CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, AUGUST 25, 2026 AT 5:00 PM

Meeting Live Stream Available @ www.charlottetown.ca/video
Meeting Package posted to the City's website by 9:00 am Tuesday, August 25th

- ❖ Land Acknowledgement

1) Call to Order

2) Declarations of Conflict of Interest

3) Approval of Agenda

4) Discussion Items:

   a) One (1) Planning & Heritage Resolution (Attached)
      - o Major Variance re: 27 Summer Street (PID# 547810)

   b) One (1) Water & Sewer Utility Resolution (Attached)
      - o Facility Agreement re: Global Navigation Satellite System

   c) Queen Parkade Assessment Presentation (Attached)

5) Adjournment

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #1

MOTION CARRIED _____

MOTION LOST _____

Date: August 25, 2026

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. **That the approved number of clients permitted to visit per day be a maximum of up to four (4) per day and that the maximum number of business-based visits per week be up to 20 per week and;**

3. **That a minimum of one (1) on-site parking space be maintained and dedicated for the home occupation (small electronics repair business).**

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-JULY-6A-3
27 Summer Street (PID# 547810)

Date:
July 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Circulation Letter (June 23, 2026)
D. Public Responses to Circulation

Report Title:

Major Variance to permit an appointment-based home occupation (small electronics repair business) within a single-detached dwelling present on the subject property identified as 27 Summer Street (PID# 547810).

The application has been submitted by Baljeet Sharma who is also owner of the property.

Report Purpose:

To evaluate a request for a small electronics repair business as an appointment-based home occupation within an existing dwelling.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 27 Summer Street (PID# 547810) be approved:

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

and request 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.

Report Details:

The proposed Major Variance application for the subject property identified as 27 Summer Street in the Mixed Use Corridor (MUC) Zone, was submitted by the property owner Baljeet Sharma on March 23, 2026. The intent of the application is to allow for an appointment-based business for a small electronics repair business that would be located within a portion of the existing single-detached dwelling.

Development Context:

The subject property is located on the north side of Summer Street and is two lots over from to the west of the major intersection with University Avenue. The subject property is located approximately 71 metres (233 feet) west from this intersection. The subject property and all surrounding abutting properties are all within the (MUC) Zone of the Zoning and Development Bylaw and contain a mix of single-detached dwellings and commercial buildings (see Attachment A). To the west side of the city block to which 27 Summer Street belongs are a collection of properties all within the (R-2) Zone predominately containing single-detached dwellings on approach to the intersection with Queen Street. The subject property abuts commercial properties fronting onto the main University Avenue commercial corridor.

Analysis:

Section 5.9.3(f) of the Zoning and Development Bylaw outlines regulations for home occupations and states that additional uses including uses with appointments typically based on an hourly basis or as scheduled may be considered following the process of review for a Major Variance. Section 5.9.1(k) states that the maximum number of clients permitted on the premises of appointment-based home occupations at any one time will be determined by Council. Additionally, as per Section 46.1 of the Bylaw, the required parking will be left to the discretion of Council for appointment-based home occupations.

As per Section 3.9.1(i) of the Zoning and Development Bylaw, where a land use proposal does meet the threshold to involve a rezoning or site-specific amendment application (i.e. the proposed use is already permitted in the existing zoning) and the variance request is not considered to be substantial where an amendment process should otherwise be exercised, then it is appropriate to evaluate the land use proposal by means of a Major Variance application as is the case here.

While the proposed business has potential to marginally increase traffic counts to a limited extent along Summer Street where street parking is already limited, the existing single-detached dwelling contains a long drive aisle along the east side of the dwelling that would be sufficient to accommodate several parking spaces in tandem based on the dimensional requirements in the Zoning Bylaw.

It is noted in this context that the single-detached dwelling itself only requires 1 legal parking space for its own use as per the parking requirements of the Zoning & Development Bylaw. Further, any impacts can be addressed through Council setting an appropriate maximum number of daily visits and an overall maximum number of weekly visits to the business and requesting on-site parking for clients which could be physically accommodated based on existing site characteristics. It is also noted that the use would be limited to accommodating 1 client visit at a time so on a continual basis, only 1 parking space should be needed for the additional home occupation use at any given time.

Based on the existing attributes of the site, the property could easily accommodate anticipated parking demands and if Council limits the maximum number of daily and weekly client visits, this would further serve to mitigate any off-site impacts from the establishment of the home occupation use where appointments are concerned.

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

Positives	Neutral	Shortcomings
The proposed home occupation would create a new economic opportunity for the existing homeowner and provide a new service to the wider community. The property is noted as being in a mixed-use Zone (MUC) and is adjacent to existing established commercial development along the University Avenue corridor.	The proposed home occupation would require submission of a Development Permit to the City to confirm the change of use should the Major Variance be approved.	The proposed home occupation is not otherwise allowed as-of-right due to its appointment-based nature and may cause limited traffic increases within the local road network.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
In accordance with Section 3.9 of the Zoning & Development Bylaw on June 23, 2026, notice of the Major Variance application for 27 Summer Street (PID# 547810) was circulated to twenty-eight (28) surrounding property owners within 100 metres (328.1 feet) of the subject property to request written comments on the proposed variance (see Attachment C). The deadline to submit written comments was 4:30pm on Tuesday, July 7, 2026.

As of the writing of this report (July 2, 2026), no written responses were received.

Conclusion:
The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 27 Summer Street (PID# 547810) be approved:

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

and request 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.

Legislative Authority:
Zoning & Development Bylaw
Official 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**
N/A	Michael Ruus, RPP, MCIP, 07/02/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo



Attachment "B" – Zoning Map



Attachment "C" – Circulation Letter (June 23, 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

June 23, 2026

RE: 27 Summer Street (PID# 547810)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department received a request for a Major Variance seeking permission to operate an appointment-based home occupation (small electronics repair business) at 27 Summer Street (PID# 547810) within an existing single-detached dwelling.

Section 5.9.3 (g) of the *Zoning and Development Bylaw*, outlines regulations for home occupations and states that additional uses, including uses with appointments typically on an hourly basis or as scheduled, may be considered following the process of review for a Major Variance. Section 5.9.1 (k) states that the maximum number of clients permitted on the premise of appointment-based home occupations at any one time will be determined by Council.

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 Tuesday, July 7, 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, July 7, 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 “D” – Public Responses to Circulation

None.

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, JULY 7, 2026, 4:30 PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Excerpt re: 27 Summer Street (PID# 547810)

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

6. Reports:

3. 27 Summer Street (PID# 547810)

David Gundrum, Manager of Development Planning

Property Information: Mixed-Use Corridor (MUC) Zone
Staff Presenter: David Gundrum,
Applicant: Baljeet Sharma
Reference: Planning Board Meeting Package

Request:

This is a request for a Major Variance to allow for an appointment-based home occupation (small electronics repair business) proposed to be located within an existing single-detached dwelling within the Mixed-Use Corridor (MUC) Zone for property addressed as 27 Summer Street (PID# 547810). As per Section 5.9.3(g) of the Zoning & Development Bylaw, home occupation uses operating on an appointment basis may be considered following the review of a Major Variance with Planning Board and Council.

Summary:

The subject property contains an existing two-storey single-detached dwelling and is located within the Mixed-Use Corridor (MUC) Zone. The property is situated approximately 71 metres (233 feet) west of University Avenue and directly abuts commercial properties fronting onto the University Avenue corridor.

Staff stated that the proposal would establish a small electronics repair business operating by appointment. Clients would drop off items for repair and return at a later scheduled time to collect completed repairs. Under Section 5.9.3.f of the Zoning Bylaw, appointment-based home occupations may be considered through the Major Variance process, while Section 5.9.1.k provides that Council is to determine the maximum number of client visits permitted at any one time.

Planning staff noted that the proposal may marginally increase traffic along Summer Street, where parking is already limited. However, the property contains a long driveway along the east side of the dwelling that can accommodate several parking spaces in tandem in accordance with Zoning Bylaw requirements. Staff indicated that limiting daily and weekly client visits would further mitigate any off-site impacts.

