dr	Garbage Shed	Matthew McQuaid	20-Aug-26
26-610	922377	184-BLD-26	19-Jun-26	27-Jul-26	APPROVED	32 Croker St	Swimming Pool and Deck	Chris M & Dawn M Arsenault	17-Aug-26
26-676	342311	227-BLD-26	19-Jun-26	30-Jul-26	APPROVED	123 Grafton St	Patio on Sidewalk	John Cudmore	20-Aug-26
26-702	1087691	247-BLD-26	13-Jun-26	28-Jul-26	APPROVED	159 John Yeo Dr	Change of Use, Interior Renovation - Atlantic Canada Regional Council of Carpenters	Colin Porter	18-Aug-26
26-703	1180348	248-BLD-26	29-Jun-26	30-Jul-26	APPROVED	28 Worth St (Lot 48)	Construction of a single detached dwelling	Charlottetown Construction	20-Aug-26
26-713	1180348	254-BLD-26	2-Jul-26	28-Jul-26	APPROVED	120 Worth St (Lot 35)	Construction of New Single Detached Dwelling	Alex Graham	18-Aug-26
26-740	388157	025-HRT-26	21-Jul-26	31-Jul-26	APPROVED	55 Malpeque Rd	Exterior brick re-pointing and repairs	Coles Associates	21-Aug-26
26-744	350892	276-BLD-26	2-Jul-26	28-Jul-26	APPROVED	15 Harbour Ln (Lot 26-02)	Construction of a single detached dwelling	Robert (Bob) Likely	18-Aug-26
26-745	604165	277-BLD-26	13-Jul-26	29-Jul-26	APPROVED	29 McCarville St	Phase I: Renovation of former process space into laboratory	MCA Consultants Inc	19-Aug-26
26-749	1143486	280-BLD-26	14-Jul-26	28-Jul-26	APPROVED	59 Beech Hill Ave (Lot 20-15)	Construction of a single detached dwelling	JS Builders & Real Estate Inc	18-Aug-26
26-751	365809	013-TMP-26	24-Jul-26	30-Jul-26	APPROVED	46 Kensington Rd	Two Temporary Tents for Old Home Week	PEI Provincial Exhibition	20-Aug-26

CHARLOTTETOWN

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	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

HUMAN RESOURCES COMMITTEE
REPORT TO COUNCIL

August 11, 2026

The Human Resources Committee did not meet since the last Regular Meeting of Council.

There no resolutions for your consideration.

Respectfully submitted,

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Councillor Norman Beck, Chair

STRATEGIC PRIORITIES, COMMUNICATIONS &
INTERGOVERNMENTAL COOPERATION COMMITTEE
REPORT TO COUNCIL
AUGUST 11, 2026

The Strategic Priorities, Communications and Intergovernmental Cooperation Committee has not met since the previous Regular Meeting of Council.

There are no items for your consideration.

Respectfully submitted,

Councillor Justin Muttart

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
August 11, 2026

The Parks, Recreation and Leisure Activities Committee has not met since the previous Regular Meeting of Council.

There are no resolutions for Council's consideration.

Respectfully submitted,

Councillor Kevin Ramsay, Chair

WATER & SEWER UTILITY COMMITTEE
REPORT TO COUNCIL
AUGUST 11, 2026

The Water & Sewer Utility Committee has not met since the previous Regular Meeting of Council.

There are no items for your consideration.

Respectfully submitted,

Councillor Bob Doiron, Chair

FINANCE, AUDIT, TENDERING & ADMINISTRATION COMMITTEE
REPORT TO COUNCIL
August 11th, 2026

The Finance, Audit Tendering & Administration Committee met on Wednesday, August 5th, 2026, at 12:00 p.m. for its regular meeting.

There are no resolutions.

1st Reading to Establish the Tax Rate Group Bylaw is attached for consideration.

Respectfully submitted,

Councillor John MacAleer, Chair

Finance, Audit, Tendering, & Administration Committee
Wednesday, August 5th 2026
12:00 pm. Parkdale Room.

DRAFT

Present: **Councillor John McAleer (Chair).**
Mayor Philip Brown.
Brad MacConnell, CAO.
Deputy Mayor Alanna Jankov.
Amy McQuillan, Manager of Finance.
Nancy Milligan, AA.
Isaac Ewuah – Assistant Manager of Finance.

Regrets: **Councillor Terry Bernard**

Guests: **Ylber Gashi – Manager of Public Works.**
Donna Miller-Ayton – Manager of Policy & Heritage (Via Teams).

1. **Call to Order.**
   The Chair called the meeting to order at 12:03 pm.

2. **Declarations of Conflict of Interest.**
   None.

3. **Approval of Agenda.**
   Motion to approved agenda was moved by Deputy Mayor Jankov and seconded by Councillor Bernard.
   Motion Carried.

4. **Adoption of Minutes.**
   Motion to approve minutes was put forward by Deputy Mayor Jankov and seconded by Councillor Bernard
   Motion Carried.

5. **Business Arising from Minutes.**
   None.

6. **Discussions/Reports**

   a. **Report PW-2026-07-22-001 – New Position Request – Ylber Gashi – Manager of Public Works.**

      Report was presented to Finance Committee with the intent to obtain Council approval to create an Assistant Manager of Engineering & Capital Projects position

within the Public Works Department to strengthen leadership of the City's expanding engineering & capital infrastructure program.

The City's capital infrastructure program has grown significantly in both size and complexity over recent years. Public Works is responsible for delivering an increasing number of road, sidewalk, active transportation, stormwater, traffic, municipal building and community infrastructure projects while coordinating consultants, contractors, utilities, regulatory agencies, funding partners and internal departments.

At present, engineering leadership, capital project delivery and operational management are largely concentrated within the Manager of Public Works. As the City's infrastructure program continues to expand, balancing strategic leadership, operational oversight and detailed capital project administration within a single management position has become increasingly challenging.

Creating an Assistant Manager of Engineering and Capital Projects will establish dedicated leadership for the City's engineering and capital delivery function while allowing the Manager of Public Works to focus on departmental leadership, operational performance, strategic planning, policy development and Council priorities.

The proposed position will provide management oversight for the complete capital project lifecycle, improve consistency in engineering practices, strengthen financial and contract controls, enhance project coordination and provide direct leadership to engineering and technical staff. A detailed job description outlining the position's responsibilities is attached for Council's review.

Approval of this position is expected to provide several long-term organizational benefits, including:

- Increased capacity to successfully deliver a growing capital infrastructure program.
- Improved oversight of project budgets, schedules, procurement, consultant performance and contract administration.
- Stronger project governance through standardized engineering practices, reporting and quality assurance.
- Reduced project risk through improved planning, coordination and earlier identification of technical and contractual issues.
- Enhanced leadership, mentoring and succession planning for engineering and technical staff.
- Greater management capacity during emergencies, periods of peak workload and organizational transitions.
- Improved service to Council and the public through clearer accountability and more timely responses to engineering and capital project matters.

The position will be funded in accordance with the City's approved compensation framework, with final classification and budget confirmation completed through

Human Resources and Finance. While the position represents an operating investment, improved project management, stronger contract administration, enhanced consultant oversight and more effective capital project controls are expected to reduce project risk, improve operational efficiency and provide long-term value across the City's capital infrastructure program.

The creation of an Assistant Manager of Engineering and Capital Projects is a proactive organizational investment that aligns the Public Works Department with the City's growing infrastructure responsibilities. Establishing dedicated leadership for engineering and capital project delivery will strengthen accountability, improve project outcomes, enhance organizational resilience and position the department to efficiently deliver Council's current and future capital investment priorities.

This was presented to the Public Works Committee on July 22nd, 2026. The Public Works Committee recommended that it be referred to HR Committee and Finance Committee for further discussion prior to its inclusion, along with a resolution, in the agenda package for the next Regular Council meeting.

The wording of the report was clarified that this new position is supported by the Public Works Committee, and is being forwarded to Finance & HR for their opinions before being sent on to Council.

Ylber confirmed that with the money available from budgeted positions that are currently vacant that the salary of the new position would be covered for the remaining of this fiscal year. The total cost for the new position will not be fully realized until the 2027-28 fiscal year. It will be pro-rated this fiscal to reflect the hiring date of the new position.

Both Deputy Mayor Jankov and Councillor Bernard support this ask.

Action: Request will be forwarded to Council via Public Works.
Lead: Ylber Gashi – Manager of Public Works.

b. Report PH-2026-07-10 – Scope Change Zoning & Development Bylaw – Donna Miller-Ayton – Manager of Policy & Heritage.

Report was presented to request that the Finance Committee recommend that Council approve the additional funding required to complete the Zoning and Subdivision Bylaw Review, to be funded through the reallocation of existing budget allocations, as recommended by the Planning and Heritage Committee.

In 2024, the City of Charlottetown initiated a comprehensive review of its Zoning and Development Bylaw and retained Fathom Studio to undertake the work at a contract value of approximately $198,160, plus HST. The purpose of the review is to develop a modernized regulatory framework that aligns with the policy

directions of the City's Official Plan and supports future growth, development, and land-use planning decisions.

To support the successful completion of the new Zoning and Development Bylaw, the project scope must be expanded, requiring additional funding of $30,000, plus HST. The additional funding will support the following activities:

- An additional phase of community engagement, including public open houses;
- Additional stakeholder and development-industry meetings;
- Preparation of a supplemental *What We Heard* Report; and
- Support during the adoption phase, including additional in-person meetings.

A detailed breakdown of the proposed activities, deliverables, and associated costs is provided in the attached rescoping proposal document.

The funding request was considered by the Planning and Heritage Committee at its August 29 meeting. The Committee recommended that the request be forwarded to the Finance Committee for consideration and approval before proceeding to Council, in accordance with the City's established operating procedures.

The project is funded through the Housing Accelerator Fund. The additional costs will be accommodated through reallocation of existing HAF funding and will not affect the Planning and Heritage Department's operating budget.

Councillor Bernard asked for clarification as he was under the impression that all work was covered under original contract.

Deputy Mayor Jankov confirmed that we asked them to do additional work by adding additional public engagement sessions, therefore there is an additional cost to the original agreement.

Motion to approve budget transfer was moved by Deputy Mayor Jankov and seconded by Councillor Bernard.

Action: Budget transfer will be forwarded to Finance for action
Lead: Amy McQuillan – Manager of Finance.

c. Report EC-2026-07-29 – Unbudgeted Capital Request – Amy McQuillan – Manager of Finance.

Report was presented to request approval for the unbudgeted capital request from the Eastlink Centre that was omitted in error during the 2026-27 budget preparation.

As part of the 2026-27 capital budget preparation, there was a miscommunication between Finance and the Eastlink Center regarding unspent carry forward capital from the 2025-26 into the new fiscal. This has resulted in the omission of the $125,000 carry forward to replace 3 heat pumps that control the water circulation throughout the entire facility. Eastlink had already begun the process of replacing these items when they realized the budgeting error.

The original request of $125,000 for the replacement of the heat pumps was approved as part of the overall capital budget for 2025-26 at the special meeting of council on February 25, 2025.

Councillor Bernard agrees that this makes sense as it was an approved project that didn't get pulled forward. He suggested we could also take the funds out of the reserve fund and leave the current budget as is. CAO MacConnell agreed that he has no issue with that course of action.

Motion to move funds from the reserve to pay for the work being completed was moved by Councillor Bernard and seconded by Deputy Mayor Jankov.
Motion Passed.

Action: Funds to be moved from reserve fund to pay for work completed.
Lead: Amy McQuillan – Manager of Finance.

d. Report FIN-16-2026 – Tax Rate Grouping Bylaw follow up – Amy McQuillan – Manager of Finance.

Report was presented to provide members of the Finance Committee with an update on review of the Bylaw and seek guidance on next steps.

The purpose of this bylaw is to establish a framework for setting and applying property tax rates within the municipality. It defines key terms, outlines the authority of Council to create tax rate groups based on property characteristics and service levels, and specifies the process for determining and approving annual tax rates. Additionally, it ensures proper notification to the Provincial Tax Commissioner regarding tax rates, restructuring, or changes to tax groups. Overall, the bylaw aims to provide a fair and organized system for municipal taxation that reflects differences in property use, location, and access to services. The tax groups are as follows.

a) Non-Commercial (Mobile Home Parks) Resident
b) Non-Commercial (Mobile Home Parks-Non Resident
c) Non-Commercial Resident

d) Non-Commercial Non-Resident
e) Hotel/Motel and 4+ Unit Buildings Resident
f) Hotel/Motel and 4+ Unit Buildings Non-Resident
g) Commercial Resident
h) BIA Commercial (on Behalf of DCI)

As per the last Finance Committee meeting, Amy provided information regarding Vacant Land & Farm Land. Farm Land is appraised at the Provincial level, she did not see any instances where they were appraised or taxed differently at the municipal level. Some municipalities do have different rates for vacant land, however we do not and currently these are also appraised at the provincial level.

Councillor Bernard wanted to clarify that the introduction of this bylaw is not to raise taxes within the municipality, this is simply a housekeeping item that we need to have in place as per the Municipal Government Act of PEI.

Motion to move the bylaw reading on to Council was moved by Councillor Bernard and seconded by Deputy Mayor Jankov.

Motion Passed.

Action: Bylaw Reading will be forwarded on to Council.
Lead: Amy McQuillan – Manager of Finance.

e. Report FIN-17-2026 – Update on Operational Matters of Interest – Amy McQuillan – Manager of Finance.

Report was presented to provide members of the Finance Committee with information regarding operational matters believed to be of interest to members of the committee.

Year End Audit:
The annual year end audit to be conducted by MRSB will be taking place beginning Sept 14, 2026. This is later than the usual August timeline but MRSB had additional engagements to complete before they could commit to the City. This allows the finance team more time to prepare for the audit to ensure everything goes smoothly.

Finance Staffing
The Senior Accountant position was posted internally and externally and closed on Thursday, July 30. We had 20 applications that HR will prescreen before we arrange

any interviews. We are hoping to complete interviews during the week of Aug 10, 2026.

Grants

Please see the attached report of the listing of grants that have been awarded to date for fiscal 2026-27 for Economic Development, Environment & Sustainability and Finance. This list will be updated regularly as grants are distributed by all applicable departments.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Simmons Artificial Turf Surface	**Open**	**July 20, 2026**	**August 7, 2026**			
Engineering & Design Consulting Services – Historic District Functional Plan	**Open**	**July 16, 2026**	**August 6, 2026**			
Detailed Design Consulting Services – Sherwood Community Centre	**Open**	**July 10, 2026**	**July 31, 2026**	**6**		
Malpeque Road Water Station Brick Restoration	**Open**	**July 24, 2026**	**August 7, 2026**			
Simmons Artificial Turf Field	**Closed**	**June 16, 2026**	**June 30, 2026**	**3**	**Yes**	**Awarded to Island Coastal Services**
2026 Sidewalks – Package A	**Closed**	**June 12, 2026**	**June 30, 2026**	**6**	**yes**	**Awarded to Landmark Construction**
CADC – 85 Euston Street – Technology	**Closed**	**June 3, 2026**	**June 25, 2026**	**1**	**Yes**	**Awarded to Tech Boss**
Strategic Plan (2027-2031)	**Closed**	**June 3, 2026**	**June 25, 2026**	**19**		**Being reviewed**
CPCP Pre-Purchase of Dry Polymer Preparation System	**Closed**	**April 8, 2026**	**May 5, 2026**	**2**		**UGSI Feed Inc**
Municipal Buildings Garbage Removal	**Upcoming**					
Consulting Services - Mt. Edward Rd. Transit Building Upgrades	**Upcoming**					
Charlottetown City Hall Generators	**Upcoming**					
Norwood Road Multi-Use Pathways	**Upcoming**					

Chair McAleer asked for total amount of all grants to date. Amy McQuillan confirmed total amount to date is $423,225.00. She confirmed that she will include a running total of grants awarded versus budgeted to future committee meetings.

Action: None, report was for information purposes only.

7. Introduction of New Business.
None.

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

119 (1) (e) a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations.
Topic: Land Acquisition.

Motion was moved by Councillor Bernard and seconded by Deputy Mayor Jankov that the meeting move to closed session at 12:41 pm.
Motion Carried.

Motion to move into an Open Session.
Moved by Councillor Bernard and seconded by Deputy Mayor Jankov that the meeting moves back to an Open Session at 1:41 pm
Motion Carried.

9. Business Arising from the Closed Session (If Applicable).
None.

10. Adjournment
Motion to adjourn was put forward by Councillor Bernard and seconded by Deputy Mayor Jankov
Motion Carried.

Meeting adjourned at 1:41 pm.

_____

Chair: Councillor John McAleer.

City of Charlottetown Committee Report

Report No: PW-2026-07-22-001

Date: July 22, 2026

Directed to Council through the following Committee:
Public Works Committee

Reporting Department:
Public Works

Other Associated Departments:
None

Prepared by:
Ylber Gashi

Attachments:

- Job Description - Assistant Manager of Public Works – Engineering and Capital Projects
- Wage and Benefits totals -PW.AM – Engineering and Capital Projects

Report Title:
New Position Request

Report Purpose:
To obtain Council approval to create an Assistant Manager of Engineering and Capital Projects position within the Public Works Department to strengthen leadership of the City's expanding engineering and capital infrastructure program.

Staff Recommendation:
That Council approve the creation of the Assistant Manager of Engineering and Capital Projects position and authorize Administration to proceed with the required Human Resources evaluation, budget confirmation and recruitment process.

Report Details:

The City's capital infrastructure program has grown significantly in both size and complexity over recent years. Public Works is responsible for delivering an increasing number of road, sidewalk, active transportation, stormwater, traffic, municipal building and community infrastructure projects while coordinating consultants, contractors, utilities, regulatory agencies, funding partners and internal departments.
At present, engineering leadership, capital project delivery and operational management are largely concentrated within the Manager of Public Works. As the City's infrastructure program continues to expand, balancing strategic leadership, operational oversight and detailed capital project administration within a single management position has become increasingly challenging.

Creating an Assistant Manager of Engineering and Capital Projects will establish dedicated leadership for the City's engineering and capital delivery function while allowing the Manager of Public Works to focus on departmental leadership, operational performance, strategic planning, policy development and Council priorities.
The proposed position will provide management oversight for the complete capital project lifecycle, improve consistency in engineering practices, strengthen financial and contract controls, enhance project coordination and provide direct leadership to engineering and technical staff. A detailed job description outlining the position's responsibilities is attached for Council's review.

Approval of this position is expected to provide several long-term organizational benefits, including:

- Increased capacity to successfully deliver a growing capital infrastructure program.
- Improved oversight of project budgets, schedules, procurement, consultant performance and contract administration.
- Stronger project governance through standardized engineering practices, reporting and quality assurance.
- Reduced project risk through improved planning, coordination and earlier identification of technical and contractual issues.
- Enhanced leadership, mentoring and succession planning for engineering and technical staff.
- Greater management capacity during emergencies, periods of peak workload and organizational transitions.
- Improved service to Council and the public through clearer accountability and more timely responses to engineering and capital project matters.

The position will be funded in accordance with the City's approved compensation framework, with final classification and budget confirmation completed through Human Resources and Finance. While the position represents an operating investment, improved project management, stronger contract administration, enhanced consultant oversight and more effective capital project controls are expected to reduce project risk, improve operational efficiency and provide long-term value across the City's capital infrastructure program.

The creation of an Assistant Manager of Engineering and Capital Projects is a proactive organizational investment that aligns the Public Works Department with the City's growing infrastructure responsibilities. Establishing dedicated leadership for engineering and capital project delivery will strengthen accountability, improve project outcomes, enhance organizational resilience and position the department to efficiently deliver Council's current and future capital investment priorities.

Council or Committee History:

- Presented to the Public Works Committee on July 22, 2026. The Committee recommended that the report be referred to the HR Committee and Finance Committee for further discussion prior to its inclusion, along with a resolution, in the agenda package for the next Regular Council Meeting.

Financial Implications:
Budgeted expenditures as noted.

Public Engagement and Communication:
n/a

Legislative Authority:
Section 180 (b), Part 7, Division 2 of the Prince Edward Island *Municipal Government Act*

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
YG, July 21, 2026	RDM, July 21, 2026

Committee Recommendation: (if differing from staff)

ASSISTANT MANAGER OF PUBLIC WORKS
ENGINEERING AND CAPITAL PROJECTS

NATURE OF WORK: This is a professional management position responsible for delivery of a wide range of municipal public works and related services including the leadership and management of the public works and affiliated areas. Reporting to the Manager of Public Works, the Assistant Manager provides forward-thinking leadership and managerial expertise to achieve departmental objectives, progressive planning policies and sustainability practices. The responsibilities include working with the Manager to oversee all aspects of strategic municipal infrastructure maintenance, upgrades and improvements, as well as working to set specifications & requirements for new assets obtained through development or expansion.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

Ensure that the confidentiality of City affairs is respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Public Works.
- Assists the department by acting as a senior engineering and capital project leader responsible for planning, design, procurement, delivery and continuous improvement of municipal infrastructure programs.
- Provides strategic advice to the Manager on capital investment priorities, lifecycle planning and infrastructure risk.
- Leads engineering services for roads, sidewalks, active transportation, traffic, stormwater, municipal structures and other municipal infrastructure.
- Provides leadership to Public Works field Superintendents, Junior Engineers, permanent operational and seasonal works staff.
- Works closely with other department managers and relates to Council through the CAO or designate as well as directly through Standing Committees.
- Develops and fosters close working relations with various community groups and organizations, external government agencies, consultants, and associated professionals.

- Deals with the public with integrity and in a professional and courteous fashion.
- As a committed member of the senior leadership team for the City of Charlottetown, the Assistant Manager of Public Works provides valuable input for strategic planning to assist the organization in meeting the goals of Council and acts as a positive role model for all employees throughout the organization in provision of excellent service to our citizens.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Provides leadership and accountability in achieving the goals and objectives of the Public Works Department.
- Leads the planning, design and delivery of the City's annual capital works program.
- Assists in developing, implementing, and monitoring a broad and varied range of global and specific project budgets for responsible areas consistent with City policy, budget, procedures, legislation, and bylaws.
- Oversee functional (30%), preliminary (60%) and detailed (90%) engineering design reviews.
- Prepare and administer Requests for Proposals, tenders and engineering contracts.
- Assists with managing engineering consultants including scope, schedule, budget, quality and deliverables.
- Coordinate utility companies and regulatory agencies during design and construction.
- Lead transportation engineering initiatives including traffic studies, road safety reviews, active transportation and intersection improvements.
- Provides advice and recommendations to the Manager of Public Works and Standing Committee on technical and operational issues pertinent to operations and City practices. Assists in preparing Council reports, technical memorandums and Committee presentations.
- Provide technical review of development submissions and acceptance of municipal infrastructure.
- Provides high level of customer communications to public and staff in a department which has large degree of public service.
- Works closely to provide supporting and cooperative services to a number of other municipal departments, associated boards & commissions, as well as community service groups. Also, liaisons with Provincial transportation department in cooperative and mutually beneficial ventures.
- Responsible for building an effective team and developing positive work relations in a constructive culture, which involves hiring, supervising, engaging, training, and development of the City’s field and Engineering leadership team.

- Act for the Manager of Public Works during assigned absences on engineering and capital matters.

REQUIRED COMPETENCIES:

- Thorough knowledge of right-of-way infrastructure principles, liabilities, and best practices within the sector.
- Strong organizational, leadership, and conflict-resolution skills.
- Ability to effectively communicate with strong writing, presentation and listening skills that promote understanding and clarity in a respectful manner,
- Strong leadership skills and demonstrated ability to assist in developing and maintaining an effective Public Works team.
- Demonstrated ability to engage and work effectively with the public and community groups.
- Good personal mastery and performance as a team player, with proven ability to role model the behaviors associated with a constructive culture and a commitment to health, wellness and safety.
- Ability to function effectively in a diverse and fast-paced work environment with challenging and often competing priorities.
- Working knowledge of corporate budgeting principles and the ability to apply financial and budgetary skills.
- Excellent analytical and critical systems thinking skills.
- A strong commitment to ongoing professional development.

REQUIRED QUALIFICATIONS:

- A Civil Engineering degree from a recognized college or university or demonstrated equivalent work experience.
- A minimum of six (6) years of progressive management experience, preferably within a unionized environment.
- A minimum of four (4) years of progressive supervisory experience in the field of Public Works, preferably in a unionized environment.
- Must obtain full membership (or eligibility) with the Association of Professional Engineers of PEI.
- Demonstrated computer proficiency and knowledge in the use of Microsoft Office software.

- Budgeting, Finance and computer experience would be considered an asset.
- Must have and maintain a valid driver's license
- An equivalent combination of education and experience may be considered.

Salary assigned: Management Non-union Band 8

HIRING REQUISITION WAGE & BENEFITS CALCULATOR

Position:	Assistant Manager - Public Works Engineering and Capital Projects	
Term:	12 Months	
Union:	MGT/NU	
Salary:	$	110,586.37
Band:		8
Step:		3
Salary (12 months)	$	110,586.37
Employer Paid Deductions		
EI	$	1,322.49
CPP	$	4,034.10
Pension	$	11,467.81
WCB	$	895.32
Employer Portion Benefits	$	2,581.32
TOTAL	**$**	**130,887.41**

City of Charlottetown Committee Report

Report no. PH-2026-07-10

Date: August 5, 2026

Directed to Council through the following Committee:
Finance Committee
Planning & Heritage Committee

Reporting Department:
Planning and Heritage Department

Other Associated Departments:

Prepared by: Donna Miller-Ayton – Manager Policy and Heritage

Attachments:
- Planning & Heritage Committee Report
- Rescoping Proposal – Zoning & Development Bylaw
- Change Request Form

Report Title:
Change Request/Rescoping Proposal – Zoning & Subdivision Bylaw Review

Report Purpose:
To request that the Finance Committee recommend that Council approve the additional funding required to complete the Zoning and Subdivision Bylaw Review, to be funded through the reallocation of existing budget allocations, as recommended by the Planning and Heritage Committee.

Staff Recommendation:
That the Finance Committee recommend that Council approve the submitted change request and the reallocation of $30,000, plus HST, from existing budget lines to fund the finalization of the City of Charlottetown's forthcoming Zoning and Development Bylaw.

Report Details:

In 2024, the City of Charlottetown initiated a comprehensive review of its Zoning and Development Bylaw and retained Fathom Studio to undertake the work at a contract value of approximately $198,160, plus HST. The purpose of the review is to develop a modernized regulatory framework that aligns with the policy directions of the City's Official Plan and supports future growth, development, and land-use planning decisions.

To support the successful completion of the new Zoning and Development Bylaw, the project scope must be expanded, requiring additional funding of $30,000, plus HST. The additional funding will support the following activities:

- An additional phase of community engagement, including public open houses;
- Additional stakeholder and development-industry meetings;
- Preparation of a supplemental *What We Heard* Report; and
- Support during the adoption phase, including additional in-person meetings.

A detailed breakdown of the proposed activities, deliverables, and associated costs is provided in the attached rescoping proposal document.

The funding request was considered by the Planning and Heritage Committee at its August 29 meeting. The Committee recommended that the request be forwarded to the Finance Committee for consideration and approval before proceeding to Council, in accordance with the City's established operating procedures.

The project is funded through the Housing Accelerator Fund. The additional costs will be accommodated through reallocation of existing HAF funding and will not affect the Planning and Heritage Department's operating budget.

Council or Committee History:
Planning & Heritage Committee Meeting – August 29, 2026

On January 22, 2024, Council passed a resolution to enter into a Housing Accelerator Fund Contribution Agreement with the CMHC; Council approved this expenditure as part of the 2024/2025 Operational Budget; Council approved the HAF Spending/Implementation Plan in June 2024.
September 3, 2024 – Planning & Heritage Committee Meeting

Financial Implications:
The additional project costs will be fully funded through the Housing Accelerator Fund. The required funding will be accommodated through the reallocation of existing HAF budget allocations and will have no impact on the Planning and Heritage Department's operating budget.

Public Engagement and Communication:
Public Meetings, Stakeholder consultations, done in collaboration with the City's Communications team.

Legislative Authority:
Municipal Government Act

Strategic Alignment:
Community-Building and Placemaking, Governance and Civic Engagement, Inclusive Economic Growth, Infrastructure and the Environment

Reviewed By:

Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report no. PH-2026-07-10

Date: July 29, 2026

Directed to Council through the following Committee:
Planning and Heritage Committee

Reporting Department:
Planning and Heritage Department

Other Associated Departments:

Prepared by: Donna Miller-Ayton – Manager Policy and Heritage

Attachments:

- Rescoping Proposal – Zoning & Development Bylaw

Report Title:
Rescoping Proposal – Zoning & Development Bylaw Review

Report Purpose:

To seek the Planning and Heritage Committee's recommendation to Council, through the Finance Committee, to approve the proposed additional scope of work and associated budget allocation required to finalize the City's Zoning and Development Bylaw.

Staff Recommendation:
That the Planning and Heritage Committee recommend that Council, through the Finance Committee, approve the proposed additional scope of work in the amount of **$30,000.00, excluding HST**, to enable the City's consultants to complete the City's Zoning and Development Bylaw.

Report Details:

In 2024, the City of Charlottetown retained Fathom Studio to undertake a comprehensive review and modernization of the City's Zoning and Development Bylaw. The objective was to prepare a new Zoning and Development Bylaw that implements the policies and vision of the City's new Official Plan while providing a modern, transparent, and effective regulatory framework to guide future growth, development, and land use decision-making.

Since the commencement of the project, the consultant has completed several key project milestones, including background analysis, preparation of draft bylaw provisions, technical reviews, and stakeholder engagement activities. As the project enters its final phase, additional work has been identified to ensure the bylaw is thoroughly reviewed, informed by meaningful public input, and supported throughout the statutory adoption process.

The City's original consulting agreement anticipated a defined scope of work. However, as the project has evolved, additional engagement opportunities and implementation support have been identified to respond to stakeholder feedback, facilitate broader public participation, and assist Council through the adoption process. Staff are therefore seeking approval for an expanded scope of work to support the successful completion of the project.

The proposed rescoping will provide additional consultant resources to undertake the following activities:

- An additional phase of community engagement, including city-wide public open houses;
- Targeted stakeholder and development industry meetings to obtain further technical and industry feedback;
- Preparation of a supplemental **"What We Heard"** report summarizing comments received during the additional consultation phase;
- Ongoing technical support throughout the bylaw adoption process, including attendance at additional in-person meetings of the Planning and Heritage Committee, Committee of the Whole, and Council, as required.

Report Details Cont'd:

The proposed additional scope of work is valued at **$30,000.00, excluding HST**, and will ensure the consultant is able to complete the remaining legislated public engagement, technical support, and adoption-related activities necessary to complete the City's forthcoming Zoning and Development Bylaw.

A detailed breakdown of the proposed scope of work, associated tasks, deliverables, and budget is provided in the attached rescoping proposal prepared by Fathom Studio.

Council or Committee History:
In June 2024, Council approved a spending plan for the Housing Accelerator Fund (HAF) with Canada Mortgage and Housing Corporation (CMHC).

Planning & Heritage Committee Meeting October 24, 2024.

Financial Implications:
$30,000.00 excluding HST - Fully funded through the HAF program.

Public Engagement and Communication:
Public Meetings, Stakeholder consultations, done in collaboration with the City's Communications team.

Legislative Authority:
PEI Planning Act, Municipal Government Act

Strategic Alignment:
Vision: Embracing the Future, Creating a community for everyone
Purpose: Delivering community-focused programs and services that matter most to our residents. Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city
Guiding Principles: People-focused, Welcoming, Accountable, Safety
Commitments: Sustainability, Reconciliation, Collaboration and Partnership, Inclusion, Residents and Visitors, Transparency, Engagement, Communication, Growth
Pillars: Community Building and Placemaking; Governance & Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment

Reviewed By:

Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

Fathom

40 King St.
Dartmouth, NS
B2Y 2R4

City of Charlottetown

70 Kent Street
Charlottetown, PE
C1A 1M9

Proposal for Additional Professional Services – Zoning and Development Bylaw

Dear Ms. Miller-Ayton,

Thank you for your continued collaboration throughout the City of Charlottetown Zoning and Development Bylaw Project.

As the project has progressed, several additional work items were requested and completed that were not included within the original project scope. We have reviewed the effort associated with these activities and prepared the following proposal to formalize the additional services provided and the remaining support required through bylaw adoption.

We appreciate the opportunity to continue supporting the City of Charlottetown through the final stages of this important project and look forward to assisting Council and staff through bylaw adoption.

Please contact us if you require any additional information or wish to discuss the proposal further.

Sincerely,



Jacob Ritchie, MUP BEng LPP MCIP
Managing Principal—Planning
jacob.ritchie@fathomstudio.ca
902 719 6205

1.1 — Additional Work

1. Community Engagement on the Draft Zoning and Development Bylaw Additional Consultation Phase – Open Houses

Working closely with the Planning & Heritage team, Fathom planned and delivered an additional round of public consultation during April and May 2026. This phase included preparation of engagement materials, coordination with staff, attendance at open houses, facilitation, follow-up analysis, and reporting.

While the original project included a comprehensive Phase 3 engagement program, the additional open houses undertaken in 2026 were outside the approved scope of work and required significant additional professional resources.

Deliverables

- Consultation planning and coordination
- Preparation of engagement materials
- Attendance and facilitation of public open houses
- Documentation and analysis of public feedback
- Consultation summaries and recommendations

2. Stakeholder and Developer Meetings

At the City's request, Fathom conducted a series of focused stakeholder and developer meetings to gather additional input on the draft bylaw.

This work included:

- One four-hour in-person stakeholder session at City Hall
- Five additional one-on-one meetings with stakeholders and developers
- Meeting preparation, attendance, documentation, and follow-up

Deliverables

- Meeting facilitation
- Stakeholder feedback summaries
- Recommendations for consideration in the draft bylaw

Staff time

- Junior Planner – 6 hours
- Senior Planner – 4 hours

3. What We Heard Report (WWHR) – Supplemental Engagement Summary

Following the additional consultation activities, the City requested preparation of an updated What We Heard Report to summarize feedback received through the expanded engagement process..

Deliverables

- Review and synthesis of consultation feedback
- Preparation of supplemental What We Heard Report
- Presentation-ready documentation for Council consideration

Staff time

- Junior Planner – 20 hours
- Senior Planner – 12 hours

4. Adoption Phase Support and Additional In-Person Meetings

The revised project schedule now includes several additional in-person meetings associated with the adoption process that were not contemplated within the original project timeline.

Fathom will provide professional planning support, presentations, meeting attendance, and travel for the following anticipated milestones:

- Committee of the Whole – Updated Draft Bylaw
- Planning Board Review
- Public Meeting of Council
- Special Planning Board Meeting
- Council First and Second Readings

Deliverables

- Meeting preparation and presentation materials
- Attendance and presentations by Senior Planner
- Travel and associated project administration
- Ongoing advisory support through bylaw adoption

Staff time

- June 23rd Committee of a Whole

    - Trip $500
    - Senior Planner – 10 hours
- July 7th or August 4th Planning Board
    - Trip $500
    - Senior Planner – 10 hours
- Beginning of September Public Meeting of Council
    - Trip $500
    - Senior Planner – 10 hours
- Mid-September Special Planning Board Meeting
    - Trip $500
    - Senior Planner – 10 hours
- October Council Resolution (1st & 2nd Reading of Council)
    - Trip $500
    - Senior Planner – 10 hours

Image Credit

1.2 — Fee

Planning Services	Cost (CAD)
Community Engagement – Additional Consultation Phase (Open Houses)	$20,000
Stakeholder & Developer Meetings	$1,300
Supplemental What We Heard Report	$4,080
Adoption Phase Support & Additional In-Person Meetings	$12,000
Subtotal Additional Services (before tax)	$37,380
Scope Adjustment Credit	(7,380)
Total Proposed Change Order/ New Scope (before tax)	**$30,000**

City of Charlottetown

Transfer of Budget Funds Form

Department:

Date: August 4, 2026

TRANSFER FROM			TRANSFER TO			REASON
Amount	Account No.	Name	Amount	Account No.	Name	
$26,000	010-6100-56721-0000	Computer Tech Services	$26,000.00	010-6100-56720-0000	Planning-Planning Services	To faciliate the additional work required (in-person meetings, stakeholder and development-industry meetingsof workflows, etc.) to finallze ZBL, omitted from the original contract
$8,500	010-6100-50305-0000	Planning – Office Supplies – General	$8,500	010-6100-56720-0000	Planning-Planning Services	
$ 34,500.00			$ 34,500.00			

Manager

Director

Finance department may affect budget transfers of less than $10,000 within a department upon written request authorized by the department manager and her/his director.

All other transfer requests shall be advanced to the Finance department authorized by the manager of the department from which funds are requested to be transferred. Such transfer requests will be advanced to the Finance Committee for consideration.

City of Charlottetown Committee Report

Report No: EC-2026-07-29

Date: August 5, 2026

Directed to Council through the following Committee:
Eastlink Center Board of Directors (CCMI)

Reporting Department:
Finance

Other Associated Departments:

Eastlink Center (CCMI)

Prepared by: Amy McQuillan

Attachments:

- Original Eastlink Capital Budget Submission Document
- 2026-27 Eastlink Capital Budget

Report Title:
Unbudgeted Capital Request Eastlink Center

Report Purpose:
To approve the unbudgeted capital request from the Eastlink Center that was omitted in error during the 2026-27 budget preparation.

Staff Recommendation:
Funds are approved to pay for necessary capital upgrade costs incurred to date and for completion at Eastlink Center

Report Details:
As part of the 2026-27 capital budget preparation, there was a miscommunication between finance and the Eastlink Center regarding unspent carry forward capital from the 2025-26 into the new fiscal. This has resulted in the omission of the $125,000 carry forward to replace 3 heat pumps that control the water circulation throughout the entire facility. Eastlink had already begun the process of replacing these items when they realized the budgeting error.

Council or Committee History:
The original request of $125,000 for the replacement of the heat pumps was approved as part of the overall capital budget for 2025-26 at the special meeting of council on February 25, 2025

Financial Implications:
Capital budget will increase by $125,000 to a new overall total of $97,415,685 (before external funding is applied)

Public Engagement and Communication:
N/A

Legislative Authority:
Prince Edward Island Municipal Government Act
City of Charlottetown Budget Transfer Policy

Strategic Alignment: Infrastructure and the Environment	
Reviewed By:	
Manager of Finance **Amy McQuillan Aug 4, 2026**	**CAO/Director** **Brad MacConnell Aug 4th 2026**
Committee Recommendation: (if differing from staff)	

City of Charlottetown
CAPITAL PROJECT FOR 2026

Project Name:

Replacement of three heat pumps

Department:

Park & Recreation

Estimated Gross Cost:

Total: $125,000

SITE MAP IF REQUIRED

Funding Sources:

Tax Funded	Previously Approved	Grants	Build Cda $	New Deal $	Other Sources	Capital Reserve

PROJECT DESCRIPTION: Replace three heat pumps that control water circulation throughout the entire facility.

Note: 2025-26 Budget allocation to be carried forward.

RATING: A

CHARLOTTETOWN

CITY OF CHARLOTTETOWN
2026/2027 Capital Budget

Charlottetown Eastlink Centre	Budget
Concert rigging grid	500,000
Staging and crowd-control barricades	160,000
Box Office Renovation	35,000
Tables & Chairs	225,000
Zamboni	150,000
Compressor room upgrade	75,000
Total Eastlink Centre	**1,145,000**
Net Total Eastlink Centre	**1,145,000**

CHARLOTTETOWN

CITY OF CHARLOTTETOWN
2025/2026 Capital Budget

Charlottetown Eastlink Centre	Budget
Capital Renovation Project:	
Architectural and Engineering Design	2,625,000
Boardroom	20,000
Office Space (Furniture and Flooring)	30,000
Accessibility, Safety and Security:	
Power Door Operators and Locks (interior and exterior)	150,000
Maintenance and Repairs:	
Air Exchanger	50,000
Heating System - Replace Pump and Pipe	125,000
Total Eastlink Centre	**3,000,000**
Net Total Eastlink Centre	**3,000,000**

CITY OF CHARLOTTETOWN
TAX RATE GROUP BYLAW
#2026-TRG-01

To establish the City of Charlottetown Tax Rate Group Bylaw #2026-TRG-01 which will fulfill obligations pursuant to the provisions of the Municipal Government Act and provides authority for Council to establish tax rates; enables Council to set and approve a rate or rates, by resolution, for all real property within the jurisdiction and boundaries of the municipality and establish, by bylaw, separate tax rate groups in the municipality for purposes of raising revenue sufficient to defray projected municipal expenditures.

1st Reading

RESOLVED: That the "CITY OF CHARLOTTETOWN TAX RATE GROUP BYLAW, #2026-TRG-01" be read a **first** time.

Moved by Councillor _____John McAleer

Seconded by Deputy Mayor_____ Alanna Jankov
Date: August 11, 2026

RESOLVED: That the bylaw now be approved as a City Bylaw and that it be entitled the "CITY OF CHARLOTTETOWN TAX RATE GROUP BYLAW, #2026-TRG-01 "and that it be read a **second** time at the next public meeting of Council.

Moved by Councillor _____John McAleer

Seconded by Deputy Mayor_____ Alanna Jankov
Date: August 11, 2026

2nd Reading & Adoption

THEREFORE, BE IT RESOLVED: That the "CITY OF CHARLOTTETOWN TAX RATE GROUP BYLAW, #2026-TRG-01", which was read the first time on August 11, 2026 be read a **second** time and that the said Bylaw now be approved and adopted.

Moved by Councillor _____ John McAleer

Seconded by Deputy Mayor_____ Alanna Jankov
Date:

This Tax Rate Group Bylaw, #2026-TRG-01 was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

_____
Philip Brown, Mayor

_____
Brad MacConnell, CAO

City of Charlottetown
A Bylaw to Establish Tax Rate Groups
Bylaw #2026-TRG-01

DRAFT

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

1. Title

1.1. This bylaw shall be known and cited as the "Tax Rate Group Bylaw."

2. Authority

2.1. Subsection 8(1) of the *Real Property Tax Act*, RSPEI 1988 c R-5, provides the authority for Council to establish tax rates.

2.2. Subsection 160(1) of *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables Council to set and approve a rate or rates, by resolution, for all real property within the jurisdiction and boundaries of the municipality.

2.3. Subsection 160(2) of the *Municipal Government Act* enables Council to establish, by bylaw, separate tax rate groups in the municipality for purposes of raising revenue sufficient to defray projected municipal expenditures.

3. Application

3.1 This bylaw applies to all real property within the boundaries of a municipality that is liable each calendar year to taxation by the municipality.

4. Definitions

4.1. "Act" means the *Municipal Government Act*.

4.2. "Capital Budget" is the annual budget of Council allocating money for the acquisition or maintenance of fixed assets such as land, buildings, and equipment.

4.3. "Chief Administrative Officer" or "CAO" means the administrative head of a municipality as appointed by Council under subsection 86(2)(c) of the *Municipal Government Act*.

4.4. "Council" means the Mayor and other members of the Council of the municipality.

4.5. "Councillor" means a member of Council other than the Mayor.

4.6. "Lien" means an encumbrance or charge on a property to secure the debt owed by the property owner to the City of Charlottetown.

4.7. "Operating Budget" is the annual budget of Council stated in terms of Budget Classification Code, functional categories and cost accounts.

4.8. "Tax rate group" means, in accordance with section 159 of the Act, commercial or non-commercial real property in a municipality that has similar specified attributes, including but not limited to

(a) access to municipal services not available in other areas of the municipality;

(b) access to a higher level of municipal services than that available in other areas of the municipality;

(c) geographic location in the municipality;

(d) property use; or

(e) property ownership.

5. General

5.1. Council, through this bylaw, establishes tax rate groups within the municipality and may apply different tax rates to each group to reflect the differences in services provided.

5.2. The rate or rates of tax that may be approved by Council shall consist only of one commercial rate and one non-commercial rate for each tax group.

5.3. Council will set tax rates within the municipality by resolution.

5.4. Council may set a different tax rate where it has created a tax rate group based on property use or type in accordance with subsection 160(2) of the Act.

