CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, SEPTEMBER 8, 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, September 8th

11 RESOLUTIONS	1 BYLAW READING

❖ **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 – August 11, 2026
   - Special Meeting of Council – August 25, 2026
   - Public (Planning) Meeting of Council – August 27, 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
   - Five (5) Resolutions
   - No OPA or Zoning & Development Bylaw Readings

   7.2. Strat. Priorities, Comms & Intergovernmental Cooperation – Councillor Justin Muttart, Chair
   - Monthly Report
   - No Resolutions

   7.3. Parks, Recreation & Leisure Activities – Councillor Kevin Ramsay, Chair
   - Monthly Report
   - One (1) Resolution

   7.4. Water & Sewer Utility – Councillor Bob Doiron, Chair
   - Monthly Report
   - No Resolutions

7.5. Finance, Audit, Tendering & Administration – Councillor John McAleer, Chair
- Monthly Report
- No Resolutions
- 2nd Reading to Establish the Tax Rate Group Bylaw

7.6. Economic, Tourism & Cultural Development – Councillor Terry Bernard, Chair
- Monthly Report
- No Resolutions

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

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

7.9. Environment & Sustainability – Councillor Trevor MacKinnon, Chair
- Monthly Report
- Two (2) Resolutions

7.10. Human Resources – Councillor Norman Beck, Chair
- Monthly Report
- Two (2) Resolutions

7.11. New Business Resolutions
- No Resolutions

8. Motion to Move into a Closed Session as per 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;

- Lease Agreement Negotiations

119(1)(f) the conduct of existing or anticipated legal proceedings or the review of legal advice;

- City Services Legal Opinion

9. Business Arising from the Closed Session (If applicable)

10. Adjournment

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

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov (T/C)**	**Councillor Mitchell Tweel**
	Councillor Terry Bernard	**Councillor Kevin Ramsay**
	Councillor Bob Doiron	**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**
	Donna Miller Ayton, PPHM	**Frank Quinn, PRM**
	Tim Jenkins, AFC	**Jessika Corkum-Gorrill, ESM**
	Ylber Gashi, PWM (T/C)	**Emilee MacLeod, HRM**
	Joshua McInnis, UM	**Amy McQuillan, FM**
	Shane Jones, BIM	**Doug Dumais, CEC**
	Rory Chaisson, SITO	**Meaghan Hughes, CS**
	Tracey McLean, PRC	
Guests:	**Jacob Ritchie and Ruby Shepard, Fathom Studio (T/C)**	
Regrets:	**Councillor Julie McCabe**	**Darren MacDougall, APC**
	Wayne Long, EGAM	**Jessica Bradley, SCO**

(T/C indicates present via teleconference)

- 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**
   Moved and seconded that the agenda be approved as presented. Carried.

.../2

4. Adoption of Previous Draft Minutes of Council

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

- Regular Meeting of Council – July 14, 2026

CARRIED

5. Business Arising out of the Minutes

Regular Meeting of Council (July 14, 2026) - At the July meeting, the Notice of Motion concerning a proposed CAO Bylaw was not referred to an appropriate committee for consideration. Questions were raised about why neither the outcome of the vote nor the names of the members who voted in favour or against were recorded. Mayor Brown indicated members are asked if they are for or against to get a consensus with regard to a Notice of Motion.

6. Council Inquiries to be taken Under Consideration

The Miltonvale Wellfield Communications Project – A definitive timeline for completion was requested.

Clearcutting of Trees – Concern was raised about Maritime Electric's removal of a significant number of trees outside the city, particularly near City wellfields, and the potential impact this activity could have on wellfield protection.

These matters were taken into consideration.

7. REPORTS OF COMMITTEESS/RESOLUTIONS/BYLAW READINGS

7.1. Planning & Heritage – Deputy Mayor Alanna Jankov, Chair

Deputy Mayor Jankov indicated her Committee report was included in the weekend package. She indicated that the draft Zoning and Development Bylaw would move to a public consultation meeting September 3, 2026.

In response to a question regarding the attached CMHC housing-market report, the Deputy Mayor indicated that CMHC was requested to narrow down and provide a clearer picture of Charlottetown's housing market and stock, not Prince Edward Island as a whole.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Norman Beck

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.

Concern was raised that personnel details and an individuals' qualifications were being discussed publicly with regard to these appointments. The DIG stated that provincial planning and building legislation often requires municipal councils to formally appoint development officers and building officials and that once an employee has been properly hired and meets the provincial qualifications, Council's appointment is essentially a formality.

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Norman Beck

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.

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Norman Beck

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.

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Norman Beck

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:

- 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.

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Norman Beck

RESOLVED:

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

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.

Clarity was requested about exactly what Council was approving. The PDM clarified that Council was approving only the drive-through queuing plan and the lot consolidation as the Zoning & Development Bylaw specifically requires Council approval for new drive-through queuing spaces and for the lot consolidation.

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Norman Beck

RESOLVED:

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;

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.

It was suggested that a full-page advertisement in the local newspaper be considered with regard to the upcoming Public Meeting for the draft Zoning & Development Bylaw. The Deputy Mayor indicated that staff would publish FAQs, an executive summary, and plain-language information beforehand for the public. The meeting would be promoted through advertisements, social media, and the Charlottetown Hall website.

CARRIED 9-0

● Councillor McAleer was out of the Chamber during the following OPA reading as well as the reading for 307 Patterson Drive.

OFFICIAL PLAN AMENDMENT (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."

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Norman Beck

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.

CARRIED 8-0

2ND 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 Norman Beck

RESOLVED:

That the said Bylaw (PH-ZD.2-112) be read a second time and approved.

CARRIED 8-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Norman Beck

RESOLVED:

That the said Bylaw (PH-ZD.2-112) be adopted.

CARRIED 8-0

● Councillor McAleer returned to the Chamber.

2ND 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 Norman Beck

RESOLVED:

That the said Bylaw (PH-ZD.2-113) be read a second time and approved.

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Norman Beck

RESOLVED:
That the said Bylaw (PH-ZD.2-113) be adopted.

CARRIED 9-0

2ND 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 Norman Beck

RESOLVED:
That the said Bylaw (PH-ZD.2-115) be read a second time and approved.

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Norman Beck

RESOLVED:
That the said Bylaw (PH-ZD.2-115) be adopted.

CARRIED 9-0

7.2. Human Resources – Councillor Norman Beck, Chair

Councillor Beck indicated his Committee had not met since the last Regular Meeting of Council.

7.3. Strat. Priorities, Comms & Intergovernmental Cooperation – Councillor Justin Muttart, Chair

Councillor Muttart indicated his Committee had not met since the last Regular Meeting of Council.

7.4. Parks, Recreation & Leisure Activities – Councillor Kevin Ramsay, Chair

Councillor Ramsay indicated his Committee had not met since the last Regular Meeting of Council.

In response to a question raised, Councillor Ramsay indicated that the Simmons Wall of Fame item is expected to be addressed at a Committee meeting in September.

An update on the progress of the turf field at Simmons was requested, Councillor Ramsay referred to the PRM who indicated groundwork is proceeding well but the completion date was not definite because the turf contract was still being awarded.

7.5. Water & Sewer Utility – Councillor Bob Doiron, Chair

Councillor Doiron indicated his Committee had not met since the last Regular Meeting of Council. He reported that the Committee is awaiting feedback concerning the fibre-optic matter and expects to meet in the near future on the matter.

7.6. Finance, Audit, Tendering & Administration – Councillor John McAleer, Chair

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

1st Reading to Establish the City of Charlottetown Tax Rate Group Bylaw - 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.

Moved by Councillor John McAleer
Seconded by Deputy Mayor Alanna Jankov

RESOLVED:

That the City of Charlottetown Tax Rate Group Bylaw, #2026-TRG-01 be read a first time.

CARRIED 9-0

Moved by Councillor John McAleer
Seconded by Deputy Mayor Alanna Jankov

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.

CARRIED 9-0

7.7. Economic, Tourism & Cultural Development – Councillor Terry Bernard, Chair

Councillor Bernard indicated his Committee report was included in the weekend package. He praised staff and volunteers for the Natal Day celebrations held recently.

The curling-venue matter was discussed at length. Councillor Bernard clarified that Economic Development had completed the survey and concept work and transferred the matter to Parks and Recreation. The resolution went to Council on July 14 which was defeated 4-3. He noted that the Mayor suggested that possible new information be considered by the Parks and Recreation Committee. Councillor Ramsay, Chair of Parks & Rec, indicated he may place the matter on a future Committee agenda.

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.

The discussion primarily focused on how the policy would prioritize and support local PEI artists and how the 1% public-art funding provision would apply to eligible City-led capital projects. Councillors also questioned whether public art funding previously discussed for the Simmons Sports Centre should be revisited.

CARRIED 9-0

Moved by Councillor Terry Bernard
Seconded by Councillor Kevin Ramsay

RESOLVED:

That Council approve that the attached mural be installed on the exterior of the Hillsborough Park Community Centre located at 199 Patterson Drive, subject to receiving any required permits from the City's Planning & Heritage Department.

CARRIED 9-0

- Mayor Brown left the meeting at 7:19 PM and Councillor Bernard assumed the chair.

7.8. Protective & Emergency Services – Councillor Julie McCabe, Chair

Councillor Ramsay, on behalf of Councillor McCabe, indicated the Committee report was included in the weekend package.

Concern was raised regarding parking and traffic congestion on Thompson Drive during the farmers' market, particularly on Saturdays. It was noted that the Police are aware of the issue and would monitor the area. The City would investigate workable solutions to alleviate the problem.

In response to an update request on selecting a location for the third fire station, Councillor Ramsay indicated the item would be placed on the next Committee meeting agenda.

7.9. Public Works – Councillor Mitchell Tweel, Chair

Councillor Tweel indicated his Committee report was included in the weekend package. He advised Council that the Public Works resolution re: creation of an Assistant Manager of Engineering and Capital Projects position would be removed as more review is required. He highlighted staff performance, sidewalk and road work, the Sherwood Recreation Centre design tender, West Royalty Community Centre renovations, and the Exhibition Drive reconstruction project.

7.10. Environment & Sustainability – Councillor Trevor MacKinnon, Chair

Councillor MacKinnon indicated his Committee report was included in the weekend package. He reported that the East Royalty route continues utilization, while new service was introduced in Winsloe and Hidden Valley in late July.

- At this time, Council agreed to extend the meeting beyond the three-hour limit.

Moved by Councillor Trevor MacKinnon
Seconded by Councillor Norman Beck

RESOLVED:

That Council requests that the Government of PEI make four (4) 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.

It was suggested that Police and Public Works be included in this matter to get those departments perspectives. Moved by Councillor Tweel and seconded by Councillor Muttart to defer the motion. Tied 4-4. Chair Bernard voted in favour of the deferral.

DEFERRED 5-4
Councillors Beck, Doiron, McAleer & Ramsay opposed

7.11. New Business

No New Business items for consideration.

8. Adjournment

Moved and seconded that the meeting be adjourned. Carried. Meeting concluded at 8:10 PM.

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

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov (T/C)**	**Councillor Mitchell Tweel**
	Councillor Terry Bernard	**Councillor Kevin Ramsay**
	Councillor Bob Doiron (T/C)	**Councillor Julie McCabe**
	Councillor Norman Beck	**Councillor Trevor MacKinnon**
	Councillor John McAleer	**Councillor Justin Muttart (T/C)**
Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG**
	Richard MacEwen, DCS	**David Gundrum, PDM**
	Ylber Gashi, PWM	**Sophie Hayes, PWJE**
	Chris Oliver, ITSS	**Tracey McLean, PRC**

Guest: **Ralf Altenkirch, Leigh Besanger & Nigel Parker, RJC Engineering Consultants**

T/C indicates attended via teleconference.

- 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
Moved and seconded that the agenda be approved as presented. Carried.

4. Discussion Items

a) One (1) Planning & Heritage Resolution

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,

.../2

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).

CARRIED 10-0

b) One (1) Water & Sewer Utility Resolution

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.

CARRIED 10-0

c) Queen Parkade Assessment Presentation

Councillor Tweel, Chair of Public Works Committee, spoke to the item briefly and then turned it over to the Public Works Manager (PWM) who noted that there will be no formal recommendation today but that the matter will go back to the Public Works Committee for review/discussion and return to Council with a recommendation. The PWM then introduced Ralf Altenkirch, Leigh Besanger & Nigel Parker of RJC Engineers and asked them to begin the presentation.

N. Parker indicated that the City of Charlottetown retained RJC to assess the current condition of the Queen Street Parkade, evaluate the long-term viability of rehab vs replacement, identify feasible redevelopment options and provide Class D cost implications for each option. He indicated that the engineering team has determined the pre-cast structure is in poor condition and localized areas in very poor condition and that significant capital investment will be required whether the City chooses to rehabilitate, replace, repurpose, or phase redevelopment of the asset. The structure was opened in 1979, had major repairs in 2006 & 2007, assessments done in 2018, 2022, 2024 & 2026 and structural shoring installed in 2018, 2022 & 2026.

The 2026 Condition Survey Assessment Findings indicated the following:

1. Poor to very poor structural condition - widespread and 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.

RJC stressed that the structural elements are continuing to deteriorate, and deterioration of all elements is increasing at an exponential rate when compared to past reviews; they then spoke to recommended repairs over the next 10 years.

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RJC then went into more detail with regard to the demolition and reconstruction feasibility study, which identified four conceptual redevelopment options:

Option 1: Demolition and New 4 Level Structure w/60 ° stalls
Option 2: Demolition and New 5 Level Structure w/60 ° stalls
Option 3: Demolition and New 4 Level Structure w/45 ° stalls
Option 4: Demolition and New 5 Level Structure w/45 ° stalls

	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	11,200m²	14,000m²	11,200m²	14,000m²
Approx No. Stalls	345	435	285	360
Approx. Cost per Stall*	$66,100	$64,800	$80,000	$78,300

Accuracy of the the above estimates is base on limted documentation and intended to be within the range of +/- 25 – 30% (Based on the definition for Estimate Classifications (Class D).

RJC outlined the advantages, disadvantages estimated costs, impact on parking, etc of each option noted above. Other options for consideration that were presented included • Rehabilitate & Maintain • Demolish & Rebuild • Demolish & Repurpose Site • Hybrid Solution.

In closing, RJC recommended that the City undertake priority repairs to the parking garage to allow further engineering reviews and stakeholder decision, identify feasible redevelopment options including alternative sites and commence concept and/or schematic design work on a new structure.

The Mayor opened the floor for questions and discussion with regard to the building's load-bearing capacity, anticipated length of closure should the facility be rebuilt and previous capital investments. In response, RJC indicated that the shoring mechanisms have a high load-bearing capacity but could be compromised if struck by a vehicle; if Council was to proceed with Option 2, the parkade would be out of service for approximately 1½ to 2 years. The PWM indicated that approximately $100,000 in capital funding has been allocated to the parkade since 1995; no records could be located prior to amalgamation in 1995. It was proposed that the City consider engaging with private-sector partners to develop a concept plan for the parkade.

The Mayor thanked the RJC Engineering Consultants for the informative presentation. It was reiterated that the matter will go back to the Public Works Committee for further review before coming back to Council for consideration.

5. Adjournment

Moved and seconded that the meeting be adjourned. Carried. The meeting concluded at 6:20 PM.

DRAFT

Public Meeting of Council
Thursday, August 27, 2026, 7:00PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; and
Live streaming at www.charlottetown.ca/video

Mayor Phillip Brown Presiding

Council Members present:	Deputy Mayor Alanna Jankov* Councillor Bob Doiron* Councillor Justin Muttart	Councillor Julie McCabe Councillor John McAleer Councillor Norman Beck
Staff:	Michael Ruus, Director, Integrated Growth David Gundrum, Manager, P&H Sonia Kamal, PII	Jason Doucette IO/AA**
Applicants/ Representatives:	Nick Farquson [Item 4(a)]	
Also present:		
Regrets:	Brad MacConnell, CAO Councillor Terry Bernard Councillor Kevin Ramsay	Councillor Mitchell Tweel Councillor Trevor MacKinnon

*Participated via Teams
**Minute Taker

Meeting reminders were explained before calling the meeting to order. Mayor Brown also acknowledged that the meeting was taking place on the traditional and unceded territory of the Mi'kmaq people.

The deadline for submission of written comments is Friday, August 28 at 12:00pm Noon.

1. **Call to Order**
   Mayor Brown called the meeting to order at 7:06 PM.

2. **Declarations of Conflict of Interest**
   There were no conflicts.

3. **Approval of Agenda**
   Moved by Councillor McCabe and seconded by Justin Muttart that the agenda for the Public Meeting on August 27, 2026 be approved.

CARRIED

4. Discussion Items:

a) Essex Crescent – Lots 526, 527, 528 (PIDs# 1100619, 1187640 and 1187632)

Sonia Kamal, Planner II

Request: This is a request 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.

Property Information: Rezoning from R-2S to R-1N
Staff Presenter: Sonia Kamal, PII
Applicant: Nick Farquson
Reference: Public Meeting Package

Summary:

It was noted that the subject properties are currently zoned R-2S, which permits a maximum of two dwelling units per lot in the form of a semi-detached dwelling. Staff stated that should the rezoning be approved, a total of five dwelling units would be permitted across the three subject properties. It was further noted that this would represent a reduction of one dwelling unit from the current permissions under the existing zoning.

Staff indicated that the subject properties are vacant lots situated on the south side of Essex Crescent within an established residential neighbourhood. It was explained that the surrounding area is predominantly developed with single-detached and semi-detached dwellings, with only a limited number of undeveloped residential parcels remaining. Staff stated that the properties located to the north, east and west are also zoned R-2S and contain established residential development.

It was also stated that lands south of Royalty Road are zoned Low Density Residential (R-1L) and are primarily developed with single-detached dwellings on larger lots. Staff noted that an Open Space (OS) zone is located further southeast of the subject properties.

Staff explained that Section 3.10.3 of the Zoning and Development Bylaw requires Council to conduct a public meeting before amending the regulations of the Bylaw or rezoning any parcel of land.

It was said that the purpose of the meeting is to receive the views and opinions of both the public and the applicant. Staff further indicated that Council may reject a proposed amendment in the best interests of the City without proceeding to public notice or a public meeting.

It was stated that Council approved the request to proceed to public consultation through a Resolution of Council on August 11, 2026. Staff noted that, in accordance with the requirements of the Zoning and Development Bylaw, notice of the public meeting was circulated on August 6, 2026 to fifteen property owners located within 100 metres of the subject properties. It was explained that the notice advised neighbouring property owners of the August 27, 2026 public meeting and invited comments regarding the proposed rezoning.

Staff stated that three responses in opposition to the proposal had been received at the time of the presentation. It was noted that the comments received form part of the public consultation process and will be considered as the application moves forward through the review process.

Staff indicated that a proposed site plan had been prepared illustrating the future subdivision layout for the property. It was also explained that conceptual floor plans and building elevations were submitted to demonstrate the type and form of single-detached dwelling units proposed for the site.

It was stated that the next tentative step in the process would be consideration of the application by the Planning Board on October 6, 2026. Staff indicated that, following Planning Board review, the application is tentatively scheduled to proceed to Council for consideration on October 13, 2026.

Comments

Louie Doiron, Alan Malone, Carly Slote, Stephen Cohen and James Johnston stated several concerns summarized below.

Resident Concerns Summary – Windsor Park Rezoning Proposal

Neighbourhood Character and Original Development Expectations
Residents stated they purchased homes in Windsor Park with the expectation that the subdivision would remain a low-density neighbourhood consisting primarily of larger single-family homes. Several speakers referenced original subdivision features such as underground electrical services, decorative lighting, and development standards that were viewed as contributing to the neighbourhood's character. Residents expressed concern that continued increases in density are changing the nature of the community.

Traffic, Parking, and Congestion
Residents reported growing concerns regarding traffic volumes, on-street parking, and congestion. Several speakers indicated that nearby higher-density developments have resulted in increased numbers of vehicles, including vehicles parked along streets during both summer and winter months. Concerns were raised about reduced roadway access, difficulties for snow-clearing operations, and general traffic impacts within the subdivision.

Public Safety Concerns
A recurring concern involved the safety of children, pedestrians, and families using the neighbourhood streets. Residents noted that much of the subdivision does not have sidewalks and that children often play, walk, or cycle on the roads. Concerns were raised about speeding vehicles, limited visibility caused by parked cars, and the potential for accidents involving children.

Property Values
Several residents expressed concern that additional lot subdivision and increased density could negatively affect property values. Residents stated that the character and appearance of the neighbourhood were important factors in their home purchases and that continued changes may affect future property desirability.

Future Development and Precedent
Many speakers viewed the proposal as part of a broader pattern of increasing density within Windsor Park. Residents expressed concern that approving additional lot divisions could establish a precedent for further development changes in the future. Several noted that significant portions of the surrounding area remain undeveloped and feared that similar applications could continue to alter the neighbourhood over time.

Zoning History and Previous Changes
Residents questioned when and how portions of Windsor Park transitioned from their original zoning to the current zoning framework. Speakers requested clarification regarding previous rezoning decisions and past approvals that have enabled higher-density development within the area. Residents asked that the history of zoning changes be clearly documented and explained.

Public Notification Process
Several residents noted that they had not received notification of the public consultation despite living near the subject properties. Questions were raised regarding the reach of the notification and whether all nearby property owners were aware of the proposal.

Overall Position of Residents
The residents who spoke generally opposed the proposed rezoning application. While speakers acknowledged the need for development and growth within the city, they argued that the proposed changes were inconsistent with the original vision for Windsor Park.

5. New Business
There was no new business that arose.

6. Adjournment of Public Session
Moved by Councillor McCabe and seconded by Councillor Muttart that the Public Meeting adjourned. The meeting concluded at 8:20 PM.

PLANNING AND HERITAGE
REPORT TO COUNCIL

September 8, 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 met on Monday, August 24, 2026; copies of the minutes are included in your package.

The Planning & Heritage Committee met on Tuesday, September 1, 2026: copies of the minutes and reports are included in your package.

The Planning Board met on Tuesday, September 1, copies of the minutes and reports are included in your package.

A listing of Permit applications issued for August 2026 along with YTD will be forwarded at a later date.

Resolutions: Five (5)

1. **65 Kensington Road (PID# 277491)**
   David Gundrum, RPP, MCIP, Manager of Development Planning

This is a request for a Major Variance to allow for the establishment of a 2-storey detached accessory structure (garage) on the subject property that would contain a Garden Suite, otherwise also called a detached Accessory Dwelling Unit (ADU) on a property having lot area of approximately 0.2 acres (0.08 hectares) whereas a minimum lot area of 0.5 acres (0.2 hectares) is otherwise required for a detached ADU. The applicants are also seeking relief from Zoning requirements for an increased maximum size of 73 square metres (786 square feet) and increased maximum building height of 25 feet (7.62 metres) for the detached accessory structure that would contain an ADU as well as reduced side yard setback of 1.30 metres (4.26 feet) and reduced rear yard setback of 1.90 metres (6.23 feet).

2. **49 Trailview Drive (PID# 1128842)**
   David Gundrum, RPP, MCIP, Manager of Development Planning

This is a request for a Major Variance to permit the future subdivision of 49 Trailview Drive (PID# 1128842) to create a new buildable lot within the (R-1L) Zone. The Major Variance request proposes to reduce the minimum required lot frontage from 18 metres (59.1 feet) to approximately 7.76 metres (25.45 feet) for the proposed new lot.

3. **St. Martha's Court - Lot 2019-5 (PID# 390740)**
   Laurel Palmer, RPP, MCIP, Planner 3 (Senior Planner)

This is a request to proceed to public consultation concerning a request to consider a development concept plan for Lot 2019-5 (PID# 390740) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with three (3) apartment buildings having a combined total of one hundred and eighty-six (186) dwelling units.

4. **176-178 King Street (PID# 336271)**
   David Gundrum, RPP, MCIP, Manager of Development Planning

This is a request to consolidate two (2) parcels in the Downtown Neighbourhood (DN) Zone to facilitate a proposed future lot subdivision that will require further review and consideration with respect to the Heritage Preservation Bylaw due to the presence of an existing Heritage Designation that applies to the subject property. The subject property contains an existing single-detached dwelling that is proposed to be retained and preserved.

5. **68 Queen Street (PID#s 336982, 336974, 336909, 336917, 336966, 1172915)**
   Laurel Palmer, RPP, MCIP, Planner 3 (Senior Planner)

This is a request to allow for the encroachment of building footings and overhead canopies into the public right-of-way to facilitate the construction of a proposed multi-use residential and commercial building within the 500 Lot Area for properties addressed as 68 Queen Street. If approved, the City will enter into a legal agreement with the property owners to formalize the requested encroachments.

Reading Papers:

First Readings: None
Second Readings: None

Respectfully submitted,

Deputy Mayor Alanna Jankov, *Chair*

PLANNING AND HERITAGE: HERITAGE BOARD MINUTES OPEN SESSION
MONDAY, AUGUST 24, at 4:30PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live Streaming: www.charlottetown.ca/video

Present:	**Councillor Julie McCabe, Interim Chair**	**Emile Gallant, RM**
	Councillor Norman Beck	**Lucas MacArthur, RM**
	Deputy Mayor Alanna Jankov*	**Sharon Larter, RM**
	***attended virtually**	**Tara Maloney, RM**
		Ken McInnis, RM
		Simon Moore, RM
		Aaron Stavert, RM
Also:	**Mike Ruus, Dir. Int. Growth**	**Jason Doucette, IO/AA****
	Natalie Munn, HO	****minute taker**
Applicants:	**N/A**	
Regrets:	**Brad MacConnell, CAO**	
	Mayor Phillip Brown	
	Donna Miller-Ayton, MGR, PH	

1. **Call to Order**

Interim Chair McCabe called the meeting to order at 4:30 PM.

2. **Declaration of Conflicts**

Chair McCabe asked if there were any conflicts; there being none, moved to the approval of the agenda.

3. **Approval of Agenda**

Moved by Simon Moore and seconded by Tara Maloney that the agenda for Monday, August 24, 2026, be approved.

CARRIED

4. **Adoption of Minutes**

Moved by Lucas MacArthur and seconded by Ken McInnis that the minutes of Monday, June 22, 2026, be approved.

CARRIED

5. **Business arising from Minutes**

There was no business arising from the minutes.

6. **Reports:**

a) **Heritage Awards (Closed Session)**

Moved by Lucas MacArthur and seconded by Ken McInnis that the Agenda item (a) Heritage Awards Discussion, be moved to a closed session for discussion, per section 119 (c), "*personal information about an identifiable individual, including a municipal employee or an employee of a controlled corporation"* and section 119 (e), "*a matter still under consideration, on which the council has not yet publicly announced a decision".*

CARRIED
(9-0)

MOTION:

Moved by Tara Maloney and seconded by Ken McInnis that Heritage Board approves the nominations as presented for the Heritage Awards and the Catherine Hennessey Award and these will be announced at a future planned event.

CARRIED
(9-0)

7. New Business

A member asked for follow-up if the railing had ever been checked at the Kirk of St. James church for compliance and staff indicated that the property was not a Designated Heritage Resource.

8. Adjournment

Moved by Lucas MacArthur and seconded by Tara Maloney that the meeting be adjourned.

CARRIED
(9-0)

The meeting was adjourned at 4:49 PM

_____
Deputy Mayor Jankov, Chair

PLANNING & HERITAGE: COMMITTEE MINUTES
TUESDAY, SEPTEMBER 1, 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** **Councillor Norman Beck**	**Councillor Julie McCabe**
Also:	**Michael Ruus, Director, Int. Growth** **Laurel Palmer, PIII** **Sebastian Hall, PIII**	**Jason Doucette, IO/AA*** **Minute taker*
Regrets:	**Brad MacConnell, CAO** **Mayor Philip Brown** **Donna Miller-Ayton, Mgr, Policy & Heritage** **Natalie Munn, Heritage Officer**	

1. **Call to Order**
   Chair Jankov called the meeting to order at 3:39 PM.

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

3. **Approval of Agenda**
   Moved by Councillor McCabe and seconded by Councillor Beck that the agenda for Tuesday, September 1, 2026, be approved.

   CARRIED
   (2-0)

4. **Adoption of Minutes**
   Moved by Councillor Beck and seconded by Councillor McCabe that the minutes of the meeting held on Wednesday, July 29, 2026 as circulated, be approved.

   CARRIED
   (2-0)

5. **Business arising from Minutes**

A Committee member recalled the previous CMHC presentation and questioned whether the additional information that had been discussed at that meeting had been circulated to Council.

Reference was made to the July 29 meeting and the expectation that presentation materials or supporting information would be provided to members of Council.

Staff advised that an executive summary prepared by CMHC had been included in a previous Council package and had been discussed during the August Regular Council meeting.

Discussion followed regarding whether the complete report had also been distributed and it was asked whether the report had been uploaded to Council members' OneDrive accounts or otherwise distributed beyond the executive summary.

Staff confirmed that only the executive summary prepared by CMHC had been included in the Council package. Staff advised that if Committee or Council wished to receive additional information, a request could be made to obtain and circulate it.

Committee members noted that they had hoped CMHC would provide further information focused specifically on Charlottetown and local housing conditions. It was recalled that CMHC had indicated they would review the matter further and provide more targeted information for staff, Committee and Council consideration.

Staff agreed to follow up on the request and determine whether additional Charlottetown-specific information could be obtained from CMHC and shared with Council in the future.

6. Reports:

a) Patio Bylaw - What We Heard Report

Summary:

Michael Russ advised that the report was located on page 11 of the digital package and noted that the complete "What We Heard Report", along with supplementary survey results provided by Downtown Charlottetown Inc. (DCI), had been included for Committee and Council consideration.

Michael explained that the intent of the bylaw project was regulatory modernization, including transferring administration and oversight of patio permits to the Planning and Heritage Department and streamlining licensing and permitting processes to provide greater clarity and consistency in the interpretation and administration of patio regulations.

It was noted that public engagement was conducted on February 5 and February 24, 2026, and included a public information and stakeholder session, opportunities for written and verbal feedback, use of the Charlottetown Hall platform, and a survey undertaken by Downtown Charlottetown Inc. Additional discussions were also held with DCI to clarify feedback and identify operational concerns experienced during the current operating season.

DCI reported that its survey received 84 responses representing restaurants, retailers, service providers, entertainment operators and other downtown businesses.

Staff stated that participants generally expressed strong support for patios as a way of activating and animating the downtown core. Feedback indicated that patios contribute positively to tourism, pedestrian activity, economic development and the overall attractiveness of downtown Charlottetown.

Parking impacts were identified as a common concern. Businesses expressed concerns regarding the conversion of on-street parking spaces to patio use and the potential effects on customer access and business operations.

Questions and concerns were also raised regarding noise and neighbourhood impacts, including late-night noise, outdoor entertainment and effects on nearby residents and businesses.

Staff noted that these matters had previously been discussed at Committee and Council, including consideration of the permanent 1:00 a.m. closing time for Victoria Row, for which there had generally been public support.

Accessibility and safety were identified as key priorities and feedback emphasized the importance of ensuring that patios are accessible for individuals of all ages and abilities.

Staff noted that recent discussions had highlighted the need for patio design standards and consistent enforcement. Stakeholders expressed interest in establishing minimum expectations regarding materials, appearance and overall patio design while maintaining flexibility for operators.

Operational consistency was also identified as a recurring theme. Participants wanted patio requirements to be clearly articulated, consistently applied and for operators to make consistent use of approved patio spaces throughout the operating season.

Regarding next steps, staff advised that stakeholder and public feedback would be incorporated into a final draft of the Patio Bylaw. Staff would also evaluate opportunities to strengthen provisions related to patio size, parking space allocation, seasonal operations and permit holder expectations.

Staff further advised that a suggestion from DCI to develop a Patio Design and Operations Guide was appreciated and would be explored as a means of providing additional information and guidance to patio operators.

Once revisions are complete, the bylaw will undergo final review by senior management and the City Solicitor before proceeding to Committee and Council for consideration of bylaw readings.

Discussion:

It was asked why the report focused on transitioning from the COVID-19 Patio Program when many of the patios currently operating are located on City-owned property through the Street Vendors Bylaw. Staff explained that the intent is to create a single, comprehensive Patio Bylaw that incorporates both existing frameworks and applies consistent administration and oversight to all patio operations.

It was also asked whether the same rules would apply to patios located on private property and those occupying public parking spaces. Staff advised that the goal is to establish one overall framework, although some matters relating to parking requirements and zoning regulations are still being reviewed as part of related policy work.

Discussion took place regarding parking spaces that have been converted to patio use. Staff noted that the program originally involved approximately 23 to 24 spaces and has expanded over time to approximately 46 to 48 spaces. Staff further advised that consultation feedback demonstrated

support for maintaining some form of cap on patio-related parking space conversions to help preserve parking availability in the downtown core.

It was asked how businesses that converted their own private parking spaces into patios during the COVID-19 program would be treated under the proposed bylaw. Staff acknowledged the concern and advised that options are currently being reviewed through a jurisdictional scan and would be brought forward for Committee and Council consideration.

Further discussion occurred regarding potential fees and whether charges would apply equally to patios located on private property and those occupying City-owned parking spaces. Staff advised that this matter remains under review and noted that recommendations from the Parking Strategy, together with practices in other municipalities, will help inform future recommendations.

Questions were raised regarding the impact of new patio design standards on existing operators who have invested significant resources in constructing their current patios. Staff advised that operators had previously been informed that current encroachment agreements would expire at the end of the season and that all aspects of the patio program, including design standards, could be reconsidered through the new bylaw process.

It was noted that no commitment had been made to grandfather existing patio structures. However, staff acknowledged the investments already made by operators and indicated that practical considerations would be taken into account when developing future standards.

Discussion also focused on the intent of future design standards. Staff advised that the objective is to establish minimum expectations for patio appearance, materials and functionality while still allowing operators flexibility to reflect their individual branding and business identity.

Questions were asked about comments supporting increased pedestrian activity in the downtown core and whether this reflected support for expanded pedestrian-only areas. Staff clarified that the feedback generally reflected support for improving pedestrian environments and did not necessarily indicate support for full street closures. Improvements could include streetscape enhancements, lighting, active transportation infrastructure and other pedestrian-focused initiatives.

It was also discussed whether patios should continue to be associated primarily with food and beverage establishments. Staff advised that patio approvals have historically been tied to licensed establishments and that public feedback generally supported maintaining that approach.
In closing, Committee discussed next steps in the process. Staff advised that public and stakeholder feedback will be incorporated into a revised draft bylaw and accompanying report, which will return to Committee and Council for further consideration and direction.

b) 68 Queen Street - (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915), request for approval of Public Benefit in exchange for Bonus Height.

Summary:

Laurel advised that the public benefit package had been proposed by the developer and the architect on the developer's behalf. Staff explained that the proposal relates to the creation of an active public alleyway intended for public use and includes space for public art, murals and seasonal food vendors. The proposal would also provide pedestrian access from businesses located on Queen Street into the public alleyway.

Staff noted that the request for bonus height had previously been reviewed by the Design Review process and was supported by the Design Reviewer. When the application was presented to Planning Board, Board members were advised that approval of the public benefit component would be required before the bonus height request could be finalized.

Staff explained that the public benefit contribution is determined through a formula established in the Zoning and Development Bylaw. The calculation identifies the monetary value required for the public benefit component of a bonus height application. In this case, the required contribution was calculated at approximately $94,376.

Staff further advised that the value of the required public benefit is based on a set rate established by Council resolution and calculated using the gross floor area located above the pre-bonus height. Staff noted that Council approved the current rate on February 12, 2018, at $4 per 0.1 square metres, or approximately one square foot, and that the rate has not changed since that time.

Staff outlined the developer's proposed public benefit package, which has an estimated value of approximately $125,000 plus HST. The proposal includes pedestrian paving and walkway improvements between King Street and Dorchester Street estimated at approximately $85,000, exterior lighting valued at approximately $15,000, public benches estimated at $6,000, planter boxes and climbing ivy lattice features valued at approximately $3,500, a public art mural valued at approximately $10,000, and services for seasonal food vendors estimated at approximately $5,500.

Staff advised that the total value of the proposed improvements exceeds the minimum public benefit contribution required under the formula. Staff indicated that, should Committee support the proposal, the recommendation would be forwarded to the Chief Executive Officer and the Mayor for final approval.

It was noted that the public benefit approval process does not proceed to Council for final approval and is instead finalized administratively through the CEO's Office.

Staff concluded by advising that approval of the proposed public benefit package was being recommended and invited questions from Committee members.

Discussion:

Committee members sought clarification regarding whether the public benefit proposal required a formal vote or recommendation to Council, or whether the item was being presented for information purposes only.

Staff advised that the Committee's position on the proposal would be taken forward as a recommendation to the Mayor and Chief Executive Officer. A member questioned whether Committee had the authority to support a proposal directly, noting that Committee recommendations typically proceed to Council for consideration.

Staff explained that the process for public benefits associated with bonus height applications differs from the normal Council approval process. Under the applicable bylaw, the matter proceeds directly to the Mayor and CEO rather than to Council.

Committee discussed how the process compares to Design Review matters, noting that certain planning-related decisions do not proceed to Council unless there is a discrepancy or issue requiring further consideration. It was agreed that the current application appears to follow a similar approval framework.

Questions were also raised regarding the proposed public art component. Committee members asked whether artwork and murals included within the public benefit package would require review by another body, such as the Arts Advisory Committee. Staff indicated that any artwork would likely be subject to a separate review process through the appropriate committee, and that the current discussion was limited to consideration of the public benefit proposal itself.

It was noted that the Committee was being asked to indicate whether it supported the proposed public benefit in exchange for the approved bonus height component of the development. Members acknowledged that Council had previously approved the development subject to the public benefit requirements being satisfied.

Committee members asked whether approval of the public benefit and the encroachment request were the final items required before the project could proceed. Staff advised that the encroachment application would be considered by Planning Board later the same day and that these were the primary remaining approvals needed before a development permit could be issued.

Staff further noted that a development agreement would still need to be signed and that the approved public benefit package would be incorporated into the agreement before finalization.
Following discussion, Committee members indicated their support for moving the public benefit proposal forward to the Chief Executive Officer and Mayor for final consideration in accordance with the approval process established under the bylaw.

MOTION:

Moved by Councillor Beck and seconded by Councillor McCabe that Planning & Heritage Committee accept the proposal from the developer (Quentin Bevan, Weymouth Properties Ltd.) to construct and incorporate an active alleyway for public art and murals within their building at 68 Queen Street (PID #336982, 336974, 336909, 336917, 336966 and 1172915) as their public benefit requirement for two (2) additional storeys containing approximately 11,797 sq ft. (1,096 m2). of floor area per storey.

CARRIED
(2-0)

7. Introduction of New Business

There was no new business

8. Adjournment of Public Session

Moved by Councillor Beck and seconded by Councillor McCabe that the meeting be adjourned. The meeting was adjourned at 4:15 PM.

CARRIED
(2-0)

_____
Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No: PH-2026-09-13

Date: September 01, 2026

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

Reporting Department:
Planning & Heritage Department

Other Associated Departments:
Communications Department

Prepared by: Michael Ruus, Director of Integrated Growth

Attachments:

- What We Heard Report – City of Charlottetown Patio Bylaw Update

Report Title:
Patio Bylaw Update – What We Heard

Report Purpose:
To provide a summary of stakeholder and public engagement undertaken to support the transition from the City's temporary COVID-19 patio program to a permanent Patio Bylaw framework.

Staff Recommendation:
That Committee and Council receive for information purposes.

Background:
In response to the COVID-19 pandemic, the City introduced the Temporary Patio Program to support local businesses and downtown economic recovery. Following several seasons of operation, Administration has undertaken a comprehensive review of the program and developed a draft permanent Patio Bylaw intended to support economic vitality, accessibility, safety, tourism, and downtown vibrancy.

To support development of the proposed bylaw, Administration completed a jurisdictional scan of approximately twenty Canadian municipalities, including five municipalities within Atlantic Canada. The review examined patio regulations, permitting models, accessibility requirements, operational standards, enforcement mechanisms, and best practices to identify approaches that could strengthen the effectiveness of Charlottetown's Patio Bylaw.

- Transfer of administration and oversight of patio permits to the Planning and Heritage Department.
- Expanded and clarified definitions throughout the bylaw.
- Revised fee structure to reflect current operational and administrative requirements.
- A streamlined application process intended to improve clarity and efficiency.
- Enhanced compliance and enforcement provisions to support consistent interpretation and administration of the bylaw.

Public engagement was undertaken between February 5 and February 24, 2026, and included:

- A public information and stakeholder session.
- Verbal and written feedback opportunities.
- An online business survey administered by Downtown Charlottetown Inc. (DCI).

Additional stakeholder discussions took place with DCI through the summer of 2026 to clarify feedback received and outline on-going operational pain points.

The DCI survey received 84 responses representing restaurants, retailers, service providers, entertainment operators, and other downtown businesses.

Key Themes from Engagement

Downtown Vibrancy and Economic Activity
Participants generally expressed strong support for patios as a means of activating and animating the downtown core. Respondents identified patios as contributing positively to tourism, pedestrian activity, economic development, and the overall attractiveness of downtown Charlottetown.

Parking and Access
Parking availability was the most frequently identified concern. Many businesses expressed concern regarding the conversion of on-street parking spaces to patio use and the potential impacts on customer access and business operations. Conversely, other participants supported reallocating select parking spaces to pedestrian-focused uses as part of broader downtown placemaking initiatives.

Noise and Neighbourhood Impacts
Concerns were raised regarding late-night noise, outdoor entertainment, and potential impacts on nearby residents and businesses. Participants emphasized the importance of clear operating standards and effective enforcement, particularly if patio operating hours are extended to 1:00 a.m.

Accessibility and Safety
Stakeholders generally supported enhanced accessibility and safety requirements, including accessible seating, ramps, pedestrian clearances, fire safety measures, and compliance with current accessibility standards.

Design Standards and Enforcement
Participants emphasized the importance of attractive, well-designed patios that contribute positively to the downtown streetscape. Feedback highlighted the need for clear design standards, maintenance expectations, inspection protocols, and consistent enforcement.

Operational Consistency
Additional feedback from DCI identified opportunities to strengthen the administrative framework by clarifying patio dimensions, parking space allocation, construction standards, inspection requirements, seasonal installation and removal dates, and permit-holder responsibilities.

Survey Results
The DCI survey demonstrated mixed opinions regarding the current patio program:

- 42% of respondents were satisfied with the current patio program.
- 39% were dissatisfied.
- 19% indicated patios had no impact on their business.

When asked what changes they would like to see:

- 25% supported additional patios.
- 25% requested clearer design and footprint regulations.
- 17% preferred fewer patios.
- 14% indicated no changes were required.

Regarding proposed operating hours:

- 54% supported extending patio operations from midnight to 1:00 a.m.
- 15% felt the proposed closing time was too late.
- 4% felt it was too early.

Respondents also identified improved communication with neighbouring businesses, parking management, accessibility, aesthetics, enforcement, and design consistency as key priorities.

Summary

The engagement process demonstrates broad support for patios as a permanent feature of the downtown environment. Participants generally recognize the important role patios play in supporting business activity, tourism, and vibrancy. At the same time, stakeholders identified several areas requiring careful management, particularly parking impacts, noise, accessibility, design quality, and enforcement.

The jurisdictional review and internal consultation process have strengthened the proposed bylaw by introducing clearer administrative requirements, enhanced compliance measures, improved accessibility provisions, and more robust enforcement tools.

Feedback received from DCI further suggests there may be opportunities to strengthen the bylaw further by addressing patio sizing, seasonal operations, inspection procedures, and permit-holder responsibilities. Additionally, a patio permit information guide and implementation strategy with support from stakeholders will assist in forming clearly understood expectations with operators.

Overall, feedback indicates support for a permanent patio program, provided it balances economic opportunities with effective management of public space, accessibility, parking, safety, and neighbourhood impacts.

Next Steps:

Based on the feedback received through the engagement process, and any additional feedback from Committee, Administration will:

1. Review and incorporate stakeholder and public feedback into the final draft Patio Bylaw, where appropriate.
2. Evaluate opportunities to strengthen provisions related to patio size, parking space allocation, seasonal operation requirements, and permit-holder expectations.
3. Develop a Patio Design and Operations Guide that clearly outlines:
    - Approved patio layouts and dimensions;
    - Design and construction expectations;
    - Seasonal installation and removal timelines;
    - Accessibility requirements;
    - Inspection and compliance processes; and
    - Permit-holder responsibilities.
4. Complete final legal review and confirmation by the City Solicitor.
5. Present the final draft bylaw to Senior Management and subsequently bring the bylaw forward for Council consideration and adoption.
6. Upon adoption, implement administrative procedures, application forms, enforcement protocols, and communications materials to support consistent administration of the new Patio Bylaw.

Council or Committee History:
Planning and Heritage Committee – April 01, 2025
Planning and Heritage Committee – October 09, 2025

Financial Implications:

Public Engagement and Communication:
Facilitated public and stakeholder information session – February 05, 2026
Independent survey of downtown businesses – Downtown Charlottetown Incorporated February, 2026

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 Michael Ruus 09/01/2026**

Committee Recommendation: (if differing from staff)



What We Heard

City of Charlottetown Patio Bylaw Update

Prepared for: City of Charlottetown

Prepared By: Stantec LTD.

CHARLOTTETOWN

June, 2026

Stantec

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APPENDIX B – BIA SURVEY SUMMARY

APPENDIX C – DETAILED SURVEY RESULTS (INCL. COMMENTS)

APPENDIX D –COVID 19 TEMPORARY PATIO PROGRAM BYLAW BYLAW # 2020- CTP-01

APPENDIX E – DRAFT PATIO BYLAW BYLAW # 2025-P-01

1. Introduction

This What We Heard report summarizes feedback received during public and stakeholder engagement undertaken as part of the City of Charlottetown's update to its COVID 19 TEMPORARY PATIO PROGRAM BYLAW BYLAW # 2020- CTP-01. The City is transitioning from the COVID-19 Temporary Patio Program Bylaw to a permanent Patio Bylaw, informed by research on comparable patio regulations across Canada and input from stakeholders, local stakeholders and the public.

The purpose of this report is to document and share the feedback through engagement activities and written submissions. The feedback summarized reflects participant perspectives and questions and does not represent analysis, recommendations, or final decisions.



2. Engagement Overview

Engagement Approach

Engagement focused on gathering input from local stakeholders and the broader public on proposed changes to the draft Patio Bylaw.

Engagement activities included:

- Facilitated Stakeholder and Public Information Session held on February 5, 2026, at City Hall, consisting of an in-person presentation followed by an open discussion and question-and-answer period.
- Opportunities for verbal input during the session, allowing participants to ask questions and provide comments directly to the project team.
- Invitation for written feedback following the session, with comments accepted through an online form and by email until February 24, 2026.
- Additionally, Downtown Charlottetown Inc. (the Business Improvement Area) conducted an online survey of BIA members in advance of February 5, 2026, to gather feedback from downtown businesses on the existing patio program and proposed bylaw changes. The results of this survey were provided to City staff as part of the engagement process and are summarized in this report.



3. Feedback Organization and Themes

To support clarity and consistency, feedback was organized into key themes. Individual comments may relate to more than one theme; however, they are summarized under the theme that best reflects the primary topic raised.

Major Themes

- Downtown activation and pedestrianization
- Parking and access
- Noise and nuisance considerations
- Patio operations and duration
- Accessibility and safety
- Fees and business considerations



4. What We Heard

1. Downtown Activation and Pedestrianization

Participants generally expressed support for patios as a tool for downtown activation. Key points included:

- Support for reducing vehicle presence in the downtown to encourage pedestrian activity and patio use.
- Recognition that patios contribute positively to vibrancy, safety, and animation in public spaces.
- Comments suggesting that increased activation has helped reduce undesirable activities in some downtown areas.

2. Parking and Access

Feedback related to parking highlighted a range of perspectives, including::

- Some participants supported the reallocation of on-street parking spaces to patios as part of broader downtown pedestrianization efforts.
- Retail business owners raised concerns about potential impacts of parking reductions on customer access and business operations.
- Questions were raised about whether the Patio Bylaw would result in additional parking removals, whether there is a maximum number of patios permitted downtown, and whether alternative parking options would be provided.
- Clarification was provided that patios are not permitted to occupy accessible (disability) parking spaces.

3. Noise and Nuisance Considerations

Noise and late-night activity were recurring topics during discussion, such as:

- Participants noted that areas such as Victoria Row and Sydney Street already host significant outdoor activity and live music, raising questions about how noise limits would be enforced if patio operating hours are extended.
- Concerns were expressed by downtown residents regarding music being played late into the night, particularly up to 1:00 a.m.
- Suggestions were made to ensure consistency between the Patio Bylaw and the City's Nuisance Bylaw, including potential limits on amplified sound after certain hours.
- Questions were raised about whether a baseline level of noise should be expected if patios are permitted to operate later in the evening.

4. Patio Operations and Duration

Feedback on patio operations included:

- General support for extending patio operating approvals beyond one year, with comments noting that multi-year approvals (e.g., three-year terms) provide greater certainty for business owners.
- Questions about how patio operating hours would be regulated and enforced under the new Bylaw.

5. Accessibility and Safety

Participants raised questions related to accessibility and safety requirements, such as:

- Clarification was sought on whether existing patios would be grandfathered under the new bylaw or required to meet updated standards.
- It was confirmed that existing patios would need to be updated to comply with new accessibility and safety requirements.

6. Fees and Business Considerations

Business-related questions and suggestions included:

- Requests for fee reductions, phased fees, or a tiered fee structure could be considered especially for new business owners.



5. External Engagement

Overview

External engagement to inform the Draft Patio Bylaw was undertaken by Downtown Charlottetown Inc. (DCI) to gather input from downtown stakeholders, particularly businesses affected by patio regulations. This work was carried out independently of the City's engagement program but was graciously shared with the City as part of the process. This feedback is summarized here to ensure the feedback is reflected in the What We Heard Report. Details of the engagement materials are provided in Appendices B through E.

Timing and Approach:

- Stakeholder Survey: DCI administered an online survey to BIA members in advance of February 5, 2026, to collect feedback on the existing patio program and potential changes proposed through the Draft Patio Bylaw.
- Survey: Results of the member survey were submitted to City staff for inclusion as part of the engagement strategy.

Participation

A total of 84 respondents participated in the survey, representing a range of downtown business sectors:

- Service businesses (24 respondents)
- Retail (21 respondents)
- Restaurants (19 respondents)
- Other business types (16 respondents)
- Entertainment (4 respondents)

This feedback represents a broad cross-section of the downtown business community.

6. Summary of External Engagement

Feedback provided through the DCI survey indicates mixed views on the current patio program, with respondents identifying both benefits and challenges.

Overall sentiment

- 42% of respondents indicated they are satisfied with the current patio situation.
- 39% indicated they are not satisfied.
- 19% reported that patios have no impact on their business.

Overall, responses demonstrate divided opinions, with no clear consensus among downtown stakeholders.

Desired changes when asked what changes they would like to see:

- 25% supported more patios.
- 25% called for clearer rules related to patio design and footprint.
- 17% preferred fewer patios.
- 14% indicated no changes were needed, with comments noting improved enforcement of existing regulations.

Common themes identified in written comments included:

- Concerns about the loss of on-street parking associated with patios.
- A preference for patios to be associated primarily with food and beverage establishments.
- Noise, safety, and impacts on neighbouring businesses, residents, and pedestrians.
- The importance of consistent design standards, aesthetics, and ongoing maintenance.
- Ensuring patios maintain adequate pedestrian clearances, accessibility, and emergency access.

Operating hours Respondents were asked about a proposed extension of patio operating hours from midnight to 1:00 a.m.:

- 54% felt the extension is appropriate.
- 15% felt it is too late.
- 4% felt it is too early.
- 23% provided no comment.

While a majority supported the later closing time, concerns regarding late-night noise and activity were also noted.

Priorities for bylaw changes

When asked to identify the most important changes to the patio bylaw, respondents emphasized:

- Improved communication with neighbouring businesses (20%).
- Limiting the number of patios downtown (17%).
- Uniform aesthetic requirements (16%).
- Additional accessibility requirements (11%).
- Other comments emphasized parking availability, safety, enforcement, and equitable access to patios for food and beverage businesses.

Other comments emphasized parking availability, safety, enforcement, and equitable access to patios for food and beverage businesses.



7. Summary of Key Themes

Across the Downtown Charlottetown Inc. (DCI) members survey, several overarching themes emerged that align with feedback received through the City-led public and stakeholder engagement activities.. These include strong support for patios as a means of activating and animating the downtown; a desire for clarity and consistency between the Patio Bylaw and other municipal bylaws, particularly with respect to noise; mixed perspectives on parking impacts and business access; and the importance of clear, enforceable standards for accessibility, safety, and operating conditions. The following themes will help inform the refinement of a new By-law.:

- Downtown stakeholders hold varied views on patios, reflecting both support and concern.
- Parking loss, noise, and patio design standards were among the most frequently cited issues.
- Many respondents value patios as contributors to downtown vibrancy when they are appropriately regulated, safe, accessible, and well-designed.
- Clear rules, consistent aesthetics, effective enforcement, and communication with nearby businesses are seen as important to improving the patio program.