It was said that the evaluation identified several benefits, including the creation of a new economic opportunity for the homeowner and the provision of an additional service to the community. The property's location within the Mixed-Use Corridor Zone and its proximity to existing commercial development were also viewed positively.

A noted shortcoming was that the appointment-based home occupation is not permitted as-of-right and may result in limited increases in local traffic. It was also noted that a Development Permit application would be required to confirm the change of use if the variance is approved.

Staff noted that in accordance with Section 3.9 of the Zoning & Development Bylaw, notice of the application was circulated on June 23, 2026, to twenty-eight (28) surrounding property owners within 100 metres (328.1 feet) of the subject property. No written responses were received.

The Planning & Heritage Department recommended approval of the Major Variance to allow the appointment based home occupation. The recommendation further requested that Council establish the approved number of client visits per day, the maximum number of business-related visits per week, and the required amount of on-site parking for the proposed use.

Discussion:

It was asked if the whole dwelling would be used for the business and it was confirmed that a limited portion of the house would be used for the operation.

A question was posed if the homeowner has to live in the residence or if there can be staff. It was confirmed that home based occupations can hire one full time staff member or two part time staff.

Extensive discussion was had around the expected number of daily and weekly visits and it was decided that staff would ask the applicant for some information to provide to Council so they can make an informed decision and will be provided before the next Council meeting.

MOTION:

Moved by Councillor Beck and seconded by Paul Connolly that Planning Board recommend to Council 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.**

CARRIED
(6-0)

END OF EXCERPT

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Water & Sewer Utility
 # 1

MOTION CARRIED _____

MOTION LOST _____

Date: August 25, 2026

Moved by Councillor Bob Doiron

Seconded by Councillor Justin Muttart

RESOLVED:

That Council enter into the attached facility agreement with Trimble Canada Corporation regarding a Global Navigation Satellite System (GNSS), and

That the Mayor and CAO are hereby authorized to executed the agreement to implement this resolution.

City of Charlottetown Committee Report

Report No: WSC 25-26

Date: August 19, 2026

Directed to Council through the following Committee:
Water and Sewer Committee

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Attachments:
- GNSS Facility Agreement

Report Title:
Global Navigations Satellite System (GNSS) Facility Agreement

Report Purpose:
To inform Committee of the GNSS facility agreement opportunity

Staff Recommendation:
That Council approves the GNSS Facility Agreement

Report Details:
The Water & Sewer Utility has purchased a Real-Time Kinematic (RTK) positioning unit to expand upon the existing GIS capabilities, increasing the accuracy of field data acquisition and infrastructure locating. The RTK is a handheld unit that will be operated by Utility Technicians to collect infrastructure locations / depths during installs and repairs as well as assist during locate / clearance requests.

The RTK utilizes a Global Navigation Satellite System (GNSS) for operation and positioning, similar to how a handheld or vehicular GPS operates but with significantly greater accuracy. GNSS services are available through several hosts, or operators, on an annual subscription basis.

The Utility has been approached by Trimble, a leader in the industry, to host a GNSS Reference Station at the Utility Depot on Brackley Point Road. This would involve allowing the installation of a small GNSS receiver and antenna, cabling and a small equipment cabinet.

In exchange for hosting a GNSS Reference Station, Trimble would provide one (1) annual subscription to their GNSS network free of charge. The only expense the Utility would incur would be providing electricity to the Station, with estimated ongoing power usage being around 6 watts (equivalent to a small LED lightbulb). The cost of a GNSS subscription can be upwards of $2,500 annually, hosting a Reference Station provides greater GNSS access and makes tremendous financial sense.

The Utility recommends that Committee moves the GNSS Facility Agreement to Council for Approval.

Council or Committee History:
N/A

Financial Implications:
Annual expense of approximately $15 in electricity usage, that will be offset by an annual savings of approximately $2,500 in Operational subscriptions.

Public Engagement and Communication:
N/A

Legislative Authority:
MGA Part 7 Division 3 Water and Sewer Utilities

Strategic Alignment:
Make sustainability, community resilience and climate change management and mitigation foundational criteria on which to base all infrastructure investment decisions.

Reviewed By:

Manager	**CAO/Director**
Joshua McInnis August 17, 2026	RDM August 17, 2026

Committee Recommendation: (if differing from staff)

GNSS FACILITY AGREEMENT

This GNSS Facility Agreement (the **"Agreement"**) is by and between the City of Charlottetown, PO Box 98 Charlottetown PE C1A 7K2 **"Host"**), and Trimble Canada Corporation, a corporation duly organized and existing under the laws of Nova Scotia, with its principal corporate offices located at 741 Lower Water Street Suite 600 Halifax, Nova Scotia, B3J 0J2, Canada(**"Trimble"**) and is entered into as of the date of the later of the signatures below (the "**Effective Date**"). Trimble and Host are referred to in this Agreement each as a "**Party**" and together as the "**Parties**."

Introduction

A. Trimble owns one or more Global Navigation Satellite System (**"GNSS"**) Reference Station(s), consisting of GNSS equipment and accessories (the **"System"**).

B. Trimble has requested the right to install and operate the System at the real property location(s) owned or operated by Host, as described in further detail on Exhibit 1 to this Agreement (the **"Site"**), and Host has agreed to permit such installation and operation, subject to the terms of this Agreement.

Agreement

1. **Authorization**. Host hereby authorizes Trimble to:

1.1 install one or more System at the Site;
1.2 use the Site for assembling, operating, replacing, maintaining, and removing the System(s);
1.3 connect into and use the electricity supply and a broadband internet connection for operating the System(s) at the Site;
1.4 access the Site during mutually agreed times to perform required work;
1.5 install, at Trimble's expense, any additional services or components required for operation of the System;
1.6 install, operate, and maintain the Systems, and upon expiration or termination of this Agreement, uninstall and remove the System from the Site; and
1.7 repair any damage to the Site caused by Trimble or its agents.

2. **Restrictions**. The System is and shall remain the property of Trimble. Host will:

2.1 not put any legal hold on the System and/or place or allowed to be placed any lien, encumbrance or charge on the System;
2.2 not move, disconnect, disable, or otherwise tamper with the System and will make reasonable efforts to prevent others from doing so;
2.3 not knowingly do or allow anything which causes damage to or destruction of the System or materially interferes with the exercise of Trimble's rights under this Agreement;
2.4 not restrict or obstruct access to the System; and
2.5 promptly inform Trimble of any known or planned changes that would obstruct the System's antenna's view of the sky.

3. **Host's Commitments.** Host confirms that:

3.1 Host holds title to the Site described on Exhibit 1 and/or is authorized to grant Trimble the rights described in this Agreement;

3.2 Host will take such actions and obtain all necessary consents to give full effect to this Agreement for the benefit of Trimble and will operate the Site in compliance with all applicable laws and regulations; and

3.3 Host will use all reasonable efforts to ensure that at all times during the Term (defined below), the Site has access to uninterrupted and sufficient supply of electricity, and that a broadband internet connection exists on the Site. Host will provide Trimble, on request, with documentation demonstrating sufficient electricity and broadband internet connections.

4. **Term.**

4.1 The term of this Agreement (the **"Term"**) begins on the Effective Date, continues through December 31 of the same calendar year, and thereafter automatically renews for successive twelve (12) month periods. Either Party may terminate this Agreement:

- 4.1.1 for convenience with at least one hundred twenty (120) days' written notice to the other Party;
- 4.1.2 if the Site is an Integrity Site, as indicated on Exhibit 1, for convenience with at least one hundred eighty (180) days' written notice to the other Party;
- 4.1.3 if the other Party fails to cure any material breach of this Agreement within 30 days after receipt of written notice of such breach;
- 4.1.4 if the other Party ceases operation without a successor, seeks protection under any bankruptcy, receivership, trust deed, creditors arrangement, composition or comparable proceeding, or if any such proceeding is instituted against such Party (and not dismissed within 60 days thereafter); and
- 4.1.5 with ninety (90) days' notice should Host transfer or sell, or intend to transfer or sell, the Property.