6. Tax Groups

6.1 The City of Charlottetown establishes, under this bylaw, the following tax rate groups:

a. Non-Commercial (Mobile Home Parks) Resident
b. Non-Commercial (Mobile Home Parks-Non Resident
c. Non-Commercial Resident
d. Non-Commercial Non-Resident
e. Hotel/Motel and 4+ Unit Buildings Resident
f. Hotel/Motel and 4+ Unit Buildings Non-Resident
g. Commercial Resident
h. BIA Commercial (on Behalf of DCI)

7. Establishing Group Rates

7.1. The tax rates for each group shall be established by resolution of Council on an annual basis prior to March 31st. Tax rate groups established in this bylaw are identified in "Schedule A" of this bylaw.

8. Notification

8.1. Council shall notify the Provincial Tax Commissioner in writing regarding rate or rates of taxation to be set for the period of January to December prior to March 31 of the year to which rates apply.

DRAFT

8.2. Where the municipality is restructured, Council shall notify the Provincial Tax Commissioner of the restructuring on or before September 30 of the preceding calendar year.

8.3. Where Council has established or changed a tax rate group, Council shall notify the Provincial Tax Commissioner on or before December 31 of the preceding calendar year.

9. Restrictions on Rate Setting

9.1. Council shall not approve a change to a tax rate to take effect at any time except on January 1 of the year in which the new tax rate applies.

9.2. Council shall not approve a change to a tax rate to apply for a period of time less than a full calendar year.

10. Enforcement

10.1. The Minister of Finance collects and is responsible for enforcing the collection of taxes on behalf of the City of Charlottetown

11. Effective Date

11.1. This Tax Rate Group Bylaw, Bylaw# 2026-TRG-01, shall be effective on the date of approval and adoption below.

First Reading:

This Tax Rate Group Bylaw (#2026-TRG-01) was read a first time and approved by a majority of members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading:

This Tax Rate Group Bylaw (#2026-TRG-01) was read a second time and approved by a majority of members present at the Council meeting held on the ____ day of _____, 2026.

Approval and Adoption by Council:

This Tax Rate Group Bylaw (#2026-TRG-01) was approved and adopted by a majority of Council members present at the Council meeting held on ____ day of _____, 2026.

12. Signatures

_____ _____

Mayor (signature sealed) **Chief Administrative Officer** (signature sealed)

This Tax Rate Group Bylaw (#2026-TRG-01) adopted by the Council of the of the City of Charlottetown is certified to be a true copy.

_____ _____

Chief Administrative Officer (Signature) **Date**

Schedule A

Tax Rate Group Name	Description
Agricultural	Any property assessed for agricultural use.
Urban Serviced	All non-commercial properties identified on map in “Schedule B” of this bylaw where service levels are higher.
Residential 10+ Units	Any non-commercial properties including 10 or more units

DRAFT

City of Charlottetown Committee Report

Report No: FIN-16-2026

Date: August 4th, 2026

Directed to Council through the following Committee: Finance, Audit, Tendering & Administration

Reporting Department: Finance

Other Associated Departments: Mayor and Council

Prepared by:
- Mayor and Council

Attachments:
- Draft Tax Rate Group Bylaw #2026-TRG-01

Report Title:
- Draft Tax Rate Group Bylaw #2026-TRG-01

Report Purpose:
- To provide members of the Finance, Audit, Tendering and Administration Committee with update on review and seek guidance on the way forward.

Staff Recommendation:
- That the Finance Committee supports this request, review, provide guidance ,direction and recommends the request through to Council, as required, for final approval.

Report Details:

The purpose of this bylaw is to establish a framework for setting and applying property tax rates within the municipality. It defines key terms, outlines the authority of Council to create tax rate groups based on property characteristics and service levels, and specifies the process for determining and approving annual tax rates. Additionally, it ensures proper notification to the Provincial Tax Commissioner regarding tax rates, restructuring, or changes to tax groups. Overall, the bylaw aims to provide a fair and organized system for municipal taxation that reflects differences in property use, location, and access to services. The tax groups are as follows.

(a) Non-Commercial (Mobile Home Parks) Resident

(b) Non-Commercial (Mobile Home Parks-Non Resident

(c) Non-Commercial Resident

(d) Non-Commercial Non-Resident

(e) Hotel/Motel and 4+ Unit Buildings Resident

(f) Hotel/Motel and 4+ Unit Buildings Non-Resident

(g) Commercial Resident

(h) BIA Commercial (on Behalf of DCI)

Financial Implications:

- Nill

Public Engagement and Communication:

- Nill

Legislative Authority:

- Subsection 160 (1) of *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1.

Strategic Alignment:

Our Purpose:

To provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city.

Reviewed By:

Manager	**CAO/Director**
Amy McQuillan , August 4th, 2026	**Brad MacConnel Aug 4th 2026**

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: FIN-17-2026

Date: Aug 05, 2026

Directed to Council through the following Committee:
Finance, Audit, Tendering & Administration

Reporting Department: Finance

Other Associated Departments: None

Prepared by:
- Amy McQuillan, Manager of Finance

Attachments:
- Financial Report as of June 30th 2026
- Capital Report as of June 30th 2026
- Updated Grant Listing

Report Title:
- Update to Committee on Operational Matters of Interest

Report Purpose:
- To provide members of the Finance, Audit, Tendering and Administration Committee with information regarding operational matters believed to be of interest to members of the committee.

Staff Recommendation:
No recommendation. This report is for information purposes only.

Report Details:

Year End Audit:
The annual year end audit to be conducted by MRSB will be taking place beginning Sept 14, 2026. This is later than the usual August timeline but MRSB had additional engagements to complete before they could commit to the City. This allows the finance team more time to prepare for the audit to ensure everything goes smoothly.

Finance Staffing
The Senior Accountant position was posted internally and externally and closed on Thursday, July 30. We had 20 applications that HR will prescreen before we arrange any interviews. We are hoping to complete interviews during the week of Aug 10, 2026.

Grants
Please see the attached report of the listing of grants that have been awarded to date for fiscal 2026-27 for Economic Development, Environment & Sustainability and Finance. This list will be updated regularly as grants are distributed by all applicable departments.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Simmons Artificial Turf Surface	**Open**	**July 20, 2026**	**August 7, 2026**			
Engineering & Design Consulting Services – Historic District Functional Plan	**Open**	**July 16, 2026**	**August 6, 2026**			
Detailed Design Consulting Services – Sherwood Community Centre	**Open**	**July 10, 2026**	**July 31, 2026**	**6**		
Malpeque Road Water Station Brick Restoration	**Open**	**July 24, 2026**	**August 7, 2026**			

Simmons Artificial Turf Field	**Closed**	**June 16, 2026**	**June 30, 2026**	**3**	**Yes**	**Awarded to Island Coastal Services**
2026 Sidewalks – Package A	**Closed**	**June 12, 2026**	**June 30, 2026**	**6**	**yes**	**Awarded to Landmark Construction**
CADC – 85 Euston Street – Technology	**Closed**	**June 3, 2026**	**June 25, 2026**	**1**	**Yes**	**Awarded to Tech Boss**
Strategic Plan (2027-2031)	**Closed**	**June 3, 2026**	**June 25, 2026**	**19**		**Being reviewed**
CPCP Pre-Purchase of Dry Polymer Preparation System	**Closed**	**April 8, 2026**	**May 5, 2026**	**2**		**UGSI Feed Inc**
Municipal Buildings Garbage Removal	**Upcoming**					
Consulting Services - Mt. Edward Rd. Transit Building Upgrades	**Upcoming**					
Charlottetown City Hall Generators	**Upcoming**					
Norwood Road Multi-Use Pathways	**Upcoming**					

Financial Implications:

- All items are budgeted.

Public Engagement and Communication:

- The Tendering and RFP information are posted on the City's website.

Legislative Authority:

- In accordance with Section 93(3)(m) of the Municipal Government Act, the chief administrative officer shall ensure that the financial statements and information that the Council may request are provided to the Council.

Strategic Alignment:

Our Purpose:

To provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city.

Reviewed By:

Finance Manager **Amy McQuillan, Aug 4, 2026**	**CAO/Director** **Brad MacConnell Aug 4th 2026**

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN

For the Three Months Ending Tuesday, June 30, 2026

	Original Budget	Revised Budget	Current YTD	Encumbrance	Total YTD	Funds Available	% of Budget
City Revenues							
Property Taxes	$52,916,036	$52,916,036	$13,212,815		$13,212,815	$39,703,221	24.97%
Provincial Grant	26,122,822	26,122,822	6,361,726		6,361,726	19,761,096	24.35%
CUSA 1999 Memorandum of Agreement	140,000	140,000				140,000	0.00%
Licenses	2,200,300	2,200,300	(123)		(123)	2,200,423	(0.01%)
Parking Garages	500,000	500,000	54,216		54,216	445,784	10.84%
Parking Meters	885,514	885,514	119,511		119,511	766,003	13.50%
Police	2,091,500	2,091,500	483,800		483,800	1,607,700	23.13%
Outside Fire Protection	30,000	30,000				30,000	0.00%
Utility Administration Fee	205,000	205,000	51,250		51,250	153,750	25.00%
Interest	456,422	456,422	271,570		271,570	184,852	59.50%
Recreation	1,008,293	1,008,293	161,190		161,190	847,103	15.99%
Tourism Accommodation Levy Administration Fee	2,250,000	2,250,000	359,403		359,403	1,890,597	15.97%
Municipal Capital Expenditure Grant	5,625,650	5,625,650				5,625,650	0.00%
Housing Accelerator Fund Revenue	1,777,379	1,777,379	124,796		124,796	1,652,583	7.02%
Other Revenue	3,031,074	3,031,074	196,014		196,014	2,835,060	6.47%
City Operating Revenue	99,239,990	99,239,990	21,396,168	0	21,396,169	77,843,821	21.56%
City Expenditures							
General Government Services:							
City Government	3,441,930	3,441,930	707,867	1	707,868	2,734,062	20.57%
Finance and Audit	1,502,931	1,502,931	266,716		266,716	1,236,215	17.75%
Municipal Buildings	2,440,451	2,440,451	680,882	86,994	767,876	1,672,575	31.46%
Insurance	1,077,917	1,077,917	188,817		188,817	889,100	17.52%
Communications	46,500	46,500	29,491	2,013	31,504	14,996	67.75%
Mayor and Council	860,137	860,137	170,470	12,163	182,632	677,505	21.23%
	9,369,866	9,369,866	2,044,243	101,171	2,145,414	7,224,452	22.90%
Protective Services:							
Fire Department	6,663,034	6,663,034	1,700,474	33,664	1,734,139	4,928,895	26.03%
Emergency Preparedness - Fiona Funding							
Emergency Preparedness - Fiona Expenses	59,609	59,609				59,609	0.00%
Police Department	15,880,937	15,880,937	3,359,328	194,367	3,553,694	12,327,243	22.38%
	22,603,580	22,603,580	5,059,802	228,031	5,287,833	17,315,747	23.39%
Public Works	18,585,753	18,585,753	6,168,425	1,038,059	7,206,484	11,379,269	38.77%
Fiscal Services	18,932,913	18,932,913	4,115,286		4,115,286	14,817,627	21.74%
Parks and Recreation	6,039,518	6,039,518	1,406,538	190,559	1,597,098	4,442,420	26.44%
Environmental Sustainability	1,582,729	1,582,729	357,016	307,317	664,333	918,396	41.97%
Planning	2,253,605	2,253,605	476,185	42,123	518,308	1,735,297	23.00%
Heritage	953,812	953,812	7,968		7,968	945,844	0.84%
Economic Development, Tourism and Culture	3,815,711	3,815,711	1,263,309	566,147	1,829,457	1,986,254	47.95%
Human Resources	1,579,451	1,579,451	269,498	10,707	280,205	1,299,246	17.74%
Strategic Priorites & Intergovernmental Cooperation	248,712	248,712	233		233	248,479	0.09%

	Original Budget	Revised Budget	Current YTD	Encumbrance	Total YTD	Funds Available	% of Budget
Transit System	5,837,248	5,837,248	713,072	2,018,785	2,731,857	3,105,391	46.80%
Information Technology	1,573,500	1,573,500	306,385	292,595	598,980	974,520	38.07%
Other	5,814,209	5,814,209	836,759	500	837,259	4,976,950	14.40%
Tourism Accommodation Levy	2,250,000	2,250,000	278,898		278,898	1,971,102	12.40%
Total City Expenditures	**101,440,607**	**101,440,607**	**23,303,617**	**4,795,994**	**28,099,611**	**73,340,996**	**27.70%**
Subtotal	**(2,200,617)**	**(2,200,617)**	**(1,907,449)**	**(4,795,994)**	**(6,703,442)**	**4,502,825**	**304.62%**
Prior Year Operating Surplus (Deficit) - City							0.00%
City Surplus (Deficit)	(2,200,617)	(2,200,617)	(1,907,449)	(4,795,994)	(6,703,442)	4,502,825	304.62%
Water and Sewer Annual Operations							
Water and Sewer Operating Revenue	17,017,814	17,017,814	2,078,261	(60,031)	2,018,230	14,999,584	11.86%
Water and Sewer Expenditures							
Administration	1,078,276	1,078,276	121,017	3,509	124,526	953,750	11.55%
Works & Engineering	6,927,372	6,927,372	1,086,420	285,694	1,372,114	5,555,258	19.81%
Debt Administration	5,022,118	5,022,118	1,124,684		1,124,684	3,897,434	22.39%
Charlottetown Pollution Control Plant	4,006,940	4,006,940	510,693	824,116	1,334,809	2,672,131	33.31%
Total Water and Sewer Expenditures	17,034,706	17,034,706	2,842,814	1,113,319	3,956,133	13,078,573	23.22%
Subtotal	**(16,892)**	**(16,892)**	**(764,553)**	**(1,173,350)**	**(1,937,903)**	**1,921,011**	**11472.31%**
Prior Year Operating Surplus (Deficit) - Utility	2,409,477	2,409,477	2,409,477	2,409,477	4,818,954	(2,409,477)	200.00%
Water and Sewer Surplus (Deficit)	**2,392,585**	**2,392,585**	**1,644,924**	**1,236,127**	**2,881,051**	**(488,466)**	**120.42%**
Current Year Consolidated Operating Surplus (Deficit)	**191,968**	**191,968**	**(262,525)**	**(3,559,867)**	**(3,822,391)**	**4,014,359**	**(1991.16%)**

City of Charlottetiown

For the Three Months Ending Tuesday, June 30, 2026

	Original Budget	Current YTD	Encumbrance	Total YTD	Funds Available	% of Budget
City Capital Budget						
Environment Sustainability and Transit	$11,882,411.00	$964,376.47	$28,011.00	$992,387.47	$10,890,023.53	8.35%
Information Technology	775,000.00	21,901.72		21,901.72	753,098.28	2.83%
Fire Department/Emergency Preparedness	9,410,000.00	351,344.88	254,705.87	606,050.75	8,803,949.25	6.44%
Parks and Recreation	7,894,500.00	101,596.41	3,309,451.33	3,411,047.74	4,483,452.26	43.21%
Police	494,000.00	48,703.08	139,887.23	188,590.31	305,409.69	38.18%
Public Works:						
Urban Beautification	635,000.00		9,367.19	9,367.19	625,632.81	1.48%
Municipal Buildings	7,770,000.00	407,814.73	2,733,030.21	3,140,844.94	4,629,155.06	40.42%
Traffic and Pedestrian Signals	745,000.00		107,467.50	107,467.50	637,532.50	14.43%
Street Lighting	250,000.00		69,850.11	69,850.11	180,149.89	27.94%
Parkades Major Repairs	3,825,000.00	117,228.76	37,610.98	154,839.74	3,670,160.26	4.05%
Land/Property Acquisitions	1,630,000.00				1,630,000.00	0.00%
Street Rehabilitation/Intersection Upgrades	25,467,002.00	122,991.60	3,885,580.77	4,008,572.37	21,458,429.63	15.74%
Sidewalks and Multipurpose Trails	6,825,000.00	844,949.02	461,334.30	1,306,283.32	5,518,716.68	19.14%
Storm Water Management	1,170,000.00	99,807.84	120,415.01	220,222.85	949,777.15	18.82%
Public Works Fleet	2,625,000.00	71,733.16	171,207.92	242,941.08	2,382,058.92	9.25%
CARI	1,352,200.00	397,002.09		397,002.09	955,197.91	29.36%
Eastlink	1,145,000.00	319,070.12		319,070.12	825,929.88	27.87%
Total City Capital Projects	**83,895,113.00**	**3,868,519.88**	**11,327,919.42**	**15,196,439.30**	**68,698,673.70**	**18.11%**
Water and Sewer Capital Budget						
Water and Sewer Utility	13,395,752.00	201,324.84	2,706,056.23	2,907,381.07	10,488,370.93	21.70%
Total City, Water and Sewer Capital Budget	**97,290,865.00**	**4,069,844.72**	**14,033,975.65**	**18,103,820.37**	**79,187,044.63**	**18.61%**

Department	Type of Grant	Organization	Amount	Notes
Economic Development & Tourism	Art & Culture Grant	ACT PEI	7,500	Operating Assistance
Economic Development & Tourism	Art & Culture Grant	Charlottetown Film Society	10,000	Operating Assistance
Economic Development & Tourism	Art & Culture Grant	FilmPEI	7,500	Operating Assistance
Economic Development & Tourism	Art & Culture Grant	PEI Symphony Orchestra	20,000	Operating Assistance
Economic Development & Tourism	Art & Culture Grant	PEI Writer's Guild	14,000	Operating Assistance
Economic Development & Tourism	Art & Culture Grant	Music PEI	20,000	Operating Assistance
Economic Development & Tourism	Art & Culture Grant	This Town is Small	17,500	Operating Assistance
Economic Development & Tourism	Art & Culture Grant	Always on Stage	4,000	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	ANCHOR Festival	10,000	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	Ch'town Zine Fest	5,000	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	Creative PEI (ArtMobile & Art Night)	8,000	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	Lumiere Collaborations	2,500	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	Peake's Wharf Summer Concert Series	4,000	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	Sounds of the Waterfront Music Series	5,000	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	The Fitzroy St. Tiny Art Gallery	4,000	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	The Island Fringe Festival	8,500	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	The Vessel Artist Studios	2,500	Project & Event Assistance
Economic Development & Tourism	Festival & Events Grant	DiverseCity Multicultural Festival	15,000	Intake #1 - Events from Apr 1-Sept 30
Economic Development & Tourism	Festival & Events Grant	Sundrift Sounds DJ Festival	20,000	Intake #1 - Events from Apr 1-Sept 31
Economic Development & Tourism	Festival & Events Grant	PEI Pride Festival	15,000	Intake #1 - Events from Apr 1-Sept 32
Economic Development & Tourism	Festival & Events Grant	Old Home Week	15,000	Intake #1 - Events from Apr 1-Sept 33
Economic Development & Tourism	Festival & Events Grant	Gold Cup Parade	15,000	Intake #1 - Events from Apr 1-Sept 34
Economic Development & Tourism	Festival & Events Grant	Birthplace of Confederation Series	15,000	Intake #1 - Events from Apr 1-Sept 35
Economic Development & Tourism	Festival & Events Grant	National Acadian Day Celebrations	1,500	Intake #1 - Events from Apr 1-Sept 36
Economic Development & Tourism	Festival & Events Grant	Charlottetown DragonBoat Festival	15,000	Intake #1 - Events from Apr 1-Sept 37
Economic Development & Tourism	Festival & Events Grant	Charlottetown Busker Festival	15,000	Intake #1 - Events from Apr 1-Sept 38
Economic Development & Tourism	Festival & Events Grant	PEI International Shellfish Festival	10,000	Intake #1 - Events from Apr 1-Sept 39
Economic Development & Tourism	Festival & Events Grant	Moonlight Bazaar	15,000	Intake #1 - Events from Apr 1-Sept 40
		Total	**301,500**	

Department	Type of Grant	Organization	Amount	Notes
Environment & Sustainability	Climate Action Microgrant	Upton Farm Trust	2,500	
Environment & Sustainability	Climate Action Microgrant	Nature PEI	2,500	
Environment & Sustainability	Climate Action Microgrant	The Haviland Club Inc	2,500	
Environment & Sustainability	Climate Action Microgrant	Farm Centre Association	2,500	
Environment & Sustainability	Climate Action Microgrant	The Voluntary Resource Council	2,500	
Environment & Sustainability	Climate Action Microgrant	Theresa Richards	2,500	
Environment & Sustainability	Climate Action Microgrant	Island Nature Trust	2,500	
Environment & Sustainability	Climate Action Microgrant	STEAM PEI	2,325	
Environment & Sustainability	Climate Action Microgrant	The Native Council of PEI	2,500	
Environment & Sustainability	Climate Action Microgrant	Rebecca Griffin	2,000	
		Total	**24,325**	

Department	Type of Grant	Organization	Amount	Notes
Finance & Administration	Community Grant	House of Sport	5,000	
Finance & Administration	Community Grant	Boys & Girls Club Charlottetown	5,000	
Finance & Administration	Community Grant	KidSport	10,000	
Finance & Administration	Community Grant	Common Sound Charlottetown	5,000	
Finance & Administration	Community Grant	Legacy Garden/Farm Centre	5,000	
Finance & Administration	Community Grant	Blooming House	5,000	
Finance & Administration	Community Grant	Chinese Society of PEI	5,000	
Finance & Administration	Community Grant	Seniors College	2,500	
Finance & Administration	Community Grant	Special Olympics	15,000	
Finance & Administration	Community Grant	Meals on Wheels	5,000	
Finance & Administration	Community Grant	Bangladeshi Canadian Association of PEI	5,000	
Finance & Administration	Community Grant	Candian Lebanese Association of PEI	5,000	
Finance & Administration	Community Grant	QEH Foundation	5,000	
Finance & Administration	Community Grant	Filipino Association of PEI	5,000	
Finance & Administration	Community Grant	Young at Heart Theatre	5,000	
Finance & Administration	Community Grant	Fusion Charlottetown	2,900	
Finance & Administration	Community Grant	Friends of the Farm	2,000	
Finance & Administration	Community Grant	Murphy's Community Center	5,000	
		Total	**97,400**	

ECONOMIC, TOURISM &
CULTURAL DEVELOPMENT COMMITTEE
REPORT TO COUNCIL
AUGUST 11, 2025

The Economic, Tourism & Cultural Development Committee met on July 29, 2026, and the Arts Advisory Board met on July 20, 2026; draft minutes from both meetings have been included in your package.

There are two(2) resolutions for your consideration.

Respectfully submitted,

Councillor Terry Bernard, Chair

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Economic, Tourism & Cultural Development Committee Meeting
Wednesday, July 29, 2026
12:00 PM – Council Chamber

Present:	**Chair, Councillor Terry Bernard**	**Councillor Kevin Ramsay**
	Mayor Philip Brown	**Brad MacConnell, CAO**
	Wayne Long, ET&CDM	**Doug Dumais, C&EC**
	Cindy MacMillan, ER&PCII	
Regrets:	**Councillor Mitchell Tweel**	

1. Call to Order
Councillor Bernard, Chair, called the meeting to order at 12:00PM.

2. Declarations of conflict of interest
There were no conflicts of interest declared.

3. Approval of Agenda
It was moved by Councillor Ramsay and seconded by Mayor Brown that the agenda be approved as circulated. Carried.

4. Approval of Minutes
It was moved by Councillor Ramsay and seconded by Mayor Brown that the minutes of May 12, 2026, be approved as circulated. Carried.

5. Business arising from minutes
Mayor Brown requested an update on the Curling Venue Survey Results presented at the May 12, 2026, meeting. The Chair advised that the Department had completed preliminary due diligence by conducting a public survey that received 1,142 responses. The file was subsequently referred to the Parks and Recreation Committee.

The Committee was advised that a Council motion directing staff to continue gathering information had been defeated by a vote of four to three. Members discussed the proposal as a potential regional shared-service facility, possible locations, anticipated costs, and competing municipal priorities. Mayor Brown indicated that he would request reconsideration through the Parks and Recreation Committee, and as Parks & Recreation Chair, Councillor Ramsay agreed that the item could be placed on a future agenda.

6. Reports/Discussions

a) Updated Public Art Policy
Doug Dumais, C&EC, presented the updated Public Art Policy. He advised that the existing policy was last amended in 2020 and that the revised document reflects more than a year of review and public engagement, including an exhibit at The Arts Guild, artist focus groups, advisory-board consultations, a public survey, community-event outreach and discussions with departmental staff.

The policy establishes a revised vision and guiding principles, clarifies roles and approval responsibilities, strengthens the commitment to local artists, and is intended to support additional public art throughout Charlottetown. Members discussed the one per cent allocation associated

with eligible capital projects. Staff clarified that it would be based on the City's contribution toward eligible construction costs, subject to the established maximum and Council approval through the capital budget and project approval processes.

Council would receive the proposed project scope, location, budget and selection criteria at the front end of the process, with final artwork reviewed by the Arts Advisory Board and, where applicable, the Heritage Board and Council. Members also discussed prioritizing local artists and using suitable building, road, streetscape and infrastructure projects to place public art in neighborhoods outside the downtown.

Members expressed support for the direction of the updated policy. It was moved by Mayor Brown and seconded by Councillor Ramsay that the updated Public Art Policy be forwarded to Council for their consideration. Carried.

b) Children's Mural

Doug Dumais, C&EC, presented a proposed 16-foot by 8-foot mural for the exterior of the Hillsborough Park Community Centre. The mural was created in 2025 by more than 300 students in Grades 4 to 6 from L.M. Montgomery Elementary School and École François-Buote through a federally funded project. The City's costs are limited primarily to the aluminum panels and installation. The location has preliminary approval from Public Works staff and endorsement from the Arts Advisory Board, with installation anticipated in fall 2026.

Members supported displaying the mural outdoors but discussed placing it higher on the front of the building or on the brick portion to improve visibility and reduce the potential for damage. Staff agreed to conduct a further site visit and prepare renderings that consider nearby trees and lighting.

It was moved by Mayor Brown and seconded by Councillor Ramsay that the children's mural be forwarded to Council for their consideration for installation at the Hillsborough Park Community Centre with final placement to be determined. Carried.

7. New Business

a) The Arts Guild – Multi-Year Funding Request

Mayor Brown referred to discussions from the Committee's May site visit to The Arts Guild and request for future consideration of the organization's proposal for multi-year operating funding. The Guild had raised the request during the 2026–2027 budget process and had been asked to proceed with a one-year request, with the opportunity to return afterward.

Staff advised that any multi-year funding agreement would involve the City, the Province of PEI, and The Arts Guild. Members recognized the potential benefit of longer-term funding certainty but agreed that the request should be considered through the budget and Finance Committee processes.

Mayor Brown indicated that he would ask the Chair of the Finance, Audit and Administration Committee to place the matter on a future agenda.

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b) Eastlink Centre Capital Expenditure

Wayne Long advised that funds totaling $125,000 had been approved in the 2025–2026 capital budget for three heat pumps to be installed at the Eastlink Centre. The work was recently completed, but it was discovered that due to an administrative oversight, the funds were not carried forward.

The Committee agreed that the matter falls within the mandate of the Finance, Audit and Administration Committee, and staff will work with the Finance Manager and Committee Chair to place the request on a future agenda.

8. Motion to Adjourn

It was moved by Councillor Ramsay and seconded by Mayor Brown that the meeting be adjourned. Carried.

Meeting adjourned 12:40 PM

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CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Economic, Tourism & Cultural Development #1

MOTION CARRIED _____

MOTION LOST _____

Date: August 11, 2026

Moved by Councillor Terry Bernard

Seconded by Councillor Kevin Ramsay

RESOLVED:

That Council repeal the existing Public Art Policy P-ED-6 and replace it with the attached draft Public Art Policy P-CD-02, effective August 11, 2026.

City of Charlottetown Committee Report

Report No: ETCD 57-26

Date: July 29, 2026

Directed to Council through the following Committee: Economic, Tourism and Cultural Development

Reporting Department: Economic, Tourism and Cultural Development

Other Associated Departments: Multiple

Prepared by: Doug Dumais, Culture and Economic Coordinator

Attachments:
- Attachment 1: Draft Public Art Policy
- Attachment 2: Public Art Policy - What We Heard Report

Report Title:
Updated Public Art Policy

Report Purpose:
To request support from the Committee and Council to update the Public Art Policy.

Staff Recommendation:
That Council repeal the existing Public Art Policy P-ED-6 and replace it with the attached draft Public Art Policy P-CD-02.

REPORT

Charlottetown's Public Art Policy is a result of sustained community engagement and aligned with the objectives and action plan of the City's *Strategic Plan 2022-26*, *Official Plan,* and *Cultural Policy*.

The Public Art Policy offers a renewed vision and guiding principles for the City's public art program, demonstrates the City's commitment to public art and local artists, defines roles and responsibilities, encourages the creation and presentation of public art in Charlottetown, and guides Council and staff on processes for a sustainable funding model for the growth and management of the public art program.

After significant research and a jurisdictional scan of public art policies across Canada, the City conducted the following community and internal engagements:

- Free week-long interactive exhibit and engagement on public art at The Guild (February 2025)
- Arts Advisory Board and local artist focus groups (February 2025)
- A public survey (August-September 2025)
- Information booths were set up at several community events in Charlottetown (August-September 2025)
- Presentations to the City's Advisory Boards (Civic Board for Persons with Disabilities, Equity, Diversity, and Inclusion Advisory Board, and Seniors Engagement Advisory Board – Fall 2025)
- Presentations and one-on-one meetings with relevant Department Heads (September-November 2025, May-June 2026)

Further details on the community engagement for this project can be found in the What We Heard Report.

On January 20, 2026, the Arts Advisory Board approved the following motion: *That the Arts Advisory Board approve the draft Public Art Policy and that the draft be advanced to the Economic, Tourism and Cultural Development Standing Committee for further consideration.*

The draft Public Art Policy was prepared by Economic, Tourism and Cultural Development Department staff, and was developed through one-on-one meetings and feedback from relevant departments, including Finance, Public Works, Parks & Recreation, Environment & Sustainability, and Water & Sewer. It reflects operational practices and is informed by sustained research of public art policy approaches used by municipalities across Atlantic Canada and elsewhere in Canada.

The update to this policy follows directly with the action items outlined in the Cultural Policy (P-CD-01), including sections 9.1.3 (Council will contribute at least one percent (1%) of the cost of appropriate City capital projects to a Public Art Reserve Fund to create and install public art); 9.1.4 (Review the Public Art Policy to reflect the Charlottetown Public Art Plan (2022) and implement best practices).

Staff undertook a comprehensive review of the existing policy to reflect best practices and organizational changes. The resulting document has been substantially rewritten, and so a traditional summary of changes would not illustrate the scope of the revisions. The proposed policy should be considered a replacement rather than an amendment.

Council or Committee History:
N/A

Financial Implications:
The approval of the draft Public Art Policy has no financial implications. Any funds approved for public art as outlined in the policy will require Council approval through the annual budget process.

Public Engagement and Communication:
Extensive Public Engagement has taken place throughout the development of this policy, as outlined in the Background section of this report. There are no communication implications of adopting the policy.

Legislative Authority:
Municipal Government Act, section 86 (2) (b): A council "may develop policies respecting services and programs, and shall evaluate, on a regular basis, the services and programs for relevancy, effectiveness and efficiency."

Strategic Alignment:
Our Commitments (Collaboration and partnership), and the **Pillar** of **Inclusive Economic Growth** (Municipal support for cultural, tourist, and event-related activities as investments with accompanying economic and social impacts for the benefit of residents and visitors alike).

Reviewed By:

Manager	**CAO/Director**
	R. MacEwen, DCS - July 24, 2026

Committee Recommendation: (if differing from staff)

Policy Title: Public Art Policy	Policy Number: P-CD-02
Approved By:	**Approval Date:**
Related Legislation: Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1., Sec. 86(2)(b) **Related Bylaw:** N/A	

CITY OF CHARLOTTETOWN POLICY

1. PURPOSE

1.1. Public Art plays an important role in shaping Charlottetown's cultural identity, supporting artists, enhancing the quality of life and civic pride, and building a cultural legacy for Charlottetown's future.

1.2. Public art is a catalyst for dialogue on key issues, creating a unique sense of place and fostering connections between people and their surroundings.

1.3. The purpose of this policy is to:

a) Establish a vision and guiding principles for the City's public art program
b) Demonstrate the City's commitment to public art and encourage the creation and presentation of public art in Charlottetown
c) Guide Council and City staff on processes for a sustainable funding model for the growth and management of the public art program
d) Align the City's approach to public art with the City's Cultural Policy
e) Establish a standardized and transparent process for the selection, acquisition, maintenance, and de-accession of public art in keeping with best practices
f) Leverage and incentivize the private sector and other community stakeholders to develop public art opportunities

2. SCOPE

2.1. The Public Art Policy applies to existing public art in public spaces, road rights-of-way, and properties owned or operated by the City of Charlottetown, or public art owned or managed by the City of Charlottetown on private or other public properties.

2.2. This document is intended to cover:

a) All public art for installation on a temporary or permanent basis on properties owned or operated by the City of Charlottetown
b) All public art that is funded wholly or in part by the City of Charlottetown
c) Murals or artistic signage painted or installed on a building or structure in the 500 Lot Area

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3. EXCLUSIONS

3.1. This policy is not applicable to:

a) Artworks not owned or acquired by the City of Charlottetown and displayed on private property, unless the work is funded wholly or in part by the City of Charlottetown or is a mural or artistic sign painted or installed on a building or structure in the 500 Lot Area.
b) Artworks in areas not accessible to the public.
c) Unauthorized graffiti or street art.
d) Directional elements such as signage, except when these elements are integral to an original work of art.
e) Art objects which are mass-produced or are a standard design, such as playground equipment, plaques, commemorations, memorials, or monuments, except when these objects include a strong artistic design component, are unique, have an integrated artistic feature, or are commissioned or designed by an artist or in collaboration with an artist.
f) Landscape architecture and design, water and outdoor garden features, street furniture/functional art, and engineering or architectural features, except when these elements are an integral part of an original work of art or are the result of collaboration among landscape design professionals and an artist.

4. DEFINITIONS

4.1. **Accessible** refers to public art opportunities and programs that all residents of Charlottetown can engage with in public spaces, regardless of ability, geographic location, affiliation, or demographics.
4.2. **Acquisition** refers to the process of accepting artistic work into the City's collection of Public Art. Art can be acquired through commission, purchase, donation/gift/bequest, or transferred to the City's public art collection.
4.3. **Arts Advisory Board (AAB)** refers to the volunteer board appointed and mandated by Council under its Terms of Reference.
4.4. **City** refers to the Corporation of the City of Charlottetown.
4.5. **City Property** refers to facilities, properties, buildings, and parks owned or operated by the City of Charlottetown.
4.6. **Community Art** refers to an artistic work created collaboratively between an artist, a group of artists, or an artist team and an identified community or community organization. Community members actively participate in creating the artistic work.
4.7. **Council** refers to members of Council, including the Mayor. Items that require Council approval require a majority vote.
4.8. **Deaccession** refers to the formal process of removing an artistic work from the City's public art collection at the end of its lifecycle, or under certain conditions or special circumstances.
4.9. **Decommissioning** refers to officially removing an artwork from its public status or from the City's public art collection, often by dismantling, selling, donating, or destroying it.

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4.10. **Disposal** refers to the physical removal of the object from the organization by the process agreed upon by the City.

4.11. **Donation** refers ifts of art which have been given to the City's public art collection unconditionally and without compensation or non-monetary consideration (e.g. advertising, promotion, services, etc.)

4.12. **Equity-Deserving Groups** refers to communities that experience significant barriers to participation in society. This could include attitudinal, historical, social, and environmental barriers based on age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation, gender identity, or gender expression. It is inclusive of but not limited to Indigenous persons, Mi'kmaq, racialized persons, persons of Black or African descent, Black Islanders, persons with disabilities, Women, and members of the 2SLGBTQIA+ community.

4.13. **Monument** refers to a statue, building or other structure erected to commemorate a notable person, group or event being proposed for placement on City property.

4.14. **Peer Review** refers to the process of selecting proposals of the highest merit through a panel of individuals with expertise in the art form, public art, community, site, or theme.

4.15. **Public Art** refers to an artwork in any media created by an artist or artist group that is, has been, or will be sited or staged in a publicly accessible space, and is acquired in compliance with the City of Charlottetown's Public Art Policy. Public art includes many art forms and media, including, but not limited to, sculptures, murals, street art, artistic signage, mosaics, two-dimensional artworks, interactive artworks, digital media, community art, monuments, memorials, water and outdoor garden features, street furniture/functional art, and engineering or architectural features.

4.16. **Public Art Collection** refers to the collection of original artworks which have been acquired by the City of Charlottetown.

4.17. **Public Art Commission** refers to the method of identifying an artist or artist team to participate in a public art project, program, or other initiative.

4.18. **Public Art Program** refers to all activities related to the public art program, and includes but is not limited to the acquisition of public art, marketing and promotion of the collection, programming initiatives, residencies, symposiums, educational guides, online maps, publications, guided tours, studies, artist-initiated projects, public art events, and so on.

4.19. **Public Art Selection Panel** refers to a group that provides guidance and makes selections for the commissioning of an artist through an open competition and peer review process. These selection panels are convened as needed and comprise arts professionals and members of the public.

4.20. **Public Art Reserve Fund** refers to City funds which hold in reserve financial contributions from several sources for the purpose of the Public Art Program.

4.21. **Public Spaces** refer to areas frequented by the general public. Public spaces include, but are not limited to, parks, streets, bridges, the exteriors and

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interiors of City properties, and publicly accessible spaces on privately owned land or managed by City partners.

4.22. **Professional Artist** refers to the definition provided by the Canada Council for the Arts. As of the creation of this policy, it refers to an artist who has specialized training in the artistic field (not necessarily in academic institutions); is recognized as a professional by his or her peers (artists working in the same artistic tradition); is committed to devoting more time to artistic activity, if possible financially; and has a history of public presentation or publication.

4.23. **Temporary Public Art** refers to artwork in any medium that has been or will be sited or staged in a publicly accessible space and created or installed for a special occasion, timeframe, or event. Temporary public art may include, but is not limited to, temporary installations, event-based or performative art. Rather than specifying a fixed time window for defining temporary art, the duration is flexible, treated on a case-by-case basis, and is dependent on the nature of the occasion, timeframe, or event.

5. VISION

The City of Charlottetown envisions public art as a vital force in shaping a creative and forward-thinking capital city. In Charlottetown, art is an integral, accessible, and impactful expression of the distinct and locally grounded histories, stories, and future aspirations of the people who call this place home. Embedded throughout the city, in neighbourhoods, parks, waterfront areas, and streetscapes, public art will convey to residents and visitors that Charlottetown is bold and welcoming, and that it celebrates artists, creativity, and diversity.

The public art program will champion local artists, provide professional development opportunities, and meaningfully honour Mi'kmaq culture, uplift BPOC and newcomer histories, reflecting the many stories of all who have shaped this land, including its waterways and the natural environment. The program will prioritize works that invite participation, spark dialogue, and reflect local history and folklore, culture, and communities.

6. GUIDING PRINCIPLES

The Public Art Policy adheres to the following guiding principles that recognize Charlottetown as a place of shared histories:

6.1. **Place-Based:** Public art will prioritize artworks that reflect Charlottetown's distinct identity, history, neighbourhoods, and sense of place, recognizing that the City exists on the traditional and unceded territory of the Mi'kmaq, and will be created primarily for the benefit of residents and local communities.

6.2. **Inclusive:** Public art will actively uplift underrepresented voices and stories, including Mi'kmaq, Indigenous, BPOC, newcomer, 2SLGBTQIA+, disabled, and other equity-deserving groups, ensuring diverse cultures, histories, and perspectives are visible in public spaces.

6.3. **Artist-Centred:** The public art program will prioritize fair compensation, transparent processes, consistent opportunities, and respectful working

relationships with artists. Mentorship and professional development opportunities will be supported where possible to strengthen the local creative economy.

6.4. **Experimental:** The public art program will encourage high-quality, contemporary, and experimental work across diverse media, embracing murals, temporary installations, performance, environmental art, and unconventional approaches.

6.5. **Sustainable:** Public art should reflect and respect the land, waterways, ecosystems, and climate realities of Epekwitk/Prince Edward Island, incorporating sustainable practices and nature-integrated design where possible.

6.6. **Accessible:** The City will promote physical, financial, and conceptual accessibility in public art. Engagement processes should be relational, creating meaningful opportunities for community participation and engagement in the creation and experience of artworks.

6.7. **Decentralized:** Public art should be thoughtfully and intentionally embedded throughout the municipality, including downtown, neighbourhoods, parks, waterfronts, gateways, and non-traditional spaces; balancing high-visibility sites with interventions within the wider community.

6.8. **Accountable:** The program will maintain clear and efficient processes, reducing unnecessary barriers, ensuring appropriate maintenance and stewardship of works, and treating public art as essential civic infrastructure.

7. ROLES AND RESPONSIBILITIES

7.1. **Charlottetown City Council** will:

a) Act as an advocate for public art in Charlottetown
b) Approve and adopt the Public Art Policy and necessary amendments
c) Approve the annual public art budget through the budget process
d) Approve 1% for public art expenditures for eligible Charlottetown capital projects through the budget process
e) Appoint members of the Arts Advisory Board

7.2. **The Culture and Economic Coordinator** will:

a) Oversee all aspects of the public art file
b) Develop and establish procedural documents related to this policy
c) Coordinate the public art budget and Public Art Reserve Fund
d) Coordinate the acquisition and deaccession of public art in accordance with this policy
e) Advise and report to Council, City staff, and residents on matters of public art and related initiatives
f) Advocate for public art, including seeking opportunities for the inclusion of public art in capital projects, festivals and events, and community activations where appropriate
g) Support the public appointments process for the Arts Advisory Board
h) Serve as the staff liaison with the Arts Advisory Board to identify priorities, locations, initiatives, and long-range planning for public art

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i) Liaise with the Interdepartmental Public Art Committee
j) Convene Public Art Selection Panels as needed
k) Support community-initiated and private sector public art projects to ensure proper permitting, selection process, maintenance plans, etc.
l) Maintain a public art inventory and coordinate the maintenance and conservation of the public art collection

7.3. **The Arts Advisory Board (AAB)**, as outlined in their Terms of Reference, will:
a) Advise on and support the implementation of this policy
b) Advise Council and staff on all matters, activities, and initiatives regarding public art in Charlottetown
c) Advise and provide input to City staff on matters related to acquisition, maintenance, and deaccession of public art
d) Develop and advance the goals and objectives established in City plans, strategies, and reports related to public art
e) Provide feedback and act as a resource to Council and municipal departments for all matters pertaining to public art
f) Encourage community awareness, appreciation, and support of the public art program and serve as its primary champion

7.4. **The Public Art Selection Panel** will:
a) Convene as needed for public art competitions. The Public Art Selection Panel is not an appointed group but is convened on a project-by-project basis.
b) Recommend successful artist(s) or artist team(s) to the AAB for approval
c) Public Art Selection Panels will be made up of, wherever possible:
d) At least 50% professional artists
e) At least one member of the AAB
f) At least one artist, community member, or individual who self-identifies as a member of an equity-deserving group
g) At least one community member, City staff member, or individual with relevant experience or expertise for the theme or purpose of the project
h) At the discretion of staff, the panel will be comprised of a minimum of 3 members for temporary or small-scale projects, and a minimum of 5 members for permanent or large-scale projects.

7.5. **The Interdepartmental Public Art Committee** will:
a) Be comprised of at least one representative from City Departments with capital projects that are eligible for 1% for public art expenditures, including but not limited to the following departments:
- Environment & Sustainability
- Finance
- Parks & Recreation
- Planning & Heritage
- Public Works
- Water & Sewer

Draft

b) Convene as needed, a minimum of twice a year.
c) Assist in the identification and prioritization of public art opportunities, including eligible capital projects for 1% for public art expenditures.
d) Assess risk management issues of proposed projects that have been short-listed in competitions, as well as review external community art or public art projects submitted for consideration to the City by community members or community organizations.