Appendix A – Open House Presentation

Patio Bylaw Update: 2023 vs. 2025



February 5, 2026

Stantec

CHARLOTTETOWN

HSSE: Safety

Winter Driving Essentials



SaferTogether™

Tips to know before you go

Check your tires
Make sure you have adequate tread

Keep your distance
Stay at least 650 ft. (200 m) from snowplows

Better visibility
Remove ice, snow, and condensation from all windows, lights, and mirrors

When skidding
Take your foot off the accelerator and steer into the skid

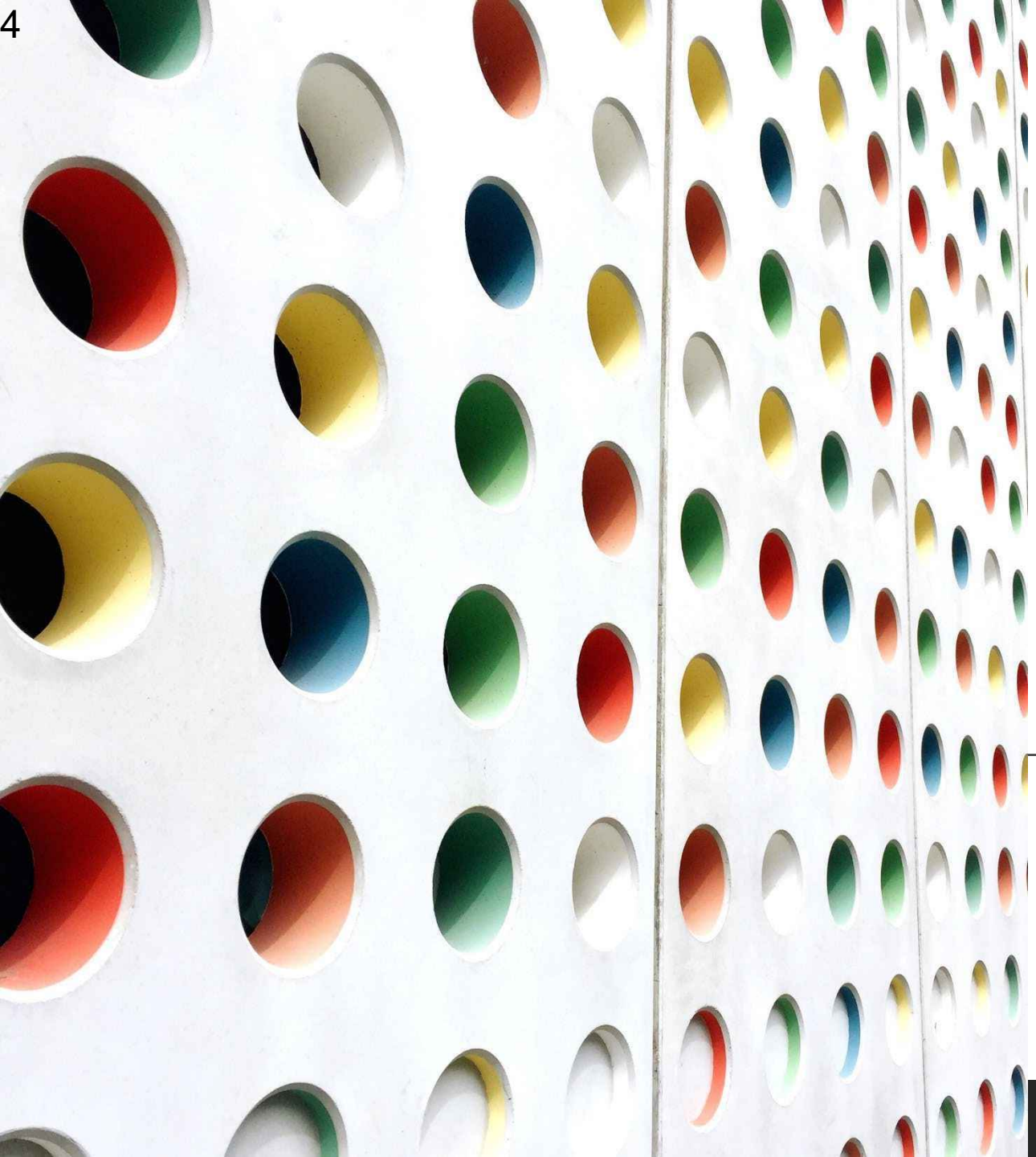
Avoid cruise control
to maintain control of acceleration and deceleration

Stantec Moment



Patio Bylaw Update: 2023 vs. 2025

1. Introduction & Context
2. Why Update the Bylaw?
3. Key Differences: 2023 vs. 2025
4. Benefits of the New Framework
5. Conclusion & Next Steps



Who we are

WITH EVERY COMMUNITY, WE REDEFINE WHAT'S POSSIBLE

1954
FOUNDED

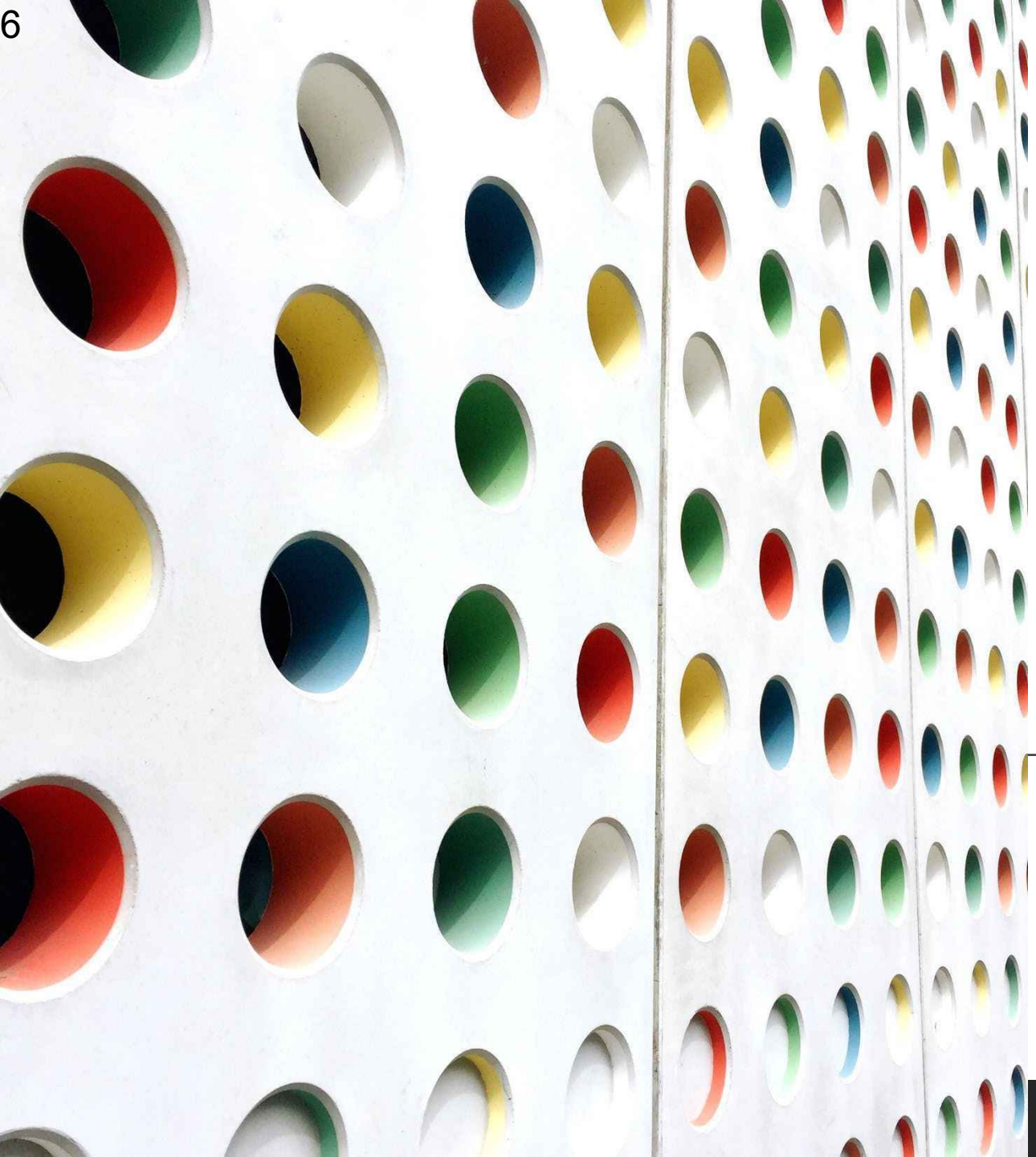
400+
OFFICES AROUND THE WORLD

900+
AWARDS

33,000+
EMPLOYEES

Moncton, Fredericton, Saint John, etc.
LOCAL PRESENCE





Introduction

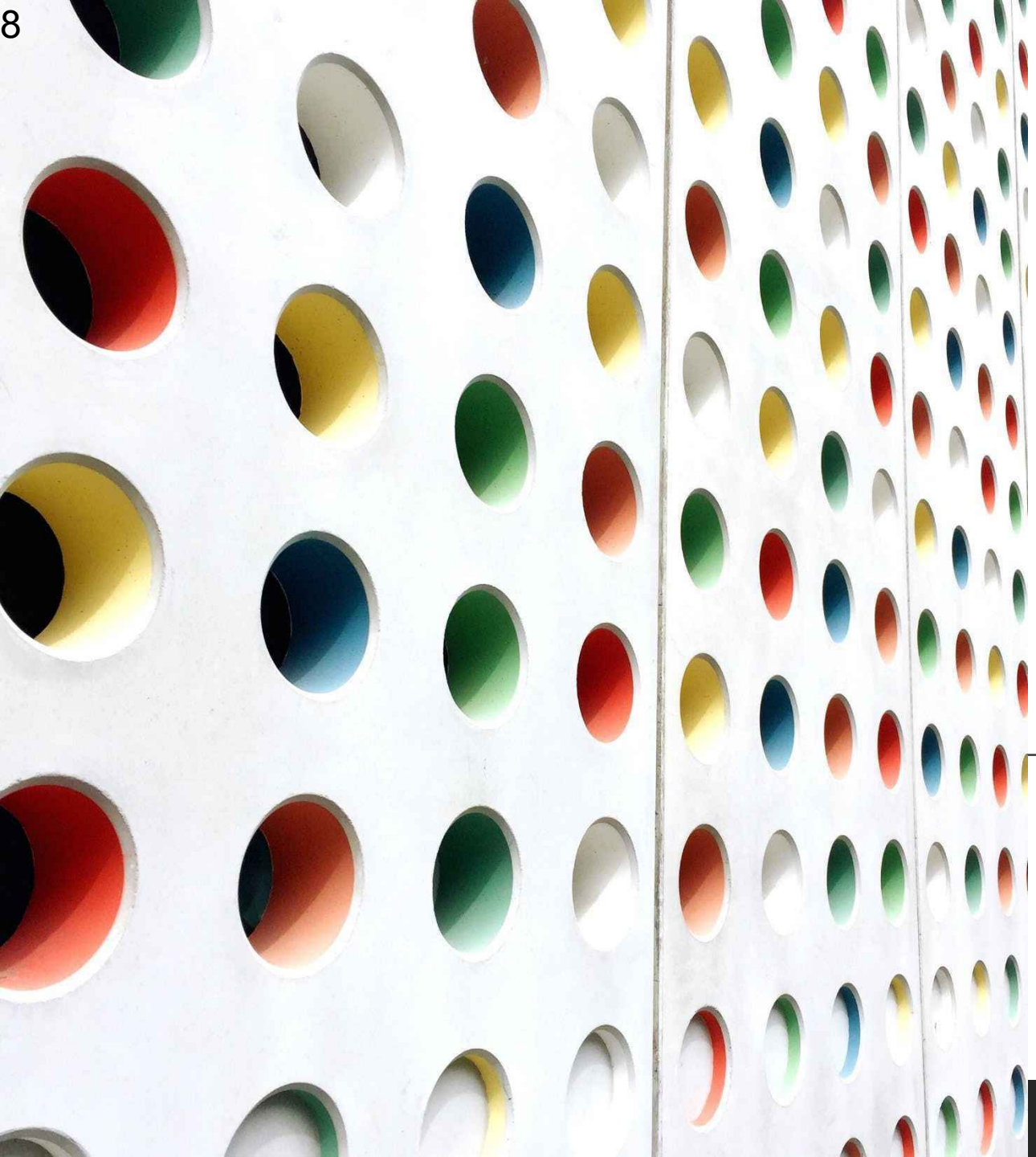
Reason for Update

Purpose:

- Transition from a temporary COVID-19 recovery measure to a permanent framework for patios.
- All patios now fall under the Patio Bylaw, including those previously under the COVID-19 Temporary Patio Bylaw Program and the Street Vendor's Bylaw.
- Focus: Economic vitality, accessibility, and urban character.

Reason for Updating the Bylaw:

- Outdated provisions in the 2023 Bylaw.
- Stakeholder and community feedback identified gaps.
- Need for improved clarity, enforceability, and effectiveness.
- 2023 Bylaw was a pandemic lifeline; 2025 Bylaw formalizes patios as permanent, vibrant public spaces.



Key Changes

Application & Permit Process

Feature	2023 Bylaw	2025 Bylaw
Permit Duration	Until Oct 31, 2023	3 years
Application Deadline	Rolling	March 31 annually
Fee	$600/space	$1,000/space Fees will now be handled under the Fees Bylaw
Required Documents	Insurance, Hold Harmless	Insurance, Hold Harmless, Encroachment Agreement, Patio Plan
Approval Authority	Licensing Inspector	Development Officer

Benefits: Predictable timelines, multi-year permits, higher fees support enforcement and maintenance.



Design & Operational Requirements

- 2025: Introduces CSA and National Fire Code standards for umbrellas/heaters.
- Accessibility: Ramps and inclusive seating required.
- New safety: Reflective tape, stormwater management.
- Electrical/heating devices: Provincial permits, national standards.

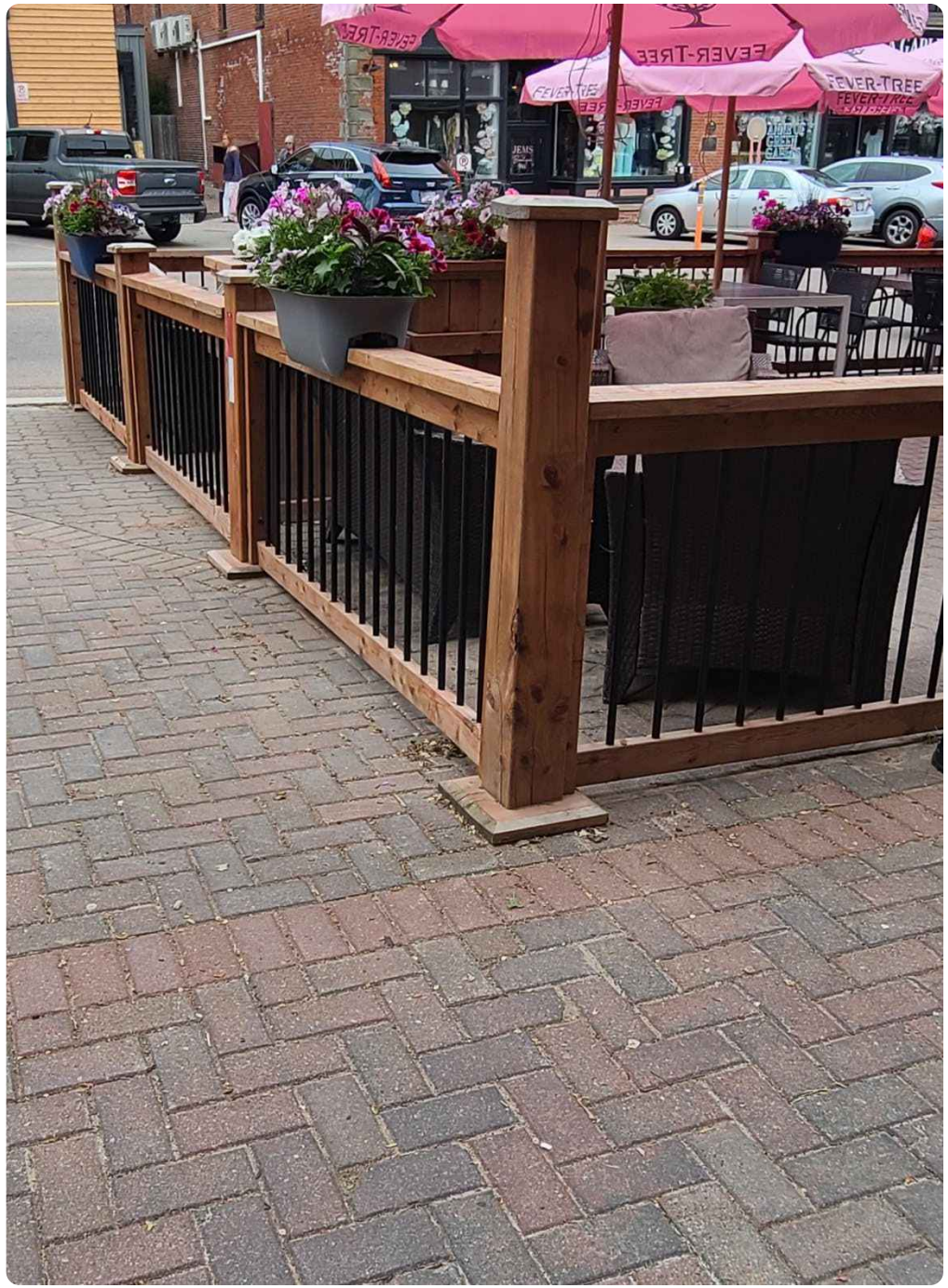
Benefits: Safer, more inclusive patios; reduced liability; better integration with streetscape.



Operating Hours & Use

Feature	2023 Bylaw	2025 Bylaw
Hours	8 AM – 12 Midnight	8 AM – 1 AM
Liquor Service	Allowed w/license, metal fencing required	Allowed w/license, fencing required (no longer mandating metal but open to “create appropriate” options)
Food Prep	Not addressed	Explicitly prohibited

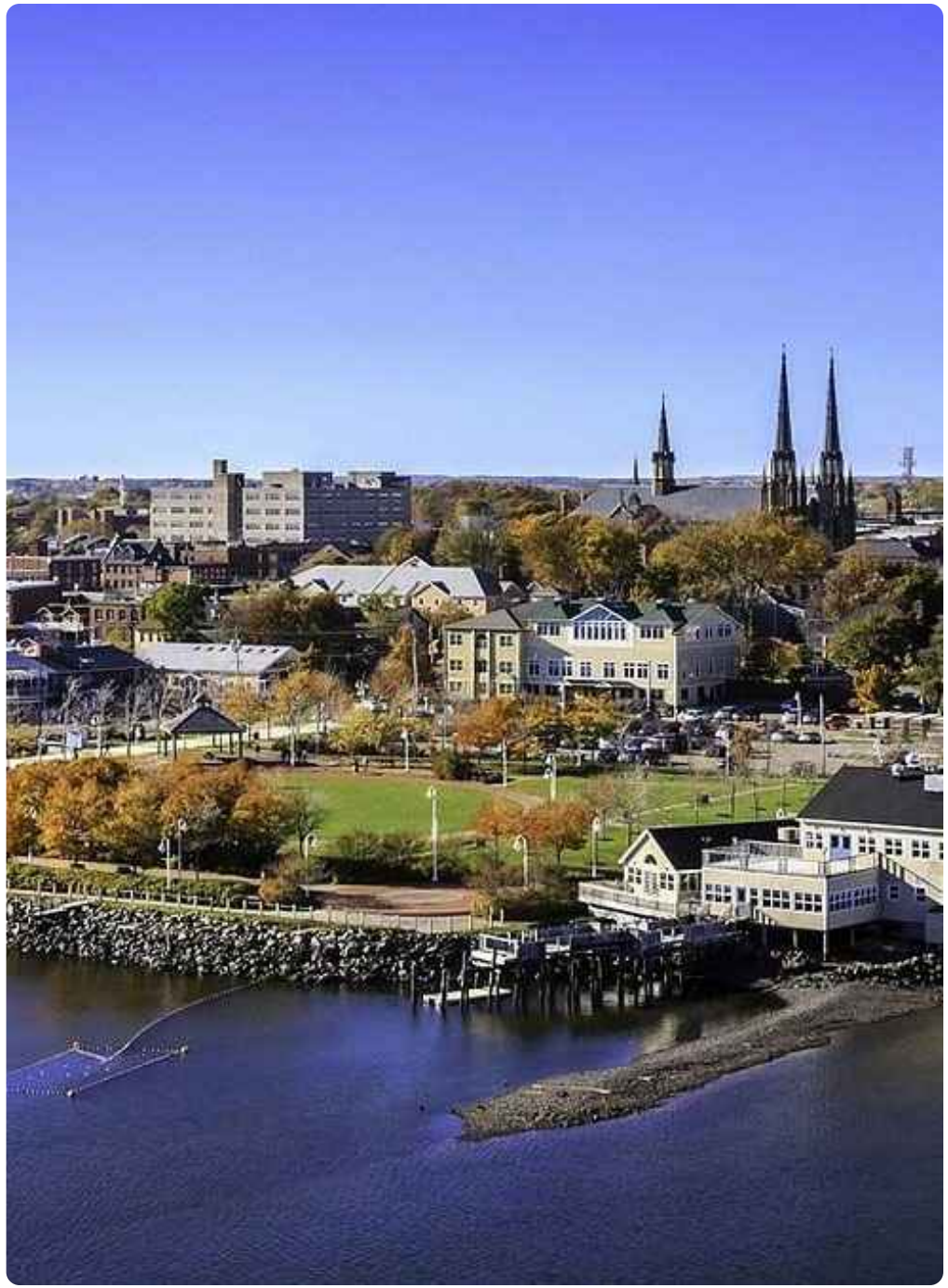
Benefits: Extended hours support nightlife/tourism; clear rules reduce enforcement issues.



Enforcement & Appeals

Feature	2023 Bylaw	2025 Bylaw
Enforcement	Licensing Inspector	Bylaw Enforcement Officer
Penalties	$100–$500	As per Enforcement & Summary Proceedings Bylaw

Benefits: Easier application process; stronger enforcement tools; improved compliance.



Other Notable Changes

Expanded Definitions

- New terms: “Agent,” “Clear Path of Travel,” “Patio Plan,” etc.
- Clarifies roles and responsibilities for applicants, property owners, and city staff.
- Internal comment threads included in the bylaw show rationale for retaining or updating definitions (e.g., “Abutting Retailer Space(s),” “Property Owner”).

Encroachment Agreement

- Now required for all patios occupying public space.
- Ensures clear legal responsibility for maintenance, liability, and restoration.

Lighting & Electrical Standards

- All lighting and electrical wiring must meet safety codes.
- Specific standards for umbrella and heater safety (CSA and National Fire Code).

Permit Reversion Clause

- If a permit is not renewed, the patio space automatically reverts to parking or its previous use.
- Ensures efficient use of public space.

Design Diagrams vs. Design Guide

2023 Bylaw: Design Diagrams

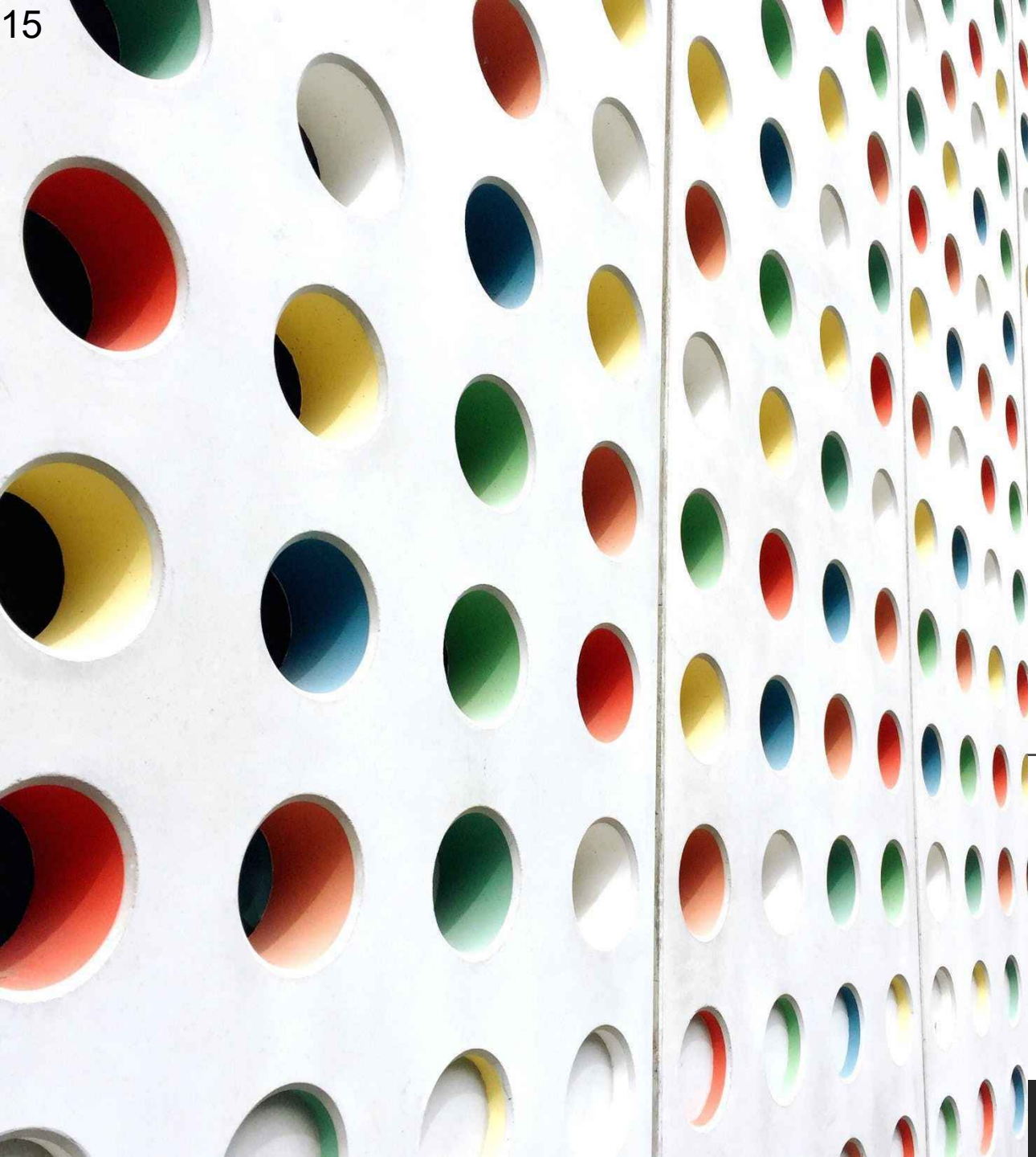
- Mandatory diagrams embedded in Schedule B.
- Council approval required for any changes.
- Applicants had to conform to fixed layouts and configurations.
- Limited flexibility for unique site conditions or innovative designs.

2025 Bylaw: Design

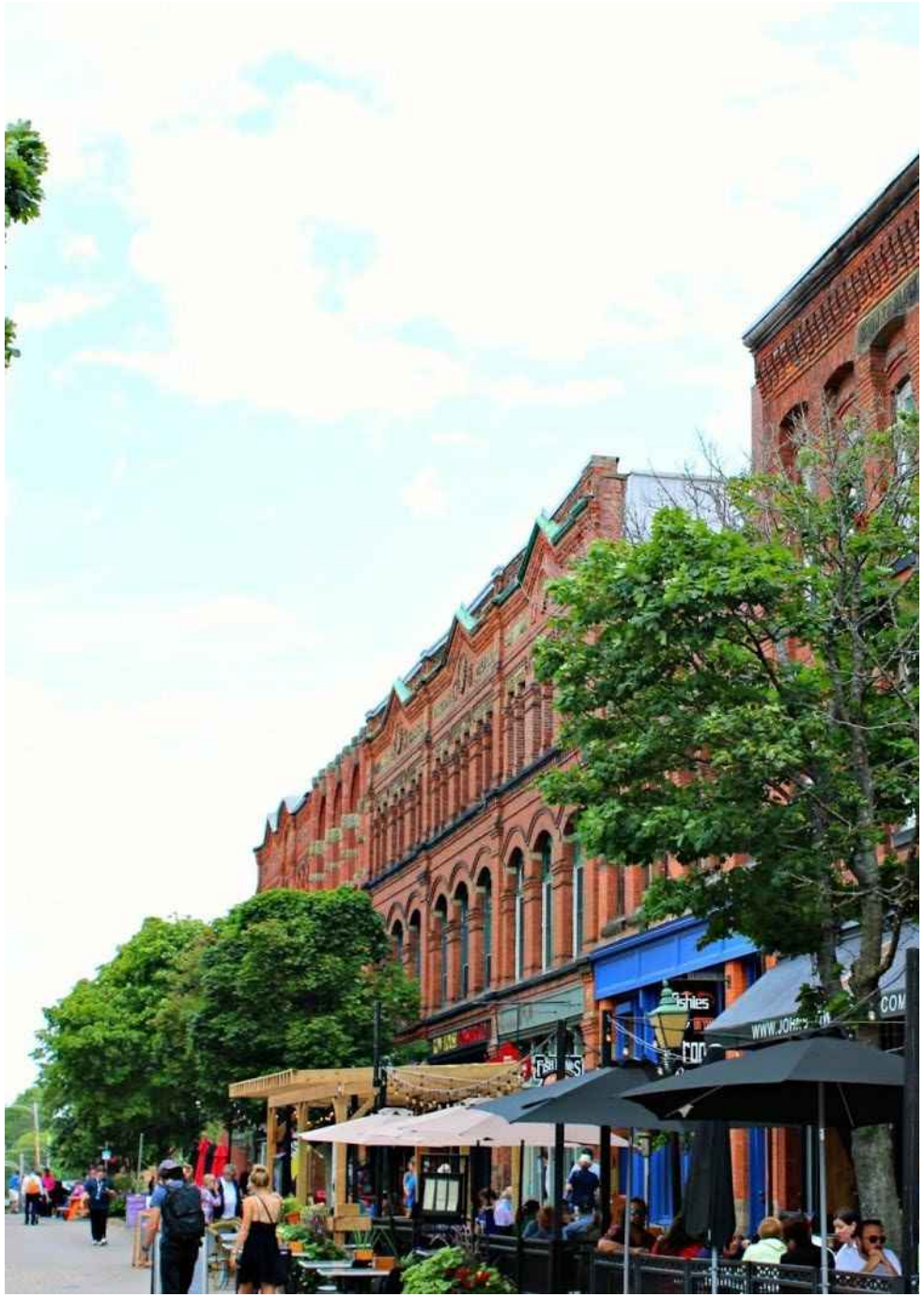
- Schedule B diagrams removed from the bylaw text.
- A separate Design Guide will be provided as a reference tool (not a regulatory requirement).
- Applicants can propose innovative, context-sensitive patio layouts.
- Staff can update the Design Guide as needed without formal bylaw amendments.
- Focus on aligning patios and fences with the character of Charlottetown while maintaining safety and accessibility.

Benefits:

- Reduces rigidity and administrative burden.
- Encourages creative, inclusive, and adaptable public space design.
- Supports ongoing improvements and best practices.



Overall Benefits



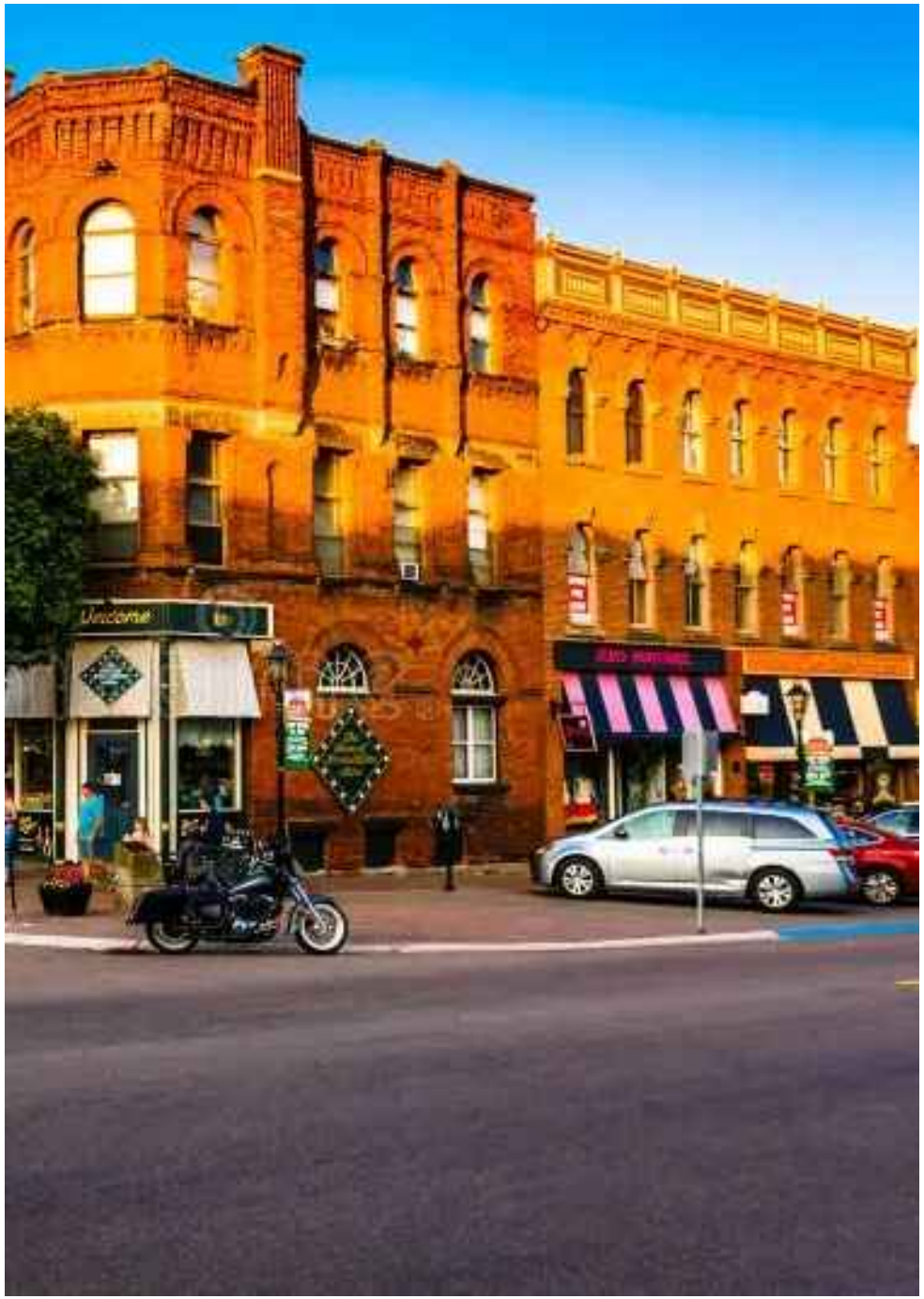
Benefits to the City & Community

- Enhanced public safety and accessibility.
- Predictable permitting for businesses.
- Supports tourism and downtown vibrancy.
- Aligns with Council goals for economic development and inclusive design.
- Activates public spaces, encourages pedestrian traffic.
- Reflects commitment to thoughtful urban planning and economic resilience.

Conclusion

- The 2025 Permanent Patio Bylaw builds on the success of the temporary COVID-19 measures, creating a lasting framework for vibrant, accessible, and safe public spaces.
- Key improvements include clearer processes, stronger safety and accessibility standards, and more flexibility for innovative patio designs.
- The new bylaw supports economic vitality, tourism, and aligns with Council’s goals for inclusive urban development.





Next Steps

- Incorporate comments from the Stakeholder Engagement Session into the Bylaw, as appropriate.
  *(**Completed by February 13**)*

- Circulate the amended Bylaw (with incorporated comments from Stakeholder Engagement Session) to the City Solicitor to review and confirmation of correctness.
  *(**February 16** - 3 weeks review)*

- Share the final draft of the Patio Bylaw with Senior Management.
  *(**March 9**)*

- Seek Council approval and finalize the Bylaw.
  (Final Step)

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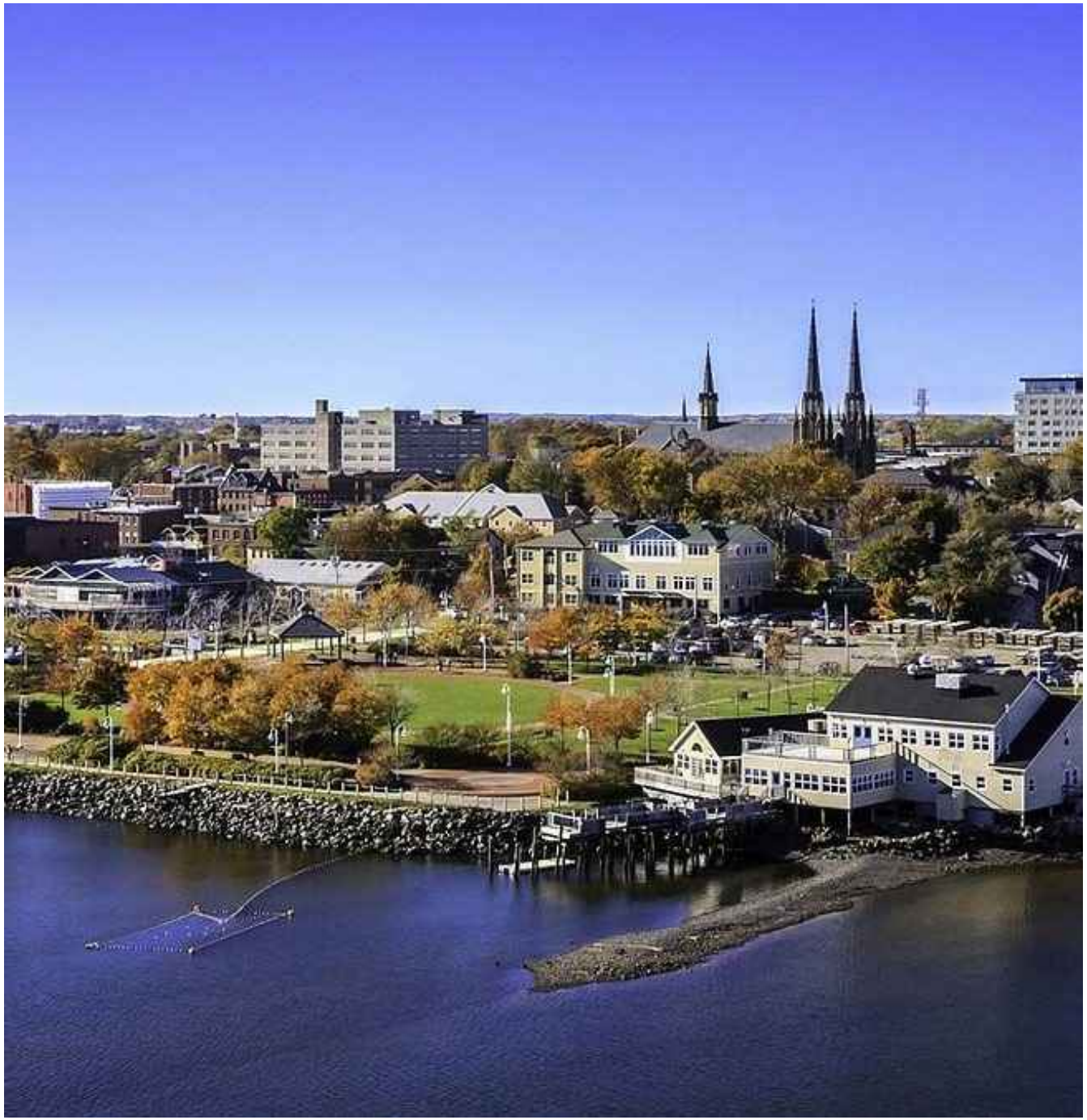
Thank you



Appendix B – BIA Survey Summary

Feb 5, 2026

Downtown Charlottetown BIA Members Survey – Patio Feedback Summary

City of Charlottetown Draft Patio Bylaw

"Downtown Charlottetown stakeholders were surveyed to better understand perspectives on the current patio situation. A total of 84 respondents participated, representing a broad cross-section of the downtown business community. Respondents identified primarily as ***service businesses (29%)****,* ***retail (25%)****,* ***restaurants (23%)*** *and* ***other (19%),*** *with smaller* ***5%*** *representation from* ***entertainment****.*

Satisfaction with Current Patios

Opinions on the current patio situation are quite divided. About 42% of respondents indicated they are satisfied, while 39% are not satisfied, and 19% reported that patios have no impact on their business. This shows that while a slight plurality is content, there is no strong consensus, and a significant number of stakeholders have concerns or suggestions for improvement.

Desired Changes

When asked what changes they would like to see, responses were varied:

- 25% want more patios,
- 25% want clearer rules regarding design and footprint,
- 17% prefer fewer patios,
- 14% want no changes, and
- 19% had other suggestions.

Comments highlighted several recurring themes:

- Patios should primarily serve food and beverage businesses, not retail.
- Parking is a concern, as patios often occupy key downtown spaces.
- Noise and safety considerations for neighbors and pedestrians are important.

- Some suggested wider sidewalks, better accessibility, and clearer enforcement of existing rules.
- Aesthetic quality and proper maintenance are seen as important for patios to contribute positively to downtown.

Operating Hours
Currently, patios can operate until midnight. A proposed bylaw would extend this to 1 a.m. About 54% of respondents felt this is an appropriate extension, 15% thought it's too late, 4% thought it's too early, and 23% had no comment. Overall, the majority are comfortable with a later closing time, though some concerns about late-night activity remain.

Priorities for By-law Changes
When asked about the most important changes to the patio bylaw, respondents emphasized:

- Better communication with neighboring businesses (20%),
- Limiting the number of patios downtown (17%),
- Uniform aesthetic requirements (16%),
- Additional accessibility (11%),
- Other considerations (29%), including safety, parking, and equitable access for restaurants.

Key Takeaways

- Downtown stakeholders are divided on the current patio situation, showing both satisfaction and notable concern.
- Parking, noise, and design standards are recurring issues.
- Many respondents support patios but stress they should be regulated, safe, accessible, and primarily for food and beverage establishments.
- Clear communication, consistent aesthetics, and maintaining pedestrian and traffic flow are priorities.

In conclusion, the survey highlights that patios are generally valued but that improvements in regulation, design, accessibility, and coordination with neighboring businesses could enhance their benefit to downtown Charlottetown. There is a clear opportunity for the City to refine policies to balance vibrant outdoor spaces with the practical needs of all downtown stakeholders.

Appendix C – Detailed Survey Results (including comments)

Q1 What sector is your business:

Answer Choices	Percentage	Responses
Retail	25.00%	21
Restaurant	22.62%	19
Service	28.57%	24
Entertainment	4.76%	4
Other (please specify) Show responses	19.05%	16
Total		**84**

Other (please specify):

2-mental health services

2- Church/ Not for profit

2- Real Estate

5- Accommodation

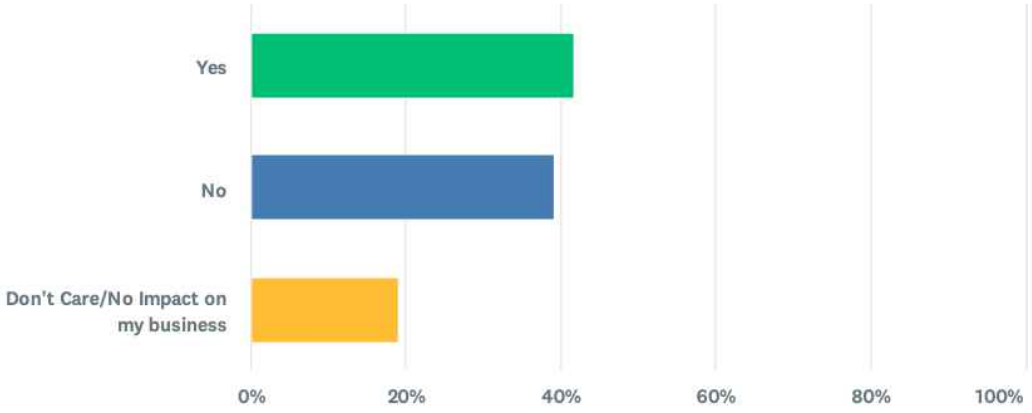
2- Arts & Culture

Development Organization

2- Professional Service

Q2 Are you satisfied with the current patio situation in downtown Charlottetown?

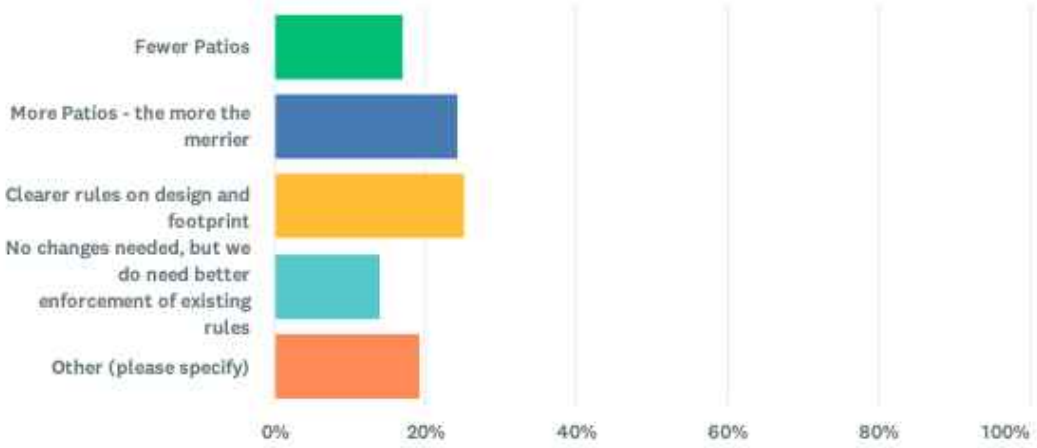
Answered: 84 Skipped: 0



Answer Choices	Percentage	Responses
Yes	41.67%	35
No	39.29%	33
Don't Care/No Impact on my business	19.05%	16
Total		**84**

Q3 What changes would you like to see?

Answered: 80 Skipped: 4



Answer Choices	Percentage	Responses
Fewer Patios	17.17%	17
More Patios - the more the merrier	24.24%	24
Clearer rules on design and footprint	25.25%	25
No changes needed, but we do need better enforcement of existing rules	14.14%	14
Other (please specify) Show responses	19.19%	19
Total		**99**

Other (Please Specify):

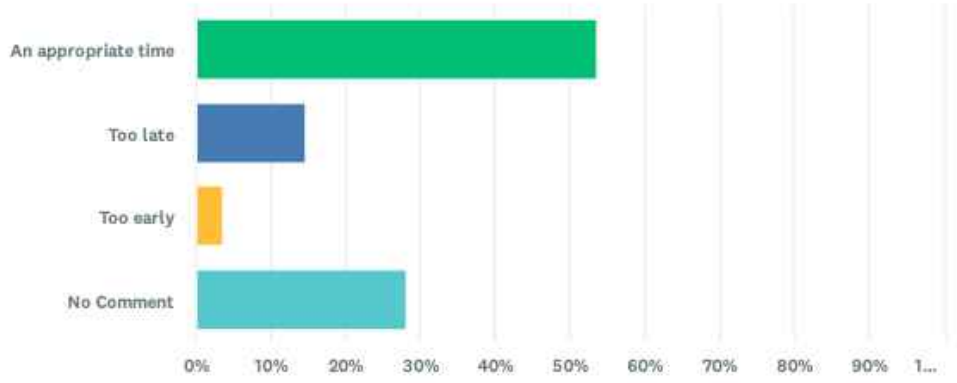
- Should be reserved for food and beverage only (not retail). Should be costly enough to make them think long and hard.
- more consideration of impact of noise on neighbouring businesses
- Clearer notice that restaurants do not have to allow pets in any of their food service areas including patios. Pet owners were always an issue when there was a bylaw in place to not allow animals (other than trained service animals) in food service areas, now if you refuse them they call for blood. The rational before was a food

safety and comfort for all consumers. Why circumvent those measures to appease a pet owner who won't leave their pet at home or get takeout?

- Only downside to the patios is the comprimised parking spaces for Downtown Shoppers.
- Try and keep them from taking existing parking, there's not enough now.
- I do not know the existing rules so I can't comment. Additionally, it does not affect my business.
- More parking
- I understand the importance of outdoor seating, but feel a lot of parking spaces lost in key areas.
- Not loud music. Affect my guests.
- The ability for patios to be up against their storefront. Eliminate angled parking and build wider sidewalks that can properly accommodate foot traffic (minimum 4 persons wide) and a patio
- Love patios; however I hate to see empty patios and no available street parking
- Fewer patios in parking spaces.
- too many patios taking up prime parking
- Only businesses that serve food & beverages primary business model should have patios
- We need to secure parking for down town businesses. Patios take away from that.
- Enforcement of bylaws on sidewalks hasn't happened on Vic Row in a number of years. There is less than two feet clearance in front of some restaurants in the evenings, blocking pedestrian traffic and impedes fire and ambulance repsonse.
- I don't need any changes
- Patios takeover Sydney street
- No changes needed.

Q4 Patios are currently permitted to operate until 12am.The proposed bylaw would extend this to 1 am.Do you feel this is:

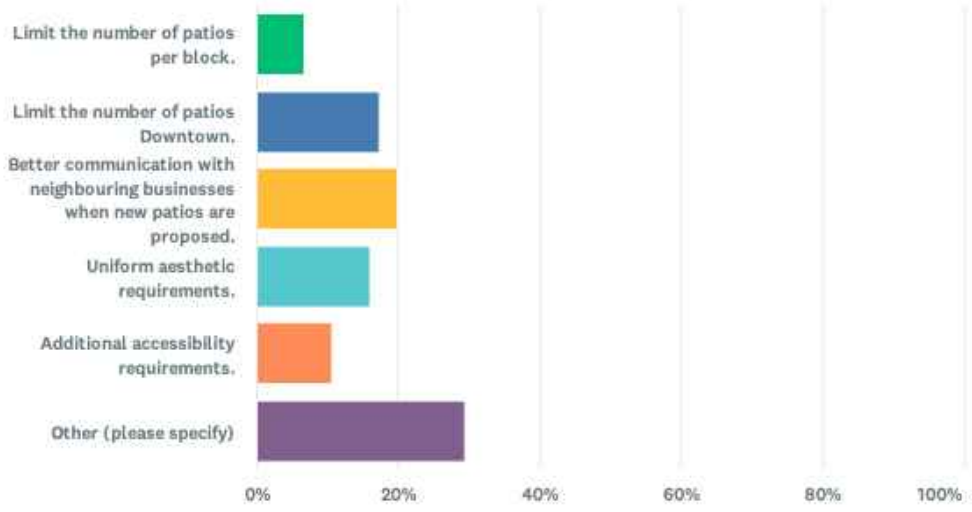
Answered: 82 Skipped: 2



Answer Choices	Percentage	Responses
An appropriate time	53.66%	44
Too late	14.63%	12
Too early	3.66%	3
No Comment	28.05%	23
Total		**82**

Q5 If you were to request a change to the current patio bylaw, which would be most important to you?

Answered: 75 Skipped: 9



Answer Choices	Percentage	Responses
Limit the number of patios per block.	6.67%	5
Limit the number of patios Downtown.	17.33%	13
Better communication with neighbouring businesses when new patios are proposed.	20.00%	15
Uniform aesthetic requirements.	16.00%	12
Additional accessibility requirements.	10.67%	8
Other (please specify) Show responses	29.33%	22
Total		**75**

Other (please specify)

- No retail
- nothing in mind
- As long as the patios are safe for all customers, upkept/clean, and noise levels and lighting are appropriate for neighbours, all should be good.
- Try to use street space, not parking spaces

- The current patios are already aesthetically pleasing and a wonderful addition to downtown Charlottetown, supporting resident and tourists by allowing them to linger downtown, stay outside, enjoy the sites, and spend time shopping or running errands before and after enjoying an outdoor meal in downtown Charlottetown.
- Locations (some in high traffic areas have safety risks)
- Make sure they don't affect other businesses.
- Equal opportunities for all restaurants to have a patio
- Nada, more patios.
- No patios in parking spaces
- Accessibility to parking when and where patios remove spaces during high traffic seasons
- Every side-walk front business can get a patio as a right.
- the number of patios, the hours of operation, and the location of them...
- more European in setup/design, not taking up parking spaces
- Mandatory accessibility features like ramps and seating space for wheelchair users, and really important that only businesses that serve f&b as primary business model can have a patio
- Don't take up more parking
- Ensure that there was an increased police/bylaw enforcement presence as business that late at night is routed solely in alcohol consumption.
- Less barriers to put them up and keep them up yearround
- A minimum amount of safety and overall appearance. Some are made with a few 2x4s and some plastic lattice. And no one sits on them. Cheap underused and unsafe.
- Nothing
- None

Q 6 Additional Comments:

- Parking spaces for patios should be limited to 20. No more than 2 spaces per establishment. A lottery for choosing restaurants for 3 year leases, then a new lottery as spaces become available. Lease rate should be increased to a rent that shows the true value of a parking space ie. $100 per day Patios to be inside the diagonal parking lines. To insure they only take two spaces and ease of use adjoining parking spaces. No more than one patio per establishment. If Restaurant has an off street patio, it will not qualify to lease parking spaces. City is in desperate need of a

Parking authority to manage all parking in downtown. The new patio bylaw should all under their authority.

- Some businesses don't need a patio. They put one up because they can. Then they take parking spots away from other businesses. That's really my only frustration with patios.
- I love patios but have concerns about the noise level during regular business hours (9-5). Having music being played or coming from speakers near my business during these hours would be highly disruptive to my business, where I provide trauma therapy. Informed and respectful decisions about the impact of noise, such as music is my primary concern. I have had issues in the past when certain street festivals were held a block away from my office during business hours, completely disrupting my ability to provide treatment to clients. Consideration and respect for the work that is occurring inside the offices of nearby businesses is my primary concern when determining where to allow a patio.
- As a downtown merchant we struggle with parking as it is. These patios are using up spots that downtown shoppers can use for parking.
- Because parking downtown is an issue even in the Winter, i'd ask if there is a way the city can create more parking lots downtown. OR offer free sign posts for downtown businesses that lead customers from parking areas further from the downtown core to their businesses, such as the boardwalk and founders hall.
- If possible some additional parking (especially free parking) would be good to offset what gets lost.
- There should be some standards set for the patios, some in the past were cheap plastic chairs and tables that really didn't look appropriate.
- I love the vibe and energy that outdoor patios bring to the downtown. I feel the uniqueness of each patio is an expression of the establishment itself. The downside is the lack (or perceived lack) of parking at a time when there's so many tourists here.
- Thank you to the businesses providing beautifully designed patios (flower boxes and matching umbrellas) creating a wonderful downtown experience and giving an option to enjoy the city in the summer, they give me a reason to come downtown and then visit the shops while I’m there.
- A supporter of patios but concerned how many parking spaces are lost in core area of Confederation Centre and retail areas. Loss of parking spaces actually affect the business community. This also causes additional danger when delivery trucks have reduced delivery areas and parked on streets and blocking streets sometimes as busy times, forcing both cars to wait and go around or parking partially over the

sidewalks forcing pedestrians into the streets. Thank you for this survey and attempts to improve this situation!

- If this city ever wants to "get with the times" it is imperative that we stop centering car culture and eliminate both parking minimums AND angled parking so that we can expand sidewalks and have patios next to the buildings they're associated with. Vistoria Row and Sydney Street should become a permanent pedestrian mall.
- Limit all patio downtown. We have no parking as it.
- Please get rid of the one way streets, Kent and Fitzroy. One way streets turn the area into car corridors with very little care for pedestrians or the sense of neighbourhood.
- Important for restaurants but some are poor looking
- Parking is already difficult in Charlottetown on a yearly basis. The biggest complaint I get from customers is that there is never anywhere to park. This is often a reason given by some customers for why they don't come downtown often. Side note, people are always concerned with getting a ticket. I can't tell you how many times people have been feeling rushed in the store because they don't want to get a ticket. It doesn't make customers want to wander or take their time when they shop.
- Parking is the main complaint our clients have in the summer. Either that or more parkades that aren’t used up by the hotels
- Business owners that require convenient parking need to relocate to a place with convenient parking. No one wants to hang out in the middle of the royalty center parking lot, and the push to keep downtown car-centric is destroying our ability to make downtown as vibrant as it can be. If we keep building for cars, we're creating incentives for people to buy and use cars, and worsening congestion, and worsening our downtown. We need a different path, and the people that can't accept the failure of car-centric transportation need to move their businesses to strip-malls, and let the rest of us get on with creating a transportation system that works for everyone. Lastly - I'm tired of entrepreneurs fighting to make entrepreneurship easier, at the expense of the general public. It's sad and a sad representation of our business community. The general public shouldn't have to adapt to make life easy for entrepreneurs who are unable to adapt. We need to adapt to what society wants, and entrepreneurs who can't, should move on and do something else.
- Outdoor patios belong on Victoria Row, not taking up precious parking spaces when parking downtown is already an issue.
- how big the patios are and how many parking spots they take up should be addressed

- patios are a great draw in summer months but we do have residents around these patios and it is not fair for them to have to deal with the noise etc, especially those with entertainment
- is there any safety requirement for fire? safety is important than aesthetic.
- I personally feel as though patio hours of operation should coincide with the hours of operation for the business for which it is attached to.
- Focus on parking over patios. Ensure that patios (and their decorative additions such as flower boxes) aren't obstructing visibility for drivers. Avoid placing patios over accessible parking spaces for people with mobility issues.
- Love patios personally
- Patios should be clearly defined so that they do not limit or block any sidewalk traffic along storefronts. They should not seep out or block travel. Maitre d stations must be contained within the patio confines, or else be inside.
- I think things are extremely overregulated as it is. The only issue really is parking. Perhaps there can Be parking on the skirts with a hop on/off shuttle service as part of the parking fee. The downtown is too small for so many cars anyway. Should be primarily pedestrian with shuttle options.
- my issue with patios is that it takes away so many parking spots and so we get less business from locals or tourists with cars ...also maybe take our some of the trees on Queen street that are in perfectly good parking spots

Appendix D – COVID 19 Temporary Patio Program Bylaw Bylaw # 2020-CTP-01

City of Charlottetown
COVID 19 Temporary Patio Program Bylaw
Bylaw # 2020-CTP-01

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

1. Title

1.1. This bylaw shall be known as, and may be cited as, the "COVID 19 Temporary Patio Program Bylaw"

2. Purpose

2.1. The purpose of this bylaw is to establish temporary placement of outdoor patios for the City of Charlottetown.

3. Authority

3.1. Section 180 (c) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap.M12.1., provides that a municipality may pass bylaws and provide services regarding businesses, business activities and persons engaged in business, including but not limited to the regulation and prohibition of business and business activities.

4. Definitions

Unless the context otherwise requires, in this Bylaw:

4.1. "Abutting Retailer" means, for the purposes of this bylaw, a person who carries on restaurant or café business and includes a business that holds a dining room licence pursuant to the Liquor Control Act of the Province (R.S.P.E.I. 1974, Cap. L-17), from a permanent place of business abutting a sidewalk in the City and pays business taxes to the City or is a tenant of the building for which taxes are paid to the City.

4.2. "Abutting Retailer – Space(s)" means the parking spaces, available for consideration of applications for the installation temporary patios in the area approved under section 4.2.

4.3. "Chief Administrative Officer" or "CAO" means the administrative head of a municipality as appointed by Council under clause 86.(2)(c) of the *Municipal Government Act*.

4.4. "City" means the City of Charlottetown, a body corporate, duly incorporated under the laws of the Province of Prince Edward Island and includes the area contained within the boundaries of the City of Charlottetown where the context so requires.

4.5. "Council" means the Mayor and other members of the Council of the municipality.

4.6. "Downtown Core Area" means the area:
-BOUNDED on the North by Euston Street;

- ON the East by Prince Street;
- ON the South by the Northern boundary of the Hillsborough Harbour; and
- ON the West by the Eastern boundary of Pownal Street;

4.7. "Goods" means food and/or beverages.

4.8. “Permit” means the authorization given to operate a temporary patio.

4.9. “Person” means a natural person, or a body corporate, and includes a partnership, a group of persons acting in concert or an association.

4.10. "Residential Street" means a street within the City of Charlottetown which is not located within the downtown core area.

4.11. "Selling" includes offering for sale and soliciting orders for the sale of goods.

4.12. "Sidewalk" means the portion of a street set aside for the use of pedestrians whether or not the surface is covered with gravel, concrete, asphalt, or other type of paving.

4.13. "Street" means any street within the boundaries of the City of Charlottetown and includes a lane, a bridge and a sidewalk.

5. General Provisions

5.1. No person shall park, place or permit to be parked or placed on any street, park or public place within the City any vehicle, mobile canteen, stand, van, trailer, push cart or combined unit of vehicle and trailer for the purposes of selling goods of any description except as permitted by this Bylaw.

5.2. No person shall expose for sale on, or sell any goods from any street, park, or public place within the City except as permitted by this Bylaw.

5.3. No person shall operate outside the approved hours of 8:00 AM to 12:00 midnight;

5.4. Every space for which a permit is issued shall require the permit holder to construct a metal fence around the site in accordance with the designs contained in Schedule “B”.

6. Administration

6.1. This Bylaw shall be administered and enforced by a Licensing Inspector and by so many Deputy Licensing Inspectors as Council may appoint from time to time. A Deputy Licensing Inspector appointed by Council under this Bylaw shall carry out such functions and duties as may be assigned to him by the Licensing Inspector which may include carrying on the duties of the Licensing Inspector in his absence.

6.2. An abutting retailer, not licensed under the provisions of the Street Vendors Bylaw, may make application to occupy a parking space(s) that abut their business, in the downtown core area under the *COVID 19 Temporary Patio Bylaw*.

6.3. An application for a temporary patio license under this Bylaw shall be in the form prescribed in the temporary application and information guide attached as Schedules "A" and "B", which shall contain: by the Licensing Inspector and shall include:

(a) The name of the street upon which the retailer's permanent place of business abuts;
(b) The name, home and business address and telephone number of the applicant;
(c) A description of the goods which the applicant intends to sell;
(d) A full description, sketch or artist's concept, of proposed patio;
(e) Parking space configuration;
(f) Operating hours; and
(g) Such other information as the Licensing Inspector may require.

6.4 All applications for temporary patios, once approved shall remain in effect until October 31st, 2023.

6.5 No approval shall be issued pursuant to this Bylaw unless:

(a) The temporary patio application has been completed in full as prescribed in Schedules "A" and "B";

(b) A certified copy of a public liability insurance policy in a form and in an amount established and described in Schedule "A" annexed hereto which has been approved by resolution", naming the City as an additional named insured has been provided to the Licensing Inspector;

(c) A certificate of insurance in respect of such insurance policy providing that such insurance policy cannot be cancelled or terminated without sufficient prior notice has been provided to the Licensing Inspector;

(d) A Hold Harmless Agreement has been completed and signed for any license issued to operate on City Property. Which stipulates the applicant agrees to save harmless the City of Charlottetown, from and against any and all claims, including, without limitation, all claims for death, bodily injury or property damage, arising from any act or omission of the vendor or any assignee, agent, contractor, servant, employee, invitee or licensee of the vendor and from and against all costs, counsel fees, expenses and liabilities incurred in connection with any such claim or any action or proceeding brought thereon related to the event;

(e) Any federal, provincial or municipal permit, certificate, authority, license or other document of qualification required by the applicant in order to carry

on his intended business, including any permit required under the Public Health Act R.S.P.E.I. 1979, Cap. P-29.1 as amended from time to time, has been obtained.