5. **Fees and Costs.** Host hereby accepts the following as full compensation ("**Compensation**") for all rights granted and utilities provided to Trimble under this Agreement:

5.1 One payment per calendar year of $0 CAD ([Zero], paid in January of each year. The initial payment due under this Section 5.1.1 will be prorated from the beginning of installation of the System at the Site until the end of the calendar year and payable within 45 days of completed installation of the System at the Site. All shipping and customs costs, and any other costs related to installation of the System at the Site, shall be paid or reimbursed by Trimble within 45 days unless otherwise stated on Exhibit 2.

5.2 Additional or in-kind compensation as described on Exhibit 2, if any.

6. **Insurance.** During the Term, Trimble shall, at its own cost, obtain and maintain third-party liability insurance in appropriate amounts to cover the risks in relation to the System.

7. Miscellaneous.

7.1 This Agreement and any matters arising from it shall in all respects be governed by and construed in accordance with the laws of the State or Province in which the Site is located, without regard to its conflicts of laws principles. THE PARTIES KNOWINGLY, INTENTIONALLY, UNCONDITIONALLY AND IRREVOCABLY WAIVE ANY RIGHT TO TRIAL BY JURY.

7.2 If any one or more of the terms and conditions of this Agreement are invalid or unenforceable, such terms and conditions shall be severed from the remaining provisions of this Agreement ,and the remaining provisions of this Agreement shall remain valid and enforceable.

7.3 This Agreement, together with the Exhibits hereto, constitute the entire understanding and agreement of the Parties with respect to its subject matter; and there are no warranties, obligations, promises or agreements between the parties except those found in this Agreement; and any and all prior agreements, understandings or representations with respect to its subject matter, whether written or oral, are hereby canceled in their entirety and are of no further force or effect.

7.4 Any amendments to this Agreement must be in writing and executed and delivered by both Parties.

7.5 Trimble may assign this Agreement to any third party at any time.

7.6 The official language of this Agreement and of any related documents is English. For purposes of interpretation, or in the event of a conflict between English and versions of this Agreement or related documents in any other language, the English language version will be controlling.

7.7 This Agreement may be executed in counterparts and by each Party on a separate counterpart, each of which, when so executed and delivered shall be an original, but all of which together shall constitute but one and the same instrument. An electronic signature or signature delivered as an imaged attachment to an e-mail message shall be deemed equivalent to an original ink signature.

In witness whereof, the duly authorized representatives of each Party have executed this Agreement as of the dates indicated below.

Trimble Canada Corporation	**Host**
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:

EXHIBIT 1 - SITE, SYSTEMS, AND CONTACTS

1. **LOCATION OF SITE**

   The Site is described in more detail as follows:

   - 275 Brackley Point Rd, Charlottetown, PE C1E 2A3
   - 46.28168273265976, -63.13620898792345
   - Plan view (i.e., satellite view) of Site:



   - Exact position of the antenna may be determined at the time of installation.

2. **COMPONENTS OF SYSTEMS(S)**

   Each System consists of the following:

   - GNSS Receiver(s)
   - GNSS Antenna(s)
   - Communication equipment enclosed in a cabinet
   - Fixtures and cabling

3. KEY CONTACTS

	Trimble Contact	Host Contact
Name:	Trimble Advanced Positioning	The City of Charlottetown Attn: Steven Dickie
Office Phone:	+1 720-887-6100	902-629-4003
Mobile Phone:		
Email:	TPS_Operations@Trimble.com	sdickie@charlottetown.ca
Mailing Address:	10368 Westmoor Drive 1-435 Westminster, CO 80021 USA	PO Box 98 Charlottetown PE C1A 7K2

4. ADDITIONAL MAINTENANCE CONTACTS

	Daytime Maintenance Contact	Nighttime Maintenance Contact
Name:		
Office Phone:		
Mobile Phone:		
Email:		

Exhibit 2 - UTILITIES AND COMPENSATION

1. UTILITIES PROVIDED BY HOST
   1.1. Electrical power at an approximate average of 6 Watts and a total of under 60 kWh per year;
   1.2. Host is not responsible for providing a broadband internet connection as required in Sections 1 and 2 of this Agreement. Trimble shall provide broadband internet connection(s) at its own expense.

2. ADDITIONAL OR NON-MONETARY COMPENSATION
   2.1. In lieu of cash payments, Trimble grants two (2) [Service Type] licenses ([Part Number and Description] or equivalent, annually) at no cost to Host as full compensation for the duration of the Term, subject to Trimble's standard end user terms for such [Service Type].

City of Charlottetown Committee Report

Report No: PW-2026-08-25-001

Date: August 25, 2026

Directed to Council through the following Committee:
n/a

Reporting Department:
Public Works

Other Associated Departments:
None

Prepared by:
Sophie Hayes

Attachments:

- Queen St Parkade Demolition / Reconstruction Feasibility Study & Condition Survey Assessment Presentation

Report Title:
Backgrounder - Queen Street Parkade Updated Condition Assessment and Demolition vs Reconstruction Feasibility Study Presentation

Report Purpose:
To provide Council with information regarding the current condition of the Queen Street Parkade and the implications of (1) rehabilitating the existing structure; (2) demolishing and constructing a new Parkade; (3) demolishing the structure and repurposing the site; or (4) undertaking short-term safety repairs and deferring major maintenance or replacement until a later date.

Staff Recommendation:
None at this time. This presentation is for information purposes only. Staff will bring a recommendation to the Public Works Committee at a later date.

Report Details:
The Queen Street Parkade is a 47-year-old structure that has reached a critical decision point between continued rehabilitation and replacement. RJC Engineers have assessed the structure, completing an updated 2026 building condition assessment along with a demolition vs reconstruction feasibility study to help inform the City's options moving forward. RJC will be presenting the attached slides summarizing the findings of both reports.

The updated condition assessment was undertaken to determine the current condition of the Queen Street Parkade and assess the progression of deterioration since the 2024 condition assessment. The assessment also considers the rehabilitation and maintenance requirements anticipated over the next ten years and projects the associated rehabilitation and maintenance costs over a twenty-year period.

The assessment found that the Parkade's concrete parking slabs and other concrete elements are in poor condition with some localized areas in very poor condition. Significant corrosion-related deterioration was also identified throughout the structure in the form of surface, soffit, and vertical concrete delamination/debonding of concrete topping, corrosion of connectors, joint leaking and efflorescence, warranting the need for repairs and maintenance.

If left unaddressed, this deterioration will continue and may increase the extent and cost of future repairs. RJC recommends that the repairs identified in the condition assessment be undertaken within the next two to three years unless the structure is replaced. The recommended work is intended to address the existing deterioration, restore the effectiveness of the moisture protection systems and reduce the rate of further corrosion and deterioration. That said, not all potential future failures in a structure of this age can be predicted, and additional capital expenditures beyond those identified in this report may be required if the decision is made to continue rehabilitating the structure and extend its service life.

The second study included in RJC's presentation was undertaken to evaluate the various long-term redevelopment / parking garage replacement options for the site. This report proposes that the site may be developed to accommodate a new parking structure capable of providing approximately 300 to 400 parking stalls spaces dependent on the design selected by The City. Options for the new structure considered included cast-in-place concrete and precast concrete structures, as well as enclosed (sprinklered/ventilated) and open-air building shells. A structural steel option was also considered but not developed, as this option was not recommended due to the potentially high costs, and effort required for maintenance.

For the concept layout options, lower capital cost was the key success indicator and as such RJC focused on the precast systems when developing a preliminary cost estimate for comparison to the other options for this site.