7.6. **Conflict of Interest:** Staff of the City of Charlottetown, all members of the AAB, and members of the Public Art Selection Panel shall declare a conflict of interest and remove themselves from any approval or decision-making process described in this policy in which they are involved directly or indirectly or benefit in any material way from the outcome of the decision.

8. FUNDING

8.1. The City of Charlottetown commits to establishing and making annual contributions to public art and the Public Art Reserve Fund. Through the annual budget approval process, funds will be allocated annually for the acquisition, maintenance, and installation of Public Art.

8.2. One percent (1%) of eligible municipal capital projects with budgets exceeding $3 million will be included in the capital project budget, with a maximum annual allocation of $250,000 per project. For projects with partner funding, this 1% applies only to the municipal contribution to construction projects.

8.3. Eligible capital projects identified as priorities by the Interdepartmental Public Art Committee that are under $3 million may allocate 1% of the construction budget to the Public Art Reserve Fund to pool funds for additional projects at other locations.

8.4. Public Art Commissions may be associated with the capital construction project site or, where funding allows, located at alternative sites that are more publicly accessible, appropriate, and visible, or that address underserved areas or other strategic locations.

8.5. Eligible costs include:
a) New City-owned or operated building construction
b) Major Capital upgrades to City properties
c) Park and trail development projects
d) Construction or capital upgrades to roads, streetscapes, sidewalks, and water and sewer infrastructure
e) Transit (excluding vehicles), active transportation, environmental management or rehabilitation projects

8.6. Ineligible costs include:
a) Land purchases and disposals

b) Vehicles
c) New equipment and lifecycle of equipment (furniture, computers, etc.)
d) Soft cost components of eligible capital projects, including but not limited to design fees, studies, briefs, and assessments

8.7. The Public Art Reserve Fund will be a dedicated fund specifically created and identified for public art projects following annual Council approval of the budget. This fund will be used solely to fund the public art program.

8.8. The Public Art Reserve Fund may cover all aspects of commissions, including project management, governance, administration of the selection process, inventory, insurance, legal requirements, design, fabrication, installation, documentation, interpretation, and maintenance of public art projects. Up to 10% of all funding contributed to the Public Art Reserve Fund will be allocated for the maintenance, conservation, and upkeep of Public Art.

8.9. The Interdepartmental Public Art Committee will meet biannually as needed and work collaboratively with the Department of Economic, Tourism, and Cultural Development to identify priority Capital Projects and ensure that funds are adequately budgeted and requested through the budget process.

9. ACQUISITION AND COMMISSIONING METHODS

There are several methods for acquiring and commissioning public art. The process for reviewing and approving public artworks for installation in public spaces is set out in the **Public Art Procedures** document. This operational document provides detailed guidance on the steps, roles, approvals, and decision-making processes for approving public art projects.

CITY-INITIATED COMMISSIONS

9.1. The City may use several methods to select or commission public art. The selected method is informed by advice from the AAB and the Interdepartmental Public Art Committee and depends on the site, circumstances, and opportunity. Maintaining transparency and accountability are imperative throughout the process, and open competitions are the preferred method whenever possible. Competitions will be reviewed and scored by the Public Art Selection Panel, as needed.

9.2. The City of Charlottetown retains the ownership of all artwork acquired through this policy.

9.3. **Open Commission:** A staged process where artists of all skill and experience levels are welcome to participate without restriction. Methods may include:
a) **Open Call:** The preferred method, which sees a “Call for Proposals” widely circulated. Geared towards local, provincial, national and/or international artists and includes specific guidelines, criteria, and eligibility based on each Public Art commission.

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b) **Request for Qualifications (RFQ) or Request for Proposals (RFP):** Entails the wide circulation and advertisement of an RFQ/RFP, often in a two-stage process.
c) **Ideas Competition:** Entails the wide circulation of a one-stage call for artists to submit ideas for public art, and may include design, intent, and proposed locations for public art.
d) **Design-Team Appointment:** Offers an opportunity to commission public art in collaboration with an architect, landscape architect, or other professional consultants involved in a design, development, or construction project. Often, an open commission with an RFQ or an RFP is issued. Including an artist at the outset of a project ensures that public art is integrated early on, enhancing the outcome.

9.4. **Invited Commission**:
a) **Invitational Commission:** Invitations sent to a small number of artists, based on reputation and experience, to participate in the competition. Typically, only employed for time-sensitive projects or in specific circumstances.
b) **Direct Selection or Purchase:** A single artist is identified to complete a public art project, or an existing piece of public art is purchased. Where appropriate, artwork for designated capital projects may be purchased rather than commissioned, providing that the work meets site-specific requirements and has been selected through a peer selection panel. Typically, only employed for time-sensitive projects or in very specific circumstances.

PARTNERSHIP BETWEEN THE CITY AND ANOTHER ORGANIZATION

9.5. The City may partner with an external organization to acquire or commission a temporary or permanent public art project. An agreement will be signed on a project-by-project basis between the partner and the municipality, clearly outlining the nature of the partnership and the responsibilities for insurance and maintenance.

INDEPENDENT PROPOSALS FOR PUBLIC ART ON CITY PROPERTY

9.6. External community organizations are encouraged to submit independent proposals for temporary or permanent public art projects on City property.

9.7. The City of Charlottetown will share its vision for public art, provide advice and guidance on preparing a proposal to the City, provide information on the necessary permissions and approvals required, share information on best practices, and, as needed, convene a meeting of the Interdepartmental Public Art Committee for a risk assessment, if necessary.

9.8. The AAB reserves the right not to recommend a proposal for installation.

DONATIONS

9.9. The City of Charlottetown welcomes donations to the city's public art program. To ensure a comprehensive evaluation process, all proposed donations will be

thoroughly reviewed by staff from relevant departments and the City's Arts Advisory Board before being accepted into the collection.

9.10. The following criteria will be used to evaluate donations:

a) Acceptances of donations should favour, in this order: works by artists based on PEI, off-Island artists whose work is created in collaboration with Island artists, artists based in Canada, and all other artists.
b) The Public Art Policy's relevant Guiding Principles (Place-Based, Inclusive, Innovative, Sustainable, Accessible, Decentralized)
c) Conservation and maintenance requirements

9.11. In addition to artworks, financial donations from citizens, businesses, and groups are welcomed and encouraged. Cash donations will be held in the public art reserve fund and dedicated to city sites. These financial contributions will be utilized exclusively for commissioning public art projects or ongoing maintenance.

10. SITE SELECTION

10.1. Downtown Charlottetown, the waterfront, public and cultural facilities, roundabouts and major intersections, parks and open spaces, gateways, vacant and underused publicly owned spaces, and trails are ideal locations for public art.

10.2. Criteria for selecting sites for public art are listed below. Public art locations should:

a) Be clearly visible and physically accessible to enable the community to view and engage with the installation at a meaningful level
b) Be located in high traffic areas where people walk, bike, roll, drive, or take transit
c) Enhance the public realm by creating a place of convergence and gathering
d) Recognizes the surrounding built and natural environment, adhering to all applicable municipal bylaws (i.e. Tree Protection Bylaw)
e) Recognize places of special heritage or community significance
f) Be safe, not impact existing utilities, and be in areas that are not impacted by upcoming master plans or capital improvement projects
g) Respect the integrity of existing public art installations while offering opportunities to cluster public artworks

10.3. When acquiring or commissioning a new work of public art, regardless of the method used, it is the responsibility of the Culture and Economic Coordinator to obtain site approval from the appropriate City departments and property owners. This is especially important for the 500 Lot Area, designated heritage properties, and heritage districts.

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11. CRITERIA

11.1. Selection criteria for public art projects are project-based and advertised through a competition process.

11.2. In general, preference for public art projects will favour, in the following order:

a) Artists based on Epekwitk/Prince Edward Island;
b) Off-Island artists who propose work created in collaboration with Island artists;
c) Artists based in Canada;
d) All other artists.

11.3. Residency and collaboration considerations will be one factor in the evaluation process and will be balanced with other project-specific criteria. The relative weighting for each project will be determined and communicated as part of each competition process.

12. PUBLIC ENGAGEMENT AND CONSULTATION

12.1. The City recognizes public engagement as an essential component of meaningful public art making, particularly for permanent and highly visible works. Engagement requirements shall be scaled to the size, duration, location, and impact of each project.

12.2. Public engagement will be sought following the commissioning process for City-initiated commissions of major permanent artworks exceeding $50,000 or for works located in culturally sensitive sites.

12.3. Public engagement may include, but is not limited to:

a) Open houses
b) Online surveys or feedback portals on the City's digital engagement platform
c) Targeted outreach to equity-deserving communities and relevant community partners

12.4. The Public Art Selection Panel will assess public input alongside artistic merit and feasibility.

13. COLLECTIONS MANAGEMENT

INVENTORY

13.1. The City of Charlottetown will maintain accurate and up-to-date records relating to the public art collection. A public art inventory will be maintained that lists all public art installations owned by the City of Charlottetown, including artwork information, agreements, maintenance plans, conservation activities, photographs, and any other relevant documents.

INTERPRETATION

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13.2. The City of Charlottetown will ensure public art is properly identified with appropriate interpretive materials, including signage, plaques, brochures, maps, digital content, and other educational resources. Interpretation should remain accessible, accurate, and respectful of the artistic intent. The form and extent of interpretation will be determined based on scale, location, and nature of each public art project.

MAINTENANCE

13.3. The City is responsible for the care and maintenance of the artworks in its collection. Each acquisition will be accompanied by a maintenance plan provided by the artist or donor.

INSURANCE

13.4. The City of Charlottetown will maintain insurance for the artworks owned by the municipality.

DEACCESSIONING

13.5. Certain circumstances may arise in which the deaccession of a public artwork is necessary. This includes, but is not limited to, the following circumstances:

a) Public safety and accessibility
b) Artwork condition or maintenance requirements
c) Questions of authenticity
d) Sustained and documented public outcry
e) Relevance to public art collection vision and guiding principles
f) Change in context or physical environment
g) Change in historical and current contexts
h) Loss, damage, destruction, or theft

13.6. Should any of the above arise, or if it is deemed in the City's best interest to do so, the City will follow the deaccessioning process outlined in this policy and the **Public Art Procedures.**

13.7. Deaccessioning, with the intention of returning them to the originating First Nation, Métis, or Inuit community or territory, will be conducted in consultation with the respective community to ensure proper protocols are established and followed.

13.8. Funds received through a deaccession, if any, will be held in the Public Art Reserve Fund.

13.9. The Arts Advisory Board will make a recommendation on a deaccession. Final approval rests with the Chief Administrative Officer.

13.10. The following outlines situations wherein deaccessioning an object is unacceptable:

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a) Primary objective is for financial reasons
b) Undertaking without adherence to this policy
c) Situations deemed not to be in the best interests of the City

14. PRIVATE DEVELOPMENT

14.1. The City of Charlottetown encourages local developers and other levels of government to allocate 1% of their construction budget for the provision of public art in new commercial and institutional construction or major capital upgrades. This public art should be integrated into the building or landscaping design, and is especially encouraged in publicly accessible, visible areas of the site.

14.2. The City of Charlottetown's Zoning & Development Bylaw permits additional building height, beyond the maximum height otherwise permitted in the applicable zone, where a development proposal demonstrably provides public benefits that advance municipal objectives. Bonus height may be considered only in exchange for the provision of several public benefits, including but not limited to Public Art.

14.3. The City and AAB will share the vision and best practices for public art, and recommend and encourage private developers to, whenever possible:
a) Utilize an open commission process
b) Hire professional artists wherever possible
c) Have an artist agreement in place

15. POLICY ALIGNMENT

15.1. The Public Art Policy should be monitored in alignment with the City of Charlottetown's broader planning and policy framework, including the City's Strategic Plan, Official Plan, Cultural Policy, and related community development strategies. This policy is intended to complement and advance the goals and priorities established in these documents.

16. MONITORING AND EVALUATION

16.1. To ensure the Public Art Program remains relevant, effective, and aligned with community values, the City shall review this Policy every five years.

16.2. Findings shall be shared with Council and may inform updates to the Public Art Policy, Procedures, and Public Art Plan. Substantive changes to the Policy shall be brought forward for Council consideration.

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CHARLOTTETOWN

Great things happen here.

PUBLIC ART POLICY ENGAGEMENT

WHAT WE HEARD REPORT

FEBRUARY 2026

BACKGROUND

In February 2025, the City of Charlottetown launched a public engagement to inform the renewal of its Public Art Policy. The latest public art policy was updated in 2020. Since then, a new cultural staff position and policy have been created, necessitating an update to the document to ensure successful implementation. As Charlottetown grows and changes, so too must its approach to public art, ensuring that policies and programs reflect community priorities, support local artists, and create accessible and engaging places throughout the city.

The final document will enable Council, city staff, and the City's Arts Advisory Board to make informed strategic decisions regarding public art and support the implementation of the City's Public Art Plan.

This work supports the implementation of the City's Public Art Plan: *Making Public Art a Priority*, as well as the City's Cultural Policy, Strategic Plan, and Official Plan. The goal of the engagement was to ensure that the revised policy reflects the needs, values, and creative vision of Charlottetown's diverse residents, artists, and cultural stakeholders.

To gather public input, the City hosted a week-long interactive exhibit at The Guild in February 2025, inviting residents to share ideas, review the current policy vision, and contribute creatively through open-ended activities. In addition to this public-facing event, two artist focus groups and a session with the City's Arts Advisory Board were held to gather deeper feedback on the current state of public art and aspirations for the future.

A total of 94 members of the public participated in the engagement, comprising artists, community members, and local cultural leaders. This input has provided valuable insight into how the public art policy can better reflect Charlottetown's identity, creativity, and future direction.

A public survey was also issued from August 2 to September 19, 2025. The survey asked residents about their connection to the arts and public art in Charlottetown, the kind of public art the community would like to see, where they would like to see public art, and residents' vision for public art.

The feedback from this survey, which received 54 responses, informed the development and direction of the draft public art policy, particularly its vision and guiding principles.

Staff also set up an information booth on the Public Art Policy at several community events in Charlottetown in August and September, including the Downtown Market Charlottetown, Art in the Open, and the Charlottetown Farmer's Market.

This "What We Heard" report summarizes the key themes and ideas shared through the engagement and will directly inform the development of a revised Public Art Policy.

PART 1: INTERACTIVE EXHIBITION

ACTIVITY #1: PUBLIC ART MAP



Residents were invited to share their ideas on where they would like to see more public art in the city. A large map of Charlottetown was installed, accompanied by a prompt: **"Where would you like to see public art in Charlottetown?"** Participants were given blue dot stickers to place on the map, indicating their desired locations. Over **140 dots** were placed on the city map, providing a visual representation of the interest and demand for public art. Several clusters emerged, indicating key areas of interest.

Key Areas of Interest:

- **Downtown Core (500 Lot Area):** This area received the highest concentration of dots. Participants showed strong interest in more public art at main intersections, Confederation Landing, and in City squares. This reflects a desire for public art in areas with high foot traffic and greenspaces, but outside of the central commercial areas.

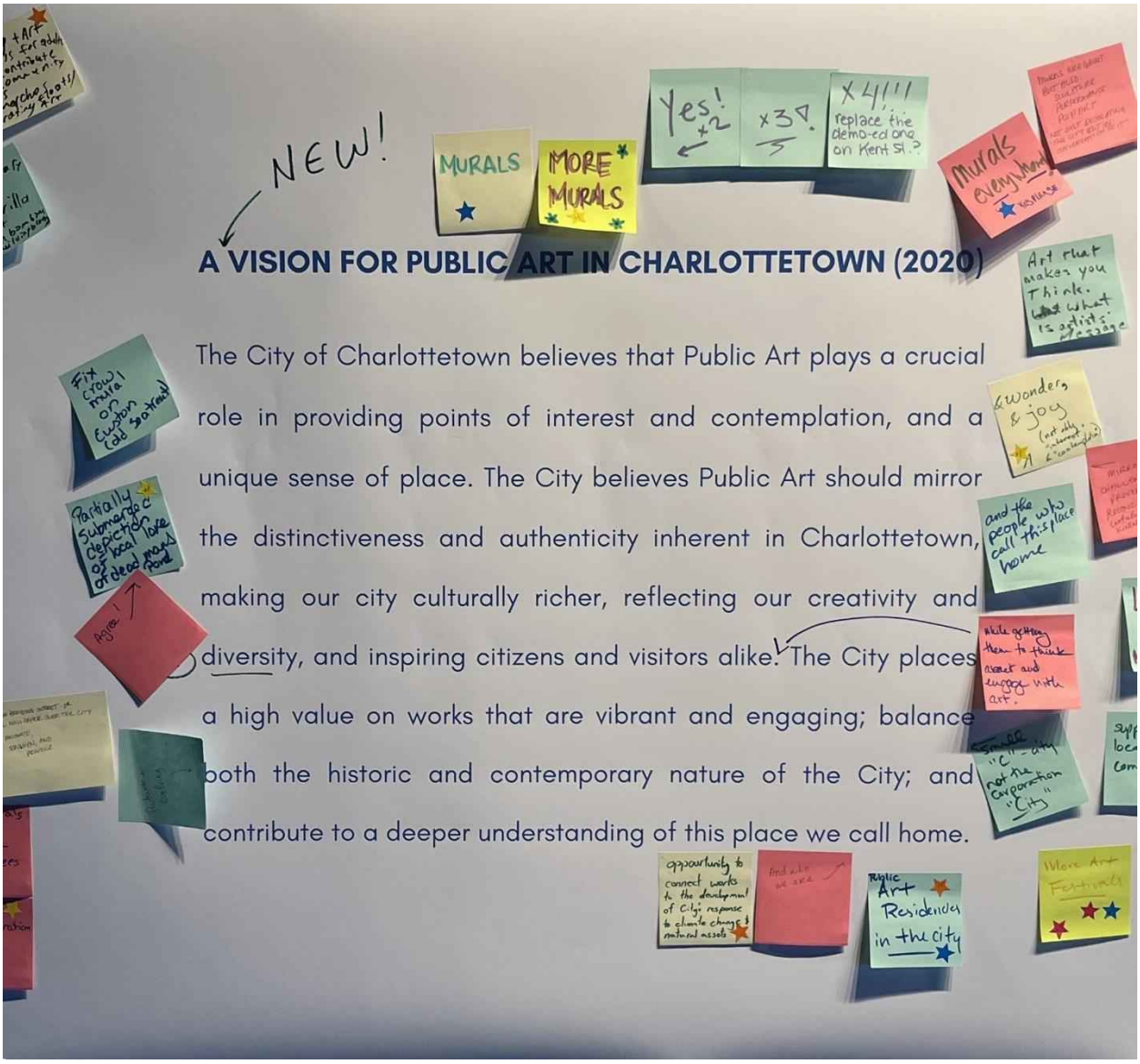
- **Waterfront (Victoria Park, Confederation Landing, Event Grounds):** Many dots were placed in areas along the waterfront, from Victoria Park to the Charlottetown Event Grounds and through to the Queen Elizabeth Hospital, highlighting the public's desire for art that enhances recreational and scenic areas. Participants may be envisioning installations that complement walking paths, natural areas, and waterways.
- **Roundabouts and Major Intersections (University Avenue, the Bypass, Highway 1)**: Several dots appeared near University Avenue and along the two main highways in Charlottetown. One or more dots were placed at almost every roundabout in the City of Charlottetown. This indicates an interest in bringing art to major intersections and areas with high volumes of car traffic, improving areas that commuters and users of Active Transportation Pathways utilize.
- **Residential and Community Spaces (East Royalty, West Royalty, Sherwood):** Suburban areas also received a high volume of dots, with clusters in neighbourhoods and subdivisions around parks, trails and schools. This suggests an appetite for decentralizing public art beyond the downtown core, aligning with the City's Cultural Policy.
- **Gateways (Eastern Gateway, Milky Way Roundabout, St. Peters Road):** Several dots were placed at major gateways or entrances to both the city and access points to the downtown core, suggesting an interest in pieces that welcome residents or visitors to the City through its various points of access.
- **Locations with Existing Public Art (Waterfront, Confederation Trail, Event Grounds):** 12 dots were placed on the sites of existing permanent public art installations. This can be interpreted as either: 1) There is an interest in creating clusters of several pieces of public art in one location, or 2) Participants are unaware of existing installations in the City, meaning there is a continuing need to raise awareness of the existing public art in Charlottetown. The new Interactive Public Art Map, along with other ongoing initiatives, should assist with this.



Public Art Map Activity - Summary

Charlottetown residents are enthusiastic about seeing more public art throughout the city. While the downtown area remains a focal point, there is also strong interest in broadening public art to neighbourhoods, major intersections and roundabouts, gateways, and green spaces. This feedback provides valuable insight into public priorities and will help guide the development of a more inclusive, vibrant, and city-wide public art policy.

ACTIVITY #2: VISION REVIEW



This activity encouraged participants to read and reflect on the Vision statement from the 2020 policy that is being replaced. It then encouraged visitors to propose ideas, suggestions, and critiques to shape a new direction.

Key Themes:

- **Strong Support for Murals:** Participants expressed strong enthusiasm for murals, with numerous sticky notes explicitly calling for "MORE MURALS." The public wants murals to be widespread, visible, and actively maintained or updated (e.g., fixing or replacing the crow mural on Euston Street).

- **Diverse Media for Public Art:** While murals were the most common request, participants also emphasized the value of other forms of art, such as sculpture, performance, protest art, temporary interventions, and site-specific storytelling.
- **Art with Intention and Purpose:** Feedback highlighted the desire for art that provokes thought, challenges perceptions, brings joy and wonder, and even invites discomfort when addressing topics such as Truth and Reconciliation and climate change. Public art should not merely decorate but engage in dialogue with the place and its people.
- **Inclusivity and Participation:** There was a call for more accessible opportunities for community participation—both for adults and children—in the creation of public art. Suggestions included residencies, festivals, and integrating art within civic events.
- **Cultural Relevance and Balance:** Many participants emphasized shifting away from a singular historic narrative (e.g. "Less Confederation, Less Anne") in favour of contemporary, locally grounded expressions that reflect Charlottetown residents' expanding identity and diversity.
- **Broader Thematic Connections:** Suggestions included aligning public art with broader civic issues, including environmental stewardship, local folklore, and the City's response to climate change. Several notes also encouraged expanding the vision from "historic and contemporary" to include the "future" and ongoing change.

Response Examples

- "Temporary guerilla art (yarn bombing, building blocks)"
- "Murals are great but also: sculpture, performance, plop art. Not just decorating the city but in conversation with it"
- "Supports local art community"
- "Opportunity to connect works to the development of City's response to climate change & natural assets"
- "Art is more than providing interest – or being colourful wallpaper over the city. It should animate, enliven, and provoke."

ACTIVITY #3: OPEN-ENDED PROMPTS

For this activity, participants were provided with art supplies, blank cardstock sheets, and sticky notes. This "creative corner" invited residents to respond to open-ended prompts through writing, drawing, or a combination of the two. This exercise was designed to inspire participants to consider the role of public art in Charlottetown.

Key Themes:

- **Strong Desire for More Public Art, Everywhere:** Participants emphasized that Charlottetown needs more public art throughout the city—on every street corner, in overlooked areas, and embedded into parkades, veggie boxes, traffic control cabinets, playgrounds, crosswalks, garage doors, trees, and garden beds. Many noted the power of art to make spaces more thoughtful and creative.
- **A Love of Murals:** Murals were again one of the most frequently mentioned forms of public art, with calls for big murals, mural festivals, community paint-by-numbers projects, and opportunities for local artists to collaboratively design murals. Participants expressed frustration with red tape and hoped for easier approvals.
- **Integration with Nature and the Environment:** A recurring theme was the integration of living and plant-based art, such as flower beds shaped into images. There were suggestions to honour natural features, such as heritage trees and shorelines, as well as calls for art that addresses the climate and biodiversity crises.
- **Public Art That Reflects Local Stories, Cultures, and Communities:** There was a strong desire for art that celebrates Mi'kmaq culture and stories, Black heritage, immigrant communities, and Charlottetown's multifaceted identity. Specific ideas included sculptures of local legends (such as the Jipijka'm or Dead Man's Pond), medicine wheel designs, and a monument dedicated to Reconciliation.
- **Interactive, Playful, and Surprising Experiences:** Interactivity was another common suggestion. Ideas ranged from painted crosswalks to QR codes that paired with local music, to a birdhouse city that depicts recognizable buildings in Charlottetown.
- **Community Involvement and Artist Support:** It is clear from this engagement that participants want more community-based projects—like mural workshops, public graffiti walls, and collaborative or group installations—as well as infrastructure to support local artists. Several suggested professional development opportunities, mentorships, and artist residencies to foster growth in the island's creative economy, a recurring theme in the artist focus groups.
- **Emphasis on Art for Locals:** Participants emphasized the importance of public art reflecting the people who live in Charlottetown and Prince Edward Island, rather than just creating aesthetic moments for capturing photos. Participants want to see authentic, unexpected, weird, or thought-provoking art that resonates with locals and reflects local legends and the community's spirit.

PROMPT RESPONSE EXAMPLES

A bird house city project which adheres to a theme of depicting local buildings, landmarks, businesses, etc.

Could involve the Chamber of Commerce or other groups (i.e. Heritage-oriented)

Birdhouses should include specifications for design which meaningfully & positively impact local species of concern or at risk.

Could be incorporated into a naturalized area project, e.g. wetland, pond, forest.





Partially submerged sculpture art (drowned nature) showing more/less with tidal + drought influences.

– a series drawing on local myths, legends + stories

Jipijkkam on the Ruins of the Hillsborough Bridge.

the sunbenchart at deadmans pond.

the Witch of Fort Le Joge

the homes of Black Islanders in Governor's Pond (demolished for a view)

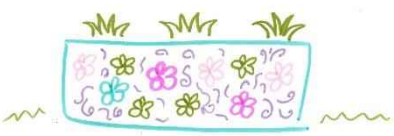
charlottetown skyline mural

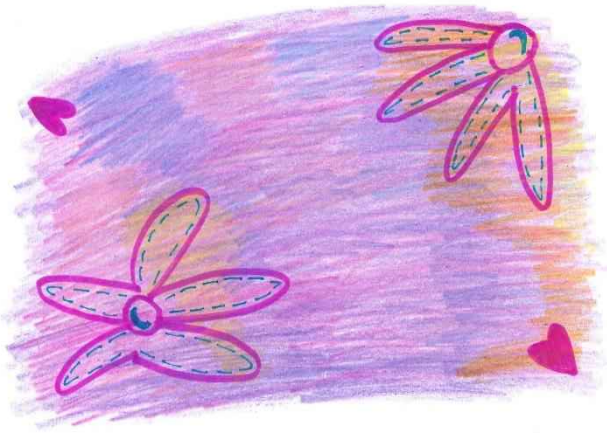
– a paintch version of the skyline

Paint by #s murals – hire artist to design in consultation w/ community (like in Mississauga)

could do as paint by number with the community!

ART on veggie boxes





LONG LIVE MR. PIRO!!

PART 2: ARTIST FOCUS GROUPS



As part of the City of Charlottetown's Public Art Policy review, the City held two facilitated artist focus groups in spring 2025. These sessions brought together a diverse range of artists—emerging and established, representing various disciplines and with varied experiences working with the municipality. The aim was to gather candid feedback on artists' experiences with public art processes in Charlottetown and to generate ideas for a renewed public art policy.

Part One: Rose, Bud, Thorn – Experiences with Public Art
Participants in both focus groups reflected on their experience with public art in Charlottetown through the "Rose, Bud, Thorn" framework. Their feedback offers a clear snapshot of what's working, what has potential, and where change is needed.

ROSE (What's Working Well):
Artists identified several positive aspects in Charlottetown's current approach to public art:

- **Opportunities:** Artists appreciated that opportunities were available and spanned a range of disciplines and career stages. One group enjoyed the lightbox program and a commitment to new projects. The RFP process, jury systems, and ability to submit multiple ideas were seen as positive.
- **Strong communication and support:** City staff (especially the Culture and Economic Coordinator and the Arts Advisory Board) were identified as being responsive, organized, and helpful in navigating permissions and approvals.
- **Professionalism and Clarity:** Templates, clear criteria, and timely answers were praised, along with effective public installations and durable, well-installed works.
- **Creative Opportunity:** Participants recognized how the process of developing a public art proposal helped them clarify their ideas, set goals, and gain public exposure.
- **Community Engagement:** Many found that the public art program had strong community ties, fostered a sense of pride in place, and helped increase the visibility and exposure of artists.

BUD (What Has Potential for Growth):
Key areas for improvement include:

- **Consistency and Predictability**: Artists expressed difficulty planning due to irregular or last-minute calls. A consistent spring call or rolling deadlines were recommended to support long-term planning.
- **More Opportunities**: Artists want to see a greater number and diversity of calls across various media, scales, and locations (e.g., parks, alleyways, ice carving, or sand sculptures), more use of non-traditional spaces, and a broader and more challenging artistic scope.
- **Artist Fees and Project Scale**: Many participants noted that current budgets often don't reflect the time, risk, or complexity involved. There were calls for increased compensation and phased project support.
- **Accessibility and Inclusion**: Although some barriers have been reduced, proposal formats continue to pose challenges for neurodivergent artists or those with learning disabilities. Some suggested alternative submission formats, such as slideshow presentations.
- **Support for Emerging Artists**: Mentorship, collaborative team applications, and artist residencies were suggested to help new voices enter the field of public art.
- **Administrative Process:** More streamlined timelines, better feedback on unsuccessful applications, and support navigating logistics hurdles (e.g. contractors, engineering) were all flagged.

THORN (Key Frustrations or Barriers):
Artists identified issues that limit the effectiveness and equity of the public art process:

- **Unpredictability**: Irregular or unclear timing of calls makes planning difficult. Opportunities are limited, and there is no consistency in when they become available.
- **Bureaucracy and Red Tape**: Extensive paperwork, complex approval processes, and logistics were cited as significant barriers, particularly when staff capacity is low or interdepartmental collaboration is weakened.
- **Limited Scope**: Artists noted that the current public art model favours or relies too heavily on traditional aesthetics targeted towards tourists to "please everyone." This approach does not reflect evolving or experimental public art practices, signalling a limited understanding or barriers to experimentation.
- **Funding and Infrastructure Gaps**: Current budgets were seen as insufficient for meaningful or impactful work. The lack of fabrication spaces and access to materials on PEI was also identified as a challenge.
- **Artist Value**: Some felt artists were underpaid, considering the work and risk involved in creating public art. Others expressed frustration over a lack of mentorship, feedback, or professional development opportunities in creating murals or public art.

Part Two: Vision and Ideas for the Future

Artists generated ideas for future programming, infrastructure, and policy changes. These were voted on and plotted on an impact/effort matrix to identify high-impact, achievable next steps.

Top-Ranked Ideas: HIGH IMPACT / LOW EFFORT

- Increase support for *Art in the Open*
- Regular, annual, or seasonal public art opportunities
- Opportunities to encourage young or emerging artists
- Artist mentorship opportunities
- Authorized graffiti walls or temporary murals in underused spaces
- Temporary art opportunities (e.g. performance art and temporary installations, as well as snow sculptures, ice-carvings, sand sculptures, travelling puppet theatre)
- Public list of designated public art locations, i.e. areas pre-approved for public art
- Group/team-based applications

Ideas Between HIGH & LOW Effort but with HIGH Impact

- Launching a "5th Plinth"-style annual public art commission
- Expanding infrastructure for display of art (e.g. lightboxes)
- Creating a PEI-wide public art database and resource hub
- Environmental or temporary works in parks and green spaces

High-Effort, High-Impact Proposals

- Establishing a municipal gallery
- Implementing the 1% for public art policy
- Developing a public artist-in-residence program
- Longer development timelines with consultation and phased support

PART 3: AAB FOCUS GROUP

Members of the City's Arts Advisory Board (AAB) also participated in a focus group in Spring 2025. This session followed a similar format to the one above and included a visioning activity in which participants contributed ideas for the future of public art in Charlottetown.

Part One: AAB Reflections – Rose, Bud, Thorn
The AAB conducted a structured assessment of public art in Charlottetown, sharing insights into what's working, what's promising, and what needs improvement.

ROSE (What's Working Well):
Board members highlighted several aspects of Charlottetown's current public art environment as strengths:

- **Strong Foundations**: Charlottetown has a vibrant community of artists and a walkable, human-scale urban layout that makes public art accessible, visible, and a clear part of our identity.
- **Recent Initiatives**: The introduction of new programs—like lightboxes, traffic control cabinets, and temporary installations—was praised.
- **Tourism as an Opportunity:** While not universally praised, the city's tourist traffic was recognized as a valuable means to increase investment in public art.
- **Promotion and Visibility**: Public art is effectively promoted, helping to communicate that Charlottetown is a culturally vibrant city where artists live and work.
- **Connection**: Public art fosters civic pride, cultural engagement, and a sense of connection among locals and the place they live.

BUD (What Could Be Improved):
Board members shared areas that show promise but require further development:

- **Mentorship and Artist Support**: There is a clear need for more mentoring, technical support, and opportunities for artists to develop their practice.
- **Expanded Infrastructure**: There is a desire for dedicated spaces for artists to scale up, experiment, and showcase their work in new formats, such as interactive or temporary installations.
- **Investment Required**: Although the 1% for public art policy exists in principle, participants urged its activation to increase funding for both creation and maintenance. The AAB also encouraged the 1% program to expand to include private sector development.
- **Contemporary and Local Focus**: Members recommended a continued move away from traditional or tourism-centric works in favour of bold and experimental contemporary art rooted in the local community.

THORN (Key Challenges and Barriers):
Several systemic and cultural challenges were identified:

- **Colonial and Heritage Constraints**: A perceived overemphasis on Confederation-era heritage and colonial aesthetics was seen as limiting creativity and expression.
- **Bureaucracy**: Long, complex approval processes and red tape were cited as major barriers to project development and innovation.

- **Equity and Local Capacity**: Concerns were raised about relying too heavily on off-Island expertise and the lack of local fabrication resources (e.g., a forge or production spaces).
- **Perception of Art**: Public art is still too often seen as a luxury rather than essential infrastructure. This contributes to underinvestment and an undervaluation of artist labour.
- **Maintenance and Longevity**: Damage to existing works and unclear plans for long-term upkeep were seen as ongoing concerns.

Part Two: Visioning Public Art in Charlottetown
Board members also contributed ideas for the future of public art in the city. These included both strategic concepts and concrete actions:

Key Ideas:
- **Big-Picture Goals**: Participants envisioned Charlottetown becoming "Canada's most art-friendly city," a national leader in urban public art, and a model for artist-centred city planning.
- **Expanded Support Systems**: Ideas included a city-run artist residency focused on public art, training programs to help artists work at scale, and more exhibition spaces.
- **Education**: Board members advocated for the education of developers and political leaders on the value of public art.
- **Contemporary and Culturally Inclusive Work**: Strong support was voiced for impactful Indigenous artworks, including Mi'kmaq murals and sculpture, and for embedding sustainability and ecology into artistic practice.
- **Policy and Infrastructure**: The group emphasized the need for artist-friendly processes, expanded spaces for public art, and encouraged Council and staff to be open to new approaches and ideas.

PART 4: PUBLIC SURVEY

SURVEY RESULTS OVERVIEW

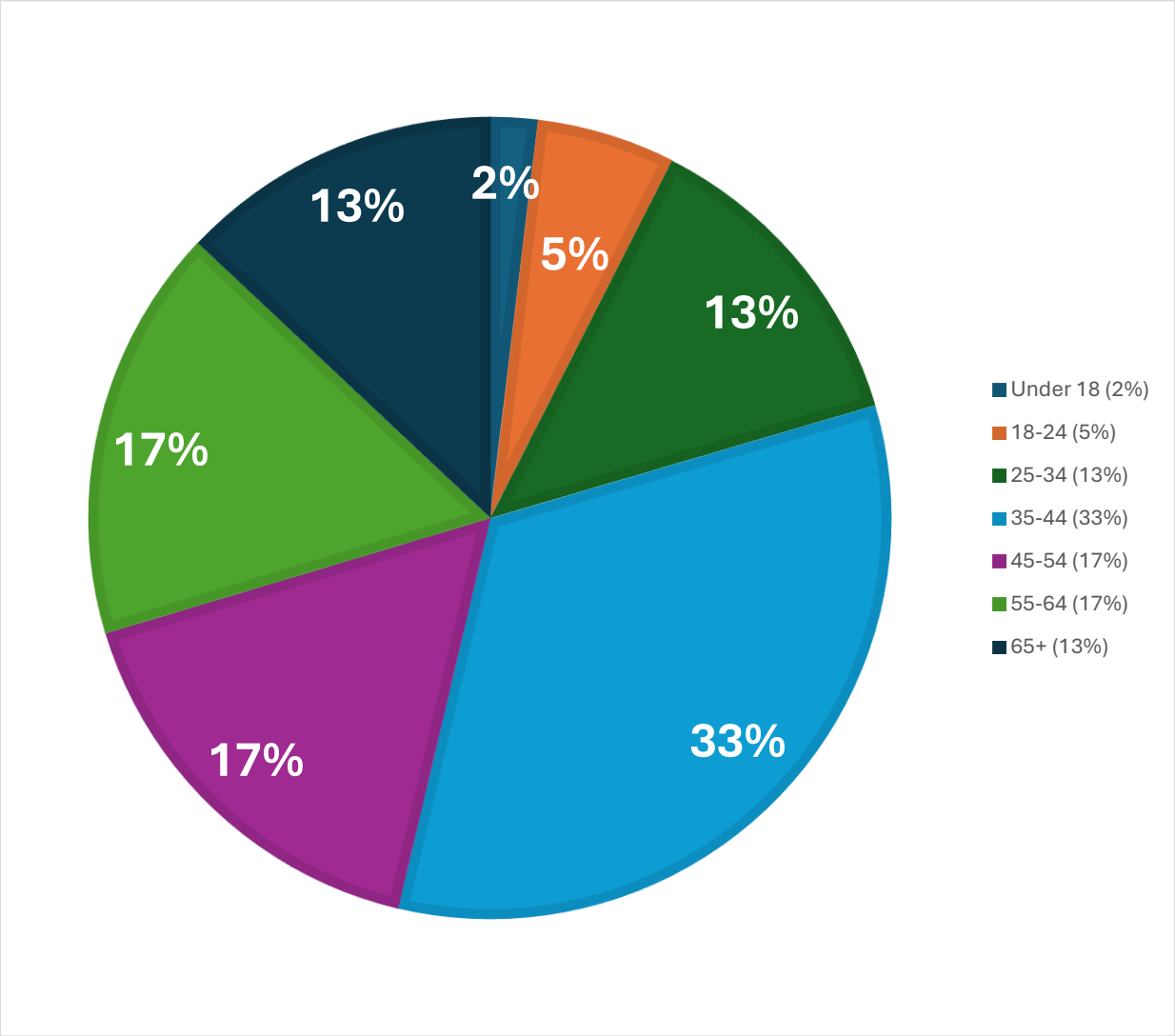
Q1 – What is your connection to Charlottetown and the arts? (Select all that apply)

Respondents represented a broad cross-section of the community. Most live in Charlottetown (59%), a majority work in Charlottetown (74%), and a substantial share of respondents work in the arts and culture sector (37%). There were also several respondents who represent arts organizations based in Charlottetown (22%).

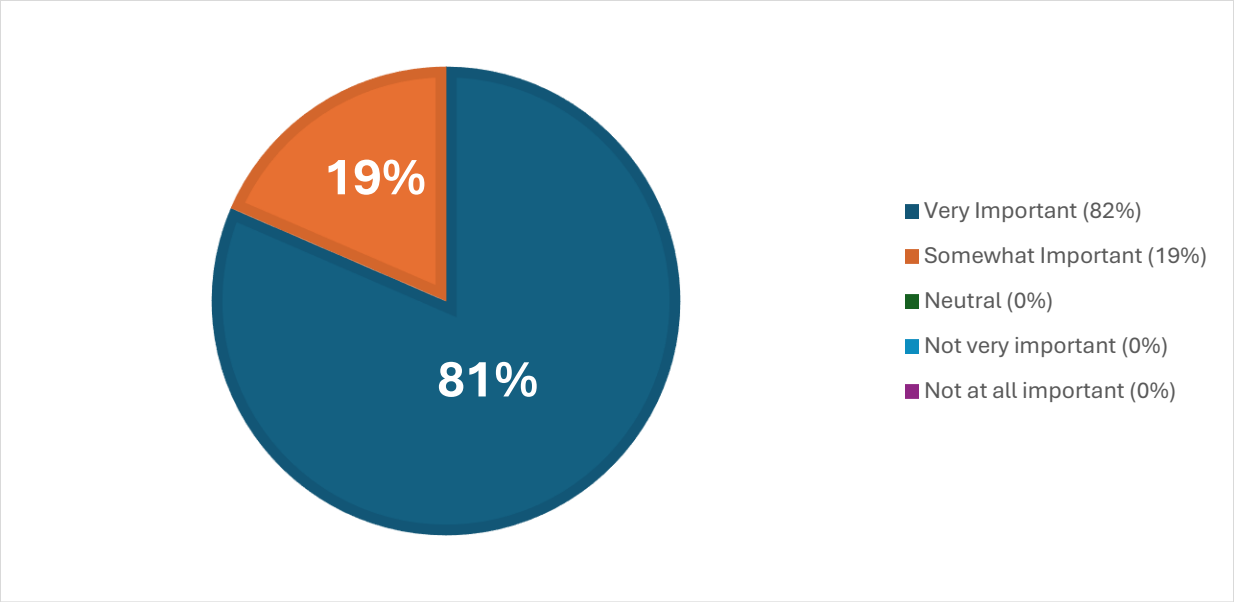
Answer Choices	Responses
I work in Charlottetown	74%
I live in Charlottetown	59%
I work in arts and culture	37%
I live outside of Charlottetown, but I work in Charlottetown	30%
I represent an arts and culture organization based in Charlottetown	22%
I'm a professional artist	9%
I'm a student	7%
I live on Prince Edward Island and work outside Charlottetown	6%
I'm a visitor or tourist	2%

Q2 – Which age group do you belong to?

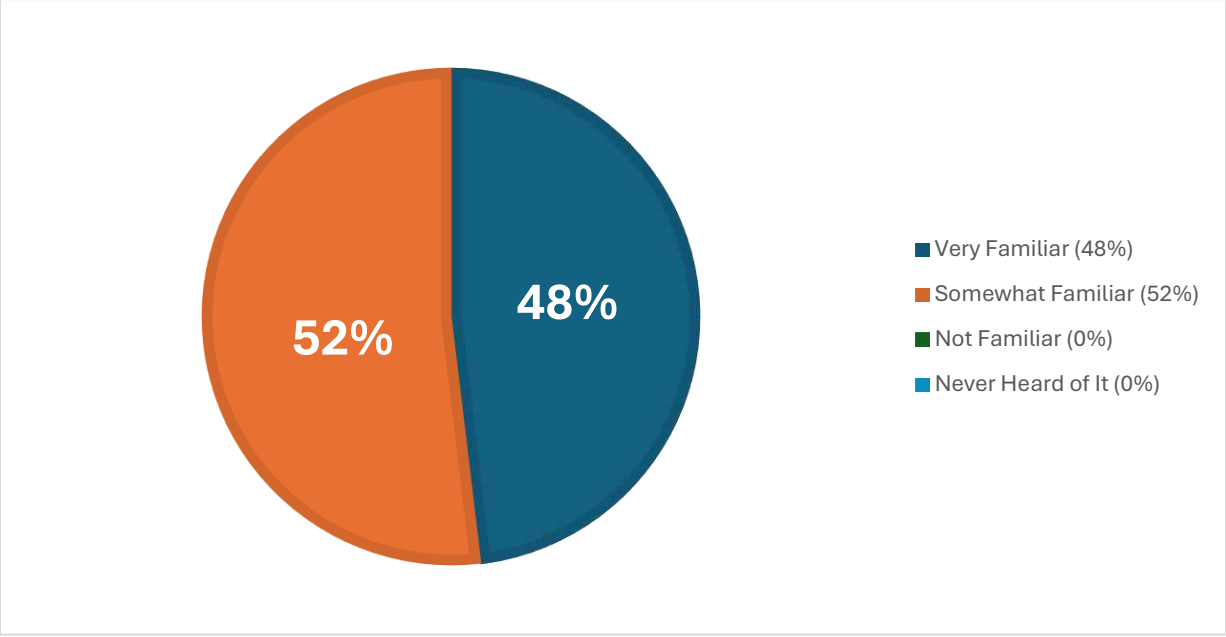
Respondents were mostly adults across a wide age range. The largest groups were 35-44 (33%), followed by 45-54 (17%) and 55-64 (17%). Young adults (18-24 and 25-34) were represented, but youth under 18 were least represented.