6.6 The permit fee prescribed in Schedule "C" to this Bylaw, as to align with the Street Vendors Bylaw, has been paid.

6.7 Unless otherwise provided in this Bylaw, if an applicant has complied with all the conditions of this Bylaw for the issuance of the permit sought by him, the Licensing Inspector shall issue that permit to the applicant.

7. Licensing Suspension

7.1 Subject to an appeal to Council, a license or permit issued under this Bylaw may be suspended or revoked by the Licensing Inspector:

(a) For violation of this Bylaw;

(b) For violation of any other Bylaw of the City;

(c) For violation of any provincial or municipal health standards;

(d) For violation of the Highway Traffic Act R.S.P.E.I. 1974 Cap. H-6;

(e) For violation of any federal, provincial or municipal laws or regulations governing business practices;

(f) Breach by the permit holder of any agreement entered into by him and the City; or

(g) On such other grounds as in the opinion of the Licensing Inspector are just and reasonable.

7.2 Upon a permit being suspended or revoked the Licensing Inspector shall notify the permit holder thereof by delivering a notice to him personally or by mailing a double registered letter to the address shown on his license and after that notice has been delivered the licensee shall not carry on his business until a new license is issued or his suspended license is reinstated.

8. Appeal

8.1. Any person who has been refused a permit or whose permit has been suspended or revoked by the Licensing Inspector may appeal such refusal, suspension or revocation to Council.

8.2. An appeal to Council shall be in writing, shall be filed with the City Administrator within 15 days of the receipt by the permit holder of notice of the refusal, suspension or revocation as provided by Subsection 8.1 of this Bylaw and shall clearly state the grounds for the appeal.

8.3. The Council shall hear such appeals at such time and place as it may determine and, upon such an appeal, Council may confirm the refusal, suspension or revocation by the License Inspector or may direct the License Inspector to issue or re-instate the license.

9. Penalty

9.1. A person who violates or fails to comply with the provisions of this Bylaw is guilty of an offence and is liable on summary conviction to a fine of not less than $100 and not more than $500 and in default of payment to imprisonment for a period not exceeding 30 days. Each day a person so operates shall comprise a separate offence.

9.2. Where a person is carrying on business without a permit required by this Bylaw, or from a space other than the space allocated to him and specified in a permit issued under this Bylaw, in addition to any other remedy or penalty imposed by this Bylaw.

9.3. Where a person is carrying on a business in contravention of this Bylaw, then in addition to any other remedy or penalty imposed by this Bylaw the City may, in all such cases, apply to the Supreme Court of Prince Edward Island for an injunction or other order prohibiting or restraining that person from contravening this Bylaw.

10. Other Provisions

10.1 A person holding a permit under this Bylaw shall permit employees of the City and employees of any public utility to enter upon any portion of any street which has been allocated to him under this Bylaw and which he is permitted to use for the purpose of installing, maintaining or repairing any street or part thereof or any pipes, drains, cables, wires, poles or other installations.

10.2 Except as otherwise specifically provided in this Bylaw or any other Bylaw of the City, nothing in this Bylaw relieves any person with a permit under this Bylaw from complying with all other applicable laws.

10.3 Where the provisions of this Bylaw conflict with the provisions of any other Bylaw of the City, the provisions of this Bylaw shall prevail.

11 Effective Date

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

First Reading:

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

Second Reading:

This Covid 19 Temporary Patio Program Bylaw, Bylaw# 2020-CTP-01, was read a second time and approved by a majority of members present at the Council meeting held on the ___day of_____, 2020.

Approval and Adoption by Council:

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

12. Witness the corporate seal of the City of Charlottetown

_____ _____

Mayor **Chief Administrative Officer**

This Covid 19 Temporary Patio Program Bylaw, Bylaw# 2020-CTP-01 adopted by the Council of the City of Charlottetown on the _____ of _____ is certified to be a true copy.

_____ _____

Chief Administrative Officer **Date**

SCHEDULE "A"

APPLICATION FOR TEMPORARY PATIO PROGRAM BYLAW

The City of Charlottetown requires that all applicants review and complete the following for consideration and approval with the Temporary Patio Program.

Business Name & Address:	
Type of Business: □ Licensed Restaurant □ Un-Licensed Restaurant□ Coffee Shop / Café	
Applicant:	
Mailing Address & **Postal Code:**	
Telephone #(day):	**Telephone #(night):**
Cell:	**Fax:**
Email Address:	
Description of Goods Being Offered for Sale:	
Parking Space Location Requested (civic address) □ Parallel Parking Space □ Angle Parking Space	
Operating Hours - Start:	**Operating Hours - Closing:**

ATTACHMENTS - Check all that apply:

Photographs/Artist Conception of:
Site Plan of Selected Location: Attached ☐
Certificate of Insurance Attached ☐
Hold Harmless Agreement Attached ☐

The applicant acknowledges that he/she has read the Temporary Patio Program Bylaw in its entirety, fully understands the terms and conditions as outlined and has fully disclosed all details and components related to applications for the program approval.

Applicant Name:	**Date:**
Applicant Signature:	

HOLD HARMLESS AGREEMENT

_____(Name of Applicant) shall indemnify and hold the City of Charlottetown and the Charlottetown Police Services harmless from and against all liability, loss, claims, demands, costs, and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions by the above named, their officers, agents, employees, or others for whom they are responsible at law arising out of any cause whatsoever, either direct or indirect, through its use and/or operation of City property in connection with

_____

(Temporary Patio Program Business)

excluding only such liability as may solely rise out of the negligence of the City and/or Police Services, its employees, officers, or agents.

INSURANCE CERTIFICATE

During the period of the term of this permit agreement with,

_____

(Temporary Patio Program Business & Applicant)

shall maintain a policy of public liability and property damage insurance, including liquor liability coverage if applicable, in the amount of Two Million Dollars ($2,000,000) and containing endorsements showing "The Corporation of the City of Charlottetown" as an additional insured and having a cross-liability clause, in form satisfactory to the City of Charlottetown. Proof of insurance shall be made available to the City of Charlottetown with this application.

Name of Applicant – must be incorporated or an individual:	
Signature of Applicant or Authorized Representative:	**Signature of Witness:**
Print Name and Title:	**Print Name of Witness:**
Date	

SCHEDULE "B"

COVID 19 TEMPORARY PATIO BYLAW
INFORMATION GUIDE

Introduction

The COVID-19 pandemic has inflicted significant negative economic impacts to a broad spectrum of commerce including, retailers, restaurants, businesses, tourism operators, etc.

While many businesses have been impacted, restaurants have been one of the most immediate and hardest hit sectors, and as such business operators are struggling to survive with many limited to takeout offerings and attempting to make it through the pandemic with limited capacity.

Small businesses like restaurants are vital to the fabric and character of the downtown core of Charlottetown and are key contributors to our sense of community and economic health through generation of jobs and other economic spin-offs.

The City of Charlottetown has identified as priorities the following:

- Where it falls under the domain of the City, facilitate economic recovery with speed, flexibility, and nimbleness by examining area of assistance and making necessary regulatory changes
- Support businesses in maintaining health measures and physical gathering restrictions
- Review and improve on existing patio regulations and programs
- Demonstrating to our business community, specifically hard hit restaurants, that supporting them is a priority for Council.
- Supporting staff in prioritizing this work.
- Providing pre-prepared templates/types of patios to improve speed.
- Recognizing that time is of the essence to get restaurant businesses supported and open in a way they can sustain themselves and not go under.
- Meeting the Council priority to protect and build our economy.

Patio Options

At present, the Temporary Patio Program will consider patio applications that fit two options on City property: small patio or curbside patio (on-street parking spaces). The following pages will guide you through the description and specific requirements for each of these patio options.

Applicants must meet all of the requirements of the options they're applying for. These pre-approved requirements will ensure that patio applications can be efficiently and quickly permitted

and implemented. General rule of thumb: the simpler the patio proposal, the easier it is to approve and implement.

Once approved, the program will be available until October 31st, 2021. Permits issued are non-renewable. If applicants meet all requirements, the permits may be issued within two business days of application submission.

Please carefully read through the patio details and requirements to ensure you are prepared for our application and to avoid any potential delays.

Patio Options #1 - Small Patio

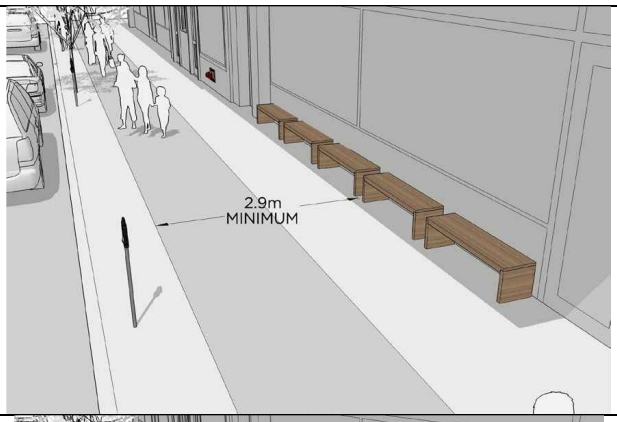
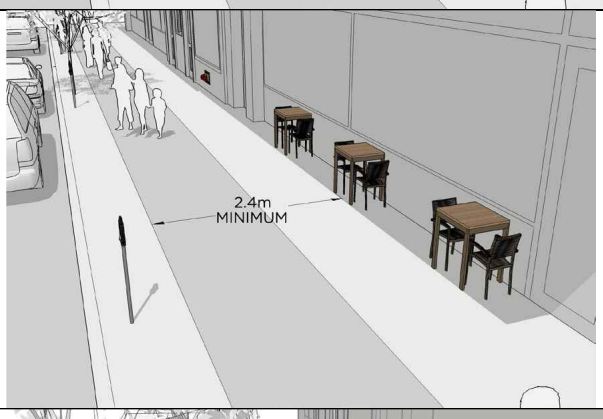
Description: Small patios are located directly against the business property, either in the front or on the side where there is suitable public space. Small patios are not enclosed by railings.

Liquor: Businesses may not serve liquor in small patios.

Requirements: Furniture may not be stored on the patio overnight. Businesses must take in furniture at closing hour each day. For accessibility, table and seating options that accommodate people of all abilities must be available. Additionally, furniture must not obstruct entrances and exits.

Small Patio Clearance Requirements

A. Furniture must maintain at minimum 0.5m clearance from centre of fire department connection.	

B. Benches must maintain at minimum 2.9m clearance from utility strip. If there's no utility strip, measure to the nearest sidewalk obstruction (e.g. edge of tree grate).	
C. Patio furniture must maintain at minimum 2.4m clearance from utility strip. If there's no utility strip, measure to the nearest sidewalk obstruction (e.g. edge of tree grate).	
D. Example of clearance measurement from furniture to tree grate.	

Patio Option #2 – Curbside

Description Curbside patios are fully detached from buildings and occupy on-street parking spaces. They are set back from the sidewalk, segregated from surrounding parking spaces, and enclosed by railings or fencing. These patios may be in front of the business or on the side, and can only be placed in parking spaces without parking restrictions (bus lanes, disabled, etc.).

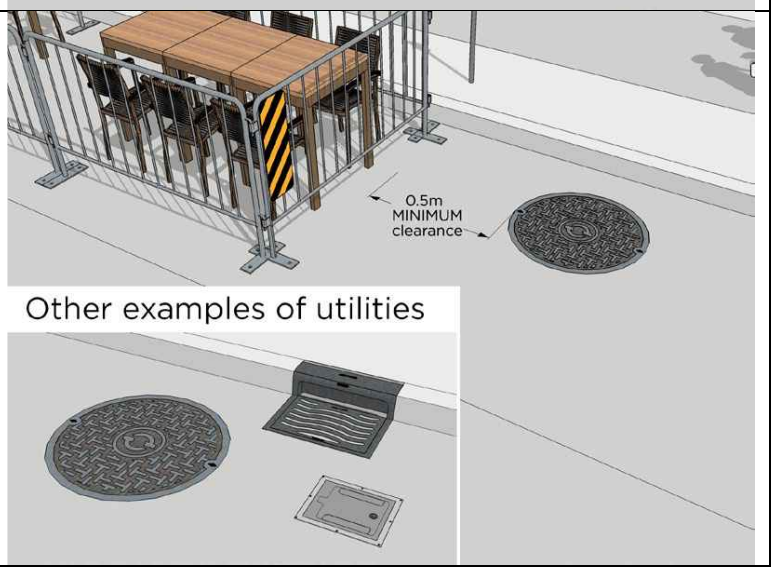
Liquor: Businesses may serve liquor in curbside patios if they hold a valid dining room license with the PEILCC.

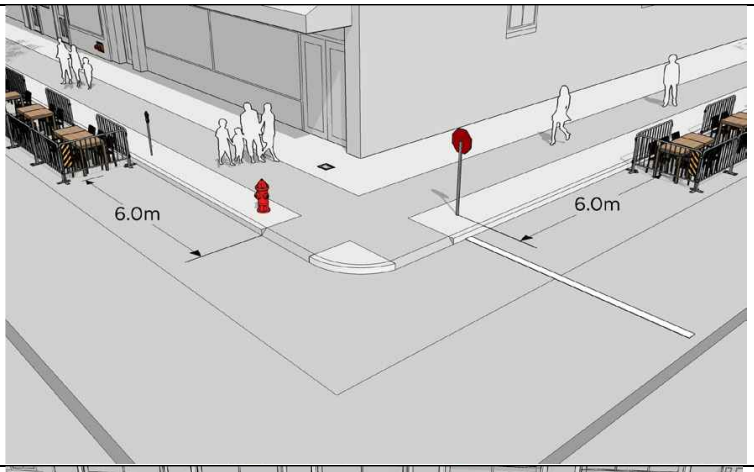
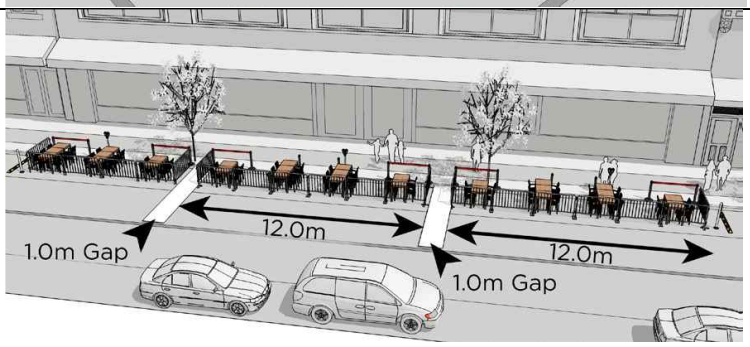
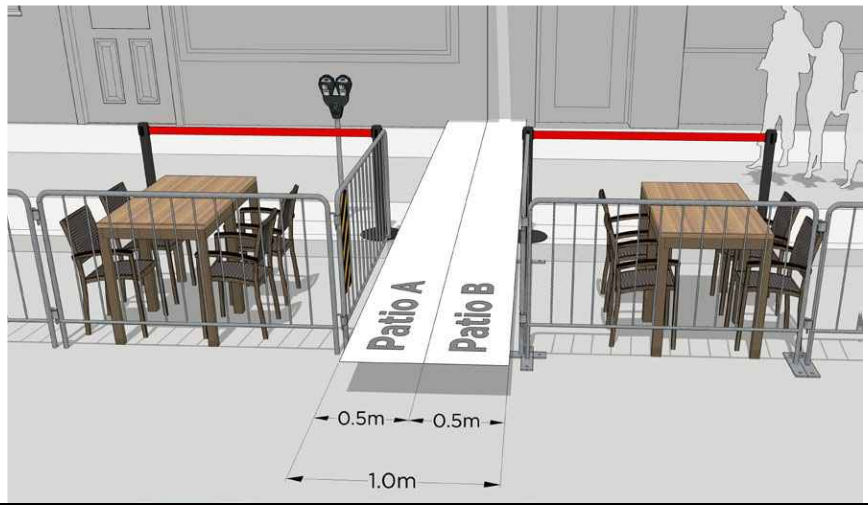
Requirements: To ensure safety, railings/fencing must be provided and maintained by the business at their cost.

For accessibility, table and seating options that accommodate people of all abilities must be available, and access ramps must be available wherever there may changes in grade (e.g. a step down from the curb).

Ramps must be provided and maintained by the business.

Furniture may be stored overnight on the patios.

A. Parameter of the patio must maintain at minimum 5.0m clearance from fire hydrants, and 0.5m clearance from fire department connections.	
B. Parameter of the patio must maintain at minimum 0.5m clearance from utilities (such as maintenance holes and storm drains).	

C. Curbside patios near corners must maintain at minimum 6.0m clearance from the edge of the sidewalk or stop sign/traffic control	
D. Curbside patio must maintain at minimum 1.0m clearance every two parking spaces (approx. 12m). A business with a curbside patio must offset the beginning and end of the patio 0.5m from the property line in order to provide 1.0m total clear space.	
	

GENERAL REQUIREMENTS

In addition to the requirements specific to the patio options, please review the requirements below to ensure your application is in compliance.

Applications must not have:

- Construction (new or of any kind)
- Utility connections of any kind (electrical, sprinkler, gas, heaters)
- Accessory structures (decking, tents, overhead canopy, platforms, enclosures) or heaters
- Increased occupancy of any kind

Applicants must ensure:

- Compliance with all applicable orders from the Provincial Health Officer (including occupancy, seating configurations, gathering restrictions, etc.). Please review the most up-to-date information through the Office of the Chief Provincial Health Officer:
- Valid PEILCC liquor licences (for patio options that allow liquor), and that railings are installed and maintained for liquor service areas.
- Proposed patios are accessible to people of all abilities (ramps and seating options).
- Railings must have an open appearance with an approximate height of 1m. Weights may be used to hold temporary railings in place within the patio area. The weights must not protrude into the roadway (curbside patios) or the sidewalk (large patios).
- Planters can substitute railings for delineation.
- Patio access cannot be through business kitchen or employee-only areas.
- Proof of liability insurance coverage.

SCHEDULE "C"

COVID 19 TEMPORARY PATIO BYLAW

LICENSE FEE PER YEAR

1.	Restaurant / Café – Abutting Retailer or Lounge	$600.00 per parking space

"This document is an office consolidation of this Bylaw (amending bylaw (#2020-CTP-01B) adopted 12-June-2023). It is intended for information and reference purposes only. This document is not the official version of the Bylaw. Where accuracy is critical, please consult official sources. If you find any errors or omissions in this consolidation, please contact the Records Management Clerk

Appendix E – Draft Patio Bylaw Bylaw # 2025-P-01

City of Charlottetown
Patio Bylaw
Bylaw # 2025-P-01

BEING A BYLAW of the City of Charlottetown with Respect to Licensing of Outdoor Patios pursuant to the provisions of the Municipal Government Act, RSPEI 1998, c M-12.1 as amended.

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

1. Title

1.1. This Bylaw shall be known as, and may be cited as, the "Patio Bylaw"

2. Purpose

2.1. The purpose of this Bylaw is to regulate the placement and operation of outdoor Patios within the City of Charlottetown, including the authority to establish conditions, approve or refuse applications and restrict Patios in specific areas or circumstances as necessary.

3. Authority

3.1. Section 180 (c) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap.M12.1., provides that a municipality may pass Bylaws and provide services regarding businesses, business activities and persons engaged in business, including but not limited to the regulation and prohibition of business and business activities.

3.2. Enforcement of this Bylaw shall be carried out by the Bylaw Enforcement Officer and Bylaw Officer.

4. Definitions

4.1. Unless the context otherwise requires, in this Bylaw:

4.2. "Abutting" means the land, lot or property shares common boundary, property line or border with another land or property.

4.3. "Abutting Retailer" means, for the purposes of this Bylaw, a person who carries on restaurant or café business and includes, but is not limited to, a business that holds a dining room licence pursuant to the Liquor Control Act of the Province (R.S.P.E.I. 1974, Cap. L-17), from a permanent place of business abutting a sidewalk in the City and pays business taxes to the City or is a tenant of the building for which taxes are paid to the City.

4.4. "Abutting Retailer – Space(s)" means the parking spaces, available for consideration of applications for the installation temporary Patios in the area approved under section 4.2.

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4.5. “Agent” means a person duly authorized by the Business Owner/ property owner in writing to act on behalf of or represent the Business Owner/ property owner on which the Patio is located.

4.6. “Alter or Alteration” has the same meaning as set out in the City’s Zoning and Development Bylaw.

4.7. “Applicant” means the individual, group of persons, a body corporate or organization applying for the Permit.

4.8. “Application” means a completed application form with all requisite accompanying documents for a Patio Permit.

4.9. “Building Code” means the National Building Code of Canada 2020, as amended.

4.10. “Business Operator” means any person or corporation that legally owns the business in whole or in part and can include but not limited to a sole proprietorship, partnership and or any person(s) or corporation(s) holding shares or financial interest in the business.

4.11. “Bylaw Enforcement Officer” has the same meaning as set out in the City’s Enforcement and Summary Proceedings Bylaw.

4.12. “Chief Administrative Officer” or “CAO” means the administrative head of a municipality as appointed by Council under clause 86.(2)(c) of the *Municipal Government Act*.

4.13. "City" means the City of Charlottetown established pursuant to the Municipal Government Act RSPEI 1988, Cap. M-12.1.

4.14. “City Property” means property, lands, or building owned by the City.

4.15. “Clear path of Travel” means a path created, designed or constructed for pedestrian travel and is intended to serve a functional purpose and not for recreational use. This can include but not limited to sidewalks, pathways and walkways.

4.16. “Council” means the Mayor and Councilors of the City of Charlottetown.

4.17. “Department” means the City of Charlottetown Planning and Heritage Department.

4.18. “Development Officer” has the same meaning as set out in the City’s Zoning and development Bylaw.

4.19. “Encroachment Agreement” means a signed agreement between the City and Agent to operate an outdoor Patio.

4.20. “Erect or Erection” has the same meaning as set out in the City’s Zoning and Development Bylaw.

4.21. "Goods" means food and/or beverages.

4.22. “Hold Harmless Agreement” means an agreement which stipulates the Agent and/or Business Owner, if not the same, to save harmless the City of Charlottetown, from and

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against any and all claims, including, without limitation, all claims for loss, damage, demands, death, bodily injury or property damage, arising from any act or omission of the vendor or any assignee, agent, contractor, servant, employee, invitee or licensee of the vendor and from and against all costs, counsel fees, expenses and liabilities incurred in connection with any such claim or any action or proceeding brought thereon related to creation of and use of the Patio.

4.23. “Lot” has the same meaning as set out in the City’s Zoning and Development Bylaw.

4.24. “Property Owner” has the same meaning as set out in the City’s Zoning and Development Bylaw.

4.25. “Patio” means a seasonal outdoor structure or space that can make or create an area for seating used for commercial or entertainment purposes.

4.26. “Patio Plan” means a plan of the property with dimensions in metric illustrating the location of the Patio, site features and functions including but not limited to driveways, parking layout, buildings/structures and sidewalks/ pathways.

4.27. “Permit” means an official document giving authorization to operate a Patio, subject to compliance with applicable Bylaws, regulations and conditions, which is revocable and non-transferable.

4.28. “Person” means a natural person, or a body corporate, and includes a partnership, a group of persons acting in concert or an association.

4.29. "Sidewalk" means the portion of a street set aside for the use of pedestrians whether or not the surface is covered with gravel, concrete, asphalt, or other type of paving.

4.30. "Street" has the same meaning as set out in the City’s Zoning and Development Bylaw.

4.31. “Zone” means a designated area of land on the Zoning Map under the City of Charlottetown’s Zoning and Development Bylaw PH-ZC.2, as amended, where signage is guided by the principles of compatibility, safety and integration allowing for a range of sign types that supports community needs and business activities, subject to this Bylaw.

5. Administration

5.1. All Applications for Permits shall be submitted to the Planning and Heritage Department for review and approval.

6. Application Process

6.1. Applicants proposing to operate a Patio shall, when applying for a Permit, submit a complete Application which includes:

a. The name of the street upon which the retailer’s permanent place of business abuts.

b. The name, home and business address and telephone number of the Applicant and Property Owner, if not the same.

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c. A description of the business operations.

d. A Patio Plan, including:

i. The property address

ii. A site layout plan showing adjacent business(es), driveways, parking layout and sidewalk/pathways within 3 metres of the Patio.

iii. The number of tables, chairs, location of umbrellas, any temporary boundary fencing.

iv. The location of ramps, heaters, waste receptacles, fire extinguishers, lighting fixtures.

e. Proposed maximum seating capacity.

f. Operating hours.

g. Any other information the Development Officer may require.

6.2. The annual Permit fee, as determined by the Department and set out in Schedule "D" of the City's Schedule of Fees Bylaw, has been paid.

6.3. If the Applicant differs from the Property Owner, the Applicant shall obtain written permission from the Property Owner offering no objection to installing and operating a Patio at the place of business.

6.4. All Applications shall be submitted on or before March 31st of the application year.

6.5. All Applications, once approved shall remain in effect for three years, expiring October 31st of the third year.

6.6. No approval shall be issued pursuant to this Bylaw unless:

a. The Application for a Permit has been completed in full.

b. Proof of insurance in accordance with Section 9 has been provided.

c. A Hold Harmless Agreement has been signed.

d. An Encroachment Agreement has been signed

e. Any federal, provincial or municipal Permit, certificate, authority, license or other document of qualification required by the applicant in order to carry on their intended business, including any Permit required under the Public Health Act RSPEI 1979, Cap. P-29.1 as amended from time to time, has been obtained and proof of which has been provided to the City.

7. General Provisions

7.1. No person shall operate outside the approved hours of 8:00 AM to 1:00 AM.

7.2. Applicants must ensure that:

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a. Compliance with all applicable orders issued by the Provincial Health Officer, including those related to occupancy, seating configurations and gathering restrictions.

b. Compliance with the requirements set out in the *Liquor Control Act*, RSPEI 1988, c L-14.

c. Railings are installed and maintained for liquor services areas, which shall have an open appearance with an approximate height of 1 metre. Weights may be used to hold temporary railings in place within the Patio area. The weights must not protrude into the roadway (curbside Patios) or the walkway (large Patios) or impede the movement of customers with disabilities.

d. Patios are accessible to people of all abilities (ramps and seating options).

e. Where planters are substituted for railing delineation, they do not encroach on the street, adjacent parking spaces or Patios or impede the movement of customers with disabilities.

f. Patios are accessible without requiring passage through kitchens or areas designed exclusively for employees.

7.3. No person shall operate a Patio beyond the capacity indicated on the approved Patio Plan.

7.4. No person shall cause vehicular traffic flow to be impeded when loading or unloading goods and products related to the operation of a Patio.

7.5. No person shall dispose of waste generated from the operation of a Patio into the City's public receptacles.

7.6. Patios shall be erected so that no portion of the Patio overhangs the parking space which it occupies, or blocks or encroach on any adjacent sidewalk or pathway.

7.7. Where a Patio is located on private property with frontage on two public streets, it may be allowed to operate on both frontages subject to:

a. The Patio does not obstruct pedestrian or vehicular access.

b. It complies with all municipal Bylaws, zoning provisions and safety standards.

7.8. Every space for which a Permit is issued shall require the Applicant to construct a suitable fence around the site in accordance with the designs contained in Accessible Design for the Built Environment B65, as amended

7.9. Umbrellas may be utilized within the Patio area; however, no part of the umbrella shall extend beyond the boundaries of the designated space. Umbrellas shall meet the Canada Standards Association (CAN/ULC – S109) and The Charlottetown Fire Prevention Bylaw and the National Fire Code of Canada standards and shall be fire/flame-resistant and treated with flame-retardant finish.

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7.10. No patio or associated structure shall be located so as to impede Fire Department access. A minimum unobstructed width of 6.1 m and unobstructed vertical clearance of 4.1 m shall be maintained along Fire Department access roads, consistent with NFPA 1, Section 18.2.3.5.1.1.

7.11. Adequate lighting may be provided within the Patio and surrounding area; however, no power source shall be stored within the Patio. All electrical wiring leading from the main building to the Patio must be covered to ensure wheelchair accessibility.

7.12. An electrical Permit must be obtained from the province and kept as proof if required by the Bylaw Enforcement Officer.

7.13. Any heating device to be used shall be located inside Patio and shall be approved by the Technical Standards and Safety Authority (TSSA) or the Canadian Standards Association (CSA), The Charlottetown Fire Prevention Bylaw and the National Fire Code of Canada. Heaters shall be turned off nightly and can only be stored outdoors when not in use.

7.14. There shall be no preparation of food or beverages on the Patio.

7.15. Any safety devices required for operation of the Patio shall be installed at the Applicant's expense and shall not present any inconvenience to the motoring or walking public.

7.16. Reflective tape shall be affixed to each corner of the temporary Patio to increase visibility.

7.17. The Applicant shall install and maintain ramps where there is a change in grade and follow the requirements in the Canada Standards Association (CSA) Accessible Design for the Built Environment B65, as amended.

7.18. Adequate provisions including ramps shall be put in place for the visually impaired or wheelchair bound persons.

7.19. The Applicant should ensure that stormwater flow is not impeded by installation of the temporary Patio and is responsible for removal of debris, snow or ice from the temporary Patio.

7.20. The Applicant shall ensure that siting and operation of a Patio does not damage any City property including but not limited to trees, curbs, sidewalks, streets or street furniture.

7.21. In the event the Applicant elects not to renew a Permit for the upcoming period, the Patio shall automatically revert to its prior use as vehicular parking.

8. Permit Suspension, Revocation, Cancellation or Refusal

8.1 All Permits issued under this Bylaw may be suspended, revoked or cancelled by the Development Officer:

(a) For violation of this Bylaw.

(b) For violation of any other Bylaw of the City.

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(c) For violation of any provincial or municipal health standards.

(e) For violation of any federal, provincial or municipal laws or regulations governing business practices.

(f) Breach by the Business Operator of any agreement entered into with the City; or

(g) If the Applicant fails to provide information required under Subsection 6 of this Bylaw within 14 calendar days of the request for the information.

(h) On such other grounds as in the opinion of the Development Officer are just and reasonable.

8.2 Upon a Permit being suspended, revoked or cancelled, the Development Officer shall notify the Applicant thereof by delivering a notice personally or by mailing a double registered letter to the address shown on the Application and after that notice has been delivered the Applicant shall not operate a Patio until a new Permit has been issued or the suspension, revocation or cancellation has been withdrawn.

8.3 The Development Officer or their designate may refuse an application for any of the following reason(s):

a. The Application is incomplete, per Subsection 6 of this Bylaw.

b. The Patio plan does not adhere to the regulations set out in this Bylaw or any other Bylaw of the City of Charlottetown, or provincial or federal legislation.

8.4 Where a Permit has been refused, the Development Officer or their designate will notify the Applicant in writing of their decision and reasons for the decision and indicate the next steps if the applicant wishes to appeal said decision.

9. Insurance

9.1. All applicants are required to secure and maintain Public Liability Insurance with a minimum coverage of $2,000,000.00 for each occurrence.

9.2. The City shall be added as an additional insured, together with a cross-liability clause and the City shall be provided with proof of such coverage prior to issuance of a Permit.

9.3. The insurance policy cannot be terminated or cancelled without giving at least ten (10) business days' notice to the City in writing by regular mail, personal delivery, e-mail or facsimile delivery.

10. Enforcement

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10.1. The Bylaw Enforcement Officer may enter the property operating under this Bylaw at any reasonable time for the purpose of carrying out an inspection to determine if the following has been complied with:

a. The provisions of this Bylaw.

b. An Order.

11. Penalty

11.1. A person who violates or fails to comply with the provisions of this Bylaw is guilty of an offence and is liable on summary conviction to a fine as set out in Schedule "B" of the Enforcement and Summary Proceedings Bylaw and if in default of payment is subject to imprisonment for a period not exceeding 30 days. Each day a person so operates shall comprise a separate offence.

11.2. Where a person is carrying on business without a Permit required by this Bylaw, or from a space other than the space allocated to them and specified in a Permit issued under this Bylaw, in addition to any other remedy or penalty imposed by this Bylaw, the City may immediately and without notice remove all structures and objects related to the operation of the Patio thereon to a place selected by the City and all costs and charges incurred by the City may, by action in any Court of competent jurisdiction, recover as a civil debt due to the City by the Business Owner the cost or removal and storage thereof.

11.3. Where a person is carrying on a business in contravention of this Bylaw, then in addition to any other remedy or penalty imposed by this Bylaw the City may, in all such cases, apply to the Supreme Court of Prince Edward Island for an injunction or other order prohibiting or restraining that person from contravening this Bylaw.

12.4 Without limiting any of the enforcement mechanisms available under this bylaw, the provisions of the City's Enforcement and Summary Proceedings Bylaw #2024-ESP-01, or any successor Bylaw, apply to the enforcement of this Bylaw.

12. Other Provisions

12.1. A person holding a Permit under this Bylaw shall permit employees of the City and employees of any public utility to enter upon any portion of any street which has been allocated to them under this Bylaw and which they are permitted to use for the purpose of installing, maintaining or repairing any street or part thereof or any pipes, drains, cables, wires, poles or other installations.

12.2. Except as otherwise specifically provided in this Bylaw or any other Bylaw of the City, nothing in this Bylaw relieves any person with a Permit under this Bylaw from complying with all other applicable laws.

12.3. Where the provisions of this Bylaw conflict with the provisions of any other Bylaw of the City, the provisions of this Bylaw shall prevail.

13. . Effective Date

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13.1 This Patio Bylaw, Bylaw# 2025-P-01 shall be effective on the date of approval and adoption below.

First Reading:

This Patio Bylaw, Bylaw# 2025-P-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 Patio Bylaw, Bylaw# 2025-P-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 Patio Bylaw, Bylaw# 2025-P-01, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____,2026.

Witness the corporate seal of the City of Charlottetown

_____ _____

Mayor **Chief Administrative Officer**

This Patio Bylaw, Bylaw# 2025-P-01adopted by the Council of the City of Charlottetown on the _____ of _____ is certified to be a true copy.

_____ _____

Chief Administrative Officer **Date**

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"This document is an office consolidation of this Bylaw (amending bylaw (#2025-P-01)adopted September 2025. It is intended for information and reference purposes only. This document is not the official version of the Bylaw. Where accuracy is critical, please consult official sources. If you find any errors or omissions in this consolidation, please contact the Records Management Clerk

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Design with community in mind

City of Charlottetown Committee Report

Report No: PH-2026-09-14

Date:
September 1, 2026

Directed to Council through the following Committee:
Planning Committee

Reporting Department:
Planning and Heritage Department

Other Associated Departments:
N/A

Prepared by:
Laurel Palmer, RPP, MCIP, Senior Planner (Planner III)

Attachments:
- A- Survey showing Subject property
- B- Concept drawing showing active alleyway

Report Title:
Request to Approve the Proposed Public Benefit – 68 Queen Street (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915)

Report Purpose:
Request to approve the proposed public benefit (an active alley way) in exchange for bonus height that was granted by Council for the construction of a proposed multi-use residential and commercial building within the 500 Lot Area being the properties identified as (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915) addressed as 68 Queen Street.

Staff Recommendation:
The Planning & Heritage Department recommends that Planning Committee accept the proposal from the developer (Quentin Bevan, Weymouth Properties Ltd.) to construct and incorporate an active alleyway for public art and murals within their building at 68 Queen Street (PID #336982, 336974, 336909, 336917, 336966 and 1172915) as their public benefit requirement for two (2) additional storeys containing approximately *11,797 sq ft. (1,096 m2).* of floor area per storey, subject to the signing of a Development Agreement.

Report Details:

BACKGROUND

As the Committee will recall, this application involved a request for a rezoning and variances to facilitate the construction of a seven (7) storey, mixed-use commercial and multi-residential building.

Council subsequently approved this application on April 14, 2026. This application was unique in that it involved the exchange of additional density (two additional floors of density) for a public benefit as provided in Section 3.12 of the Zoning & Development Bylaw.

The applicant Sable Arc (architectural firm) on behalf of their client Quentin Bevan, Weymouth Properties Ltd. has submitted the details of proposed public benefit.

The application for Bonus Height is under Section 31.3 (Bonus Height Development Standards in the DMS zone) and Section 3.12 (Bonus Height Applications) of the Zoning and Development where the applicant has indicated in their submission that the public benefit they are providing in exchange for Bonus height is as follows:

"The public amenity is the new 'activated alley thruway'. It will provide lots of space for public art/ murals, along with seasonal food vendors and possible access to all the commercial properties fronting onto Queen Street"

This application also underwent Design Review and the application for Bonus Height was supported by the Design Reviewer.

Development Context

The subject property is located downtown within the 500 Lot Area. The properties are bounded to the north by Dorchester St, to the east by properties zoned Downtown Mixed-Use Neighbourhood (DMUN) with abutting residential and a commercial parking lot. To the south by King Street and to the west by properties zoned Downtown Main Street (DMS) which are bounded by Queen Street. Buildings within this area are mixed use and range from commercial office buildings, single detached dwellings, institutional, multi-unit apartment buildings and commercial retail. The properties are located just behind downtown main street (Queen Street) and are a few blocks from the core where various services, shopping, restaurants and theatres can be accessed.

ANALYSIS:

The applicant is requesting approval of the public benefits component of their application so that the Development Agreement on this property can be finalized. The Zoning & Development Bylaw provides direction as to how the public benefits section of the by-law should be applied. The following is from Section 3.12.1 and states:

> *"An increase to the minimum standards pertaining to Building Height shall be permitted at the discretion of the Development Officer/Planning Committee in certain Zones as specified in the regulations of the Zones where applicable, in exchange for securing specific public benefits of one or more of the following…*

As per Section 3.12.10, *"The City at its discretion shall provide a recommendation from Planning Committee to the CAO for the Public Benefits that should be required for the development pursuing a bonus height application.*

Under Section 3.12 Bonus Height Applications and Bonus Height Development Standards of Section 31.3 (Downtown Main Street Zone) of the Zoning and Development Bylaw a height variance. The request for a Bonus Height was approved through the Design Review process.

The developer has decided to focus their attention on section 3.12.1 h which states that: The provision of subsidized commercial space for arts or other cultural uses. In this case, the developer would like to provide an activated public alley for the display of public arts and murals. The alleyway will contain benches and will also provide a space for food vendors. There will be public access into the commercial shops fronting on Queen St. The developer will provide pavers or bricks for the walkway through the alleyway.

The Zoning By-law has a formula based upon a floor area calculation that stipulates how much money needs to be applied to the public benefits component of their application. In this case, the financial calculation is approximately $94,376.

Section 3.12.2 (Bonus Height Applications) states that:

> *"The value of the public benefit shall be a rate set from time to time by a resolution of Council based upon the Gross Floor Area of any Storey above the pre-bonus Height.*

On February 12, 2018, City Council approved the following resolution:

> *"That the 2018 rate of $4.00 per 0.1 square metre* [approximately 1 square foot] *shall be applied to any development applications that request consideration of public benefits section of the Zoning and Development By-law."*

See below, a list of the cost from the developer's consultant (Sable Arc) who estimates that the active alley way will cost approximately $125, 000 to install.
Below is a brief description of the public benefit of the pedestrian thoroughfare at the Queen St Revitalization project.

The approximate cost benefit to the general pubic as a result of the beautification and pedestrian-friendly public thoroughfare from King to Dorchester (verses a service alley):

1) *pavestones for pedestrian walkway from King to Dorchester - $85,000*
2) *exterior lighting - $15,000*
3) *public benches. $6,000*
4) *Planter boxes and climbing ivy lattice. $3,500*
5) *Artwork/Mural $10,000 +/-*
6) *Food vendor – service connections. $5,500*

= $125,000 total plus hst

The active alley way for public art is consistent with what the Zoning By-law envisions for a public benefit requirement. The cost estimate exceeds the public benefit financial requirement and can be quantified by a third-party estimator.

CONCLUSION:

The Planning & Heritage Department recommends that Planning Committee accept the proposal from the developer (Quentin Bevan, Weymouth Properties Ltd.) to construct and incorporate an active alleyway for public art and murals within their building at 68 Queen Street (PID #336982, 336974, 336909, 336917, 336966 and 1172915) as their public benefit requirement for two (2) additional storeys containing approximately *11,797 sq ft. (1,096 m2).* of floor area per storey.

Council or Committee History:
N/A

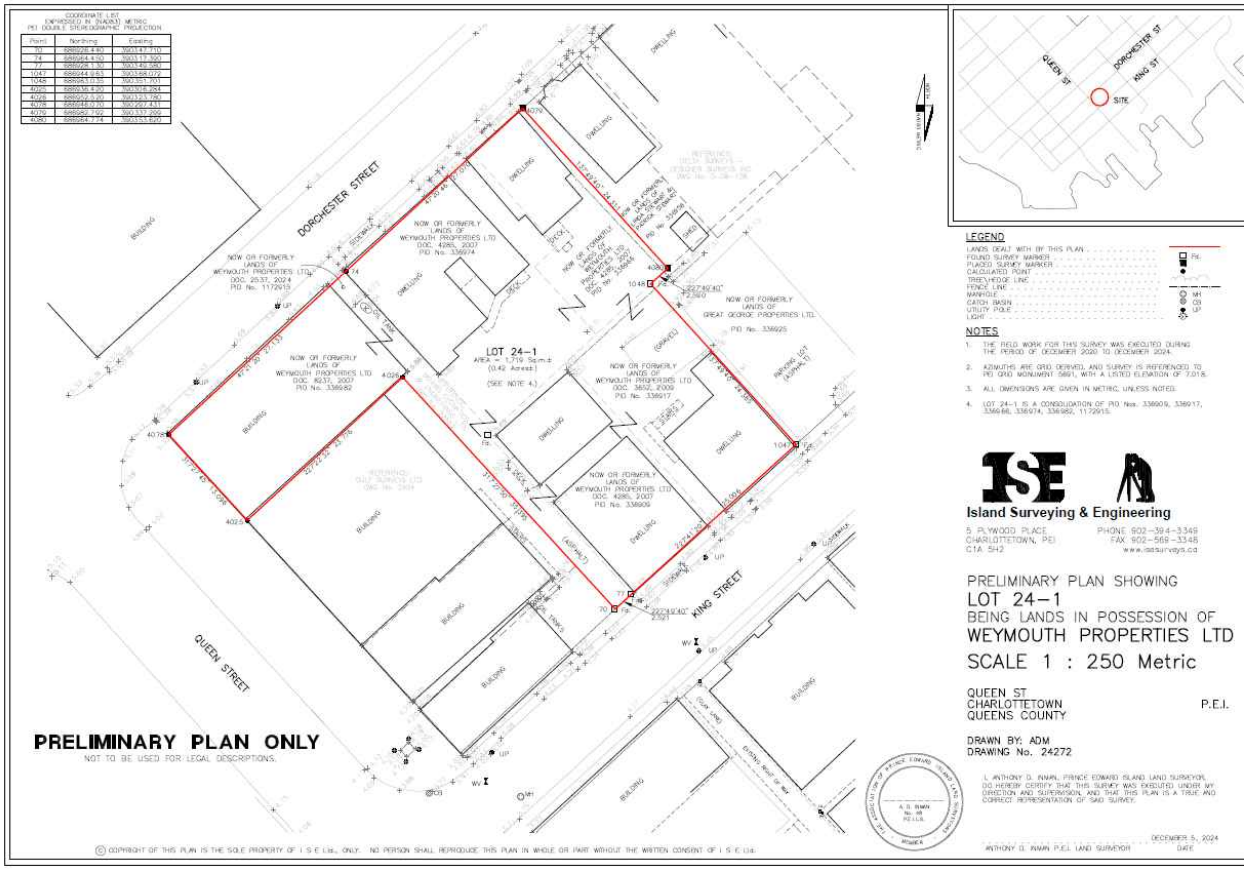
Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
Zoning and Development Bylaw

Strategic Alignment: City of Charlottetown Official Plan – 2026 500Lot Area Design Guidelines]	
Submitted By Planner: Laurel Palmer, RPP, MCIP  Planner 3 (Senior Planner)	
Reviewed By:	
Manager Donna Miller Ayton, 09/1/2026	**Director** Michael Ruus, RPP, MCIP, 09/1/2026
Committee Recommendation: (if differing from staff)	

Attachment “A” Survey Showing Subject Property:



Attachment “B”
Concept Drawing of Active Alley Way – 68 Queen St - The Monarch




SableARC
sustainable architecture + design


SableARC
sustainable architecture + design

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, SEPTEMBER 1, 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**	**Dave Essery, RM**
	Councillor Norman Beck	**Bobby Kenny, RM**
	Councillor Julie McCabe	**Paul Connolly, RM**
		Lea MacDonald, RM
		Jacqui Scaman, RM
Also:	**Mike Ruus, Director, Int. Growth**	**Jason Doucette, IO/AA****
	David Gundrum, Mgr, PH	***minute taker*
	Laurel Palmer, PIII, Senior Planner	
Regrets:	**Brad MacConnell, CAO**	
	Mayor Phillip Brown	
	Satyajit Sen, RM	

1. **Call to Order**
   Chair called the meeting to order at 4:37 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 Jacqui Scaman that the agenda for Tuesday, September 1, be approved.

   CARRIED

4. **Adoption of Minutes**
   Moved by Dave Essery and seconded by Councillor McCabe that the minutes of the Planning Board meeting held on Tuesday, August 4, 2026, as circulated, be approved.

   CARRIED

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

6. **Reports:**

   a) Variances:

   1. 65 Kensington Road (PID# 277491)
   David Gundrum, Manager of Development Planning

Property Information: Single Detached Residential (R-1L) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Hunter McTague
Reference: Planning Board Meeting Package

Request:

This is a request for a Major Variance to allow for the establishment of a 2-storey detached accessory structure (garage) on the subject property that would contain a Garden Suite, otherwise also called a detached Accessory Dwelling Unit (ADU) on a property having lot area of approximately 0.2 acres (0.08 hectares) whereas a minimum lot area of 0.5 acres (0.2 hectares) is otherwise required for a detached ADU. The applicants are also seeking relief from Zoning requirements for an increased maximum size of 73 square metres (786 square feet) and increased maximum building height of 25 feet (7.62 metres) for the detached accessory structure that would contain an ADU as well as reduced side yard setback of 1.30 metres (4.26 feet) and reduced rear yard setback of 1.90 metres (6.23 feet).

Summary:

Staff stated that the application was for a Major Variance to permit a Garden Suite located above a proposed two-storey detached garage at the rear of the property. Staff noted that relief was requested from five zoning requirements, including minimum lot area, maximum gross floor area, maximum building height, side yard setback, and rear yard setback.

Staff noted that the property is located within the R-1L Zone and currently contains a single detached dwelling and an existing detached garage in the rear yard. It was stated that the property is situated on Kensington Road across from Exhibition Drive and north of Red Shores.

Staff stated that the proposed garage would be constructed partially within the footprint of the existing detached garage and would contain a Garden Suite on the second storey. It was also said that the existing garage would be removed should the application be approved.

Staff noted that notice of the application was circulated to fifteen surrounding property owners within 100 metres of the site. It was stated that no comments or responses were received as a result of the circulation process.

Staff stated that the proposal would provide gentle infill development and increase housing options in the area. Staff also noted that a Development Permit application would still be required should the variance receive approval.

It was stated that although the proposal requires five separate variances, each request must be evaluated individually and cumulatively to determine whether the overall impact is appropriate within the context of the surrounding neighbourhood.

Staff noted that the requested side yard and rear yard setbacks reflect an existing situation, as the proposed building would occupy substantially the same location as the current detached garage. It was stated that the existing setback impact is already established and would not be significantly intensified. Staff also said that neighbouring rear yards do not contain principal structures that would be negatively affected by the reduced setbacks.

With respect to floor area, staff stated that the proposed Garden Suite would exceed the permitted maximum by approximately 4.35 percent. Staff noted that the increase is minor and would not compromise the accessory nature of the dwelling unit in relation to the main residence.

Regarding building height, staff stated that the proposed structure would be 7.62 metres in height compared to the permitted maximum of 4.6 metres. Staff noted that due to the surrounding rear yard conditions and the location of neighbouring properties, potential privacy, shadowing, and overlook impacts would be negligible or non-existent.

Staff further noted that the subject property does not meet the minimum lot size required to permit a Garden Suite as-of-right. However, it was stated that adequate amenity space would remain on the property and that the resulting lot coverage would be approximately 20.5 percent, which is well below coverage levels commonly permitted in comparable urban areas.

In conclusion, staff stated that the cumulative effect of the requested variances would not create undue negative land use impacts on surrounding properties and would remain consistent with the intent of the Zoning and Development Bylaw.

Discussion:

It was asked whether the proposed development would still require variances under the draft Zoning and Development Bylaw.
Staff advised that some of the requested relief, such as lot area and unit size requirements, may no longer be necessary under the proposed bylaw, although other items, including height and setback requirements, could still require review.

Staff stated that the draft bylaw remains under consideration and may be further revised prior to adoption. It was noted that the matter would be discussed further at the upcoming public meeting.

A Board member commented positively on the proposal and asked whether any public correspondence had been received. Staff advised that no letters or submissions had been received.

MOTION:

Moved by Lea MacDonald and seconded by Dave Essery that Planning Board recommend that Council approve the following Major Variance for the subject property identified as 65 Kensington Road (PID# 277491) to allow for the following:

1) **To allow for the establishment of a Garden Suite on a property having lot area of approximately 0.2 acres (0.08 hectares) whereas a minimum lot area of 0.5 acres (0.2 hectares) is otherwise required.**

2) **To allow for an increased maximum gross floor area for a Garden Suite of 73 square metres (786 square feet) whereas a maximum gross floor area of 70 square metres (753.2 square feet) is otherwise permitted.**
3) **To allow for an increased maximum building height of 7.62 metres (25 feet) for a detached accessory structure containing a Garden Suite whereas a maximum building height of 4.6 metres (15.1 feet) is otherwise permitted.**
4) **To allow for a reduced side yard setback of 1.30 metres (4.26 feet) whereas a side yard setback of 1.8 metres (6 feet) is otherwise required for a detached accessory structure containing a Garden Suite; and**

5) **To allow for a reduced rear yard setback of 1.90 metres (6.23 feet) whereas a rear yard setback of 3 metres (9.8 feet) is otherwise required for a detached accessory structure containing a Garden Suite.**

CARRIED
(7-0)

2. **<u>49 Trailview Drive (PID# 1128842)</u>**
   David Gundrum, RPP, MCIP, Manager of Development Planning

Property Information: Single Detached Residential (R-1L) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Mark MacDonald
Reference: Planning Board Meeting Package

<u>Request:</u>

This is a request for a Major Variance to permit the future subdivision of 49 Trailview Drive (PID# 1128842) to create a new buildable lot within the (R-1L) Zone. The Major Variance request proposes to reduce the minimum required lot frontage from 18 metres (59.1 feet) to approximately 7.76 metres (25.45 feet) for the proposed new lot.

<u>Summary:</u>

Staff noted that the subject property is located on the east side of Trailview Drive and contains an existing two-storey single detached dwelling and a detached garage. It was stated that the property has a lot area of approximately 2.54 acres and significantly exceeds the minimum lot size requirements of the zone.

It was also said that the property is situated within an established low-density residential neighbourhood containing large residential lots and nearby City-owned parkland.

Staff stated that the intent of the application is to allow the subdivision of the parent parcel into three new lots identified as Lots 26-1, 26-2, and 26-3. Staff noted that Lots 26-1 and 26-2 would comply with frontage requirements, while proposed Lot 26-3 would not meet the required minimum frontage.

Staff noted that notice of the application was circulated to thirty-four surrounding property owners. It was stated that no written comments were received during the circulation period.

It was stated that the proposed Lot 26-3 would be considered a flag lot under the Zoning and Development Bylaw, as the developable portion of the lot would be located behind another lot and connected to the street by a narrow access strip.

Staff stated that the bylaw provisions relating to flag lots were reviewed. Staff noted that the circumstances typically required to permit a flag lot through a frontage variance do not exist in this case, as there is no pre-existing undersized legal lot and the parcel is not landlocked.

Staff also stated that consideration could still be given under separate bylaw provisions dealing with the creation of a single infill lot that is undersized in lot area or frontage, provided the lot remains compatible with the surrounding neighbourhood and meets average lot size characteristics.

It was stated that although Lot 26-3 would constitute back-lot development, the size and configuration of the lands would provide sufficient separation, buffering, and screening opportunities to minimize impacts on neighbouring properties.

Staff noted that a condition of approval was recommended requiring any future dwelling on Lot 26-3 to have its main entrance and front façade oriented toward the City-owned parkland to the south. It was stated that this measure would help reduce potential overlook and privacy concerns affecting adjacent properties.

In conclusion, staff stated that the proposal satisfies the intent of the applicable infill lot provisions of the bylaw and would create a lot similar in size and character to others in the neighbourhood. Staff further stated that the variance would not create undue negative land-use impacts on surrounding properties.

Discussion:

It was asked whether this was the first time the subject property had been subdivided, given its large size compared to surrounding lots. Staff stated that the property was part of the former Arnold McCrae farm and that previous subdivisions had created surrounding lots, including Tannery Court and the extension of Trailview Drive.

It was noted that the remaining parcel had been retained for family purposes and is now being considered for further subdivision.
It was asked about the proposed lot layout and access locations. Staff confirmed that the existing dwelling would remain and reviewed the proposed driveway access arrangements for the new lots.

It was asked about an existing accessory structure on the property. Staff stated that the building was a former farm structure that has been used as an accessory building. Staff advised that the structure would likely need to be removed if the subdivision proceeds, as it would no longer be accessory to a principal dwelling.

It was asked whether the Board was voting specifically on the creation of a flag lot. Staff clarified that the request before the Board was for a lot frontage variance and that approval of the variance would allow the proposed rear lot to be created.

Staff further advised that the remaining proposed lots meet the applicable frontage and lot area requirements and would not require additional variance approvals.

MOTION:

Moved by Councillor Beck and seconded by Bobby Kenny that Planning Board recommend that Council approve the following Major Variance for the subject property identified as 49 Trailview Drive (PID# 1128842) to allow for the following:

1) **To allow for a reduced minimum lot frontage of 7.76 metres (25.45 feet) for property in the (R-1L) Zone whereas a minimum lot frontage of 18 metres (59.1 feet) is otherwise required.**

Subject to condition that any future dwelling constructed on the proposed new lot (Lot 26-3) based on the preliminary survey plan as submitted must have its main front entryway and main front facades face south towards the abutting City-owned park property identified as PID# 1148600.

CARRIED
(7-0)

b) Rezonings:

1. **St. Martha's Court - Lot 2019-5 (PID# 390740)**
   Laurel Palmer, RPP, MCIP, Planner 3 (Senior Planner)

Property Information: Comprehensive Development Area (CDA) Zone
Staff Presenter: Laurel Palmer, PIII, Senior Planner
Applicant: Nick Jay
Reference: Planning Board Meeting Package

Request:

This is a request to proceed to public consultation concerning a request to consider a development concept plan for Lot 2019-5 (PID# 390740) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with three (3) apartment buildings having a combined total of one hundred and eighty-six (186) dwelling units.

Summary:

Staff stated that the application requests permission to proceed to public consultation for a development concept plan for Lot 2019-5 on St. Martha's Court. It was said that the proposal would facilitate three apartment buildings containing a total of 186 dwelling units.

Staff stated that the property is located on the south side of St. Martha's Court adjacent to the Confederation Trail. It was noted that the surrounding lands are primarily CDA-zoned properties containing existing and approved multi-unit residential developments.

It was explained that the Zoning and Development Bylaw requires a development concept plan and public consultation process before Council may approve development within the CDA Zone.
Staff stated that the site contains approximately 2.83 acres. It was said that although the proposed density exceeds what would normally be permitted under an R-4 zoning calculation, the CDA Zone allows greater flexibility and does not have the same lot area requirements.

It was noted that earlier phases of the St. Martha's Court development included one townhouse building and three apartment buildings totaling 143 dwelling units. Staff stated that Lot 2019-5 represents the final phase of the overall development area.

Staff stated that the current concept includes three apartment buildings. The site plan drawings were provided showing building placement, site circulation and future connections to the surrounding road network.
Staff stated that the Utility Department advised sufficient servicing capacity exists for the proposal. It was noted that a detailed site servicing plan will still be required before construction begins.

Staff also stated that Public Works reviewed the traffic study and accepted its conclusions. It was said that no road or intersection upgrades are required based on projected traffic volumes and that the originally proposed north-south connector road should be developed.

Staff indicated that the Fire Department requires both the Confederation Trail connection and the north-south connector road to provide a secondary emergency access route.

Staff stated that the application originally received approval to proceed to public consultation in March 2025. It was explained that because the application was already underway prior to adoption of the 2026 Official Plan, the 1998 Official Plan policies continue to apply.

Staff stated that several policies within the Official Plan support higher density residential development, concept planning, housing variety and the introduction of different housing types within existing neighbourhoods.

It was said that housing diversity helps meet the needs of residents at varying life stages and provides housing opportunities within fully serviced areas of the city.

Staff further stated that higher density development can make better use of existing infrastructure and reduce urban sprawl.

Discussion:

There was no discussion or comments.

MOTION:

Moved by Lea MacDonald and seconded by Paul Connolly that Planning Board recommend that Council approve a request to proceed to public consultation for a request to approve a development concept plan for Lot 2019-5 (PID# 390740) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with two, eighty-two (82) unit apartment buildings with a total density of one hundred sixty-four (164) units.

And to proceed to public consultation for the request to amend Appendix "B" Comprehensive Development Area (CDA) Parcels and Permitted Uses of the Zoning and Development Bylaw.

Subject to the traffic impact assessment for the proposed development.

CARRIED
(7-0)

c) Subdivisions & Lot Consolidations:

1. **176-178 King Street (PID# 336271)**
   David Gundrum, RPP, MCIP, Manager of Development Planning

This is a request to consolidate two (2) parcels in the Downtown Neighbourhood (DN) Zone to facilitate a proposed future lot subdivision that will require further review and consideration with respect to the Heritage Preservation Bylaw due to the presence of an existing Heritage Designation that applies to the subject property. The subject property contains an existing single-detached dwelling that is proposed to be retained and preserved.