The following options were included in RJC's feasibility study and are being presented for Council's consideration:

1. Rehabilitate: Undertake major repairs to the existing parkade and continue operating the facility through ongoing maintenance and future rehabilitation programs. This could mean a capital investment of $20 to $30 million over the next 20 years.
2. Demolish and Rebuild: Replace the existing structure with a new purpose-built parking garage designed to meet current standards and provide a new service life for the facility. This could mean a capital investment of $22.8 to $32.9 million.
3. Demolish and Repurpose: Remove the existing Parkade and redevelop the property for an alternative municipal, community, or future development use instead of parking. This could mean a capital investment of $1.15 to 1.85 million.
4. Hybrid: Undertake targeted repairs to maintain safe operation in the near term while allowing additional time to plan and implement a future redevelopment strategy. This could include maintaining safe operation for a minimum of three years while the City evaluates alternative parking locations and potentially develops another parking facility. Once an alternative facility is available, the Queen Street Parkade could then be demolished and the site either repurposed or redeveloped with a new parking structure. This could mean a capital investment of $25 to $47.4 million over the planning and redevelopment.

Please note that the cost estimates included are Class D, and would be refined once the scope is defined and the detailed design is complete.

It is critical that a decision is made urgently as this facility, as it stands, is reaching the end of its service life. Staff ask that Council consider the information presented as to provide direction at a future meeting in which a recommendation from staff will be made.

Council or Committee History:

While this particular matter hasn't been presented to Council in the past, resolutions from 1995 onward regarding the Queen Street Parkade in general are included in the table below.

Date	Department	Resolution	Carried/Lost
May 10, 1999	Finance	That the City of Charlottetown award the contract for rehabilitation work on the stairwells at the Queen Parkade to low tenderer Williams Murphy & MacLeod for the amount of $71,828.03 plus engineering fees and applicable taxes. Payment in the amount of $66,000 shall be paid from the 1998 Reserve for Small Capital Improvements with the balance to be drawn from the 1999 Parkade Operating Revenues.	Carried.
December 10, 2001	Finance	THAT the City of Charlottetown enter into the attached Parking Garage contract with the Charlottetown Area Development Corporation for the management of two parking garages, for a five year period. (Pownal and Queen Parkades).	Carried 7-0
August 11, 2003	Finance	That the 2003 City Capital Budget be increased by up to $15,000 (including taxes) for improvements in the Pownal and Queen Parkades to comply with deficiencies noted in the recent Occupational Health and Safety Order issued to the City through CADC.	Carried 10-0
August 8, 2005	Public Works	That, City Council approves the sale of 88 Fitzroy St (PID 344101) and 96 Fitzroy St (PID 344093) at the previously agreed sum of $114,500 and a portion of the Queen Parkade property (PID 344150) for a new development at 96 Fitzroy. And that the Mayor and CAO are hereby authorized to execute standard contracts/agreements to implement this resolution.	Carried 8-0

August 11, 2008	Economic Development & Tourism	That City Council recognize the importance of providing accessible and reasonably priced parking within the Queen Parkade for the merchants of the downtown core and commit to ensuring a minimum of 50% of the available spaces within the Queen Parkade as exists on August 01, 2008, for daily/hourly parking; And that future Councils be encouraged to maintain this 50% provision.	Carried 10-0
June 13, 2011	Planning & Heritage	That the request to consolidate two parcels of land (parts of PID#s 344077 & 344028) with PID# 344150, 222 Queen Street, subject to the receipt of pinned survey plans, to permit an expansion to the existing Queen Parkade be approved.	Carried 10-0
March 12, 2024	Strategic Prior., Comms & Intergov. Coop.	That Council instruct staff to enter into preliminary negotiations with TweelCo Properties regarding the proposed redevelopment of the Queen Street Parkade with the goal of developing the terms of a long-term lease agreement, And that Council instruct staff to initiate the sale of the vacant city lot on Kent Street (PID# 679365) adjacent to the Queen Parkade.	Carried 10-0

Financial Implications:
Preliminary cost estimates for each option are included in this presentation. These figures would be refined as the scope is defined and detailed design is completed. Future expenditures to be budgeted and approved by Council once a path forward is established.

Public Engagement and Communication:
None planned or anticipated at this time.

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** Not applicable at this time (08-25-2026)

Committee Recommendation: (if differing from staff)

City of Charlottetown
August 25th, 2026

Queen St Parkade Demolition / Reconstruction Feasibility Study & Condition Survey Assessment



rjc Engineers

Introductions

Nigel Parker

Principal

Building Science & Restoration



Ralf Altenkirch

Principal

Structural Engineering



Leigh Besanger

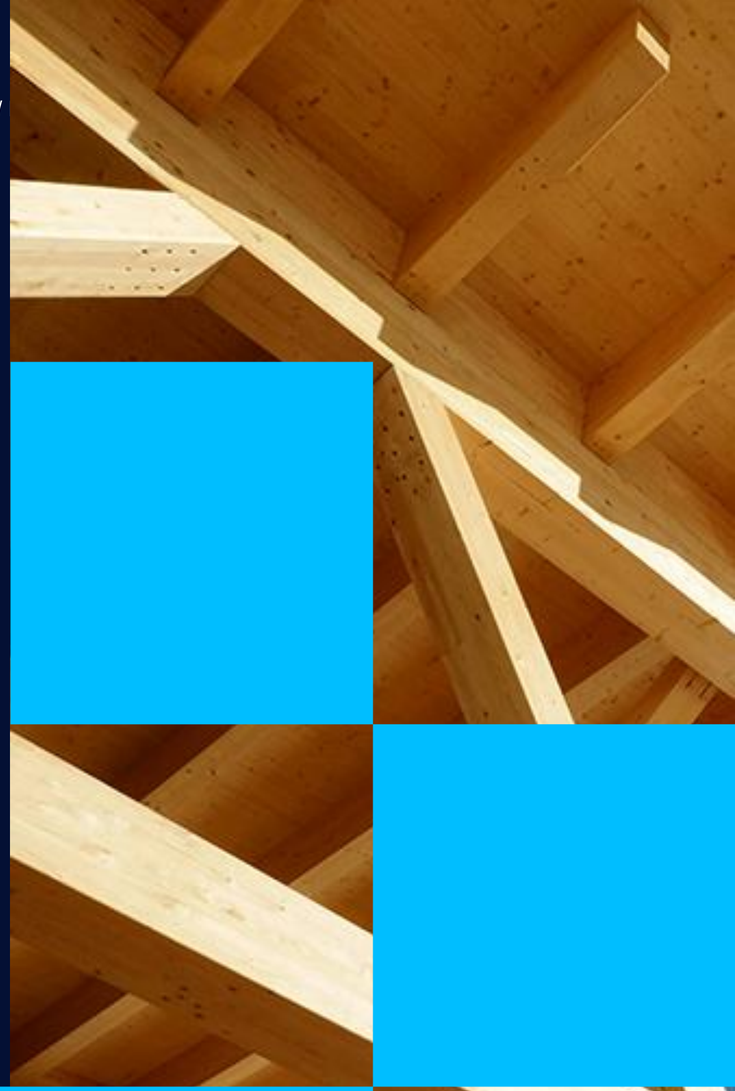
Project Engineer

Building Science & Restoration



Today’s agenda

- Purpose
- Brief History
- Key Findings: 2026 Condition Survey Assessment
- Demolition / Reconstruction Feasibility
- Options for Consideration
- Next Steps
- Questions



Purpose

Why We Are Here

The City of Charlottetown retained RJC to:

- Assess the current condition of the Queen St Parkade
- Evaluate the long-term viability of rehab vs replacement
- Identify feasible redevelopment options for the site
- Provide Class D cost implications for each option

Purpose

What We Have Learned

- The pre-cast double tee parkade structure is in poor condition with localized areas in very poor condition
- Temporary structural shoring and localized risk mitigation measures are currently required and in place at select locations
- Significant capital investment will be required whether the City chooses to rehabilitate, replace, repurpose, or phase redevelopment of the asset

Purpose

City Considerations

- The long-term role of the Queen St Parkade within downtown Charlottetown
- The relative benefits, risks, and costs of rehabilitation, redevelopment, site repurposing, or a hybrid approach
- The preferred strategic direction to guide future capital planning and detailed investigation

Purpose

Why Now

- The structure is in poor to very poor condition
- Temporary shoring and steel plating are required at locations of reduced capacity / punch-through concern
- Deferring rehabilitation or redevelopment increases deterioration rate, risk, and long-term cost

History

/ Opened June 15, 1979

/ Four suspended levels: ~102,000 sq.ft.