Q3 – How important is public art to you personally?
Among respondents, public art is overwhelmingly valued. Over 80% said it is "Very Important," with the remainder saying it is "Somewhat Important. No respondents rated public art as neutral or unimportant.



Q4 – How familiar are you with public art in Charlottetown?
Respondents were almost evenly split between "Very Familiar" and "Somewhat Familiar." No one said they were unfamiliar with public art in the city.



Q5 – If you had to pick one, what is your favourite work of public art in Charlottetown? View our interactive public art map at charlottetown.ca/publicart
While respondents selected a wide range of favourite artworks, the most frequently mentioned pieces include:

- EELCO, *Fox and Owl Mural*, Charlottetown Fire Department Station 1, 89 Kent St., 2022
- Gerald Beaulieu, *Bluefin Tuna*, 97 Queen St., 2012
- Erica Rutherford, *We Can't All Be Perfect*, PEERS Alliance, 250 Queen St., 2021





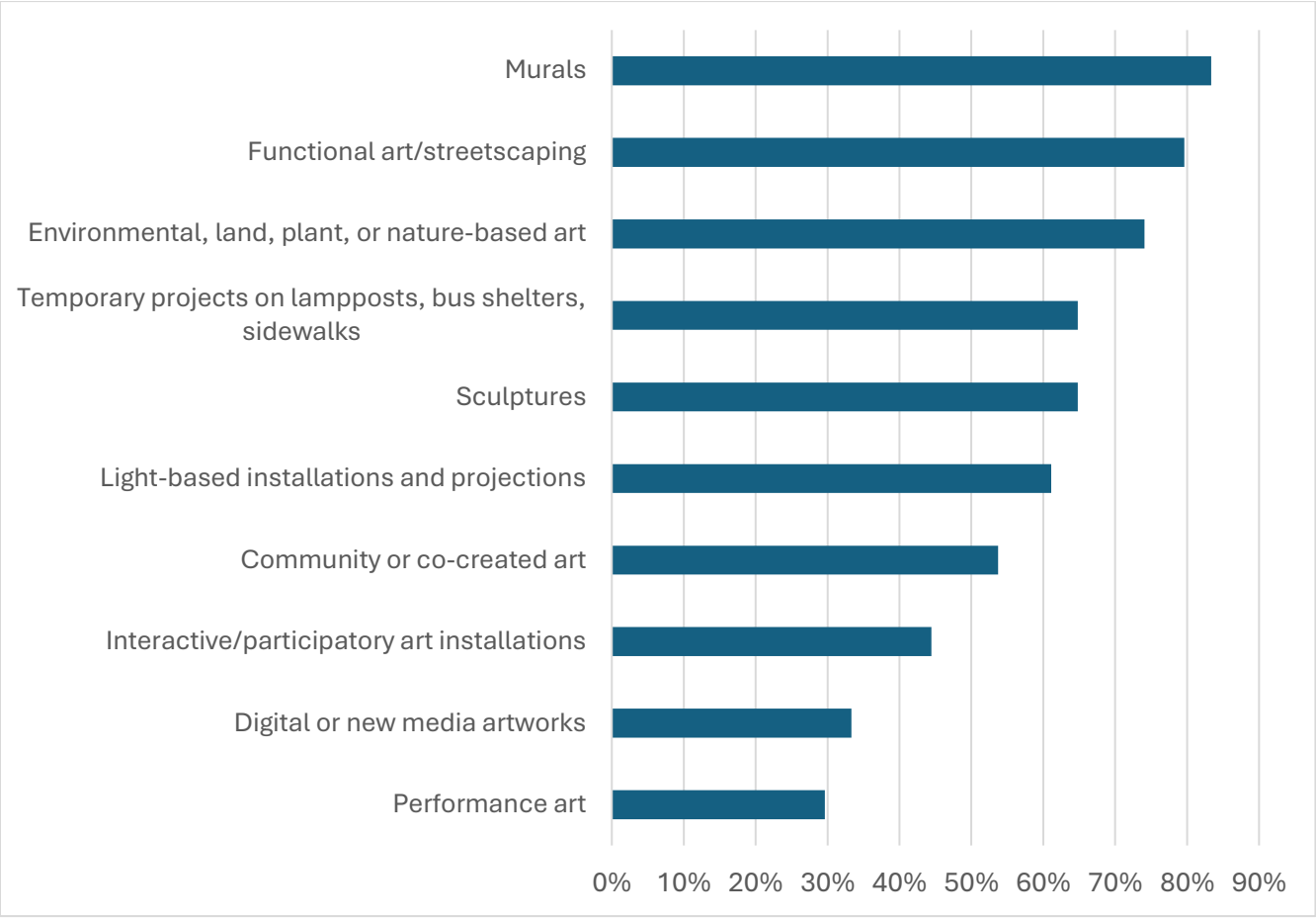


Others that were frequently mentioned include Nine Yards, *The Urban Beehive Project*, Ravenwood Dr. W and the Confederation Trail, 2017; Hannah Bulman, *Breaking the Cycle*, Fitzroy Parkade, 2024; and Ahmon Katz, *Great Blue Heron*, Queen St. and Water St., 2013.

Q6 – What types of public art do you want to see more of in Charlottetown? (Select all that apply).

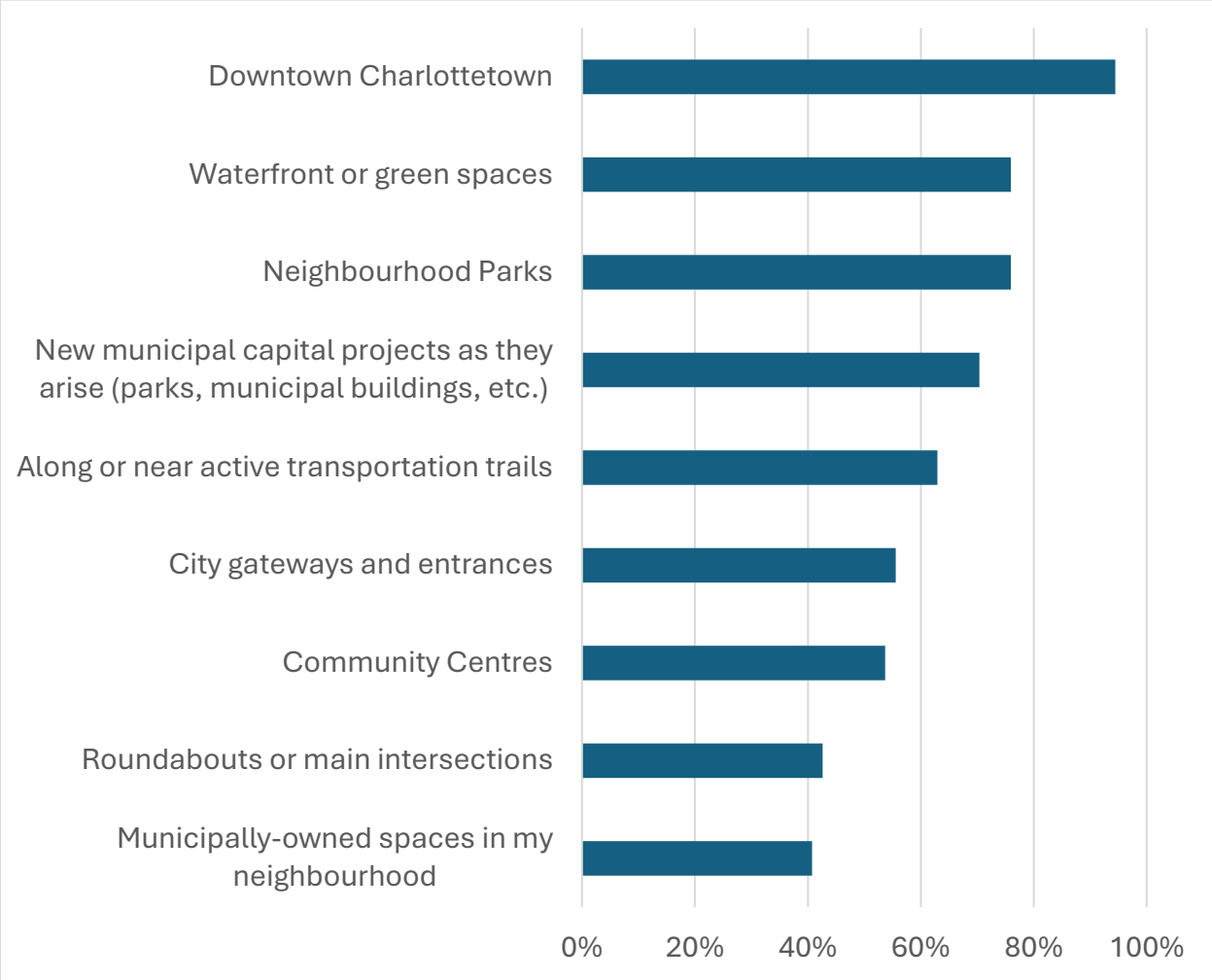
The demand for more public art was substantial; however, a large majority of respondents indicated a strong interest and support for seeing more murals, functional art, and environmental, land, plant, or nature-based art.

- A large majority (83%) selected murals
- A close second (80%) was functional art/streetscaping, which could include sculptural bike racks, outdoor furniture, etc.
- The third-most selected choice (74%) was environmental, land, plant, or nature-based art.
- Temporary installations, such as seasonal or pop-up art projects on city infrastructure such as lampposts, bus shelters, and sidewalks, were tied with sculptures at 65%.



Q7 – At which municipal properties would you like to see more public art? (Select all that apply).

Respondents supported public art across the City, but by far the strongest interest was for public art to be focused in downtown (94%) and on the waterfront (76%). However, there was also significant interest in neighbourhood parks (76%) and new municipal capital projects (70%). Though the lowest selected locations were municipally owned spaces in neighbourhoods (41%) and roundabouts or main intersections (43%), these responses reflect an interest in balancing large-scale, high-visibility work with neighbourhood-scale installations.



Q8 – What key values or guiding principles should guide a successful public art program for Charlottetown?

While several guiding values and principles were brought forward, there were several overlapping values:

Inclusive and Reflecting Diversity

- A significant number of respondents called for the public art program to bring unheard voices to the forefront, and engage the voices of Islanders that are underrepresented, such as Mi'kmaq, Black Islanders, members of the 2SLGBTQIA+ community, artists with disabilities, and new Canadians.

A Real Sense of "Local"

- The most resounding feedback received during this question was for the public art program to reflect Charlottetown's unique and distinct identity, artistry, heritage, and future. Respondents made it clear that good public art should be created by and benefit the people who see it the most.

Accessible

- Public art should be accessible: physically, conceptually, and financially.

Support for Local Artists

- Fair compensation, transparent selection processes, a higher volume of opportunities, and a focus on public art created by local or Maritime-based artists.

Environmental Sustainability

- Another common guiding principle was the importance of celebrating and respecting nature, and promoting environmentally responsible art that supports climate awareness and is integrated into or part of the natural environment.

Excellence and Innovation

- Public art should encourage high-quality creative art across traditional and emerging media that offers opportunities to explore, question, and challenge preconceived notions.

Below are a few excerpts from responses to this open-ended question:

- "Good public designs benefit the people who see them the most, and that benefit flows outwards to be appreciated by tourists, businesses, etc. **Community first, always.**"
- "I think made **by our community for our community** is most important to me. I want the artwork to be made by people that live in Charlottetown that reflects their experience."
- "Sense of Place: **Reflect Charlottetown's Unique identity**, history, and cultural landscape, honouring both heritage and contemporary life."
- "Bringing **unheard voices** to the forefront."
- "Engaging the voices of Islanders that are **underrepresented** (BIPOC, 2SLGBTQI+, low income, people with accessibility requirements)."
- Art that *is* green spaces, not just *in* green spaces.
- "Cultural relevance, location/place relevance, **critical engagement** with ideas, aesthetics, prompting reflection, inclusivity, diversity."
- "Artistic Excellence and Innovation: Encourage high-quality, creative, and diverse artistic expression **across traditional and emerging media**."

Q9 – What themes or stories should be reflected in Charlottetown's public art collection?

Respondents identified a strong desire for a public art collection that reflects:

- Mi'kmaq stories, presence, and culture
- Underrepresented histories (e.g. The Bog, early immigrant communities, 2SLGBTQIA+ stories, women's histories)
- Local flora, fauna, and environment
- Cultural diversity and contemporary identity
- Local legends and community narratives

Several respondents also cautioned against an overemphasis on Confederation and colonial history.

Below are a few excerpts from responses to this open-ended question:

- "It's always good to **learn** something new from art."
- "Exploring the **evolving face of Charlottetown**. Connecting on an emotional level with nature. Providing space for marginalized voices and viewpoints. Spreading joy of being alive. (Avoid didactic art. Art should be about challenging questions, not pre-digested answers)."
- "Righting the wrongs of the past means making it clear through local culture (including that of the settlers) that Epekwitk is first and foremost the **home of the Mi'kmaq**."
- "Charlottetown's public art collection should reflect Indigenous history and leadership, celebrate the city's cultural diversity, and showcase local stories and **creativity rooted in Island life**."
- "I moved to Canada when I was a child, and one of the things which grounded me the most in this new environment was learning to identify local plants, insects, and birds, and leaning to track seasonal cycles—migrations, blooming seasons, etc. […] **I want everyone to grow a little closer to the world around them**."
- "It should also highlight contemporary themes of **innovation and climate resilience**, while emphasizing the community's strong connection to its harbour, natural environment, and neighbourhood gathering spaces."
- "I think the **stories of the people of Charlottetown**; not designed for tourists, but designed for and to celebrate and entertain the people that live here."
- "Local legends or important people who founded Charlottetown (instead of Sir John A-type stuff, it would be cool to see people who actually shaped [PEI], for example, James Ellis Peake or Owen Connolly)."

Q10 – What goals below do you think should be the top priorities for the new Public Art Policy? Rank the list below from 1 to 10 (1 being the highest priority and 10 being the lowest priority).

For this question, respondents were asked to rank a list of 10 potential priorities from 1 to 10 in order of importance.

The list below provides all answers with their average ranking (the lower the number, the higher, on average, it was ranked as a priority).

Top 3 (average)

1. Increasing the number of public art opportunities (4.22)
2. Supporting the professional development of local artists (4.24)
3. Ensuring public art reflects the diverse communities and identities of the people who call Charlottetown home (4.26)

Other Listed Priorities (average)

4. Increasing the accessibility of public art or public art opportunities (4.79)
5. Activating underused or unconventional spaces (5.20)
6. Reflecting Charlottetown's evolving identity (5.25)
7. Ensuring public art is well-maintained over time (5.40)
8. Encouraging community participation in art making (6.38)
9. Creating more temporary or seasonal public art projects (6.83)
10. Celebrating Charlottetown's history (7.12)

Q11 – If you feel any priorities are missing from the list above, please list them below.

For this question, respondents could add their own priority if they felt it was missing from the list above. Respondents highlighted the following priorities:

- Prioritize including voices from equity-seeking groups
- Move away from Confederation-focused themes
- Mentorship and training for emerging artists, while also balancing professional development opportunities with opportunities for experienced professionals, to reduce risk and elevate the public art program
- Environmentally sustainable art practices
- Embed public art in the City's broader development efforts
- Greater community engagement and learning opportunities

Q12 – What do you see as the role of public art in Charlottetown?

Respondents were asked what they saw as the *role* of public art in Charlottetown. The following were highlighted the most frequently:

- Be a catalyst for dialogue on important issues, and generate conversations between people and their environment (nature, people, history, future)
- Reflect and speak to the identity, culture, and shared stories of Islanders
- Support local artists by demonstrating their importance in our community
- Draw attention to a place by drawing out its stories and unique attributes
- Create a sense of belonging and interconnectedness in the community

Below are a few excerpts from responses to this open-ended question:

- "The role of public art in Charlottetown is to foster a sense of place and belonging by reflecting the city's history, culture, and diversity. It should inspire curiosity, spark dialogue, and create accessible opportunities for residents and visitors to engage with art in their daily lives. **Public art also has a role in supporting local artists, enhancing neighbourhoods, contributing to safety and vibrancy in public spaces, and positioning Charlottetown as a contemporary, creative, and welcoming city."**

- "Public art helps create a shared sense of being part of a city or connected to a place. Overall public art is a reflection or expression of the civic or public spirit of a community; it can sometimes generate pride, or a swirl of discourse around it. **Even negative or divided response can help build a spirit of conversation, interaction and dialogue within a community.** It can also be an opportunity for the local creative community to make its work known on a more monumental scale. Many cities 'signify' by means of iconic works of art as well as the architecture. Currently works like the Erica Rutherford mural and Gerald Beaulieu's tuna sculpture, as well as the cenotaph in front of province house are examples of successful 'icons' for the city's artists as well as its involvement in a larger world."
- "To improve the quality of life of residents and visitors by exposing people to thoughtful art pieces that are **woven into the community in intentional ways**."
- "The role of public art in Charlottetown is both symbolic and practical – it should **reflect the city's identity, foster connection, and help shape how people experience and understand their shared spaces.** The Role of Public Art in Charlottetown; Cultural Storyteller, Community Connector, Placemaking tool, Environmental Advocate, Platform for Creative Expression, Economic & Tourism Driver, a pleasure for our community."
- "Integrating art experience into everyday life, therefore emphasizing the importance and relevance of the arts. Education of the public (including locals) about the Island's culture."
- Supporting the cultural diversity and enrichment of the city.
- "**Public art is for everyone.** Bringing beauty and improvements to our public spaces help all of us interact with our public's spaces on an equal level."

Q13 - Do you have any other comments or ideas for improving public art in Charlottetown?

Respondents suggested many ideas and comments for improving public art, including:

- Highlight existing public art with pop-up activities, public art crawls, or scavenger hunts
- Training and mentorship opportunities when artists are brought in from off-Island to create new pieces
- Rotating or temporary installations of public art pieces
- Connecting public art with festivals, walking tours, and educational programs
- Many respondents indicated they wanted to see *more* public art everywhere, while others preferred a balanced, "quality over quantity" approach with a focus on experienced and established artists
- Greater support for Art in the Open
- Thematic "art trail" in a neighbourhood park

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Economic, Tourism & Cultural Development #2

MOTION CARRIED _____

MOTION LOST _____

Date: August 11, 2026

Moved by Councillor Terry Bernard

Seconded by Councillor Kevin Ramsay

RESOLVED:

That Council approve the mural, as shown on the attached, be installed on the exterior of the Hillsborough Park Community Centre located at 199 Patterson Drive (PID# 627687) subject to receiving any required permits from the City's Planning & Heritage Department.

City of Charlottetown Committee Report

Report No: ETCD 59-26

Date: July 29, 2026

Directed to Council through the following Committee: Economic, Tourism and Cultural Development

Reporting Department: Economic, Tourism and Cultural Development

Other Associated Departments: Public Works

Prepared by: Doug Dumais, Culture and Economic Coordinator

Attachments:

- Attachment 1: Artwork and Proposed Location Details

Report Title:
Children's Mural – Hillsborough Park Community Centre

Report Purpose:
The City was donated a mural created by students from grades 4 to 6 at L.M. Montgomery Elementary School and École François-Buote. Staff are seeking approval from the Economic, Tourism and Cultural Development Committee and Council to install the mural on the exterior of Hillsborough Park Community Centre.

Staff Recommendation:
That Council approve the request for a mural to be installed on a part of the exterior of the Hillsborough Park Community Centre located at 199 Patterson Drive, subject to the City receiving an associated Sign Permit from the Planning & Heritage Department.

REPORT

Economic, Tourism and Cultural Development staff are seeking approval to install a new 16' W x 8' H mural on the exterior of the Hillsborough Park Community Centre.

In 2025, the City collaborated with a Quebec-based organization called "La Francodérole" to create a new mural. In early June of 2025, more than 300 students from grades 4 to 6 at L.M. Montgomery Elementary School and École François-Buote collaborated with this organization to create a 16-foot-by-8-foot mural on four durable aluminum panels.

The mural was donated to the City on the condition that it be placed in a publicly accessible location. Hillsborough Park Community Centre was identified by staff as an ideal long-term location for the mural because there is a suitable-sized wall, the site is visible from the road, there is a seating area near the mural location, and the community centre is relatively close to the two schools that helped create it.

The artwork is varnished and, if installed correctly, will last for 5-10 years. The panels will be bolted to the exterior by a professional sign company to ensure they are installed safely without causing any irreversible damage to the wall.

Preliminary approval for the mural has been granted by Public Works staff, and the Arts Advisory Board recommended that this mural be installed at this location at their July 20 meeting.

Following endorsement by the Economic, Tourism and Cultural Development Department and Council, a Sign Permit will be requested from the Planning & Heritage Department, with installation expected in the fall of 2026.

Council or Committee History:
N/A

Financial Implications:
There will be installation costs estimated at around $1,500 +HST and nominal insurance costs for the artwork. This amount is budgeted in the 2026-27 Arts & Culture budget.

Public Engagement and Communication:
Department staff will work with Communications to share an announcement after the mural is installed.

Legislative Authority: Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1., Sec. 156(1) Signing Authority

Strategic Alignment:
The Public Art Policy aligns with the:

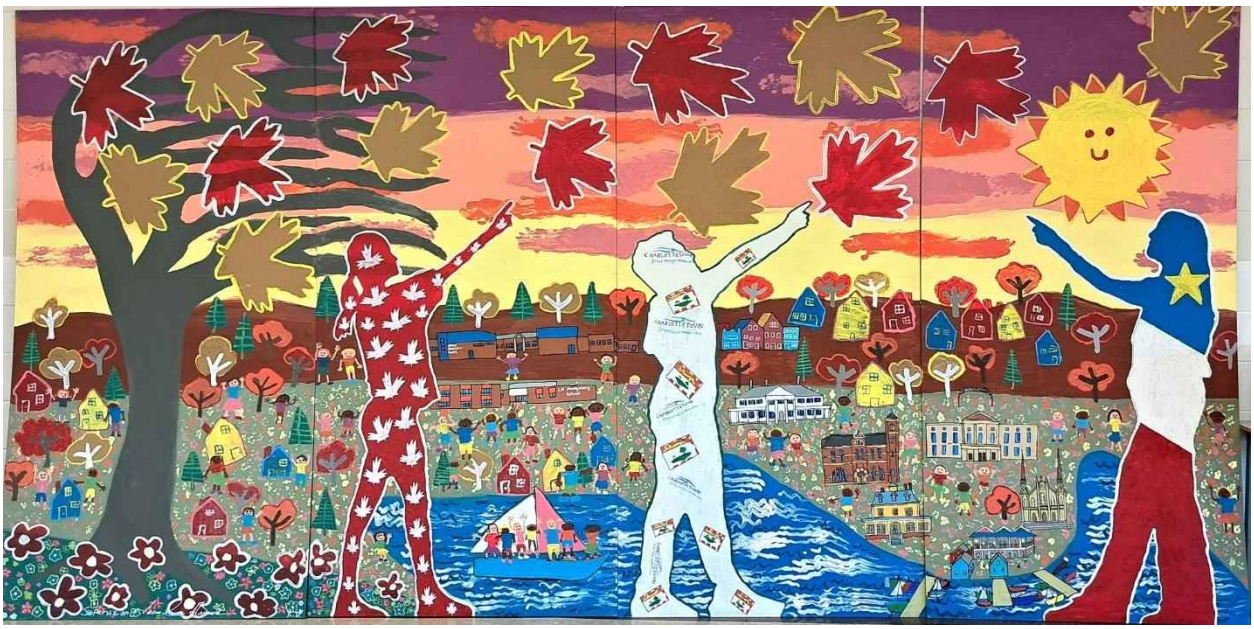
- **Strategic Plan** (2022 to 2026), including Our Commitments (Collaboration and partnership), and the Pillar of Inclusive Economic Growth (Municipal support for cultural, tourist, and event-related activities as investments with accompanying economic and social impacts for the benefit of residents and visitors alike).

Reviewed By:

Manager	**CAO/Director**
	R. MacEwen, DCS - July 24, 2026

Committee Recommendation: (if differing from staff)

ARTWORK DETAILS



Name: Charlottetown Children's Mural
Artist: "La Francodérole" and more than 300 students from grades 4 to 6 at L.M. Montgomery Elementary School and École François-Buote.
Date: June 2025
Material: Varnished max-metal aluminum panel
Dimensions: 16' W x 8' H
Anticipated Lifespan : 5-10 years

PROPOSED LOCATION DETAILS



Hillsborough Community Centre (199 Patterson Drive) – Scaled Mockup

DRAFT

Minutes
Charlottetown Arts Advisory Board Meeting
July 20, 2026
1:30 pm Charlottetown City Hall, West Royalty Room

Present: Monica Lacey
Stephen MacInnis
Patricia Bourque
Robert Tsonos
Carol Horne

Also Present: Doug Dumais, CEC

Regrets: Omar Broderick
Renée Laprise

1. Call to Order

The meeting was called to order at 1:33 pm by Doug, who chaired the meeting, as Monica joined virtually and had to depart mid-way through the meeting.

2. Declarations of Conflict of Interest

None.

3. Approval of the Agenda

The agenda was revised to add an item regarding the community artwork location. Monica moved, and Carol seconded a motion to approve the revised agenda.

4. Approval of the Minutes

It was moved by Carol and seconded by Monica to approve the minutes of the last AAB meeting.

5. Public Art Policy Draft Approval

Doug provided some background on the Public Art Policy so far. The previous Public Art Policy was amended in 2020. Public Engagement took place over the course of 2025, collecting feedback to inform the current version of Charlottetown's Public Art Policy, which is now ready for final approval by AAB, then the Economic, Tourism and Cultural Development Committee, and finally, Council.

Monica complimented Doug on his extensive work advancing the policy through the creation and approval process.

Moved by Monica and seconded by Carol that the Arts Advisory Board approve the draft Public Art Policy and that the draft be advanced to the Economic, Tourism and Cultural Development Standing Committee for further consideration. Carried.

6. Artwork for Hillsborough Park Community Centre

The 16' W x 8' H mural created by PEI elementary students was initially proposed for the exterior of Cody Banks arena. After staff review, a new suggested location is the exterior of the Hillsborough Park Community Centre (199 Patterson Drive). The board agreed that this is an excellent location. Patricia suggested that it would be a great idea to commission another artwork that was very inclusive of all cultural communities living in the area. The AAB will discuss this at a future meeting.

Moved by Monica and seconded by Stephen that the Arts Advisory Board approve the Children's Mural be installed on a part of the exterior of the Hillsborough Park Community Centre located at 199 Patterson Drive, subject to the additional approval by Public Works and Planning, and that this recommendation be advanced to the Economic, Tourism and Cultural Development Committee for further consideration. Carried.

7. Fiona Public Art Piece Update

The artwork by Kelly Caseley is now in place in Connaught Square – board members were very pleased with the result, which is both attractive and practical. An information plaque will soon be added.

8. Charlottetown Library Learning Centre Mural Update

The jury has completed its review of submissions, and the three shortlisted artists have provided their proposed designs, which will be posted online for public voting. The public feedback will inform the jury, but the final decision will be made by the jury on July 29 based on several factors. Doug noted that the AAB members should be prepared for a final vote on the final selection before August 5, allowing for a September installation following Planning and Council approval.

9. Traffic Control Cabinet Wrap Update

The artworks and locations have been approved by Council. The CEC noted that four new wraps will be installed in the next few weeks.

10. City Updates

There were 39 applications for the 12 training spots to develop mural skills for local artists, which will take place in early August. The training was organized and jointly offered by the Town of Stratford, the City of Charlottetown, and the City of Summerside.

The City Administration is working to streamline the public art approval process. Staff are working closely with the Planning & Heritage Department to do so.

DRAFT

City of Charlottetown municipal elections will take place in October, and the current AAB members' terms will end. A call for members of all City advisory boards (including the AAB) will be issued in January.

11. New Business

No new business.

12. Adjournment

Stephen moved to adjourn the meeting at 2:20 pm.

DRAFT

PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
August 11, 2026

The Protective & Emergency Services Committee met on July 21, 2026. The minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Julie McCabe, Chair

DRAFT

Protective & Emergency Services Committee
Tuesday, July 21, 2026
11:30 AM – Parkdale Room

Present: Mayor Philip Brown**,** Member at Large
Councillor Julie McCabe, Chair
Councillor Kevin Ramsay, Member at Large
Councillor Bob Dorion, Member at Large (Telecom)

Also: Brad MacConnell, CAO
Tim Jenkins, AFC
Darren MacDougall, APC
Jackie Torraville, EA
Amy McQuillan, FM(Telecom)

Regrets: Kent Mitchell, DFC
Jill Stewart, EA

1) Call to Order
Councillor Julie McCabe, Chair, called the meeting to order at 11:34 AM.

2) Declarations of conflict of interest
There were no conflicts of interest declared.

3) Approval of Agenda
It was moved by Councillor Kevin Ramsay and seconded by Mayor Brown that the agenda be approved as circulated. Carried.

4) Approval of Minutes
It was moved by Councillor Kevin Ramsay and seconded by Councillor Bob Dorion that the minutes from June 16, 2026, be approved. Carried.

5) Business Arising from Minutes
No business arising from the minutes.

6) Reports/Discussions:

a. Revision to applicable Schedules of the Enforcement & Summary Proceedings Bylaw
Staff received a report recommending that Council amend Schedules "A" and "B" of the City of Charlottetown Enforcement and Summary Proceedings Bylaw (ESP) to include the Feeding Wild Birds Bylaw along with its corresponding offences and penalties. Following initial discussions, it was decided to defer the matter to allow for further review. Specifically, staff will re-examine the proposed offences

and penalty amounts—evaluating whether a more detailed fine structure is appropriate—and verify that all aspects of the process have completed legal review.

b. Fire Operational Report

Acting Fire Chief Tim Jenkins presented the report.

The report highlighted the number of fire/general inspections, fire investigations, education sessions, and emergency responses. First responders were deeply saddened by the recent loss of Island Paramedics Jenna Croucher and Mike MacKenzie. We were honored to join fellow first responders from across PEI in escorting them home and assisting with their services and memorials.

Following recent competitions, Lt. Chris Walsh accepted the position of Career Platoon Chief, effective late July. Effective July 1, officer appointments include Captain Scott Cudmore, Acting Captain Chris Chandler, Lieutenant Fred MacInnis, and Lieutenant Julian Rez for District 1, alongside Captain Rick Stanley and Lieutenant Tim McCarthy for District 2. Additionally, Relief Firefighter Emily Reynolds has stepped into a temporary Fire Prevention Officer role to backfill a vacancy. Congratulations to everyone!

Interviews are currently underway for the term Deputy Chief position, and the Chief of Fire posting is live, emphasizing composite department experience as an essential qualification.

The truck build committee is finalizing vendor selection for a new Engine, with delivery anticipated this fall. A busy spring training season wrapped up in June with a family social event. Finally, work reviewing land options for Station 3 continues to make good progress, and we expect to present findings to the committee soon.

This report was received for information purposes only.

c. Fire Operational Report

Acting Fire Chief Tim Jenkins presented the report.

The list of current vacant buildings was reviewed; no action was required at this time.

7) New Business – None

Councillor Kevin Ramsay expressed his sincere appreciation to the Charlottetown Police Service and all involved personnel for their prompt response regarding the Central Field incident, particularly highlighting the quick turnaround time on laying the crushed asphalt and installing security cameras.

8) Adjournment

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

The meeting adjourned at 12:10 pm.

City of Charlottetown Committee Report

Report No: 2026-07-01

Date: July 21, 2026

Directed to Council through the following Committee:
Protective & Emergency Services Committee

Reporting Department:
Protective and Emergency Services

Other Associated Departments:
Administration

Prepared by:
Tracey McLean, Procedure & Records Coordinator

Attachments:

- Schedules “A” & “B” of the Enforcement and Summary Proceedings Bylaw (Markup)

Report Title:
Revision to applicable Schedules of the Enforcement & Summary Proceedings Bylaw.

Report Purpose:
Update the applicable Schedules of the Enforcement & Summary Proceedings Bylaw, #2024-ESP-01 to include the fine as outlined in the Feeding Wild Birds Bylaw.

Staff Recommendation:
That Council amend Schedules "A" and "B" of the City of Charlottetown Enforcement and Summary Proceedings Bylaw (ESP) to include the Feeding Wild Birds Bylaw and its corresponding offences and penalties.

Report Details:
The Feeding Wild Birds Bylaw was adopted by City Council on July 14, 2026, and now the applicable Schedules of the Enforcement and Summary Proceedings Bylaw require amendment to incorporate the corresponding fine. In accordance with Sections 3.5 and 14.1 of the ESP Bylaw, amendments to the Schedules may be approved by Resolution of Council.

- Include Feeding Wild Birds Bylaw in the bylaw list under SCHEDULE “A” - MUNICIPAL OFFENCE TICKET and RECORD OF BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER, and

- Include the table below in SCHEDULE “B”:

Feeding Wild Birds		
Section	**Offence**	**Amount**
6	Not adhering to Permitted Feeding Conditions as described in Section 6 of the Feeding Wild Birds Bylaw	Not less than $200 and no more than $1000.

Council or Committee History:
April – June 2026 – P&ES Committee Meetings - Feeding Wild Birds Bylaw (FWB) discussions and recommendation.
June 18, 2026 – Special Meeting of Council - 1st Reading to Establish the Feeding Wild Birds Bylaw.
July 14, 2026 – Regular Meeting of Council - 2nd Reading and adoption of the Feeding Wild Birds Bylaw.

Financial Implications:
None

Public Engagement and Communication:
N/A

Legislative Authority:
Municipal Government Act (RSPEI 1988, c M-12.1)

Strategic Alignment:
Our Guiding Principles: Accountable to residents, ourselves, and to each other (Page 7).
Our Commitments - Transparency to strengthen accountability and trust (Page 8).
Governance and Civic Engagement: Develop new systems to strengthen annual monitoring to enhance the accountability framework (page 11).

Reviewed By:

Manager	**Director/CAO**
D. MacDougall	**B. MacConnell**

Committee Recommendation: (if differing from staff)
Deferred the matter to allow for further review. Specifically, staff will re-examine the proposed offences and penalty amounts—evaluating whether a more detailed fine structure is appropriate—and verify that all aspects of the process have completed legal review.

SCHEDULE “A”

MUNICIPAL OFFENCE TICKET

CANADA PROVINCE OF PRINCE EDWARD ISLAND **CITY OF CHARLOTTETOWN**	**CASE NO.**	**TICKET NO.**

MUNICIPAL OFFENCE TICKET

NAME:_____.
(LAST) (FIRST)
(OTHER)

ADDRESS:_____.
(STREET) (MUNICIPALITY)
(PROVINCE)

_____.

YOU ARE HEREBY NOTIFIED THAT ON THE _____ DAY OF _____, 20_____ ,

AT THE LOCATION

OF_____

(STREET) (MUNICIPALITY)

(PROVINCE)

YOU ARE ALLEGED TO HAVE COMMITTED A VIOLATION OF SECTION _____ OF THE BYLAW

INDICATED BELOW:

□ Dog Control Bylaw □ Dangerous, Hazardous and Unsightly Premises Bylaw □ **Feeding Wild Birds Bylaw** □ Nuisance Bylaw	□ Smoking Bylaw □ Short-Term Rental Licensing Bylaw □ Zoning and Development Bylaw □ Other: _____.

DESCRIPTION OF OFFENCE:

SET FINE AMOUNT: $_____.00

I CERTIFY THAT I DID PERSONALLY DELIVER THIS MUNICIPAL OFFENCE TICKET TO THE ACCUSED ON THE _____ DAY OF _____, 20_____.

SIGNATURE OF ISSUING OFFICER: _____

IF THE PENALTY FOR THE VIOLATION IS NOT PAID WITHIN SEVEN (7) DAYS A SUMMONS MAY BE ISSUED AND THE PENALTY MAY BE INCREASED UP TO A MAXIMUM ALLOWABLE PENALTY AS PRESCRIBED BY THE MUNICIPAL GOVERNMENT ACT

PAYMENT INSTRUCTIONS
SEE REVERSE SIDE

_____.

REVERSE SIDE OF
MUNICIPAL OFFENCE TICKET

☐ **OPTION 1 PAYMENT AND PLEA OF GUILTY (MAY BE MADE BY MAIL, INTERNET OR IN PERSON)**

BY MAIL:

MAKE REMITTANCE PAYABLE TO THE CITY OF CHARLOTTETOWN AND MAIL WITH THIS NOTICE TO:

CHARLOTTETOWN CITY POLICE
10 KIRKWOOD DRIVE, P.O. BOX 98
CHARLOTTETOW, PE, C1A 7K2

ONLINE:

PAY YOUR TICKET DIRECT ONLINE THROUGH A SECURE SITE USING YOUR MASTERCARD OR VISA AT www.city.charlottetown.pe.ca.

IN PERSON:

BRING THIS NOTICE OF VIOLATION TO CITY POLICE STATION AT 10 KIRKWOOD DRIVE, CHARLOTTETOWN, PE, DURING REGULAR BUSINESS HOURS MONDAY TO FRIDAY. EXACT PAYMENT MAY ALSO BE MADE AFTER HOURS BY USING THE DROP BOX LOCATED INSIDE THE MAIN LOBBY OF THE CITY POLICE STATION AT 10 KIRKWOOD DRIVE, CHARLOTTETOWN, PE, OR BY USING THE DROP BOC LOCATED AT THE FRONT DOOR OF CITY HALL AT 199 QUEEN STREET, CHARLOTTETOWN, PE.

INCOMPLETE OR INCORRECT PAYMENT DOES NOT SETTLE A TICKET
AND MAY NOT BE ACCEPTED

☐ **OPTION 2 DISPUTE RESOLUTION:**

WHERE A DISPUTE OR PROBLEM ARISES THE RESULT OF AN ISSUED MUNICIPAL OFFENCE TICKET, DISPUTE RESOLUTION FORMS ARE AVAILABLE DURING REGULAR BUSINESS HOURS IN THE MAIN LOBBY AT CITY HALL. DISPUTE RESOLUTION FORMS MAY BE COMPLETED AND DEPOSITED AT 199 QUEEN STREET, CHARLOTTETOWN, PE. A REVIEW OF THE DISPUTE RESOLUTION FORM WILL BE COMPLETED AND NOTIFICATION MADE WITH RESPECT TO REVIEW OUTCOME.

☐ **OPTION 3 NOT GUILTY PLEA – A TRIAL DATE WILL BE SCHEDULED AND SUMMONS ISSUED (IN PERSON WITH THIS TICKET AT THE PROVINCIAL COURTHOUSE)**

ADDRESS: CHARLOTTETOWN PROVINCIAL COURT (KELLY BUILDING)
3 HARBOURSIDE ACCESS ROAD
CHARLOTTETOWN PE C1A 8R4
PHONE: 902-368-6030

SUMMONS TO ACCUSED

	CASE NO.	**TICKET NO.**

SUMMARY TO ACCUSED

THIS INFORMANT SAYS THAT THEY HAVE REASONABLE AND PROBABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON THE _____ DAY OF _____, 20__ TIME:____(M)

NAME:_____.
(LAST) (FIRST)
(OTHER)

ADDRESS:_____.
(STREET)
(MUNICIPALITY)

_____.
(PO) (PROVINCE) (POSTAL CODE)
(TELEPHONE)

AT OR NEAR **CITY OF CHARLOTTETOWN, PRINCE EDWARD ISLAND**
DID UNLAWFULLY COMMIT THE FOLLOWING OFFENCE UNDER SECTION _____OF

_____
(*indicates bylaw under which offence charged)*

DESCRIPTION OF OFFENCE:

IN THE NAME OF HIS MAJESTY THE KING YOU ARE COMMANDED TO APPEAR BEFORE A JUSTICE OF THE PEACE AT THE PROVINCIAL COURT, 3 HARBOURSIDE ACCESS ROAD, CHARLOTTETOWN, PROVINCE OF PRINCE EDWARD ISLAND, ON THE ___ DAY OF , 20__ TIME:_____ (M) TO ANSWER THE ABOVE CHARGE AND BE FURTHER DEALT WITH ACCORDING TO LAW.

THE TOTAL AMOUNT PAYABLE FOR OUT OF COURT SETTLEMENT IS **PENALTY $**

IMPORTANT

PLEASE READ OTHER SIDE FOR INSTRUCTIONS CONCERNING OUT OF COURT SETTLEMENT.
OFFICERS ARE NOT ALLOWED TO ACCEPT PAYMENT.

NAME OF OFFICER ISSUING SUMMONS _____.
□BYLAW ENFORCEMENT OFFICER _____.
□POLICE OFFICER _____.
(UNIT AND NO.) _____(POLICE DEPT.)
.

I CERTIFY THAT I DID PERSONALLY DELIVER THE SUMMONS PORTION OF THIS TICKET TO THE ACCUSED ON THE ___DAY OF _____, 20__.

SIGNATURE: _____

_____.

REVERSE SIDE OF
SUMMONS TO ACCUSED

NOTICE RESPECTING VOLUNTARY PAYMENT WITHOUT COURT APPEARANCE

- READ CAREFULLY –

IF AN AMOUNT IS SHOWN IN THE BOX MARKED RED ON THE FACE OF THIS SUMMONS THIS CASE MAY BE SETTLED OUT OF COURT BY

A. SIGNING THE FORMS OF PLEA OF GUILTY BELOW AND
B. MAKING PAYMENTS BEFORE THE DATE FOR APPEARANCE SHOWN ON THE FACE OF THIS SUMMONS.

BY MAIL OR IN PERSON
3 HARBOURSIDE ACCESS ROAD
CHARLOTTETOWN, PE
C1A 8R4

(ADDRESS)

- DO NOT SEND CASH BY MAIL –

IF NO AMOUNT SHOWN ON THE FACE OF THIS SUMMONS, YOU MUST APPEAR BEFORE THE JUSTICE OF THE PEACE AT THE DATE, TIME AND PLACE SPECIFIED TO ANSWER THE CHARGE. PAYMENT BY MONEY ORDER OR CHEQUE PAYABLE TO THE **“CITY OF CHARLOTTETOWN”**

YOU MUST SIGN BELOW IF SETTLING OUT OF COURT.

- PLEA OF GUILTY -

I AM AWARE THAT I HAVE A RIGHT TO A HEARING IN RESPECT OF THE OFFENCE WITH WHICH I AM CHARGED THAT BY SIGNING THIS PLEA OF GUILTY I AM WAIVING MY RIGHT TO A HEARING AND THAT MY SIGNATURE MAY RESULT IN A CONVICTION AGAINST ME WITHOUT A HEARING.
I HEREBY PLEAD GUILTY TO THE OFFENCE AS CHARGED
SIGNATURE OF DEFENDANT:_____.
ADDRESS: _____.
(STREET NO.) (MUNICIPALITY) (PROV.)
(POSTAL CODE)
I ENCLOSE THE AMOUNT OF $ FOR OUT OF COURT SETTLEMENT.