Property Information: Downtown Neighbourhood (DN) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Keir Lowther
Reference: Planning Board Meeting Package

Request:

This is a request to proceed to public consultation concerning a request to consider a development concept plan for Lot 2019-5 (PID# 390740) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with three (3) apartment buildings having a combined total of one hundred and eighty-six (186) dwelling units.

Summary:

It was stated that the subject properties are located on the south side of King Street within the Downtown Neighbourhood (DN) Zone. Staff stated that the surrounding area contains primarily single-detached and semi-detached dwellings, along with several existing vacant lots.

Staff stated that the property is located within the City's historic 500 Lot Area and approximately 105 metres north of Founder's Hall. It was noted that the dwelling at 176 King Street is a designated Heritage Resource and is recognized as a representative example of a circa 1855 cottage.

It was said that lot consolidations and subdivisions are regulated through the Zoning and Development Bylaw. Staff stated that a subdivision of the subject property was approved by City staff in April 2026; however, that approval was issued in error without properly accounting for the restrictions associated with the heritage designation.

Staff stated that the Zoning and Development Bylaw does not remove the requirement to comply with any other municipal bylaw. It was noted that all applicable approvals under the Heritage Preservation Bylaw must still be obtained.

It was explained that the Heritage Preservation Bylaw requires a Heritage Permit before alterations, development or demolition involving a designated heritage resource may occur. Staff stated that subdivision applications involving heritage properties are considered non-substantive Heritage Permit applications and are subject to a separate approval process.

It was said that neither the Heritage Preservation Bylaw nor the Zoning and Development Bylaw requires applications to be submitted in a particular order. Staff stated that although the subdivision was previously approved, the owner must still comply with all heritage-related requirements.

Staff stated that where a designated heritage property is subdivided, both the parent parcel and any newly created parcels would generally retain the heritage designation unless the boundaries of the designation are amended.

It was stated that the property owner intends to construct a new dwelling on the vacant portion of the property. Staff said that approvals are required under both the Zoning and Development Bylaw and the Heritage Preservation Bylaw, with the Heritage Permit required before further development approvals can proceed.

Staff stated that the proposed lot consolidation would allow consideration of removing the heritage designation from the vacant portion of the property while maintaining the designation on the existing heritage dwelling. It was said that this approach would help achieve the owner's development objectives without creating additional restrictions.

It was noted that the existing dwelling contributes to the heritage character of the neighbourhood and that the owner has indicated no intention to alter the building's exterior appearance, scale, massing or character.

Staff stated that pursuing the lot consolidation would allow the Heritage Board to consider whether lifting the designation from the undeveloped portion of the land is appropriate and would ensure future development occurs in accordance with both the Zoning and Development Bylaw and the Heritage Preservation Bylaw.

Staff stated that the Planning and Heritage Department recommends that Planning Board recommend Council approve the consolidation of 176 King Street and 178 King Street into one parcel, subject to the approval of a final pinned survey plan.

Discussion:

It was asked whether, if the heritage designation were removed from the portion of the property proposed for development, a future building would be required to reflect the historic character of the area or if a modern design could be constructed provided it met zoning requirements.

Staff stated that if the heritage designation is removed from the proposed development portion of the property, it would no longer be subject to the Heritage Preservation Bylaw. However, staff noted that there are provisions within the Zoning and Development Bylaw that recognize the sensitivity of development within the 500 Lot Area.
Staff further advised that the concept design submitted by the applicant appears generally compatible with the existing streetscape and is not considered out of character with surrounding development.

Staff stated that the proposed subdivision must still be reviewed and approved by the Heritage Board. It was noted that the Heritage Board has the authority to impose design review requirements to ensure that any future development adjacent to a heritage property is of an appropriate quality and character.

It was further noted that similar approvals have occurred in the past, where modern buildings were permitted but incorporated design elements that were sympathetic to nearby heritage properties.

Staff confirmed that the subdivision application will be required to proceed through the Heritage Board review process and that design considerations can be addressed as part of that review.
It was then moved and seconded to approve staff's recommendation.

MOTION:

Moved by Paul Connolly and seconded by Dave Essery that Planning Board recommend that Council approve the request to consolidate separate properties addressed as 176 King Street and 178 King Street, both under PID# 336271, to form one new parcel subject to the approval of a final pinned survey plan.

CARRIED
(7-0)

d) Other (Agreements):

1. 68 Queen Street (PID#s 336982, 336974, 336909, 336917, 336966, 1172915)
Laurel Palmer, RPP, MCIP, Planner 3 (Senior Planner)

Request:

This is a request to allow for the encroachment of building footings and overhead canopies into the public right-of-way to facilitate the construction of a proposed multi-use residential and commercial building within the 500 Lot Area for properties addressed as 68 Queen Street. If approved, the City will enter into a legal agreement with the property owners to formalize the requested encroachments.

Summary:

Staff stated that the application is requesting approval to allow building footings and overhead canopies to encroach into the Public Right of Way in order to facilitate construction of a proposed mixed-use residential and commercial development at 68 Queen Street.

It was stated that the subject properties are located within the downtown 500 Lot Area and are bounded by Queen, Dorchester and King Streets. Staff stated that the site also shares an interior property line with the Bishop's Palace.

Staff stated that a portion of the lands are located within the Downtown Main Street (DMS) Zone, while the remaining lands are located within the Downtown Mixed Use Neighbourhood (DMUN) Zone. The surrounding area contains a mix of commercial, residential and institutional uses.

It was stated that the applicant submitted detailed site plans identifying the location of the proposed footings and canopies. Staff stated that the footings are proposed to be located approximately nine feet below grade.

Staff stated that both the Public Works Department and the Water and Sewer Department reviewed the proposal. It was said that both departments indicated they have no concerns with

the requested encroachments and confirmed that the proposed footings will not interfere with existing municipal infrastructure.

It was stated that the applicant is also seeking permission for overhead canopies to extend into the Public Right of Way along both Dorchester Street and King Street. Staff stated that Public Works reviewed these requests and indicated support for the proposed encroachments.

Staff stated that the requested footing encroachments would extend into the Public Right of Way along Queen, Dorchester and King Streets, ranging from approximately one inch to two feet eight inches in various locations around the building.

It was said that the proposed canopy along Dorchester Street would extend into the Public Right of Way to a depth of approximately 1.162 metres and a width of approximately 4.451 metres.

It was further stated that the proposed canopy along King Street would extend into the Public Right of Way to a depth of approximately 3.19 metres and a width of approximately 4.757 metres.

Staff stated that the requested encroachments have been reviewed by the relevant departments and that no issues were identified. It was said that the proposed encroachments are not expected to negatively impact City infrastructure or operations.

Staff stated that, based on the departmental review, staff support the requested encroachments for both the building footings and the proposed overhead canopies.

Discussion:

It was asked how encroachments into the public right of way are administered and whether they require annual renewal or maintenance of an insurance policy.

Staff stated that the proposed canopies would be considered permanent encroachments and would require the owner to maintain an insurance policy.

Staff advised that the underground footings would be addressed through an encroachment agreement; however, because the footings are located approximately nine feet below grade, staff did not anticipate that an insurance requirement would be necessary as there is little risk to the public. An insurance policy would be required for the canopies.

MOTION:

Moved by Dave Essery and seconded by Lea MacDonald that Planning Board recommend that Council approve the encroachment of footings and a canopy into the Public Right of Way to facilitate the construction of a proposed multi-use residential and commercial building within the 500 Lot Area in the Downtown Main Street (DMS) Zone being the properties identified as (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915) addressed as 68 Queen Street with the following encroachments:

1) **Encroachment to allow building footings to encroach into the Public Right of Way on King, Dorchester and Queen Streets ranging from 1″ to 2′-8″ in various locations around the building.**
2) **Encroachment to allow an overhead canopy to encroach into the Public Right of Way for a depth of 1.162 meters and a width of 4.451 meters along Dorchester Street.**
3) **Encroachment to allow an overhead canopy to encroach into the Public Right of Way for a depth of 3.19 meters and a width of 4.757 meters along King Street.**

CARRIED
(7-0)

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

8. **Adjournment of Public Session**
Moved by Councillor McCabe and seconded by Paul Connolly that the meeting be adjourned. The meeting was adjourned at 5:39 PM.

_____
Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No:
PLAN-2026-01-SEPTEMBER-6A-1
65 Kensington Road (PID# 277491)

Date:
September 1, 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. Site Plan (May 26, 2026)
D. Circulation Letter (August 10, 2026)
E. Public Responses to Circulation

Report Title:

Major Variance to permit the establishment of a 2-storey detached accessory structure (garage) in the rear yard of the subject property that would also contain a Garden Suite. The variance is seeking relief from minimum lot area, maximum built height, maximum floor area, minimum side yard and minimum rear yard setback requirements as related to a proposed new detached accessory structure (garage) that would also contain a Garden Suite in the rear yard of property identified as 65 Kensington Road (PID# 277491).

The application has been submitted by Hunter McTague who is also owner of the property.

Report Purpose:

To evaluate a request to establish a new detached accessory structure in the rear yard that would contain a Garden Suite.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 65 Kensington Road (PID# 277491) be approved:

1. To allow for the establishment of a Garden Suite on a property having lot area of approximately 0.2 acres (0.08 hectares) whereas a minimum lot area of 0.5 acres (0.2 hectares) is otherwise required.

2. To allow for an increased maximum gross floor area for a Garden Suite of 73 square metres (786 square feet) whereas a maximum gross floor area of 70 square metres (753.2 square feet) is otherwise permitted.

3. To allow for an increased maximum building height of 7.62 metres (25 feet) for a detached accessory structure containing a Garden Suite whereas a maximum building height of 4.6 metres (15.1 feet) is otherwise permitted.

4. To allow for a reduced side yard setback of 1.30 metres (4.26 feet) whereas a side yard setback of 1.8 metres (6 feet) is otherwise required for a detached accessory structure containing a Garden Suite; and

5. To allow for a reduced rear yard setback of 1.90 metres (6.23 feet) whereas a rear yard setback of 3 metres (9.8 feet) is otherwise required for a detached accessory structure containing a Garden Suite.

Report Details:

The proposed Major Variance application for the subject property identified as 65 Kensington Road within the Single Detached Residential (R-1L) Zone, was submitted by the property owner Hunter McTague on July 6, 2026. The intent of the application is to allow for the establishment of a new 2-storey detached accessory structure (garage) that would also contain a Garden Suite in the rear yard.

Development Context:

The subject property is located on the west side of Kensington Road and is situated directly across the road from the T-intersection of Kensington Road and Exhibition Drive. Bounding the subject property to the west and south are abutting residential properties also in the (R-1L) Zone, also containing single-detached dwellings. Immediately abutting to the north of the property is a lot in the (R-3) Zone containing rowhouses arranged across 4 separate buildings (see Attachment A). Across the street from the subject property on the opposite (west) side of Kensington Road are a mix of modest commercial and industrial developments including a gas station. The subject property is also located approximately 200 metres (656 feet) north of the Red Shores racetrack and casino located at 58 Kensington Road.

Analysis:

Section 5.7 of the Zoning and Development Bylaw outlines regulations for Garden Suites and both the minimum requirements and maximum thresholds to allow for them on any given lot.

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.

In total, the applicants are requesting five (5) separate points of relief from Zoning requirements to allow for the proposed detached accessory structure containing a Garden Suite to be established on the subject property in the rear yard location as indicated (see Attachment C). While it may seem excessive to suggest so many points of relief from Bylaw requirements, both the individual as well as aggregate, cumulative effect of all points of relief must be objectively weighed and evaluated to determine whether the total extent of relief being request is appropriate or not from both a quantitative and qualitative land-use impact perspective given the context of the subject property and the immediate surrounding land-uses that abut the subject property.

With regard to the proposed reduced rear yard and side yard setbacks, the new detached accessory structure (786 square feet) is proposed to be built in place of an existing detached garage (420 square feet) in the same location, which would be demolished and removed should the variance be approved, having the exact same reduced rear yard and side yard setbacks with respect to property boundaries. On this basis, it can be interpreted that there is a pre-existing side yard and rear yard setback impact that is not proposed to be changed nor intensified through the proposed variance as it regards an existing reduced setback. The established impacts will be maintained albeit with a new built form of a similar accessory nature containing now an Accessory Dwelling Unit (ADU). It is also noted that the yards of the two neighbouring abutting properties constitute the rear yards of those properties, being 2 Beasley Avenue and 8 Beasley Avenue, and that at present, they do not contain any principle buildings or structures of a more sensitive residential nature that would stand to be impacted at all by the reduced setbacks for the detached ADU as suggested through the proposed variance for 65 Kensington Road (see Attachments A & C).

The proposed reduced side yard and rear yard setbacks of 1.30 metres and 1.90 metres, respectively, can therefore be said to be non-impactful towards abutting residential properties given the overall existing land-use context and established impact of the existing detached accessory structure being a residential garage.

With respect to the proposed increased gross floor area of the Garden Suite of 73 square metres (786 square feet) versus the maximum limit of 70 square metres (753.2 square feet), this represents a marginal 4.35% increase over the maximum allowance which would not result in a situation whereby the intended accessory nature of the detached ADU with respect to the principle single-detached residence would be compromised. An increase in proposed size to 73 square metres for the Garden Suite would still maintain the intent and purpose of the regulations under Section 5.7 of the Zoning & Development Bylaw which are intended to ensure that detached ADUs remain secondary and accessory to the main principle residence in terms of their size, scale and massing as a secondary residential use on residentially zoned property. The proposed increase would not compromise the intent of the regulations in this case.

Concerning built height, the accessory structure is proposed to have a height of 7.62 metres (25 feet) as measured between average grade to the peak of the pitch of the roof whereas a maximum height of 4.6 metres (15.1 feet) is otherwise permitted for a detached accessory structure containing a Garden Suite. While the proposed magnitude would result in a 66% increase to maximum permitted height with proposal that the Garden Suite would occupy the second storey of the proposed 2-storey structure, the risk of privacy impact and overlook or shadowing onto neighbouring properties is negligible as to the south and the west are the rear yard areas of those respective abutting properties where no sensitive residential uses are contained. To the north of the proposed ADU where shadow impacts would occur, this constitutes a continuation of the existing rear yard area of the subject property itself so possibility of any off-site impact is virtually impossible in this regard. Similar to the east and directly east is a continuation of the rear yard of the subject property itself where no sensitive off-site uses would be contained. On this basis, the potential for negative off-site impacts due to the proposed increased built height are either negligible or non-existent in this case. As well, the location of the proposed structure towards the far southwest corner of the subject property coupled with being screened by the principle residence towards the front of the property would mask its presence along the immediate streetscape and given its proposed location placing it approximately 35 metres (115 feet) from the public right-of-way along Kensington Road would otherwise render the increased height and scale of the building a moot point as it regards any visual impact to the immediate streetscape.

Lastly, while the subject property does not constitute a lot being of a size of 0.5 acres (0.2 hectares) or greater to permit a Garden Suite as-of-right with respect to Zoning, the suggested reduced minimum lot size of 0.2 acres (0.08 hectares) based on the existing property extents would still leave ample amenity space on the property and would not result in an overbuilt situation where typical thresholds to lot coverage would be exceeded. Based on the proposed footprint of the new accessory structure (73 square metres), coupled with the size of an existing shed (11 square metres) and the principle main residence on the subject property (80 square metres), an overall lot coverage of 20.5% would result. While the existing Zoning & Development Bylaw does not explicitly prescribe maximum lot coverage percentage thresholds, the resulting lot coverage of 20.5% would not be out of character at all with a generally accepted maximum built coverage for residential properties in that contemporary Zoning Bylaw for comparable urban areas typically prescribe an upper limit of 40% or even 50% maximum built lot coverage in some areas.

In conclusion, the overall cumulative effect of the proposed variance is such that it would not cause undue negative land-use impacts to any surrounding properties nor would it cause any inconsistency with the intent and purpose of the Zoning & Development Bylaw as it concerns the establishment and regulation of detached accessory structures that contain Garden Suites.

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

Positives	Neutral	Shortcomings
The proposed detached accessory structure and Garden Suite would allow for gentle infill development and increase housing options along a modest scale.	The proposed detached accessory structure (garage) containing a Garden Suite would require submission of a Development Permit to the City to confirm the change of use should the Major Variance be approved.	The proposed accessory structure containing a Garden Suite does not meet several regulatory requirements of the Zoning & Development Bylaw.

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 August 10, 2026, notice of the Major Variance application for 65 Kensington Road (PID# 277491) was circulated to fifteen (15) surrounding property owners within 100 metres (328.1 feet) of the subject property to request written comments on the proposed variance (see Attachment D). The deadline to submit written comments was 4:30pm on Monday, August 24, 2026.

As of the writing of this report (August 28, 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 65 Kensington Road (PID# 277491) be approved:

1. To allow for the establishment of a Garden Suite on a property having lot area of approximately 0.2 acres (0.08 hectares) whereas a minimum lot area of 0.5 acres (0.2 hectares) is otherwise required.

2. To allow for an increased maximum gross floor area for a Garden Suite of 73 square metres (786 square feet) whereas a maximum gross floor area of 70 square metres (753.2 square feet) is otherwise permitted.

3. To allow for an increased maximum building height of 7.62 metres (25 feet) for a detached accessory structure containing a Garden Suite whereas a maximum building height of 4.6 metres (15.1 feet) is otherwise permitted.

4. To allow for a reduced side yard setback of 1.30 metres (4.26 feet) whereas a side yard setback of 1.8 metres (6 feet) is otherwise required for a detached accessory structure containing a Garden Suite; and

5. To allow for a reduced rear yard setback of 1.90 metres (6.23 feet) whereas a rear yard setback of 3 metres (9.8 feet) is otherwise required for a detached accessory structure containing a Garden Suite.

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, 08/28/2026

Committee Recommendation: (if differing from staff)

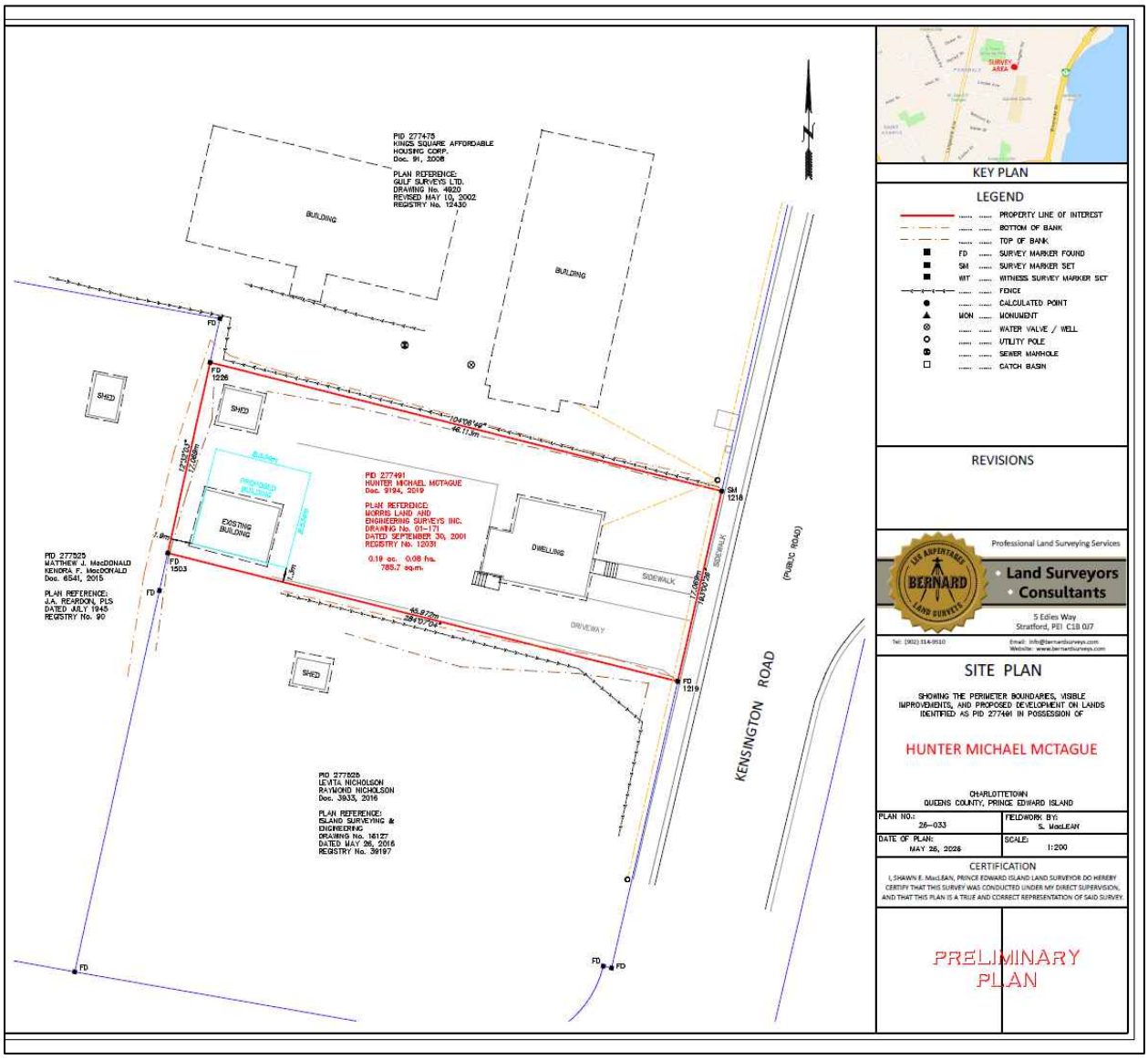
Attachment “A” – Air Photo



Attachment "B" – Zoning Map



Attachment “C” – Site Plan (May 26, 2026)



Attachment "D" – Circulation Letter (August 10, 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

ATLANTIC LOTTERY CORP/SOCIETE DES LOTERIES DE L AT
922 MAIN ST PO BOX 5500
MONCTON NB
E1C 8W6

August 10, 2026

RE: 65 Kensington Road (PID# 277491)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for Major Variance seeking permission to construct a new 2-storey detached garage that would also contain a Garden Suite on subject property in the Single Detached Residential (R-1L) Zone identified as 65 Kensington Road (PID# 277491). The detached accessory structure is proposed to have an exterior building footprint of 73 square metres (786 square feet) and would have a built height of 7.62 metres (25 feet).

The Major Variance is requesting relief from the *Zoning and Development Bylaw* which limits maximum size of a detached accessory building to 69.68 square metres (750 square feet) and also restricts maximum height to 5.3 metres (17.5 feet). Relief from Section 5.7 is also required where minimum lot area of 0.2 hectares (0.5 acres) is otherwise required for a property containing a Garden Suite. A reduced rear yard setback of 1.90 metres and side yard setback of 1.30 metres are also being requested whereas a rear yard setback of 3 metres and side yard setback of 1.8 metres are otherwise required for a structure containing a Garden Suite. Relief from maximum height of 4.6 metres (15.1 feet) for a Garden Suite is also needed given proposed height of 7.62 metres (25 feet).

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 subject property, you are being notified of the Major Variance request. If you have any comments regarding the Major Variance, please forward them no later than **4:00pm on Monday, August 24, 2026.** Please email written comments to planning@charlottetown.ca

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

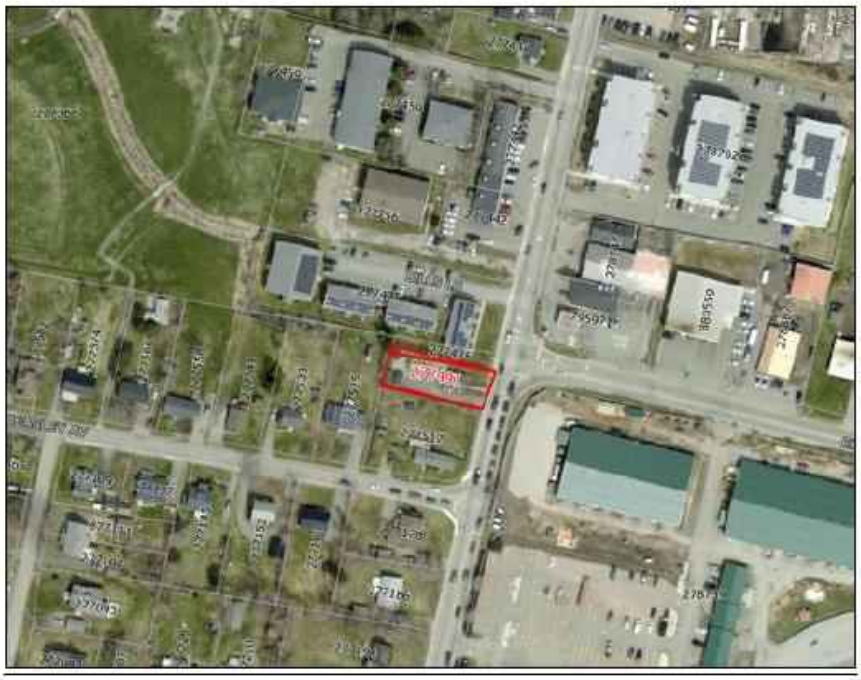
In accordance with Section 3.9.4 (Major Variances) of the *Zoning and Development Bylaw*, the Major Variance will be referred to Planning Board to consider the request and any comments received in response to the notice and shall make recommendation to Council. Council may, without prejudice, approve or reject the Major Variance. City of Charlottetown Planning Board will consider this application at its meeting at **4:30pm, Tuesday, September 1, 2026 in City Council chambers (2nd Floor) at City Hall** and may then recommend to Council to grant or deny this variance. For any general questions, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

Stephanie MacDonald, B.Sc.
Planner 1

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Air Photo



Attachment “E” – Public Responses to Circulation

None.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #1

MOTION CARRIED _____

MOTION LOST _____

Date: September 8, 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 65 Kensington Road (PID# 277491) to allow for the following:

1) **To allow for the establishment of a Garden Suite on a property having lot area of approximately 0.2 acres (0.08 hectares) whereas a minimum lot area of 0.5 acres (0.2 hectares) is otherwise required.**

2) **To allow for an increased maximum gross floor area for a Garden Suite of 73 square metres (786 square feet) whereas a maximum gross floor area of 70 square metres (753.2 square feet) is otherwise permitted.**

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

3) To allow for an increased maximum building height of 7.62 metres (25 feet) for a detached accessory structure containing a Garden Suite whereas a maximum building height of 4.6 metres (15.1 feet) is otherwise permitted.

4) To allow for a reduced side yard setback of 1.30 metres (4.26 feet) whereas a side yard setback of 1.8 metres (6 feet) is otherwise required for a detached accessory structure containing a Garden Suite; and

5) To allow for a reduced rear yard setback of 1.90 metres (6.23 feet) whereas a rear yard setback of 3 metres (9.8 feet) is otherwise required for a detached accessory structure containing a Garden Suite.

City of Charlottetown Committee Report

Report No:
PLAN-2026-01-SEPTEMBER-6A-2
49 Trailview Drive (PID# 1128842)

Date:
September 1, 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. Preliminary Survey Plan (April 20, 2026)
D. Circulation Letter (August 10, 2026)
E. Public Responses to Circulation

Report Title:

Major Variance to permit a reduced minimum lot frontage of 7.76 metres (25.45 feet) for property in the Single Detached Residential (R-1L) Zone to facilitate future lot creation. The subject property is located at 49 Trailview Drive (PID# 1128842).

The application has been submitted by Mark MacDonald who is also owner of the property.

Report Purpose:

To evaluate a request for reduced minimum lot frontage in the (R-1L) Zone to facilitate future lot creation and residential development.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 49 Trailview Drive (PID# 1128842) be approved:

1. To allow for a reduced minimum lot frontage of 7.76 metres (25.45 feet) for property in the (R-1L) Zone whereas a minimum lot frontage of 18 metres (59.1 feet) is otherwise required.

Subject to condition that any future dwelling constructed on the proposed new lot (Lot 26-3) based on the preliminary survey plan as submitted must have its main front entryway and main front facades face south towards the City-owned park property identified as PID# 1148600.

Report Details:

The proposed Major Variance application for the subject property identified as 49 Trailview Drive within the Single Detached Residential (R-1L) Zone, was submitted by the property owner Mark MacDonald on May 15, 2026. The intent of the application is to allow for a reduced minimum lot frontage for property in the (R-1L) Zone to facilitate the future subdivision of a new buildable lot.

Development Context:

The subject property is located on the east side of Trailview Drive and is situated approximately 290 metres (950 feet) north of the intersection of Trailview Drive and Sleepy Hollow Road. The subject property contains an existing 2-storey single-detached dwelling with a gross footprint of approximately 230 square metres (2,475 square feet) as well a detached accessory structure (garage) in the rear yard having a gross footprint of approximately 125 square metres (1,345 square feet). The subject property at present has a total lot area of approximately 2.54 acres (1.03 hectares) and lot frontage along Trailview Drive of approximately 66.87 metres (219 feet).

The property is bounded to the north and south by residential lots containing existing single-detached dwellings also in the (R-1L) Zone and is bounded to the east (rear) by two (2) properties containing multi-residential buildings in the (C-2) Zone with frontage to the east onto Malpeque Road. The property is also bounded to the south along the eastern to rear portion of the property by City owned parks property also in the (R-1L) Zone (see Attachments A & C).

The subject property can therefore said to be located within a mature low-density residential neighbourhood having generously sized lots with some being adjacent to City owned parkland. It is noted that the minimum lot size for properties in the (R-1L) Zone is 540 square metres (0.13 acres). The subject property therefore exceeds this minimum threshold for minimum lot size by a factor of nineteen.

Analysis:

Section 9 of the Zoning & Development Bylaw details the regulations and permitted uses for lands within the (R-1L) Zone such as the subject property under consideration.

The applicants in this case are pursuing a reduction in minimum lot frontage to allow for the creation of a new buildable lot as denoted by Lot 26-3 on the supplied preliminary survey plan (see Attachment B). Additionally, the applicants propose, that if successful in securing the required variance, to further subdivide the parent property into a total of three (3) new lots being Lots 26-1, 26-2 and 26-3 as shown on the preliminary survey plan. Lots 26-1 and 26-2 would both meet the minimum lot area and frontage requirements of the (R-1L) Zone however proposed Lot 26-3 would be deficient with respect to the minimum required 18 metres (59.1 feet) of frontage needed.

Additionally, proposed Lot 26-3 which is subject to the Major Variance under consideration at this point in time would constitute what is known as a Flag Lot with respect to definitions in the Zoning & Development Bylaw.

As per Appendix A – Definitions, a Flag Lot is defined as follows:

Flag lot is the result of a subdivision where the flag (developable portion of the lot) is behind another lot and connected by the pole (a narrow strip of land that does not meet the required street frontage defined by the Zone).

Based on the preliminary survey plan (see Attachment B) provided by the applicants, Lot 26-3 would qualify as a Flag Lot under this definition.

Referring to Section 48.12.3 of the Zoning & Development Bylaw, consideration will be given to permitting a Flag lot through a frontage variance application in those circumstances where an existing legal lot was created with less than 25 ft of Frontage or in circumstances where a parcel is landlocked and there will never be the ability for the extension of a future street road network to provide the required street frontage from the rear of the property. In the case of a landlocked parcel, Council may approve, by recommendation of the Planning Board a flag lot provided:

a. The flag lot has 25 ft of Frontage on a public street;

b. The main body of the lot (flag portion) meets the lot area and frontage requirements of the zone;

c. Only one flag lot will be permitted per parent parcel; and

d. No portion of the access strip (pole) portion of the lot shall be included in computing the required lot area for the flag portion.

In this circumstance with regard to the subject property under review, there exists no pre-existing legal lot that was created with less than 25 feet of frontage nor is there a circumstance where there exists a landlocked parcel with no ability for extension of a future street or road to provide connection and frontage. Since neither of these circumstances exist, Section 48.12.3 cannot be invoked to permit the creation of a future flag lot through a frontage variance as suggested.

Notwithstanding the text and noted evaluation of how Section 48.12.3 does not apply in this case, however, Section 48.12.2 of the Zoning & Development Bylaw provides a competing set of regulations for new lot creation whereby it states as follows:

Council may approve, by recommendation of Planning Board, the Subdivision of a single infill lot that is undersized in Lot Area and/or Lot Frontage, and that meets the average lot size of the existing developed lots on the street within the same Zone. Such infill lots are to be used for Single-detached Dwellings only, or for 2-unit Dwellings where permitted in the Zone and where the lot has the minimum requirement for Lot Area for that use.

Notwithstanding that the proposed Lot 26-3 in question qualifies as a Flag Lot but the overriding circumstances of the property do not allow Section 48.12.3 to be invoked and applied here, it is still possible to consider the request for Major Variance under the text of Section 48.12.2 as highlighted previously.

Based on the preliminary survey plan provided, the proposal puts forth a scenario where three (3) new lots would be created where one of which would be considered an infill lot that is deficient or undersized in lot frontage, being Lot 26-3, but would however still meet the average lot size of existing developed lots on the street within the same Zone. The proposed infill lot is intended to be used for a future single-detached dwelling and the proposed lot, being sized at 5,855 square metres (1.45 acres) would exceed the minimum lot area requirement in the (R-1L) Zone.

Notwithstanding that the lot in question is a Flag Lot, consideration can be provided here using the text Section 48.12.2.

With respect to compatibility with the neighbourhood and surrounding land-uses, the proposed lot creation that would be facilitated through the Major Variance would result in back-lot development which, while generally undesirable in most cases due to compatibility issues, in this case would provide a scenario where sufficient additional space and allowance for

screening and buffering would exist such that any future dwelling on Lot 26-3 when taking spatial separations and required setbacks into account, should not result in privacy impacts to existing abutting and neighbouring properties, including the proposed future Lot 26-1 and Lot 26-2.

To mitigate and protect against risk of privacy impacts due to the proposed back-lot development that would result if the variance were to be approved, a condition of approval for the variance is encouraged such that any future dwelling on Lot 26-3 must have its main entrance and front facades facing south towards the City-owned park lands identified as PID# 1148600. This required condition would help to alleviate privacy impact and overlook into the rear yard areas of potentially Lot 26-1, Lot 26-2 and potentially as well, property identified as 45 Trailview Drive (PID# 741470) located to the north.

On this basis of condition, staff can recommend approval of the variance as the application has been found to meet the intent and purpose of Section 48.12.2 insofar as the proposal would facilitate creation of a new infill lot of similar size and character to other lots in neighbourhood where minimum lot frontage cannot be met and only a single-detached dwelling would be permitted.

In conclusion, the overall cumulative effect of the proposed variance is such that it would not cause undue negative land-use impacts to any surrounding properties nor would it cause any inconsistency with the intent and purpose of the Zoning & Development Bylaw as it concerns the establishment of a new infill lot.

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

Positives	Neutral	Shortcomings
The proposed variance would result in new infill development that would be generally consistent with lot size and development format in the existing neighbourhood.	Future proposed development would require submission of a Development Permit to the City and would also require future subdivision to facilitate.	The proposed Lot 26-3 does not meet requirement for minimum lot frontage in the (R-1L) and would result in backlot development.

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 August 10, 2026, notice of the Major Variance application for 49 Trailview Drive (PID# 1128842) was circulated to thirty-four (34) surrounding property owners within 100 metres (328.1 feet) of the subject property to request written comments on the proposed variance (see Attachment D). The deadline to submit written comments was 4:30pm on Monday, August 24, 2026.

As of the writing of this report (August 28, 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 49 Trailview Drive (PID# 1128842) be approved:

1. To allow for a reduced minimum lot frontage of 7.76 metres (25.45 feet) for property in the (R-1L) Zone whereas a minimum lot frontage of 18 metres (59.1 feet) is otherwise required.

Subject to condition that any future dwelling constructed on the proposed new lot (Lot 26-3) based on the preliminary survey plan as submitted must have its main front entryway and main front facades face south towards the City-owned park property identified as PID# 1148600.

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:

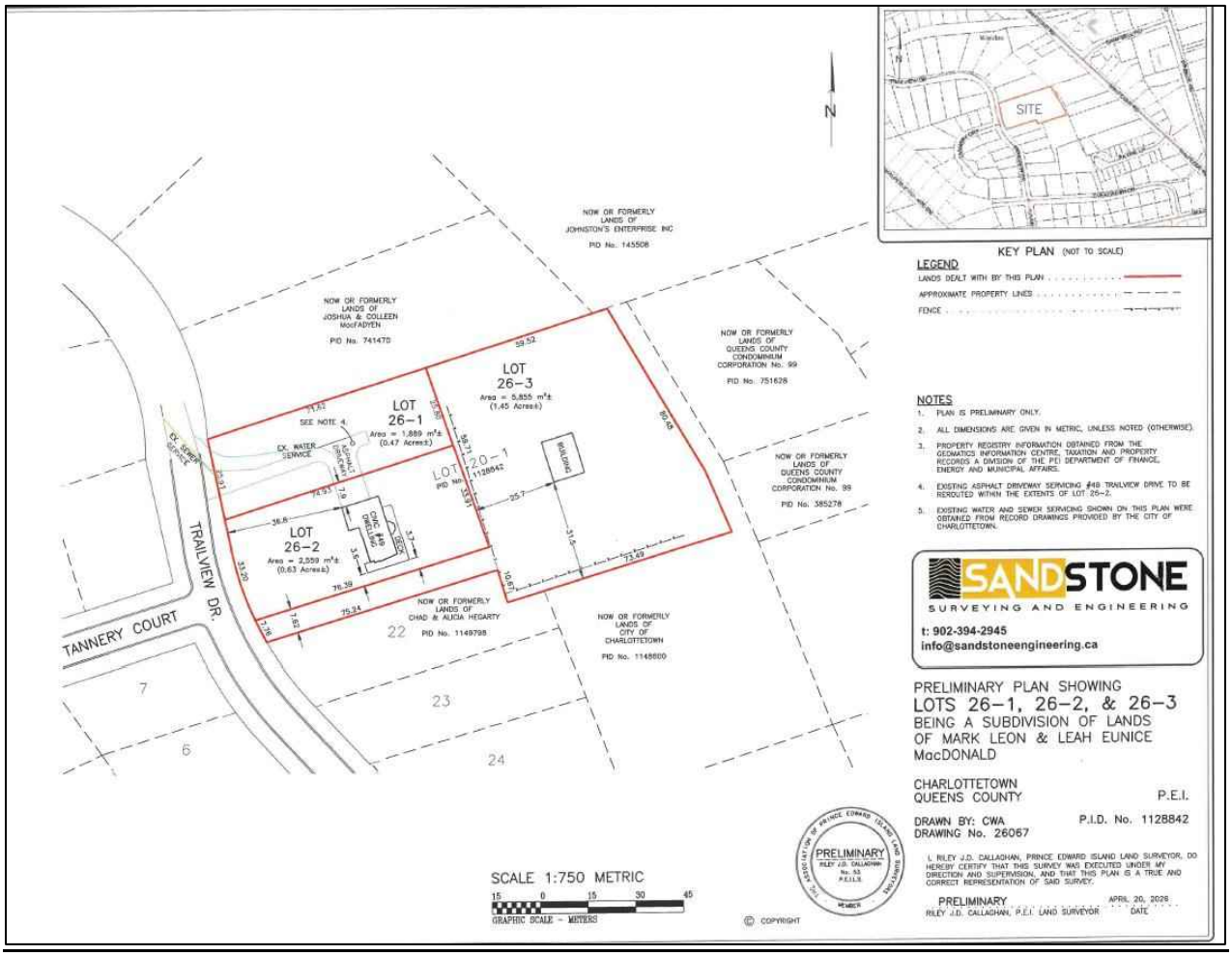
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 08/28/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo



Attachment “B” – Preliminary Survey Plan (April 20, 2026)



Attachment "C" – Zoning Map



Attachment "D" – Circulation Letter (August 10, 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

August 10, 2026

RE: 49 Trailview Drive (PID# 1128842)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for Major Variance seeking to permit a reduced minimum lot frontage of 7.76 metres (25.45 feet) for property in the Single Detached Residential (R-1L) Zone to facilitate future lot subdivision and residential development on the subject property identified as 49 Trailview Drive (PID# 1128842).

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 subject property, you are being notified of the Major Variance request. If you have any comments regarding the Major Variance, please forward them no later than **4:00pm on Monday, August 24, 2026.** Please email written comments to planning@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 to consider the request and any comments received in response to the notice and shall make 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, September 1, 2026 in City Council chambers (2nd Floor) at City Hall** and may then recommend to Council to grant or deny this variance. For any general questions, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment “E” – Public Responses to Circulation

None.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #2

MOTION CARRIED _____

MOTION LOST _____

Date: September 8, 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 49 Trailview Drive (PID# 1128842) to allow for the following:

1) **To allow for a reduced minimum lot frontage of 7.76 metres (25.45 feet) for property in the (R-1L) Zone whereas a minimum lot frontage of 18 metres (59.1 feet) is otherwise required.**

Subject to condition that any future dwelling constructed on the proposed new lot (Lot 26-3) based on the preliminary survey plan as submitted must have its main front entryway and main front facades face south towards the abutting City-owned park property identified as PID# 1148600.

City of Charlottetown Committee Report

Report No:
PLAN-2026-01-SEPTEMBER-6B-1
Lot 2019-5 St. Martha's Court (PID# 390740)

Date:
September 1, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
Laurel Palmer, RPP, MCIP

Attachments:

A. Site Plan Concept March 2025
B. Site Plan Concept Revised
C. Building Elevations
D. Traffic Memo CBCL

Report Title:

This is an application for a request to proceed to public consultation for approval of a development concept plan for Lot 2019-5 (PID #390740) on St. Martha's Court. The developer, for the project, Nick Jay - Evolve Group, is requesting approval to construct three 6-storey apartment buildings for a total density of one hundred eighty-sixty (186) units.

The application has been submitted by Nick Jay who is also owner of the property.

Report Purpose:

To evaluate a request for a new development concept plan in the Comprehensive Development Area (CDA) Zone.

Staff Recommendation:

The Planning & Heritage Department recommends for Planning Board to recommend to Council to proceed to public consultation for a request to approve a development concept plan for Lot 2019-5 (PID# 390740) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with three, apartment buildings with at total density of one hundred eighty-sixty (186) units.

And to proceed to public consultation for the request to amend Appendix "B" Comprehensive Development Area (CDA) Parcels and Permitted Uses of the Zoning and Development Bylaw.

Report Details:

Request

This is an application for a request to proceed to public consultation for approval of a development concept plan for Lot 2019-5 (PID #390740) on St. Martha's Court. The developer, for the project, Nick Jay - Evolve Group, is requesting approval to construct three 6-storey apartment buildings for a total density of one hundred eighty-sixty (186) units.

This application was before the Board on March 4, 2025, and received approval to proceed to public consultation for two, eighty-two (82) unit, 6 storey apartment buildings for a total density of one hundred sixty-four (164) units on the site. This application has been in process since March of 2025. The project has not yet proceeded to public consultation as a traffic study was required prior to public consultation and the developer has since amended their application to 3 apartment buildings with a total density of 186 units. The developer was prepared to provide a traffic study however, the City was in a process of having a traffic study completed for this area of the City therefore traffic counts for this development have been included within the study. Staff are taking this back to the Board as an amendment to the original application to advise the Board of the changes and a request to proceed to public consultation.

Development Context

The subject property is located on the south side of St Martha's Court adjacent to the Confederation Trail and is located in Phase 3 (future phase) of the Development Concept Plan for St. Martha's Court which was designated in the original concept plan as future development. The subject property is bound to the north and west by the Confederation Trail and additional land zoned CDA owned by St. Dunstan's, to the south by CDA zoned land which is approved for multi-unit development through a concept plan, to the east by CDA zoned land containing multi-unit development and Mount Edward Road further east.

Analysis:

Charlottetown City Council passed the following resolution at the monthly meeting of Council held on Tuesday, November 13, 2018:

That the request to:

1. *Amend Appendix "A" – Future Land Use Map of the Official Plan from the Low Density Residential designation to the Concept Planning Area designation for a portion of the property located on Mount Edward Road (PID #390740), be approved;*

2. *Amend Appendix "H" – Zoning Map of the Zoning & Development By-law from the Low Density Residential Single (R-2S) Zone to the Comprehensive Development Area (CDA) Zone for a portion of the property located on Mount Edward Road (PID #390740), be approved;*

3. *Amend Appendix "A" – Future Land Use Map of the Official Plan from the Low Density Residential designation to the Concept Planning Area designation for the property located on Mount Edward Road (PID #492405), be approved;*

4. *Amend Appendix "H" – Zoning Map of the Zoning & Development By-law from the Low Density Residential Single (R-2S) Zone to the Comprehensive Development Area (CDA) Zone for the property located on Mount Edward Road (PID #492405), be approved;*

5. *Consolidate the portion of the property located on Mount Edward Road (PID #390740) with the property located on Mount Edward Road (PID #492405), be approved, subject to the receipt of final pinned survey plans; and*

6. *Amend Appendix "G" – Comprehensive Development Area Lands and Uses of the Zoning & Development By-law from allowing a residential building on the street with the back portion vacant to 143 residential dwelling units on 5.05 acres of the property located on Mount Edward Road (PID #390740), be approved, subject to the approval of the Development Concept Plan, Design Review approval, the submission of a traffic study that supports the proposed and future development and the signing of a Development Agreement.*

The Development Concept Plan, which was approved by Council, on November 18, 2018, illustrated the development of 143 residential dwelling units on four of the five vacant properties proposed to be subdivided. The original resolution of Council only addressed the density for Phase I and II of the development and therefore required Phase 3 to proceed through concept plan approval at a future date.

Lot 2019-1: 7-Unit Townhouse Dwelling (Phase I)
Lot 2019-2: 48-Unit Apartment Dwelling (Phase I)
Lot 2019-3: 48-Unit Apartment Dwelling (Phase II)
Lot 2019-4: 40-Unit Apartment Dwelling (Phase II)
Lot 2019-5: To be determined through an additional Development Concept Plan (Phase III)

This request is to proceed to public consultation for review of a concept plan for Lot 2019-5 which will outline the density, site layout and building form for the site.

LEGISLATIVE REQUIREMENTS:

Section 44 of the Zoning and Development Bylaw outlines the process for review and approval of development concept plans in the Comprehensive Development Area Zone.

As per Section 44.2.1 of the Zoning & Development By-law, *Development within a CDA Zone shall be subject to the approval by Council of a Development Concept Plan and any attached schedule and the applicable Development Agreement entered.*

As per Section 48.2.2 of the Zoning & Development By-law, *Appendix B of this by-law comprises a list of approved properties in the CDA Zone and their permitted uses.*

As per Section 44.2.8 of the Zoning & Development By-law, *before Council approves or amends a Development Concept Plan in a CDA Zone, a public meeting shall be called in the same manner, mutatis mutandis, as if an amendment to this by-law were being considered.*

The process as outlined in the Zoning and Development Bylaw for adoption of a Development Concept Plan follows the same process as a rezoning application. Once Ministerial approval is granted for a Development Concept Plan, a Development Agreement is entered into by the property owner. The Development Concept Plan forms part of the Development Agreement which is registered on title. The working site and building plans are required to be approved on the recommendation of Planning Board to confirm they are consistent with the Development Concept Plan.

The total acreage for Lot 2019-5 (the site) is 2.83 acres (123,095 sq ft) with a total proposed density of one hundred eighty-sixty (186) units. The total acreage for Phase 1 and 2 containing the first 4 lots of the concept plan for St Martha's Court was 5.05 acres with a proposed density of one hundred and forty-three (143) units. If a density calculation was applied for the R-4 Zone which is the highest density residential zone in the Bylaw the lot area requirement would be 1,507 sq.ft. per unit. This would allow a density of 81 units. The developer is proposing underground parking therefore a 20% density bonus would allow a total of 97 units in the R-4 Zone. However, it should be noted that the CDA Zone is a more innovative zone and follows the principles that is more inline with form based code. Therefore, there is no specific lot area requirement in the CDA zone. Density is approved through concept plan approval subject to Section 44.2.4 of the Bylaw, as follows:

44.2.4 The Council, before approving a Development Concept Plan, shall consider the following:

a. The maintenance of design standards of the proposed Buildings and their acceptability with respect to land uses and the character and scale of existing and proposed Development in the vicinity;

b. The quality of architectural design of all proposed Buildings, their compatibility with the architectural character of adjacent Development

c. The preservation of existing site features of unique quality and the preservation of the natural beauty of the area;

d. The proposed type of ownership;

e. The proposed population density of the area, the adequacy of Landscaped Areas, Building form, Parking, pedestrian walkways, Streets, Municipal Services; and

f. Any other factors as recommended by Planning Board.

The concept plan has been circulated to City departments for comment:

The Utility Department has indicated that the area has sufficient capacity, however they will require a site servicing plan prior to any construction commencing.

Public Works has indicated:

As discussed, we accept the recommendations and conclusions outlined in this CBCL memo. The main two of which being:

- No upgrades to the existing road network or adjacent intersections are required as a result of the expected travel demand for the development based on the information we have, and
- That the original alignment of the north-south connector street should implemented as opposed to the alternative alignment that was suggested and reviewed in the study. I.e., a connector street running generally north-south should be established between the existing section of St Martha's Ct, and the future extension of Spencer Dr.

At this time, we consider the developer's requirement to submit a traffic study for the proposed development as being satisfied and have no issues with this proceeding to the next stage of review.

The concept plan has been circulated to the Fire Department and the connector across the Confederation Trail and the north-south connector to the future extension of Spencer Drive will be required to satisfy a second means of access.

This application was first approved to proceed to public consultation in March of 2025. Because this application has been in process prior to approval of the current 2026 Official Plan the Plan policies from the 1998 Official Plan are still applicable to this application.

Staff have examined the policies of the 1998 Official Plan and there are various sections that supports higher density especially in key re-urbanization areas. The Official Plan also supports mixed forms of housing within existing neighbourhoods to allow for housing choices. Housing choices within neighbourhoods are important as they provide housing variety for people at various stages of their lives. Below are excerpts from sections of the Official Plan that supports multi-unit housing within serviced areas and Key re-urbanization areas.

Section 3. DIRECTING PHYSICAL GROWTH

1. Our objective is to contain urban sprawl by introducing a staging strategy for new development, and to ensure that there is concurrency between proposals for new development and the provision of underground municipal services.

- *Our policy shall be to direct urban growth to land that is a logical extension of an existing urban area, or neighbourhood, and will be serviced by municipal water and*

- *Our policy shall be to place each key re-urbanization area identified in subsection 3.6 in a Comprehensive Development Area zoning designation until such time as a detailed concept plan has been prepared and adopted.*

*Section 3.3.1 Our **objective** is to encourage development in fully serviced areas of the City, to promote settlement and neighbourhood policies as mechanisms for directing the location of new housing, and to encourage new residential development near centres of employment.*

*Section 3.3.1 Our **policy** shall be to provide medium density housing styles to meet future housing needs.*

*Section 3.3.2 - Our **objective** is to enhance the range of housing available to residents who have special social, economic or physical needs*

*Section 3.3.2 - Our **policy** shall be to actively work with our partners to address the housing needs of seniors, to expand the range of affordable housing available to them, and to provide it in neighbourhoods preferred by them.*

3.6 CONCEPT PLANS

Charlottetown Mall – Area

The Charlottetown Mall currently is the largest shopping centre in Prince Edward Island, and along with Canadian Tire, Sobeys and now Wal-Mart, is a significant commercial area. These factors, combined with its direct proximity to the City's major arterial routes, have led to the designation of this major retail area as the City's major suburban centre.

As residential development in the neighbourhoods of Sherwood, West Royalty, and Winsloe continues, there will be a requirement for expanded commercial services and institutional facilities to sustain these communities. As a designated suburban centre, higher density residential development may become established here.

The proposal is located within walking distance to bus routes, the Confederation Trail, shopping and amenities. In planning practice when assessing locations that are appropriate for residential uses it is appropriate to locate residential dwellings in locations close to amenities, transit, park land and schools within walkable neighbourhoods. St Martha's Court is in close proximity to all of these uses.

The proposal is located within walking distance to bus routes, the Confederation Trail, shopping and amenities. In planning practice when assessing locations that are appropriate for residential uses it is appropriate to locate residential dwellings in

locations close to amenities, transit, park land and schools within walkable neighbourhoods. St Martha's Court is in close proximity to all of these uses.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Conclusion:
From a planning perspective a variety of housing choices is important to allow residents to choose housing that is appropriate to fit their life stages. It is also important to have access to housing within the City in fully serviced, desirable neighbourhoods where residents can access various amenities. In addition, density and housing variety is sustainable, as it allows for better use of services that are already available it decreases urban sprawl which is an outcome of approval of single detached subdivisions.

Planning staff therefore recommend that Planning Board recommend to Council to proceed to public consultation for a request to approve a development concept plan for Lot 2019-5 (PID# 390740) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with three, multi-unit apartment buildings with at total density of one hundred sixty-four (186) units.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

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

Submitted By Planner:
Laurel Palmer, RPP, MCIP



Planner 3 (Senior Planner)

Reviewed By:

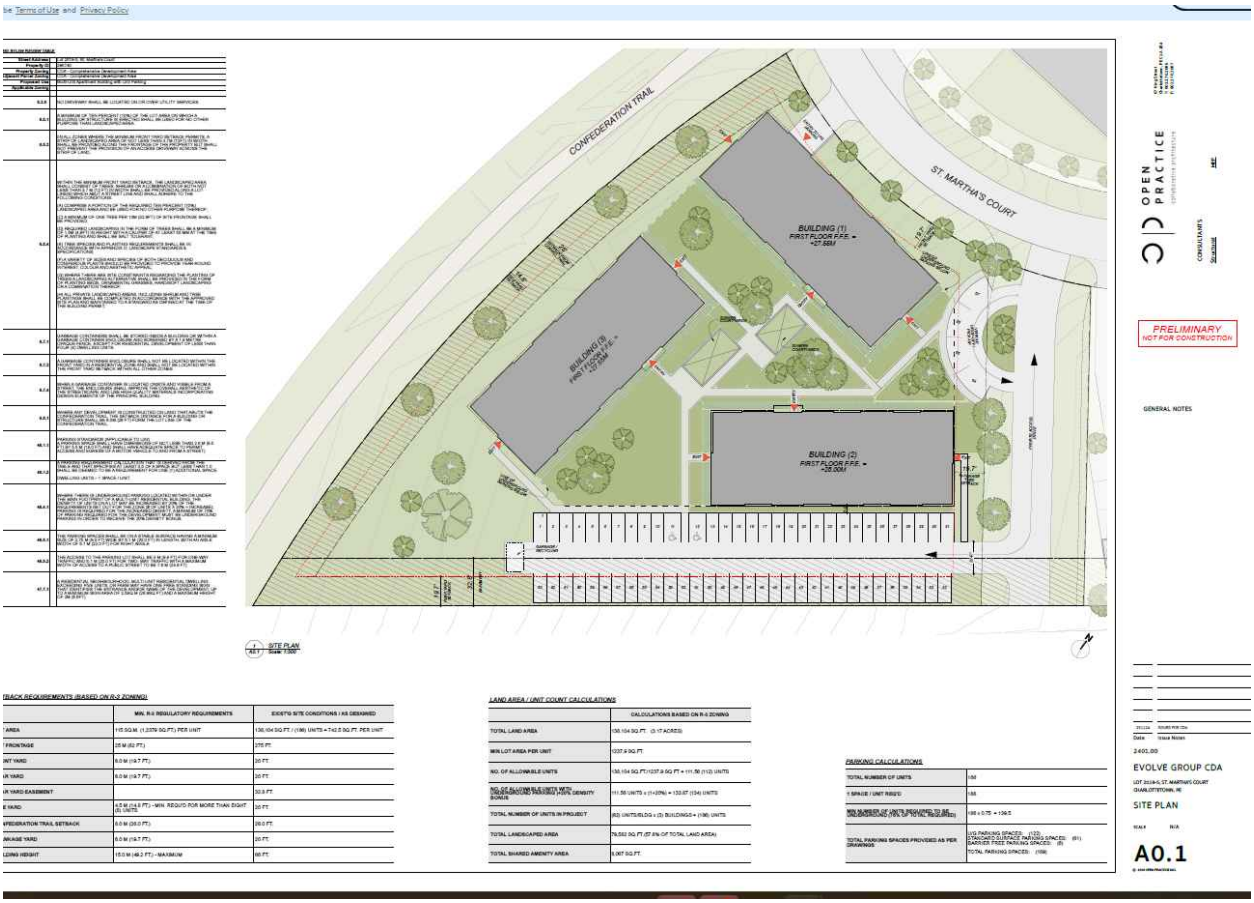
Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 08/28/2026	Michael Ruus, RPP, MCIP, 08/28/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Site Concept Plan (March 2025)



Attachment “B” – Revised Site Plan



Attachment “C” – Concept Building Elevations

Attachment “D” – Traffic Memo CBCL

DRAWING LIST			
SHEET NO.	SHEET TITLE	ISSUE DATE	REV. NO.
G0.0	COVER PAGE & NOTES		
A0.1	SITE PLAN & ZONING ANALYSIS		
A1.0	UNDERGROUND PARKING / COMMON AREA FLOOR PLAN		
A2.1	EXTERIOR ELEVATIONS		
A2.2	EXTERIOR ELEVATIONS		
A2.3	EXTERIOR ELEVATIONS		
A2.4	BUILDING SECTION		
A2.5	RENDERINGS		
A2.6	RENDERINGS		

PRELIMINARY BUILDING CODE ANALYSIS

NBC 2020

MAJOR OCCUPANCY. (NBC 3.2.2)		
USE	OCCUPANCY	CONSTRUCTION
APARTMENT UNITS	(3.2.2.51.) GROUP 'C', RESIDENTIAL, UP TO 6-STOREYS, SPRINKLERED	NON-COMBUSTIBLE

GENERAL		
BUILDING AREA	10,647 FT²	
GROSS FLOOR AREA	U/G PARKING	58,000 FT²
	FLOORS 1-6	62,870 FT²
NO. OF STOREYS	(6) STOREYS + UNDERGROUND PARKING	
NO. OF UNITS	(186)	
AUTOMATIC SPRINKLER SYSTEM (3.2.5.12.)	YES	
STANDPIPE REQUIRED (3.2.5.8.)	YES	
MIN. CORRIDOR WIDTH (3.3.1.9.(1))	1,100mm (3'-7 1/4")	
MAX. DEAD-END CORRIDOR LENGTH (3.3.1.9.(5))	6m (19'-8 1/4")	
SUITE SOUND PROTECTION (5.8.1.1.)	MIN. ASTC 47	

FIRE RATING OF ASSEMBLIES			
PARTITIONS		RATING	NBC 2020 REFERENCE
PUBLIC CORRIDOR		45 min.	3.3.1.4.
APARTMENT SUITE DEMISING		1HR	3.3.4.2.(1)
STAIRWELL	U/G PARKING LEVEL	1.5 HR	3.4.4.1.
	FLOORS 1 - 6	1HR	3.4.4.1.
JANITORS ROOM		1HR	3.3.1.22.
MECHANICAL ROOM		1HR	3.6.2.1.
ELECTRICAL ROOM		1HR	3.6.2.1.
AMENITY SPACE / PARKING SEPARATION		1.5 HR	3.3.5.6.
ELEVATOR HOISTWAY	U/G PARKING LEVEL	1.5 HR	TABLE 3.5.3.1.
	FLOORS 1 - 4	1HR	TABLE 3.5.3.1.
FLOORS	FIRST FLOOR SLAB	1.5 HR	3.3.5.6.
	FLOORS 2 - 4	1HR	3.2.2.51.
ROOF		1 HR	3.2.2.51.