/ ~25,000 sq.ft. on grade

/ 338 Parking stalls

/ Pre-cast concrete construction

/ Control joint sealant moisture protection system

/ Previous major repairs in 2006 & 2007

/ RJC assessments: 2018, 2022, 2024, 2026

/ Temporary Structural Shoring: 2018, 2022, 2026







Why does the History Matter?

/ 47-year-old structure (50-year design life)

/ Prior major repairs

/ Recurring temporary structural shoring

/ Potential risks to the public

Key 2026 Condition Survey Assessment Findings

1

Poor to very poor structural condition
Widespread & progressive corrosion related deterioration

2

Structural Shoring
Localized loss of load carrying capacity

3

Failed waterproofing
Widespread control joint leakage

4

Stairwells
Poor condition

5

Drains
Undersized and not functioning as intended



Temporary structural shoring



Concrete delaminations



Typical stem delamination



Typical Soffit Delamination

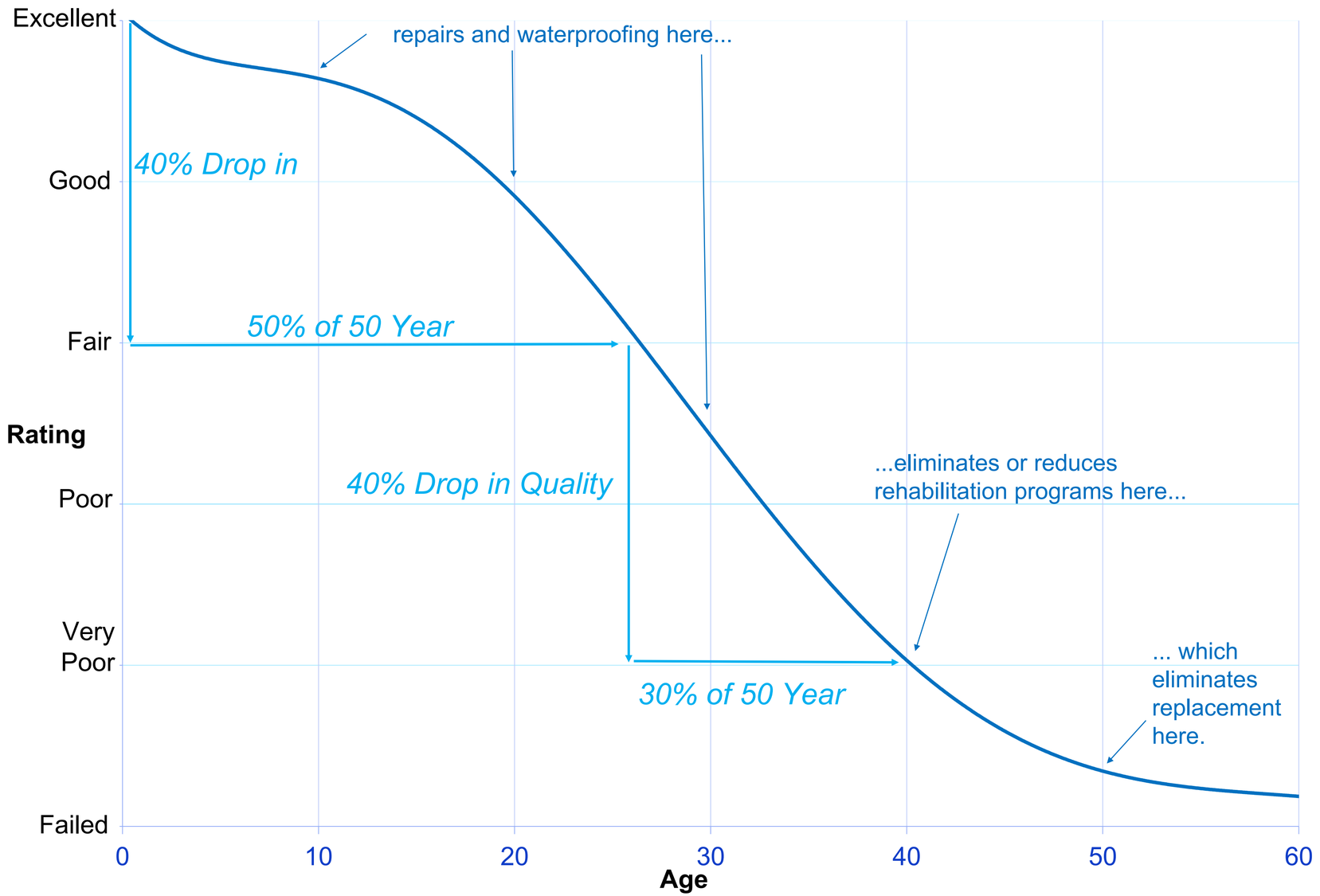


Concrete delaminations

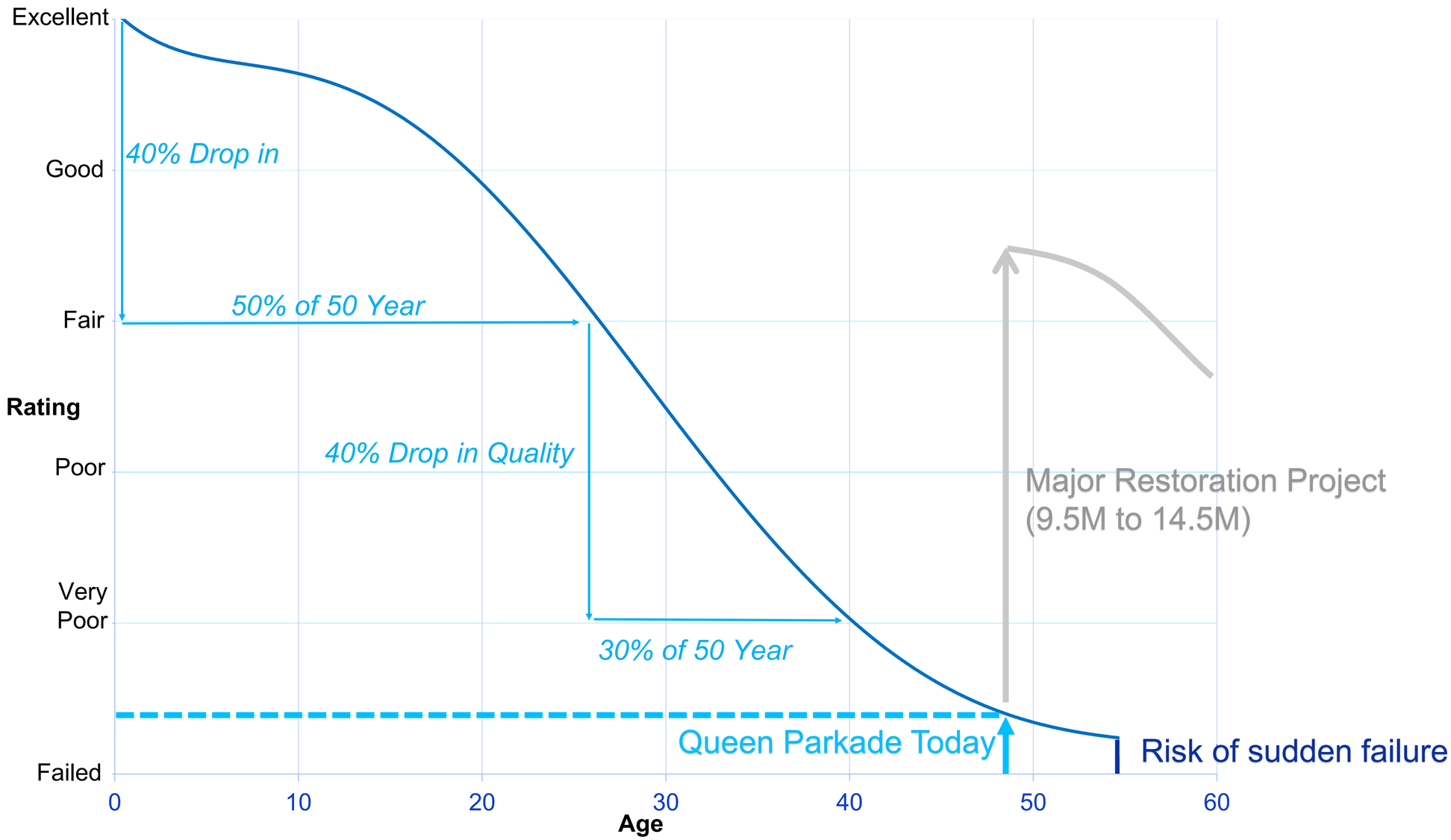


Typical spandrel delamination

Parking Garage



Parking Garage

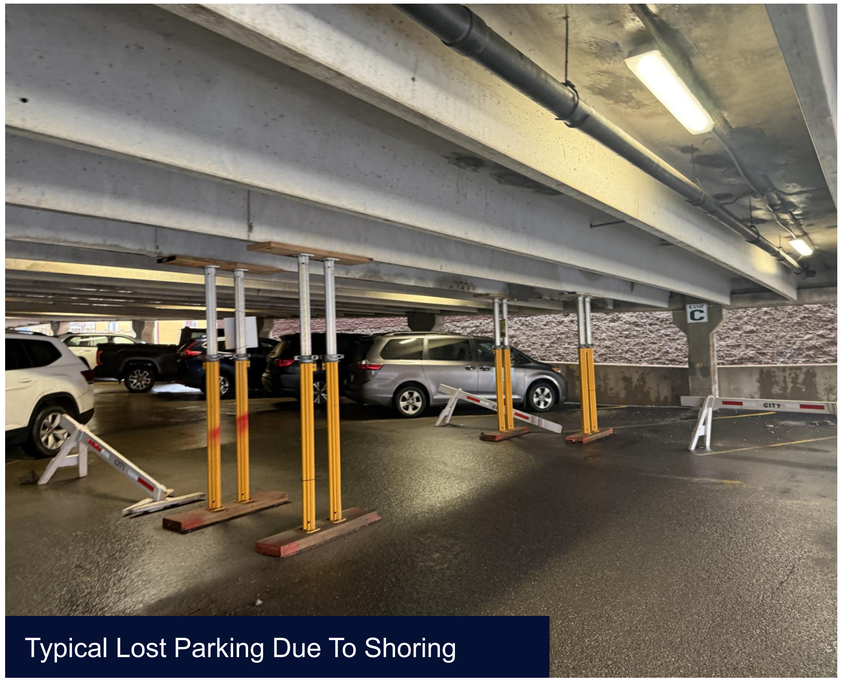




Typical Beam Delamination and Shoring



Concrete Soffit Flange Delaminations



Typical Lost Parking Due To Shoring

Progressive Deterioration Growth



What it Means

- The structural elements are continuing to deteriorate, and deterioration of all elements is increasing at an exponential rate when compared to past reviews
- Approx. **25%** of the slab area contains detectable delamination

Risk Implications

- Trip and Falls
- Spalling/ Overhead Fall Hazards
- Further lost parking stalls for temporary structural shoring
- Potential future closure of the structure due to progressing deterioration or sudden failure

Recommended Repairs



Year One

- Replacement of the existing joint sealant
- Repair of all corrosion-related concrete deterioration
- Replacement of the existing floor drains and catch basins
- Installation of a new concrete surface sealer
- New traffic line marking and parking line painting.
- Repair of all corrosion-related deterioration in the stairwells
- Development and implementation of a risk mitigation program to reduce the risk of overhead delaminations.
- Installation of railings above all spandrel walls such that they conform with the Building Code minimum height restriction.
- Cleaning and localized repainting of all areas affected by construction.



Typical Strucutral Repairs in Progress



Typical Parking Closures



Typical Concrete Repairs

Recommended Repairs



Year Five

- Repair of all corrosion-related concrete deterioration