WHERE THERE IS NO PLEA OF GUILTY MADE ON THE TICKET SUMMONS AND YOU FAIL TO APPEAR BEFORE THE JUSTICE OF THE PEACE AS DIRECTED BY THIS TICKET SUMMONS, THE JUSTICE OF THE PEACE SHALL, PURSUANT TO SECTION _____OF BYLAW _____OF CITY OF CHARLOTTETOWN ENTER A CONVICTION AND IMPOSE THE PENALTY PRESCRIBED BY LAW

IF YOU HAVE QUESTIONS CONCERNING YOUR RIGHTS YOU SHOULD CONSULT A LAWYER
THIS FORM MUST ACCOMPANY THE VOLUNTARY PAYMENT

RECORD OF
BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER

CANADA PROVINCE OF PRINCE EDWARD ISLAND **CITY OF CHARLOTTETOWN**	**CASE NO.**	**TICKET NO.**

- RECORD OF –
BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER

THE INFORMANT SAYS THAT THEY HAVE REASONABLE OR PROBABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON THE ___DAY OF _____, 20__, TIME: _____ (M)
NAME:_____.OF _____.
(LAST) (FIRST) (OTHER)
(NO AND STREET)

_____.
MUNICIPALITY PROVINCE POSTAL CODE
TELEPHONE

AT OR NEAR CITY OF CHARLOTTETOWN, PROVINCE OF PRINCE EDWARD ISLAND DID UNLAWFULLY COMMIT THE FOLLOWING OFFENCE UNDER SECTION_____ OF

X INDICATES BYLAW UNDER WHICH OFFENCE CHARGED	
□ Dog Control Bylaw □ Dangerous, Hazardous and Unsightly Premises Bylaw □ **Feeding Wild Birds Bylaw** □ Nuisance Bylaw	□ Smoking Bylaw □ Short-Term Rental Licensing Bylaw □ Zoning and Development Bylaw □ Other: _____.

DESCRIPTION OF OFFENCE INCLUDING SECTION VIOLATED:

IN THE NAME OF HISMAJESTY THE KING YOU ARE COMMANDED TO APPEAR BEFORE A JUSTICE OF THE PEACE AT THE PROVINCIAL COURT, 3 HARBOURSIDE ACCESS ROAD, PROVINCE OF PRINCE EDWARD ISLAND, ON THE ___ DAY OF _____, 20__ TIME: (M) TO ANSWER THE ABOVE CHARGE AND BE FURTHER DEALT WITH ACCORDING TO LAW.

THE TOTAL AMOUNT PAYABLE FOR OUT OF COURT SETTLEMENT IS **PENALTY $**

NAME OF OFFICER ISSUING SUMMONS _____.
□BYLAW ENFORCEMENT OFFICER _____.
□POLICE OFFICER _____.
(UNIT AND NO.) _____(POLICE DEPT.)
.

I CERTIFY THAT I DID PERSONALLY DELIVER THE SUMMONS PORTION OF THIS TICKET TO THE ACCUSED ON THE ___DAY OF _____, 20__.

SIGNATURE:_____

_____.

REVERSE SIDE OF
RECORD OF
BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER

_____
_____
_____
_____
_____
_____
_____
_____

COURT DISPOSITION:

JUDGE OR JUSTICE OF THE PEACE DATE:_____, 20___

PLACE_____

FOR MUNICIPALITY _____ FOR DEFENDANT _____

PLEA □ GUILTY □ NOT GUILTY □ DISMISSED □ WITHDRAWN

_____
SIGNATURE OF BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER

.

SCHEDULE “B”

Dangerous, Hazardous and Unsightly Premises Bylaw			
Section	**Offence**	**Amount**	
		Individual	**Corporation**
11.1	Failure to comply with order	500 (First Offence) 800 (Second Offence) 1,000 (Third Offence) 1,500 (Subsequent Offence)	750 (First Offence) 1,250 (Second Offence) 1,500 (Third Offence) 2,250 (Subsequent Offence)
Cosmetic Pesticide Bylaw			
Section	**Offence**	**Amount**	
		Individual	**Corporation**
5.1	Apply, cause, allow, or permit the application of non-domestic pesticides	$2,500 (First Offence) $5,000 (Second Offence)	$5,000 (First Offence) $10,000 (Second Offence)
Dog Control Bylaw			
Section	**Section**	**Section**	
2.1	Failure to register dog or pay license fee	150 (First Offence) 250 (Subsequent Offence)	
2.2	Failure to register dog or pay license fee within 10 days of becoming a dog owner	150 (First Offence) 250 (Subsequent Offence)	
3.1	No kennel license	150 (First Offence) 250 (Subsequent Offence)	

3.3(b)	Failure to renew kennel license	150 (First Offence) 250 (Subsequent Offence)
4.4	Failure to wear collar	150 (First Offence) 250 (Subsequent Offence)
4.5	Wearing improper tags	150 (First Offence) 250 (Subsequent Offence)
5.6	Failure to register or license dog purchased from pound keeper	150 (First Offence) 250 (Subsequent Offence)
6.1(a)	Dog biting or attacking	350 (First Offence) 500 (Subsequent Offence)
6.1(b)	Dog disturbing the peace	150 (First Offence) 250 (Subsequent Offence)
6.1(c)	Dog annoying pedestrian, bicyclist, drivers, etc.	150 (First Offence) 250 (Subsequent Offence)
6.1(d)	Dog damaging private or public property	150 (First Offence) 250 (Subsequent Offence)
6.2	Permitting dog to run at large	150 (First Offence) 250 (Subsequent Offence)
6.3	Failure to remove dog defecate	150 (First Offence) 250 (Subsequent Offence)
6.4	Failure to possess dog defecate removal items	150 (First Offence) 250 (Subsequent Offence)
6.5	Removing dog collar or tags	150 (First Offence) 250 (Subsequent Offence)
6.6	Failure to destroy rabid dog	150 (First Offence) 250 (Subsequent Offence)
6.7	Permitting unspayed female dog in heat upon street	150 (First Offence) 250 (Subsequent Offence)

Feeding Wild Birds Bylaw		
Section	**Offence**	**Amount**
6	Not adhering to Permitted Feeding Conditions as described in Section 6 of the Feeding Wild Birds Bylaw	Not less than $200 and no more than $1000.
Nuisance Bylaw		
Section	**Offence**	**Amount**
2.1	Causing a disturbance in a house	400 (First Offence) 600 (Subsequent Offence)
2.2	Engages in an activity that causes a disturbance	400 (First Offence) 600 (Subsequent Offence)
2.3(a)-(i)	Disorderly conduct	400 (First Offence) 600 (Subsequent Offence)
3.1(a)	Defacing, altering, or destroying public notices	400 (First Offence) 600 (Subsequent Offence)
3.2	Offering or permitting private parties at non-residential property beyond the hour of 1:00am	400 (First Offence) 600 (Subsequent Offence)
3.3	Causing false fire alarms	600 (First Offence) 800 (Subsequent Offence)
3.4(a)	Discharging a firearm	800 (First Offence) 1,000 (Subsequent Offence)
3.5(a)	Keeping livestock	400 (First Offence) 600 (Subsequent Offence)
3.5(d)	Permitting livestock to run at large	400 (First Offence) 600 (Subsequent Offence)
3.6(a)	Keeping animals or birds causing a disturbance	400 (First Offence) 600 (Subsequent Offence)
3.6(b)	Permitting animals or birds to run at large	400 (First Offence) 600 (Subsequent Offence)
3.7(a)	Using a gas-powered or electrical tool or machine causing excessive noise overnight	400 (First Offence) 600 (Subsequent Offence)

3.7(b)	Allowing dog to bark causing disturbance overnight	400 (First Offence) 600 (Subsequent Offence)
3.8	Operating a sound system causing a disturbance	400 (First Offence) 600 (Subsequent Offence)
3.10	Unwieldy load	400 (First Offence) 600 (Subsequent Offence)
3.11(a)	Moving a building with a permit	600 (First Offence) 800 (Subsequent Offence)
3.11(b)	Insufficient lighting while moving a building	600 (First Offence) 800 (Subsequent Offence
3.12(a)	Littering	400 (First Offence) 600 (Subsequent Offence)
3.13	Improper transport of rubbish	400 (First Offence) 600 (Subsequent Offence)
3.14(a)	Insufficient lighting or fencing around an opening in a street or sidewalk	600 (First Offence) 800 (Subsequent Offence
3.14(b)	Insufficient guarding of opening in a street or sidewalk	600 (First Offence) 800 (Subsequent Offence
3.14(c)	Defective or unsafe hatchway onto a street or sidewalk	600 (First Offence) 800 (Subsequent Offence
3.15	Failing to abide by Halloween curfew	400 (First Offence) 600 (Subsequent Offence)
3.16	Injuring trees	400 (First Offence) 600 (Subsequent Offence)
3.17	Committing or causing nuisance	400 (First Offence) 600 (Subsequent Offence)
3.18(a)	Soliciting in an aggressive manner	400 (First Offence) 600 (Subsequent Offence)

3.19	Soliciting a captive audience	400 (First Offence) 600 (Subsequent Offence)	
Short Term Rental Licensing Bylaw			
Section	**Offence**	**Amount**	
		Individual	**Corporation**
5.6	Fails to post short-term rental license in required location	350 (First Offence) 500 (Subsequent Offence)	1,000 (First Offence) 1,500 (Subsequent Offence)
5.7	Provides false or misleading information to the City		
11.1(a)	Carry on a short-term rental without a license		
11.2(c)	Permit a person to carry on a short-term rental without license		
Smoking Bylaw			
Section	**Offence**	**Amount**	
2.1	Smoking in non-designated area	150 (First Offence) 300 (Subsequent Offence)	
Zoning and Development Bylaw			
Section	**Offence**	**Amount**	
		Individual	**Corporation**
3.17.1 (a)	Failure to remove a sign	250 (First Offence) 400 (Second Offence)	1,500 (First Offence) 2,000 (Second Offence)
3.17.1 (b)	Erect, place, construct or alter a sign without permit	250 (First Offence) 400 (Second Offence)	1,500 (First Offence) 2,000 (Second Offence)
3.17.1 (b)	Failure to remove, alter or repair a sign that does not comply with the bylaw	250	1,500 (First Offence)

		(First Offence) 400 (Second Offence)	2,000 (Second Offence)
3.17.1 (b)	Failure to maintain sign in good repair so that the sign is unsafe or unsightly	250 (First Offence) 400 (Second Offence)	1,500 (First Offence) 2,000 (Second Offence)
3.17.1 (b)	Erect, place or construct a sign that obstructs building ingress or egress	250 (First Offence) 400 (Second Offence)	1,500 (First Offence) 2,000 (Second Offence)
3.17.1 (b)	Erect, place or construct a sign that obstructs vehicular and or pedestrian traffic	250 (First Offence) 400 (Second Offence)	1,500 (First Offence) 2,000 (Second Offence)
3.17.1 (b)	Erect, locate or display a sign in a sight triangle area	250 (First Offence) 400 (Second Offence)	1,500 (First Offence) 2,000 (Second Offence)
3.17.1 (b)	Erect, locate or display a sign that does not comply with the provisions of this bylaw	250 (First Offence) 400 (Second Offence)	1,500 (First Offence) 2,000 (Second Offence)
3.17.1 (b)	Failure to comply with an order	250	1,500

		(First Offence) 400 (Second Offence)	(First Offence) 2,000 (Second Offence)
3.17.1 (c)	Failure to obtain a permit	250 (First Offence) 400 (Second Offence)	1,500 (First Offence) 2,000 (Second Offence)
3.17.1 (d)	Failure to restore building and or property to its original condition prior to development	250 (First Offence) 400 (Second Offence)	1,500 (First Offence) 2,000 (Second Offence)
3.17.1 (d)	Failure to cease and desist	250 (First Offence) 400 (Second Offence)	1,500 (First Offence) 2,000 (Second Offence)
3.17.1 (e)	Failure to obtain proper subdivision approval	500 (First Offence) 800 (Second Offence)	1,500 (First Offence) 2,000 (Second Offence)

City of Charlottetown Committee Report

Report No: 2026-07-02

Date: July 21, 2026

Directed to Council through the following Committee:
Protective and Emergency Services

Attachments:
- None

Reporting Department:
Charlottetown Fire Department

Other Associated Departments:
None

Prepared by:
AFC T. Jenkins

Report Title:
Operational Report

Report Purpose:
Provide operational response information and fire prevention activities.

Staff Recommendation:
That Council receives this report as information.

Operational Report

	June	YTD
General Inspections	17	57
Hazard Compliance Orders	8	51
Inspections Closed	10	56
Fire Investigations	1	7
Plan Reviews/permits/consults	7	85
Drill sessions/Engine Visits	6	23
Inspector Callouts	15	51

Emergency Response	**May**	**YTD**	**Change Yr/yr**
Engine 1	54	153	+1.7%
District 1	21	79	-25.5%
District 2	27	199	27.5%
Total	**102**	**524**	**3.7%**

Memorial:

City first responders were devastated by the recent death of 2 Island Paramedics. We were honoured to be among the first responders from across PEI who participated in returning Jenna Croucher and Mike MacKenzie to the Island and assisting in their funerals and memorials.

Recent Appointments:

After completion of competitions, the following appointments have been made:

Lt. Chris Walsh has accepted a position as Career Platoon Chief and will be starting in late July.

Additionally, the following officer positions were effective July 1, 2026

District 1
Captain Scott Cudmore
Acting Captain Chris Chandler
Lieutenant Fred MacInnis
Lieutenant Julian Rez

District 2
Captain Rick Stanley
Lieutenant Tim McCarthy

Relief Firefighter Emily Reynolds has accepted a temporary position as Fire Prevention Officer to backfill a current vacancy.

Congratulations to all!

Interviews are in progress for the term Deputy Chief's Position. Chief of Fire posting has been issued. Experience in managing a composite department has been highlighted as an essential qualification.

The truck build committee has met multiple times and is nearing completion of selecting a vendor for delivery of a new Engine, anticipated in the fall of this year.

A busy training season concluded in June and was followed with a family included social event.

There has been a lot of activity and good forward movement with those involved in reviewing land options for Station 3. We anticipate being able to present findings to committee soon.

Council or Committee History:

- Monthly updates

Financial Implications:

- Not at this time.

Public Engagement and Communication:

- N/A

Legislative Authority:

- MGA

Strategic Alignment:

Our commitment – Transparency, Strength, Accountability and Trust.

Reviewed By:	
Manager / Director AFC T. Jenkins	**CAO** **B. MacConnell**
Committee Recommendation: (if differing from staff)	

City of Charlottetown Committee Report

Report No: 2026-07-03

Date: July 21, 2026

Directed to Council through the following Committee:
Protective and Emergency Services

Reporting Department:
Charlottetown Fire Department

Other Associated Departments:
None

Prepared by:
Interim T. Jenkins

Attachments:
- None

Report Title:
Vacant Building Inventory

Report Purpose:
For information.

Staff Recommendation:
That Council receives this report as information.

Report Details:

- **No Change**

List of Abandoned (Vacant) Buildings Within the City of Charlottetown:

- **31 Kirkwood Dr. -** Hazard Compliance issued on the date March of 2025 to the owner. Per Council, Owner has 18 months from the issued date to comply, then Council will make a decision on how to address the noted property. The building is secured**.**
- **15/17 Sydney St. -** Hazard Compliance issued on the date of November 2025 to the property owner. Per Council - Owner has 18 months to comply; Understood that the noted property has been sold, attempting to locate the new owner. Building is secured.
- **334/336/338 University Ave.** Hazard Compliance order issued on the date April 2025. Per Council - Owner has 18 months from the issued date to comply, then Council will make a decision on how to address the noted property. The building is secured.
- **247 Mount Edward Rd.** The building is in the process of being moved, scheduled for the week of May 19th**.**

Council or Committee History:
Monthly updates

Financial Implications:
Not at this time.

Public Engagement and Communication:
N/A

Legislative Authority:
MGA

Strategic Alignment:

Our commitment – Transparency, Strength, Accountability and Trust.	
Reviewed By:	
Manager / Director AFC T. Jenkins	**CAO** **B. MacConnell**
Committee Recommendation: (if differing from staff:	

Monthly Council Meeting Statistics - July, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Robbery	0	0	1	0	7	#DIV/0!	-86%
Serious (Murder)	0	0	0	0	0	#DIV/0!	#DIV/0!
All type Assaults	49	45	270	50	231	-10%	17%
Sexual (sex assault, voyeurism)	11	10	44	4	35	150%	26%
Sexual Child related	1	1	39	2	25	-50%	56%
Threats	57	41	235	31	221	32%	6%
Hate Crimes (new Jan 2026)		1	12	2	5	-50%	140%
Total Crimes Against Persons	**118**	**97**	**589**	**87**	**519**	**11%**	**13%**

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Break & Enter	10	9	62	14	56	-36%	11%
Theft Under $5000	48	42	238	30	204	40%	17%
Theft from Motor Vehicles	2	2	44	18	104	-89%	-58%
Theft of Motor Vehicles	3	1	14	2	12	-50%	17%
Shoplifting	13	13	70	7	95	86%	-26%
Mischief Under $5000	30	28	202	27	172	4%	17%
Frauds	23	22	135	24	150	-8%	-10%
All Other Property Crimes		38	161	35	144	9%	12%
Total Property Crimes	**169**	**155**	**926**	**157**	**937**	**-1%**	**-1%**

Impaired/CDSA/Other/Total Occurrences	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
All cc Driving & Impaired	46	32	193	41	214	-22%	-10%
CDSA	21	21	121	18	114	17%	6%
All Other Criminal Code	87	84	442	81	421	4%	5%
Total Monthly Occurrences		1722	10268	1608	9986	7%	3%

MUNICIPAL BYLAWS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Parking	2041	2041	10010	2130	12453	-4%	-20%
Nuissance	54	54	290	39	226	38%	28%
Dog	12	12	39	11	30	9%	30%
Total	2107	2107	10339	2180	12709	-3%	-19%
LCA	20	20	152	28	156	-29%	-3%

HTA & MVC's	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Highway Traffic Act	131	130	747	106	620	23%	20%
HTA Violations		132	1128	123	1431	7%	-21%
Other Traffic	8	8	68	18	67	-56%	1%
Motor Vehicle Collisions		?	?	108	690	-100%	#VALUE!

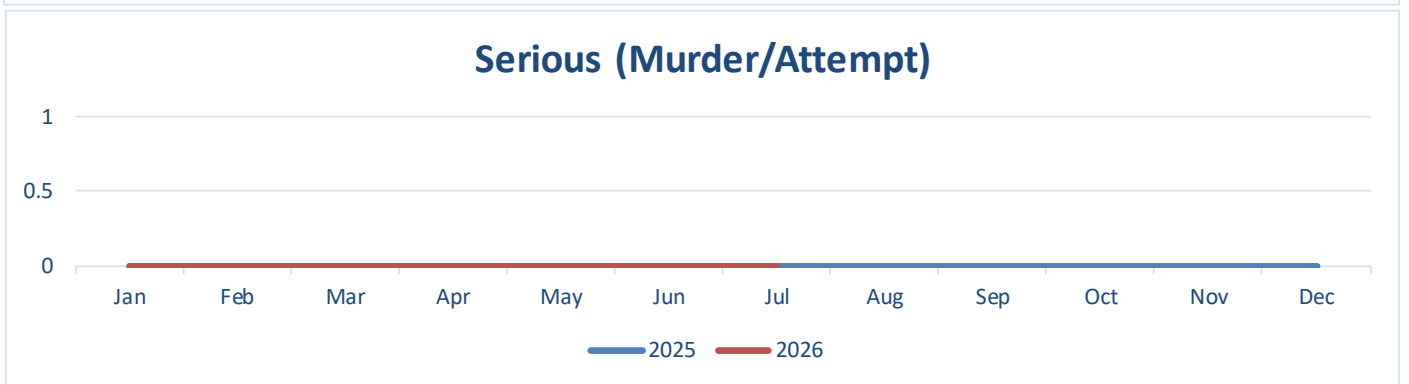
Mental Health	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Attempt/threat of suicide *		19	179	24	258	-21%	-31%
Mental Health Act		76	579	90	665	-16%	-13%
Wellbeing check		111	502	88	484	26%	4%
Total MHA + Wellbeing checks		**187**	**1081**	**178**	**1149**	**5%**	**-6%**

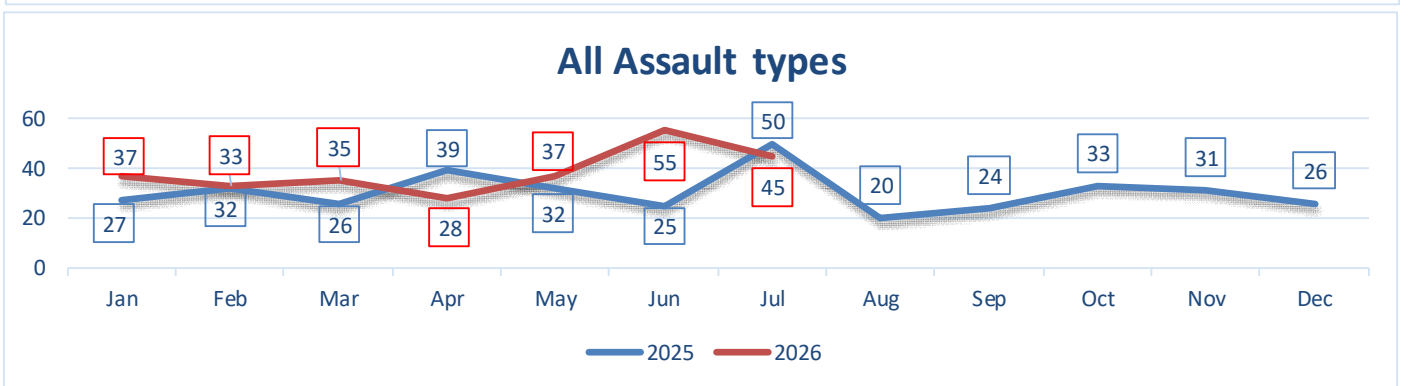
* Attempt/threat of suicide is inclusive with MHA, do not add both results.

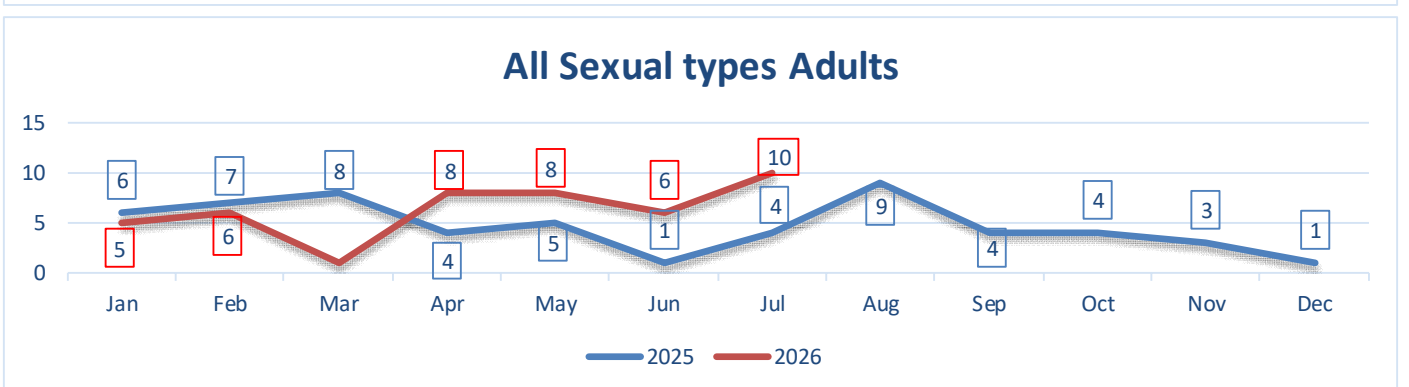
Monthly Council Meeting Statistics - July, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Robbery	0	0	1	0	7	#DIV/0!	-86%
Serious (Murder)	0	0	0	0	0	#DIV/0!	#DIV/0!
All type Assaults	49	45	270	50	231	-10%	17%
Sexual (sex assault, voyeurism)	11	10	44	4	35	150%	26%



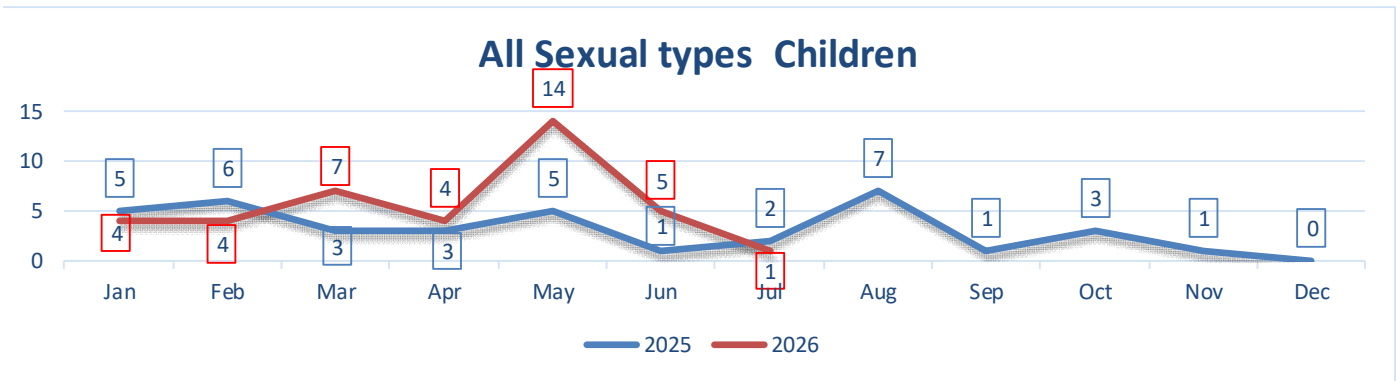


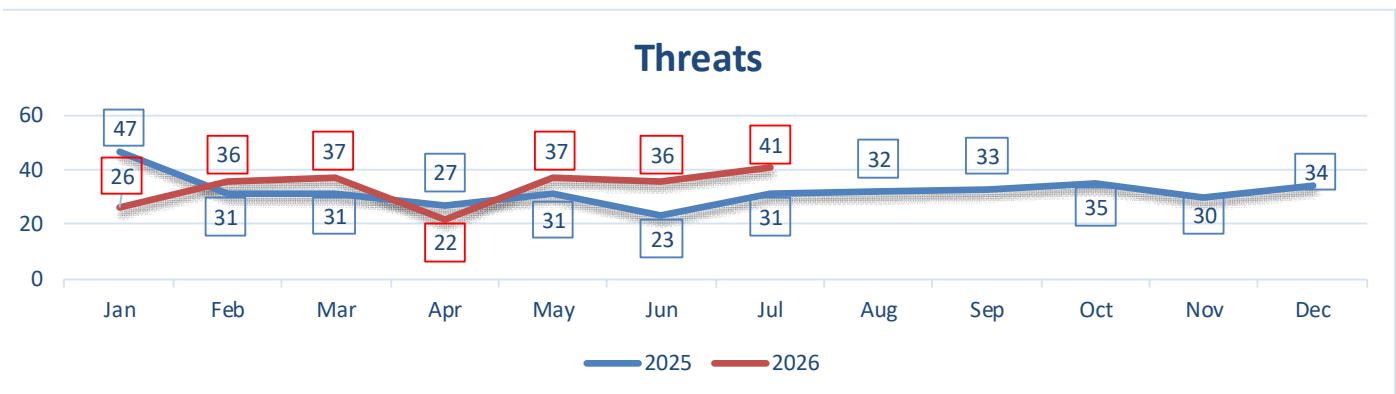


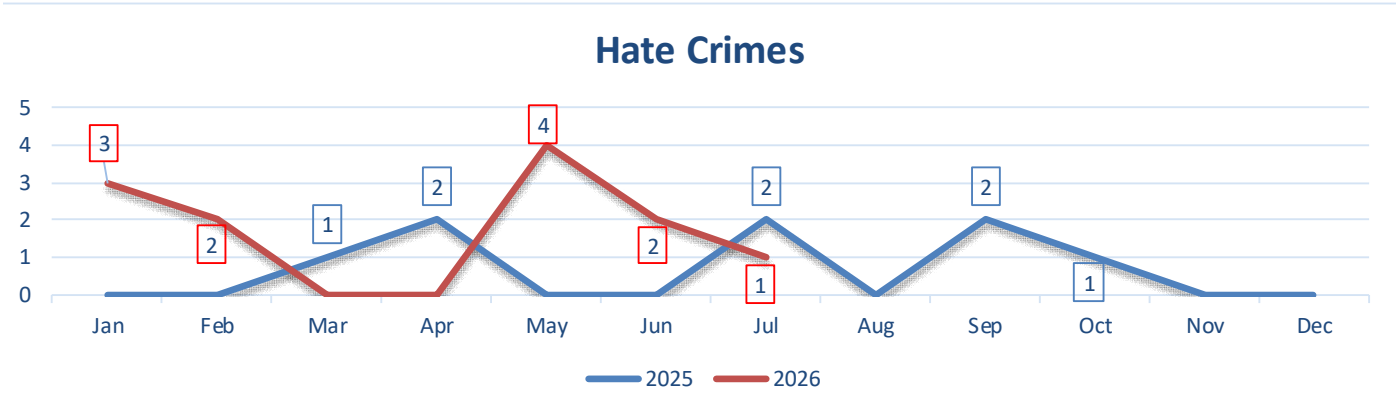


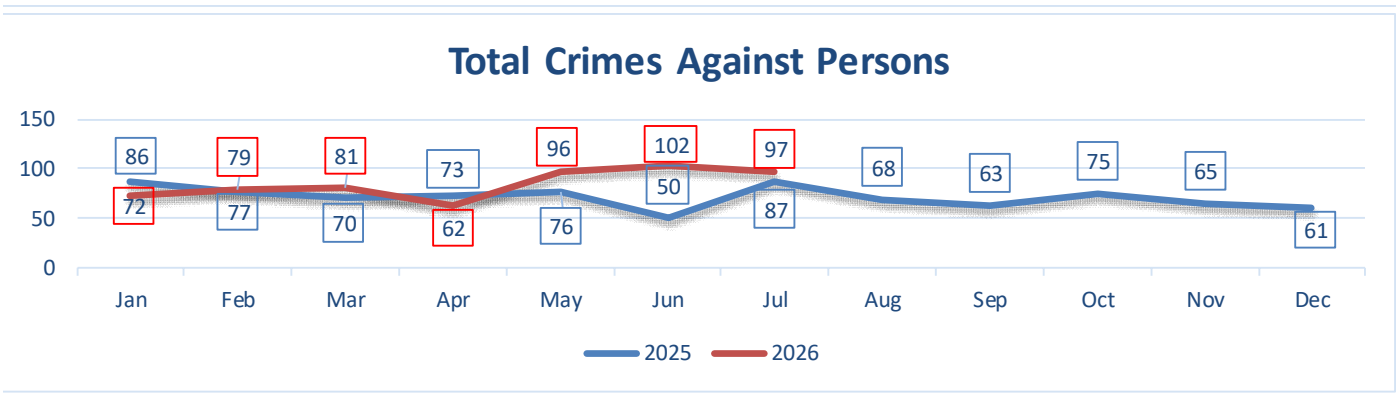
Monthly Council Meeting Statistics - July, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Sexual Child related	1	1	39	2	25	-50%	56%
Threats	57	41	235	31	221	32%	6%
Hate Crimes (new Jan 2026)		1	12	2	5	-50%	140%
Total Crimes Against Persons	**118**	**97**	**589**	**87**	**519**	**11%**	**13%**



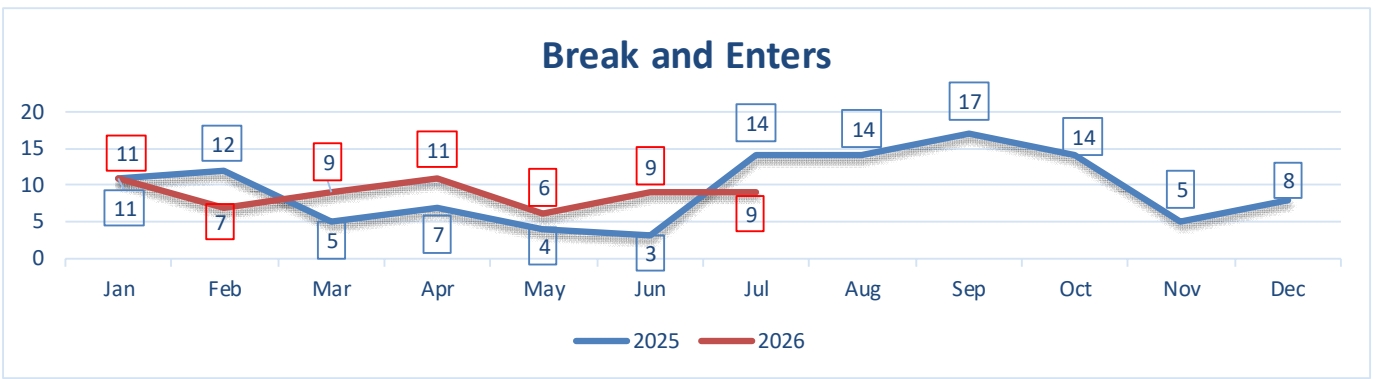


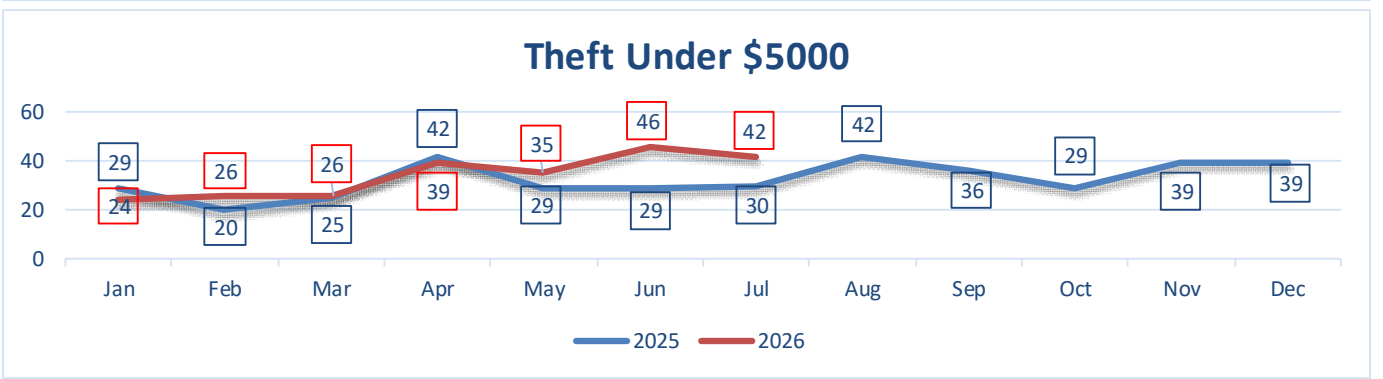


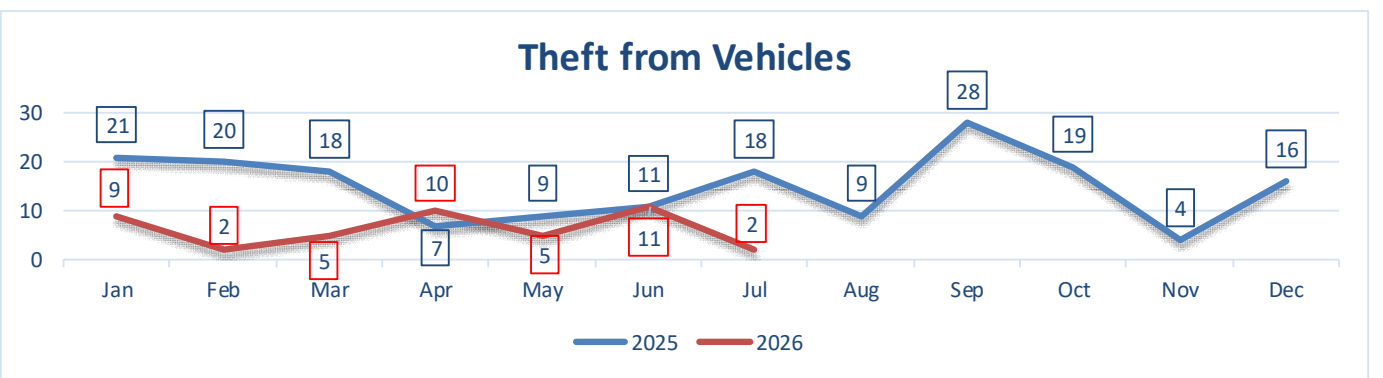


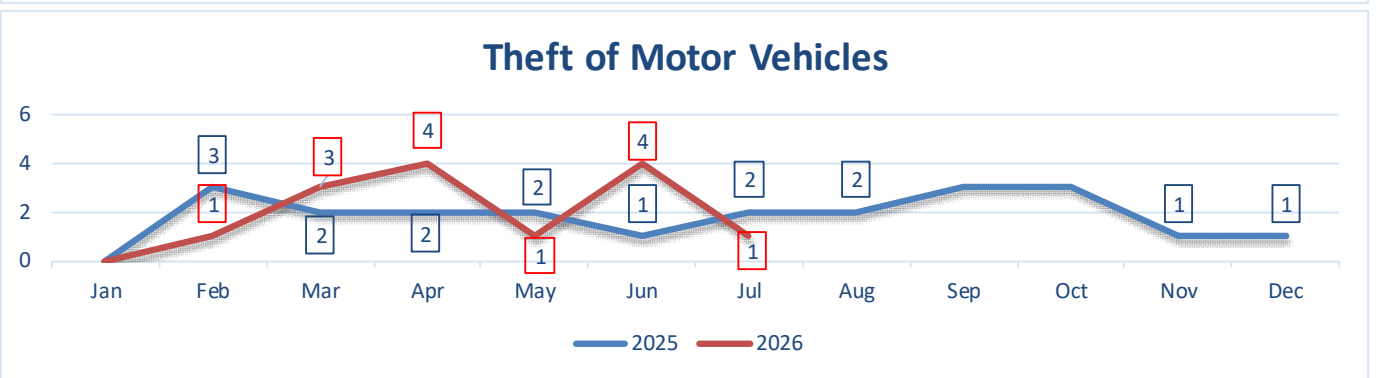
Monthly Council Meeting Statistics - July, 2026

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Break & Enter	10	9	62	14	56	-36%	11%
Theft Under $5000	48	42	238	30	204	40%	17%
Theft from Motor Vehicles	2	2	44	18	104	-89%	-58%
Theft of Motor Vehicles	3	1	14	2	12	-50%	17%
Shoplifting	13	13	70	7	95	86%	-26%





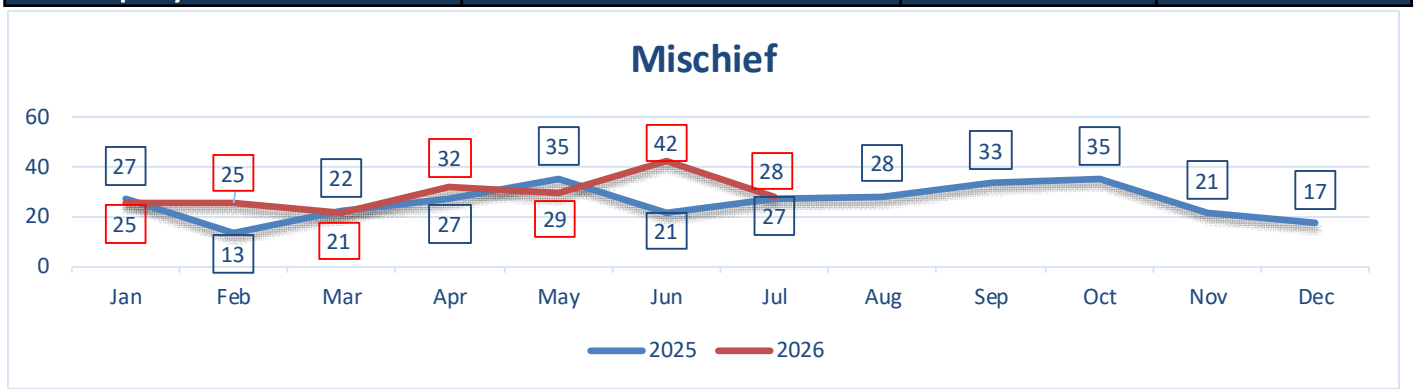


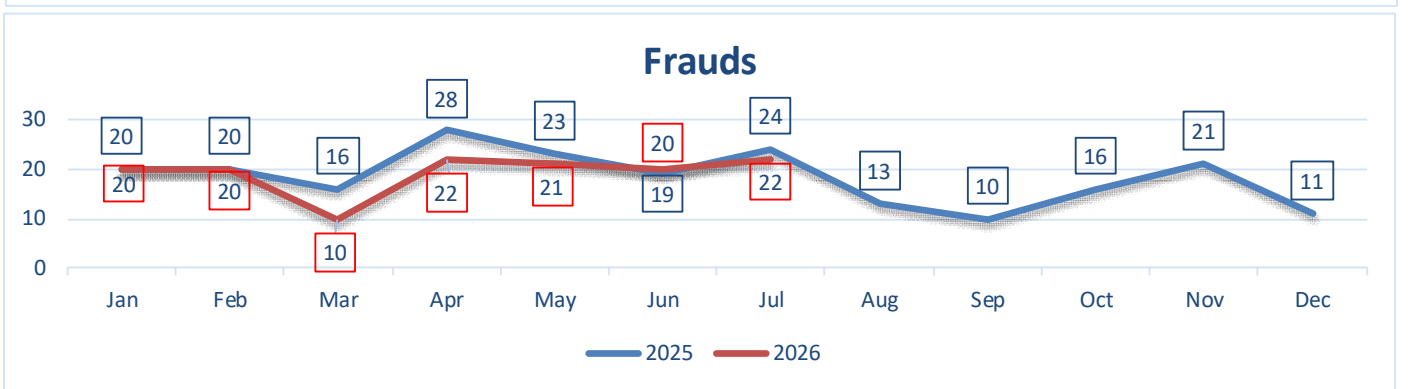


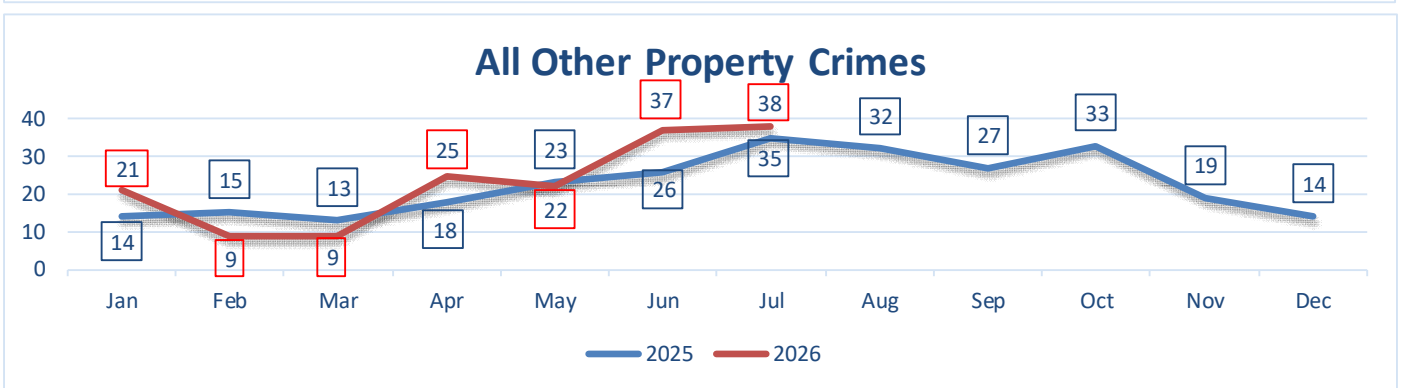


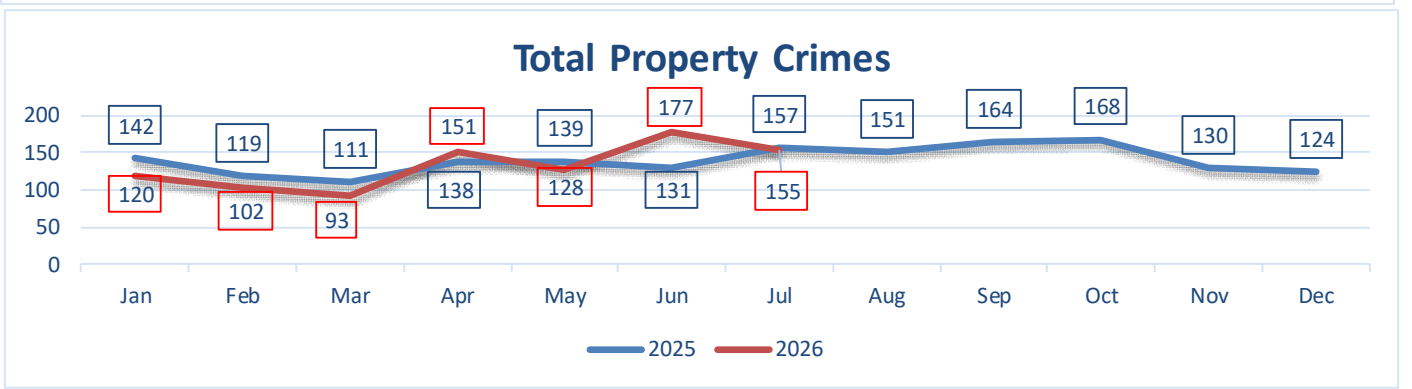
Monthly Council Meeting Statistics - July, 2026