KEYPLAN (N.T.S.)



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COVER PAGE

SCALE N/A

G0.0

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ZONING BYLAW REVIEW TABLE

Street Address	Lot 2019-5, St. Martha's Court
Property ID	390740
Property Zoning	CDA - Comprehensive Development Area
Adjacent Parcel Zoning	CDA - Comprehensive Development Area
Proposed Use	Multi-Unit Apartment Building with U/G Parking
Applicable Zoning	
6.3.6	NO DRIVEWAY SHALL BE LOCATED ON OR OVER UTILITY SERVICES.
6.5.1	A MINIMUM OF TEN PERCENT (10%) OF THE LOT AREA ON WHICH A BUILDING OR STRUCTURE IS ERECTED SHALL BE USED FOR NO OTHER PURPOSE THAN LANDSCAPED AREA.
6.5.3	IIN ALL ZONES WHERE THE MINIMUM FRONT YARD SETBACK PERMITS, A STRIP OF LANDSCAPED AREA OF NOT LESS THAN 3.7M (12FT) IN WIDTH SHALL BE PROVIDED ALONG THE FRONTAGE OF THE PROPERTY BUT SHALL NOT PREVENT THE PROVISION OF AN ACCESS DRIVEWAY ACROSS THE STRIP OF LAND.
6.5.4	WITHIN THE MINIMUM FRONT YARD SETBACK, THE LANDSCAPED AREA SHALL CONSIST OF TREES, SHRUBS OR A COMBINATION OF BOTH NOT LESS THAN 3.7 M (12 FT) IN WIDTH SHALL BE PROVIDED ALONG A LOT LINE(S) WHICH ABUT A STREET LINE AND SHALL ADHERE TO THE FOLLOWING CONDITIONS: (A) COMPRISE A PORTION OF THE REQUIRED TEN PERCENT (10%) LANDSCAPED AREA AND BE USED FOR NO OTHER PURPOSE THEREOF; (C) A MINIMUM OF ONE TREE PER 10M (32.8FT) OF SITE FRONTAGE SHALL BE PROVIDED; (D) REQUIRED LANDSCAPING IN THE FORM OF TREES SHALL BE A MINIMUM OF 1.5M (4.9FT) IN HEIGHT WITH A CALIPER OF AT LEAST 55 MM AT THE TIME OF PLANTING AND SHALL BE SALT TOLERANT; (E) TREE SPECIES AND PLANTING REQUIREMENTS SHALL BE IN ACCORDANCE WITH APPENDIX D: LANDSCAPE STANDARDS & SPECIFICATIONS; (F) A VARIETY OF SIZES AND SPECIES OF BOTH DECIDUOUS AND CONIFEROUS PLANTS SHOULD BE PROVIDED TO PROVIDE YEAR-ROUND INTEREST, COLOUR AND AESTHETIC APPEAL; (G) WHERE THERE ARE SITE CONSTRAINTS REGARDING THE PLANTING OF TREES A LANDSCAPING ALTERNATIVE SHALL BE PROVIDED IN THE FORM OF PLANTING BEDS, ORNAMENTAL GRASSES, HARD/SOFT LANDSCAPING OR A COMBINATION THEREOF; (H) ALL PRIVATE LANDSCAPED AREAS, INCLUDING SHRUB AND TREE PLANTINGS SHALL BE COMPLETED IN ACCORDANCE WITH THE APPROVED SITE PLAN AND MAINTAINED TO A STANDARD AS DEFINED AT THE TIME OF THE BUILDING PERMIT;
6.7.1	GARBAGE CONTAINERS SHALL BE STORED INSIDE A BUILDING OR WITHIN A GARBAGE CONTAINER ENCLOSURE AND SCREENED BY A 1.8 METRE OPAQUE FENCE, EXCEPT FOR RESIDENTIAL DEVELOPMENT OF LESS THAN FOUR (4) DWELLING UNITS.
6.7.2	A GARBAGE CONTAINER ENCLOSURE SHALL NOT BE LOCATED WITHIN THE FRONT YARD IN A RESIDENTIAL ZONE AND SHALL NOT BE LOCATED WITHIN THE FRONT YARD SETBACK WITHIN ALL OTHER ZONES.
6.7.4	WHEN A GARBAGE CONTAINER IS LOCATED ONSITE AND VISIBLE FROM A STREET, THE ENCLOSURE SHALL IMPROVE THE OVERALL AESTHETIC OF THE STREETSCAPE, AND USE HIGH QUALITY MATERIALS INCORPORATING DESIGN ELEMENTS OF THE PRINCIPAL BUILDING.
6.8.1	WHERE ANY DEVELOPMENT IS CONSTRUCTED ON LAND THAT ABUTS THE CONFEDERATION TRAIL, THE SETBACK DISTANCE FOR A BUILDING OR STRUCTURE SHALL BE 8.0M (26 FT) FORM THE LOT LINE OF THE CONFEDERATION TRAIL.
46.1.1	PARKING STANDARDS (APPLICABLE TO U/G) A PARKING SPACE SHALL HAVE DIMENSIONS OF NOT LESS THAN 2.6 M (8.5 FT) BY 5.5 M (18.0 FT) AND SHALL HAVE ADEQUATE SPACE TO PERMIT ACCESS AND EGRESS OF A MOTOR VEHICLE TO AND FROM A STREET)
46.1.3	A PARKING REQUIREMENT CALCULATION THAT IS DERIVED FROM THE TABLE AND THAT SPECIFIES AT LEAST 0.5 OF A SPACE BUT LESS THAN 1.0 SHALL BE DEEMED TO BE A REQUIREMENT FOR ONE (1) ADDITIONAL SPACE. DWELLING UNITS – 1 SPACE / UNIT.
46.4.1	WHERE THERE IS UNDERGROUND PARKING LOCATED WITHIN OR UNDER THE MAIN FOOTPRINT OF A MULTI-UNIT RESIDENTIAL BUILDING, THE DENSITY OF UNITS ON A LOT MAY BE INCREASED BY 20% OF THE REQUIREMENTS SET OUT FOR THE ZONE (# OF UNITS X 20% = INCREASE); PARKING IS REQUIRED FOR THE INCREASED DENSITY A MINIMUM OF 75% OF PARKING REQUIRED FOR THE DEVELOPMENT MUST BE UNDERGROUND PARKING IN ORDER TO RECEIVE THE 20% DENSITY BONUS.
46.5.1	THE PARKING SPACES SHALL BE ON A STABLE SURFACE HAVING A MINIMUM SIZE OF 2.75 M (9.0 FT) WIDE BY 6.1 M (20.0 FT) IN LENGTH, WITH AN AISLE WIDTH OF 6.7 M (22.0 FT) FOR RIGHT ANGLE
46.5.2	THE ACCESS TO THE PARKING LOT SHALL BE 3 M (9.8 FT) FOR ONE-WAY TRAFFIC AND 6.1 M (20.0 FT) FOR TWO- WAY TRAFFIC WITH A MAXIMUM WIDTH OF ACCESS TO A PUBLIC STREET TO BE 7.6 M (24.9 FT)
47.7.1	A RESIDENTIAL NEIGHBOURHOOD, MULTI-UNIT RESIDENTIAL DWELLING EXCEEDING FIVE UNITS, OR FARM MAY HAVE ONE FREE STANDING SIGN THAT IDENTIFIES THE ENTRANCE AND/OR NAME OF THE DEVELOPMENT, UP TO A MAXIMUM SIGN AREA OF 2.5SQ M (26.9SQ FT) AND A MAXIMUM HEIGHT OF 2M (6.6FT)



1 / A0.1 *SITE PLAN*
Scale: 1:300

SETBACK REQUIREMENTS (BASED ON R-3 ZONING)

	MIN. R-3 REGULATORY REQUIREMENTS	EXIST'G SITE CONDITIONS / AS DESIGNED
LOT AREA	115 SQ.M. (1,2379 SQ.FT.) PER UNIT	138,104 SQ.FT. / (186) UNITS = 742.5 SQ.FT. PER UNIT
LOT FRONTAGE	25 M (82 FT.)	275 FT.
FRONT YARD	6.0 M (19.7 FT.)	20 FT.
REAR YARD	6.0 M (19.7 FT.)	20 FT.
REAR YARD EASEMENT		32.8 FT.
SIDE YARD	4.5 M (14.8 FT.) - MIN. REQU'D FOR MORE THAN EIGHT (8) UNITS	20 FT.
CONFEDERATION TRAIL SETBACK	8.0 M (26.0 FT.)	26.0 FT.
FLANKAGE YARD	6.0 M (19.7 FT.)	20 FT.
BUILDING HEIGHT	15.0 M (49.2 FT.) - MAXIMUM	68 FT.

LAND AREA / UNIT COUNT CALCULATIONS

	CALCULATIONS BASED ON R-3 ZONING
TOTAL LAND AREA	138,104 SQ.FT. (3.17 ACRES)
MIN LOT AREA PER UNIT	1237.9 SQ.FT.
NO. OF ALLOWABLE UNITS	138,104 SQ.FT./1237.9 SQ FT = 111.56 (112) UNITS
NO. OF ALLOWABLE UNITS WITH UNDERGROUND PARKING)+20% DENSITY BONUS	111.56 UNITS x (1+20%) = 133.87 (134) UNITS
TOTAL NUMBER OF UNITS IN PROJECT	(62) UNITS/BLDG x (3) BUILDINGS = (186) UNITS
TOTAL LANDSCAPED AREA	79,582 SQ.FT.(57.6% OF TOTAL LAND AREA)
TOTAL SHARED AMENITY AREA	8,067 SQ.FT.

PARKING CALCULATIONS

TOTAL NUMBER OF UNITS	186
1 SPACE / UNIT REQ'D	186
MIN NUMBER OF UNITS REQUIRED TO BE UNDERGROUND (75% OF TOTAL REQUIRED)	186 x 0.75 = 139.5
TOTAL PARKING SPACES PROVIDED AS PER DRAWINGS	U/G PARKING SPACES: (122) STANDARD SURFACE PARKING SPACES: (61) BARRIER FREE PARKING SPACES: (6) TOTAL PARKING SPACES: (189)

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CHARLOTTETOWN, PE

SITE PLAN

SCALE N/A

A0.1

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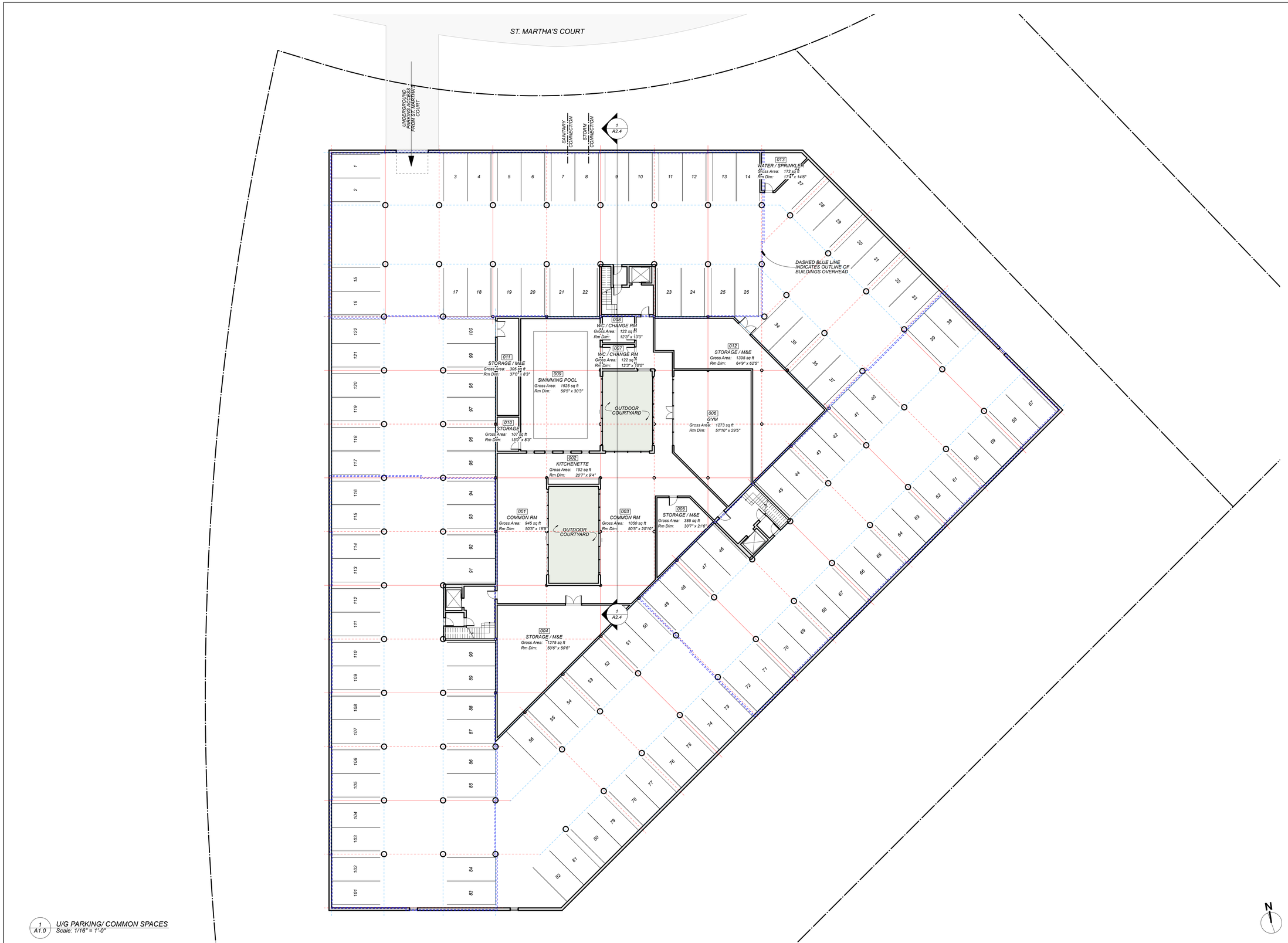

1 / A1.0 U/G PARKING/ COMMON SPACES
Scale: 1/16" = 1'-0"

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UNDERGROUND PARKING / COMMON SPACES

SCALE AS NOTED

A1.0

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1 / A2.1 NORTH ELEVATION
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GENERAL NOTES

MATERIALS

MAT.-'1':	CEMENT BOARD SHINGLES
MAT.-'2':	COMPOSITE PANEL
MAT.-'3':	CEMENT BOARD
MAT.-'4':	MASONRY VENEER

Date	Issue Notes
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EXTERIOR ELEVATIONS

SCALE AS NOTED

A2.1

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2 A2.2 WEST ELEVATION
Scale: 1/8" = 1'-0"



1 A2.2 EAST ELEVATION
Scale: 1/8" = 1'-0"

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GENERAL NOTES

MATERIALS

MAT.-'1':	CEMENT BOARD SHINGLES
MAT.-'2':	COMPOSITE PANEL
MAT.-'3':	CEMENT BOARD
MAT.-'4':	MASONRY VENEER

Date	Issue Notes
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EXTERIOR ELEVATIONS

SCALE AS NOTED

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1 / A2.3 SOUTH ELEVATION
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GENERAL NOTES

MATERIALS

MAT.-'1':	CEMENT BOARD SHINGLES
MAT.-'2':	COMPOSITE PANEL
MAT.-'3':	CEMENT BOARD
MAT.-'4':	MASONRY VENEER

Date	Issue Notes
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EXTERIOR ELEVATIONS

SCALE AS NOTED

A2.3

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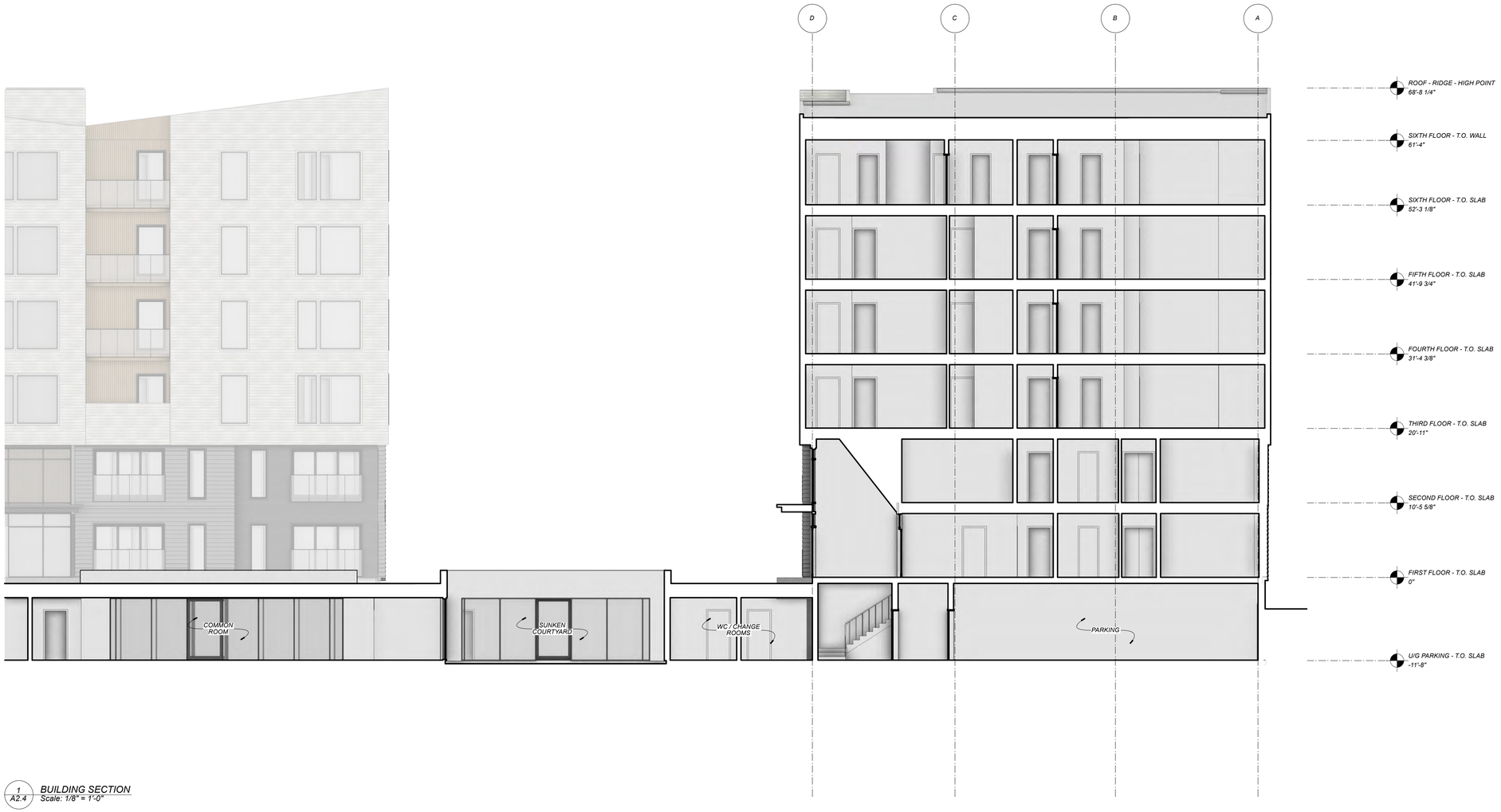

1 / A2.4 BUILDING SECTION
Scale: 1/8" = 1'-0"

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BUILDING SECTION

SCALE AS NOTED

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CHARLOTTETOWN, PE

RENDERINGS

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GENERAL NOTES

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LOT 2019-5, ST. MARTHA'S COURT
CHARLOTTETOWN, PE

RENDERINGS

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Memo

Project Name:	West Royalty Traffic Analyses Update	Project No.:	252654.00
Date:	June 30, 2026		
Subject:	Review of St. Martha's Court Connection Options		
To:	Riley Taweel, P.Eng. – City of Charlottetown		
From:	Utkarsh Patel, P.Eng.; Mark MacDonald, P.Eng.		
Copies to:	Ylber Gnashi, P.Eng.; Emanuel Nicolescu, MCIP, LPP		

Project Background

CBCL Limited (CBCL) was retained by the City of Charlottetown to update a microsimulation study completed in 2020 in response to renewed development interest in the West Royalty area.

The 2020 model framework in the traffic engineering microsimulation platform, VISSIM, formed the basis of this update. To incorporate revised land-use assumptions, updated development phasing, and planned network improvements provided by the City, the study area was expanded to include additional key intersections. The updated model covers the area bounded by Sherwood Road to the north, North River Road and Beach Grove Road to the south, Mount Edward Road from Oak Drive to Sherwood Road to the east, and the Perimeter Highway including the Upton Road and Maypoint roundabouts to the west.

The roadway geometry, traffic controls, signal timings, and operational characteristics were coded in VISSIM to reflect 2026 conditions and calibrated using recent traffic counts collected between late 2025 and early 2026. Industry-standard calibration methods, including regression analysis and GEH statistics, were applied to achieve consistency between modelled and observed data. The model was further refined using Dynamic User Equilibrium assignment and validated against Google Maps travel time data. Detailed calibration and validation results are documented in the full report and are available upon request, subject to City approval.

The study evaluated operational performance (LOS, v/c ratios, delays, and queues) under the following scenarios:

- 2026 Existing Conditions
- 2031 Build Conditions with planned developments
- 2041 Build Conditions with planned developments

This memo summarizes the evaluation of two potential north-south road connection options in the vicinity of a residential development on St. Martha's Court proposed by Jay Capital. The first option is a direct connection from the Spencer Drive Extension to St. Martha's Court. The second option instead connects Spencer Drive Extension to St. Dunstan Street. **Figure 1** illustrates both options. For the purposes of this memo, these options are referred to as the **St. Martha's Court**

Connection and the **St. Dunstan Street Connection**, respectively. This terminology is used throughout the following sections for consistency and ease of reference.



Figure 1: North-South Connection from Spencer Drive Extension to St. Martha's Court (Top) and Alternate Connection to St. Dunstan Street (Bottom)

Key Performance Indicators

Key performance indicators (KPIs) include vehicle speed, density, volume, queue lengths (average and maximum), and vehicle delay expressed as Level of Service (LOS) as shown in **Table 1**. LOS is the primary measure of intersection performance, based on average motorist delay for each movement. Higher delays increase travel time, fuel use, and driver discomfort. LOS ranges from A

(near free-flow conditions) to F (unacceptable delay exceeding capacity) and reflects overall traffic flow, speed, comfort, and convenience. Signalized intersections have higher delay thresholds than unsignalized ones, as drivers are generally more tolerant of delays at signals. In this study, LOS D was considered the minimum acceptable standard during peak periods. The following key intersections are considered in this memo due to their close proximity to the proposed Jay Capital development.

- Malpeque Road & Perimeter Highway
- Malpeque Road / University Avenue & Capital Drive / Spencer Drive
- Malpeque Road & Saint Dunstan Street
- Mount Edward Road & Perimeter Highway
- Mount Edward Road & St. Martha's Court / Fern Garden Drive
- Mount Edward Road & Spencer Drive Extension
- Spencer Drive & Babineau Avenue

Table 1: Level of Service (LOS) Criteria for Signalized and Unsignalized Intersections

Level Of Service (LOS)	Average Delay per vehicle (Seconds)	
	Signalized	Unsignalized
A	<10	<10
B	>10 and <20	>10 and <15
C	>20 and <35	>15 and <25
D	>35 and <55	>25 and <35
E	>55 and <80	>35 and <50
F	>80	>50

2026 Existing Conditions Analysis

The analysis results for the 2026 Existing Conditions scenario are summarized below:

- The PM peak period recorded the highest overall traffic volumes, with more than 1,500 westbound vehicles per hour on the Perimeter Highway. Traffic patterns varied by time period. The AM peak was mainly influenced by inbound commuter traffic, while the PM peak reflected a stronger influence from inbound commercial traffic in addition to outbound commuter trips. On Saturday, traffic was primarily driven by concentrated shopping-related trips, resulting in different travel patterns across the network.
- Major corridors generally operated at near free-flow speeds (~50 km/h or higher) across all periods, with delays largely confined to intersections and commercial areas.
- Operational performance of the key Intersections:
  - **Malpeque Road & Perimeter Highway:** High delays with LOS E observed during PM and Saturday peak hours for northbound movements.
  - **Mount Edward Road & Perimeter Highway:** No noticeable operational performance disruption.

- **Malpeque Road / University Avenue & Capital Drive / Spencer Drive:** Highest average queueing (≤15 vehicles southbound) noted during AM peak hour and consistently notable southbound delays during AM, PM, and Saturday (LOS E–F).

- Despite peak demands, the network generally performs adequately without widespread congestion or gridlocks, with issues remaining localized and primarily operational in nature.

Future Build Scenarios

The future build scenarios included projected travel demand for 2031 and 2041 with various planned roadway network improvements, including roadway widening, geometric intersection changes, and optimized signal timing to better accommodate future traffic conditions; please refer to the main report for details on these planned improvements. Travel demand was developed based on information on planned residential and commercial developments provided by City, with trips estimated using Institute of Transportation Engineers (ITE) Trip Generation rates and reduced by 10% to account for internal capture and non-motorized modes. These trips were distributed according to observed 2026 travel patterns, while background traffic growth was also applied (5% for 2031 and 10% for 2041 for commercial areas; 3% and 6%, respectively for gateway flows) to account for regional growth outside the study area. Together, these inputs captured the combined effects of new development and background growth to evaluate future network performance.

2031 Build Conditions Analysis

CBCL's study area for this assignment covers a broad network; however, this memo focuses on the key intersections surrounding the Jay Capital development for the AM, PM, and Saturday peak hour analyses as discussed above. The summary of findings for the 2031 Build scenarios is provided below:

St. Martha's Court Connection

- Operational performance of the key Intersections:
  - **Malpeque Road & Perimeter Highway (DLT):** Queue lengths remained consistently low across all periods (generally ≤6 vehicles). Despite this, most left-turn movements operated at LOS E throughout, reflecting delays associated with the two-stage DLT operation and signal coordination rather than capacity or storage limitations.
  - **Mount Edward Road & Perimeter Highway:** Performance deteriorated from AM, PM to Saturday peak hours. The AM peak hour showed moderate queues (6–9 vehicles) with LOS E for westbound left-turns. The PM peak had higher delays (up to ~91 seconds, LOS F) with similar queue lengths, and Saturday exhibited undesirable conditions, with average queues reaching ~25 vehicles and operating at LOS E–F, driven by heavy commercial trips.
  - **Malpeque Road & Saint Dunstan Street:** Average queues remained generally low across all periods; however, northbound left-turn experienced high delays (~60 seconds, LOS E) during the Saturday peak hour.

- **Malpeque Road / University Avenue & Capital Drive / Spencer Drive:** Standing average queues were minimal in AM, increased slightly to ~5 vehicles in PM, and fewer than 7 vehicles on Saturday. Overall, the intersection operated at LOS D or better for all movements across all peak hours, indicating acceptable performance.
- **Spencer Drive & Babineau Avenue:** Exhibited negligible queueing and delays in all peak hours, with LOS C or better, indicating efficient operation under 2031 Build conditions.
- **Spencer Drive Extension & North-South SDU Road Connection:** Performed well with negligible queues and LOS B or better across AM, PM, and Saturday peak hours.
- **Mount Edward Road & Spencer Drive Extension:** Maintained good operational performance across all periods, with negligible queues and delays, demonstrating sufficient capacity.
- **Mount Edward Road & St. Martha's Court / Fern Garden Drive:** No notable queues were observed during any peak hours, and the intersection operated at LOS C or better for all movements, indicating no congestion issues.

St. Dunstan Street Connection

The alternate St. Dunstan Street Connection yielded the following summary:

- Average queue lengths at the above intersections remained identical across the AM, PM, and Saturday peak hours, showing no notable differences compared to the St. Martha's Court Connection scenario.
- The level of service (LOS) at all the intersections surrounding Jay Capital Property remained unchanged and continued to operate at acceptable levels during all analyzed peak hours.

2041 Build Conditions Analysis

For the 2041 build scenario, developments that were expected to be partially completed by 2031 were assumed to be fully built out, and additional background traffic growth was incorporated to reflect long-term regional growth. However, since most known developments are expected to be completed by 2031, the incremental increase in trips for 2041 was relatively modest, resulting in no significant changes in overall roadway network performance compared to the 2031 scenario. The following section outlines the impacts of the 2041 traffic volumes on the key intersections.

St. Martha's Court Connection

- Operational performance of the key Intersections:
  - **Malpeque Road & Perimeter Highway (DLT):** The queue length increases were insignificant compared to the 2031 Build Condition. Also, the LOS remained similar, except for the westbound left-turn which deteriorated from LOS D to E for the PM and Saturday peak hours.
  - **Mount Edward Road & Perimeter Highway:** The only observed change was for the Saturday peak hour, where both the average queue length increased and the LOS deteriorated to E for the westbound movements.

- **Malpeque Road & Saint Dunstan Street:** Marginal increase was observed in some left turn movements, resulting in LOS E, however the average queue lengths remained low and did not indicate any concerning congestion.
- **Malpeque Road / University Avenue & Capital Drive / Spencer Drive:** Average queue lengths remained unchanged, while the LOS for the westbound through movement deteriorated to LOS E during the Saturday peak hour. No notable changes were observed during the AM and PM peak hours.
- **Spencer Drive & Babineau Avenue:** The westbound left turn movement had significant increase in delay and operated at LOS E.
- **Spencer Drive Extension & North-South SDU Road Connection:** No noticeable impacts were observed at this intersection, and operations remained unchanged.
- **Mount Edward Road & Spencer Drive Extension:** Continued to operate without notable delays or congestion.
- **Mount Edward Road & St. Martha's Court / Fern Garden Drive:** This intersection continued to function effectively with no significant changes observed.

St. Dunstan Street Connection

The alternate St. Dunstan Street Connection yielded the following summary:

- No noticeable changes in queueing or delays were observed at the surrounding intersections, as overall LOS remained unchanged compared to the alternate connection from Spencer Drive Extension to Saint Dunstan Street.

Traffic Signal Warrant Analysis

CBCL conducted traffic signal warrant analyses for the intersection of Mount Edward Road & St. Martha's Court / Fern Garden Drive under the 2041 build conditions for both connection options. The analyses indicated that a traffic signal is not warranted for either option at this time. The warrant scores for the two connection options were similar, with the St. Marthas Court option scoring 87 and the alternate (St. Dunstan Street) option scoring 79. The lower score for the alternate option is likely due to lower traffic St. Martha's Court volumes because of the lack of a connection between St. Martha's and Spencer Drive. With less traffic using St. Martha's Court under the St. Dunstan connection option, overall demand is lower, resulting in a lower warrant score. Although the St. Martha's Court connection option produced a higher score, the difference is not significant, and both options are expected to operate acceptably under the forecast conditions. As a result, signal installation is not recommended as part of the 2041 build conditions; however, future monitoring should be considered if the future traffic volumes and/or surrounding land uses don't follow the current projections.

Conclusion and Recommendations

As discussed in the preceding sections, both the St. Martha's Court Connection and the St. Dunstan Street Connection were evaluated under the 2031 and 2041 build conditions based on projected traffic operations, network performance, and traffic signal warrant results. The analysis indicates that both options are expected to operate at acceptable levels and that neither option would warrant traffic signal installation under the 2041 build conditions. Since the operational differences between the two options are limited, the preferred option is primarily identified based on geometry, constructability, implementation considerations, and overall network connectivity.

The St. Martha's Court Connection option is the preferred option compared to the St. Dunstan Street Connection for the following reasons:

- The shorter and more direct connection between Spencer Drive Extension and St. Martha's Court minimizes travel distance and simplifies routing, supporting more efficient local circulation without impacting network performance.
- The direct connection requires less new roadway to be built, resulting in lower construction costs. The alternate St. Dunstan Street connection alignment would be roughly four (4) times longer (380m vs 85m) than the direct north-south connection.
- The longer St. Dunstan Street connection does not provide measurable improvements in traffic operations or intersection performance compared to the shorter St. Martha's Court connection.
- The St. Dunstan Street option would require a new Confederation Trail crossing which would require approval from the Province. Two new adjacent crossings are already being planned (the extensions to both Spencer Drive and St. Martha's Court) and each of these will introduce new potential conflicts between vehicles and trail users. Therefore, another new crossing between the other two would further disrupt trail use and may face strong opposition from pedestrians and cyclists that use the Trail. It may also not receive approval from the Province.
- From a planning and implementation perspective, the preferred option appears to be the most practical and cost-effective solution, subject to detailed design and stakeholder review.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#3

MOTION CARRIED _____

MOTION LOST _____

Date: September 8, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve a request to proceed to public consultation for a request to approve a development concept plan for Lot 2019-5 (PID# 390740) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with two, eighty-two (82) unit apartment buildings with a total density of one hundred sixty-four (164) units.

And to proceed to public consultation for the request to amend Appendix "B" Comprehensive Development Area (CDA) Parcels and Permitted Uses of the Zoning and Development Bylaw.

Subject to a traffic impact assessment for the proposed development.

City of Charlottetown Committee Report

Report No:
PLAN-2026-01-SEPTEMBER-6C-1
176-178 King Street (PID# 336271)

Date:
September 1, 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. Survey Plan

Report Title:
Proposed consolidation of 176 and 178 King Street (PID# 336271) to form one (1) new parcel in order to address presence of an existing Heritage designation and facilitate future low-density residential development on a future new lot.

Report Purpose:
Request to consolidate property in the Downtown Neighbourhood (DN) Zone.

Staff Recommendation:
The Planning & Heritage Department encourages Planning Board to recommend to Council for the request to consolidate separate properties addressed as 176 King Street and 178 King Street, both under PID# 336271, to form one new parcel subject to the approval of a final pinned survey plan.

BACKGROUND:

Request
This is an application for a lot consolidation to merge together two parcels under one PID# 336271, being Lot 2026-1 and Lot 2026-2 as shown on the Survey Plan (see Attachment B) in order to pursue the removal of the existing Heritage Designation that would otherwise apply to the parcel identified as Lot 2026-2 in order to facilitate the future construction of a single-detached dwelling on this portion. The properties are located in the Downtown Neighbourhood (DN) Zone. The consolidation will allow for proper consideration of the request to de-designate that portion identified as Lot 2026-2 in accordance with the regulations and provisions of the Heritage Preservation Bylaw.

Report Details:

Development Context:

The subject properties are located on the south side of King Street and are within the Downtown Neighbourhood (DN) Zone. They form part of a neighbourhood block containing predominately single-detached and semi-detached dwellings as well as several pre-existing vacant lots in the (DN) and (DMUN) Zones. The subject property is located approximately 105 metres (344 feet) north of Founder's Hall and is situated within the 500 Lot Area of the City of Charlottetown. The subject property is also a designated Heritage Resource as per the City's Heritage Preservation Bylaw with the dwelling on the property addressed as 176 King Street noted within its heritage designation as being a "representative example of a circa 1855 one-storey gable roofed cottage on an interesting street."

Analysis:

The subdivision of properties within the City of Charlottetown, including lot consolidations, is governed by the Zoning & Development Bylaw, in particular Section 48 of the Bylaw. On April 22, 2026 City staff stamped and approved a subdivision of a new lot for the subject property notwithstanding, and in error of the restrictions that otherwise applied through the Heritage Preservation Bylaw and the associated Heritage designation.

Section 1.5.1 of the Zoning & Development Bylaw states that nothing in the Bylaw shall relieve any person from the obligation to comply with the requirements of any other Bylaw of the City in force from time to time, or the obligation to obtain any license, Permit, authority, or approval required under any Bylaw of the City, or statute or regulation of the Province of Prince Edward Island or the Government of Canada.

Heritage Permits are addressed under Section 4 of the Heritage Preservation By-law, which includes the following requirements as per Section 4.1.1:

No Person shall carry out or cause to be carried out any exterior Alteration, Development or demolition of a Designated Heritage Resource, or of any property within a Heritage Preservation Area with the exception of Ordinary Maintenance, without first obtaining a Heritage Permit.

Further, Section 4.2.4 of the Heritage Preservation By-law states that an application involving a subdivision is a non-substantive application for Heritage Permit and outlines the process for these type of applications. While it would be preferable to ensure the Heritage Preservation By-law is complied with in advance or noted on the approved version of the plan, neither the Zoning and Development By-law nor the Heritage Preservation By-law require that the applications be made in any particular order. Therefore, where the subdivision was previously approved under the Zoning and Development By-law, the owner of the Property still needs to comply with the Heritage Preservation By-law and the requirement to submit the non-substantive application for a Heritage Permit can still be communicated.

In accordance with section 4.2.4 (c) of the Heritage Preservation By-law, both lots created by the subdivision of the Property, being Lot 2026-1 and Lot 2026-2, will be designated as a Heritage Resource.

A subdivision of a designated Heritage Resource shall result in both the parent parcel and new parcel(s) created by the subdivision being designated; and, a subdivision of a property located within a Heritage Preservation Area shall result in both the parent parcel and new parcel(s) created by the subdivision being included within the Heritage Preservation Area; unless the applicant first applies to amend the boundaries of that portion of the property which is designated, or to amend the boundaries of the Heritage Preservation Area.

As the owner of the subject property wishes to proceed with the construction of a new proposed dwelling on what would be Lot 2026-2, at the current time, they will need to receive approval in accordance with both the Zoning and Development By-law and also the Heritage Preservation By-law, with the Heritage Permit being required first, in accordance with 3.3.5 of the Zoning and Development By-law.

Therefore, in order to achieve the owner's overall development aims without additional restriction, a consolidation of land in this case must be executed so that consideration for the lifting of the existing Heritage designation as it applies to Lot 2026-2 may occur.

CONCLUSION:

These properties are located in the Downtown Neighbourhood (DN) Zone where the existing dwelling has existed on the property since the 1850s and contributes to the heritage character and historical vibrancy of the 500 Lot Area. As the property owner has indicated no intention to physically alter or change the exterior appearance, scale, massing or character of the existing designated dwelling, it is entirely appropriate that the consolidation be pursued to then allow the City's Heritage Board to gauge the appropriateness of potentially lifting the Heritage designation for the remaining vacant undeveloped portion of the property such that any future subdivision and development of land can be appropriately carried out to the satisfaction of the requirements of both the Zoning & Development Bylaw as well as the Heritage Preservation Bylaw.

Council or Committee History:

N/A

Financial Implications:

N/A

Public Engagement and Communication:

Not required for this application.

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:

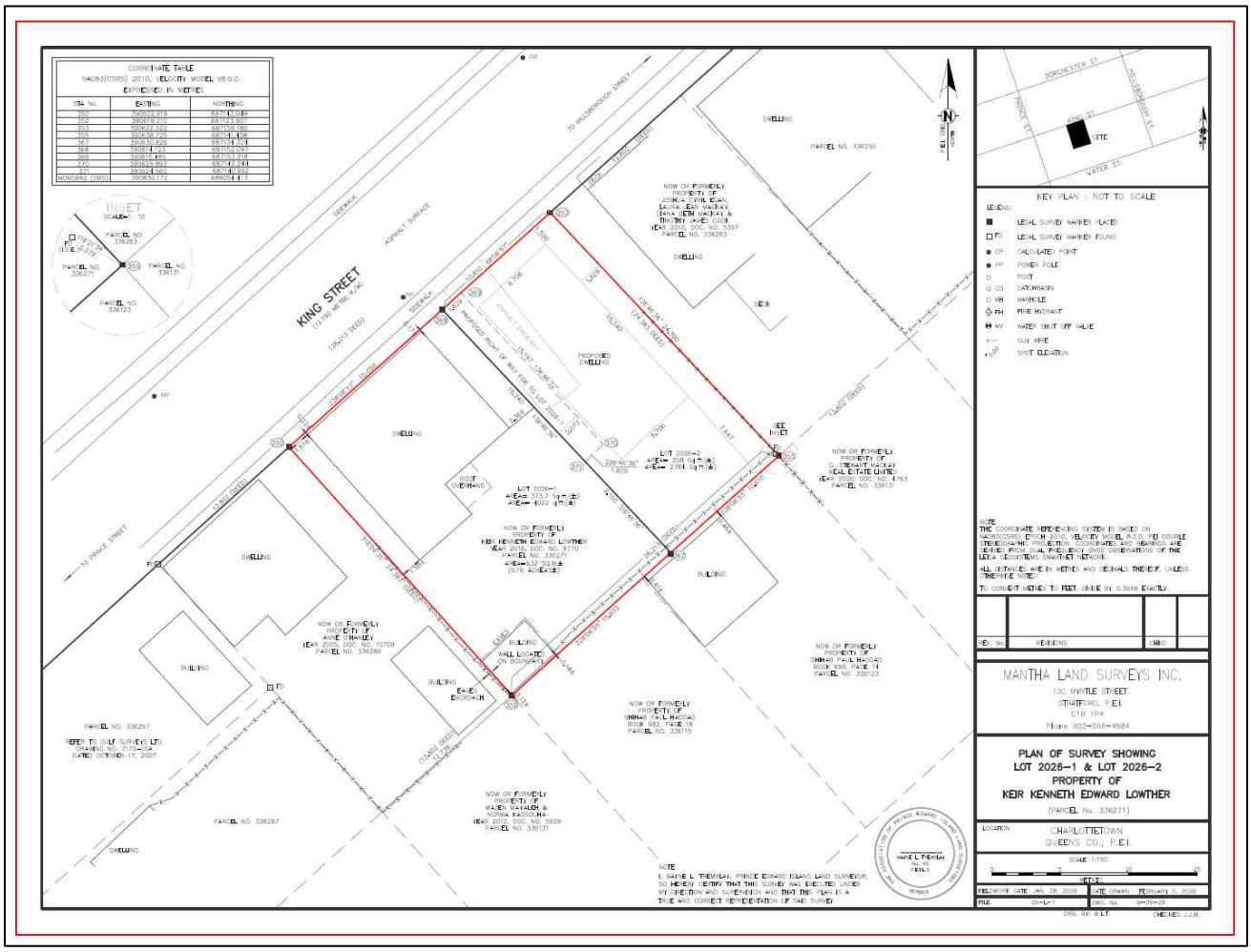
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo:



Attachment “B” – Survey Plan:



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#4

MOTION CARRIED _____

MOTION LOST _____

Date: September 8, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to consolidate separate properties addressed as 176 King Street and 178 King Street, both under PID# 336271, to form one new parcel subject to the approval of a final pinned survey plan.

City of Charlottetown Committee Report

Report No:
PLAN-2026-01-SEPTEMBER-6D-1
68 Queen Street
(PID#s 336982, 336974, 336909, 336917, 336966 and 1172915)

Date:
September 1, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage Department

Other Associated Departments:
N/A

Prepared by:
Laurel Palmer, RPP, MCIP
Senior Planner (Planner III)

Attachments:
- A- Survey showing Subject property
- B- Site Map showing location of footings.
- C- Site Map showing location of canopy.

Report Title:

Request to Encroach into the Public Right of Way – 68 Queen Street (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915)

Report Purpose:

Request to allow the encroachment of footings and building canopies into the Public Right of Way to facilitate the construction of a proposed multi-use residential and commercial building within the 500 Lot Area being the properties identified as (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915) addressed as 68 Queen Street.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council to allow the encroachment of footings and a canopy into the Public Right of Way to facilitate the construction of a proposed multi-use residential and commercial building within the 500 Lot Area in the Downtown Main Street (DMS) Zone being the properties identified as (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915) addressed as 68 Queen Street with the following encroachments:

- *Encroachment to allow building footings to encroach into the Public Right of Way on King, Dorchester and Queen Streets ranging from 1'' to 2'-8'' in various locations around the building.*
- *Encroachment to allow an overhead canopy to encroach into the Public Right of Way for a depth of 1.162 meters and a width of 4.451 meters along Dorchester Street.*
- *Encroachment to allow an overhead canopy to encroach into the Public Right of Way for a depth of 3.19 meters and a width of 4.757 meters along King Street.*

Report Details:

BACKGROUND

This is a request to allow an encroachment of footings and canopies for a multi-unit residential and commercial building that is proposed to be constructed on (PID#s 336974, 336909, 336917, 336966 1172915 and 336982) located on properties bounded by King, Dorchester and Queen Streets.

The applicant Sable Arc (architectural firm) on behalf of their client Quentin Bevan, Weymouth Properties Ltd. has requested for the encroachments.

Development Context

The subject property is located within the downtown in the 500 Lot Area. The properties are bounded to the north by Dorchester St, to the east by properties zoned Downtown Mixed-Use Neighbourhood (DMUN) with abutting residential and a commercial parking lot. To the south by King Street and to the west by properties zoned Downtown Main Street (DMS) which are bounded by Queen Street. Buildings within this area are mixed use and range from commercial office buildings, single detached dwellings, institutional, multi-unit apartment buildings and commercial retail. The properties are located just behind downtown main street (Queen Street) and are a few blocks from the core where various services, shopping, restaurants and theatres can be accessed.

ANALYSIS:

The applicants have submitted site plans showing the location of the footings and canopy on the property. The footings are proposed to be buried approximately 9ft below surface grade. The footings were reviewed by both the Public Works Department and the Water and Sewer Department, and both department managers have indicated that they do not have an issue with allowing the encroachments into the public right of way. The location of the footings will not interfere with City infrastructure. The applicant has also requested that an overhead canopies be placed over the Public Right of Ways on Dorchester and King Streets. Public Works has also agreed to this request.
The following are the requested encroachments.

Encroachment Summary:

- *Encroachment to allow building footings to encroach into the Public Right of Way on King, Dorchester and Queen Streets ranging from 1'' to 2'-8'' in various locations around the building.*
- *Encroachment to allow an overhead canopy to encroach into the Public Right of Way for a depth of 1.162 meters and a width of 4.451 meters along Dorchester Street.*
- *Encroachment to allow an overhead canopy to encroach into the Public Right of Way for a depth of 3.19 meters and a width of 4.757 meters along King Street.*

CONCLUSION:

Given the requested encroachments have been reviewed by both the Public Works and Water and Sewer Departments and both departments have indicated that they do not have issue with allowing the encroachments staff are therefore, in support and are recommending to allow the building footings to encroach into the Public Right of Way along Queen, Dorchester and King Streets and the encroachment of an overhead canopy on Dorchester Street.

Council or Committee History:
N/A

Financial Implications:
N/A

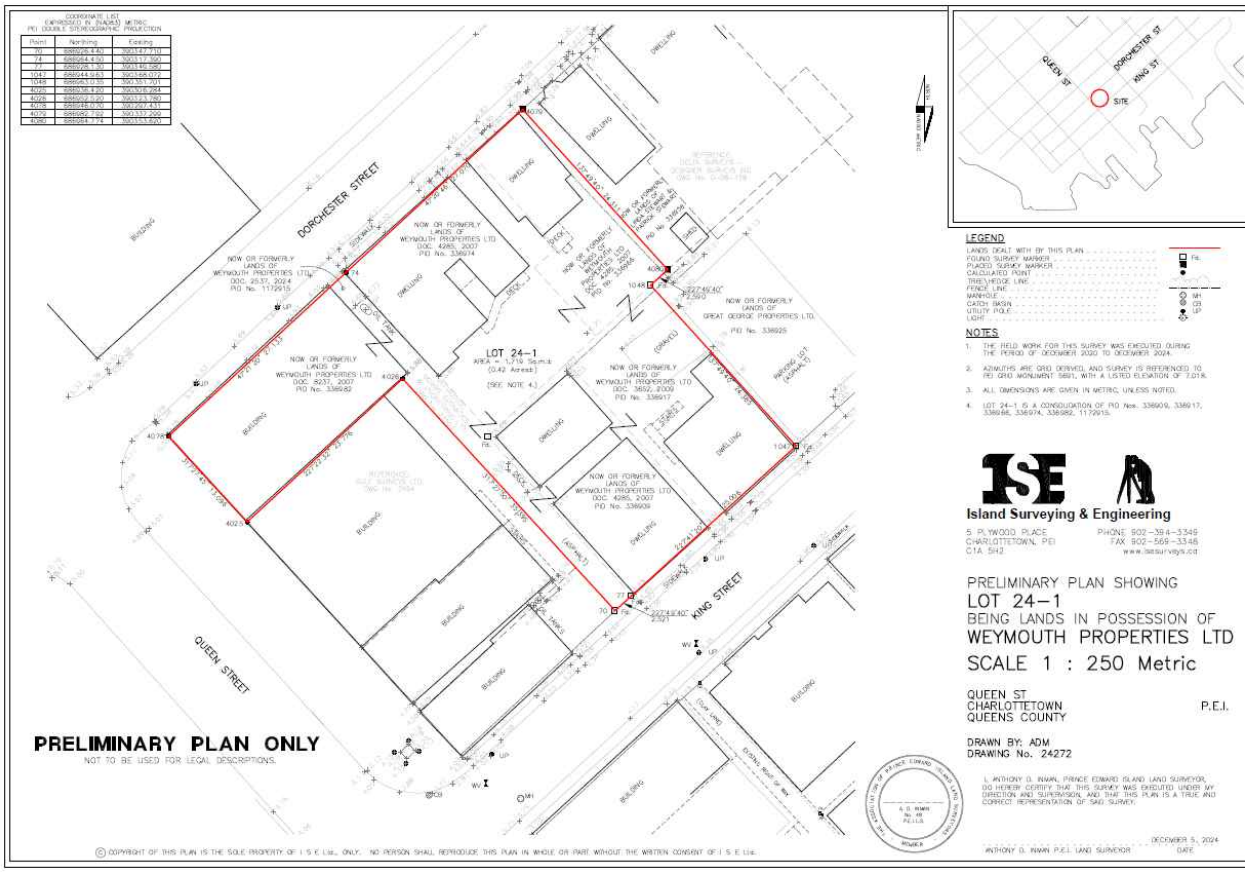
Public Engagement and Communication:
N/A

Legislative Authority:
Zoning and Development Bylaw

Strategic Alignment:
City of Charlottetown Official Plan – 2026
500Lot Area Design Guidelines

Submitted By Planner: Laurel Palmer, RPP, MCIP  Planner 3 (Senior Planner)	
Reviewed By:	
Manager David Gundrum, RPP, MCIP, 09/1/2026	**Director** Michael Ruus, RPP, MCIP, 09/1/2026
Committee Recommendation: (if differing from staff)	

Attachment “A” Survey Showing Subject Property:



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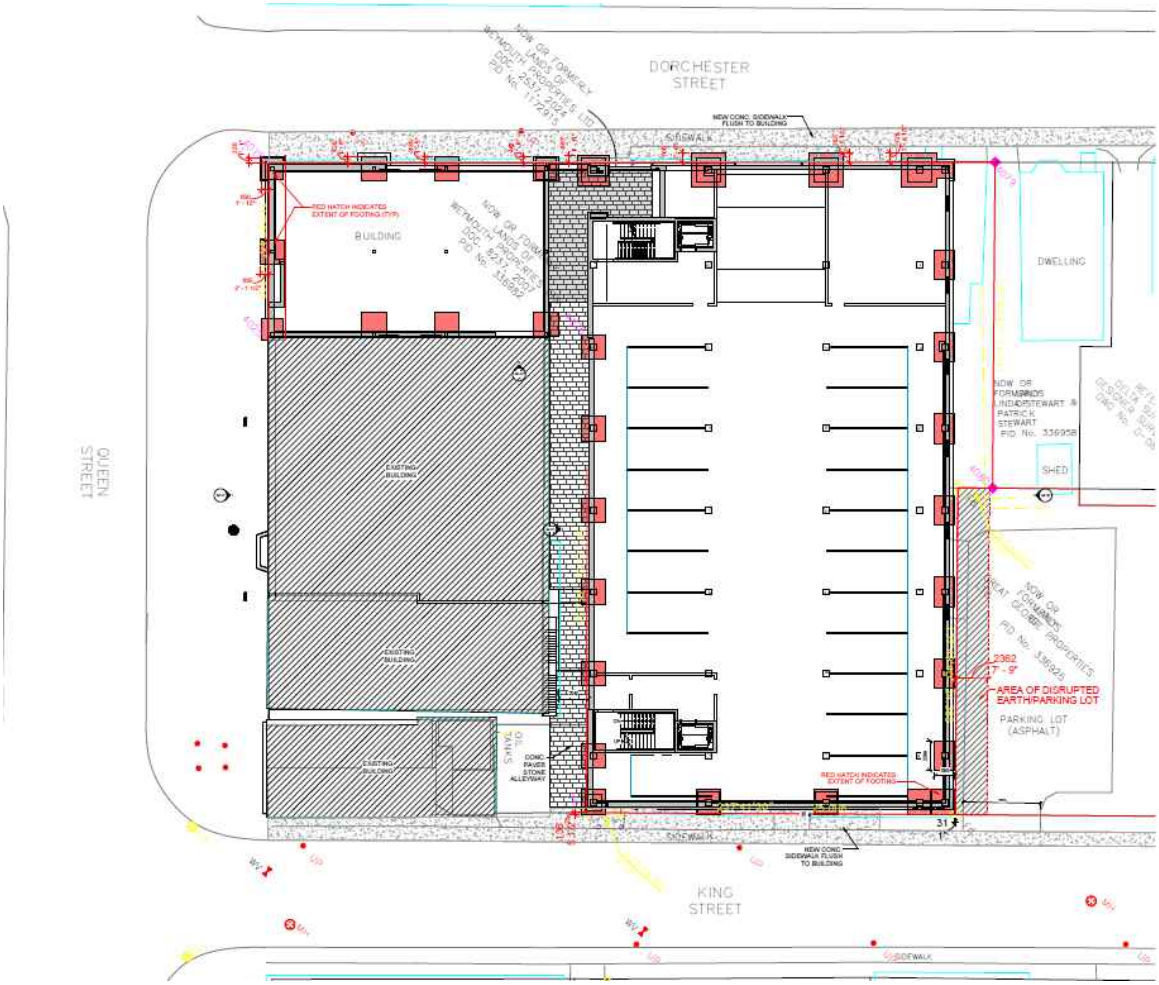
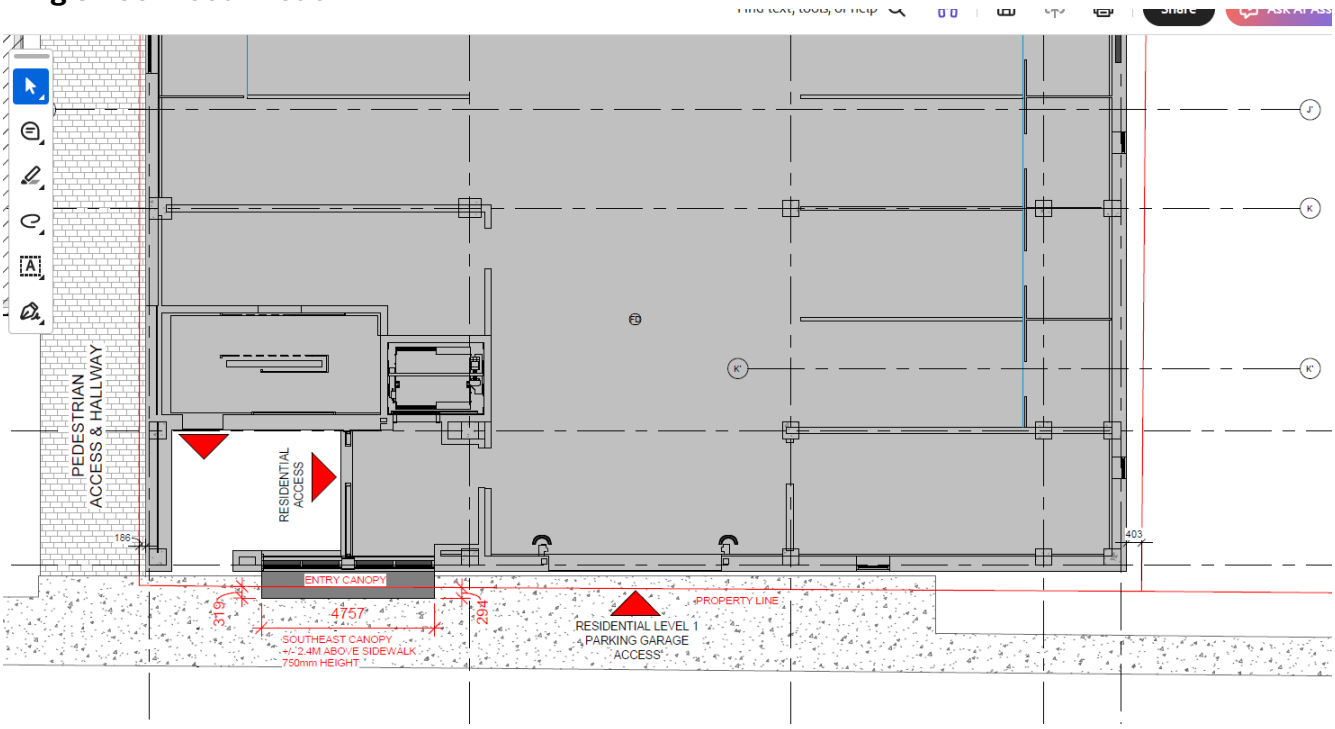
Attachment “B”
Site Map Showing Encroachment of Footings – 68 Queen St - The Monarch

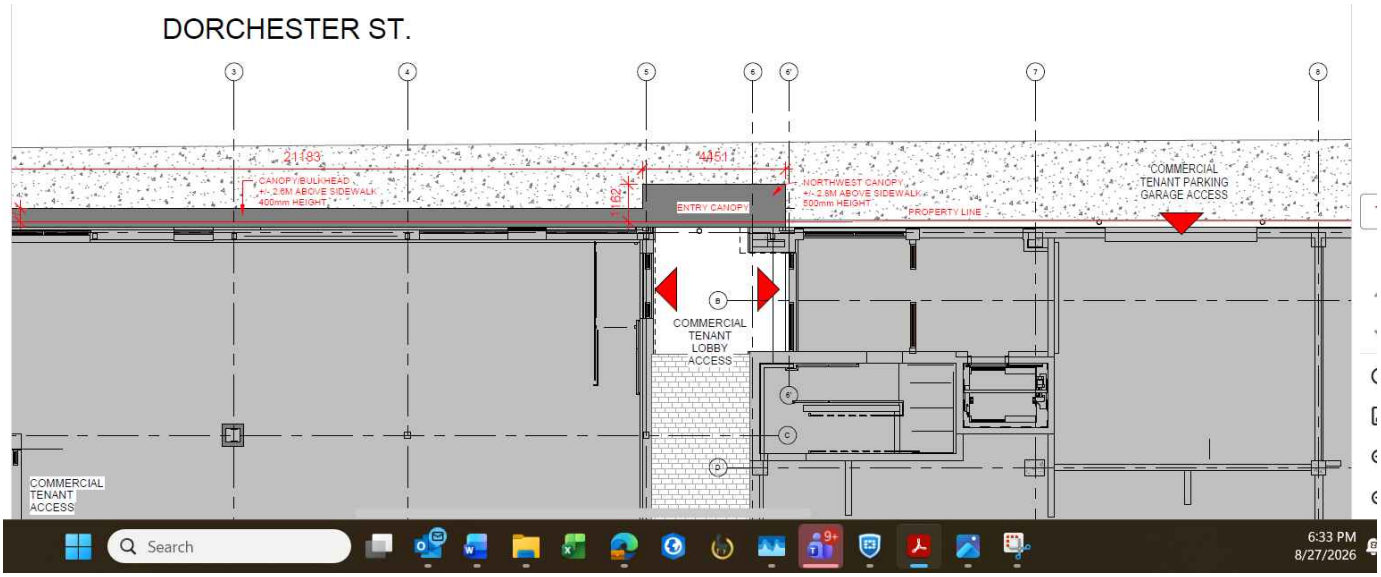


Attachment “C”
Site Map Showing Encroachment of Canopies
68 Queen Street – The Monarch

King Street- south east:



Dorchester St - northwest:



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#5

MOTION CARRIED _____

MOTION LOST _____

Date: September 8, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the encroachment of footings and a canopy into the Public Right of Way to facilitate the construction of a proposed multi-use residential and commercial building within the 500 Lot Area in the Downtown Main Street (DMS) Zone being the properties identified as (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915) addressed as 68 Queen Street with the following encroachments:

1) **Encroachment to allow building footings to encroach into the Public Right of Way on King, Dorchester and Queen Streets ranging from 1" to 2'-8" in various locations around the building.**
2) **Encroachment to allow an overhead canopy to encroach into the Public Right of Way for a depth of 1.162 meters and a width of 4.451 meters along Dorchester Street.**
3) **Encroachment to allow an overhead canopy to encroach into the Public Right of Way for a depth of 3.19 meters and a width of 4.757 meters along King Street.**

STRATEGIC PRIORITIES, COMMUNICATIONS &
INTERGOVERNMENTAL COOPERATION COMMITTEE
REPORT TO COUNCIL
SEPTEMBER 8, 2026

The Strategic Priorities, Communications and Intergovernmental Cooperation Committee met on Thursday, September 3, 2026, and the draft minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Justin Muttart, Chair

DRAFT

Strategic Priorities, Communications & Intergovernmental Cooperation Committee
Thursday, September 3, 2026
12:10PM – Parkdale Room

Present: Councillor Justin Muttart, Chair
Councillor Trevor MacKinnon, Member at Large
Deputy Mayor Alanna Jankov, Member at Large

Also: Mike Ruus, DIG
Richard MacEwen, DCS
Jessica Bradley, SCO
Rory Chaisson, SITO
Melanie Bailey, SIO
Chantal Matheson, ERPC I

Regrets: Mayor Philip Brown, Member at Large
Brad MacConnell, CAO

1) Call to Order

Councillor Justin Muttart, Chair, called the meeting to order at 12:10 PM.