- Re-installation of concrete surface sealer
- New traffic line marking and parking line painting.
- Cleaning and localized repainting of all areas affected by construction.

Recommended Repairs



Year Ten

- Repair of all corrosion-related concrete deterioration
- Re-installation of concrete surface sealer
- Wholesale replacement of control joint sealant throughout the suspended parking level slabs
- New traffic line marking and parking line painting.
- Cleaning and localized repainting of all areas affected by construction.

Demolition / Reconstruction Feasibility Study

Purpose: to identify four conceptual redevelopment options with 300 to 400 parking stalls to be provided

Key Feasibility Study Findings

1

A new multi-storey parkade is feasible on the site

2

Pre-cast concrete was used as the basis based on cost

3

60 and 45º Stalls are both feasible

4

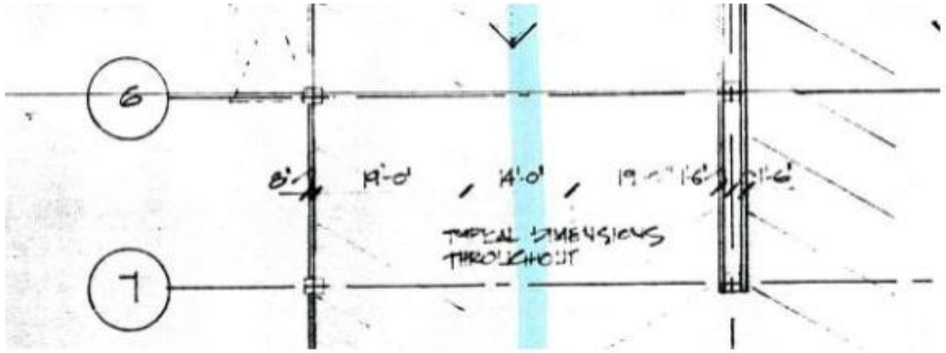
Four Conceptual Design Options

5

Optional Pricing for Roof & Elevator

Provision	Requirement
Parking Design: Access	▪ Access shall be 3m (9.8') for one way traffic, 6.1m (20') for two-way traffic ▪ Maximum width of street access shall be 7.6m ▪ At least one entrance lane and one exit lane
Parking Dimensions: Minimum Parking Space Dimension *	▪ Width: 2.75 m (9') ▪ Length: 6.1 m (20') ▪ Aisles: 6.7 m (22') for right angle parking ▪ Aisles: 5.49 m (18') for 60° angle parking ▪ Aisles: 3.35 m (11') for 45° angle parking
Accessible Parking National Building Code	▪ If more than 50 parking spaces are provided, parking spaces for use by persons with physical disabilities should be provided in the ratio of one for every 100 parking spaces or part thereof.
Accessible Parking Canada Regulation CSA/ASC B651:23	# Stalls: Number of Designated Accessible Stalls Required 2 – 50: 1 – 3 51 – 100: 2 – 4 101 - 200: 4 – 8 201 - 300: 5 – 10 301 – 500: 6 - 12
City of Charlottetown Accessible Parking Space: Minimum Dimensions	▪ Width: 2.6 m ▪ Length: 7.5m ▪ Clearance side and back access aisle of at least 2m
Accessible Spaces: Design	▪ At each space: International Symbol of Access white border, blue background ▪ Appropriately signed by provincial laws - CSA B651-18, "Accessible Design for the Built Environment".
Accessible Parking	▪ Located: on the shortest accessible route not more than 30m of main entrance ▪ Curb ramps provided to permit access from parking area to sidewalk
Floor Clearance Height (for service vehicle access- F350 with cab)	▪ 2.8m (9'-2.25")
Maximum Structure Height*	▪ 12 m (39.4')
*Based on City of Charlottetown Municipal Zoning & Development By-Law PH-ZD.2 Parking Zone	