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Mischief Under $5000	30	28	202	27	172	4%	17%
Frauds	23	22	135	24	150	-8%	-10%
All Other Property Crimes		38	161	35	144	9%	12%
Total Property Crimes	**169**	**155**	**926**	**157**	**937**	**-1%**	**-1%**



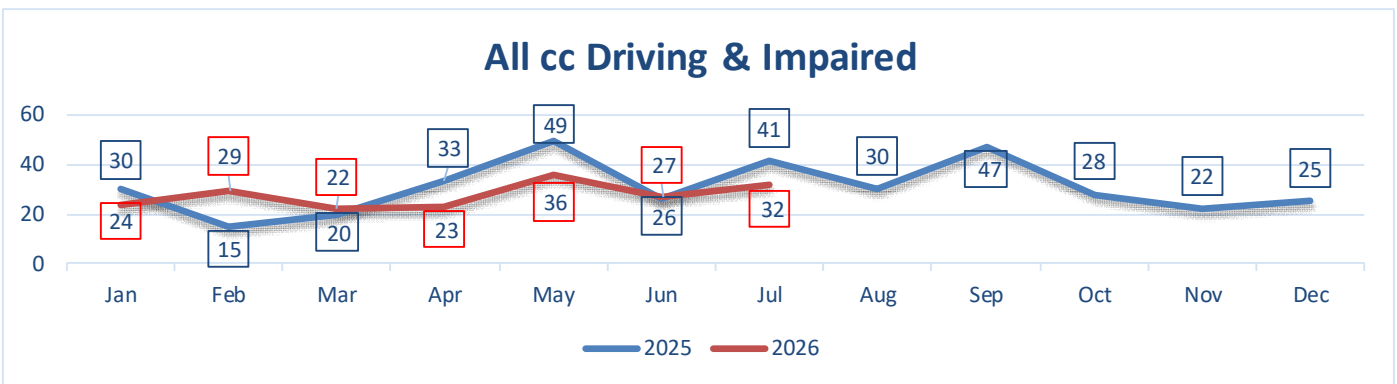


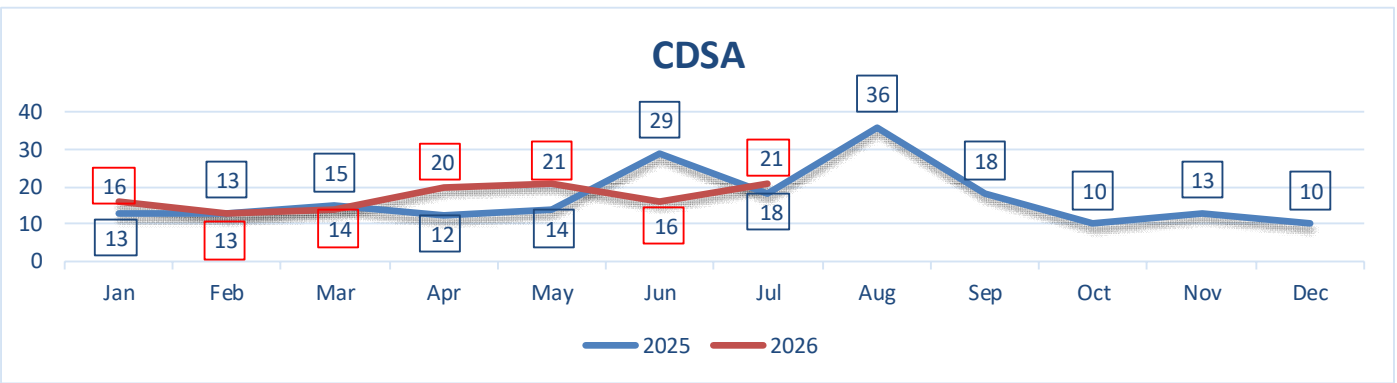


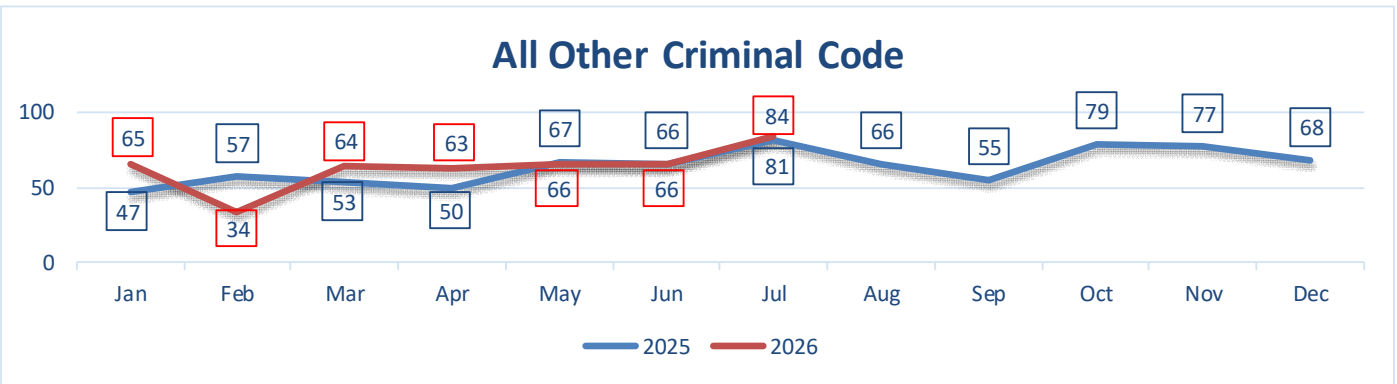


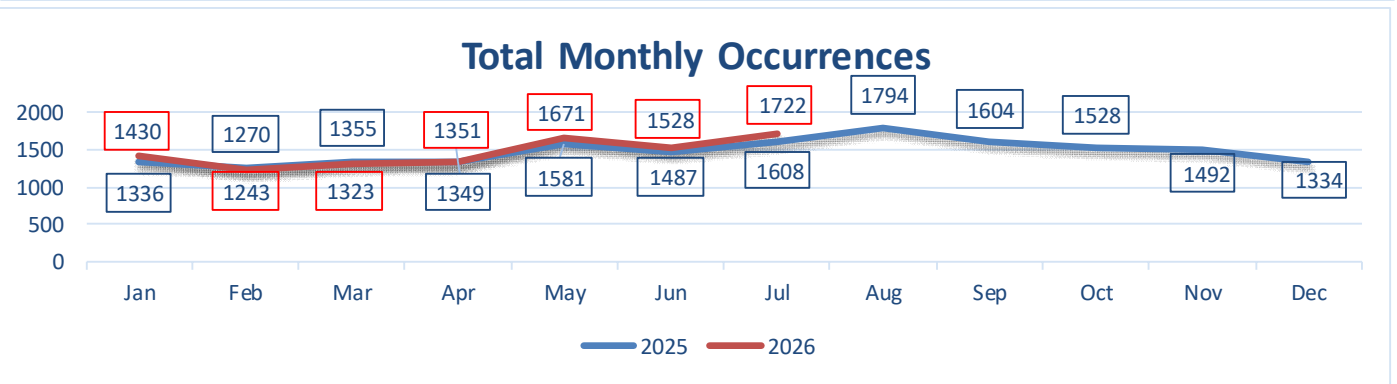
Monthly Council Meeting Statistics - July, 2026

Impaired/CDSA/Other/Total Occurrences	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
All cc Driving & Impaired	46	32	193	41	214	-22%	-10%
CDSA	21	21	121	18	114	17%	6%
All Other Criminal Code	87	84	442	81	421	4%	5%
Total Monthly Occurrences		1722	10268	1608	9986	7%	3%



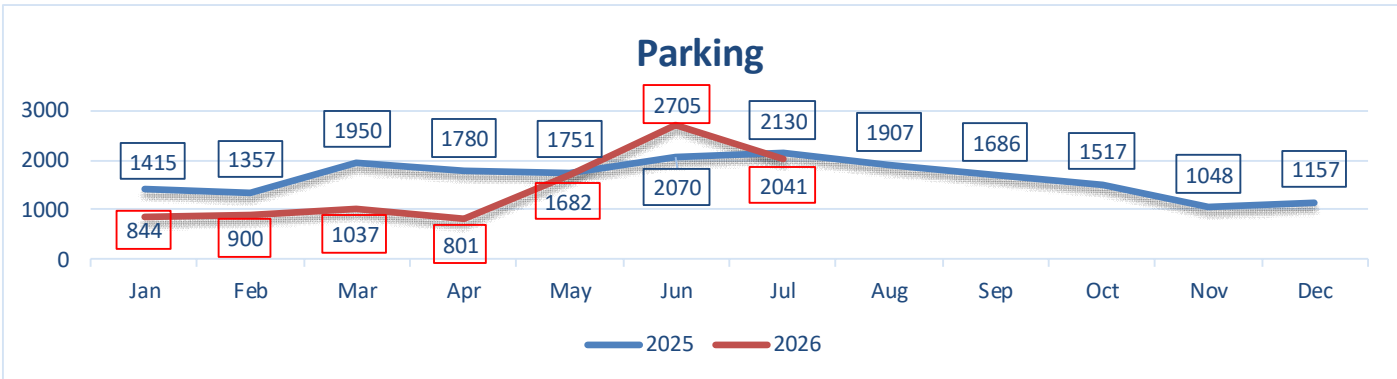


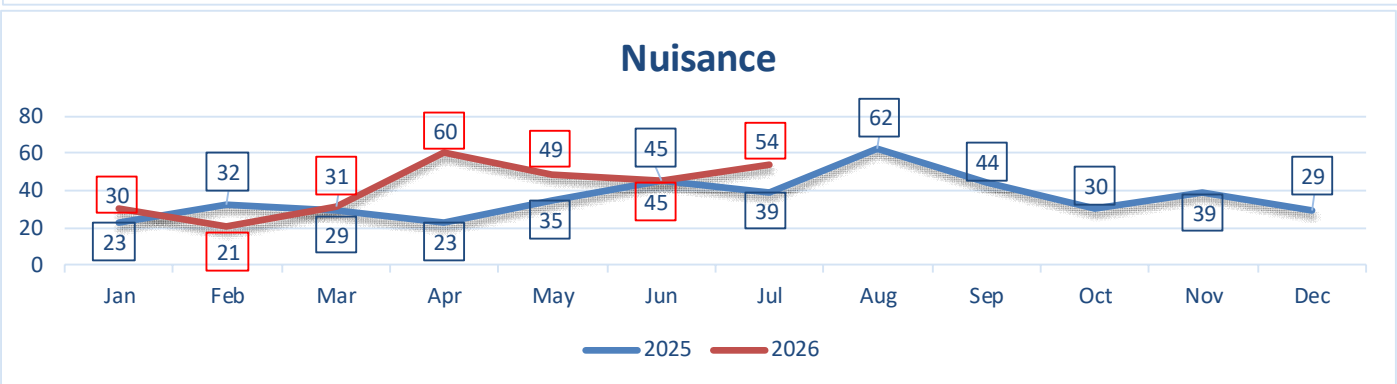


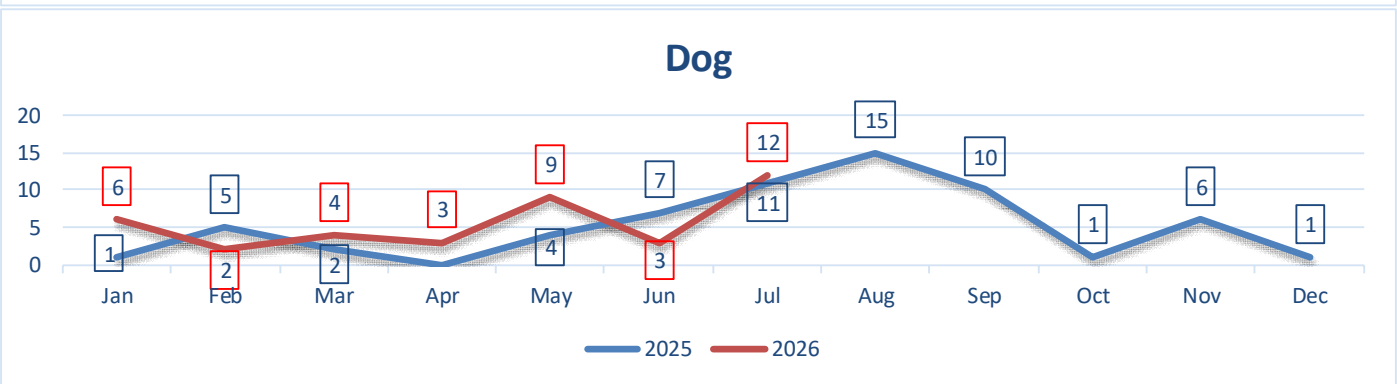


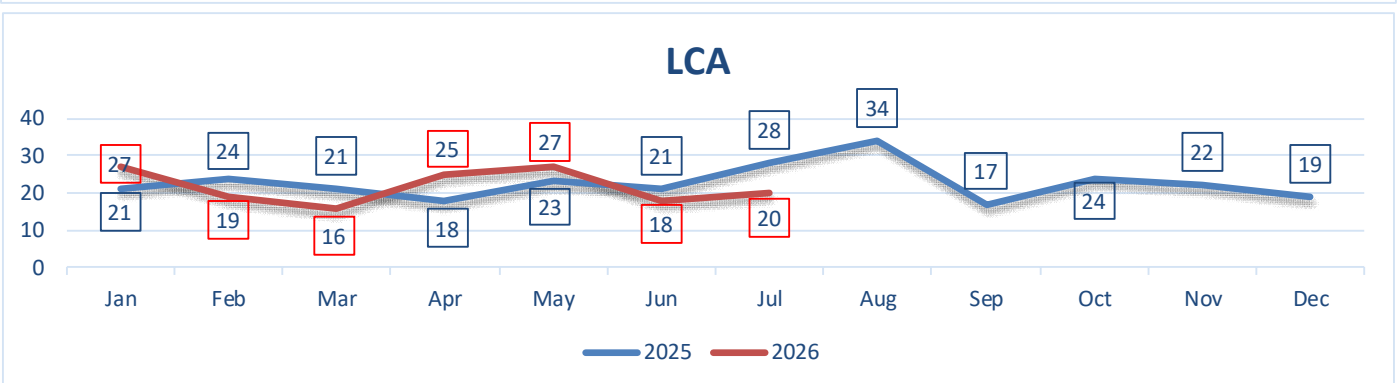
Monthly Council Meeting Statistics - July, 2026

MUNICIPAL BYLAWS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Parking	2041	2041	10010	2130	12453	-4%	-20%
Nuissance	54	54	290	39	226	38%	28%
Dog	12	12	39	11	30	9%	30%
Total	2107	2107	10339	2180	12709	-3%	-19%
LCA	20	20	152	28	156	-29%	-3%



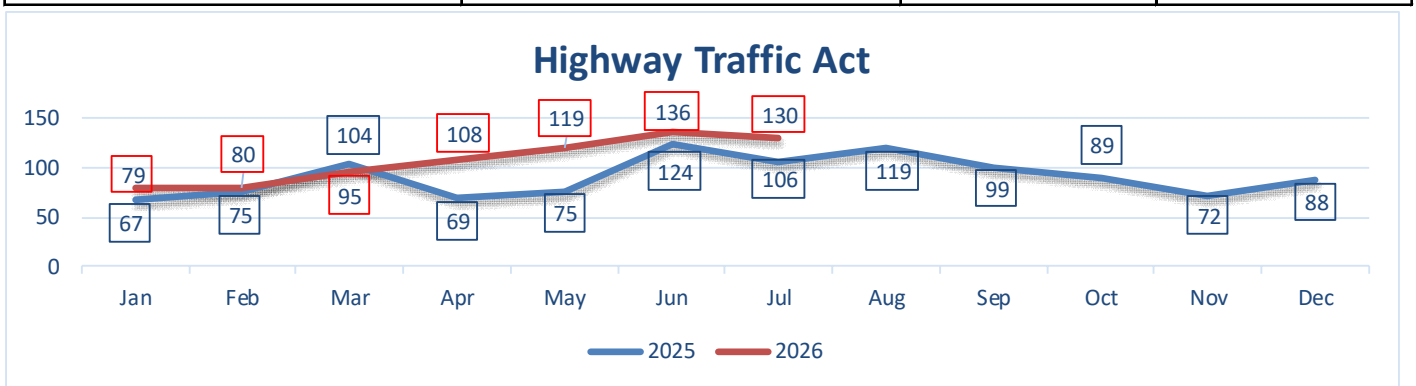




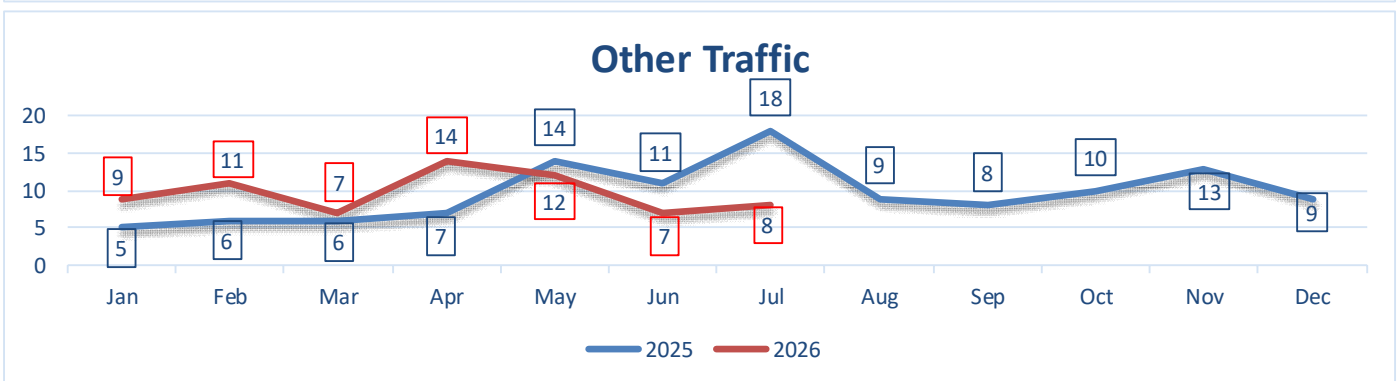


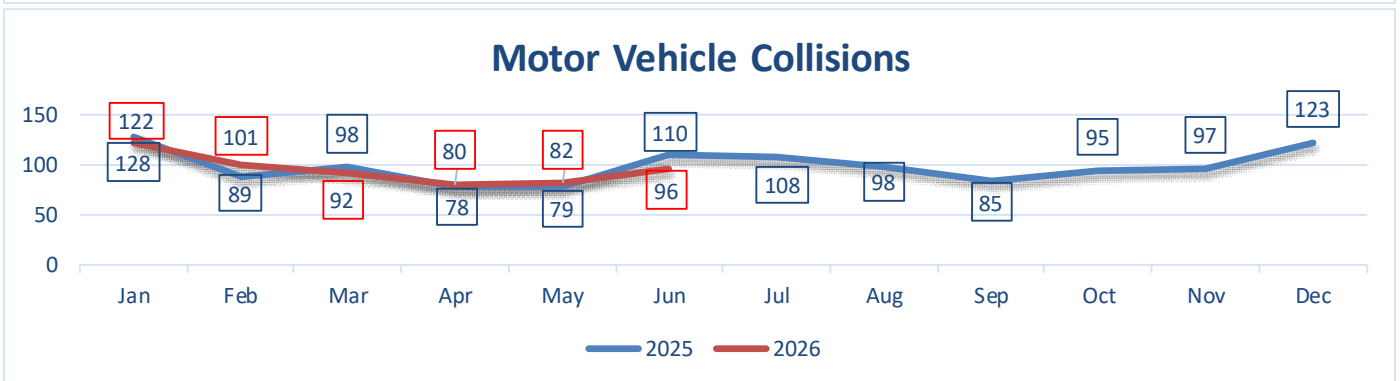
Monthly Council Meeting Statistics - July, 2026

HTA & MVC's	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Highway Traffic Act	131	130	747	106	620	23%	20%
HTA Violations		132	1128	123	1431	7%	-21%
Other Traffic	8	8	68	18	67	-56%	1%
Motor Vehicle Collisions		?	?	108	690	-100%	#VALUE!









Monthly Council Meeting Statistics - July, 2026

Mental Health	2026			2025		% Chg over previous	
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Attempt/threat of suicide *		19	179	24	258	-21%	-31%
Mental Health Act		76	579	90	665	-16%	-13%
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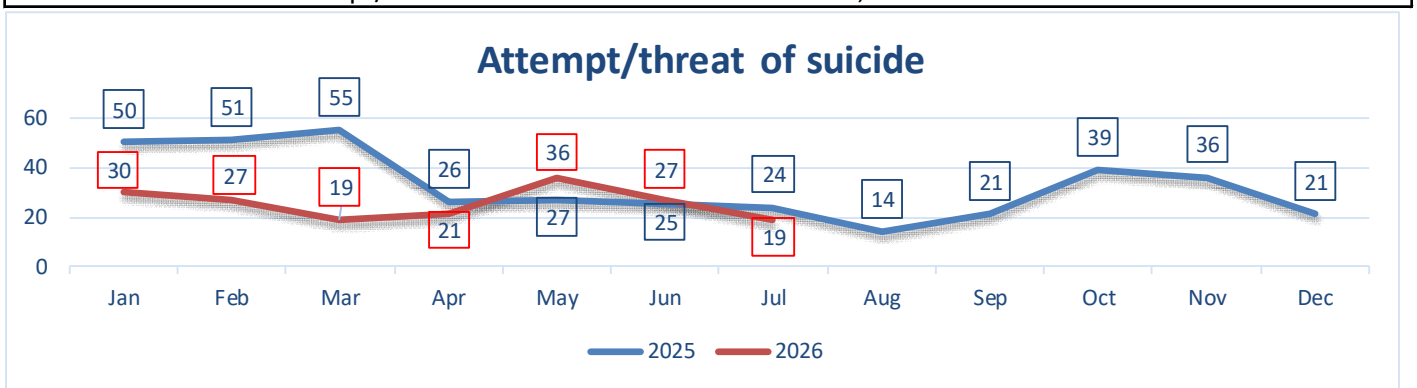
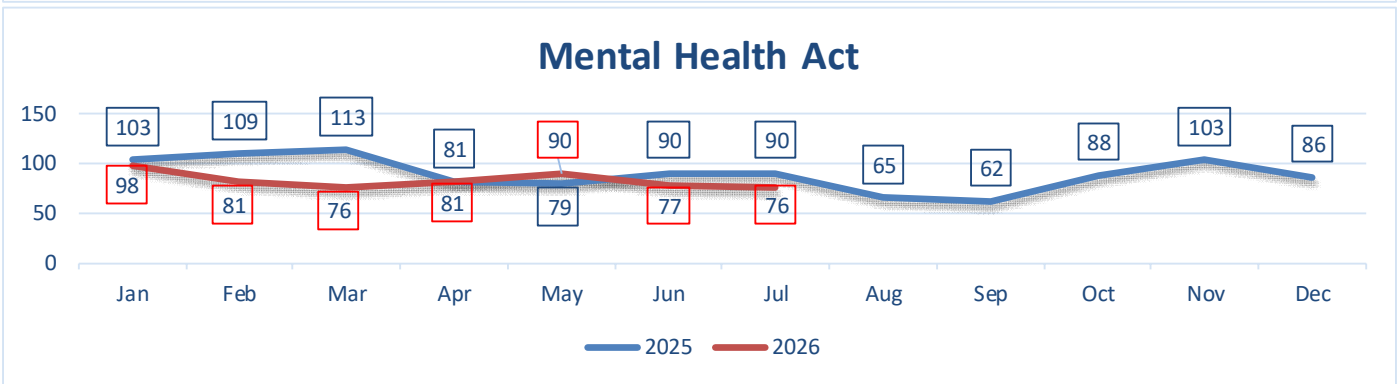
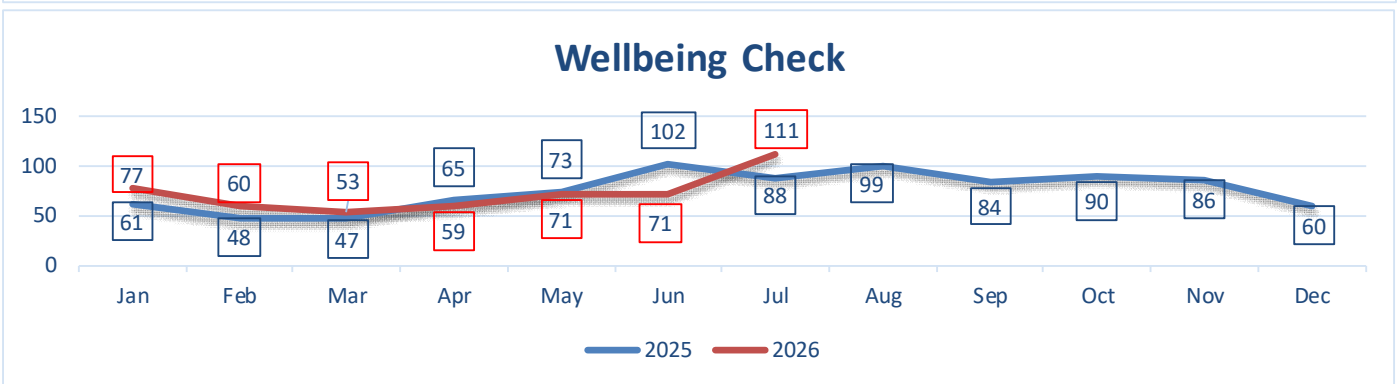
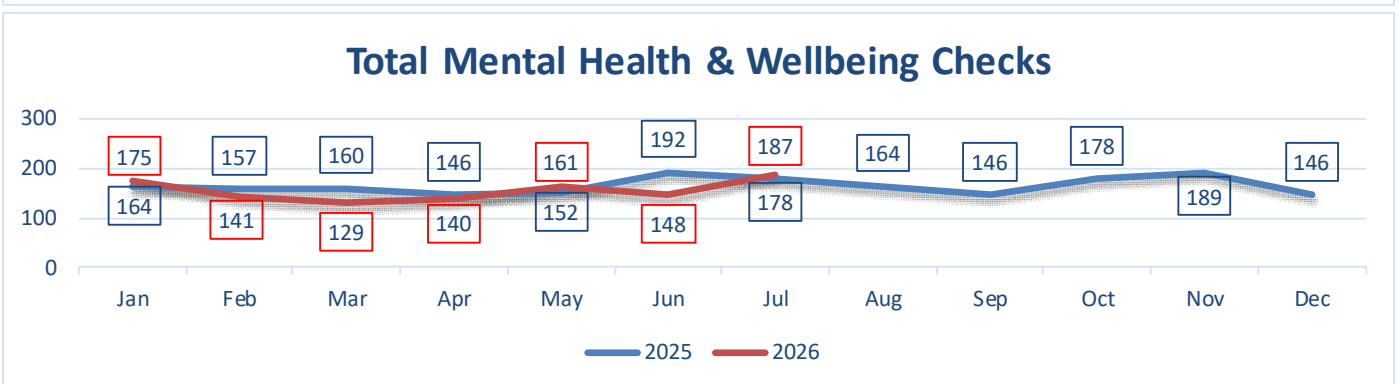
* Attempt/threat of suicide is inclusive with MHA, do not add both results.









PUBLIC WORKS COMMITTEE
REPORT TO COUNCIL
August 11, 2026

The Public Works Committee met on Wednesday July 22, 2026, and the DRAFT minutes are included in your meeting package.

The Civic Board for Persons with Disabilities met on Tuesday July 28, 2026, and the DRAFT minutes are included in your package.

There is one (1) resolution for your consideration.

Capital and Operational Summaries are included in your package.

Respectfully submitted,
Councillor Mitchell Tweel, Chair

Public Works Committee Meeting
Wednesday, July 22, 2026
12:00 PM, Parkdale Room, City Hall

DRAFT

Present: **Chair, Councillor Mitchell Tweel**
Mayor Philip Brown
Councillor Justin Muttart
Councillor John McAleer

Also: **Ylber Gashi, Public Works Manager**
Joey MacKinnon, Public Works Assistant Manager
Brad MacConnell, Chief Administrative Officer
Amber Robb, Public Works Administrative Assistant
Riley Taweel, Public Works Traffic Engineer
Amy McQuillan, Finance Manager
Richard MacEwen, Director of Community Services
Sophie Hayes, Junior Engineer
Berry Genge, Junior Engineer
Frank Quinn, Parks, Recreation and Leisure Activities Manager

1. Call to Order
Councillor Tweel, Chair, called the meeting to order at 12:02 PM.

2. Declarations of Conflict of Interest
There were no conflicts of interest declared.

3. Approval of Agenda
Moved by Councillor Muttart and seconded by Councillor McAleer that the agenda be approved as circulated. Carried.

4. Approval of Minutes
Moved by Councillor Muttart and seconded by Councillor McAleer that the draft minutes from June 17, 2026 be approved. Carried.

5. Business Arising from the Minutes
Mayor Brown asked for an update on the Parking Strategy and if we have confirmed that the Resolution Council passed meets the HAF Requirements.

6. Motion to Move into a Closed Session as per the MGA
Moved by Councillor Muttart and seconded by Councillor McAleer. Carried

7. Business Arising from the Closed Session
There was no business arising from the closed session.

8. Reports/Discussions

a) New Position Request
The Chair asked the Public Works Manger (PWM) to speak to the report. PWM Gashi spoke to the report. Key points from the discussion as follows:

Public Works requested approval to create a new Assistant Manager, Engineering and Capital Projects position to help manage the City's growing infrastructure program and provide dedicated oversite of capital projects.

The position would:
- provide focused leadership for engineering and capital projects.
- allow the current manager and assistant manager to focus more time on operations, strategic planning and policy development.
- Increase capacity to manage a growing infrastructure program.
- Improve governance, reporting, quality assurance, and engineering practices.
- Strengthen management during emergencies, peak workloads and organizational changes.
- Improve accountability and project outcomes.
- Improved service to Council and the public through clearer accountability and more timely responses to engineering and capital project matters.

Councillor Muttart supports the position but questioned if it was included in the 2026-2027 operational plan (it was not). He questioned how the position would be funded and expressed concern about creating a permanent position outside the regular budget process and suggested creating a temporary position through existing vacancies until the next budget cycle. Manager Gashi indicated that the position would be a non-union management role. Funding would initially come through vacancy management, using salary savings from currently unfilled positions within the department and argued that the need is immediate and should not wait for the next budget cycle.

Chair Tweel strongly supported the request and emphasized that he City is growing rapidly and Public Works must grow accordingly, he noted the increased demands on both operation and capital project delivery.

CAO MacConnell acknowledged that it's not ideal to add positions outside the budget process but stated that operational needs do not always align with budget timelines and senior management supports the request. He believes a temporary role would be difficult to attract the right candidate and the position would be a high priority in future budget discussion.

Mayor Brown discussed the City's use of outsourced engineering services and asked if this new position would coordinate with those consultants and if the role is a step toward a broader citywide engineering/technical services structure. Manager Gashi confirmed that the new Assistant Manager would work closely with outsourced engineering consultants and indicated that it could be part of a longer-term evolution toward a broader engineering function, but noted that more organizational review would be required.

Councillors expressed greater comfort after hearing the position would initially be funded from existing operational resources and considered during future budget cycles.

Moved by Mayor Brown and seconded by Councillor Muttart that "New Position Request" be forwarded to the HR Committee and Finance Committee for review before forwarding it to Council for approval. Carried.

b) Public Works Update – Capital and Operational Summaries
Report was provided for information purposes, key points from the discussion as follows:

- West Royalty Community Centre

Councillors asked about second-floor upgrades and elevator accessibility. Staff stated that the elevator is not part of the current project but it was identified in the building condition report and may be considered in a future phase. Current work includes HVAC upgrades and some second-floor ceiling repairs.

- Private Roads
  Concerns were raised about maintenance issues on a private road near Superior Sanitation. Chair Tweel clarified that private roads are not maintained by Public Works.

- Queen Street Tree Pits/Parking
  Concerns were raised about lost parking spaces where tress were once placed but have since been removed. Manager Gashi confirmed they are testing new tree-protection designs and may temporarily convert unused tree pits into parking spaces while long-term solutions are evaluated. CAO MacConnell requested this be a priority as downtown construction has also been taking up parking spots and concerns are being raised from the business community.

- Sidewalk Projects
  Staff confirmed the Royalty Road sidewalk project has been designed, awarded to a contractor and is ready for construction this season.

c) Civic Board for Persons with Disabilities
Report was provided for information purposes, there was no additional discussion.

9. Introduction of New Business
Mayor Brown asked again for an update on the Parking Strategy and if we have confirmed that the Resolution Council passed meets HAF requirements. CAO MacConnell believes the City has met its required milestone but noted that staff are seeking formal verification from CHMC.

Councillor McAleer requested an update on the Exhibition Drive Reconstruction. PWTE Taweel indicated that the project is progressing well and there have been some surprises more complex than others that cause slight delays on a day-to-day basis but are manageable. He stated about half of the underground sewer infrastructure has already been installed. Construction will pause active road closures during Old Home Week to maintain business access, the street will be fully graveled during this period of time. Councillors praised staff for maintaining strong communication with affected businesses and adapting the project as needed.

10. Adjournment
Moved by Mayor Brown and seconded by Councillor Muttart that the meeting be adjourned. Carried.
The meeting concluded at 12:59 PM.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Public Works
Committee # 1

MOTION CARRIED _____

MOTION LOST _____

Date: August 11, 2026

Moved by Councillor Mitchell Tweel

Seconded by Councillor John McAleer

RESOLVED:

That, Council approve the creation of the Assistant Manager of Engineering and Capital Projects position within the Public Works Department and authorize Administration to proceed with the required recruitment process,

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

City of Charlottetown Committee Report

Report No: PW-2026-07-22-001

Date: July 22, 2026

Directed to Council through the following Committee:
Public Works Committee

Reporting Department:
Public Works

Other Associated Departments:
None

Prepared by:
Ylber Gashi

Attachments:

- Job Description - Assistant Manager of Public Works – Engineering and Capital Projects
- Wage and Benefits totals -PW.AM – Engineering and Capital Projects

Report Title:
New Position Request

Report Purpose:
To obtain Council approval to create an Assistant Manager of Engineering and Capital Projects position within the Public Works Department to strengthen leadership of the City's expanding engineering and capital infrastructure program.

Staff Recommendation:
That Council approve the creation of the Assistant Manager of Engineering and Capital Projects position and authorize Administration to proceed with the required Human Resources evaluation, budget confirmation and recruitment process.

Report Details:

The City's capital infrastructure program has grown significantly in both size and complexity over recent years. Public Works is responsible for delivering an increasing number of road, sidewalk, active transportation, stormwater, traffic, municipal building and community infrastructure projects while coordinating consultants, contractors, utilities, regulatory agencies, funding partners and internal departments.
At present, engineering leadership, capital project delivery and operational management are largely concentrated within the Manager of Public Works. As the City's infrastructure program continues to expand, balancing strategic leadership, operational oversight and detailed capital project administration within a single management position has become increasingly challenging.

Creating an Assistant Manager of Engineering and Capital Projects will establish dedicated leadership for the City's engineering and capital delivery function while allowing the Manager of Public Works to focus on departmental leadership, operational performance, strategic planning, policy development and Council priorities.
The proposed position will provide management oversight for the complete capital project lifecycle, improve consistency in engineering practices, strengthen financial and contract controls, enhance project coordination and provide direct leadership to engineering and technical staff. A detailed job description outlining the position's responsibilities is attached for Council's review.

Approval of this position is expected to provide several long-term organizational benefits, including:

- Increased capacity to successfully deliver a growing capital infrastructure program.
- Improved oversight of project budgets, schedules, procurement, consultant performance and contract administration.
- Stronger project governance through standardized engineering practices, reporting and quality assurance.
- Reduced project risk through improved planning, coordination and earlier identification of technical and contractual issues.
- Enhanced leadership, mentoring and succession planning for engineering and technical staff.
- Greater management capacity during emergencies, periods of peak workload and organizational transitions.
- Improved service to Council and the public through clearer accountability and more timely responses to engineering and capital project matters.

The position will be funded in accordance with the City's approved compensation framework, with final classification and budget confirmation completed through Human Resources and Finance. While the position represents an operating investment, improved project management, stronger contract administration, enhanced consultant oversight and more effective capital project controls are expected to reduce project risk, improve operational efficiency and provide long-term value across the City's capital infrastructure program.

The creation of an Assistant Manager of Engineering and Capital Projects is a proactive organizational investment that aligns the Public Works Department with the City's growing infrastructure responsibilities. Establishing dedicated leadership for engineering and capital project delivery will strengthen accountability, improve project outcomes, enhance organizational resilience and position the department to efficiently deliver Council's current and future capital investment priorities.

Council or Committee History:

- Presented to the Public Works Committee on July 22, 2026. The Committee recommended that the report be referred to the HR Committee and Finance Committee for further discussion prior to its inclusion, along with a resolution, in the agenda package for the next Regular Council Meeting.
- Report was sent to the Finance Committee for their review on August 5, 2026.
- Report was sent to the Human Resources Committee for their review on August 11, 2026.

Financial Implications:
Budgeted expenditures as noted.

Public Engagement and Communication:
n/a

Legislative Authority:
Section 180 (b), Part 7, Division 2 of the Prince Edward Island *Municipal Government Act*

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
YG, July 21, 2026	RDM, July 21, 2026

Committee Recommendation: (if differing from staff)

ASSISTANT MANAGER OF PUBLIC WORKS
ENGINEERING AND CAPITAL PROJECTS

NATURE OF WORK: This is a professional management position responsible for delivery of a wide range of municipal public works and related services including the leadership and management of the public works and affiliated areas. Reporting to the Manager of Public Works, the Assistant Manager provides forward-thinking leadership and managerial expertise to achieve departmental objectives, progressive planning policies and sustainability practices. The responsibilities include working with the Manager to oversee all aspects of strategic municipal infrastructure maintenance, upgrades and improvements, as well as working to set specifications & requirements for new assets obtained through development or expansion.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

Ensure that the confidentiality of City affairs is respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Public Works.
- Assists the department by acting as a senior engineering and capital project leader responsible for planning, design, procurement, delivery and continuous improvement of municipal infrastructure programs.
- Provides strategic advice to the Manager on capital investment priorities, lifecycle planning and infrastructure risk.
- Leads engineering services for roads, sidewalks, active transportation, traffic, stormwater, municipal structures and other municipal infrastructure.
- Provides leadership to Public Works field Superintendents, Junior Engineers, permanent operational and seasonal works staff.
- Works closely with other department managers and relates to Council through the CAO or designate as well as directly through Standing Committees.
- Develops and fosters close working relations with various community groups and organizations, external government agencies, consultants, and associated professionals.

- Deals with the public with integrity and in a professional and courteous fashion.
- As a committed member of the senior leadership team for the City of Charlottetown, the Assistant Manager of Public Works provides valuable input for strategic planning to assist the organization in meeting the goals of Council and acts as a positive role model for all employees throughout the organization in provision of excellent service to our citizens.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Provides leadership and accountability in achieving the goals and objectives of the Public Works Department.
- Leads the planning, design and delivery of the City's annual capital works program.
- Assists in developing, implementing, and monitoring a broad and varied range of global and specific project budgets for responsible areas consistent with City policy, budget, procedures, legislation, and bylaws.
- Oversee functional (30%), preliminary (60%) and detailed (90%) engineering design reviews.
- Prepare and administer Requests for Proposals, tenders and engineering contracts.
- Assists with managing engineering consultants including scope, schedule, budget, quality and deliverables.
- Coordinate utility companies and regulatory agencies during design and construction.
- Lead transportation engineering initiatives including traffic studies, road safety reviews, active transportation and intersection improvements.
- Provides advice and recommendations to the Manager of Public Works and Standing Committee on technical and operational issues pertinent to operations and City practices. Assists in preparing Council reports, technical memorandums and Committee presentations.
- Provide technical review of development submissions and acceptance of municipal infrastructure.
- Provides high level of customer communications to public and staff in a department which has large degree of public service.
- Works closely to provide supporting and cooperative services to a number of other municipal departments, associated boards & commissions, as well as community service groups. Also, liaisons with Provincial transportation department in cooperative and mutually beneficial ventures.
- Responsible for building an effective team and developing positive work relations in a constructive culture, which involves hiring, supervising, engaging, training, and development of the City’s field and Engineering leadership team.

- Act for the Manager of Public Works during assigned absences on engineering and capital matters.

REQUIRED COMPETENCIES:

- Thorough knowledge of right-of-way infrastructure principles, liabilities, and best practices within the sector.
- Strong organizational, leadership, and conflict-resolution skills.
- Ability to effectively communicate with strong writing, presentation and listening skills that promote understanding and clarity in a respectful manner,
- Strong leadership skills and demonstrated ability to assist in developing and maintaining an effective Public Works team.
- Demonstrated ability to engage and work effectively with the public and community groups.
- Good personal mastery and performance as a team player, with proven ability to role model the behaviors associated with a constructive culture and a commitment to health, wellness and safety.
- Ability to function effectively in a diverse and fast-paced work environment with challenging and often competing priorities.
- Working knowledge of corporate budgeting principles and the ability to apply financial and budgetary skills.
- Excellent analytical and critical systems thinking skills.
- A strong commitment to ongoing professional development.

REQUIRED QUALIFICATIONS:

- A Civil Engineering degree from a recognized college or university or demonstrated equivalent work experience.
- A minimum of six (6) years of progressive management experience, preferably within a unionized environment.
- A minimum of four (4) years of progressive supervisory experience in the field of Public Works, preferably in a unionized environment.
- Must obtain full membership (or eligibility) with the Association of Professional Engineers of PEI.
- Demonstrated computer proficiency and knowledge in the use of Microsoft Office software.

- Budgeting, Finance and computer experience would be considered an asset.
- Must have and maintain a valid driver's license
- An equivalent combination of education and experience may be considered.

Salary assigned: Management Non-union Band 8

HIRING REQUISITION WAGE & BENEFITS CALCULATOR

Position:	Assistant Manager - Public Works Engineering and Capital Projects	
Term:	12 Months	
Union:	MGT/NU	
Salary:	$	110,586.37
Band:		8
Step:		3
Salary (12 months)	$	110,586.37
Employer Paid Deductions		
EI	$	1,322.49
CPP	$	4,034.10
Pension	$	11,467.81
WCB	$	895.32
Employer Portion Benefits	$	2,581.32
TOTAL	**$**	**130,887.41**

City of Charlottetown Committee Report

Report No: PW-2026-07-22-002

Date: July 22, 2026

Directed to Council through the following Committee:
Public Works Committee

Attachments:

- Capital Summary
- Operational Summary

Reporting Department:
Public Works

Other Associated Departments:
None

Prepared by:
Ylber Gashi / Joey MacKinnon

Report Title:
Department Update – Capital and Operational Summaries

Report Purpose:
Provide information on Public Works operations and capital projects

Staff Recommendation:
Report provided for informational purposes.