2) Declarations of conflict of interest

There were no conflicts of interest declared.

3) Approval of Agenda

It was moved by Councillor Trevor MacKinnon and seconded by Deputy Mayor Alanna Jankov that the agenda be approved as circulated.

4) Approval of Minutes

It was moved by Deputy Mayor Alanna Jankov and seconded by Councillor Trevor MacKinnon that the minutes of June 25, 2026, be approved. Carried.

5) Business Arising from the minutes

There was no business arising from the minutes.

6) Discussion Items/Reports:

(a) Strategic Plan Transition Report: Reflecting on 2022-2026 and Looking Ahead to 2027-2031

Melanie Bailey, Strategic Initiatives Officer, provided an update on the conclusion of the 2022–2026 Strategic Plan and development of the 2027–2031 Strategic Plan**.** Of the 97 action items identified in the current plan, 94% are complete or nearing completion**.**

Following an RFP process, Intelligent Futures was selected to lead development of the new Strategic Plan.

Leger was selected to conduct the resident survey. The planning and engagement process will continue through 2026, with the final Strategic Plan anticipated to be presented to Council in May 2027.

(b) CAO Innovation Task Force Update

Jessica Bradley, Senior Communications Officer, provided an update on the CAO Innovation Task Force and its on-going work to modernize City systems and processes. Key priorities include financial system modernization, Cityworks implementation, responsible AI, website redevelopment, employee recruitment and departmental standard operating procedures.

Progress includes continued review of the City's financial systems, implementation of Cityworks through a Water and Sewer pilot, completion of the new protective services radio system, and development of a Responsible AI Framework for City employees. Work will continue through the fall on these initiatives, along with preparations for the City's website redevelopment and development of departmental standard operating procedures.

7) Introduction of New Business

There was no new business.

8) Adjournment

It was moved by Deputy Mayor Alanna Jankov and seconded by Councillor Trevor MacKinnon that the meeting be adjourned. CARRIED.

Meeting adjourned at 12:40 PM

DRAFT

City of Charlottetown Committee Report

Report No: SPC&IC-2026-09-03-001

Date: September 2, 2026

Directed to Council through the following Committee: Strategic Priorities, Communications, and Intergovernmental Cooperation (SPCIC)

Reporting Department: Administration

Other Associated Departments: All

Prepared by: Melanie Bailey, Strategic Initiatives Officer

Attachments:

1. Concluding Charlottetown's Strategic Plan 2022-2026

Report Title:
Strategic Plan Transition Report: Reflecting on 2022-2026 and Looking Ahead to 2027-2031

Report Purpose:

To conclude the City of Charlottetown's current Strategic Plan, review strategic action and progress achieved from 2022-2026, present procurement results for the development of Charlottetown's next Strategic Plan and resident survey, and outline the path forward for development of the City's 2027-2031 Strategic Plan.

Staff Recommendation:

That Committee receive this report for the public record and for review and discussion in the shared work of concluding Charlottetown's Strategic Plan 2022-2026 and preparing for the Strategic Plan 2027-2031.

Strategic Plan Transition Report
Reflecting on 2022-2026 and Looking Ahead to 2027-2031

Purpose:
To conclude the City of Charlottetown's current Strategic Plan, review strategic action and progress achieved from 2022-2026, present procurement results for the development of Charlottetown's next Strategic Plan and resident survey, and outline the path forward for development of the City's 2027-2031 Strategic Plan.

Discussion Items:
Looking back (2022-2026 accomplishments)
Transition (procurement results)
Looking forward (2027-2031 timeline)

Looking Back: 2022-2026

As the City of Charlottetown concludes its 2022-2026 Strategic Plan, significant progress has been achieved across all City departments. Strategic initiatives over the past four years have included major investments in infrastructure, housing and growth management, climate action, transit, recreation and sports facilities, governance modernization, emergency services, employee development, digital transformation, community engagement, and economic development.

Of the 97 action items identified within the Strategic Plan Action Plan, 94% are complete or nearing completion, with work underway on the remaining items.

Results:

Status	18-Sep-25	26-May-26	2-Sep-26	Total
Complete	51	63	**77**	**94%**
Nearing Completion	18	19	**14**	
More Time or Budget Required	18	7	4	4%
Risk of Completion	10	8	2	2%
Total	97	97	97	100%

The attached document, *Concluding Charlottetown's Strategic Plan 2022-2026*, provides a final review of strategic action, progress, and accomplishments achieved over the past four years.

Transition to a new Strategic Plan and Procurement Results

a. Transition to a new Strategic Plan

An internal steering committee was established to review and provide input into the Request for Proposals (RFP), support the evaluation process, and provide guidance throughout development of the City's next Strategic Plan. Following completion of the review process and release of the RFP through the City's procurement process, proposals were invited from qualified consultants to design and facilitate engagement and lead development of the City's next Strategic Plan.

The RFP sought proposals from firms demonstrating experience working with municipalities and elected officials, experience developing city-wide municipal strategic plans, advanced facilitation experience, strong writing experience specific to municipal strategic plans, and the ability to analyze and synthesize findings into clear, actionable recommendations.

The approved project budget was **$120,500 plus HST**, with the RFP requiring a detailed cost breakdown by team member, type of work, and hours of work, clear role assignments, and defined responsibilities within each proposed project team.

As requested by Committee, the approved project budget amount included a cost savings through increased internal project support from the Strategic Initiatives Officer, avoiding duplication of survey activities, and leveraging existing and upcoming demographic and population data being developed by another City department.

b. Procurement Context

Over the past decade, Charlottetown has experienced sustained record-level population growth, resulting in significant demand for infrastructure renewal and expansion, land use planning, public transit, protective and emergency services, recreational programming, and other municipal services. This demand has occurred alongside key priorities such as meaningful citizen engagement, embracing diverse perspectives, strengthening climate resilience, advancing smart city initiatives, and maintaining fiscal responsibility to support long-term planning.

Against this backdrop, the City initiated development of its **2027-2031 Strategic Plan**, with an integrated action plan, to establish clear priorities, support decision-making, and align service delivery with community needs, organizational capacity, and long-term financial sustainability.

To support this work and create a foundation for future internal work, the City issued an RFP to retain a qualified and experienced consultant to lead a facilitated engagement and planning process that will result in the development of an implementation-focused four-year Strategic Plan with integrated action.

The resulting Strategic Plan, informed by residents, stakeholders, staff, and Council, will guide the City's strategic direction, decision-making, and action over the next four years.

c. Procurement Results: Strategic Plan 2027-2031

The City received **19 submissions** in response to the Strategic Plan RFP, representing a highly competitive field of consulting firms with expertise in strategic planning, governance, facilitation, public engagement, and municipal operations.

Following a multi-step compliance review with oversight from Finance and Procurement, **three submissions were determined to be non-compliant with mandatory requirements**. The remaining **16 proposals** were independently scored by six members of the Evaluation and Steering Committee using the criteria and weighting established within the RFP.

The evaluation process identified a number of highly qualified proponents. Across the submissions received, proponents demonstrated significant municipal experience, strategic planning expertise, facilitation capabilities, implementation-focused methodologies, strong writing and analytical skills, and experience leading strategic planning initiatives for municipal governments.

Following independent evaluation and score consolidation, **Intelligent Futures achieved the highest overall score (93.5)** and ranked first among all evaluated submissions. Proposal scores were separated by a relatively narrow margin, reflecting both the quality of submissions received and the competitiveness of the procurement process.

The Evaluation Committee is satisfied that the procurement process was conducted in accordance with the requirements outlined in the RFP and that the recommended proponent demonstrated the strongest overall combination of methodology, qualifications, relevant municipal strategic planning experience, implementation focus, cost competitiveness, and overall value under the approved evaluation framework.

Proponent	Score	Cost Proposal
Intelligent Futures	**93.5**	$106,845
Stantec	91.3	$119,537
Davis Pier	90.9	$119,150
Optimus SBR	86	$111,960
Leonnova	85	$104,040
Capstone Projects Solutions	84	$108,180
Pollett Strategy	83	$110,000
Objective Research / Moorehouse	82	$114,960
Connor Claire / Oakway	82	$120,100
MNP	81	$115,500
MRSB Consulting	81	$104,100
Sierra Planning & Management (SPM)	80	$109,412
Blackline Consulting	79	$118,200
Deloitte	78.5	$119,500
ATN Strategies	77	$111,600
Crestview	75	$115,300

d. Procurement Results: Survey

The City invited qualified public opinion and market research firms to submit quotations for a randomized, probability-based Address-Based Sampling (ABS) mail-to-web and mixed-mode survey to inform the City's 2027-2031 Strategic Plan.

The approved project budget was **$33,000 plus HST** and the selected firm will be responsible for delivering a statistically valid, representative, and defensible survey to support municipal decision-making and priority-setting, with budget implications. Survey results are intended to provide actionable insights that will inform

development of the City's next Strategic Plan and provide baseline resident input that can be used to monitor change over time.

The RFQ established a pass/fail screening process to verify that proponents could meet all methodological, sampling, quality assurance, reporting, timeline, and statistical defensibility requirements associated with this specialized survey approach. Two quotations were received, a third qualified firm expressed interest and received three reminders but did not submit a quotation.

Following review by the Evaluation Committee, both proponents submitting a quote successfully met the mandatory RFQ requirements and demonstrated the capacity to deliver a statistically valid and defensible ABS mail-to-web and mixed-mode survey consistent with the City's requirements.

In accordance with the RFQ procedure, once proponents passed the mandatory screening requirements, selection is based on the lowest quotation received. Leger submitted the lowest compliant quotation and was therefore selected by the evaluation committee.

Proponent	**Quote**
Leger	**$30,680**
Ipsos	$32,650
Third qualified firm	N/A

e. Timeline and Key Dates for the new Strategic Plan and Survey

Activity	**Timeline**
Strategic Plan procurement completed	Aug 2026
Survey procurement completed	Aug 2026
Strategic Plan and survey mobilization and project planning	Aug to Sept 2026
Survey questionnaire development	Sept 2026
Early engagement opportunities	late Sept to Oct 6
Municipal election period	Oct 7 to Nov 2, 2026
Departmental planning and staff engagement sessions	Oct 7 to Nov 2, 2026
Preparing for survey fieldwork and securing ABS frame	Oct 7 to Nov 2, 2026
Survey fieldwork	Nov 3 to Dec 8, 2026
Departmental planning and staff engagement sessions	Oct to Nov 2026
Council sworn in	December 4, 2026
Council interviews or initial strategic priorities discussion	Nov 3 to Dec 2026
Initial survey findings available for internal strategy development	Late December 2026
Council Strategic Planning Session	Jan 2027
Draft Strategic Plan completed	Feb 2027
Strategic Plan and Survey report presented to Council	Feb to Mar 2027
Strategic Plan refinement and design	Mar to Apr 2027
Final Strategic Plan presented to Council	May 2027

Conclusion

The 2022-2026 Strategic Plan and Action Plan provided the City with a framework for action and decision-making during a period of significant growth, change, and opportunity. As Charlottetown concludes one strategic planning period and begins preparing for the next, the focus now shifts from reviewing past accomplishments to identifying the priorities, challenges, and opportunities that will shape the City's future.

The engagement process leading into the 2027-2031 Strategic Plan, as noted in the timeline, will provide an opportunity for Council, staff, and residents to help define the City's direction for the next four years.

Through engagement, planning, and informed decision-making, the work ahead will establish the direction, priorities, actions, and investments needed to support a growing capital city while ensuring long-term sustainability and quality of life for residents.

Council or Committee History:

- March 2026, Council Approval
- January 2026, Committee and Council Budget Discussions
- Jan 29 2026, Strategic Priorities, Communications, and Intergovernmental Cooperation Standing Committee
- September 2025, Strategic Priorities, Communications, and Intergovernmental Cooperation Standing Committee
- May 26 2025, Strategic Priorities, Communications, and Intergovernmental Cooperation Standing Committee, Introduction of New Business
- January 2023, Strategic Priorities, Communications, and Intergovernmental Cooperation Standing Committee
- 2022 Strategic Priorities, Communications, and Intergovernmental Cooperation Standing Committee, Progress of Strategic Plan Development

Financial Implications:

No new financial implications.

Public Engagement and Communication:

Ongoing and significant public engagement and communications is being planned.

Legislative Authority:

Municipal Government Act (MGA)

Strategic Alignment:

Our Guiding Principles: Accountable to residents, ourselves and to each other.
Our Commitments - Transparency to strengthen accountability and trust.
Pillars:
- Governance and Civic Engagement
- Community Building and Placemaking
- Inclusive Economic Growth
- Infrastructure and the Environment

Reviewed By:

Staff:	**Director/CAO:**
M. Bailey, SIO – Sept 2, 2026	B. MacConnell, CAO - Sept 2, 2026

Committee Recommendation: (if differing from staff)



City of Charlottetown

2022-2026

September 2, 2026



Strategic Plan (2022-2026):

Results and reflections on strategic action, progress, and impact .

Table of Contents

1. Context: Historic Growth
2. Context: Supporting Unprecedented Challenges
3. Strategic Plan (2022-2026)
4. Strategic Action (2023-2026)
5. Highlights and Impact


CHARLOTTETOWN
Great things happen here.
DELTA
HOTELS
MARRIOTT
PRINCE EDWARD

2022-2026

CONTEXT: HISTORIC GROWTH

Charlottetown 2022-2026

CHARLOTTETOWN

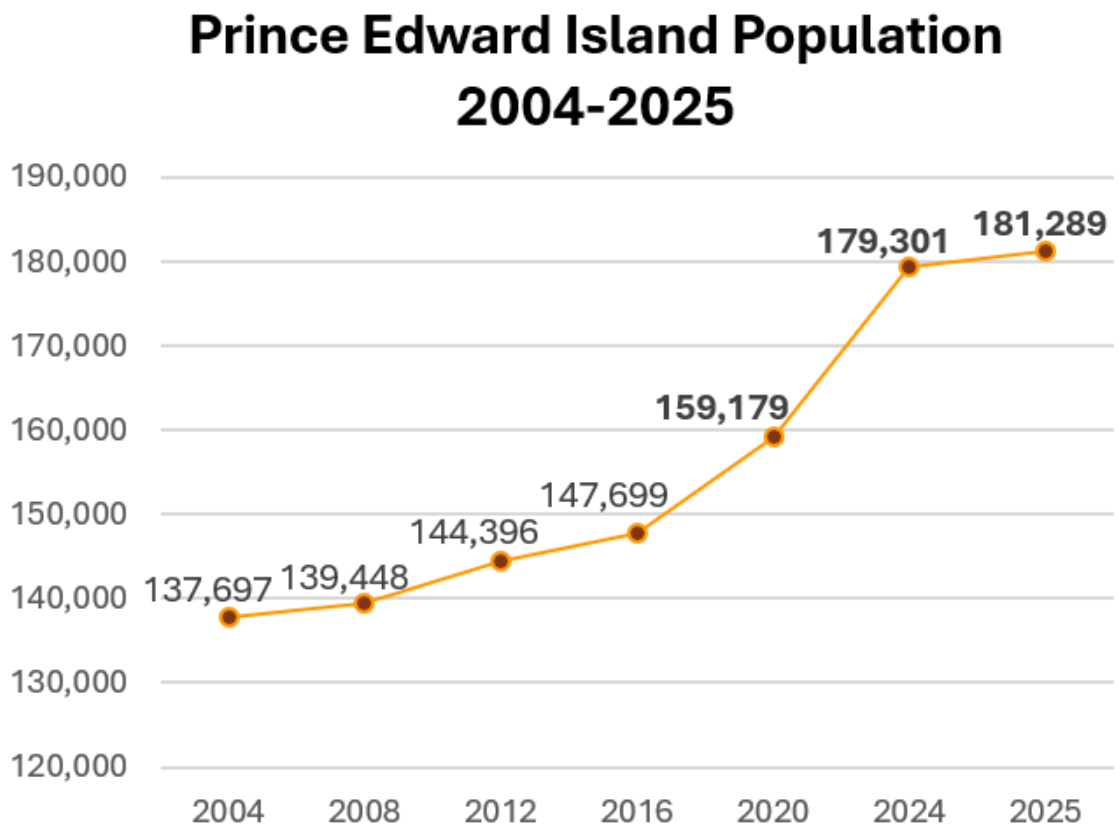



HAPPY



GROWTH IN PROVINCE

Prince Edward Island Population

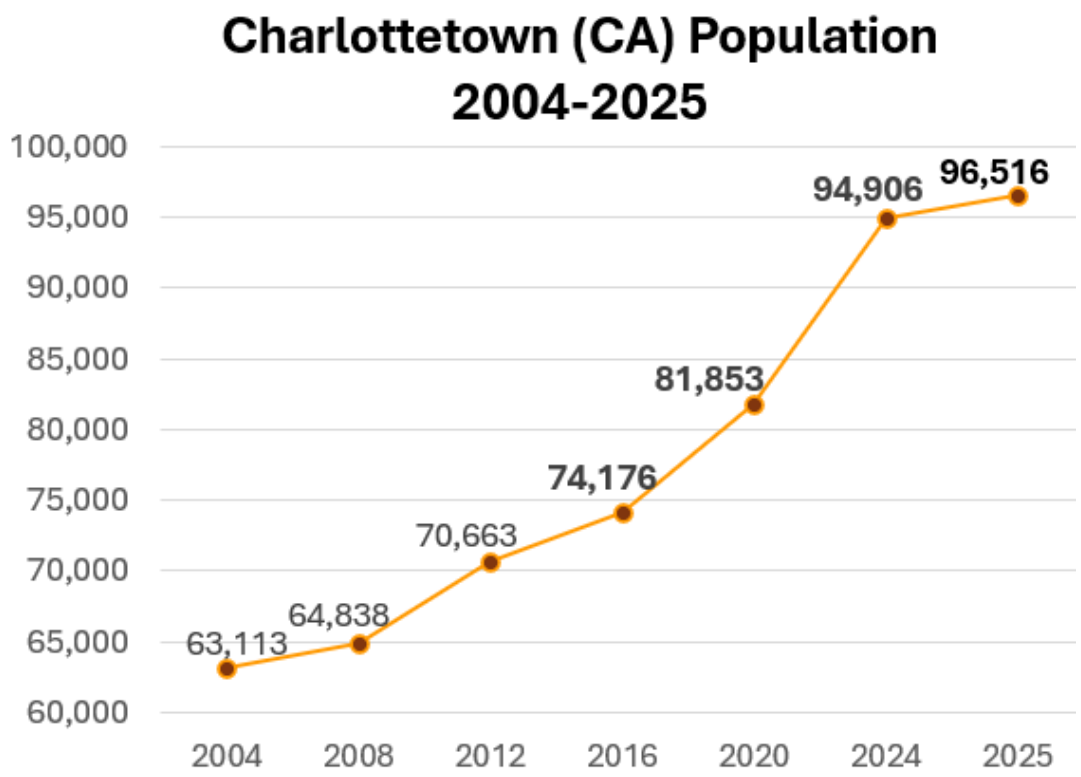


PEI's 20 Year Population Increase		
Amount PEI's Population Increased from 2004 to 2024		
Years	Population Increase Amount	**Contribution to 20-yr Growth Amount**
2004-2008	1751	4.21%
2008-2012	4948	11.89%
2012-2016	3303	7.94%
2016-2020	11480	27.59%
2020-2024	20122	48.37%
Total 20 year population increase	*41,604*	*100%*

Source: Statistics Canada Table 17-10-0009-01 Population estimates, quarterly Accurate as of July 1 2025.

GROWTH IN REGION

Charlottetown (CA) Population



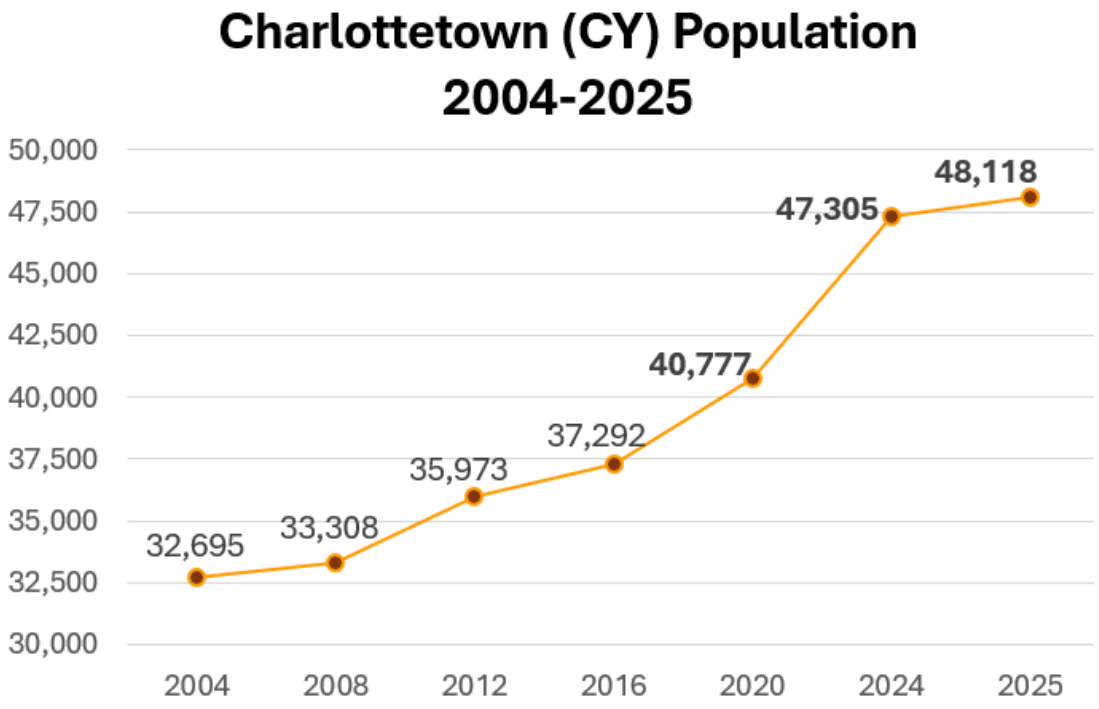
Charlottetown (CA) Population Growth	
Years	Population Increase Amount in 4 years
2004-2008	1,725
2008-2012	5,825
2012-2016	3,513
2016-2020	7,677
2020-2024	**12,024**
	30,764

Source: Statistics Canada Table 17-10-0148-01, Population estimates, July 1, by census metropolitan area and census agglomeration, 2021 boundaries. **DOI:** https://doi.org/10.25318/1710014801-eng

As of July 2025, Charlottetown (CA) represents 53% of PEI's population.

GROWTH IN CITY

Charlottetown (CY) Population



Source: Statistics Canada Table 17-10-0155-01 Population estimates, July 1, by census subdivision, 2021 boundaries **DOI**: https://doi.org/10.25318/1710015501-eng

Charlottetown Population Growth		
Charlottetown (CY) Population Growth (2004-2024)		
Years	Total Population Increase Amount	Contribution to 20-yr Increase Amount
2004-2008	613	4.41%
2008-2012	2665	19.16%
2012-2016	1319	9.48%
2016-2020	3485	25.05%
2020-2024	**5830**	**41.91%**
2004-2024	13,912	100%

- 2004-2024: **13,912** population increase in 20 years and 42% of this increase occurred between 2020-2024.
- **Historic Growth**: **42%** of 20-yr increase in 4 yrs.

INFRASTRUCTURE DEMAND

Traffic at Charlottetown's Five Major Access Points

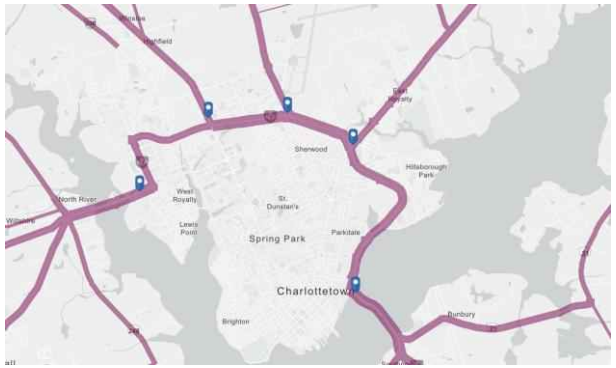
Average Daily Traffic (AADT) from 2022 - 2025						
Infrastructure Corridor	**ID**	**2015**	**2022**	**2023**	**2025**	
Charlottetown <-> Stratford	PROVID 00111	33,023	33,366	35,849	35,969	average vehicles per day
Charlottetown <-> Cornwall	PROVID 00107	22,447	26,323	27,821	29,021	average vehicles per day
Charlottetown <-> Brackley	PROVID 01500	12,611	14,807	16,580	19,552	average vehicles per day
Charlottetown <-> Winsloe	PROVID 00209	11,268	13,721	15,141	15,315	average vehicles per day
Charlottetown <-> East Royalty	PROVID 00208	12,888	11,293	12,023	12,424	average vehicles per day
Average Daily Traffic (all)		**92,237**	**99,510**	**107,414**	**112,281**	average vehicles per day

AADT: Annual Average Daily Traffic (January 1 to December 31)

2025: **112,281** average vehicles daily

Increase of **+12.771 in three years** (2022-2025) vs. a previous increase of **+7.273 in seven years** (2025-2022)

Source: https://peigov.maps.arcgis.com/apps/webappviewer/index.html?id=a0d9286ab4b246b7a6bdb4a86a184125

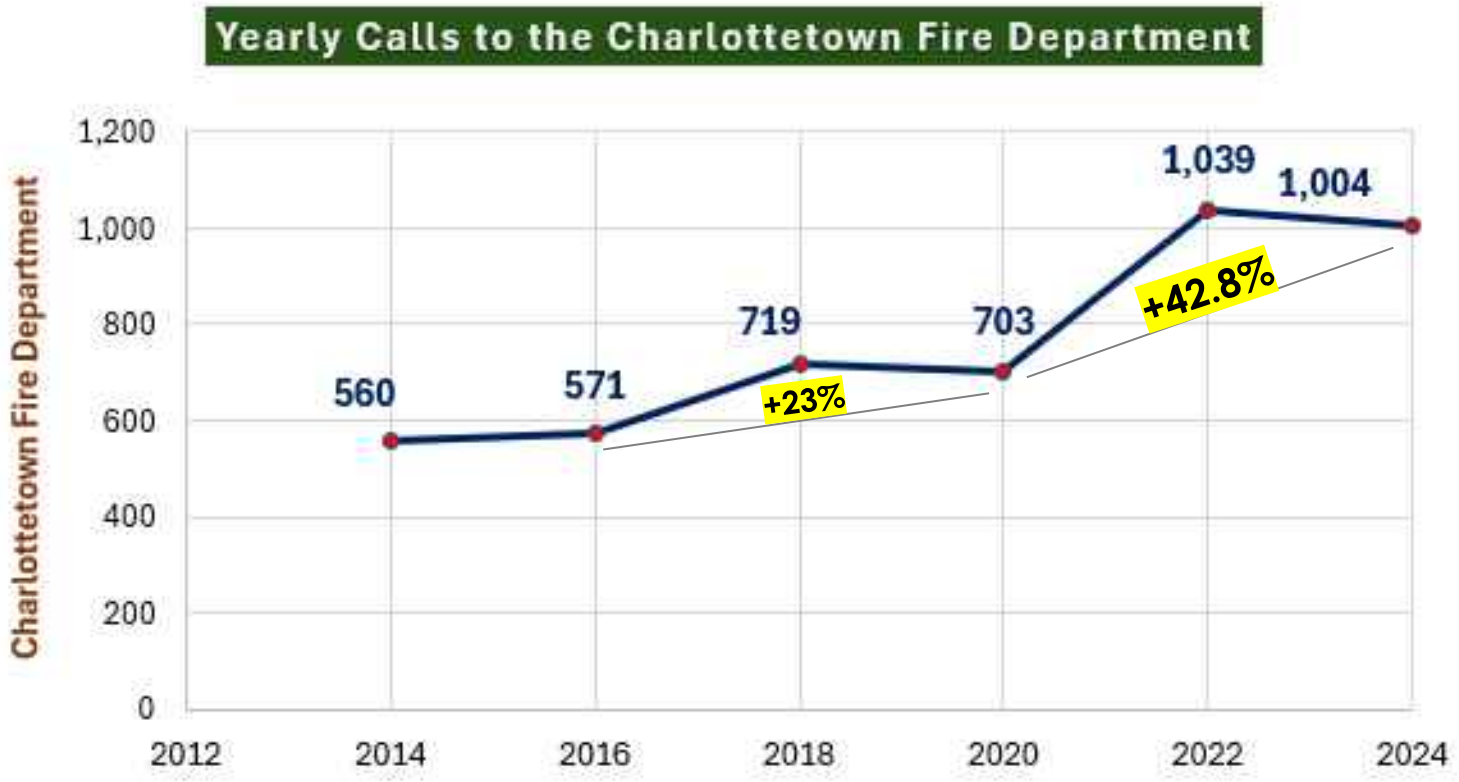


Disclaimer:

Data reflects traffic entering or leaving Charlottetown through the five **provincial** infrastructure access points into and leaving Charlottetown; traffic bypassing these five access points is not reflected in this data.

DEMAND FOR SERVICES

Charlottetown Fire Services

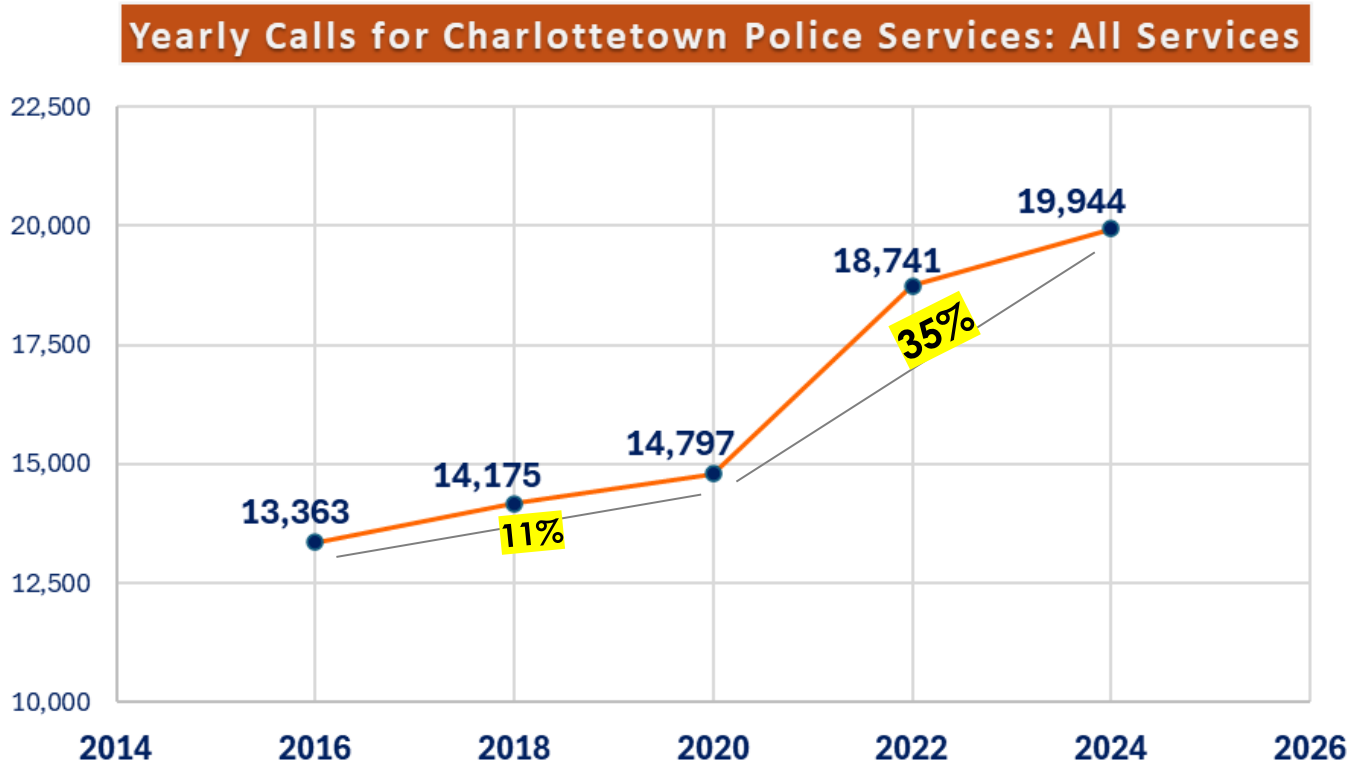


Increase in Island Emergency Medical Services (IEMS)	
Year	Medical First Response (MFR) calls
2014	20
2015	32
2016	33
2017	35
2018	**55**
2019	**77**
2020	**29**
2021	**36**
2022	**62**
2023	**97**

Source: Charlottetown Fire Services, Jan 2025

DEMAND FOR SERVICES

Charlottetown Police Services



Mental Health Related Calls to Police	
Year	**Calls to Police**
2021	1343
2022	1918
2023	2529
2024	2255

Increase 2021-2024: **67.9%**

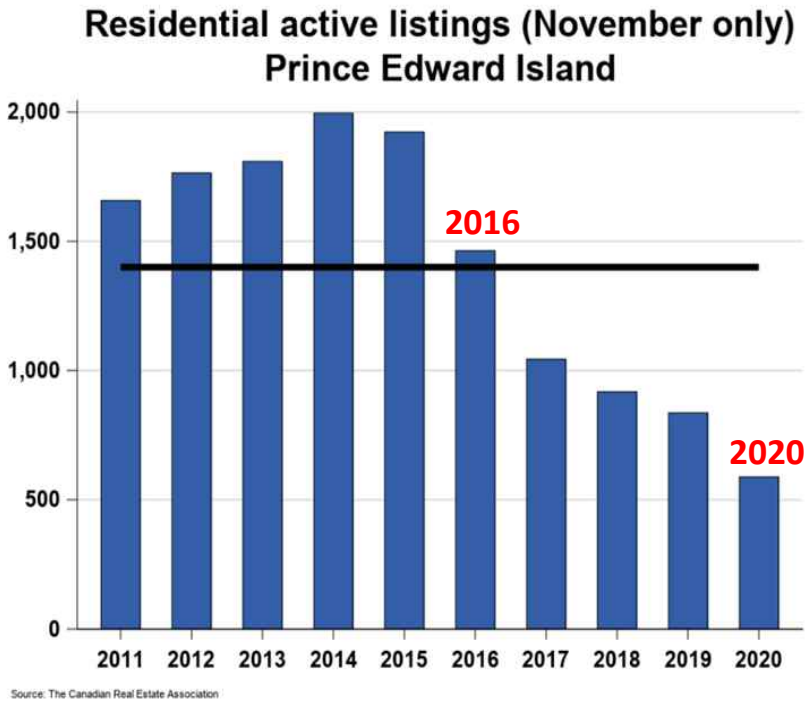
Source: Charlottetown Police Services, Jan 2025

CONTEXT: SUPPORTING UNPRECEDENTED CHALLENGES

Charlottetown 2022-2026



HOUSING SUPPLY & AFFORDABILITY



Source: Shaun Cathcart, Housing Economist, CREA

Action 2022-2026
City of Charlottetown, Planning and Heritage

	ACTION	STATUS	25%	50%	75%	100%
1	Housing Accelerator Fund (HAF)	Ongoing				
2	Growth Management Study	Complete				
3	Affordable Housing Incentive Program	Ongoing				
4	Official Plan	Complete				
5	Zoning and Development Bylaw	Public Engagement				
6	Automated Building Permit System	Nearing Completion				
7	Records Management System	Ongoing				

CHARLOTTETOWN

CHARLOTTETOWN EMO ACTIVATION



Charlottetown's EMO response to Hurricane Fiona was led by Fire and Police Services, governed by Council, and was an all-hands interdepartmental disaster response.

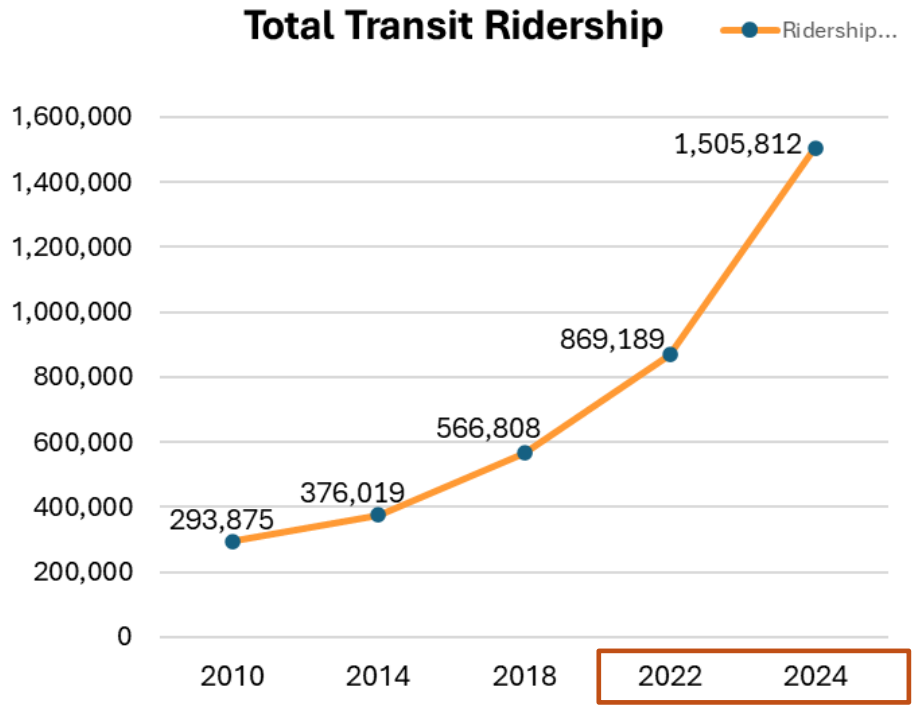
September 2022 Charlottetown EMO Activation:

- Approximately **250** emergency calls during a **9-day** period that started with Hurricane Fiona's arrival.
- Opened Reception Centre's and hosted **+15,000** visits within **17 days**.
- Estimated **5,000** City trees lost.
- **1,600** Charlottetown properties applied for relief support through provincial programs.
- Led to **$4.8 million** in cost for Charlottetown.

CHARLOTTETOWN

TRANSPORATION TRANSFORMATION





Source: Environment & Sustainability Department, City of Charlottetown, January 2025

CHARLOTTETOWN

STRATEGIC PLAN DEVELOPMENT (2022)

Charlottetown 2022-2026

CHARLOTTETOWN

STRATEGIC PLAN DEVELOPMENT (2022)

A COMMUNITY FOR EVERYONE

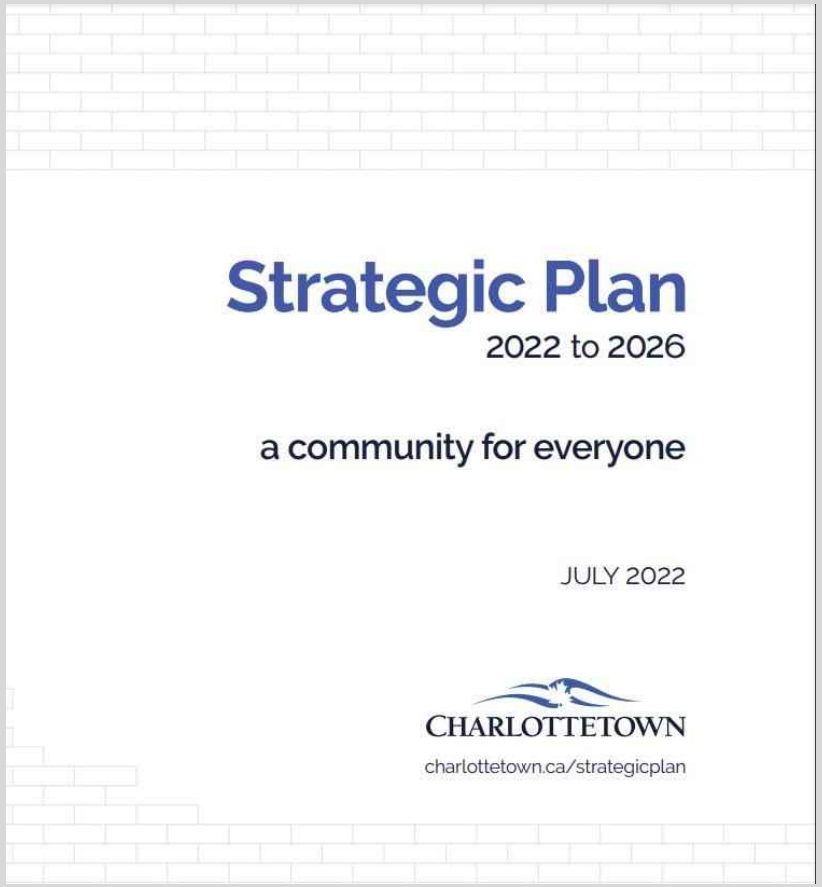
The City of Charlottetown offers a wide range of programs and services that impact our community every day. The City's Strategic Plan (2022-2026) – **A Community for Everyone** is a roadmap for guiding the City's decision-making and strategic progress.

The multi-year plan was created in collaboration with residents, stakeholders, Council, and City staff. The underlying principle of the plan, a community for everyone, underscores our commitment to strengthening our community as we grow.

- Jessica Bradley, City of Charlottetown

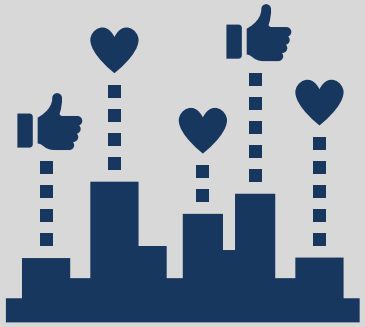






STRATEGIC PLAN 2022-2026

"The **heart** of Charlottetown is our **people**. Our work is about **today** as much as it's about **tomorrow**. We are committed to **collaboratively building a community for everyone**."



Community-Building & Placemaking: To Enhance Charlottetown as a Great Place to Live & as a Destination for Visitors.



Governance & Civic Engagement: To Create a High Performance & Responsive Local Government.



Inclusive Economic Growth: To Foster Inclusive Growth Related in Terms of People & Our Economic Sectors.



Infrastructure & the Environment: To Address Infrastructure Challenges in Our Growing City & the Issues Arising from Climate Change Adaptation & Mitigation.

STRATEGIC PLAN 2022-2026

Respecting the Past.
Embracing the Future.
Creating a Community For Everyone.



Considering 2026

Community survey and baseline work required in 2026 in preparation for the next five -year Strategic Plan, 2027-2031.

Important work ahead in charting the course for "future Charlottetown", the vision, strategy, and plan that represents residents, Council, and Departments.

STRATEGIC ACTION 2023-2026

Charlottetown Strategic Plan 2022-2026, Update 2025

CHARLOTTETOWN

Status	18-Sep-25	26-May-26	2-Sep-26	Total
Complete	51	63	**77**	**94%**
Nearing Completion	18	19	**14**	
More Time or Budget Required	18	7	4	4%
Risk of Completion	10	8	2	2%
Total	97	97	97	100%

STRATEGIC ACTION 2023-2026

- Actions identified as part of Charlottetown Strategic Plan 2022-2026
- On track for 93-94% completion by December 2026

Charlottetown Strategic Action 2023 - 2026

DEPARTMENT	ACTION	STATUS		25%	50%	75%	100%	Pillar
Administration	Staffing and Accommodation Plan	1	Ongoing					
	Governance Review	1	Complete					
	Bylaw Renewal [Selected/Approved Oct 2024]	2	Nearing Completion					
	Internal Engagement Strategy	1	Ongoing					
	DEI Framework	3	Progress; Budget for Next Steps			Budget		
	Community Survey (biennial)	1	On track for Dec 2026					
	Initiate Baseline Strategic Plan 2027-2031	2	On track for Apr 2027					
Communications	Brand Standards and Guidelines [2023]	1	Complete					
	Community Engagement Platform	1	Ongoing					
	Media Monitoring Services	1	Managed in house					
	Daily Media Digest	1	Ongoing					
	Annual Budget Survey	1	Ongoing					
	Staff Intranet	1	Ongoing					
	Council Communications	1	Complete					
	Media Relations Policy	2	Final Step					
	New Website (IT/Comms)	3	Progress					
Information Technology	Cyber Security Updates	1	Complete; Ongoing Priorities					
	Internal Security Audits	1	Complete; Ongoing Priorities					
	Network Modernization	1	Ongoing					
	VOIP	1	Ongoing					
	Building Updates	1	Ongoing					

STRATEGIC PILLAR

- Community Building and Placemaking
- Governance and Civic Engagement
- Inclusive Economic Growth
- Infrastructure and the Environment

Highlights: Concluded current strategic plan and preparing for next strategic plan and survey; KPMG governance study and implementation – which included organizational re-org; Bylaw renewal project and interdepartmental support led to the conclusion of more than fourteen bylaws this year and several bylaws pending review processes; Advancement of internal engagement work; Charlottetown Hall; Cyber Security progress. Quotes: "Appreciate the growth in staff resulting from the Governance Review (and the impact of HR's work) – directors, managers, and specialized positions for key business functions"; "Charlottetown Hall a great addition!"; "Thank you for all your work on the City's Annual Community Reports"; "New ticketing systems (GIS & IT help desk support) and software updates (modernization/ improvements) are great!".

1	Complete or Complete and Ongoing
2	Nearing Completion
3	More Time or Budget Required
4	Significant Work Requirements Remain

Charlottetown Strategic Action 2023 - 2026

DEPARTMENT	ACTION	STATUS		25%	50%	75%	100%	Pillar
Environment and Sustainability	Climate Action Plan	1	Complete; Next Steps Underway					
	Community Tree Planting Programs	1	Ongoing					
	Food Strategy	1	Complete					
	Natural Asset Management	1	Ongoing					
	Urban Agriculture	1	Ongoing					
	Sustainable Procurement	1	Complete					
	Home Flood Rebate Program	1	Ongoing					
	Public Transit Master Plan	1	Complete; Next Steps Underway					
	Residential Tree Clean Up Program [Fiona]	1	Complete					
	Watershed Management	1	Ongoing					
	Active Transportation Plan	1	Complete; Next Steps Underway					
	Energy Performance Improvements	1	Ongoing					
	Tree Inventory & Work Order Management	1	Complete					

Highlights: Launched the City's first Climate Action Plan; Transit fleet upgrade & ridership levels; 10-yr Public Transit Plan; AT Plan nearing completion; Ongoing tree restoration efforts following Fiona tree loss. Quotes: "Environment and Sustainability has spearheaded Charlottetown's transportation transformation and the first Climate Action Plan!"; "This department consistently leads the way in securing significant external funding"

Human Resources (HR)	Electronic Payroll System	1	Complete					
	Employee Engagement Survey	1	Complete; roll-out underway					
	Police/Fire Recruitment Initiatives	1	Complete					
	Leadership Development	1	Ongoing					
	Performance Management	1	Ongoing					
	Recruitment and Retention Strategy	1	On track for Dec 2026					

Highlights: Employee engagement surveys; Significant results in filling specialized positions and successfully supporting a long list of staffing needs across depts; Leadership and performance progress and impacts, Progress in recruitment and retention strategy. Quotes: "Significant impact in the police and fire recruitment efforts!"; "electronic payroll is appreciated"; "Internal staffing and training is great".

STRATEGIC PILLAR

	Community Building and Placemaking
	Governance and Civic Engagement
	Inclusive Economic Growth
	Infrastructure and the Environment

1	Complete or Complete and Ongoing
2	Nearing Completion
3	More Time or Budget Required
4	Significant Work Requirements Remain

Charlottetown Strategic Action 2023 - 2026

DEPARTMENT	ACTION	STATUS		25%	50%	75%	100%	Pillar
Parks and Recreation	Simmons Sports Centre Replacement	1	Complete; Next Steps					
	Victoria Park Shoreline Protection	1	Complete					
	Parks and Playground Development	1	Ongoing					
	Parks and Open Space Master Plan	2	Progress					

Highlights: Simmons Sports Centre; Victoria Park Shoreline Protection; Sports Infrastructure (new: Tennis Courts, Pickle Ball, Basketball Court in partnership with community groups, and more.). Quotes: "Simmons is the community hub we've been hoping for!"; "City leadership was demonstrated through protecting Victoria Park shoreline for generations to come"; "Parks and Rec is having tangible impacts on resident health, wellbeing, and sense of community through wide-ranging, high-interest and often wait-list sports, activities, and programming"; "Assistant Manager a great addition!"

Planning and Heritage	Growth Management Study	1	Complete					
	Affordable Housing Incentive Program	1	Ongoing					
	Zoning and Development Bylaw	2	Final Step					
	Automated Building Permit System	2	Nearing Completion					
	Records Management System	3	Progress					
	Official Plan	1	Complete					
	Housing Accelerator Fund (HAF)	4	Ongoing; Results Dependent					

Highlights: Growth Management Study; Housing Accelerator Funds (HAF); Official Plan; Zoning and Development Bylaw; Progress in E-Permit priority; Affordable Housing Incentive Program. Quotes: "The Planning and Heritage Department and Standing Committee have been on the front lines responding to one of the most difficult housing situations our generation has ever seen, in consideration of the significance of need - they have quickly and compassionately taken action, advanced change, met one milestone after another, and have lead the work required for accelerated and efficient municipal permit processes, while overseeing high-quality studies and then, carefully applying recommendations to ensure responsible, sustainable, and smart infrastructure planning and development".

STRATEGIC PILLAR

	Community Building and Placemaking
	Governance and Civic Engagement
	Inclusive Economic Growth
	Infrastructure and the Environment

1	Complete or Complete and Ongoing
2	Nearing Completion
3	More Time or Budget Required
4	Significant Work Requirements Remain

Charlottetown Strategic Action 2023 - 2026

DEPARTMENT	ACTION	STATUS		25%	50%	75%	100%	Pillar
Fire Services	Fire Underwriter Survey (FUS)	1	Complete					
	Standard Operating Procedures	2	Ongoing					
	FUS Recommendations Development	1	Complete					
	EMO Upgrade [Bylaw, Emergency Plan, Training]	1	Complete					
	Fire Master Plan	4	Foundational Work			Budget		
	Records Management	2	Progress					

Highlights: Completion of Fire Underwriter Survey; Records Management procured, full EMO update (Bylaw, Emergency Plan, Training); Good News: Additional Fire Inspector, three Firefighter II's which enabled a four-platoon schedule, four management Platoon Chiefs, and exceptional recruitment and retention leading to growth within volunteer firefighter capacity.

Police Services	Crime Mitigation and Analysis	1	Ongoing					
	Road Safety Initiatives	1	Ongoing					
	Specialized Policing Services	1	Ongoing					
	Guns and Gangs Program	1	Complete; ongoing priority					
	Safe Schools and Communities Initiatives	1	Complete					
	Policing Review	1	Ongoing [Province is leading]					

Highlights: The Safe Schools initiative – a plan for every school in Charlottetown; Standalone child exploitation response; E-watch; Tactical Response Units; Departmental advancement through recruitment innovation and new analyst and comms roles. Quotes: "Police are on the font lines responding to historic societal challenges"; "We appreciate the significance of the work they do in removing illicit drugs from community circulation".

Infrastructure and Asset Management	Asset Management Mapping and Info	1	Complete					
	Enterprise GIS for City Departments	1	Ongoing					
	GIS application for Water & Sewer	1	Complete					
	Asset Management Mapping and Info	1	Complete					
	Digitilizing Building Permit (GIS Portion)	1	Complete, with PH					
	Asset Management Strategy and Plan	2	Progress; Budget for Next Steps					

Highlights: Development of multiple GIS applications for Water & Sewer to track hydrant flushing, valve exercising, main break locations– improved efficiency on field. Enterprise GIS for all city depts; Progress on GIS based inventory and GIS application for city depts (tree inventory, grass cutting dashboard); progress on Digital Work Order System; City Works PLL and AMS progressing. Quotes: "Fantastic group. Workflow, apps, and recent GIS tools are improving work immensely! Would like to see this team grow and give input in all depts".

STRATEGIC PILLAR

- Community Building and Placemaking
- Governance and Civic Engagement
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1	Complete or Complete and Ongoing
2	Nearing Completion
3	More Time or Budget Required
4	Significant Work Requirements Remain

Charlottetown Strategic Action 2023 - 2026

DEPARTMENT	ACTION	STATUS		25%	50%	75%	100%	Pillar
Economic, Tourism, and Cultural Development	2023 Canada Winter Games - Infrastructure	1	Complete					
	Signature Event Hosting – Enhance	1	Ongoing					
	Cultural Policy	1	Complete					
	Investment profile	1	Complete					
	Sport Tourism Strategy Renewal	1	Complete					
	Data Mining Practices	1	Ongoing					
	Public Art Policy Renewal	1	Complete					
	Roadmap to Reconciliation	2	Progress					
	Economic Development Strategy	1	Ongoing					

Highlights: 2023 Canada Winter Games; investment profile; Cultural Policy; Sports Tourism Strategy renewal; public art policy progress, progress on Roadmap to Reconciliation. Good news: Accolades for Charlottetown in the Maclean's Magazine, as well the Site Selection Magazine recognized the City as one of the top 20 Canadian locations to invest; and in 2024 Charlottetown jumped over 70 places in ranking, making it to number 54 in The Globe and Mail list of Most Livable Cities.

Finance	Paperless Accounting Plan	1	Ongoing; Next Steps Required					
	Procurement Bylaw [New Bylaw and Policy]	1	Complete					
	Procurement Officer	1	Complete					
	New Finance Software	2	Progress					
	Long Range Budget/Forecasting	2	Progress					
	Policy Review	3	Progress			Budget		

Highlights: Ongoing results and impact despite staffing shortages – all city departments rely on frequent support and advice from Departmental staff; procurement officer position; Procurement Bylaw; significant progress in advancing a new accounting software with plans to gain efficiencies in processing, reporting, and budget processes.