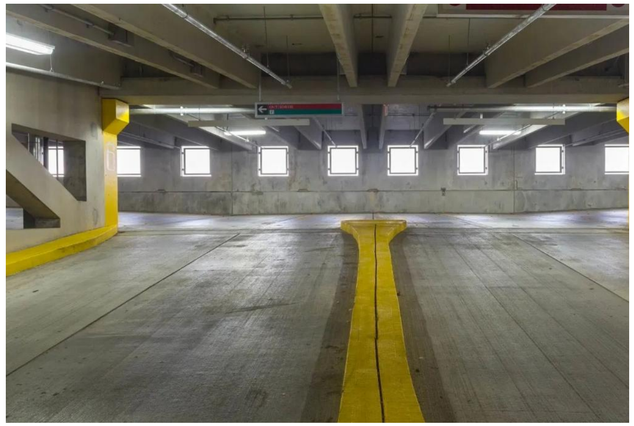




Cast-in-Place Concrete



Pre-cast Concrete



Structural Steel



Angled Parking Options

Right Angle (90º)

Due to the existing site boundaries and City By-Law dimensions, a right-angle parking structure with two aisle and four stalls will not fit with required setbacks from adjacent property for open air classification

60º Angle

60˚ angled stalls and a minimum aisle width per current by-laws is feasible

Will not allow for longer parking stalls and/or aisle widths

45º Angle

45˚ angled parking stalls and a minimum aisle width per current by-laws is feasible and allows for the greatest flexibility on increasing the aisle width and parking stall lengths which will improve user experience and allow for ease of parking of larger vehicles

Option 1: Demolition and New 4 Level Structure with 60˚ stalls	Option 2: Demolition and New 5 Level Structure with 60˚ stalls	Option 3: Demolition and New 4 Level Structure with 45˚ stalls	Option 4: Demolition and New 5 Level Structure with 45˚ stalls
Design Summary:	**Design Summary:**	**Design Summary:**	**Design Summary:**
▪ 350 parking stalls (approximate) ▪ 4 parking levels ▪ 2 stair towers ▪ Utilizes full lot including on-grade parking area at the east	▪ 440 parking stalls (approximate) ▪ 5 parking levels ▪ 2 stair towers ▪ Utilizes full lot including on-grade parking area at the east	▪ 285 parking stalls (approximate) ▪ 4 parking levels ▪ 2 stair towers ▪ Utilizes full lot including on-grade parking area at the east	▪ 360 parking stalls (approximate) ▪ 5 parking levels ▪ 2 stair towers ▪ Utilizes full lot including on-grade parking area at the east
Advantages:	**Advantages:**	**Advantages:**	**Advantages:**
▪ Shorter building height compared to Options 2 and 5 ▪ Higher density parking compared to Options 3 and 4 ▪ No snow removal equipment required (if roof provided)	▪ Provides the most parking stalls of all options ▪ Lowest cost per stall of all options ▪ No snow removal equipment required (if roof provided)	▪ Shorter building height compared to Options 2 and 5 ▪ Wider aisles and longer stalls compared to Options 1 and 2 ▪ No snow removal equipment required (if roof provided)	▪ Wider aisles and longer stalls compared to Options 1 and 2 ▪ No snow removal required (if roof provided)
Disadvantages:	**Disadvantages:**	**Disadvantages:**	**Disadvantages:**
▪ New barrier free stalls placement limited due to length compared to Options 3 and 4 ▪ Narrower aisles than Options 3 and 4 limiting longer vehicle parking.	▪ New barrier free stalls placement limited due to length compared to Options 3 and 4 ▪ New structure will be taller than existing ▪ Higher parking stall count provides more spaces than required	▪ Less parking stalls on the same floor area compared to Option 1 ▪ Highest cost per stall	▪ Less parking stalls on the same floor area compared to Option 2 ▪ New structure will be taller than existing

	Option 1: Demolition and New 4 Level Structure with 60˚ stalls	Option 2: Demolition and New 5 Level Structure with 60˚ stalls	Option 3: Demolition and New 4 Level Structure with 45˚ stalls	Option 4: Demolition and New 5 Level Structure with 45˚ stalls
Total Cost	$22,800,000	$28,200,000	$22,800,000	$28,200,000
Suspended Floor Area	11,200m^2	14,000m^2	11,200m^2	14,000m^2
Approx No. Stalls	345	435	285	360
Approx. Cost per Stall*	$66,100	$64,800	$80,000	$78,300

The accuracy of the above estimates is based on the very limited documentation provided and is intended to be within the range of ±25 – 30%. This accuracy is based on the definition for Estimate Classifications (Class D). Contingencies should be allowed for to account for design and other related costs not accounted for in this concept study.

Options For Consideration

Rehabilitate & Maintain



What it Means

- Undertake major repairs to the existing parkade and continue operating the facility through ongoing maintenance and future rehabilitation programs

Capital Implications

- $12M to $17.5M over the next 10 years (Class D estimate)

Parking Impact

- Maintained, although periodic construction-related disruptions and phased closures would be required during rehabilitation work

Rehabilitate & Maintain



Advantages

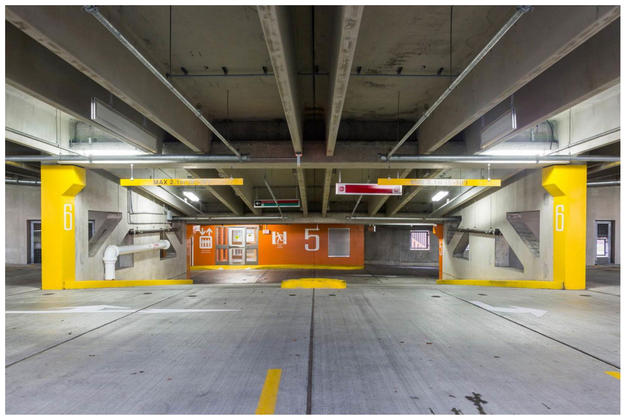
- Work can commence faster than other options
- Lower initial and ten-year capital cost
- 10-year capital of ~$12M to ~$17.5M

Disadvantages

- Existing chloride contamination will remain in unrepaired areas warranting the need for ongoing repair and maintenance projects (5-year cycle)
- Higher anticipated long-term cost compared to Option 2
- Significant downtime for repairs will be required in Year One and Ten
- Potential cost and parking closures for unforeseen repairs in later years
- “Old” parking structure user experience

TABLE 7.3.1 – 10 YEAR CAPITAL PLAN											
ITEMS	YEAR										
	0 2026	1 2027	2 2028	3 2029	4 2030	5 2031	6 2032	7 2033	8 2034	9 2035	10 2036
Rehabilitation Work – Refer to Section 6.1/ 6.2	$750-$1,250/ month + $6,000 to $8,000	$9,500,000 to $14,500,000	---	---	---	$800,000 to $1,100,000	---	---	---	---	$1,350,000 to $1,750,000
Update Condition Survey/ Warranty Review (see 7.3.2 below)	---	---	---	---	$25,000	---	---	---	---	$25,000	---
Waterproofing Maintenance and Non-Warranty Repairs	---	---	---	---	$30,000	---	---	---	---	---	---
Maintenance and Misc. Repairs / Contingency	---	---	$20,000	$20,000	$20,000	---	$30,000	$30,000	$30,000	$30,000	---
Total:	$15,000 to $23,000	$9,500,000 to $14,500,000	$20,000	$20,000	$75,000	$800,000 to $1,100,000	$30,000	$30,000	$30,000	$55,000	$1,350,000 to $1,750,000

Demolish & Rebuild



What it Means

- Replace the existing structure with a new purpose-built parking garage designed to meet current standards and provide a new service life for the facility

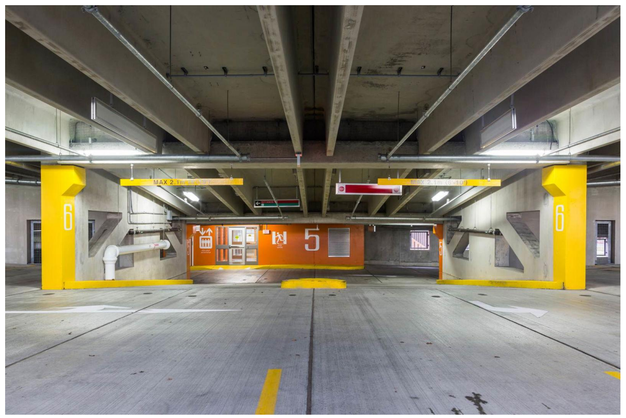
Capital Implications

- $22.8M to $32.9M depending on selected configuration and optional features (Class D estimate).