Report Details:

1. **General Overview:**

The Public Works Department is currently managing several ongoing projects. At the same time, operational staff are fully engaged in routine summer work. Please see summary pages and sections below for further information.

The following provides additional information regarding recent procurement opportunities publicly issued through the City's website, as well as through the invitational procurement process in accordance with the City's Procurement Policy. The following projects have been initiated since the last Committee meeting.

2. **Charlottetown Police Station Priority 1 Upgrades Design**

The Charlottetown Police Station, located at 10 Kirkwood Drive, has been identified for significant repairs in the 2026/27 capital budget. As budgeted for in the 2026/27 Capital budget, SableArc has been engaged to complete the detailed design of the Priority 1 Upgrades identified as part of a recent Building Condition Report (BCR).

The scope of work includes the design of several upgrades to improve the condition, functionality, and safety of the Charlottetown Police Station. More specifically, this includes a partial roof replacement, ventilation repairs and upgrades, emergency lighting improvements, electrical safety upgrades, fire alarm and firestopping improvements, and several other miscellaneous repairs and improvements throughout the building.

3. **West Royalty Community Centre HVAC Upgrade Construction**

The public Request for Quotes for "West Royalty Community Centre" received two (2) submissions as outlined in the table below.

Bidder	Total Submission Price
Entire Mechanical Corp.	$ 209,122 plus all applicable taxes
Refrigeration Specialist Inc.	$ 164,600 plus all applicable taxes

In accordance with the new Procurement Policy, the project has been awarded to Refrigeration Specialists Inc. Their submission complies with tender requirements, falls within the approved 2026/27 Capital Budget amount, and aligns with the recommendation provided by the engineering consultants.

The upgrades generally include the removal of the existing air handling unit and the installation of a new Energy Recovery Ventilator (ERV) in the mechanical room. This new ERV will provide ventilation air to new heat pumps being installed throughout the facility and will also distribute fresh air directly to spaces that are not served by heat pumps, including corridors and adjacent areas.

4. **Sidewalk Package A**

The public Request for Quotes for "2026 Sidewalks – Package A" received five (5) submissions as listed below.

Bidder	Total Submission Price
Landmark Construction Ltd.	$ 1,499,621.00 plus all applicable taxes
Birch Hill Construction	$ 1,621,839.50 plus all applicable taxes
GIP Island Construction	$ 1,823,898.90 plus all applicable taxes
Earthform	$ 1,510,000.00 plus all applicable taxes
Island Coastal Ltd.	$ 1,796,436,56 plus all applicable taxes

In accordance with the new Procurement Policy, this project has been awarded to Landmark Construction Ltd., the lowest bidder. Their submission is compliant, falls within the approved amount included in the 2026/27 Capital budget,

and given their history of successfully completing projects for the City of Charlottetown, staff are confident in their ability to complete this work to a high standard. The sidewalk locations include Woodlawn Drive, from Mt Edward Road to Maple Avenue, Rosemount Drive, from Nassau Drive to Belvedere Avenue, and Royalty Road, Upton Road to Nanak Avenue.

5. **Light Duty Fleet**

In July 2026, the Public Works Department issued a public tender for Various Light Duty Fleet. Three (3) submissions were received as follows:

½ Ton Crew Cab Work Truck 4X4 (4)	
Vendor	Submission
Fair Isle Ford	**$61,300.00**
Reliable Motors	Unable to quote
Summerside Chrysler Dodge	$67,339.00

2500 Series Single Cab Work Truck 4X4 (1)	
Vendor	Submission
Fair Isle Ford	**$64,000.00**
Reliable Motors	Unable to quote
Summerside Chrysler Dodge	$71,036.00

3500 Series Crew Cab Work Truck (3)	
Vendor	Submission
Fair Isle Ford	$80,000.00
Reliable Motors	Unable to quote
Summerside Chrysler Dodge	**$76,387.00**

4500 Series Crew Cab Work Truck 4X4 (1)	
Vendor	Submission
Fair Isle Ford	$82,492.00
Reliable Motors	Unable to quote
Summerside Chrysler Dodge	**$79,910.00**

Police Interceptor Utility AWD SUV (4)	
Vendor	Submission
Fair Isle Ford	**$58,800.00**
Reliable Motors	$67,574.00
Summerside Chrysler Dodge	$65,672.00

In accordance with the new Procurement Policy, this Request for Quotation (RFQ) was awarded to Fair Isle Ford and Summerside Chrysler Dodge by vehicle class based on the lowest compliant bids received.

Fair Isle Ford submitted the lowest compliant bid for the ½-Ton Crew Cab 4x4 Work Truck, the 2500 Series Single Cab 4x4 Work Truck, and the Police Interceptor Utility AWD SUV, with a total bid price of $544,400.00, plus applicable taxes.

Summerside Chrysler Dodge submitted the lowest compliant bid for the 3500 Series Crew Cab Work Truck and the 4500 Series Crew Cab 4x4 Work Truck, with a total bid price of $309,071.00, plus applicable taxes.

6. **Mount Edward Road Storm Sewer Replacement**

In June 2026, Public Works issued a public requests for tender for the replacement of a wooden box culvert on Mount Edward Rd near MacLeod Cres. Three submissions were received as follows:

Bidder	Total Submission Price
Landmark Construction Ltd.	$ 196,805.00 plus all applicable taxes
Island Coastal Services	$ 235,650.00 plus all applicable taxes
Birch Hill Construction	$ 475,890.00 plus all applicable taxes

In accordance with the City's Procurement Policy, this project has been awarded to Landmark Construction as the low tender submission. The low submission was complete, and the project amount falls withing the allocated budget for this project under the 2026/2027 Capital Budget for large culvert replacement.

This work is expected to take place in August 2026, and will take approximately three weeks to complete.

Council or Committee History:
Monthly updates.

Financial Implications:
Budgeted expenditures as noted.

Public Engagement and Communication:
Capital Project informational sessions. Public Tendering process.

Legislative Authority:
Section 180 (b), Part 7, Division 2 of the Prince Edward Island *Municipal Government Act*

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	CAO/Director
YG, July 20, 2026	RDM, July 21, 2026

Committee Recommendation: (if differing from staff)

Capital Summary Update - Public Works

July 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
Street Reconstruction Projects					
Spencer Drive Extension	Consultant Services Awarded - Construction Tender Documents In Progress	90%	Discussions ongoing	TBD	TBD
Exhibition Drive Reconstruction	Project Awarded	20%	Construction underway.	April 2026 - October 2026	$ 5,147,333.00
University Avenue - Phase 1.1	Design In Progress	25%	Design work and Utility coordination in progress	TBD	TBD
Roads - Street Resurfacing	Package A - Construction in Progress	18%	-	Summer 2026 - Late Fall 2026	$ 1,564,602.17
	Package B - Project Awarded	n/a	-	Summer 2026 - Late Fall 2027	$ 1,583,859.82
2025 Sidewalks & Multi-Use Paved Pathway Construction Projects					
Westcomb Crescent from Glenview Lane to Andrews Court	Sidewalk Package B - Construction in Progress	99%	Carry over from 2025/26 fiscal year. Closeout underway.	September 2025 - Spring 2026	$ 2,206,063.00
Parkside Drive from Beach Grove Road to Crestview Drive	Sidewalk Package A - Construction in Progress	99%	Carry over from 2025/26 fiscal year. Closeout underway.	September 2025 - Spring 2026	
Stockman Drive from Gardiner Drive to Malpeque Road, and Holl Street from Lower Malpeque Road to Stockman Drive	Sidewalk Package B - Project Awarded	99%	Carry over from 2025/26 fiscal year. Closeout underway.	September 2025 - Spring 2026	
Elena Court (MUP) from Norwood Road to the Cul-de-sac	Sidewalk Package A - Project Awarded	99%	Carry over from 2025/26 fiscal year. Closeout underway.	September 2025 - Spring 2026	
2026 Sidewalks & Multi-Use Paved Pathway Construction Projects					
Woodlawn Drive from Mt Edward Road to Maple Avenue	Sidewalk Package A - Project Awarded	n/a	Awarded to Landmark Construction	Late Summer 2026 - Late Fall 2026	$ 1,499,621.00
Rosemount Drive from Nassau Drive to Belvedere Avenue	Sidewalk Package A - Project Awarded	n/a	Awarded to Landmark Construction	Late Summer 2026 - Late Fall 2026	
Royalty Road from Upton Road to Nanak Avenue	Sidewalk Package A - Project Awarded	n/a	Awarded to Landmark Construction	Late Summer 2026 - Late Fall 2026	
Lincolnwood Drive from Maple Avenue to Brackley Point Road	Consultant Services Awarded	50%	Design 50% complete.	TBD	TBD
Norwood Road from Friar Drive to the apartment buildings	Consultant Services Awarded	50%	Design 50% complete.	TBD	
Poplar Avenue from Pine Drive to Oak Drive	Consultant Services Awarded	50%	Design 50% complete.	TBD	
Connolly Street from Queen Street to the existing sidewalk	Consultant Services Awarded	50%	Design 50% complete.	TBD	
Ash Drive from Maple Avenue to Lilac Avenue, **Shamrock Avenue** from Lilac Ave to Brackley Point Road, and **Lilac Avenue** from Ash Drive to Shamrock Drive.	Consultant Services Awarded	50%	Design 50% complete.	TBD	
Municipal Buildings					
West Royalty Community Center - Priority 1 upgrades	Project Awarded	10%	Construction in progress.	June 2026 - Fall 2026	$ 529,000.00
West Royalty Community Center - HVAC upgrades	Project Awarded	<10%	This project was awarded to Refrigeration Specialists Inc. Work is to begin late July.	Summer 2026 - Fall 2026	$ 164,600.00
Police Station Priority 1 Upgrades	Consultant Services Awarded	<10%	Consultant services awarded to SableArc. Initial phases of design work is underway.	TBD	TBD
Heartz Hall Building Upgrades - Phase 2 (Interior Renovation)	Project Awarded - Construction in Progress	50%	Carry over from 2025/26 fiscal year. Construction underway.	In Progress - Late Fall 2026	$ 988,464.00
Sherwood Community Centre	Consultant Services Tender Posted	n/a	Consultant services tender posted with a closing date of July 31, 2026.	TBD	TBD

Capital Summary Update - Public Works
July 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
City Hall - Security Upgrades	Project Awarded	70%	Project underway.	In Progress - Summer 2026	$ 94,300.00
City Hall & Fire Station Generator	Consultant Services Awarded	80%	Design is nearing completion.	TBD	TBD
70 Kent Street (Planning) Upgrades	Project Awarded	n/a	Project has been awarded. Construction to begin in August 2026.	August 2026 - Winter 2026	$ 269,300.00
Euston Street Redevelopment	Project Awarded - Construction in Progress	50%	Windows, HVAC, Electrical, and Plumbing work is currently underway. Geo Thermal heating lines are installed outside.	In Progress - Late Summer 2026	$ 1,697,000.00
Euston Street Redevelopment - Solar Panel Array	Project Awarded	n/a	Work to begin upon completion of roof work.	Summer 2026	$ 24,000.00
Euston Street Redevelopment - Level III Chargers	Project Awarded - Construction in Progress	60%	EV Chargers earth work is complete.	In Progress - Summer 2026	$ 219,000.00
Parkades Major Repairs & Parking					
Pownal Parkade Concrete Restoration	Project Awarded - Construction in Progress	60%	Carry over from 2025/26 fiscal year. Construction underway.	In Progress - Winter 2026	$ 1,959,580.00
Pownal Parkade Sprinkler Upgrades	Project Complete	100%	Carry over from 2025/26 fiscal year. Construction complete. Project closeout underway.	Complete	$ 187,600.00
Queen Street Parkade Upgrades	Consultant Services Awarded	n/a	A demolition/reconstruction feasibility study and an updated condition assessment is nearly complete. Temporary shoring has been installed as an interim measure to ensure the safety of Parkade users.	TBD	TBD
Master Plans & Studies					
Parking Study	Project Complete	100%	The final report is complete. The draft final report was presented to Council in January 2026, and the final version is being presented in this meeting for Committee's information.	In Progress - Spring 2026	$ 68,790.00
Municipal Design Guidelines	Consultant Services Awarded	75%	Draft chapters are in review.	In Progress - Late Fall 2026	$ 265,512.00

City of Charlottetown - Public Works Department

Public Works Operational Report: July 2026

Public Works staff continue to work diligently across all divisions as we continue the busy summer months. Crews are focused on delivering critical repairs, beautification and maintenance programs to keep the city safe, functional, and welcoming for residents and visitors. Below is a summary highlight of the ongoing operations.

- **Sidewalks** – All crews, including curbing, are focused on sidewalk repairs for upcoming paving, W&S digs, and inspection deficiencies.
- **Events –** Preparations underway for major summer events, assisting with Street closure events using our new road barricade system. Some upcoming events are the weekly Downtown Farmers Market, Pride Fest and Parade, Natal Day Weekend Celebrations, Gold Cup and Saucer Exhibition & Parade, Shellfish Festival, Moonlight Bizaare, Farm Day in the City, Trucks for Kids.
- **Buildings** – Ongoing work to maintain buildings.
- **Asphalt** – Crews working on repairs, patching, and W&S cuts.
- **Beautification** - Working hard to keep flower beds and hanging baskets watered. 2 trucks on the road to try and keep areas watered. Street Corners and plow damage cleanups still ongoing.
- **Grass** – Steady work maintaining all areas.
- **Catch Basins** – 2 crews completing street resurfacing list repairs and general maintenance.
- **Sweepers** – 2 mechanical units active along with manual downtown sweeping.
- **Signs** – Regular maintenance and changing banners/billboards as per schedule
- **Trees** – Trimming and maintenance ongoing
- **Meters** – Work remains steady.
- **Fleet** – Ongoing work and planning for seasonal transitions.
- **Department Requests** – Ongoing assistance with barricades, fencing, storage, signage, moving equipment, garbage pickup, bylaw/encampments, needle pickup, and event support.

Civic Board for Persons with Disabilities
Tuesday, July 28, 2026, 3:00PM
Stu MacFadyen Boardroom, Simmons Sports Centre

DRAFT

Present: Chair Glen Flood
Amber Robb (Staff)
Anthony Welsh
Linda Clark
Alison Galley
Judith Bayliss
Jeannie Poole

1. Call to Order
Chair, Glen Flood called the meeting to order at 3:00 PM

2. Declarations of Conflict of Interest
There were no conflicts of interest declared.

3. Approval of Agenda
Moved by Linda, seconded by Jeannie that the agenda be approved as circulated. Carried.

4. Approval of Minutes
Approved by Anthony, seconded by Alison that the draft minutes from June 16, 2026, be approved. Carried.

5. Business Arising from Minutes
There was no business arising from the minutes.

6. Discussion Items

a) Accessible Vehicle Update
As suggested from the previous meeting, Judith presented ideas for names for the taxi service. The resulting document was presented and discussed; each board member received a copy. Amber will provide a copy to Anna Keenan (City Representative with the Accessible Taxi Committee).

Glen reported that a meeting had taken place to discuss a possible price for the proposed taxi service, although nothing has been confirmed yet. Glen will follow upon this. It is hoped that the accessible taxi will be in service by the end of August, the program will be reassessed after two years.

b) Guest Speaker Suggestions
Names of possible guest speakers for future board meetings were discussed. Rick Hansen was considered a possibility, but his availability would depend on his schedule.

c) Built Environment Discussion

There are Federal monies available to publicise and promote this work. Such a project would require a qualified individual to head the work. Glen to investigate this further and circulate details to the Board for future discussion.

The City's RFQ for the Sherwood Community Centre includes a sustainable design approach. The City also plans to have the building's pre-construction drawings reviewed for Rick Hansen Foundation Accessibility Certification (RHFAC). The new building will be designed to meet all requirements for this certification.

7. Introduction of New Business

The recent announcement of awarding the completion of murals on the Provincial Library to off Island artists and not to PEI artists was discussed. Questions as to how and why this decision was made were asked. Does the Public Art Policy have a say on this matter? Board members may reach out the City's representative on Public Art for further information.

8. Adjournment

Moved by Linda, seconded by Alison. The meeting adjourned at 3:50PM.

Next meeting will be on August 25, 2026, at 3:00PM

ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
August 11, 2026

The Environment & Sustainability Committee met on July 13 and July 28, 2026. The meeting minutes are available in your package.

There is one (1) resolution for your consideration.

Respectfully submitted,
Councillor Trevor MacKinnon, Chair

Monday, July 13, 2026, 4:00 PM
Parkdale Room, 199 Queen Street, Charlottetown

PRESENT: **Mayor Philip Brown**
Councillor Trevor MacKinnon, Chair
Councillor Mitchell Tweel

ALSO:
Brad MacConnell, CAO
Richard MacEwen, Director of Community Services
Jessika Corkum-Gorrill, Manager of Environment and Sustainability
Anna Keenan, Sustainable Transportation Officer
Elmira Moghimi, Program Administrative Assistant
Kristen Gore, Climate Action Officer

REGRETS: **Councillor Norman Beck**

Order of Business: Open Session

1) **Call To Order**
Chair MacKinnon called the meeting to order at 04:02 PM

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

3) **Approval of Agenda**
It as moved by Mayor Brown that the agenda be approved and seconded by Councillor Tweel. Carried.

4) **Approval of Minutes**
It was moved by Mayor Brown and seconded by Councillor Tweel, that the minutes from May 26, 2026, be approved. Carried.

5) **Business Arising from the Minutes**
There was no business arising from the minutes.

6) **Reports/Discussions**

a. Transit Service Agreement and Bus Stop Updates – ES 26-16

Transit Service Agreement: The Committee received an update on negotiations for the updated transit service agreement involving the municipalities of Charlottetown, Stratford, and Cornwall. Jessika Corkum-Gorrill advised that comprehensive legal and operational reviews are progressing well, with the goal of presenting a final draft agreement to Council by the end of August.

Mayor Brown led a discussion on the agreement's financial implications, including fare revenue, operating costs, and the municipal cost-sharing model. Councillor Tweel inquired about the anticipated contract

commencement date. In response, Jessika Corkum-Gorrill explained that the agreement was originally intended to take effect on April 1, 2026; however, due to the detailed legal review required and in-depth negotiations and agreement review, the process has taken longer than anticipated. Brad MacConnell added that, given the agreement's 20-year term, a thorough clause-by-clause review is essential before it is finalized.

Jessika Corkum-Gorrill further clarified that municipalities will continue to contribute financially based on the level of transit service provided within their respective communities, with Charlottetown currently accounting for approximately 90% of the transit service hours and therefore bearing the largest share of the costs. She also noted that fare revenue being collected by the municipalities will begin only after the new agreement has been executed, and that the detailed financial negotiations remain confidential as they were discussed in a closed session.

The Committee also discussed future transit service expansion and opportunities for park-and-ride facilities to reduce commuter traffic into the city. Anna Keenan noted that while park-and-ride initiatives have their place, they are more applicable to the provincial rural system, connecting to the capital area.

Bus Stop Updates: Anna Keenan presented an overview of the City's long-term transit stop improvement program following the 2024 assessment of nearly 500 bus stops across all three municipalities. Upgrades are being prioritized using an evaluation process that considers infrastructure conditions, ridership, accessibility, demographic needs, land ownership, future development, staff capacity and available funding.

The Committee reviewed recently completed shelter installations and noted positive feedback from transit users. They also discussed construction costs, coordination with road and sidewalk projects to maximize efficiency, and site-specific concerns, including traffic concerns regarding a shelter location on St. Peters Road by the Sherwood Firehall. Anna Keenan committed to reviewing operational concerns at this location, while noting that transit design standards in other jurisdictions generally discourage bus pullout lanes except in specific circumstances, for example where there are very high passenger volumes, or planned dwell times for buses.

Councillor Tweel noted that the Committee is required to receive transit updates twice a year and indicated that he had previously requested changing this reporting frequency. Jessika Corkum-Gorrill confirmed that this was voted on at a past Committee meeting, with the results for the reporting frequency to remain unchanged.

Discussion also highlighted improvements to employment-area stops, continued investment in transit infrastructure, and the successful introduction of the City's electric buses, which have received favorable feedback following minor initial operational adjustments.

b. 2026 Climate Action Microgrants Recipients – ES 26-17

Kristen Gore presented an update on the 2026 Climate Action Microgrant Program, which supports community-led environmental initiatives aligned with the City's Climate Action Plan.

Eighteen eligible applications were received, with ten projects approved for funding totaling $24,325 following evaluation by a cross-departmental review committee. The increase in the annual program budget enabled additional projects to receive support this year.

Funded initiatives focus on emergency preparedness, biodiversity, water conservation, urban agriculture, and other sustainability priorities. Mayor Brown also discussed the successful World Ocean Day event, a Microgrant recipient, and a neighborhood resilience initiative inspired by lessons learned following Hurricane Fiona, emphasizing stronger community preparedness and local emergency response capacity.

c. Provincial Active Transportation Policy Change Requests – ES 26-18

The Committee reviewed the staff recommendation to request that the Province consider amendments to the Highway Traffic Act to support implementation of the City's Active Transportation Plan.

Anna Keenan shared information on proposed policy changes including permitting bicycle traffic signals; allowing cyclists to treat stop signs as yield signs where appropriate; permitting cyclists to ride two abreast under certain conditions, and allowing sidewalk cycling for children in all locations, and for adults in carefully selected locations.

The Committee engaged in a discussion that included pedestrian safety, enforcement, e-bikes, scooters, helmet use, and public consultation. Anna Keenan emphasized that any provincial legislative changes would provide municipalities with flexibility to make changes, rather than resulting in an immediate change province-wide. Councillor MacKinnon and Mayor Brown requested additional information and examples from other Canadian jurisdictions before making a recommendation.

Decision: The Committee deferred consideration of the recommendations to a future meeting to allow additional review and analysis.

7) <u>New Business</u>

Under New Business, Mayor Brown requested discussion regarding the Committee's letter to the Province concerning the Active Transportation Fund. The item was added to the meeting agenda for discussion.

The Committee discussed the Province's decision to discontinue the Active Transportation Fund. Anna Keenan confirmed that existing approved funding agreements remain secure; however, future projects previously expected to receive provincial funding may require scope adjustments. The City’s current capital budget included $200,000 in anticipated funding to support cycling infrastructure improvements in Sherwood and Parkdale, including upgrades to add protection to bicycle lanes on Maple and Belvedere Avenues, and the creation of neighborhood bikeways connecting to J Frank MacAulay park. Although the loss of funding presents challenges, Anna Keenan indicated that most of the project funding is in the City’s capital budget contribution.

Decision: The Committee directed staff to finalize and issue a formal letter to the Province, to communicate the City’s concerns regarding the discontinuation of the Active Transportation Fund, with signatures from the Mayor and Committee Chair. The Committee also reviewed progress on memorial signage for Josh Underhay Way. Orders are in progress, and signage installation is expected before the end of the construction season, at which point a community celebration ride will be arranged in coordination with the Underhay family.

<u>Adjournment</u>

It was adjourned by Councillor MacKinnon. Carried.
The meeting adjourned at 05:25 PM.

City of Charlottetown Committee Report

Report No: ES 26-16

Date: June 30, 2026

Directed to Council through the following Committee:
E&S Standing Committee

Attachments:
- N/A

Reporting Department:
Environment and Sustainability

Other Associated Departments:

Prepared by: Jessika Corkum-Gorrill, E&S Manager and Anna Keenan, Sustainable Transportation Officer

Report Title:
Transit Service Agreement and Bus Stop Updates

Report Purpose:
To respond to past Committee questions pertaining to the Transit Service Agreement and transit shelter locations.

Staff Recommendation:
That Council receives this report for information.

Report Details:

Transit Service Agreement update

The City and Trius Transit are still undergoing active negotiations to finalize updates to the Transit Service Agreement. The City's legal team reviewed the draft updates and provided input, which was shared with the Capital Area Transit Coordinating Committee (CATCC) and Trius Transit at a meeting on May 5, 2026. After that meeting, Trius Transit was going to take the draft terms and City legal input to discuss and review with their legal team. Since that time, a couple of meetings were held with Trius Transit and the three CAOs and meetings of the CAOs. On June 16, 2026, a full CATCC, operator and staff meeting was held to reconvene on the status of negotiations, which outlined general alignment and consensus reached in key areas. A meeting is booked for the end of June to do a line-by-line final review before sending the final draft back for legal input. The goal is to have a draft updated Agreement to Committee in August.

Transit Shelter Installation

To respond to a Committee inquiry about transit shelter installation planning, below is a description of the process, criteria and considerations that are used to inform where and when transit shelters are constructed. Please note that the process will continue to evolve as transit data systems improve in the coming years. Council feedback on the process is welcome.

In 2024, given an absence of such data prior to that time, staff conducted in-person visits to catalogue 493 transit stops across the three capital area municipalities, including identifying an overall subjective assessment of need for improvements at each bus stop, and noting the existing conditions, including:

- the overall level of weather exposure (i.e. are there existing buildings or trees to shield prevailing winds or rain)

- shelter or sitting bench
- concrete/asphalt/grass/gravel surfaces
- sidewalk access
- curb (desired to provide a step up to the bus
- T3 transit sign or schedule

These conditions at each stop are now mapped in the City's GIS system, and staff refer to this database to inform decision-making about future bus stop changes.

In late 2024, E&S hired a consultant to create engineering designs for upgrades to 65 bus stops in the city, of which 18 stops were chosen for construction starting last year. Work on those 18 stops has been completed in the last month. See list below for details.

Approximately 70 stops across the three municipalities were identified as requiring accessibility or safety improvements. These highest-importance stops would be those which tend to have only a road shoulder on which to wait, or other constrained space, and where no smooth surface or curb is present, therefore requiring a higher step up to the bus, and presenting trip hazards to riders with mobility challenges.

Factors taken into consideration when deciding the order in which stops receive upgrades include:

1. **The condition assessment** of the stop.
2. **The current usage of the stop**, as informed by transit route ridership data, and requests from the transit operator. (Stops for the core routes #1, 2, 3 and 23 were prioritized in 2025).
3. **The projected future usage**; some of our current bus stops will be retired as buses routes are adjusted in future years as per the recommendations of the 10 year public transit plan. Other stops are projected to have increased future traffic as more service is added, as nearby businesses expand, or as new residential areas are developed.
4. **Demographic need** (e.g. the presence of nearby residences for seniors or people with a disability, communities that are more likely to use transit and more likely to require accessibility accommodations).
5. **Land ownership and available space:** if the bus stop is entirely in the public right of way, it is simpler for us to proceed. If an easement needs to be secured, this may delay our ability to proceed with construction. Some stops do not have sufficient space to construct a shelter – a sitting bench may be provided where space is narrow, and other stops may only be able to receive a concrete pad upgrade.
6. **Future street construction plans.** Considering this allows us to find cost efficiencies between departments. For example, bus stops that are part of the University Avenue Master Plan area will be upgraded as part of that project, not before. On the other hand, this year at least six bus stops will be added on streets where Public Works is constructing sidewalks, even if they were lower priority on the transit bus stop list.
7. **Available budget.**

Note that the transit operator is consulted with before any shelter installations and is invited to provide input on bus stop designs before they are constructed.

Details for the 18 bus stops recently constructed:

With shelters (4 new shelters, 2 shelters relocated to new sites, 2 shelters relocated on the same site):

1. **4147240 University & Enman** New 4' x 8' shelter and bench on concrete pad.
2. **4147297 Ellen Creek Plaza & Beach Grove** New 4' x 8' shelter and bench on concrete pad.
3. **4147301 Maypoint & April** Construction of sidewalk, concrete pad, relocation of existing 4' x 8' shelter and bench to better support residents of Queens County Residential Services, including many wheelchair users.
4. **4147404 Lower Malpeque & Royalty** New-to-site relocated 4' x 8' shelter and bench on concrete pad, with culvert installation.

5. **4147444 DVA Shelter** (Boulder park) relocation of existing 4’ x 8’ shelter and bench on concrete pad to Church St, where the bus to Stratford actually stops. (All required approvals from the province have been secured.)
6. **4147479 University & Indigo/Goodlife** Removal of two existing 4’ x 8’ shelters (relocated to other sites), installation of 12’ x 10’ shelter and benches, and larger concrete pad.
7. **4149113 Upton & Royalty** New-to-site 4’ x 8’ shelter and bench on concrete pad.
8. **4230452 Biovectra** New 6’ x 16’ shelter and benches and concrete pad.

Without shelters:

9. **4147163 North River & Warburton** Concrete pad & bench.
10. **4147359 North River & Waterview** Concrete pad & bench.
11. **4147327 Maypoint & New PE Home** Concrete pad & bench.
12. **4147386 St. Peter's & Firehall** Concrete pad from existing shelter to curb.
13. **4147396 North River & Colonel Gray** Concrete pad & bench.
14. **4147415 Maypoint & April** Concrete pad & bench.
15. **4147433 Maple & Oak** Concrete pad & bench.
16. **4147460 Grafton & Holland College** Concrete pad & bench.
17. **4147473 Oak & Barbour** Concrete pad & bench.
18. **4212940 Kensington & Red Shores** Concrete pad & bench.

The next set of bus stop locations for upgrades have not yet been decided upon, but some known priorities that will be assessed for inclusion in the next package include:

- UPEI stops (both on University Avenue, and adjacent to the Confederation Trail at The Mount)
- Gower St/St Peter’s Rd

Councillors are always welcome to provide staff with information on demographic needs and transit accessibility challenges in their community.

Council or Committee History:
At the May 26, 2026, E&S Committee meeting, Mayor Brown asked for staff to report back on the two transit topics included.

September 2025, Council passed a resolution to purchase shelters from Daytech.

October 28, 2025 E&S Committee – Report to seek Council approval to award construction services to upgrade 18 bus stops, including installation of six shelters.

November 2024, Council awarded a contract for bus stop project management (engineering design for bus stops) to Harbourside Engineering.

Financial Implications:
N/A

Public Engagement and Communication:
Staff are already receiving positive feedback and thanks from the public on bus stop upgrades done, especially those with accessibility considerations.

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:

Purpose: provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city; Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.

Guiding Principles: People-focused, Collaborating, Accountable, Safety.

Commitments: Sustainability, Reconciliation, Collaboration and partnership, Inclusion and representation, Engagement, Communication.

Pillars: Community-Building and Placemaking, Governance and Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG June 17/26	MR June 18, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown

Report No: ES 26-17

Date: June 30th, 2026

Directed to Council through the following Committee: E&S Standing Committee

Department: Environment and Sustainability

Prepared by: Kristen Gore, Climate Action Officer

Attachments:

- Climate Action Microgrant Application Summaries – Selected Projects 2026

Report Title:
2026 Climate Action Microgrant Recipients

Report Purpose:
Update Council on the projects that are being funded through the 2026 Climate Action Microgrant Program.

Recommendation:
That Council receives this report as information.

Report Details:
The Climate Action Microgrant program offers small scale grants up to $2,500 to community groups and individuals that are planning an event or project that works towards the goals and actions of the City's Climate Action Plan.

Applications were open from April 10 to May 15, 2026. Eighteen eligible applications were received. Successful applicants were selected by a cross-departmental committee of seven City staff, based on project alignment with the Climate Action Plan, as well as their potential community impact and feasibility.

The 2026 Climate Action Microgrant Selection Committee was composed of the following members:

- Alistair Ozon, Water Coordinator
- Doug Dumais, Culture and Economic Coordinator
- Jessika Corkum-Gorrill, Manager, Environment and Sustainability
- Julia Brown, Forest Technician Assistant
- Kristen Gore, Climate Action Officer
- Stephanie Mitchell, Communications Officer
- Sydney Gillis, Sustainability Project Coordinator

With senior leadership approval, the Microgrant Selection Committee is awarding 10 Microgrants worth a total of $24,325 to the following projects:

Project	Organization	Microgrant Award	Budget Source
Creating an Urban Forest with Native Plantings	Upton Farm Trust	$2500	E&S
Documentation and Education on Wild Bird Fatalities and Building Light in Charlottetown	Nature PEI	$2500	E&S
Esther Lowden Heritage Green: Growing History, Food, and Community	The Haviland Club Inc	$2500	E&S

Growing Local Resilience: Community Biofertility and Climate-Smart Food Systems in Charlottetown	Farm Centre Association	$2500	E&S
Neighbourhood Emergency Preparedness Workshop	The Voluntary Resource Council	$2500	E&S
Ready Together Charlottetown: Neighbourhood Resilience Gathering	Theresa Richards	$2500	E&S
Voices for Biodiversity: A Community Event for Reflection, Dialogue, and Action	Island Nature Trust	$2500	E&S
World Ocean Day	STEAM PEI	$2325	E&S
Youth Impressions: Stamping and Sowing a Sustainable Future	The Native Council of PEI	$2500	E&S
Catching Fish (a puppet show by Becca Griffin)	Rebecca Griffin	$2000	W&S

Council or Committee History:

This program has been offered annually since 2014. Funds were approved in the 2026-27 E&S Operating Budget and increased by $10,000 from the 2025-26 fiscal year to enable the City to support a greater number of valuable, locally led community projects that advance the City's climate goals.

In April 2026, Council received an update on the transition from the Community Sustainability Microgrants program to the Climate Action Microgrants program. This change better aligns the program's name and focus with the goals and actions outlined in the Climate Action Plan.

Financial Implications:

The following funds will be awarded through the 2026 Climate Action Microgrant Program:

Department	Budget	Funds
Environment and Sustainability	2026-27 Operating Budget	$22,325
Water and Sewer	2026-27 Operating Budget	$2,000

Public Engagement and Communication:

Successful Microgrant recipients will be featured on the City's website, along with summaries of their projects. The City will also share information on the various projects as they occur throughout the year, where capacity allows.

Legislative Authority:

Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:

Vision: Creating a community for everyone.
Purpose: Build a sustainable and resilient city.
Guiding Principles: People-focused, Collaborating, Welcoming.
Commitments: Sustainability, collaboration and partnership, Inclusion, Commitment to ongoing community engagement.
Pillars: Community-Building and Placemaking, Governance and Civic Engagement, Infrastructure and the Environment.

Reviewed By:

Manager	Director/CAO
JCG June 17/26	MR June 18, 2026

Committee Recommendation: (if differing from staff)

2026 Climate Action Microgrant Recipients

Upton Farm Trust - Creating an Urban Forest with Native Plantings

The Upton Farm Trust Board will purchase native tree and shrub species for planting across the Upton Farmlands. This initiative will help create natural shelter and habitat for wildlife, enhance the experience for walkers, and support biodiversity by competing with and reducing the spread of invasive species. It will also contribute to increasing the acreage of urban woodland within the municipal boundaries of the City of Charlottetown, strengthening ecological resilience.

Nature PEI - Documentation and Education on Wild Bird Fatalities and Building Light in Charlottetown

Nature PEI will investigate the problem of nighttime light contributing to the death of wild birds in Charlottetown and assess whether this is a serious issue. The project will gather baseline information about fatal light attraction of birds in parts of the city by examining and mapping nighttime light, and observing and documenting bird deaths in Charlottetown during the spring, early summer, and especially during fall migration. Nature PEI's team will outline, map, and inspect parts of the downtown and UPEI for lights at night that might prove fatal to migrating birds. This is a well-documented phenomenon in large cities with tall buildings. Bird mortality due to excessive night light and window collisions is a major toll on wild bird populations in North America, and this project will undertake the first step in defining, addressing, and mitigating this problem. Demonstrations of how to use window collision tape to prevent bird window strikes will also be arranged with volunteer homeowners.

The Haviland Club Inc - Esther Lowden Heritage Green: Growing History, Food, and Community

The Esther Lowden Heritage Green project will transform an underutilized empty lot adjacent to the Haviland Club into a vibrant, climate-friendly community space that aligns with the Club’s transition into a heritage trust and its public-serving mandate. As the Haviland Club evolves to steward Haviland House, a designated pre-Confederation heritage property, the project extends its mission beyond the building itself by activating the surrounding landscape for public benefit, sustainability, and education. The project will include a community vegetable garden with raised beds to support local food production and food literacy, as well as a picnic table and gathering space for informal community use and small heritage programming. It will also involve planting

native and climate-resilient trees to provide shade, enhance biodiversity, and contribute to carbon reduction.

Farm Centre Association - Growing Local Resilience: Community Biofertility and Climate-Smart Food Systems in Charlottetown

This project will establish a small-scale, highly visible demonstration site at the PEI Farm Centre to showcase how residents can produce their own biofertilizer using locally grown plants such as comfrey, clover, and other nutrient-rich biomass. Through hands-on workshops, interpretive signage, and a simple take-home guide, the project will equip community members with practical, low-cost tools to improve soil health, reduce reliance on imported fertilizers, and strengthen local food system resilience in Charlottetown.

The Voluntary Resource Council - Neighbourhood Emergency Preparedness Workshop

The Neighborhood Emergency Preparedness Workshop is a free community event designed to help residents build practical skills and knowledge to prepare for climate-related emergencies and extreme weather events. In partnership with local organizations, it will provide accessible, action-oriented education on risks such as hurricanes, severe storms, flooding, heat waves, and extended power outages. Topics include building a 72-hour emergency kit, storm preparedness, heat safety, planning for medical needs, emergency communication, and pet safety. Participants will engage with preparedness professionals, ask questions, and access practical resources, with materials such as checklists, contact cards, and small emergency items provided where possible. The workshop promotes climate adaptation and community resilience by increasing awareness, strengthening preparedness skills, and improving access to reliable safety information through inclusive and accessible community education.

Theresa Richards - Ready Together Charlottetown: Neighbourhood Resilience Gathering

Ready Together is a small-scale neighbourhood gathering focused on strengthening emergency preparedness and climate resilience in Charlottetown. Inspired by experiences during Hurricane Fiona, the event will bring residents in the Orlebar Park/North of Euston neighbourhood together to build practical readiness for climate-related emergencies such as power outages, severe storms, and service disruptions. Activities will emphasize preparedness, including demonstrations of simple emergency tools, guidance on building basic emergency kits, neighbourhood resilience mapping to identify local skills and supports, and the creation of a voluntary contact and check-in network. Through shared learning and connection, the project

aims to improve coordination, communication, and mutual support among neighbours, helping residents become more prepared and resilient during future emergencies.

Island Nature Trust - Voices for Biodiversity: A Community Event for Reflection, Dialogue, and Action

Voices for Biodiversity is a half-day community engagement event aimed at fostering knowledge-sharing, collective visioning, and action for biodiversity conservation in Charlottetown and PEI. Bringing together local environmental organizations, Indigenous voices, educators, and community members, the event will feature interactive booths, a rotating speaker series on topics such as ecological history, habitat loss, conservation efforts, and Indigenous knowledge, and a collaborative art activity that invites participants to envision a thriving biodiverse future. Through shared learning and creative engagement, the project will amplify local environmental work, strengthen community connections, encourage civic participation, and support a more informed and action-oriented network of Islanders committed to protecting and restoring biodiversity.

STEAM PEI - World Ocean Day

STEAM PEI's World Ocean Day Event is a free, community-based environmental education initiative designed for youth (K-12), their families, and the community in Charlottetown. Held in celebration of World Ocean Day 2026 (June 8th), the event will provide hands-on STEAM learning experiences focused on ocean health, water protection, environmental sustainability, and climate awareness. Participants will explore ocean biodiversity, learn about the impacts of litter, pollution, and oil spills on waterways, participate in water quality testing activities, engineer buoyant devices, learn about acid rain, and create ocean-themed arts and crafts. The event promotes environmental stewardship through interactive and collaborative activities that are accessible, engaging, and educational for all ages. The initiative aims to strengthen community awareness and action around sustainability while fostering meaningful partnerships and inclusive participation within the community.

The Native Council of Prince Edward Island - Youth Impressions: Stamping and Sowing a Sustainable Future

This project brings NCPEI youth together in Charlottetown to foster community connectedness through land-based art and environmental stewardship. We will host a hands-on workshop where participants transform office waste (shredded paper) into homemade bookmarks embedded with native seeds. To personalize these items, youth will engage in linocutting to create unique stamps representing environmental topics important to them, such as water protection, pollution, biodiversity, and cultural preservation. These bookmarks will then be

distributed at a public environmental booth during National Indigenous People's Day to showcase youth perspectives and encourage native planting by residents.

Becca Griffin - Catching Fish (a puppet show by Becca Griffin)

Catching Fish is a puppet show created by Becca Griffin with music by Jasmine Michel (produced by Brielle Ansems). The piece follows The Old Man as he settles on the dock for a peaceful afternoon of fishing, only to have his quiet time interrupted by an ethereal entity, The Child, who flies in on a cloud. The two characters, along with an adorable cast of seabirds and fish, experience a 25-minute journey of emotional ups and downs. With no dialogue, an original score, and wholesome themes of alighting the inner child within, and caring for our seaside environment, this piece is suitable for audiences of all ages and backgrounds. The piece will be performed four times during the new children's theatre festival "Silly Goose Theatre Festival," outside of Beaconsfield Carriage House, with the Charlottetown Harbour as the backdrop.

City of Charlottetown Committee Report

Report No: ES 26-18

Date: June 30, 2026

Directed to Council through the following Committee:
E&S Standing Committee

Reporting Department:
Environment and Sustainability

Other Associated Departments:

Prepared by: Anna Keenan, Sustainable Transportation Officer

Attachments:

- Excerpt from Section 6.5 of the City's Active Transportation Plan (Attachment included within the E&S Resolution #1

Report Title:
Provincial Active Transportation Policy Change Requests

Report Purpose:
To request that Council recommend provincial policy changes as outlined in the Active Transportation plan.

Staff Recommendation:
That Council requests that the Government of PEI make four key changes to the Highway Traffic Act or its regulations, in order to enable greater uptake of active transportation in municipalities.

Report Details:

The Capital Region Active Transportation Working Group is a group for information-sharing and coordination between staff working on active transportation at the three capital area municipalities, and the Province. At the two most recent Working Group meetings, the recommendations of the City's Active Transportation (AT) Plan for provincial policy were discussed.

Provincial staff have indicated that they are currently reviewing the Highway Traffic Act and its regulations and have shared with staff that to proceed with provincially related goals in Charlottetown's AT Plan, an official request from Council is recommended.

In chapter six of the AT plan, policy recommendations were made to support uptake of AT. Through the process of developing the AT Plan, including public engagement input, it became apparent that increasing uptake of AT within Charlottetown is not only within municipal control, but that some provincial barriers to uptake exist.

The four provincial policy recommendations that staff recommend Council request be assessed at this time – each requiring an amendment to the Highway Traffic Act or its regulations – are listed below. The details and rationale behind each request are included in the attached excerpt from the AT Plan.

1 – Bike Signals
2 – Rolling Stops (also known as the 'Idaho Stop')
3 – Riding Two Abreast
4 – Cycling on Sidewalks

The Bike Bus program has demonstrated the potential benefits for each of these policy changes, particularly for youth cyclists.

Note that in all cases, changing the policy at the provincial level can be done in such a way as to allow these changes to be implemented only in those municipalities who decide bring them into effect, whereas the status quo may still persist in rural areas, and in municipalities who do not support these local changes.

At this time, staff are not recommending that Council request provincial assessment of one policy proposal from Chapter 6: the relaxation of PEI's mandatory helmet law. Staff instead recommend that Council only request such a change if and when a sufficient network of safe and separated cycling networks as envisaged in the AT Plan has been constructed, which is still likely many years away from becoming reality.

Making the four request policy changes will contribute to a greater update of active transportation, particularly in summer months, therefore reducing motor vehicle congestion and parking pressure in the city. Making these changes at a provincial level will not only benefit the capital city, but also other municipalities who are investing in improving their active transportation infrastructure to better accommodate cycling.