STRATEGIC PILLAR

	Community Building and Placemaking
	Governance and Civic Engagement
	Inclusive Economic Growth
	Infrastructure and the Environment

1	Complete or Complete and Ongoing
2	Nearing Completion
3	More Time or Budget Required
4	Significant Work Requirements Remain

Charlottetown Strategic Action 2023 - 2026

DEPARTMENT	ACTION	STATUS		25%	50%	75%	100%	Pillar
Public Works	5-Year Sidewalks – Capital Plan	1	Complete					
	Implement Sidewalk Plan (2024-2026)	1	Ongoing (completing year 3)					
	Beach Grove Road Culvert Replacement	1	Complete					
	Belvedere & St Peters Roundabout	1	Complete					
	Eastern Gateway Master Plan	1	Complete [CADC is Leading]					
	Eastern Gateway: Intersection (Phase 1 and 2)	1	Complete					
	Major Road Network Design RFP	1	Ongoing					
	North River Road Traffic Plan	1	Complete					
	University Avenue Transportation Master Plan	1	Complete					
	West Royalty Commercial Area Master Plan	1	Complete					
	Parking Strategy	2	Nearing Completion					
	Province House Master Plan	2	Ongoing [CADC is Leading]					

Highlights: Completed Eastern Gateway Master Plan and Eastern Gateway Phase 1 and 2. Completed traffic studies and implemented impactful traffic light synchronization; Completed the 5-year Sidewalk Capital Plan and completing implementation of year 3 of 3 in this planning cycle; Parking Strategy is nearing completion; Completed Beach Grove Road culvert replacement; Completed Belvedere & St Peters Roundabout; Completed Transportation Master Plans for University Avenue, West Royalty Commercial Area, and the North River Road Traffic Plan is nearing completion; Ongoing collaboration with CADC on the Province House Master Plan they are leading. Additional studies and plans have concluded, providing supporting guidance and a framework for considering the City's next four year strategic plans.

Water and Sewer Utility	Inflow Infiltration Reduction	1	Complete; Ongoing Priorities					
	Water Conservation	1	Complete; Ongoing Priorities					

Highlights: Ongoing inflow infiltration reduction; ongoing progress in water conservation; moved most remaining homes over to water meters early in this strategic plan cycle. Quotes: "Awarded Best Tasting Drinking Water in North America"; "no service disruption during Fiona"; "the department leads ongoing and important work in expanding wellfield protection areas".

STRATEGIC PILLAR

	Community Building and Placemaking
	Governance and Civic Engagement
	Inclusive Economic Growth
	Infrastructure and the Environment

1	Complete or Complete and Ongoing
2	Nearing Completion
3	More Time or Budget Required
4	Significant Work Requirements Remain

HIGHLIGHTS & IMPACT 2022-2026

Charlottetown 2022-2026

CHARLOTTETOWN


Welcome!
Welcome!
SIMMONS
Sports Centre




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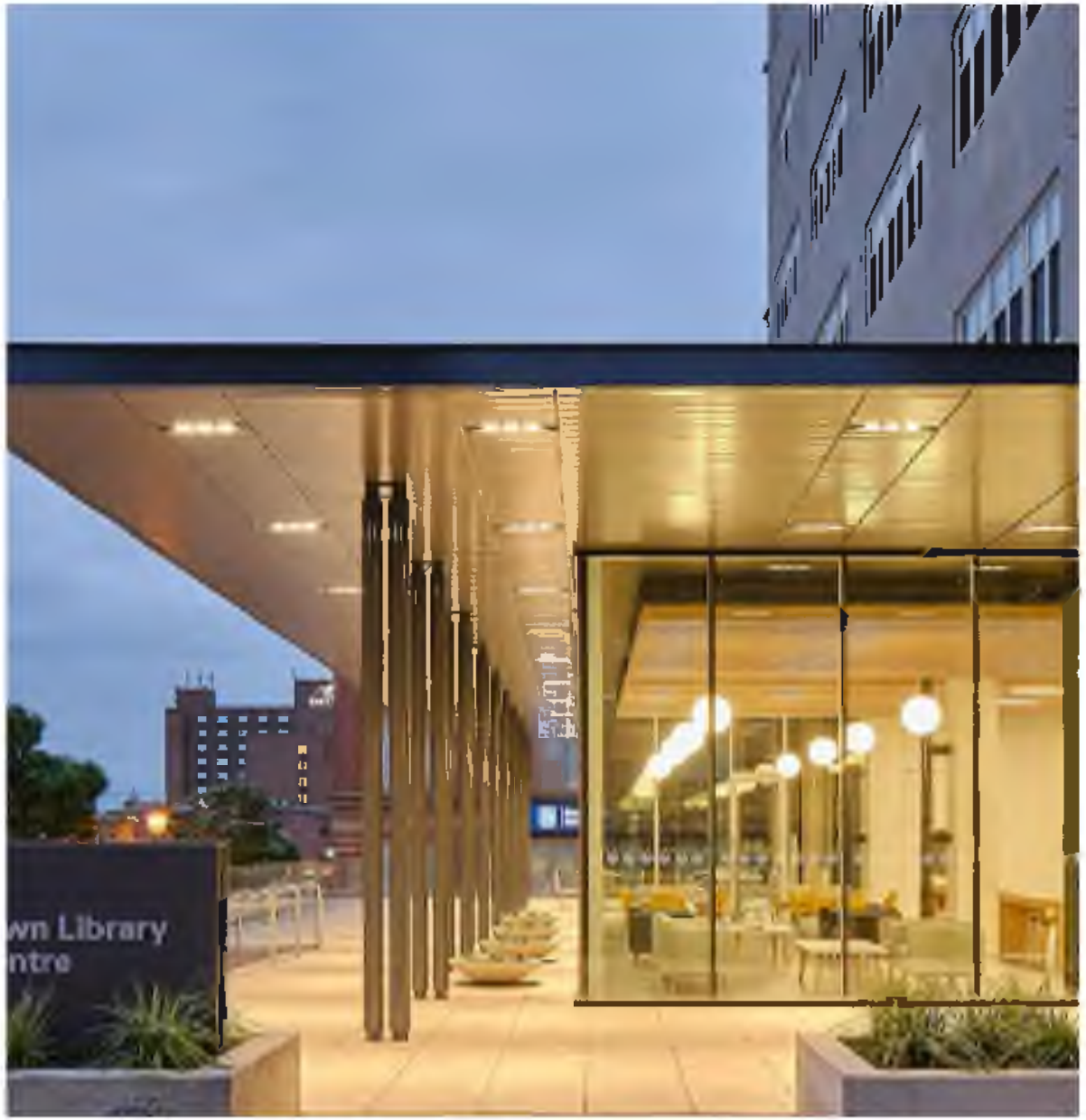
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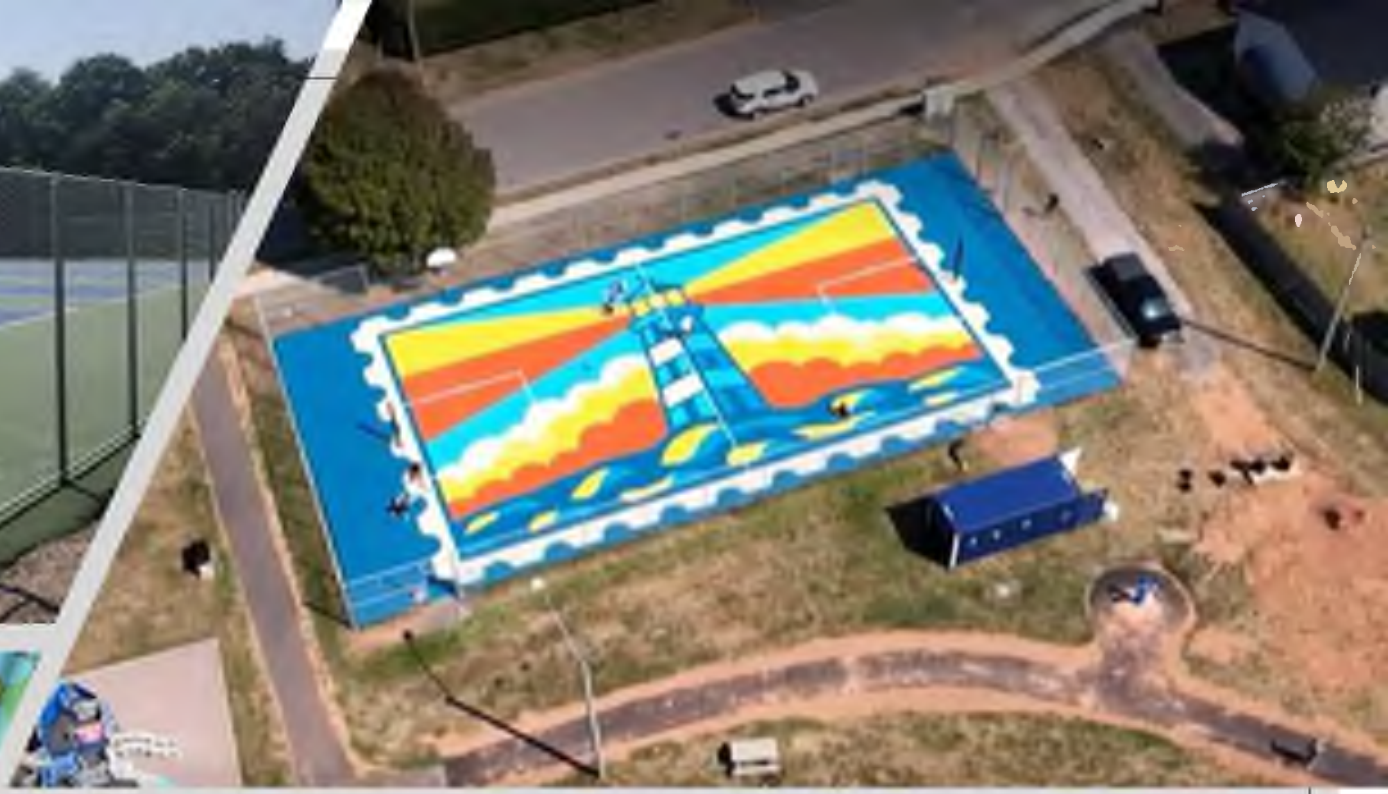


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POLICE








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References

Planning and Heritage:

Housing Needs Assessment 2025: https://www.charlottetownhall.ca/2025-housing-needs-assessment

Official Plan: https://www.charlottetownhall.ca/official-plan

Zoning and Development Bylaw: https://www.charlottetownhall.ca/zoning-and-development-bylaw-review

Finance:

Procurement Bylaw: https://www.charlottetown.ca/common/pages/GetFile.ashx?key=Xf5DAeEA

Administration:

Strategic Plan: https://www.charlottetownhall.ca/strategic-plan

Environment and Sustainability:

Climate Action Plan: https://www.charlottetownhall.ca/climateaction

Active Transportation Plan: https://www.charlottetownhall.ca/atplan

Public Works:

Eastern Gateway: https://www.charlottetownhall.ca/easterngateway

Parking Strategy: https://www.charlottetownhall.ca/parkingstrategy

North River Road Plan: https://www.charlottetownhall.ca/northriverroad

West Royalty Commercial Area Master Plan: https://www.charlottetownhall.ca/westroyaltymp

Belvedere Roundabout: https://www.charlottetownhall.ca/belvedere-roundabout

Parks and Recreation:

Simmons Sports Centre Replacement: https://www.charlottetownhall.ca/simmons

Economic, Tourism, and Cultural Development:

Cultural Policy: https://www.charlottetownhall.ca/cultural-policy

Cultural Policy (view): https://www.charlottetown.ca/events___initiatives/arts___culture/cultural_policy

Public Art Policy: https://www.charlottetownhall.ca/public-art

Public Art Policy (view): https://www.charlottetown.ca/common/pages/GetFile.ashx?key=ZjkPAZbH

Investment Profile/Data Mining: http://charlottetown.ca/invest

CHARLOTTETOWN

CHARLOTTETOWN

Concluding Strategic Plan 2022-2026

Melanie Bailey, Strategic Initiatives
City of Charlottetown

City of Charlottetown Committee Report

Report No: SPC&IC-2026-09-03-002

Date:
Sept. 3, 2026

Directed to Council through the following Committee:
Strategic Priorities, Communications and Intergovernmental Cooperation

Attachments:
- Innovation Task Force – September 2026 Update

Reporting Department:
Communications

Other Associated Departments:
Administration/Strategic Initiatives

Prepared by:
Jessica Bradley, Senior Communications Officer

Report Title:
Innovation Task Force – September 2026 Update

Report Purpose:
To provide the Strategic Priorities, Communications and Intergovernmental Cooperation Committee with an update on the work of the City's Innovation Task Force.

Staff Recommendation:
That Committee accept this report for information purposes.

Report Details:
Please see attached report.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
N/A

Strategic Alignment:
Governance and Civic Engagement

Reviewed By:

Manager	**Director/CAO**
J. Bradley, SCO – Sept 2, 2026	B. MacConnell, CAO – Sept 2, 2026

Committee Recommendation: (if differing from staff)

Innovation Task Force – September 2026 Update

Date: September 3, 2026
Prepared by: Jessica Bradley, Senior Communications Officer

Background

In September 2025, CAO Brad MacConnell established the City of Charlottetown's Innovation Task Force, a cross-departmental working group focused on improving how technology, data and business practices are aligned across the organization.

The Task Force brings together staff from across City departments to identify opportunities to modernize internal systems and processes, improve information sharing and collaboration, and make more effective use of technology and data. The overall objective is to support more efficient City operations and, ultimately, the delivery of high-quality services to residents.

The Task Force has identified several priority areas for its work:

- Finance system review and modernization;
- Staff guidance on AI usage;
- Cityworks implementation;
- City website redevelopment;
- Development of an employee recruitment strategy and expanded use of the City's human resources management system; and
- Development and refinement of departmental standard operating procedures (SOPs).

These priorities represent key areas of focus for the Task Force at this stage, alongside other initiatives and opportunities that continue to be identified and advanced across the organization.

Progress Over the Summer

The Task Force continued to advance its priority initiatives over the spring and summer months, with several projects reaching important milestones.

Finance System Review and Modernization

Work continued on a comprehensive review of the City's financial systems and processes. As part of this work, a survey was completed to gather staff feedback on existing financial processes, challenges and requirements for a future system.

The feedback identified a number of common themes, including a reliance on manual and paper-based processes and the use of multiple systems that do not always integrate effectively. Staff also identified opportunities for greater automation, staff training, improved access to financial information and more streamlined processes.

The survey results will help inform the City's assessment of its future financial system requirements and opportunities for modernization. This work remains ongoing.

An executive summary of the findings of the staff survey will be shared with Council and staff in the coming weeks.

Cityworks Implementation

Implementation of Cityworks, the City's new work-order and asset management system, continued over the summer. The system is initially being introduced through a pilot project with Water and Sewer operations.

The phased approach is allowing the City to focus on staff training, system adoption and the development of effective processes before moving to broader implementation. The project is intended to improve how work orders, service activities and infrastructure information are managed and tracked.

Protective Services Radio System

Implementation of the new radio system for the Charlottetown Fire Department and Charlottetown Police Services was completed over the summer. The system provides enhanced communications capabilities and creates opportunities for greater interoperability between the City's protective services.

With implementation complete, staff are exploring opportunities for joint training and enhanced communication between Charlottetown Fire Department and Charlottetown Police Services. Task Force representatives are also exploring options to repurpose existing City radio equipment to establish a low-cost, redundant backup communications system for City operations and community emergency response.

Responsible AI (artificial intelligence) Framework

In May, the Innovation Task Force convened more than 40 leaders from a variety of industries and sectors for a session titled *A Leadership Conversation on Digital Transformation & AI Integrations* at the Confederation Centre of the Arts. One of the key takeaways from the session was the need to prioritize a Responsible AI Usage Framework for staff and a comprehensive AI Usage Policy for the corporation.

Following this session, staff developed and completed a Responsible AI Framework to provide City employees with initial guidance on the appropriate and responsible use of generative artificial intelligence tools.

The framework establishes guiding principles and expectations for the use of generative AI, with a focus on privacy, information security, accuracy, transparency and appropriate human oversight. It will serve as an interim resource for employees while the City develops a more comprehensive AI Policy.

Planning is now underway for an organization-wide rollout of the Responsible AI Framework, including information and guidance to help employees understand and apply it in their day-to-day work.

Website Redevelopment

Preparatory work has continued on the redevelopment of the City's corporate website (www.charlottetown.ca). An RFP is currently being finalized as the next step in moving the project forward.

The redevelopment will provide an opportunity to review the City's online presence and how residents access municipal information and services.

Next Steps

The Innovation Task Force will continue to advance its priority initiatives through the fall. Upcoming work includes finalizing a draft employee recruitment strategy, continuing the finance system review and Cityworks implementation, and rolling out the Responsible AI Framework to City staff.

Staff are also researching options for external expertise to support the development and refinement of departmental SOPs and will continue preparations for the website redevelopment procurement process.

As these initiatives progress, the Task Force will continue to identify opportunities for greater coordination, modernization and efficiency across City operations.

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
September 8, 2026

The Parks, Recreation and Leisure Activities Committee met on August 18, 2026. The DRAFT minutes are included in your package.

There is one (1) resolution for Council's consideration.

The Seniors Engagement Committee met on June 4, 2026. The DRAFT minutes have been included in your package.

Respectfully submitted,
Councillor Kevin Ramsay, Chair

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE REGULAR MEETING – OPEN MEETING
Tuesday, August 18, 2026
12:00pm, Parkdale Room

Present:	**Councillor Kevin Ramsay, Chair**	**Mayor Philip Brown**
	Councillor Terry Bernard	**Councillor Bob Doiron (Called In)**
	Amy McQuillan, FM	**Richard MacEwen, DCS**
	Frank Quinn, PRM	**Christopher Drummond, PRAM**
	Deelle Hines, AA, Notetaker	
Regrets:	**Brad MacConnell, CAO**	

DRAFT

1. CALL TO ORDER
Chair Ramsay called the meeting to order at 12:00pm.

2. DECLARATIONS OF CONFLICT OF INTEREST
None.

3. APPROVAL OF AGENDA
Moved by Councillor Bernard and Seconded by Mayor Brown that the agenda for August 18, 2026, be approved.

CARRIED

4. ADOPTION OF MINUTES
Moved by Mayor Brown and Seconded by Councillor Bernard the minutes for July 6, 2026, be approved.

CARRIED

5. BUSINESS ARISING FROM MINUTES
a) Possible reconsideration of Curling Facility (request from ET&CD – July 29)
Councillor Bernard advised that the curling group has requested to make a presentation regarding a proposed curling facility in Charlottetown. The group would like to provide additional information on the need for the facility, potential regional use, available funding, and community support. It was noted that approximately $3 million in initial City funding may be required, with other funding sources contributing to the overall construction costs. It was mentioned that a presentation was made to Council in 2019 and the curling group began communication with the Town of Stratford. It was noted that circumstances have since changed and a curling facility is no longer anticipated to be part of Stratford's sports campus.

Councillor Bernard noted the broader need for sport and recreation infrastructure in Charlottetown and the potential regional demand for a curling facility. Chair Ramsay raised the timing of the project given the upcoming municipal election. It was clarified that a presentation would not represent a financial commitment by the City but would allow the Committee to consider new information before determining whether a recommendation should be made to Council. The PRM advised that the presentation should first come before the Parks, Recreation & Leisure Activities Committee. Any new information could then be included in an updated staff report and, if appropriate, forwarded to Council. Councillor Doiron

supported hearing the presentation and receiving any new information the group wished to provide.

It was agreed that representatives of the curling group be invited to make a presentation to the Parks, Recreation & Leisure Activities Committee. Staff will contact the group to arrange a presentation for September 2026.

6. REPORT

a) Commemorative Naming Request - Coop Sport Field

The PRAM provided an overview of a request to rename the Coop Sport Field in recognition of Alysha Corrigan, highlighting her accomplishments at the Pan American Games, Olympic Games and Women's Rugby World Cup. The request was submitted by MLA Carolyn Simpson to the Mayor's Office in January and was subsequently forwarded to Parks and Recreation. The completed commemorative naming application and letters of support were received on March 26, 2026. Staff reviewed the information provided, the Municipal Property Naming Policy and the Commemorative Naming Application Form. Staff advised that the Commemorative Naming Application Form states that "applications for people or person(s) will only be accepted after the people or person(s) have retired from activity or service that forms the basis of the request." As Ms. Corrigan continues to compete professionally, staff recommended that Council does not approve the renaming of Coop Sport Field in accordance with the Municipal Property Naming Policy (P-Admin-03).

Councillor Doiron and Mayor Brown supported considering an exception to the policy, noting Ms. Corrigan's accomplishments, the recognition she has brought to Charlottetown and PEI, and the positive impact on youth by recognizing an accomplished athlete.

The PRM clarified that staff must make recommendations in accordance with the approved policy. However, Council has the authority to make a different decision. Councillor Bernard requested clarification on the rationale for the retirement requirement. The PRM agreed to look into this requirement and to provide further information to committee and Council on this requirement.

Staff proposed bringing forward a resolution for Council's consideration to not approve the renaming of the Coop Sports Field commemorating Alysha Corrigan.

Moved by Councillor Doiron and Seconded by Mayor Brown that the Committee opposes staff's recommendation and that the Committee recommends to Council that the Coop Sport Field be renamed the Alysha Corrigan Field.

CARRIED

Discussion was held on the resolution that should be brought to Council, since there was an opposing view. Staff will obtain clarification on the resolution to be brought to Council. Since further clarification was requested, this information will be brought back to the committee before a resolution is brought to Council.

b) Rosemount Park Equipment Consideration

DRAFT

The Committee discussed potential additional infrastructure and equipment for Rosemount Park. Staff recommended surveying area residents to better understand current demographics and preferred amenities. The PRM noted that the park's size and configuration would be considered when determining suitable improvements.

Councillor Bernard asked if park equipment requests would normally be considered through the capital budget process. The PRM advised that while this is generally the case, Rosemount Park has limited equipment and is being considered more as a redevelopment, making community consultation appropriate. Staff also noted that playground equipment is typically selected to accommodate a broad range of ages, while considering demographics, accessibility and available space.

Mayor Brown asked about replacing the shade coverings at the Canadian Tire playground in Victoria Park. The PRM advised that previous coverings have been damaged by high winds and staff are exploring alternative options. Chair Ramsay emphasized the importance of shade at playgrounds.

It was agreed that staff would survey Rosemount Park residents, review potential improvements for consideration during the next capital budget process, and continue investigating suitable shade options for the Victoria Park playground.

c) Simmons Artificial Turf Field – Proposed Rental Fees

The PRAM presented proposed rental fees for the new Simmons artificial turf field. The PRAM explained that Council approval is required under the City of Charlottetown's Fees Bylaw to introduce the new fees. If approved, the fees would be added to Schedule C of the bylaw and could subsequently be reviewed annually along with other Parks and Recreation fees. The PRAM researched comparable fees in Cornwall, Stratford, Summerside, at UPEI and in municipalities in New Brunswick and Nova Scotia.

The proposed fee structure includes separate rates for adult users, minor sport organizations, schools, full-field rentals, half-field rentals and use of field lighting. Fees would be charged on an hourly basis. The PRAM explained that projected revenue estimates were based primarily on minor sport usage and assumed an operating season of approximately April 1 to November 15, with weekday availability from approximately 3:00pm to 11:00pm and weekend availability from approximately 8:00am to 11:00pm Maintenance costs are still being determined and that a maintenance budget is being developed.
Staff propose allocating a portion of turf revenue toward a sinking fund to assist with covering future capital turf replacement. It was noted that the turf will require replacement in approximately 12–15 years. Users of the facility should contribute toward its long-term future capital turf replacement

The FM explained that a formal sinking fund may not be the best accounting method. It was noted that from an accounting perspective, surplus revenues already flow to City reserves and that it may be administratively easier to track the field's revenues and expenses separately rather than transferring a set percentage into a dedicated fund. The FM and PRM will discuss this topic further and identify the most suitable option.

Mayor Brown requested clarification regarding the difference between the proposed artificial turf fees and existing natural grass field fees. The PRAM explained the fees noted in the report.

DRAFT

Moved by Mayor Brown and seconded by Councillor Bernard that the proposed rental fees for the Simmons Artificial Turf Field be forwarded to Council for approval.

CARRIED

d) Seniors Engagement Committee Minutes (June 4, 2026)

Mayor Brown acknowledged the work of the Seniors Engagement Committee and thanked members for their contribution to the community.

7. INTRODUCTION OF NEW BUSINESS

Chair Ramsay requested that the benches in the wooded area of Victoria Park be cleaned periodically due to debris from the trees.

Mayor Brown requested an update on the Towers Road Park area. The PRM advised that the area is being maintained and a pathway connection to the Confederation Trail has been completed. The area is intended to serve as a natural rest area rather than include playground equipment.

Mayor Brown advised that Little League Baseball may contact Parks and Recreation regarding an upcoming tournament. The PRM noted that the group can be directed to Program Coordinator, Tracy Stevenson, for facility bookings.

Councillor Doiron raised concerns about Charlottetown girls participating in AA female hockey having to travel outside the City for practices and games, noting the potential barriers for families. The PRAM explained that AA and AAA hockey for Charlottetown female players operate regionally through the Central Storm Association . While the City provides ice time to Central Storm, the association determines how it is allocated among teams, which may require players to travel to other communities east of Charlottetown for games and practices.

8. ADJOURNMENT OF PUBLIC SESSION

Moved by Councillor Doiron and Seconded by Councillor Bernard the meeting be adjourned at 1:08pm.

_____

Chair: Councillor Kevin Ramsay

DRAFT

City of Charlottetown Committee Report

Report No: PR-2026-14

Date: August 17, 2026

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities

Reporting Department:
Parks and Recreation

Other Associated Departments:

Prepared by:
Christopher Drummond, Assistant Manager

Attachments:
- Municipal Property Naming Policy (P-Admin-03)
- Commemorative Naming Application Form
- Letters of support from MLA Carolyn Simpson and Alysha Corrigan

Report Title:
Commemorative Naming Request – Coop Field

Report Purpose:
To bring forward a request for consideration to rename the Coop Field.

Staff Recommendation:
That Council does not approve the renaming of Coop Sport Field located in Queen Elizabeth Park in accordance with the Municipal Property Naming Policy (P-Admin-03). The policy advises that applications for people or persons will only be accepted after the people or person(s) have retired from activity of service that forms the basis of the request.

Report Details:
On January 14, 2026, a request was received by the Mayor's office from MLA Carolyn Simpson for the City of Charlottetown to consider renaming the Coop Field, located at the bottom of Queen Elizabeth Drive, after Alysha Corrigan. This request was forwarded by the Mayor's EA to the Parks and Recreation Department.

MLA Simpson was provided with the City's Municipal Property Naming Policy and accompanying Commemorative Naming Application Form. MLA Simpson was advised that in order to consider such a request that this form would need to be completed first.

On March 26, 2026, a second letter was received by the Mayor's Office from MLA Simpson and was forwarded to the Parks and Recreation Department. In this information package there was a letter of support from MLA Simpson, the completed Commemorative Naming Application Form, a letter of support from Alysha Corrigan supporting this initiative along with some other background information.

After careful review, Parks and Recreation staff acknowledge Ms. Corrigan's significant accomplishments and contributions to the sport of rugby. Her success in representing Canada at the Pan American Games, the Olympic Games, and the Women's Rugby World Cup, and earning silver medals at each of those events, is commendable. However, based on the criteria outlined in the Commemorative Naming Application Form which states that applications for people or persons will only be accepted after the people or person(s) have retired from activity of service that forms the basis of the request.

As a result, Parks and Recreation staff are not recommending that Coop Field be renamed Alysha Corrigan Field. Staff nevertheless recognize Ms. Corrigan's achievements as a source of pride for the community and extend appreciation for the opportunity to review this request.

Council or Committee History:
None

Financial Implications:
None

Public Engagement and Communication:
None

Legislative Authority:
MGA Part 5 – Municipal Administration

Strategic Alignment:
Governance and Civic Engagement / Infrastructure and the Environment

Reviewed By:

Manager FQ August 13, 2026	**CAO/Director** RDM August 14, 2026

Committee Recommendation: (if differing from staff): **Moved by Councillor Doiron and Seconded by Mayor Brown that the Committee opposes staff's recommendation and that the Committee recommends to Council that the Coop Sport Field be renamed the Alysha Corrigan Field.**

Discussion was held on the resolution that should be brought to Council, since there was an opposing view. Staff will obtain clarification on the resolution to be brought to Council. Since further clarification was requested, this information will be brought back to the committee before a resolution is brought to Council.

CITY OF CHARLOTTETOWN POLICY

Municipal Property Naming Policy

Policy Number: *P-Admin-03*

Originating Department: *Strategic Priorities, Communications, and Intergovernmental Co-operation*

Approved By*: City Council* ***Date of Approval:*** *March 27, 2023*

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1 Statement

1.1 The City of Charlottetown welcomes proposals for the naming of municipal properties, applied for many reasons including but not exclusively, for public identification, wayfinding, facilitating emergency access, ease of communication, commemorative naming recognition, corporate naming rights, promotion of civic images, historic reference and acknowledging traditions and tradition bearers.

1.2 Granting the right to name a City of Charlottetown property to an external party can provide a means of generating new revenues and alternative resources to assist in the construction, support and/or provision of City facilities and programs.
The following policy sets out a clear purpose and criteria to ensure that naming municipal property is carried out in an appropriate and consistent manner.

2. Objective and Purpose

2.1 The purpose of this policy is to establish guidelines for the naming of municipal property that is owned and operated by the City of Charlottetown.

a. Creates a systematic approach to soliciting, managing, and reporting on naming rights.
b. Provides guidance to those that have an interest in the naming of municipal properties.
c. Protects the reputation, integrity and aesthetic standards of the City of Charlottetown and its assets.
d. Ensures alignment with the City's programs and services.
e. Advances Council priorities and enhances public services.
f. Recognizes civic pride, diversity, inclusion, and the historic significance of the City of Charlottetown.

3. Scope

3.1 This policy is not applicable to philanthropic contributions, gifts, or donations in which no benefits are granted to the third party and where no business relationship exists**.**

3.2 For purposes of corporate consistency, this policy shall apply to all City Departments and those agencies, boards and commissions which are by law subject to the policies of City Council This policy shall not apply to boards of management for business improvement areas.

3.3 Naming rights arrangements that pre-date this policy is not subject to its terms.

3.4 Naming right proposals will be reviewed on a case-by-case basis.

3.5 Any naming rights proposal which varies from the requirements of this policy shall be approved by Council.

3.6 Certain City properties such as City Hall, as determined by Council, are not available for naming rights proposals.

4. Definitions

4.1 For the purposes of this policy, the following definitions apply:

a. *"Administrative name"* refers to an asset name which is based on a locational reference i.e., Hillsborough Park Community Centre.

b. "*Broker*" refers to an external agency responsible for assessing the naming rights value of City properties and negotiating with the potential naming rights holder on the City's behalf.

c. "*Commemorative naming* "means an asset (or portion of the asset) name which commemorates a person or group of persons without return consideration. (i.e., Joseph A. Ghiz Memorial Park), tradition or tradition bearers (i.e., Acadian Forest), historical event (i.e., Confederation Landing), a topographical feature, and native flora or fauna.

d. "*Corporate Naming Rights*" means a mutually beneficial business arrangement wherein an organization provides goods, services or financial support to the City in return for access to the commercial and/or marketing potential associated with the public display of the organization's name on a City property for a finite period.

e. "*Individual Naming Rights*" means the naming of City property in return for a financial or in-kind contribution from an individual or their estate. Typically, such support is given to enhance the community and to help sustain the property in question for a negotiated period of time.

f. "*Naming Rights Holder*" means the party which has been awarded the Naming Rights opportunity.

g. "*Property*" refers to City assets which are owned and operated by the City, including, but not limited to events, services, programs, activities, real property, facilities, intellectual property, parks, features (e.g. rooms, ice pads, bridges, playgrounds, etc.), and other assets, but not including streets and roads.

h. "*Sponsorship*" is a mutually beneficial business arrangement wherein an external party, whether for profit or otherwise, provides cash and/or in-kind services to the City in return for commercial advantage. This payback may take the form of publicity, promotional consideration, merchandising opportunities, etc. Because of these marketing benefits, a sponsorship does not qualify for a tax receipt.

i. *"Tradition"* is a set of customs, practices or stories that is typically passed down from generation to generation.

j. *"Tradition -Bearers*" are individuals who carry the tradition of a group of people through their art, customs and words.

5. Principles

5.1 General
Properties with names of historic or community significance would be considered for renaming only in exceptional circumstances and only after consultation with the local Councillor and the community. All renaming requires City Council approval.

5.2 The cost and impact of changing existing signage, rebuilding community recognition, and updating records must be considered before a property is renamed.

5.3 Charitable tax receipts shall be issued only in accordance with the Income Tax Act and the policies of the Canada Revenue Agency.

5.4 The City shall retain ownership and control over any named property.

5.5 Subject to the agreement, the naming must not impair in any way the City's ability to manage the property.

5.6 The City will consider all naming proposals but does not have an obligation to accept any. The City reserves the right to refuse any proposal, including, but not limited to, those submitted by third parties whose activities are perceived by the recipient division to be incompatible with the City's goals, values, or mission.

5.7 The City is not required to seek out competing bids when a corporate naming opportunity is initiated by a third party.

5.8 Unsolicited naming offers may only be recommended where, in the view of the recipient department, the benefits to the City are commensurate with the value of the naming right.

5.9 All naming right agreements shall be confirmed by written contract containing terms and conditions satisfactory to the recipient division, in consultation with the Legal Counsel.

5.10 All naming right agreements shall be reported and are subject to Council approval.

5.11 All funds generated by naming rights agreements shall be allocated to the general fund for the City, whereby the proceeds received may be applied to the property itself or

designated for another use within the Corporation. Revenues generated through naming rights shall not reduce the respective Departmental budget.

5.12 Every naming right agreement shall conform to all applicable federal and provincial statutes, and to all applicable City of Charlottetown bylaws, policies, contracts and practices.

5.13 While the physical display of the naming right shall be negotiated or decided upon on an individual basis, such recognition must not unduly detract from the character, integrity, aesthetic quality or safety of the property or unreasonably interfere with its enjoyment or use.

5.14 The naming rights opportunity must not confer a personal benefit to any particular City employee or City official.

5.15 The City does not endorse the products, services, or ideas of any naming right holder.

5.16 At its sole discretion, the City reserves the right to terminate the naming right prior to the scheduled termination date, without refund of consideration, should it feel it is necessary to do so to avoid the City being brought into disrepute.

5.17 The sale of a naming right must not result in incremental net costs to the City.

6 Individual Naming Rights

6.1 All individual naming rights must be for a fixed term, not exceeding the useful life of the property. Every such agreement shall include a sunset clause specifying the duration of the naming opportunity. Individual naming rights may be subject to renewal on mutual agreement.

7 Corporate Naming Rights

7.1 Parties that are disqualified from doing business with the City are not eligible for naming right opportunities.

7.2 The benefits to the naming rights holder are limited to those expressly stated in the naming rights agreement.

7.3 No form of indemnification will be provided to any naming rights holder without the express approval of the City’s Legal counsel.

7.4 Naming rights may only be transferred or assigned by a naming rights holder with the consent of the City. Where a company changes its name, the naming rights may, with the consent of the City and at the expense of the naming rights holder, be modified to reflect the new name.

7.5 All corporate naming agreements must be for a fixed term, not exceeding the useful life of the property. Every corporate agreement shall have a sunset clause specifying the

duration of the naming opportunity. Such agreements cannot be extended or automatically renewed without Council approval.

7.6 Naming rights holders are prohibited from implying that their products, services, or ideas are sanctioned by the City.

7.7 The naming right must not result in, or be perceived to result in, any competitive advantage, benefit or preferential treatment for the naming rights holder, outside of the agreement.

7.8 There shall be no actual or implied obligation for the City to purchase the product or services of the naming rights holder.

7.9 In considering a naming rights proposal, Departments may, at their discretion, utilize additional criteria beyond those noted in this policy and may assess fees for the purposes of cost recovery.

8. **Procedures**

8.1 General

8.1 Issues regarding the interpretation or application of this policy are to be referred to The Records Management Clerk.

8.2 In accordance with the Council Code of Conduct, and the principles and criteria contained in this policy, the solicitation, negotiation and administration of naming rights are to be conducted by authorized City staff only.

8.3 All naming rights must be evaluated for compliance with this policy. Departments are responsible for ensuring that all naming rights holders and executed agreements comply with this policy and that staff abide by the provisions of this policy.

8.4 The local Councillor is to be advised immediately with respect to ward-specific naming right opportunities.

8.5 All naming rights agreements will be in the form of a legal contract. For such sponsorships, the recipient division shall consult with the Legal Counsel regarding appropriate terms and conditions and consider inclusion of the following provisions:

i. A description of the contractual relationship, specifying the exact nature of the agreement;
ii. The term of the agreement;
iii. Renewal options, if permitted;
iv. The value of the consideration and, in the case of in-kind contributions, the method of assessment;
v. The payment schedule;
vi. Rights and benefits;
vii. Release, indemnification and early termination clauses as appropriate;
viii. Insurance clauses;

ix. Confidentiality terms;
x. A statement acknowledging that the sponsorship may be subject to provisions of Freedom of Information and Protection of Privacy Act; and
xi. A statement that all parties are aware of, and agree to comply with, the provisions of this policy.

Copies of all naming rights agreements are to be retained for audit purposes in accordance with the normal retention policy of the City.

8.6 The terms and conditions contained within a naming rights agreement are to be approved by the Department Head or a designate. If the agreement involves more than one division, approval will be obtained from the Heads (designates) of each division involved.

8.7 The relevant Department(s) is responsible for preparing and presenting a report for Council on the content of the negotiated naming rights agreement. Upon Council approval, the Mayor and CAO shall execute the agreement.

8.8 It is the responsibility of the recipient division to ensure that the respective parties are adhering to the terms of the agreement.'

9. Commemorative Naming

9.1 Where the naming of a municipal property, park, parts of a park, facility, or parts of a facility is being requested, at least one of the following criteria shall apply:

a. The nominated individual shall have demonstrated excellence, courage or exceptional service to the citizens of the City of Charlottetown, the Province of Prince Edward Island and/or Canada.

b. The nominated individual shall have exemplified the values of the City of Charlottetown respecting diversity, inclusion, and equity.

c. An individual may be recognized for a significant financial contribution to a park or facility, where that contribution significantly benefits the community that the park or facility serves.

d. The nominated name has historical significance to the City of Charlottetown, Province of PEI, or Canada.

9.2 *Single Use - A* commemorative name should only be used once.

9.3 All unsolicited naming or renaming requests shall be made in writing. *Commemorative Naming Application Form (Appendix A)*

9.4 Such requests are to be referred to the relevant Department Head (or designate)

9.5 As part of its due diligence, prior to proceeding with a commemorative naming consideration, the receiving Department is responsible for consulting with relevant stakeholders, including ward residents, where necessary, and for carrying out due diligence on the appropriateness of the application.

9.6 In considering a commemorative naming request, Departments may, at their discretion, utilize additional criteria beyond those noted in this policy and may assess fees for the purposes of cost recovery.

9.7 If a commemorative naming offer is not accepted, the proponent shall be advised as to the reasons in writing.

9.8 The City, at its sole discretion, reserves the right to terminate a commemorative name should it be deemed necessary to do so, to maintain the values and principles of the City Corporation.

10 Soliciting Naming Rights

10.1 General

Subject to this policy, City Departments are free to solicit and negotiate naming rights.

For commercial naming rights opportunities, a competitive process such as a Request for Proposal is generally recommended to secure a broker with the requisite experience and expertise to identify, evaluate and negotiate with corporations.

11 Related Policies/Documents

City of Charlottetown Road Naming Guidelines June 15, 2009
City of Charlottetown Memorial Bench Program Policy January 1, 2021
City of Charlottetown Procurement Policy 2023
Naming Rights Valuation Study (2022)

Contact Information

Administration
PO Box 98, 199 Queen Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2

APPENDIX 'A'

CHARLOTTETOWN

Commemorative Naming Application Form

Name (Individual or Organization):	Phone:
Carolyn Simpson	902-368-4330
Address: (street number, street, city/community, province, postal code)	**Alternate Phone:**
Hon. George Coles Building, 178 Richmond St, PO Box 2890, Charlottetown, PE, C1A 8C5	

Email:	Requested name:
cesimpsonmla@assembly.pe.ca	Alysha Corrigan

Applicable Criteria (please select at least one)

✓	Individual(s) who have demonstrated excellence, courage, or exceptional service to the citizens of the City of Charlottetown, the Province of Prince Edward Island and/or Canada
	Requested name is historically significant to the development of the City of Charlottetown, the Province of Prince Edward Island and/or Canada
	Individual(s) who have an extraordinary community service record
	Requested name recognizes the flora and fauna of the local area
	Individual(s) who have risked his/her life to save or protect others
	Requested name reflects the history and or culture of Charlottetown's culturally diverse communities
	Requested name recognizes geographical or topographical features of the area
	Requested name reflects or represents traditions and or tradition bearers

* please note that applications for people or persons will only be accepted after the people or person(s) have retired from activity of service that forms the basis of the request.

Please include the following information as part of your application:

1. Background information: Reason for request and/or description of the feature
2. Biography (where applicable): date of birth/death, place of birth, contributions, achievements, or other relevant information

   And at least one of the following items:

   Articles, newspaper clippings, awards, citations, letters of local support from neighborhood groups or organizations, and/or written support from Municipal Councillor, MLA or MP.

3. If the name being requested is that of a person, the nominator must have family representative's written permission, or if unavailable, written community support

Preferred Use of Name:

	Building		Specific space in building		Park
	Park feature (i.e., spray pool)	✓	Sports Field		Other

Preferred location for requested name:	Coop Field
Indicate community or neighborhood name:	Spring Park
Renaming request – current name:	Alysha Corrigan Field

Freedom of Information and Protection of Privacy Act Statement
In accordance with Section 15 of the Prince Edward Island Freedom of Information and Protection of Privacy Act, the personal information collected in this application form will only be used and disclosed by City of Charlottetown staff for the purposes as outlined in the Act.

Applicant's Signature Carolyn Simpson Date March 26, 2026.

Please send your completed application form to:
City of Charlottetown
PO Box 98
Charlottetown, PE C1A 7K2
Attn: Records Management Clerk

For additional information:
902.629.4124
tmclean@charlottetown.ca

Prince Edward Island | Île-du-Prince-Édouard
Legislative Assembly | Assemblée législative

Official Opposition Office
PO Box 2890, Charlottetown PE
Canada C1A 8C5

Bureau de l'opposition officielle
C.P. 2890, Charlottetown PE
Canada C1A 8C5

January 14, 2026

Mayor Phillip Brown
City Of Charlottetown
PO Box 98
Charlottetown, PE
C1A 7K2

Re: Recognition of Alysha Corrigan by Re-Naming Co-Op Field

Dear Mayor Brown,

I am writing to you with an interest in working together to recognize one of Charlottetown's most accomplished athletes.

During the fall sitting of the Legislative Assembly, I made a statement acknowledging the achievements of Island athletes. I drew specific attention and formally recognized the athletic achievements of Alysha Corrigan. Alysha's journey from local school sports to competing on the world rugby stage has brought great pride to both Charlottetown and Prince Edward Island. Her accomplishments continue to inspire young Islanders, particularly those involved in community and school-based sport.

As a young athlete, Alysha spent a significant amount of time training at the Co-op Field, located off Queen Elizabeth Drive. This space played a crucial role in her development as an athlete, and it holds significant connections to her early sporting years in our community.

I would welcome the opportunity to learn more about the City's process of recognizing individuals in this way, and to discuss whether renaming the Co-op Field in Alysha Corrigan's honour could be considered as part of that process. I believe this would be a meaningful way to celebrate her legacy while highlighting the role that City-owned community spaces play in supporting Island athletes.

Thank you for your time and consideration. I would be pleased to meet at your convenience and look forward to discussing this further.

Sincerely,

Carolyn Simpson

Carolyn Simpson, MLA
Charlottetown–Hillsborough Park

cc: Brad MacConnell, Chief Administrative Officer

Enclosed - Member Statement
Alysha Corrigan Athletic Background

Member Statement: Achievement of Island Athletes
November 14, 2025
Carolyn Simpson

I rise today to celebrate an extraordinary year for Island athletes, a year that reminds us just how far talent, hard work, dedication, and community spirit can take you.

PEI shines in so many sports. This year's Canada Summer Games saw Team PEI send its largest delegation ever, bringing home medals in swimming, wrestling, and track and field. A special shout-out to my niece's daughter, Hannah Bradley Crosby, who participated for the first time in swimming.

In addition, the UPEI Panthers won bronze in women's field hockey, their first medal at the nationals, and their coach, Lacey MacLauchlan, was named U Sports Field Hockey Coach of the Year for 2025. As well, the Charlottetown Gaudet's Auto Body Islanders captured the Canadian Senior Men's Baseball Championship, becoming the first ever team from PEI to do so.

These are just a few examples of the many achievements of athletes from across PEI who continue to make Islanders proud.

Leading that success, and on the world stage, is Charlottetown's very own Alysha Corrigan. From beginning her rugby career at Charlottetown Rural to starring for the UPEI Panthers, and now playing professionally in the United Kingdom, Alysha has become one of Canada's brightest rugby talents. Alysha made history as part of Team Canada's first ever silver medal winning team in women's rugby at the 2024 Paris Olympics.

Just this fall, she helped lead Canada to another silver at the 2025 Women's Rugby World Cup in England where Team Canada went undefeated until the final match. It was an incredible journey that inspired pride across our country, and most especially, right here at home. Well done, Alysha. Alysha's success has encouraged so many young Islanders to dream big and play bold.

To recognize her remarkable achievements and the inspiration she continues to bring, I'll be putting forward a motion to name a field in her honour and create a lasting reminder of what incredible talent and Island pride can do.

Alysha Corrigan

Full Name: Alysha Corrigan
Date of Birth: January 25, 1997
Place of Birth: Charlottetown, Prince Edward Island

Alysha Corrigan is one of Prince Edward Island's most accomplished athletes and a leading figure in Canadian women's rugby. Raised in Charlottetown, her athletic journey reflects the importance of local schools, community sport, and City-owned recreation spaces in developing elite talent.

Early Years and Introduction to Rugby

Alysha Corrigan began playing rugby in Grade 11 at Charlottetown Rural High School, after being introduced to the sport by her older sister. Despite starting later than many elite athletes, she quickly distinguished herself through her work ethic, athleticism, and game awareness.

During her formative years, Alysha spent significant time training at the Co-op Field, located off Queen Elizabeth Drive. This field played an important role in her early development and remains closely connected to her athletic roots in Charlottetown.

In addition to rugby, Alysha represented Team PEI in ringette at the 2015 Canada Games, demonstrating her versatility and commitment to high-performance sport.

University and U SPORTS Career

University of Prince Edward Island (UPEI)

Alysha joined the UPEI Panthers rugby program during the 2014–2015 academic years. Over four seasons with the Panthers, she emerged as a standout player and offensive leader, finishing her final season as the team's leading scorer.

Acadia University

She later completed a fifth year of U SPORTS eligibility at Acadia University, where she finished second in conference scoring and continued to excel at the national level.

U SPORTS Recognition

Across her university career, Alysha earned:

- **Three U SPORTS Second-Team All-Canadian selections**
- **UPEI Female Athlete of the Year (shared)**

Club Rugby and Provincial Representation

At the club level, Alysha played for the Charlottetown Rugby Football Club, a pioneering women's program that won its league in its first two undefeated seasons.

She has also represented both Prince Edward Island and Nova Scotia at the provincial level, consistently demonstrating leadership and competitive excellence.

International Career: Team Canada

Senior Women's National Team Debut (2018)

Alysha made her debut for Canada's Senior Women's Rugby Team in 2018, earning her first cap on the wing against Scotland. She later transitioned to outside-centre, where she has continued to contribute at the international level.

Major International Achievements

- **2022 Women's Rugby World Cup**
  - Player of the Match in Canada's victory over the United States
- **2023 Pan American Games**
  - Silver Medal
- **2024 Paris Olympic Games (Rugby Sevens)**
  - Silver Medal
  - Best-ever finish for Canada's women's rugby sevens team
- **2025 Women's Rugby World Cup**
  - Silver Medal
  - Team Canada remained undefeated until the final match

Professional Career

Saracens Women (England)

Alysha signed with Saracens Women in 2021, competing in the Premiership Women's Rugby (PWR), the top professional women's league in England. She returned to Saracens in 2025, signing a new contract and continuing to compete at the highest level of club rugby.

Awards and Recognition

In recognition of her outstanding achievements, Alysha Corrigan has received several major honours, including:

- **2024 Lieutenant Governor's Award** - Prince Edward Island's Top Athlete
- **Senior Female Athlete of the Year** - 51st Sport PEI Amateur Sport Awards

Community Impact and Legacy

Alysha Corrigan's career stands as a powerful example of what is possible when local schools, community clubs, and public sport infrastructure work together to support young athletes. Her journey from Charlottetown Rural High School, through UPEI, and onto the international rugby stage continues to inspire young Islanders to pursue sport, set ambitious goals, and represent their communities with pride.

Recognizing Alysha's achievements also highlights the importance of community spaces such as the Co-op Field in supporting athletic development and fostering the next generation of Island athletes.

Timeline

Year	Achievement / Team	Notes
2014-2015	Joined UPEI Panthers rugby program	Also competed in 2015 Canada Games with Team PEI ringette
2018	Canada senior women's national team debut	Debuted on the wing against Scotland
2018-2019	Played for Acadia University	Finished second in conference scoring
2021	Signed with Saracens Women	
2022	Women's Rugby World Cup debut	Player of the match honors in Canada's win over the United States
2023	Silver medal at Pan American Games	
2024	Silver medal at Paris Olympic Games	Best-ever finish for Canadian women's rugby sevens team
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2025	Signed new deal with Saracens	

Prince Edward Island
Legislative Assembly

Official Opposition Office
PO Box 2890, Charlottetown PE
Canada C1A 8C5

Île-du-Prince-Édouard
Assemblée législative

Bureau de l'opposition officielle
C.P. 2890, Charlottetown PE
Canada C1A 8C5

March 26, 2026

Jackie McKinnon, Executive Assistant – Mayor & Council
City of Charlottetown
199 Queen Street
PO Box 98
Charlottetown, PE C1A 7K2

Re: Recognition of Alysha Corrigan by Commemorative Re-Naming Co-Op Field

To whom it may concern,

I am writing to provide a letter of support to accompany a commemorative naming application submitted to the City of Charlottetown, in accordance with the Municipal Property Naming Policy.

During the 2025 fall sitting of the Legislative Assembly, I made a statement formally recognizing the athletic achievements of Alysha Corrigan. Alysha was born and raised in Charlottetown and has become one of Prince Edward Island's most accomplished athletes, representing Canada with distinction on the international rugby stage. Her journey from local school and community sport to elite competition has brought pride to our city and continues to inspire young Islanders, particularly those involved in community and school-based sport.

As a young athlete, Alysha spent a significant amount of time training at the Co-op Field, located off Queen Elizabeth Drive, which is owned and maintained by the City of Charlottetown. This field played an important role in her early athletic development and holds strong connections to her formative sporting years within the community.

Recognizing Alysha Corrigan through a commemorative naming would be a fitting way to acknowledge her achievements and the pride she has brought to Charlottetown. It would also highlight the important role City-owned community spaces play in supporting young athletes as they develop and pursue their goals.

..../2

I understand that commemorative naming typically happens once someone has retired. I am asking for an exception in this case. The Canadian Rugby Team worked tirelessly to fundraise in order to attend the Olympics and other elite class events. Bringing awareness to female sport, in my opinion, is needed.

I appreciate the City's established process for considering commemorative naming requests and offer this letter in support of that process. Thank you for your time and consideration of this application.

Sincerely,

Carolyn Simpson, MLA
Charlottetown–Hillsborough Park

cc: Councillor John McAleer, Chair of the Standing Committee on Finance, Audit, Tendering & Administration.
Councillor Kevin Ramsay, Chair of the Standing Committee of Parks, Recreation and Leisure Activities

Enclosure: 3 documents

Alysha Corrigan
85 Heather Avenue
Charlottetown, PEI
C1A 8H3
March 16, 2026

Carolyn Simpson, MLA
Hon. George Coles Building
175 Richmond Street,
Charlottetown, PE C1A 1H8

Re: Alysha Corrigan Permission for Commemorative Naming Application

Dear Ms. Simpson,

I am writing as a follow up to your interest in submitting a commemorative naming application to the City of Charlottetown in honor of my athletic success.

I am deeply humbled by your leadership on this initiative and by the possibility of having one of my home playing grounds named in my honour. As you know, this field is home to the Charlottetown Rugby and Football Club and holds a special place in the Island's rugby community.

The vision of the PEI Rugby Union is to grow rugby as a sport of choice on Prince Edward Island by inspiring and developing athletes. I would be proud to know that my journey, as a 2024 Olympic silver medalist and 2025 Rugby World Cup silver medalist, will elevate this vision, and inspire young athletes to believe that anything is possible.

As was widely discussed throughout the Olympic cycle, Canadian rugby remains an underfunded elite sport. Opportunities such as this proposed commemorative property naming, help raise awareness, intention, and focus at the grassroots level, creating an essential step toward building stronger support and influencing change nationally.

Please accept this letter as confirmation that I support the application and its submission under the City's Municipal Property Naming Policy.

Thank you for your continued support.

Sincerely,

Alysha Corrigan

Alysha Corrigan

Alysha Corrigan

Full Name: Alysha Corrigan
Date of Birth: January 25, 1997
Place of Birth: Charlottetown, Prince Edward Island

Alysha Corrigan is one of Prince Edward Island's most accomplished athletes and a leading figure in Canadian women's rugby. Raised in Charlottetown, her athletic journey reflects the importance of local schools, community sport, and City-owned recreation spaces in developing elite talent.

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Recognizing Alysha's achievements also highlights the importance of community spaces such as the Co-op Field in supporting athletic development and fostering the next generation of Island athletes.

Timeline

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2021	Signed with Saracens Women	
2022	Women's Rugby World Cup debut	Player of the match honors in Canada's win over the United States
2023	Silver medal at Pan American Games	
2024	Silver medal at Paris Olympic Games	Best-ever finish for Canadian women's rugby sevens team
2025	Competed in Women's Rugby World Cup	Team Canada reached the finals
2025	Signed new deal with Saracens	

City of Charlottetown Committee Report

Report No: PR-2026-15

Date: August 17, 2026

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities

Attachments:

Reporting Department:
Parks and Recreation

Other Associated Departments:

Prepared by:
Christopher Drummond, Assistant Manager

Report Title:
Rosemount Park Equipment Consideration

Report Purpose:
Respond to a request made by Councillor Beck to consider installing additional recreation infrastructure and playground equipment in Rosemount Park.

Staff Recommendation:
That Parks and Recreation staff undertake a neighborhood survey to see what additional equipment/infrastructure the residents in the area might like to see within this park. Staff will compile the survey results and bring forward a request for funding during the 2027-28 Capital Budget Process for Councial consideration.

Report Details:
On April 14, 2026, Councillor Beck made a request at the regular meeting of council for Parks and Recreation staff to consider adding additional infrastructure to Rosemount Park. Councillor Beck noted that there is currently a swing set in the park and he was aware that the City of Charlottetown was salvaging the rink boards from CARI (MacLauchlan Arena A). He specifically asked if Rosemount Park could be considered as a location for a multi-sport facility.

The Chair of the PRLA Committee mentioned that in years past there was an outdoor rink in that park. The rink base was constructed of compacted snow and then weather permitting the rink was flooded by Parks and Recreation Staff. In recent years, the winter weather has not allowed the department to maintain snow based outdoor rinks. For the past 3 winters, the City has maintained 5-city owned multi-sport facilities as outdoor rinks. The City also partners with the Winsloe Lions Club to help maintain their multi-sport facility by flooding and conditioning the outdoor skating surface.

Parks and Recreation staff will consider new infrastructure for Rosemount Park and are recommending surveying the residents to gain feedback on what they would like to see in the park space. Staff will then assess the survey results and determine what may fit into the park. Capital dollars would then need to be allocated in the future.

Council or Committee History:
Regular Meeting of Council – April 14, 2026
Regular Meeting of Council – July 7, 2026

Financial Implications:
None

Public Engagement and Communication:
Neighborhood surveys to be distributed in the area to gather interest in park amenities.

Legislative Authority:
MGA Part 4 – Municipal Government

Strategic Alignment:
Community – Building and Placemaking / Governance and Civic Engagement / Infrastructure and the Environment

Reviewed By:

Manager FQ August 13, 2026	**CAO/Director** RDM August 14, 2026

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Parks, Recreation and Leisure Activities #1

MOTION CARRIED _____

MOTION LOST _____

Date: September 8, 2026

Moved by Councillor Kevin Ramsay

Seconded by Councillor Terry Bernard

RESOLVED:

That the City of Charlottetown Parks and Recreation proposed fees for the Simmons Artificial Turf Field, effective September 9, 2026, be approved,

And further that Schedule 'C' as part of the City of Charlottetown Fee Bylaw be updated to reflect these new fees.

City of Charlottetown Committee Report

Report No: PR-2026-16

Date: August 17, 2026

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities Committee

Reporting Department:
Parks and Recreation

Other Associated Departments:

Prepared by:
Christopher Drummond – Assistant Manager

Attachments:

- Attached Proposed Fees for the Simmons Artificial Turf Field / Projected Revenue
- Regional Rate Comparison
- Fees Bylaw #2018-18

Report Title:
2026-27 Proposed Simmons Artificial Turf Field Rental Rates

Report Purpose:
To bring forward the proposed fees for the city's new multi-sport artificial turf field located next to the Simmons Sports Centre.

Staff Recommendation:
Staff recommend that Council approves the proposed fees for the Simmons Artificial Turf Field.

Report Details:
The Simmons Artificial Turf field is currently under construction with an anticipated opening date for mid to late October. Staff have conducted an analysis of other regional turf fields in New Brunswick and Nova Scotia along with UPEI, Summerside, Starford and Cornwall. The proposed fees for the 2026-27 season are comparable to other field turf rates.

A portion of the revenue collected from the artificial turf field will be allocated to a sinking fund which gradually over time will help to cover future capital expenses associated with the turf field.