Parking Impact

- Increased, with conceptual redevelopment options accommodating approximately 345 to 435 stalls compared to the existing 338 stalls.

Demolish & Rebuild



Advantages

- Brand new structure with new moisture protection system and new effective services life
- Zero chloride contamination of the concrete
- Opportunity to increase the number of parking stalls available
- Brand new structure user experience

Disadvantages

- Higher upfront cost ($22.8M to $32.9M) compared to Option 1
- Construction will require complete closure of the structure
- Traffic coatings require regular maintenance and periodic replacement increasing long-term costs.

Demolish & Repurpose Site



What it Means

- Remove the existing parkade and redevelop the property for an alternative municipal, community, or future development use instead of parking

Capital Implications

- Approximately $1.15M to $1.85M for demolition and site preparation only (Class D estimate)

Parking Impact

- **Lost**, as no replacement parking structure would be constructed

Demolish & Repurpose Site



Advantages

- Lowest initial capital cost (~$1.5M)
- Reimagine the site and/or open development opportunities

Disadvantages

- No new parking provided

Hybrid Solution



What it Means

- Undertake targeted repairs to maintain safe operation in the near term while allowing additional time to plan and implement a future redevelopment strategy (alternative site consideration)

Capital Implications

- $25M to $47.4M over the planning and redevelopment period (Class D estimate)

Parking Impact

- Maintained in the short term and disrupted during future redevelopment, with eventual replacement or redevelopment occurring at a later date

Hybrid Solution



Advantages

- Targets critical structural repairs now to plan for redevelopment
- Allows greatest amount of time for planning

Disadvantages

- Capital spent on repairs is not recoverable.
- Higher total project cost vs Option 1 or Option 2


20- Year Class D Cost (Low)
20- Year Class D Cost (High)
$ (1,000,000)
50
45
40
35
30
25
20
15
10
5
0
Capital Risk for Progressive Deterioration
$20M
$30M
$22.8M
$32.9M
$1.15M
$1.85M
$25M
$47.4M
Rehabilitate & Maintain
Demolish & Rebuild
Demolish & Repurpose Site
Hybrid Solution

Decision Matrix

Decision Factor	Rehabilitate	Rebuild	Repurpose	Hybrid
Initial Capital Cost	Lower	Higher	Lowest	Highest
Parking Supply Retained	Yes	Yes / increased	No	Temporarily
Long-Term Asset Reset	No	Yes	N/A	Partial / deferred
Construction Disruption	Significant but phased possible	Full closure	Full closure / site change	Significant
Deterioration Risk	Remains	Removed	Removed	Remains during interim

Next Steps

Next Steps

1

City Decision
Rehabilitate, Rebuild, Repurpose, or Hybrid

2

Minimize Risk
Maintain structural shoring until repairs/ redevelopment

3

Proceed with Design for Selected Option(s)
Opportunity for further project stage gates

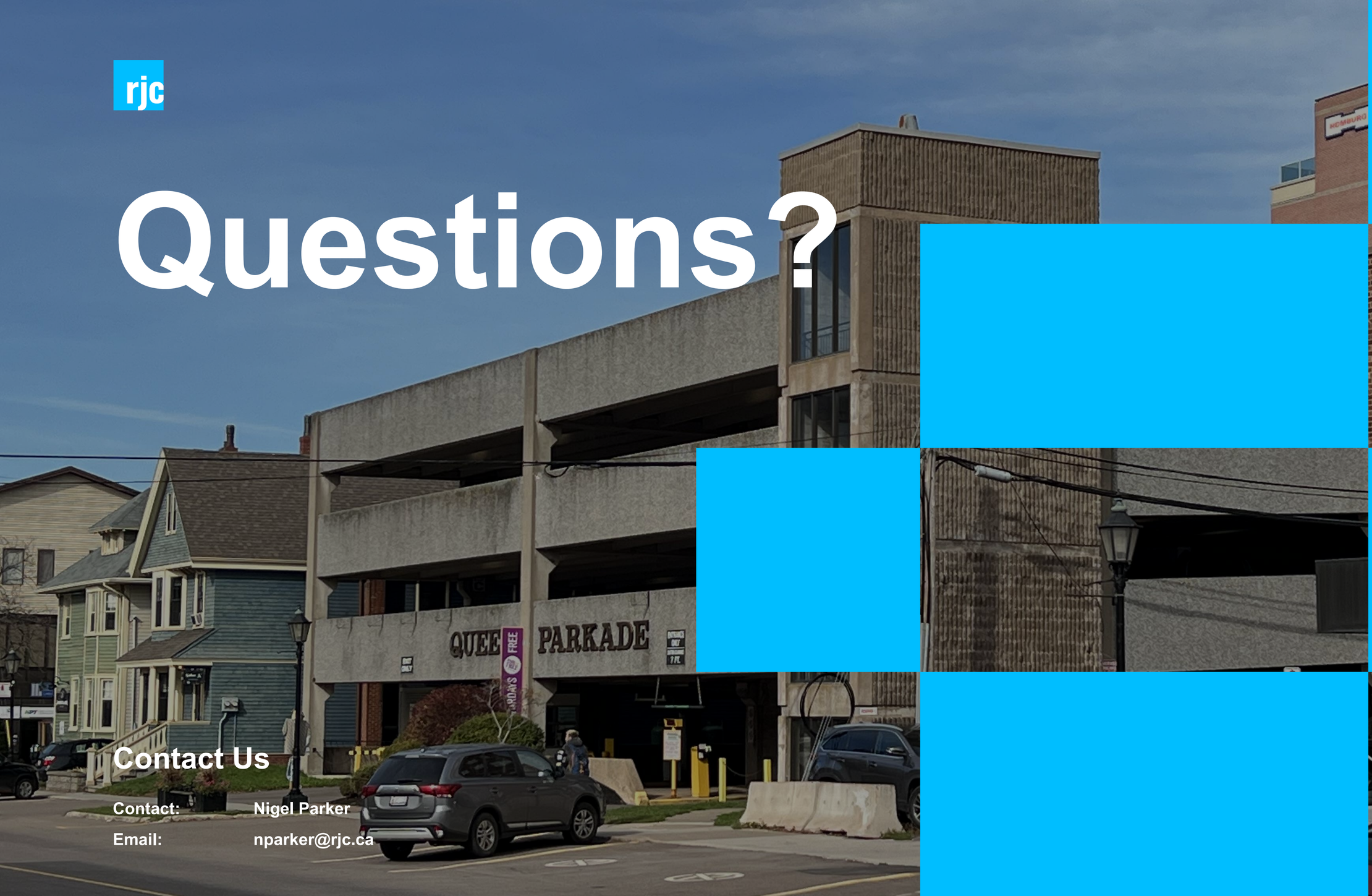
RJC Recommendation

- Undertake priority repairs to the parking garage to allow further engineering reviews and stakeholder decision
- Identify feasible redevelopment options including alternative sites
- Commence concept and/or schematic design work on new structure

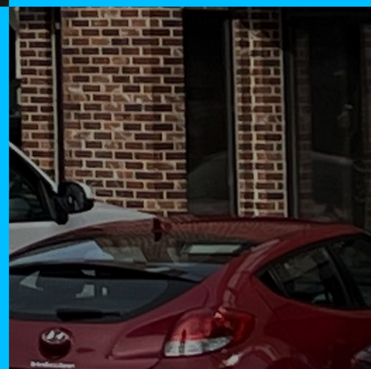
Key Message

The Queen Street Parkade has reached a point where significant investment or redevelopment planning is required, and City direction is needed to determine the preferred path forward

Questions?







Contact Us

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