Council or Committee History:
November 25, 2025 - Active Transportation Plan adopted by Council

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:
Purpose: provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city; Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.
Guiding Principles: People-focused, Collaborating, Accountable, Safety.
Commitments: Sustainability, Reconciliation, Collaboration and partnership, Inclusion and representation, Engagement, Communication.
Pillars: Community-Building and Placemaking, Governance and Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG June 18/26	MR June 18, 2026

Committee Recommendation: (if differing from staff)

DRAFT

Tuesday, July 28, 2026, 12:00 PM
Parkdale Room, 199 Queen Street, Charlottetown

PRESENT: **Mayor Philip Brown**
Councillor Trevor MacKinnon, Chair
Councillor Mitchell Tweel
Councillor Norman Beck – Attended virtually

ALSO:
Brad MacConnell, CAO
Richard MacEwen, Director of Community Services
Jessika Corkum-Gorrill, Manager of Environment and Sustainability
Anna Keenan, Sustainable Transportation Officer
Elmira Moghimi, Program Administrative Assistant
Sydney Gillis, Project coordinator
Nick Walker, Energy Management Engineer – Attended virtually

REGRETS: **None**

Order of Business: Open Session

1) **Call To Order**
Chair MacKinnon called the meeting to order at 12:06 PM

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

3) **Approval of Agenda**
It as moved by Mayor Brown that the agenda be approved and seconded by Councillor Tweel. Carried.

4) **Approval of Minutes**
It was moved by Mayor Brown and seconded by Councillor Tweel, that the minutes from July 13, 2026, be approved. Carried.

5) **Business Arising from the Minutes**
There were three (3) business arising from the minutes.

a. Bus Stop on St. Peters Road

Councillor Tweel raised concerns previously brought forward by a resident regarding the bus stop on St. Peters Road near the fire station. The concern was that vehicles turning left from nearby commercial parking areas may be too close to a stopped bus and may not have enough room to safely maneuver around it. A suggestion was made that the bus stop may need to be relocated further north on St. Peters Road.

Councillor MacKinnon noted that this bus stop is one of the few locations where a bus can pull partially off the roadway but agreed that the matter should have further review. It was noted that relocating a bus shelter can involve

significant costs, potentially around $40,000 for a new shelter and less if relocating an existing one, and would also require review of property lines, traffic patterns, and operational impacts. Councillor Tweel requested that police, public works, and transit staff should examine the issue further. Anna Keenan indicated the matter had been noted, but timelines are dependent on staff capacity and priorities.

b. Frequency of Transit Discussions at Committee

Councillor Tweel questioned whether transit matters should be discussed more frequently by the committee, noting that transit is an important responsibility for the City of Charlottetown and that twice-yearly dedicated discussions may not be sufficient. Jessika Corkum-Gorrill clarified that transit reports and updates are brought forward more often than twice a year and in addition, that transit matters can be brought forward when requested by Committee. She noted that a report was recently prepared in response to a committee member requesting transit shelter updates.

The committee discussed whether a prior motion or resolution had been passed regarding the frequency of transit updates. Jessika Corkum-Gorrill indicated that no formal recommendation to council had been made and that previous votes by the Committee had not resulted in a supported motion to increase transit reporting frequency.

c. Active Transportation Funding and Projects

Mayor Brown discussed active transportation funding, including previous reliance on provincial active transportation funding and the impact of reduced funding on proposed projects in Sherwood and Parkdale. Anna Keenan clarified that the City's budget had assumed $200,000 from the provincial AT fund, and that the City's contribution remains available to proceed with design work. However, final project scope may depend on tender results and available capital funding.

Anna Keenan also clarified that a route mentioned by residents on Lilac Avenue and Brackley Point Road is a bike bus route, not a location where protected cycling infrastructure is currently proposed. Planned infrastructure work in Sherwood is focused on adding protection to existing painted bike lanes on Maple Avenue and Belvedere Avenue. Parkdale work is focused on neighbourhood bikeways connecting to J. Frank McAulay Park.

Mayor Brown also referenced federal active transportation funding opportunities through Infrastructure Canada and emphasized the importance of monitoring future funding streams that could supplement or replace reduced provincial funding.

6) Reports/Discussions

a. Provincial Active Transportation Policy Change Requests - ES 26-18

This report was brought to Committee for a second time to allow Committee members more time to review and digest the information. Anna Keenan presented four proposed requests to the Province of Prince Edward Island for changes to the Highway Traffic Act and related regulations. The changes would allow PEI municipalities, where appropriate, the option to implement active transportation measures within their own boundaries. The four proposed changes were: allowing bicycle signals; permitting cyclists to treat stop signs as yield signs in certain circumstances; allowing cyclists to ride two abreast where it does not impede traffic; and allowing cycling on sidewalks for children and, in carefully selected and signed locations, for adults.

Anna Keenan emphasized that these changes would not be immediate. Provincial legislative or regulatory changes could take more than a year, and municipal implementation could take additional time. The request was framed as an expression of interest asking the Province to assess the proposed changes. She also provided examples from other jurisdictions, including Canadian provinces, U.S. states, Europe, and Japan, where similar approaches exist in varying forms.

Councillor MacKinnon discussed the need for additional Canadian and Atlantic Canadian comparisons. Councillor Tweel highlighted the importance of consulting Police and Public Works before implementation, as well as the challenges of enforcement. Committee members emphasized that Charlottetown's infrastructure and traffic culture differ from larger cycling-oriented jurisdictions, and that public education, safety, and infrastructure readiness must be considered. Brad MacConnell specifically identified Police consultation as important because enforcement and public frustration often fall to Police. He also expressed that the Province would want to see City Police input.

Mayor Brown raised the importance of helmet use, referring to advocacy from Injury Free PEI and personal experience. Discussion clarified that the proposed policy changes did not seek to amend existing helmet requirements. Members expressed continued support for promoting helmet use and improving compliance, while recognizing that enforcement remains a separate but related issue.

Mayor Brown moved that the four provincial active transportation policy change requests be forwarded to Council for consideration, with continued consultation and attention to helmet promotion and enforcement. Councillor Beck seconded the motion. Discussion noted that Councillor Tweel was not ready to support the recommendation, as additional internal work was needed, and that Councillor MacKinnon preferred to receive responses from other departments before moving the matter to Council. Brad MacConnell noted that the recommendation could still be moved forward while consultation continued. The motion carried, with Mayor Brown, Councillor Beck, and Councillor MacKinnon voting in favour, and Councillor Tweel opposed.

b. 2026 Rooted in Art Update - ES 26-19

Sydney Gillis provided an update on the Rooted in Art program, which began in 2020 as a self-guided walking tour of temporary art installations in city trees to encourage exploration of Charlottetown's urban forest. In previous years, four artists were selected by a staff committee, and each received a $2,500 stipend to create installations displayed for two to three weeks.

While the program has been successful, Sydney Gillis noted challenges including vandalism, repair costs, limited participation mainly from installation artists, repeat applicants, and difficulty measuring public engagement due to the self-guided format. For 2026, the program will be reformatted as a live, nature-inspired art competition.

The event will invite eight artists to create original works based on a natural city landscape selected by staff during a three-hour competition. Applications were open until August 3 at 4 p.m. and will be reviewed by a selection committee made up of staff from Environment and Sustainability, Events and Tourism, and a representative of the Arts Advisory Board, using a published scoring rubric.

Prizes will be $1,500 for first place, $1,000 for second place, and $750 for third place, with all participating artists receiving a $500 honorarium. An informal "Anything Grows" category will also be open to attendees of all ages and skill levels, with a $100 Blank Canvas gift card as the prize. The 2026 event will be held in Victoria Park on September

12, with plans to rotate the event to other wards in future years. Artwork will be temporarily retained by the City for public display, with the Euston Street building identified as a possible first location.

Committee members supported the revised format and encouraged coordination with the communications team for promotion and awards. CAO MacConnell asked staff to ensure that Communications and the Committee were invited to the event. Councillor Tweel supported rotating the event to other areas of the city in future years rather than always hosting it in Victoria Park.

c. Active Transportation Wayfinding Project Update - ES 26-20

Anna Keenan provided an update on the 2026 Active Transportation Wayfinding Project, to help people navigate Charlottetown by walking and cycling. She noted that active transportation routes often differ from vehicle routes and are poorly signed, creating barriers for users.

WSP, which prepared the City's Active Transportation Plan, was selected to develop the wayfinding system. Its final report will include an overall wayfinding approach and a phase one implementation plan focused on the eastern side of the city. The system is intended to reduce perceived distance barriers, highlight hidden or low-stress routes, and reduce navigational anxiety for pedestrians and cyclists. Phase one includes 74 fingerboard-style signs on 16 posts along the newly named Josh Underhay Way, with related memorial signage orders being placed. Once installation timing is confirmed, Anna Keenan will coordinate with the Underhay family on a community group ride. A second phase-one component will include approximately 40 additional posts and 200 fingerboard signs in Parkdale, Sherwood, Hillsborough Park, and East Royalty, connecting to and through Josh Underhay Way.

The strategy will guide implementation across the rest of the city over the next three to four years, moving from the east side to central Confederation Trail connections, then west and north. Anna noted that 50% of this phase is funded through secured provincial active transportation funding, including $50,000 from the Province, while future phases may require City or alternate funding.

Mayor Brown and the CAO emphasized the need for consistent signage across Charlottetown, Stratford, Cornwall, and the broader capital area to support a seamless active transportation network. Anna confirmed the project had been presented to the Capital Area Active Transportation Working Group and that neighbouring municipalities and the Province were aware of the work and City staff confirmed that they would share the final project information. Members requested that draft Josh Underhay Way memorial signage content be shared with the committee.

Anna Keenan also noted that sign size, font, and placement were based on transportation signage best practices, and sign dimensions designed for cyclist and pedestrian approach speeds.

d. Better Homes Program Update - ES 26-21

Nick Walker provided an update on the Better Homes program, a collaboration between Efficiency PEI and the City of Charlottetown. Since 2019, the program has supported five neighborhoods and approximately 200 participants by reducing barriers for homeowners undertaking energy efficiency improvements. The program provides energy audits, quick tips, and small preparatory projects so homeowners are better informed and more comfortable pursuing larger energy efficiency upgrades.

DRAFT

The City's Climate Action Plan includes goals to expand the program, eventually supporting up to 1,000 homes per year by 2030 and making the program citywide. For the current year, staff proposed opening the program to any homeowner in Charlottetown, with capacity for at least 115 participants, rather than limiting it to a selected neighborhood.

To maintain community engagement despite the broader citywide approach, Nick Walker proposed a friendly ward-based participation comparison. A public map would show participation levels by ward beginning this year, while protecting personal information and not identifying individual homes. Potential future data could include participation rates and rebate activity, subject to coordination with Efficiency PEI.

7) New Business

Under New Business, Mayor Brown requested that staff provide information at the next committee meeting regarding Duncan Shaw's virtual power plant proposal, specifically staff's response to the latest email and how the proposal relates to energy storage, energy efficiency, and broader climate action objectives.

Adjournment

It was adjourned by Mayor Brown. Carried.
The meeting adjourned at 01:26 PM.

DRAFT

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Environment & Sustainability # 1

MOTION CARRIED _____

MOTION LOST _____

Date: August 11, 2026

Moved by Councillor Trevor MacKinnon

Seconded by Councillor Norman Beck

RESOLVED:

That Council requests that the Government of PEI make four key changes to the Highway Traffic Act or its regulations, in order to enable greater uptake of active transportation in municipalities,

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

City of Charlottetown Committee Report

Report No: ES 26-18

Date: July 28, 2026

Directed to Council through the following Committee:
E&S Standing Committee

Reporting Department:
Environment and Sustainability

Other Associated Departments:

Prepared by: Anna Keenan, Sustainable Transportation Officer

Attachments:

- Excerpt from Section 6.5 of the City's Active Transportation Plan

Report Title:
Provincial Active Transportation Policy Change Requests

Report Purpose:
To request that Council recommend provincial policy changes as outlined in the Active Transportation plan.

Staff Recommendation:
That Council requests that the Government of PEI make four key changes to the Highway Traffic Act or its regulations, in order to enable greater uptake of active transportation in municipalities.

Report Details:

The Capital Region Active Transportation Working Group is a group for information-sharing and coordination between staff working on active transportation at the three capital area municipalities, and the Province. At the two most recent Working Group meetings, the recommendations of the City's Active Transportation (AT) Plan for provincial policy were discussed.

Provincial staff have indicated that they are currently reviewing the Highway Traffic Act and its regulations and have shared with staff that to proceed with provincially related goals in Charlottetown's AT Plan, an official request from Council is recommended.

In chapter six of the AT plan, policy recommendations were made to support uptake of AT. Through the process of developing the AT Plan, including public engagement input, it became apparent that increasing uptake of AT within Charlottetown is not only within municipal control, but that some provincial barriers to uptake exist.

The four provincial policy recommendations that staff recommend Council request be assessed at this time – each requiring an amendment to the Highway Traffic Act or its regulations – are listed below. The details and rationale behind each request are included in the attached excerpt from the AT Plan.

1 – Bike Signals
2 – Rolling Stops (also known as the 'Idaho Stop')
3 – Riding Two Abreast
4 – Cycling on Sidewalks

The Bike Bus program has demonstrated the potential benefits for each of these policy changes, particularly for youth cyclists.

Note that in all cases, changing the policy at the provincial level can be done in such a way as to allow these changes to be implemented only in those municipalities who decide bring them into effect, whereas the status quo may still persist in rural areas, and in municipalities who do not support these local changes.

At this time, staff are not recommending that Council request provincial assessment of one policy proposal from Chapter 6: the relaxation of PEI's mandatory helmet law. Staff instead recommend that Council only request such a change if and when a sufficient network of safe and separated cycling networks as envisaged in the AT Plan has been constructed, which is still likely many years away from becoming reality.

Making the four request policy changes will contribute to a greater update of active transportation, particularly in summer months, therefore reducing motor vehicle congestion and parking pressure in the city. Making these changes at a provincial level will not only benefit the capital city, but also other municipalities who are investing in improving their active transportation infrastructure to better accommodate cycling.

Council or Committee History:
November 25, 2025 - Active Transportation Plan adopted by Council

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:
Purpose: provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city; Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.
Guiding Principles: People-focused, Collaborating, Accountable, Safety.
Commitments: Sustainability, Reconciliation, Collaboration and partnership, Inclusion and representation, Engagement, Communication.
Pillars: Community-Building and Placemaking, Governance and Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG June 18/26	MR June 18, 2026

Committee Recommendation: (if differing from staff)

6.5 Provincial Policy Recommendations

Throughout the development of the ATP, several challenges have been identified related to provincial policies and laws. To create a stronger culture of cycling in Charlottetown and to support new types of active transportation infrastructure, the following recommendations have been developed for the Province's consideration.

6.5.1 Bike Signals

As new intersection types for cycling emerge in Charlottetown, there will be a need for new signal technologies for cyclists. In other jurisdictions, creating safer intersections and crossings for cyclists often includes dedicated phasing, which separates cyclists from conflicting vehicle movements. Dedicated bicycle symbols are required to allow for bicycle phases. The City should request that the province update the Highway Traffic Act to allow for bicycle signals. The review should also include design considerations to improve mid-block pedestrian crossings and allow for bicycles to cross at mid-block locations. Mid-block pedestrian and bicycle crossings should include pedestrian and bicycle signal heads to notify pedestrians and cyclists that it is safe to cross and that vehicles have flashing lights to yield to them.



Figure 6.15: Bicycle signal in San Francisco



Figure 6.16: Dutch Bicycle Signals

6.5.2 Rolling/Idaho Stops

A rolling stop (also known as an Idaho stop) is permitted in several jurisdictions so cyclists do not have to come to a complete stop at stop signs and treat stop signs as yields instead. Several states in the United States have legalized this, including Idaho, Delaware, Colorado, Washington, and Oregon. Several European countries have developed similar laws or signage that allow cyclists to treat stops as yields. European countries that have higher cycling mode shares often don't use stop signs as the default and instead use yield signs more, especially in urban and residential areas. These countries include the Netherlands, Denmark, and Scandinavian countries.

This law may contribute to higher cycling rates, especially when considering that restarting from a complete stop for a cyclist requires approximately the same amount of energy as cycling 100 metres (CROW Design Manual for Bicycle Traffic, 2016). To put this in context, a cyclist riding along Fitzroy Street from the Confederation Trail to Rochford Street will ride a distance of approximately 1500 metres and would have to come to 8 complete stops. Coming to complete stops along this ride is the equivalent of riding an additional 800 metres, or 53% more.

In addition to reducing effort for cyclists, additional benefits to permitting rolling stops have been found, including:

- **Safety Benefits:** Idaho saw a 14.5% decrease in cyclist injuries from motor vehicle crashes after implementing their law and Delaware saw a 23% reduction in crashes involving cyclists at stop signs.
- **Reduced Risk and Traffic:** Cyclists maintaining a slow roll through an intersection allows for more continuous traffic flow, as cyclists take more time to accelerate from a stop and cross. Cyclists can increase their visibility with a higher position and reduce their time in the intersection, reducing their exposure time to potential conflicts.
- **Encourages Cycling and Reduces Barriers:** Since rolling stops are common in practice, decriminalizing this behaviour helps align enforcement with actual road use patterns and eliminates an unnecessary law for police to enforce. Additionally, it can reduce unnecessary interactions between police and cyclists, which can be particularly meaningful for individuals from marginalized

communities. Eliminating this fear for cyclists or potential cyclists makes for a more equitable transportation system and can increase the number of cyclists in a city. When there are more cyclists in a city, studies have shown that motorists drive more carefully and are more aware of cyclists.

(Source: US National Highway Traffic Safety Administration, March 2022)

It is recommended that the City of Charlottetown work with the Government of PEI and advocate for updating the Highway Traffic Act to permit rolling stops for cyclists. A first step could include allowing municipalities to pass their own by-laws to allow for rolling stops and Charlottetown could pilot allowing rolling stops in the City.

6.5.3 Riding Two Abreast

Cycling is a naturally social activity, that often involves riding in groups or riding with children learning to bike. Permitting cyclists to ride two abreast on Prince Edward Island roads would help enhance safety, visibility, and the overall cycling experience. Many jurisdictions across Canada and internationally already allow two-abreast riding, recognizing its benefits for both cyclists and motorists, which include the following:

- **Increased Visibility**: Cyclists riding side by side are more noticeable to drivers, reducing the risk of collisions.
- **Shorter Passing Distance**: When riding in pairs, a group of cyclists is shorter in length, requiring less time to overtake, resulting in less time that a vehicle is in an opposing lane.
- **Discourages Unsafe Passing**: Encourages drivers to change lanes fully rather than attempting to squeeze by in the same lane.
- **Enhanced Social Experience**: Riding side by side allows cyclists to communicate more easily, making rides more enjoyable, especially for group rides and parents cycling with children.
- **Cycling with Children**: Allows parents to ride beside children. Parents may ride in a position closer to passing vehicles for both protection and to guide children, ensuring that they do not accidentally cycle towards the centre of the road. This is especially important to encourage safer cycling to schools, especially when children are old enough to not ride on sidewalks and start learning to ride on

streets. Feedback was gathered from the two Charlottetown elementary schools who piloted a 'Bike Bus' program in Spring of 2025, that being allowed to ride in such a formation would be beneficial, feeling safer for the group by enabling better communication with participating children, and between the 'lead' and 'sweep' adult guides for the group ride.



6.5.5 Cycling on Sidewalks

It is recommended that the City advocates for a review of provincial legislation in the Highway Traffic Act for rules around cycling on sidewalks, and to review City by-laws related to cycling on sidewalks. While a blanket permission to be able to cycle on all sidewalks in the city is not recommended, there may be cases where it is appropriate, including:

- Children under the age of 14 learning to cycle
- Short segments of sidewalks on roads where safe cycling facilities do not exist and that meet certain criteria

Children Cycling on Sidewalks

Many jurisdictions allow children under the ages of 14 to cycle on sidewalks through passing a city-wide bylaw. However, the PEI HTA makes a city-wide permission challenging, since every sidewalks where children are allowed to cycle would require a specific sign. To encourage a culture of cycling for children, it is recommended that the HTA be updated to simply allow a by-law to permit children to cycle on sidewalks city-wide.

Sidewalks as Interim Facilities

The AT network in the ATP is a long-term vision, which has challenges that will have to be addressed to fully implement. Those challenges include both cost and time. While there are many facilities recommended for the first 5 years of implementation, there are also locations that did not appear as high priority in the prioritization analysis, but still experience some bicycle use. These may be on very busy and higher speed roads where it may be unsafe for cyclists to share the vehicle lane. It is recognized in research that when cyclists break laws, they often do so to prioritize their safety, which may include cycling on sidewalks. Understanding that cyclists may find points in the network where no protected cycling facilities exist and that they are reasonably concerned for their own safety, it is recommended that the City and Province consider:

- Identifying specific sidewalks on roads on the AT network where sidewalk cycling may be permitted, based on certain criteria
- Develop a set of criteria to determine sidewalks where cycling may be appropriate, with very low risk of compromising the safety of pedestrians and other sidewalk users
- Direct police not to fine or stop cyclists on sidewalks where cyclists have reasonable concerns for their safety, including roads where traffic volumes are higher than recommended for safe sharing of a vehicle lane (as outlined in the facility selection guidelines)

In the development of criteria for cycling on sidewalks for people of all ages, the following criteria are recommended:

- Sidewalks where pedestrian volumes are very low. It is recommended that the city review what threshold may be appropriate based on local context.
- Sidewalks on roads where a cycling facility is recommended in the AT network and no dedicated cycling facility is currently provided
- Sidewalks that are not along or in front of schools, senior homes, or medical facilities to avoid conflicts with potentially vulnerable pedestrians
- Along roadways with few high volume entrances and intersections, which present a major risk of conflict for cyclists along a sidewalk since motor vehicle drivers turning may not expect them.
    - Any entrances along the road should be low volume, have paint and signage to notify drivers that cyclists may cross at the sidewalk, and should have clear sightlines of sidewalk approaches to ensure cyclists are visible
- Sidewalks should be a minimum of 1.2 m wide for one-way cycling. There must be at least a 0.6 m wide clear zone on one side of the sidewalk for cyclists passing pedestrians.
- Minimum sidewalk widths of 1.5 m for two-way cyclist operation, with a 0.6 m wide clear zone for passing side of the sidewalk for cyclists to pass pedestrians on.



City of Charlottetown Committee Report

Report No: ES 26-19

Date: July 28, 2026

Directed to Council through the following Committee:
Environment and Sustainability

Attachments:
- Call for Artists 2026

Reporting Department:
Environment and Sustainability Department

Other Associated Departments:
N/A

Prepared by:
Sydney Gillis, Sustainability Project Coordinator

Report Title:
2026 Rooted in Art Update

Report Purpose:
To update Council on the restructuring of Environment and Sustainability's annual Rooted in Art program.

Staff Recommendation:
That Council receive this report as information.

Report Details:
Rooted in Art began as a self-guided walking tour of temporary art installations in City trees in 2020. It is a collaboration between the City's Environment and Sustainability Department and local artists with the shared goal of encouraging Charlottetown residents and visitors to explore nature and to reflect on the importance of the urban forest.

In past years, staff commissioned four to six artists, selected by a cross-departmental selection committee, with $2,500 stipends to create temporary art installations, to be displayed in city trees for two to three weeks.

This was a wonderful delivery model for the program but didn't come without its challenges. In recent years, vandalism has become an issue, which can result in the need for funding for repairs. The scope of the project limited participation mainly to installation artists, resulting in many repeat applicants over the years. Due to the installations being temporary and the walking tours being, mostly, self-guided, it was difficult to determine public participation and impact.

This year, Rooted in Art is being reimagined as a live, nature-inspired art competition. Eight artists will be selected to create original works based on a natural city landscape chosen by staff, over the span of three hours. The competition is open to Island artists of various skill levels and mediums. Applications are currently open and will be accepted until August 3rd at 4pm. A selection committee comprised of City staff from the Environment and Sustainability department, Events and Tourism department, and a representative from the Arts Advisory Board will assess the applications using the scoring rubric in the attached Call for Artists document, available for the public to view on the City's website.

On the day of the competition, a panel of judges will award prizes of $1,500 for first place, $1,000 for second place, and $750 for third place. All other participating artists will receive an honorarium of $500 in recognition of the time,

skill, and material costs required to participate.

Alongside the selected artists' competition will be the Anything Grows category. There will not be a formal application process for this category, all are welcome to participate. Participants of this category, young and old, show up at the site with supplies and create artwork based on the same landscape as the artists in the formal competition. The winner of the Anything Grows category will receive a $100 gift card to Blank Canvas.

For its inaugural year, the competition will be held in Victoria Park, on September 12th. The public will be invited to watch the artists throughout their creative process. In future years, staff will select various locations throughout the city. Art created will be retained by the City for one year and then offered back to the artists once that time has lapsed. Staff intend to create a public display of the eight pieces created at the future City building at Euston/Queen St.

Reformatting Rooted in Art will open the program for more local artists to participate. The updated format will create more opportunities for public interaction and allow for better understanding of community engagement and impact. The objective of Rooted in Art remains the same, to foster a greater appreciation of Charlottetown's urban forest. By spotlighting trees and landscapes throughout the city, the initiative strengthens connections between the natural environment, artists, and the community.

Council or Committee History:
This program has been offered annually since 2020.

Financial Implications:
$12,240 in the 2026-2027 operating budget is approved for Rooted in Art.

Public Engagement and Communication:
A call for artists was released on July 8th, 2026. Successful applicants will be notified mid-August. Members of the public are welcome to view the artists competing on September 12th, 2026. Promotions for this initiative will be released in collaboration with the City's Communications department.

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction

Strategic Alignment:
Purpose: Delivering community-focused programs, building a sustainable and resilient city
Guiding Principles: People-focused, welcoming, collaborating
Commitments: Sustainability, collaboration and partnership, commitment to ongoing community engagement, and growth that embraces arts
Pillars: Community-building and placemaking, governance and civic engagement, infrastructure and environment

Reviewed By:

Manager	**Director/CAO**
JCG July 20/26	RDM July 21, 2026

Committee Recommendation: (if differing from staff)

Rooted in Art
TREES THROUGH ARTISTS' EYES

CALL FOR ARTISTS: ROOTED IN ART

Deadline: August 3, 2026, at 4:00 p.m.

ABOUT ROOTED IN ART

Rooted in Art is a celebration of Charlottetown's urban forest. Trees are a valuable asset to the city and its people and provide many essential services and benefits, including cooling and cleaning the air, blocking wind, buffering noise, and assisting with stormwater management.

This year, the City's annual Rooted in Art program will be reimagined as a live nature inspired outdoor art competition. Eight artists will be selected to compete, creating artwork inspired by trees in Victoria Park in a medium of their choosing on an 18" x 24" surface. The artists will be selected by a jury of City staff, an elected official, and a representative from the City's Arts Advisory Board.

On the day of the competition, the morning of September 12, 2026, the eight selected artists will meet at a City-selected location in Victoria Park where they will have three hours to complete their piece. The City will provide a station for each artist under a large tent where they will then produce their artwork based on the same landscape.

This competition is open to all skill levels and artist selected mediums. The art must be completed within the timeframe, be based on the selected landscape and adhere to an 18"x24" board, panel, canvas, or backing of the artists choosing. It is the responsibility of the artist to procure and prepare their chosen backing prior to the beginning of the competition.

Alongside the selected artists' competition will be the Anything Grows category. In Anything Grows, members of the public are invited to try their hand at creating their own artwork based on the same landscape. The same panel of judges will determine one winner of this category. This part of the event will not have a formal application process. Those wanting to participate can simply show up and join the competition.

During the competition, the public is welcome to observe the artists as they complete their pieces. A barricade or rope will be used to ensure adequate space for competing artists.

HOW IT WORKS

1. Submit an application with a portfolio of past work before the deadline. The submitted pieces should clearly demonstrate the artist's ability to create artwork based on nature and/or landscapes.
2. Eight artists will be selected to compete. Successful applicants will be notified mid-August.

CHARLOTTETOWN

3. In late August City staff will meet with the selected artists to discuss logistics and answer questions ahead of competition day.
4. The live competition will be held on September 12th, 2026, in Victoria Park. The exact location will be announced at a later date.
5. Winners of the competition will be chosen and announced by a panel of judges after the three hours have lapsed.
6. A panel of judges will award prizes of $1,500 for first place, $1,000 for second place, and $750 for third place. All other participating artists will receive an honorarium of $500 in recognition of the time, skill, and material costs of participating in this competition.
7. The eight pieces of art created at the competition will be used by the City for a temporary public display and returned to artist at a later date as outlined in a Memorandum of Understanding established with the artists.

COMPENSATION AND PRIZES

First place	$1,500
Second place	$1,000
Third place	$750
Remaining artists	$500

The winner of the Anything Grows category will receive a $100 gift card to Blank Canvas.

COMPETITION DAY – SEPTEMBER 12, 2026

10:00am	Artists arrive to prepare their space.
10:30am	The competition begins! The public is now invited to view the artists working. The participating artists will have 3 hours to complete their pieces. There will be a mandatory 20-minute break at noon. The Anything Grows competition will begin at this time as well.
1:30pm	End of the competition. Artists must promptly stop creating and judging will begin. Judges will base their score off a pre-generated rubric that will be shared with the competing artists ahead of the competition day.
2:00pm	Results presentation.

What the City will provide

Each of the eight selected artists will receive:

- An easel
- A chair

- A small table to hold your supplies
- Access to water for art
- Paper towel
- Light snacks and drinking water
- A canopy to protect artists from weather

What you should bring

- All supplies of your choosing to create your piece.
- 18" x 24" board, panel, canvas, paper, or backing of your choosing to create artwork on.

Canvases or other chosen backings must be prepared and ready to go, prior to the competition.

ELIGIBILITY

Rooted in Art is open to all artists who reside in Prince Edward Island.

Applicants are asked to identify themselves as professional or amateur artist on the application form. This identification will not affect the evaluation of applications. This information is being collected for programming purposes, to help ensure a balanced representation of artists.

As per Canada Council for the Arts' definition, a professional artist is someone who:

- Has specialized training in the artistic field (not necessarily in academic institutions)
- Is recognized as a professional by his or her peers (artists working in the same artistic tradition)
- Is committed to devoting more time to artistic activity, if possible financially
- Has a history of public presentation or publication.

HOW TO APPLY

Interested artists can apply by completing the Rooted in Art 2026 application form found at Charlottetown.ca/Roots. Along with the application form, artists are asked to submit the following:

- Examples of past artwork
    - Applicants will submit a portfolio of five high-resolution images of original work to be considered. The images must be in JPEG, PNG, or PDF format.
    - The submitted pieces should clearly demonstrate the artist's ability to create artwork based on landscapes and/or nature.
- List of work
    - A list of details of the artwork submitted, including file name, title, artwork date, and medium.

Rooted in Art
TREES THROUGH ARTISTS' EYES

SELECTION

The selection committee will review each applicant based on the following scoring rubric.

5 Points	10 Points	15 Points	20 Points	
Suitability for the program				
The applicant's chosen medium will be impossible to complete in the allotted timeframe.	It will be difficult for the applicant to complete their piece in their chosen medium in the allotted timeframe.	The applicant's chosen medium may be completed in the allotted timeframe.	The applicant's chosen medium can easily be completed in the allotted timeframe.	/20
It is not possible for the applicant's chosen medium to be completed in an outdoor setting.	It will be difficult for the applicant's chosen medium to be completed in an outdoor setting.	It is possible for the applicant's chosen medium to be completed in an outdoor setting.	The applicant's selected medium can easily be completed in an outdoor setting.	/20
Technical ability and consistency				
The applicant's portfolio did not show any examples of a landscape or nature themed piece.	The applicant's portfolio had at least one good example of a landscape or nature themed piece.	The applicant's portfolio included multiple sufficient examples of landscape or nature themed pieces.	The applicant's portfolio clearly showcased a strong ability to create artwork based on a landscape or nature.	/20
The applicant's portfolio did not demonstrate a consistent level of quality.	The applicant's portfolio demonstrated a limited level of quality and consistence.	The applicant's portfolio demonstrated a good level of quality and consistence.	The applicant's portfolio demonstrated a strong level of quality and consistence.	/20
General appeal				
The applicant's portfolio did not resonate visually and/or emotionally.	The applicant's portfolio had at least one piece that resonated visually or emotionally.	The applicant's portfolio had multiple pieces that resonated visually or emotionally.	The applicants submitted portfolio strongly resonated both visually and emotionally.	/20
			Total score	**/100**

CHARLOTTETOWN

Rooted in Art
TREES THROUGH ARTISTS' EYES

APPLICATION FORM

This application form and supporting materials must be submitted in full by the stated application deadline. Incomplete applications or those missing required information will not be considered.

Submit your completed application and supporting materials by email to sgillis@charlottetown.ca or in person at Charlottetown City Hall by 4pm on August 3, 2026 to:

City of Charlottetown Attn: Environment and Sustainability Department
199 Queen Street, Charlottetown, PE
C1A 4B7

Contact Information

First Name	Last Name
Phone	Email
Complete mailing address	

Do you consider yourself a professional artist or an amateur artist?
The Canada Council of Arts considers a professional artist someone who has had specialized training, is recognized as a professional by their peers, is committed to devoting more time to artistic creativity, and has a history of public presentation.

☐ **I consider myself a professional artist.**

☐ **I consider myself an amateur artist.**

Artist Biography
Please include a short biography. If selected, this biography will be used in programming promotions. Max 100 words.

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Rooted in Art
TREES THROUGH ARTISTS' EYES

Portfolio Descriptions
Submit a portfolio of up to five high-resolution images of original work to be considered via email, Google Drive, or Dropbox. The images must be in JPEG, PNG, or PDF format.

Complete the table below for each piece of artwork in the portfolio.

1	File Name	
	Title of Artwork	
	Artwork Date	Medium
2	File Name	
	Title of Artwork	
	Artwork Date	Medium
3	File Name	
	Title of Artwork	
	Artwork Date	Medium
4	File Name	
	Title of Artwork	
	Artwork Date	Medium
5	File Name	
	Title of Artwork	
	Artwork Date	Medium

By submitting this application, the applicant agrees that they have read and understood all of the above information explaining the Rooted in Art live painting competition.

Any questions should be directed to Sydney Gillis, Sustainability Project Coordinator, at sgillis@charlottetown.ca or (902) 629-6620.

CHARLOTTETOWN

City of Charlottetown Committee Report

Report No: ES 26-20

Date: July 28, 2026

Directed to Council through the following Committee:
E&S Standing Committee

Attachments:
- N/A

Reporting Department:
Environment and Sustainability

Other Associated Departments:

Prepared by: Anna Keenan, Sustainable Transportation Officer

Report Title:
Active Transportation Wayfinding Project Update

Report Purpose:
To update Council on the progress of the 2026 Active Transportation Wayfinding project.

Staff Recommendation:
That Council receive this report as information.

Report Details:

Wayfinding is the process by which people orient themselves in physical space and navigate from one location to another; the process of 'finding your way to your destination'.

Councillors and the public will be familiar with wayfinding systems for car-based travel on provincial highways; in addition to road name signage, there is a system of additional signage indicating main route names, and which turns drivers should take to reach certain key destinations. However, travel networks for active transportation – both cycling and pedestrian - differ significantly from car-based networks, and so the navigational aids required are different.

After completion of the City's Active Transportation Plan in 2025, WSP was selected to develop an active transportation wayfinding system for the City. They are in the process of producing a final report to guide the installation of active transportation wayfinding throughout the city over the coming years.

While physical safety infrastructure like protected bike lanes remains the most crucial driver of modal shift, **evidence shows that strategic wayfinding infrastructure increases active transportation (AT) rates** in the following ways:

- **Removes Perceived Distance Barriers**: Signs that feature walking/cycling distances help people who usually drive realize destinations are closer than they assume.
- **Highlights Hidden Infrastructure**: Wayfinding systems draw attention to low-stress local street bikeways, cut-through multi-use trails, and shortcuts that people may not be aware of, and can help people find alternatives to cycling uncomfortably beside traffic on high-speed main roads.
- **Reduces Navigational Anxiety**: Legible environmental markers minimize the cognitive stress of getting lost, which significantly boosts confidence for newer, less experienced cyclists and pedestrians.

The current project also includes a detailed signage plan, ready for procurement, for 'Phase 1', in the eastern part of the city.

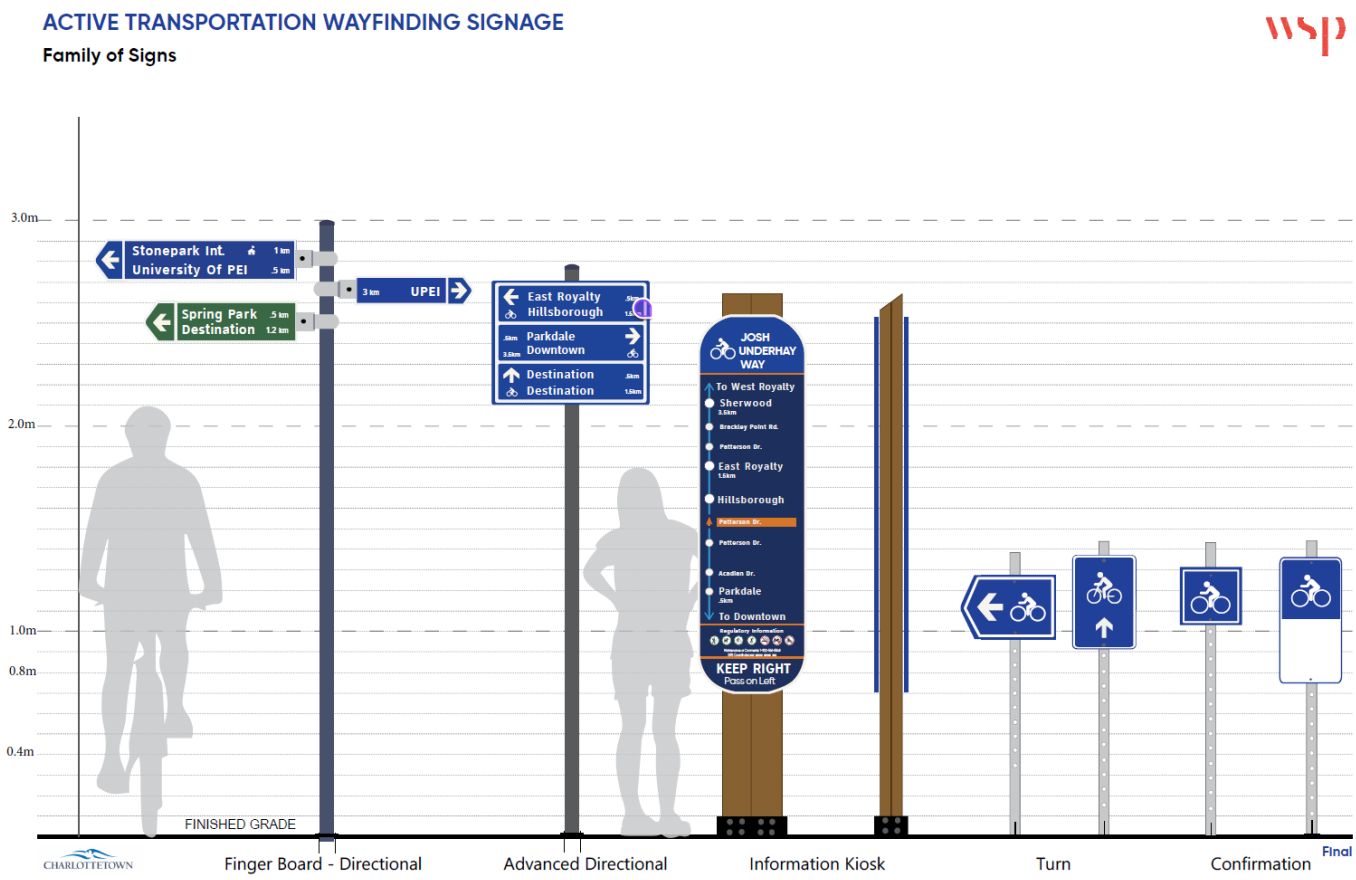
- Phase 1, Part 1, includes 74 signs on 16 posts, to identify Josh Underhay Way and to aid navigation for travellers along it; orders have been placed for these signs. Staff are in communication with the Underhay family to prepare a community group-ride event after these signs are installed, and Council will be involved when this event is planned and scheduled.
- Phase 1, Part 2, will include approximately a further 200 signs on 40 posts, for Parkdale, Sherwood, Hillsborough Park, and East Royalty.

Future phases of the wayfinding project, over the next 3-4 years, will learn from the designs and installations in Phase 1, and will result in detailed plans and signs being installed in the centre and west of the city. Signage on the Confederation Trail will require collaboration with the provincial government. Updates to the wayfinding system in the downtown area will require collaboration with Economic Development staff, who will lead consultation with downtown stakeholders.

Image 1 – Current drafts of wayfinding locations for Phase 1



Image 1 – Active Transportation Wayfinding Designs



Upon completion of the AT Wayfinding Strategy, it will be submitted to Council in full.

Council or Committee History:
November 25, 2025 - Active Transportation Plan adopted by Council

Financial Implications:
This project was included in the annual budget as part of Active Transportation Infrastructure, and is 50% funded, up to a maximum of $50,000, by a grant from the provincial Active Transportation Fund, which was awarded in 2025.

Public Engagement and Communication:
N/A

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:

Purpose: provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city; Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.

Guiding Principles: People-focused, Collaborating, Accountable, Safety.

Commitments: Sustainability, Reconciliation, Collaboration and partnership, Inclusion and representation, Engagement, Communication.

Pillars: Community-Building and Placemaking, Governance and Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG July 21, 2026	RDM July 21, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: 26-21

Date: July 28, 2026

Directed to Council through the following Committee:
Environment and Sustainability

Attachments:
- N/A

Reporting Department:
Environment and Sustainability

Other Associated Departments:
n/a

Prepared by:
Nick Walker, Energy Management Engineer

Report Title:
Better Homes Program Update

Report Purpose:
To update Council on the city-wide expansion of the Better Homes Neighbourhood Energy Project

Staff Recommendation:
That Council receives this report as information.

Report Details:
Better Homes Neighbourhood Energy Project (BHNEP) is a collaboration between the City of Charlottetown and efficiencyPEI to provide a neighbourhood-level energy efficiency engagement program tailored to suit Charlottetown residents. The project is intended to reduce barriers and enhance motivations to participate in existing energy efficiency programs and to educate and engage Charlottetown residents on the topic of home energy efficiency. Since 2019, the project has provided support for five neighborhoods and more than 200 participants.

Collaboration with the Province and efficiencyPEI has been a focus of the program and is an action in the City's Climate Action Plan (CAP). This program touches on actions in the CAP, including offering training and education to the community and supporting renters and landlords. The target identified in the CAP is to expand the Better Homes program to provide support to 1,000 homes per year by 2030.

It is also a goal to transition the program to one that is available to all homeowners across the city, which will be implemented starting in the fall of 2026. The number of participants will be increased each year with the intention to reach every homeowner that would benefit from this service before the end of 2040. The program will be available to at least 115 homeowners in 2026/27 and signup will be on a first-come basis. A spring 2027 BBQ will be held to thank the current and past participants.

Up until now the program has focused on specific neighbourhoods that have either been identified as a priority area for having older homes or that had higher engagement from residents. While this allows the program to focus on areas that need upgrades the most and keeps a smaller neighbourhood feel to the program, it ends up missing residents in Charlottetown that are eager to participate.

To continue to promote engagement with residents, the program will introduce a friendly competition between City wards. A map will be available on the City's website to show the participation numbers for each ward, based on percentage of eligible homes. This map will continue to be added to over the years to show the overall reach of the program and identify the most energy conscience and engaged neighbourhoods. The map could also eventually include information from efficiencyPEI to keep track of number of energy efficiency rebates given in each ward.

Council or Committee History:
The Better Homes Neighbourhood Energy Project was first introduced to the E&S Committee at a meeting on July 17, 2019 (Report ES 19-42)

Financial Implications:
$30,000 approved in 2026/27 budget

Public Engagement and Communication:
Sign-up for the program will start in September and will be available on the City's website and advertised on social media. Promotion of the program will be done in collaboration with the City's Communications department.

Legislative Authority:
MGA – Part 7 Municipal Jurisdiction

Strategic Alignment:
Vision: Embracing the Future, creating a community for everyone
Purpose: Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community
Guiding Principles: People-focused, accountable, collaborating
Commitments: Sustainability, collaboration and partnership, engagement
Pillars: Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG July 21, 2026	RDM July 21, 2026

Committee Recommendation: (if differing from staff)