The City of Charlottetown adopted an amended fees bylaw in December of 2021 which enables City Council to establish and require payment of fees for business licenses, inspections, parking, recreation, and matters for the purpose of raising revenue. These new fees, if approved, will be added to the Schedule C of the Parks and Recreation fees in the bylaw document.

If supported by Council the proposed fee/rate increases would become effective September 9, 2026.

Council or Committee History:
The establishment of fees and or fee increases are proposed annually for Council consideration during the budget process.

Financial Implications:
A portion of the revenue collected from the artificial turf field will be allocated to a sinking fund which gradually over time will help to cover future capital expenses associated with the turf field.

Public Engagement and Communication:
All fees will be posted on the City's website and on the rental request forms. All potential users will be advised of the approved fees as well.

Legislative Authority:
MGA – Part 6 Financial Matters; Division 2 Raising of Revenue / MGA – Part 7 Municipal Jurisdiction / Fees Bylaw #2018-18

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

Reviewed By:

Manager FQ August 13, 2026	**CAO/Director** RDM August 14, 2026

Committee Recommendation: (if differing from staff)

Simmons Artificial Turf Field Fees 2026 - 2027

2026 / 2027

Simmons Artificial Turf Field	Base	HST	Total
Adult Sport - Full Field / hr	$60.87	$9.13	$70.00
Adult Sport - 1/2 Field / hr	$47.83	$7.17	$55.00
Minor Sport - Full Field / hr	$47.83	$7.17	$55.00
Minor Sport - 1/2 Field / hr	$30.43	$4.57	$35.00
School Rate - Full Field / hr	$34.78	$5.22	$40.00
School Rate - 1/2 Field / hr	$21.74	$3.26	$25.00
Lights / hr (All Users)	$15.65	$2.35	$18.00

Simmons Artificial Turf Field Fees 2026 - 2027

2026 / 2027

Simmons Artificial Turf Field	Base	HST	Total
Adult Sport - Full Field / hr	$60.87	$9.13	$70.00
Adult Sport - 1/2 Field / hr	$47.83	$7.17	$55.00
Minor Sport - Full Field / hr	$47.83	$7.17	$55.00
Minor Sport - 1/2 Field / hr	$30.43	$4.57	$35.00
School Rate - Full Field / hr	$34.78	$5.22	$40.00
School Rate - 1/2 Field / hr	$21.74	$3.26	$25.00
Lights / hr (All Users)	$15.65	$2.35	$18.00

2027 TURF FIELD ESTIMATED REVENUE FORECAST

Start date	End date	Hourly rate	Utilization
Apr 1, 2027	Nov 15, 2027	$47.83	100%

Month	Period Start	Period End	Weekdays	Weekend Days	Available Hours	Rate / Hour	Revenue
Apr 2027	Apr 1	Apr 30	22	8	296	$47.83	$14,157.68
May 2027	May 1	May 31	21	10	318	$47.83	$15,209.94
Jun 2027	Jun 1	Jun 30	22	8	296	$47.83	$14,157.68
Jul 2027	Jul 1	Jul 31	22	9	311	$47.83	$14,875.13
Aug 2027	Aug 1	Aug 31	22	9	311	$47.83	$14,875.13
Sep 2027	Sep 1	Sep 30	22	8	296	$47.83	$14,157.68
Oct 2027	Oct 1	Oct 31	21	10	318	$47.83	$15,209.94
Nov 2027	Nov 1	Nov 15	11	4	148	$47.83	$7,078.84
TOTAL SEASON			**163**	**66**	**2,294**		**$109,722.02**
AVERAGE / MONTH					**287**		**$13,715.25**

At full booking, the field provides 2,294 available hours from Apr 1 to Nov 15, 2027, generating $109,722.02 before HST. Average monthly revenue across the eight calendar-month periods is $13,715.25.

2027 LIGHTING ESTIMATED REVENUE FORECAST

Light rate	Start rule	Closing time	Location
$15.65	30 minutes before sunset	11:00 PM	Charlottetown, PE

Month	Light Hours	Light Revenue
Apr 2027	104.85	$1,640.90
May 2027	88.23	$1,380.85
Jun 2027	72.67	$1,137.23
Jul 2027	78.07	$1,221.74
Aug 2027	98.30	$1,538.40
Sep 2027	123.20	$1,928.08
Oct 2027	157.38	$2,463.05
Nov 2027	94.28	$1,475.53
TOTAL SEASON	**816.98**	**$12,785.79**
AVERAGE / MONTH	**102.12**	**$1,598.22**

Starting the lights 30 minutes before sunset adds 817.0 billable light hours and $12,785.79 in lighting revenue before HST at full utilization.

REGIONAL TURF FIELD RATE COMPARISON

Publicly available hourly rates found as of August 14, 2026; tax-inclusive totals are calculated using current provincial HST rates.

Location	Facility / field type	Hourly category	Base / Hour	HST Rate	HST / Hour	Total / Hour	Other Info
Charlottetown, PE	UPEI Outdoor Artificial Turf Field	Standard hourly rental	$94.00	15%	$14.10	$108.10	
Cornwall, PE	Terry Fox Sports Complex turf	Regular rental	$60.00	15%	$9.00	$69.00	
Cornwall, PE	Terry Fox Sports Complex turf	Cornwall minor sports Residents	$15.00	15%	$2.25	$17.25	
Cornwall, PE	Terry Fox Sports Complex turf	Cornwall minor sports Non Residents	$20.00	15%	$3.00	$23.00	
Cornwall, PE	Terry Fox Sports Complex turf	Cornwall minor sports After Allocated Hrs	$25.00	15%	$3.75	$28.75	
Summerside, PE	Summerside Multipurpose Dome	Full indoor turf	$203.96	15%	$30.59	$234.55	
Summerside, PE	Summerside Multipurpose Dome	Half indoor turf	$137.81	15%	$20.67	$158.48	
Summerside, PE	Outdoor Turf Field	Private Rental	$25.00	15%	$3.75	$28.75	
Summerside, PE	Outdoor Turf Field	Minor Sports Teams	$0.00	15%	$0.00	$0.00	
Stratford, PE	Norton Diamond Soccer Complex	Prime — Full field	$160.87	15%	$24.13	$185.00	
Stratford, PE	Norton Diamond Soccer Complex	Prime — Half field	$108.70	15%	$16.30	$125.00	
Stratford, PE	Norton Diamond Soccer Complex	Non-prime — Full field	$121.74	15%	$18.26	$140.00	
Stratford, PE	Norton Diamond Soccer Complex	Non-prime — Half field	$86.96	15%	$13.04	$100.00	
Stratford, PE	Norton Diamond Soccer Complex	Split time — Full field	$141.30	15%	$21.20	$162.50	
Stratford, PE	Norton Diamond Soccer Complex	Split time — Half field	$97.83	15%	$14.67	$112.50	
Halifax, NS	All-weather field	Prime — Youth	$48.39	14%	$6.77	$55.16	
Halifax, NS	All-weather field	Prime — Adult	$80.65	14%	$11.29	$91.94	
Halifax, NS	All-weather field	Prime — Corporate	$80.65	14%	$11.29	$91.94	
Halifax, NS	All-weather field	Non-prime — Youth	$32.26	14%	$4.52	$36.78	
Halifax, NS	All-weather field	Non-prime — Adult	$48.39	14%	$6.77	$55.16	
Halifax, NS	All-weather field	Non-prime — Corporate	$80.65	14%	$11.29	$91.94	
Moncton, NB	Rocky Stone / municipal turf fields	Current hourly categories	$63.48	15%	$9.52	$73.00	

CITY OF CHARLOTTETOWN

FEES BYLAW

BYLAW # 2018-18

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 "Fees Bylaw."

2. Purpose

2.1 To enable the Council of the City of Charlottetown to, by bylaw, establish and require the payment of fees for business licenses, inspections, parking, recreation, and other matters for the purpose of raising revenues.

3. Authority

3.1. Subclause 162(1)(a)(i) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables municipalities to, by bylaw, impose requirements, establish fees, and establish a process for the collection of fees.

4. Application

4.1. This bylaw enables the authority for Council to establish fees and charges for the provision of goods and services and applies to any person on which a fee or charge is imposed under this bylaw

4.2. These fees are set out in the Schedules attached to this bylaw and form part of the bylaw.

5. Definitions

5.1. "Act" means the *Municipal Government Act*.

5.2. "Chief Administrative Officer" (CAO) means the administrative head of a municipality as appointed by Council under subsection 86(2)(c) of the *Municipal Government Act*.

5.3. "City" means the City of Charlottetown.

5.4. "Council" means the Mayor and other Members of the Council of the City.

5.5. "Councillor" means a Member of Council other than the Mayor.

5.6. "Lien" means an encumbrance or charge on a property to secure the debt owed by the property owner to the City of Charlottetown.

5.7. "License" means a permit from the City of Charlottetown to own or use something or to do a particular thing.

5.8. “Local improvement charge” means a fixed annual charge levied against real property for a specific period by the City of Charlottetown which contributes to capital costs of local improvements such as sewer and water upgrades, for example.

6. Establishment of Fees

6.1. The City of Charlottetown hereby establishes fees to be charged for inspections, parking, recreation, and other matters, in accordance with the Act.

6.2. The City of Charlottetown may charge fees that are higher for persons or businesses that do not reside or maintain a place of business in the City (clause 182(c)(ii) of the Act), where so outlined in the Schedules attached to this bylaw.

6.3. Council may revise fees at any time by resolution, in accordance with section 135 of the Act, and shall ensure that the relevant Schedules of this bylaw are updated.

6.4. The fees set out in the Schedules of this bylaw are subject to the Harmonized Sales Tax (HST) where applicable.

6.5. In addition to the fees established in this bylaw, the City of Charlottetown may also establish fees in other bylaws where those fees are specifically related to the matter addressed in that bylaw.

7. Collection of Fees

7.1. The City of Charlottetown may take into revenue deposits and investments, any charges for the operation of a service or municipal utility under the control of Council and any other funds the City may acquire pursuant to this bylaw or any other bylaw establishing fees, in accordance with section 162 of the Act.

7.2. The fees and charges set out in the Schedules of this bylaw shall come into force and effect on the date of passage, unless otherwise specified.

7.3. All fees charged in accordance with this bylaw are owing at the time of the service, or as otherwise outlined in the Schedules of this bylaw.

7.4. The fees listed in the Schedules of this bylaw are in addition to any costs incurred by the City of Charlottetown, which costs may be payable in addition to the fees set out in this bylaw.

7.5. Pursuant to subsection 142(2), the City of Charlottetown may by resolution cancel or write off any arrears of fees, penalties, or interest charges that are prescribed by bylaw or specified in a resolution that, in the opinion of Council, are no longer collectable from the person, institution, association, group, or body that is liable to pay them.

8. Penalties

8.1. The City of Charlottetown, may, in accordance with subsection 162(3) of the Act, refuse to issue or renew any license or authorization under this bylaw, or under the Act or

another Act, to issue or renew to a person who has failed to pay charges, fees, fines, or penalties established in the Schedules of this bylaw, including any accrued interest.

9. Effective Date

9.1. This Fees Bylaw #2018-18, shall be effective on the date of approval and adoption noted below.

First Reading:

This Fees Bylaw, #2018-18, was read a first time and approved by a majority of members present at the Council meeting held on the _____ day of _____, 2018

Second Reading:

This Fees Bylaw, #2018-18, was read a second time and approved by a majority of members present at the Council meeting held on the _____day of _____, 2018

Approval and Adoption by Council:

This Fees Bylaw, #2018-18, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Witness the corporate seal of the City.

_____ _____

Mayor **Chief Administrative Officer**

This Fees Bylaw #2018-18 adopted by the Council of the City of Charlottetown on _____ day of _____, 2018 is certified to be a true copy.

_____ _____

Chief Administrative Officer **Date**

*"This document is an office consolidation of this Bylaw (**amending bylaw adopted 06-December-2021)** It is intended for information and reference purposes only. This document is not the official version of the Bylaw. Where accuracy is critical, please consult official sources. If you find any errors or omissions in this consolidation, please contact the Records Management Clerk"*

Schedule A

This Schedule forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.

Type of Fees	Fee Structure	Fees Due
1. Mobile Vendor Fees	As set in the Street Vendors Bylaw	As set in the Street Vendors Bylaw
2. Dog Licensing Fees	Spayed/Neutered $15 Un-spayed/Un-neutered $25	At time of license purchase
3. Administration Fees Photocopying <u>Black and White</u> 8.5 x 11 / 8.5 x 14 paper 8.5 x 11 / 8.5 x 14 paper 11” x 17” paper 11” x 17” paper Color 8.5 x 11 / 8.5 x 14 paper 8.5 x 11 / 8.5 x 14 paper 11” x 17” paper 11” x 17” paper	 $0.25 per page – single sided $0.50 per page – double sided $0.50 per page – single sided $1.00 per page – double sided $1.00 per page – single sided $1.50 per page – double sided $2.00 per page – single sided $2.50 per page – double sided	At time of service
4. Parking Meter Rental	$10 per day	Prior to required date

Schedule B – Public Works

This Schedule forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.

Type of Fees	Fee Structure	Fees Due
1. Rentals for Contractors/For Profit Groups	Barricades - $5.00 per barricade/day Traffic Cones - $2.00 per traffic cone/day Deposit for Barricades/Traffic Cones – 50% of total rental cost Deposit for Event Fencing: $10 per day/section	Prior to date required
2. Deposits for City Residence/Non Profit Groups	Barricades - $5.00 /Barricade Traffic Cones - $2/Traffic Cone Event Fencing - $10/section	Prior to date required
3. Street Access	$150.00 Processing fee for the application for an approval of modifications to existing accesses and the creation of new accesses to public streets in the City of Charlottetown.	Prior to date required

Schedule C – Parks & Recreation

This Schedule forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.

All fees are HST applicable

Baseball & Softball Fields

	ADULT	MINOR	
Class A+ Field	$41.50	$30.00	per use based on 2 ½ hour time slot
Class A Fields	$283.50	$113.50	per field for one use per week for the season
Class B Fields	$225.25	$113.50	per field for one use per week for the season
Class C Fields	$201.25	$113.50	per field for one use per week for the season
One time booking	$36.00	$24.00	per field based on 2-hour time slot
Light Usage fee	$18.00	N/C	per hour at all sites

Tournament Fees:

ADULT	MINOR	
$101	$41.50	for one day booking (one diamond)
$142.00	$65.50	for a two day booking (one diamond)
$248.75	$101.50	for a two day booking (2 diamonds)
$366.75	$130.50	for a two day booking (3 to 4 diamonds)

Multi-purpose Fields: (Soccer, Football, Rugby)

	ADULT	MINOR	
Class A Fields	$283.50	$113.50	per field for one use per week for the season
Class B Fields	$283.50	$113.50	per field for one use per week for the season
Class C Fields	$236.00	$113.50	per field for one use per week for the season
One time booking	$36.00	$24.00	per field based on 2 hour use

Tournament Fees:

ADULT	MINOR	
$101	$41.50	for one field / day
$142.00	$65.50	for two fields / day
$212.75	$89.00	for three fields / day

Tennis Court / Pickleball Court Rental:

$1.45 per court/hr

Simmons Pool:

Daily rate / per person - $1.74
Lane Rental - $20 per lane / per hr
Birthday package - $90 – includes 1hr in the pool & 1.5 hrs in the Community Room

Schedule C – Parks & Recreation - continued

Arenas –	**Cody Banks:**	**Simmons**
Adult Prime	$184.35/hr	$226.09/hr
Adult Non-Prime	$157.39/hr	$179.13/hr
Minor Sport Prime	$157.39/hr	$179.13/hr
Minor Sport Non-Prime	$124.35/hr	$124.35/hr
Schools	$65.22/hr	$65.22/hr
Noon Hour Rate	$108.70/hr	$108.70/hr
Dry Floor – Minor Sport	$30.43/hr	$39.31/hr
Dry Floor – Adult Rate	$52.17/hr	$69.57/hr
Arena Signage Yearly	$391.30	$956.52/hr
Zamboni Sponsorship	$3,500/year	$7,500/year

Community Centres*:

Gym Rental	$47.83/hr
Room Rental	$34.78/hr
	$104.35 – 4hrs
	$208.70 – 8 hrs

*A refundable cash damage deposit may be applicable

Monthly Contract Rates	$3,182.61/month

City Park Rental:

Minimal Permit Fee: $30.00 (Fee required upon confirmation of event)

Rental Fee Structure for "Private for Profit" Groups:

Number of Participants at Event	Rental Fee (per day/per event)
Under 250	$105.00
251 – 500	$157.50
501 – 1000	$262.50
1001 and over	$525.00

Victoria Park Cultural Pavilion:

$60.00/day

Direct Delivery Programs:

Pre-school, Youth/Teen, Adult/Seniors Program fees are available in the current Parks & Recreation Program Brochure available at City Hall and online at www.charlottetown.ca.

All fees are approved by Council.

Schedule 'D' – Planning & Heritage Department – Schedule of Fees

ALL fees are collected at the time of application submission.

Permit fees for late filing of a permit or starting construction without a permit will result in doubling of the fees charged.

Any work carried out on a Heritage building or property before a permit is issued will result in the regular permit fees being charged.

In the event an applicant requests a refund resulting from cancelling a development application or building permit, the refund will be based upon the amount of work undertaken to date to process the request. Once a building permit is issued, no refund will be provided and once a Planning report is prepared for a planning application, no refund will be provided. A refund will be provided up to 75% of the fee for processing a development application or building permit depending upon the stage of review that has been undertaken up to the date of the request for refund.

Permit Type	**Fees (no HST)**	**Comments**
Residential (New or Renovations)	$5.50 per $1,000 *(minimum of $50)*	*One or two-unit dwellings **Residential buildings with 3 or more dwelling units are regarded as commercial developments*
Residential Development Deposit	$1,500	
Commercial-Industrial-Institutional-Multi-Unit Residential dwellings (New or Renovations)	*$7.00 per $1,000 *$8.00 per $1,000 *$9.00 per $1,000 *(minimum of $50 for all phases)*	Phase I of Permit Phase II of Permit Phase III of Permit
Commercial-Industrial-Institutional-Multi-Unit Residential dwellings Development Deposit	$4,000	
Building Inspection Follow-up Fee	$100 *(per follow up)*	For every additional inspection request beyond required inspection
Occupancy Permits	No Fee	
Secondary Suite Registration	$100	
Secondary Suite Registration Renewal	$50	
Demolition Permits	$50	
Demolition Deposit	$500	
Moving Permits	*$100 *$400	(not requiring police escort) (loads exceeding 4.27 metres in width)
Signage Permits	$8.00 per $1,000 *(minimum of $50)*	
Short-Term Rental Licensing Fee	$175	

Schedule 'D' – Planning & Heritage Department – Schedule of Fees – continued

Permit Type	Fees (no HST)	Comments
Rezoning	$2000	Fee per Property Identification Number (PID)
Official Plan Amendment	$ 1500	Fee per Property Identification Number (PID)
Rezoning including an Official Plan Amendment	$3500	Fee per Property Identification Number (PID)
Variances – Minor	$300 for first variance	($50 for each additional variance)
Variances – Major	$400 for first variance	($50 for each additional variance)
Subdivisions Subdivision (Lot Consolidation)	$200 $100	*Up to and including 3 lots *Additional $40 per lot over three
New Agreements: -Subdivision Roads and Services Agreement -Other Agreements (Development Agreement, Encroachment Agreement, etc.)	 $900 $600	
Amending an Existing Agreement	$500	
Decks, accessory buildings, pools	$50	
Permit Renewals	$50	
Development Permits	$100	
Basic Zoning Inquiries	$100	
Comprehensive Zoning Inquiry	$200	*Includes liquor license
Legal Research Fee	$100 per hour	(Minimum of one hour)
Heritage Research Fee	$0	
Copies of Requested Reports	Actual cost	
Cash-in-lieu of Parking	$6,000 per parking space	
Design Review Applications	$400	
Design Reviewer Fees	$2,500	
Heritage Board Applications	No fee	
Heritage Resource Buildings		No permit fees for exterior work on existing building; Interior work – regular permit fees apply
Buildings in the 500 Lot Area that are not Heritage Resources		Regular permit fees apply
Telecommunication Tower Application	$3,000	

Schedule E - Water & Sewer Utility

2026 Water and Sewer Rates

	2026 Annual Flat Rate
Water & Sanitary Sewerage Service	$ 782.75
Water Service	$ 259.09
Sewer Service	$ 523.66

Application: The following rates and charges apply to metered services provided to customers within the City of Charlottetown

Water & Sanitary Sewerage Service

Meter Size	Demand Charge Daily	Monthly	Bi-Monthly	Quarterly	Commodity Charge
16 mm	1.088	32.648	65.297	97.945	$1.551 per cubic meter
19 mm	1.624	48.727	97.455	146.182	
25 mm	2.696	80.885	161.770	242.655	
37 mm	5.376	161.279	322.559	483.838	
50 mm	8.592	257.753	515.505	773.258	
75 mm	17.167	515.015	1,030.030	1,545.044	
100 mm	26.814	804.435	1,608.869	2,413.304	
150 mm	53.613	1,608.378	3,216.757	4,825.135	
200 mm	96.490	2,894.689	5,789.377	8,684.066	

Water Service

Meter Size	Daily	Monthly	Bi-Monthly	Quarterly	
16 mm	0.401	12.031	24.061	36.092	$0.455 per cubic meter
19 mm	0.593	17.801	35.601	53.402	
25 mm	0.978	29.341	58.681	88.022	
37 mm	1.940	58.191	116.382	174.572	
50 mm	3.094	92.811	185.622	278.433	
75 mm	6.171	185.131	370.262	555.393	
100 mm	9.633	288.991	577.983	866.974	
150 mm	19.250	577.492	1,154.984	1,732.476	
200 mm	34.636	1,039.093	2,078.186	3,117.279	

Sewer Service

Meter Size	Daily	Monthly	Bi-Monthly	Quarterly	
16 mm	0.687	20.618	41.235	61.853	$1.096 per cubic meter
19 mm	1.031	30.927	61.853	92.780	
25 mm	1.718	51.544	103.089	154.633	
37 mm	3.436	103.089	206.177	309.266	
50 mm	5.498	164.942	329.884	494.826	
75 mm	10.996	329.884	659.767	989.651	
100 mm	17.181	515.443	1,030.887	1,546.330	
150 mm	34.363	1,030.887	2,061.773	3,092.660	
200 mm	61.853	1,855.596	3,711.192	5,566.787	

Minimum Bill: The minimum bill is the demand charge.

Surcharges for water or sewer service outside city limits: 25%

Annual Fire Protection Charge: $ 1,359,671.59

Effective Date: April 1, 2026

Schedule E - Water & Sewer Utility – Continued

	2026 Rate	Tax
Sewer service charges	$ 50.00	U-EXEMPT
Faucet Aerator	$ 2.00	U-HST-15
Collection Fee	$ 60.00	U-EXEMPT
Meter Installation	$ 75.00	U-HST-15
Sewer Turn On Fee	$ 30.00	U-EXEMPT
Property Transfer Service Fee	$ 50.00	U-EXEMPT
Rain Barrel	$ 65.00	U-HST-15
Remove water meter	$ 60.00	U-HST-15
Showerhead	$ 5.00	U-HST-15
Water turn on fee	$ 75.00	U-HST-15
Water Conservation Kit	$ 10.00	U-HST-15
CALLOUT	$ 200.00	U-HST-15
INSPECTION	$ 75.00	U-EXEMPT
Cheque Returned NSF	$ 30.00	U-EXEMPT
CPCP Septage Receiving ($/m3)	$ 18.85	U-HST-15
Wastewater Treatment Fees ($/m3)	$ 0.593	U-HST-15
Water Off and On for Repairs	$ 75.00	U-EXEMPT
Meter Installation Incentive $/Quarter	$ 250.00	U-EXEMPT
Hourly Labour Rates for Utility work orders	$ 50.00	plus HST where applicable
Hourly City Backhoe	$ 55.00	plus HST where applicable
Materials	$ Cost plus 10%	plus HST where applicable
Equipment Rentals	$ Cost plus 10%	plus HST where applicable

Schedule F – Structure for Parking Fees

Permit Type	Fees including HST	Comments
Parking Meters	$1.50 hour	At time of service
Parkades: Queen, Pownal, and Fitzroy	Monthly Rate $115 Daily Rate $8.75 Hourly Rate $1.25	At time of service
Electric Vehicle Parking Meter Locations	$3.00/hour Mon-Fri, 9AM-6PM $2.00/hour Evenings & Weekends	At time of service
Electric Vehicle Parking Facility Locations	$2.00/hour for first 3 hours $4.00/hour thereafter Note - Parking rates need to be paid in addition to electric vehicle charging rates	At time of service
Electric Vehicle Unmetered Locations	$1.00/hour for first hour $2.00/hour thereafter	At time of service

SCHEDULE REVISION DATES:

Schedule 'D' - Planning & Heritage Fees - revised by resolution of Council 25-Apr-2022
Schedule 'A' - Utility Fees - revised by resolution of Council 13-Jun-2022
Schedule 'C' - Parks & Rec. Fees - revised by resolution of Council (Operational Budget) 31-Mar-2023
Schedule 'D' – Planning & Heritage Fees (Design Reviewer) revised and effective following a resolution of Council on 24-Jul-2023
Schedule 'D' – Planning & Heritage Fees (STR Licensing Fee) established by resolution of Council 10-Oct-2023
Schedule 'F' – Parking Fees (EV Charging Fees) – revised by resolution of Council 13-Aug-2024
Schedules 'A','B','C','E' revised & Schedule 'F' added by resolution of Council 08-Oct-2024
Schedule 'C' – Parks & Rec. Fees – revised by resolution of Council 31-Mar-2025
Schedule 'E' – Water & Sewer Utility Rates – revised by resolution of Council 31-Mar-2025
Schedule 'C' – Parks & Recreation Fees – rates incorporated during the Mar 2025 budget process were approved by resolution of Council 14-Oct-2025.
Schedules 'C' & 'E' (Parks & Rec and Water & Sewer Fees) – revised by resolution of Council 31-Mar-2026

Seniors Engagement Committee
June 4, 2026 at 12:15 PM
Sherwood Room – City Hall

Present:	Jacinta Campbell Darlene Hughes Diane Smith (Note Taker) Jay Nogler Joanne Ings
Also Present:	Breanna MacDonald, APC
Regrets:	Bruce MacIssac

1. Call To Order
Meeting called to order at 12:15 by Joanne Ings, Co-Chair.

2. Declarations of Conflict Of Interest
None

3. Approval of Agenda
Approved by Diane Smith.

4. Adoption of Minutes
Adopted by Darlene Hughes and seconded by Joanne Ings.

5. Business Arising from the Minutes

6. Introduction of New Business

The Committee discussed the $50,000 New Horizon funding from the Federal Government. In the past, activities were organized at the four senior's home under the Active Seniors Happy Hearts program. The question was asked if we could widen the program to include more people. We hope to build on the successes of the current program.

The Committee received a presentation from Brenda Norman of KOZroot Community Empowerment Projects, accompanied by her assistant, Mary Clare, regarding the Senior Home Independence Program (SHIP) pilot project. Brenda provided an overview of the initiative, which she indicated is intended to support seniors in remaining independent in their homes through individualized assistance and supports. The presentation referenced the pilot program beginning July 1, 2026; however, it was noted that services had already commenced at the time

of the presentation. Brenda also referenced government funding and discussions with government representatives.

Many questions were raised by Committee members regarding the proposed model, including hiring and screening practices, worker training, privacy, liability, boundaries of support provided, and safeguards for vulnerable seniors. Discussion included questions regarding supports such as online banking assistance and personal care, as well as the oversight and policies required when providing in-home services. The Committee thanked Brenda and Mary Clare for their presentation.

9. Adjournment of Public Session

Meeting adjourned at 1:25 p.m. by Jacinta Campbell – Carried

WATER AND SEWER UTILITY COMMITTEE
REPORT TO COUNCIL
SEPTEMBER 8, 2026

The Water and Sewer Utility Committee met on August 16, 2026 and those minutes are in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Bob Doiron, Chair

Water & Sewer Utility Committee
Wednesday, August 16, 2026
Parkdale Room – City Hall, 199 Queen Street
12:00PM

DRAFT

Present: Councillor Bob Doiron, Chair
Councillor Justin Muttart, Vice-Chair
Councillor John McAleer, Member at Large
Brad MacConnell, Chief Administrative Officer
Richard MacEwen, Director of Community Services
Joshua McInnis, Water & Sewer Utility Manager
Pauline Gass, Acting Operations Clerk II

Regrets: Mayor Philip Brown, Member at Large

1. Call to Order

Councillor Bob Doiron, Chair called the meeting to order at 12:00pm.

2. Approval of Agenda

It was moved by Justion Muttart and seconded by Councillor John McAleer that the agenda be approved as presented. Carried.

3. Declarations of conflict of interest

There were no conflicts declared.

4. Adoption of Minutes

It was moved by Justin Muttart and seconded by Councillor John McAleer that the minutes of June 26, 2026, be approved. Carried.

5. Business arising from Minutes

There was no business arising from the minutes.

6. Reports/Discussions

a. Global Navigation Satellite System (GNSS) Facility Agreement

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 serval hosts, or operators, on an annual subscription basis.

…/2

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 make tremendous financial sense. Annual expense for approximately $15 in electricity usage.

b. Fibre Optic Project Update

Joshua McInnis, Water & Sewer Utility Manager gave brief update on what has been happening on the Fibre Optic Project, from July 2, 2026 to August 17, 2026, there were several significant discussions and effort expended, internally, regarding the fibre optic project and how to best move forward, unfortunately there has been little physical work completed since the last Committee meeting.

7. Introduction to New Business

No additional new business was introduced.

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 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:
> Topics: Fibre Optic Project – Contract Discussion

9. Adjournment

It was moved by Councillor John MacAleer and seconded by Councillor Justin Muttart to adjourn the meeting.

Meeting adjourned at 1:18PM

Resolution passed at the Special Meeting of Council on August 25, 2026

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: WSC 26-26

Date: August 19, 2026

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

Attachments:
- N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Fibre Optic Project Update

Report Purpose:
To inform Committee of the status of the Fibre Optic project.

Staff Recommendation:
For Informational Purposes

Report Details:
Below is a point form listing of events / correspondence regarding the fibre optic project from Jul 2nd, 2026 to the current date. There has been significant discussion and effort expended, internally, regarding the fibre optic project and how to best move forward, unfortunately there has been little physical work completed since the last Committee meeting.

July 2, 2026 Nazmi Lawen – Coles Associates had spoken with Rodney Murray – WM&M following the internal City meeting, phone conversation followed up with email correspondence July 3, 2026. WM&M was advised of the conditional acceptance of the fibre optic repairs quotations and completion of the outstanding project requirements were stressed. The quotation included repairs at Mount Edward Road, Malpeque Road and Water Street; conditions included:

1. The City will provide an advance payment equal to 50% of the repair value to facilitate the procurement of materials and the commencement of the work.
2. Prior to the release of the advance payment, WM&M shall reinstate or provide satisfactory performance bonding and shall maintain such bonding in full force and effect until all work has been completed to the satisfaction of the City.
3. Insurance: WM&M to maintain the insurance coverage specified in the original contract throughout the completion of the work.
4. The scope of work shall include, at a minimum:
    - Completion of all fibre optic repairs at **All** locations, including the three identified locations;
    - Meeting with City staff to review the fibre optic network architecture and network communication protocols;
    - Installation of all remaining network equipment within the City buildings as identified in the contract;
    - Activation, testing, and commissioning of the fibre optic network; and
    - Demonstration and verification that the completed system is fully operational, performs in accordance with the project requirements, and is capable of delivering the intended functionality and operational benefits.
5. All work shall be completed in accordance with the schedule previously provided by WM&M, with Substantial Completion to be achieved no later than **September 30, 2026.**
6. Final payment shall be subject to satisfactory completion of the work, successful testing and commissioning, and acceptance by the City.

July 10, 2026 Daniel Mullen – UCC had responded to Coles Associates correspondence of July 3, 2026 accepting the conditions outlined above but proposing a Substantial Completion Date of **October 31, 2026** and that payment of the repair quotation be made to UCC directly. Coles Associates had informed UCC that the City has a contract with WM&M and that contractual elements and payments will be administered through them.

July 14, 2026 Daniel Mullen – UCC Provides comments / proposed amendments to City for review. Comments were stand alone document and not integrated into full agreement as requested.

July 15, 2026 Cox & Palmer had re-sent the latest version of the IRU to UCC to have the previously mentioned comments / amendments input into one comprehensive document.

July 17, 2026 Rodney Murray – WM&M had replied re- the July 3 correspondence from Coles Associates accepting the City conditions on repairs and outstanding works to be completed. In this correspondence WM&M proposed a Substantial Completion Date of **November 30, 2026.**

July 22, 2026 Nazmi Lawen – Coles Associates replies to Rodney Murray – WM&M re- City accepting proposal for repair work and schedule to complete outstanding project works. Changes to original conditions included: $100,000 Performance Bond and Substantial Completion Date to be November 30, 2026.

July 23, 2026 Daniel Mullen – UCC provides City with entirely new IRU agreement for review.

July 29, 2026 Daniel Mullen – UCC provides Coles Associates with "Engineering Document", outlining asset and facility inventory, network topology, route register, fibre allocation framework, etc. for review.

July 31, 2026 UCC sends Coles Associates an invoice for the repair quotation, discussed July 10, 2026. Coles Associates had informed UCC that invoices and payments would be handled through WM&M.

July 31, 2026 WM&M send Coles Associates the invoice for the repair quotation agreed to July 22, 2026.

July 31, 2026 Daniel Mullen – UCC had submitted a substantial request for information to Coles Associates for Utility infrastructure, Utility as-builts / construction drawings, and all records pertaining to electrical, communications, street lighting, traffic control, grounding, cathodic protection, in addition to further information.

August 5, 2026 Cox & Palmer and the internal City Team had a Teams call to discuss the new IRU document proposed by UCC.

August 8, 2026 Joshua McInnis – Utility had sent correspondence to Coles Associates seeking clarification of UCC's information request and narrowing the ask to facilities within the scope of the project.

August 13, 2026 Cox & Palmer provided a summary regarding the differences / changes in the new IRU document vs. the IRU document that had been developed collaboratively between UCC and the utility.

August 17, 2026 Internal City team and Cox & Palmer met to discuss progress since July 2nd juncture and to further discuss UCC's IRU proposal.

Council or Committee History:
N/A

Financial Implications:
N/A

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 Joshua McInnis August 17, 2026	**CAO/Director** RDM August 17, 2026
Committee Recommendation: (if differing from staff)	

FINANCE, AUDIT, TENDERING & ADMINISTRATION COMMITTEE
REPORT TO COUNCIL
September 8th, 2026

The Finance, Audit Tendering & Administration Committee met on Wednesday, September 2nd, 2026, at 12:00 p.m. for its regular meeting.

There are no resolutions and second reading to establish the City of Charlottetown Tax Rate Group Bylaw for your consideration.

Respectfully submitted,

Councillor John MacAleer, Chair

Finance, Audit, Tendering, & Administration Committee
Wednesday, September 2nd 2026.
12:00 pm. Parkdale Room.

DRAFT

Present: **Councillor John McAleer (Chair).**
Mayor Philip Brown.
Deputy Mayor Alanna Jankov.
Amy McQuillan, Manager of Finance.
Nancy Milligan, AA.

Guests: **Ylber Gashi – Manager of Public Works.**
Richard MacEwen – Director of Community Services.
Joey MacKinnon – Assistant Manager of Public Works.

Regrets: **Councillor Terry Bernard.**

1. **Call to Order.**
   The Chair called the meeting to order at 12:06 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 Mayor Brown.
   Motion Carried.

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

5. **Business Arising from Minutes.**
   On page 6 of the August 5th 2026 minutes, Mayor Brown wanted to clarify that there is a definition of vacant land and how it's assessed in the Provincial Legislation. Amy McQuillan confirmed that if we wanted to make changes, we certainly could do that, the current bylaw that is being adopted is encompassing our grouping as they currently stand. Any changes can be made for future fiscal years as needed and the deadline to submit changes to the Province is in October.

6. **Discussions/Reports**

   a. **Report FIN-18-2026 – Update on Operational Matters of Interest – Amy McQuillan – Manager of Finance.**

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

Finance Staffing Update:

Jung June (JJ) Lee is the successful candidate for the position of **Senior Accountant** with the Finance Department, effective September 14, 2026. JJ brings more than 15 years of progressive accounting and finance experience in Canada and Korea. He currently works as an Accountant with Red Shores Racetrack and Casino and has previous experience supporting municipal and public-sector clients. His background includes financial reporting, budgeting, forecasting, variance analysis, internal controls and audit support.

Financial System Update

A survey was distributed to all staff via the Innovation Task Force to obtain information on what staff would like to see with our new financial system. We received almost 40 responses, and the information was compiled to identify common themes and hinderances of the current system. The information that staff have provided will be used to help Finance and IT narrow down the search to identify a replacement for our current system that will be obsolete as of 2029. The hope is that we will have one system that can do it all, or most, instead of numerous systems that don't integrate which is what we currently have. This goal is to also have a budgeting module that will make the budget process easier and more efficient for all.

Budget Update

The information was compiled from the staff survey circulated on budgets earlier in the summer and common themes were identified regarding timelines, approval processes and deadlines. The Innovation Task Force will work to create a budget calendar and process for the CAO to review and approve. Once it is finalized, it will be shared with department leaders before the budget process commences to allow for any concerns or questions to be addressed in advance. This will be shared with the Finance Committee as well.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
2026 Sidewalks – Package B	Open	August 20, 2026	September 4, 2026			
Water & Sewer Utility – Preliminary Engineering Design Treatment	Open	August 11, 2026	September 2, 2026			
Hermitage Creek Trails Restoration	Open	August 6, 2026	August 20, 2026	3		
Norwood Road Multi-Use Pathway	Open	August 4, 2026	August 20, 2026	5		

Victoria Park Tennis Court 1–3	Closed	August 4, 2026	August 18, 2026	1	Yes	Awarded to GIP Island Construction Ltd.
Upfit of Police Fleet	Closed	August 4, 2026	August 18, 2026	1	Yes	Spence Communication
Simmons Artificial Turf Surface	Closed	July 20, 2026	August 7, 2026	2	yes	Awarded to GTR Turf
Engineering & Design Consulting Services – Historic District Functional Plan	Closed	July 16, 2026	August 6, 2026	3	Yes	Awarded to WSP Canada Inc.
Strategic Plan (2027-2031)	Closed	June 3, 2026	July 20, 2026	19	Yes	Awarded to Intelligent Futures
Detailed Design Consulting Services – Sherwood Community Centre	Closed	July 10, 2026	July 31, 2026	6	Yes	Awarded to Architecture 49/Nine Yards
Malpeque Road Water Station Brick Restoration	Closed	July 24, 2026	August 11, 2026	2	Yes	Being awarded to MacLean Construction Ltd – APM MacLean
Municipal Buildings Garbage Removal	Upcoming					
Consulting Services - Mt. Edward Rd. Transit Building Upgrades	Open	September 1, 2026	September 16, 2026			
Charlottetown City Hall Generators	Upcoming					
North River Road and Capital Drive Intersection Upgrades	Upcoming					
12 MacAleer Drive Priority 1 Upgrades	Upcoming					

Chair McAleer asked if we could select a new accounting system before the 2029 deadline. Amy McQuillan confirmed that the goal is to have the new system selected as soon as possible far before the deadline.

Mayor Brown asked for an update on tenders related to MacRae Drive Elmer MacFadgen Multisport Venue Complex, Package C Street Resurfacing, and the Engineering Design Consulting Services Historic District Functional Plan. Ylber confirmed that he would have to confirm on the MacRae Drive project and get back to the Mayor with an update. Package C Street Resurfacing is on his list, and they are working on final numbers now and they are hoping to move forward this week or next when they know final numbers. The Historic District Functional Plan kick-off meeting has already happened. The ultimate goal is to have one street designated with a design and ready for construction in the spring, which street that will be has not been decided yet as they are still strategizing and will know more once they have inspected the areas and know what will need to be done with regards to infrastructure.

Amy McQuillan was asked if there was progress on the e-permitting platform for the Planning department. She confirmed that they are almost at the testing stage.

Chair McAleer asked if there was internal reconciliation for the Municipal Capital Expenditure Grant. Amy confirmed that she could do a Year-To-Date estimate moving forward so that she can share that with the Committee.

Deputy Mayor Jankov asked if there was a reason that Theatre groups applying for grants are being evaluated by Finance instead of Arts & Culture. Amy confirmed that this is how it's been done in the past, but it's something they hope to look at soon to make sure everyone is being evaluated properly.

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: Negotiations for Lease Agreement.

   Motion was moved by Mayor Brown and seconded by Deputy Mayor Jankov that the meeting move to closed session at 12:28 pm.
   Motion Carried.

   Motion to move into an Open Session.
   Moved by Mayor Brown and seconded by Deputy Mayor Jankov that the meeting moves back to an Open Session at 12:52 pm.
   Motion Carried.

9. **Business Arising from the Closed Session (If Applicable).**
   None.

10. **Adjournment**
    Motion to adjourn was put forward by Mayor Brown and seconded by Deputy Mayor Jankov.
    Motion Carried.

    Meeting adjourned at 12:52 pm.

_____

Chair: Councillor John McAleer.

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.

Councillor McCabe (absent) 9-0 Carried

1st Reading

RESOLVED: That the "CITY OF CHARLOTTETOWN TAX RATE GROUP BYLAW, #2026-TRG-01" be read a **first** time.

Moved by Councillor _____ X John McAleer

Seconded by Deputy Mayor _____ X 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 _____ X John McAleer 9-0

Seconded by Deputy Mayor _____ X 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

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.

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# 2025-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

City of Charlottetown Committee Report

Report No: FIN-18-2026

Date: Sept 02, 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 July 31st 2026
- Capital Report as of July 31st 2026
- Updated Grant Listing by Department

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:

Finance Staffing Update:
Jung June (JJ) Lee is the successful candidate for the position of **Senior Accountant** with the Finance Department, effective September 14, 2026. JJ brings more than 15 years of progressive accounting and finance experience in Canada and Korea. He currently works as an Accountant with Red Shores Racetrack and Casino and has previous experience supporting municipal and public-sector clients. His background includes financial reporting, budgeting, forecasting, variance analysis, internal controls and audit support.

Financial System Update
A survey was distributed to all staff via the Innovation Task Force to obtain information on what staff would like to see with our new financial system. We received almost 40 responses, and the information was compiled to identify common themes and hinderances of the current system. The information that staff have provided will be used to help Finance and IT narrow down the search to identify a replacement for our current system that will be obsolete as of 2029. The hope is that we will have one system that can do it all, or most, instead of numerous systems that don't integrate which is what we currently have. This goal is to also have a budgeting module that will make the budget process easier and more efficient for all.

Budget Update
The information was compiled from the staff survey circulated on budgets earlier in the summer and common themes were identified regarding timelines, approval processes and deadlines. The Innovation Task Force will work to create a budget calendar and process for the CAO to review and approve. Once it is finalized, it will be shared with department leaders before the budget process commences to allow for any concerns or questions to be addressed in advance. This will be shared with the Finance Committee as well.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
2026 Sidewalks – Package B	Open	August 20, 2026	September 4, 2026			

Water & Sewer Utility – Preliminary Engineering Design Treatment	Open	August 11, 2026	September 2, 2026			
Hermitage Creek Trails Restoration	Open	August 6, 2026	August 20, 2026	3		
Norwood Road Multi-Use Pathway	Open	August 4, 2026	August 20, 2026	5		
Victoria Park Tennis Court 1–3	Closed	August 4, 2026	August 18, 2026	1	Yes	Awarded to GIP Island Construction Ltd.
Upfit of Police Fleet	Closed	August 4, 2026	August 18, 2026	1	Yes	Spence Communication
Simmons Artificial Turf Surface	Closed	July 20, 2026	August 7, 2026	2	yes	Awarded to GTR Turf
Engineering & Design Consulting Services – Historic District Functional Plan	Closed	July 16, 2026	August 6, 2026	3	Yes	Awarded to WSP Canada Inc.
Strategic Plan (2027-2031)	Closed	June 3, 2026	July 20, 2026	19	Yes	Awarded to Intelligent Futures
Detailed Design Consulting Services – Sherwood Community Centre	Closed	July 10, 2026	July 31, 2026	6	Yes	Awarded to Architecture 49/Nine Yards
Malpeque Road Water Station Brick Restoration	Closed	July 24, 2026	August 11, 2026	2	Yes	Being awarded to MacLean Construction Ltd – APM MacLean
Municipal Buildings Garbage Removal	Upcoming					
Consulting Services - Mt. Edward Rd. Transit Building Upgrades	Open	September 1, 2026	September 16, 2026			
Charlottetown City Hall Generators	Upcoming					
North River Road and Capital Drive Intersection Upgrades	Upcoming					
12 MacAleer Drive Priority 1 Upgrades	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, Sept 1, 2026**	**CAO/Director** **Richard MacEwen - DCS, Sept 1st 2026**

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN

For the Four Months Ending Friday, July 31, 2026

	Original Budget	Current YTD	Encumbrance	Total YTD	Funds Available	% of Budget
City Revenues						
Property Taxes	$52,916,036	$17,616,189		$17,616,189	$35,299,847	33.29%
Provincial Grant	26,122,822	8,482,301		8,482,301	17,640,521	32.47%
CUSA 1999 Memorandum of Agreement	140,000				140,000	0.00%
Licenses	2,200,300	26,923		26,923	2,173,378	1.22%
Parking Garages	500,000	107,344		107,344	392,656	21.47%
Parking Meters	885,514	213,143		213,143	672,371	24.07%
Police	2,091,500	590,600		590,600	1,500,900	28.24%
Outside Fire Protection	30,000				30,000	0.00%
Utility Administration Fee	205,000	68,333		68,333	136,667	33.33%
Interest	456,422	357,451		357,451	98,971	78.32%
Recreation	1,008,293	208,942		208,942	799,351	20.72%
Tourism Accommodation Levy Administration Fee	2,250,000	559,401		559,401	1,690,599	24.86%
Municipal Capital Expenditure Grant	5,625,650				5,625,650	0.00%
Housing Accelerator Fund Revenue	1,777,379	124,796		124,796	1,652,583	7.02%
Other Revenue	3,031,074	214,771		214,771	2,816,303	7.09%
City Operating Revenue	99,239,990	28,570,194	0	28,570,194	70,669,796	28.79%
City Expenditures						
General Government Services:						
City Government	3,441,930	832,428	491	832,919	2,609,011	24.20%
Finance and Audit	1,502,931	320,263		320,263	1,182,668	21.31%
Municipal Buildings	2,440,451	778,096	85,955	864,051	1,576,400	35.41%
Insurance	1,077,917	251,756		251,756	826,161	23.36%
Communications	46,500	30,234	2,013	32,246	14,254	69.35%
Mayor and Council	860,137	218,382	16,704	235,086	625,051	27.33%
	9,369,866	2,431,159	105,163	2,536,322	6,833,544	27.07%
Protective Services:						
Fire Department	6,663,034	2,020,431	40,858	2,061,288	4,601,746	30.94%
Emergency Preparedness - Fiona Funding						
Emergency Preparedness - Fiona Expenses	59,609				59,609	0.00%
Police Department	15,880,937	4,057,591	167,081	4,224,673	11,656,264	26.60%
	22,603,580	6,078,022	207,939	6,285,961	16,317,619	27.81%
Public Works	18,585,753	7,278,869	997,241	8,276,110	10,309,643	44.53%
Fiscal Services	18,932,913	6,105,796		6,105,796	12,827,117	32.25%
Parks and Recreation	6,039,518	1,808,970	162,739	1,971,709	4,067,809	32.65%
Environmental Sustainability	1,582,729	567,437	221,222	788,659	794,070	49.83%

	Original Budget	Current YTD	Encumbrance	Total YTD	Funds Available	% of Budget
Planning	2,253,605	688,639	39,779	728,418	1,525,187	32.32%
Heritage	953,812	14,690		14,690	939,122	1.54%
Economic Development, Tourism and Culture	3,815,711	1,504,172	553,851	2,058,023	1,757,688	53.94%
Human Resources	1,579,451	340,366	4,075	344,441	1,235,010	21.81%
Strategic Priorites & Intergovernmental Cooperation	248,712	698		698	248,014	0.28%
Transit System	5,837,248	938,875	1,554,274	2,493,149	3,344,099	42.71%
Information Technology	1,573,500	480,619	270,397	751,016	822,484	47.73%
Other	5,814,209	1,243,652	500	1,244,152	4,570,057	21.40%
Tourism Accommodation Levy	2,250,000	359,403		359,403	1,890,597	15.97%
Total City Expenditures	**101,440,607**	**29,841,367**	**4,117,180**	**33,958,547**	**67,482,059**	**33.48%**
Subtotal	**(2,200,617)**	**(1,271,173)**	**(4,117,180)**	**(5,388,353)**	**3,187,736**	**244.86%**
Prior Year Operating Surplus (Deficit) - City						0.00%
City Surplus (Deficit)	(2,200,617)	(1,271,173)	(4,117,180)	(5,388,353)	3,187,736	244.86%
Water and Sewer Annual Operations						
Water and Sewer Operating Revenue	17,017,814	3,018,570	(29,743)	2,988,827	14,028,987	17.56%
Water and Sewer Expenditures						
Administration	1,078,276	225,351	3,509	228,860	849,416	21.22%
Works & Engineering	6,927,372	1,534,664	211,691	1,746,355	5,181,017	25.21%
Debt Administration	5,022,118	1,645,758		1,645,758	3,376,360	32.77%
Charlottetown Pollution Control Plant	4,006,940	1,117,813	592,220	1,710,034	2,296,906	42.68%
Total Water and Sewer Expenditures	17,034,706	4,523,586	807,420	5,331,006	11,703,700	31.29%
Subtotal	**(16,892)**	**(1,505,016)**	**(837,163)**	**(2,342,179)**	**2,325,287**	**13865.61%**
Prior Year Operating Surplus (Deficit) - Utility	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**	**904,461**	**1,572,314**	**2,476,775**	**(84,190)**	**103.52%**
Current Year Consolidated Operating Surplus (Deficit)	**191,968**	**(366,712)**	**(2,544,866)**	**(2,911,578)**	**3,103,546**	**(1516.70%)**

City of Charlottetiown

For the Four Months Ending Friday, July 31, 2026

	Original Budget	Current YTD	Encumbrance	Total YTD	Funds Available	% of Budget
City Capital Budget						
Environment Sustainability and Transit	$11,882,411.00	$970,376.12	$47,078.00	$1,017,454.12	$10,864,956.88	8.56%
Information Technology	775,000.00	24,352.08	2,561.74	26,913.82	748,086.18	3.47%
Fire Department/Emergency Preparedness	9,410,000.00	1,140,241.85	934,717.27	2,074,959.12	7,335,040.88	22.05%
Parks and Recreation	7,894,500.00	131,399.65	3,424,180.59	3,555,580.24	4,338,919.76	45.04%
Police	494,000.00	50,990.53	90,111.20	141,101.73	352,898.27	28.56%
Public Works:						
Urban Beautification	635,000.00		33,734.54	33,734.54	601,265.46	5.31%
Municipal Buildings	7,770,000.00	846,959.44	2,696,987.51	3,543,946.95	4,226,053.05	45.61%
Traffic and Pedestrian Signals	745,000.00	7,821.00	114,920.65	122,741.65	622,258.35	16.48%
Street Lighting	250,000.00	1,320.00	68,470.11	69,790.11	180,209.89	27.92%
Parkades Major Repairs	3,825,000.00	471,935.00	37,610.98	509,545.98	3,315,454.02	13.32%
Land/Property Acquisitions	1,630,000.00				1,630,000.00	0.00%
Street Rehabilitation/Intersection Upgrades	25,467,002.00	214,457.42	3,931,482.45	4,145,939.87	21,321,062.13	16.28%
Sidewalks and Multipurpose Trails	6,825,000.00	982,648.56	397,618.78	1,380,267.34	5,444,732.66	20.22%
Storm Water Management	1,170,000.00	157,524.06	329,921.40	487,445.46	682,554.54	41.66%
Public Works Fleet	2,625,000.00	104,700.71	1,231,613.88	1,336,314.59	1,288,685.41	50.91%
CARI	1,352,200.00	397,002.09		397,002.09	955,197.91	29.36%
Eastlink	1,145,000.00	326,255.52		326,255.52	818,744.48	28.49%
Total City Capital Projects	**83,895,113.00**	**5,827,984.03**	**13,341,009.10**	**19,168,993.13**	**64,726,119.87**	**22.85%**
Water and Sewer Capital Budget						
Water and Sewer Utility	13,395,752.00	624,868.23	3,111,945.43	3,736,813.66	9,658,938.34	27.90%
Total City, Water and Sewer Capital Budget	**97,290,865.00**	**6,452,852.26**	**16,452,954.53**	**22,905,806.79**	**74,385,058.21**	**23.54%**

ECONOMIC, TOURISM &
CULTURAL DEVELOPMENT COMMITTEE
REPORT TO COUNCIL
SEPTEMBER 8, 2025

The Economic, Tourism & Cultural Development Committee has not met since the last meeting of Council. The Arts Advisory Board met on August 4, 2026; these minutes have been included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Terry Bernard, Chair

DRAFT

Minutes
Charlottetown Arts Advisory Board Meeting
August 4, 2026
2:00 pm via TEAMS

Present: Monica Lacey
Patricia Bourque
Robert Tsonos
Carol Horne
Renée Laprise

Also Present: Doug Dumais, CEC

1. Call to Order
The meeting was called to order at 2:04 pm.

2. Declarations of Conflict of Interest
None.

3. Approval of the Agenda
Moved by Monica and seconded by Patricia to approve the agenda as circulated.

4. Approval of the Minutes
Moved by Patricia and seconded by Monica to approve the minutes of the last meeting of AAB.

5. Charlottetown Library Learning Centre Mural
The Arts Advisory Board discussed the peer selection panel's recommendation regarding the Charlottetown Library Learning Centre mural commission.

The Board reviewed the recommendation in the context of the City's Public Art Policy, approval criteria, procurement process, and governance considerations. Members also discussed Indigenous engagement, cultural protocols, and opportunities to support Mi'kmaq and local PEI artists through the City's public art program.

Following discussion, the Board determined that a future call for this project would benefit from changes to better reflect the project's objectives and governance expectations, including clearer consideration of community connection and local context and the inclusion of Indigenous representation on the peer selection panel.

As a result, the Board determined that it would not proceed with the peer selection panel's recommendation and would instead discontinue the current competition and explore a revised process with project partners. Following this discussion, the following resolution was moved by the AAB:

Moved by Robert and seconded by Patricia that the Arts Advisory Board not proceed with the peer selection panel's recommendation for the mural design proposal by WÂPOSHPYII, entitled ᐊᒪᒪᑭᐢ (Land Across an Ocean), for installation at the Charlottetown Library Learning Centre (97 Queen Street); and further, that the current competition for the Call for Artists: Charlottetown Library Mural be discontinued and re-issued with modifications, subject to approval by project partners. Carried.

In discussing a revised call, the Board identified several changes to the re-issued call, including:

- clearer consideration of local context, community connection, and local artists within the call framework;
- Indigenous representation on the peer selection panel;
- a one-stage process requesting an initial concept or sketch;
- additional opportunities for artist information sessions and questions; and
- continued professional development opportunities for local artists.

The CEC noted that the revised Public Art Policy will be considered by Council in August and, if approved, may provide additional guidance for future calls. Subject to partner support and departmental timelines, a revised call may be issued in the coming months with installation anticipated in Spring 2027.

6. City Updates

As the Board had met two weeks prior and due to meeting time constraints, no City updates were provided.

7. New Business

The AAB discussed future opportunities for a new call for large-scale artworks in Charlottetown that prioritized Mi'kmaq artists.

The AAB discussed potential locations, and Board members explored additional commissioning processes permitted under the Public Art Policy (including a direct commission or an invitational commission sent to a small number of artists).

Should a future commission of this nature proceed, it was recommended that the process be developed to ensure Mi'kmaq participation and to allow artists to submit existing work rather than create original work for the call.

The AAB provided the CEC with contacts to consult for further exploration of this opportunity.

8. Adjournment

Patricia moved to adjourn the meeting at 3:25 pm.

DRAFT

PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
September 8, 2026

The Protective & Emergency Services Committee has not met since the last meeting of Council.

There are no resolutions for your consideration.

Police Services Stats for August 2026 are attached.

Respectfully submitted,

Councillor Julie McCabe, Chair

Monthly Council Meeting Statistics - Aug, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Robbery	1	1	2	0	7	#DIV/0!	-71%
Serious (Murder)	0	0	1	0	0	#DIV/0!	#DIV/0!
All type Assaults	43	37	307	20	251	85%	22%
Sexual (sex assault, voyeurism)	7	7	51	9	44	-22%	16%
Sexual Child related	0	0	39	7	32	-100%	22%
Threats	44	38	273	32	253	19%	8%
Hate Crimes (new Jan 2026)		0	12	0	5	#DIV/0!	140%
Total Crimes Against Persons	**95**	**83**	**673**	**68**	**587**	**22%**	**15%**

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Break & Enter	15	15	77	14	70	7%	10%
Theft Under $5000	52	49	287	42	246	17%	17%
Theft from Motor Vehicles	12	11	55	9	113	22%	-51%
Theft of Motor Vehicles	7	5	19	2	14	150%	36%
Shoplifting	12	12	82	11	106	9%	-23%
Mischief Under $5000	47	43	245	28	200	54%	23%
Frauds	19	19	154	13	163	46%	-6%
All Other Property Crimes		53	214	32	176	66%	22%
Total Property Crimes	**218**	**207**	**1133**	**151**	**1088**	**37%**	**4%**

Impaired/CDSA/Other/Total Occurrences	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
All cc Driving & Impaired	35	26	219	30	244	-13%	-10%
CDSA	10	10	131	36	150	-72%	-13%
All Other Criminal Code	99	95	537	66	487	44%	10%
Total Monthly Occurrences		1781	12049	1794	11780	-1%	2%

MUNICIPAL BYLAWS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Parking	1488	1488	11498	1907	14360	-22%	-20%
Nuissance	56	56	346	62	288	-10%	20%
Dog	6	6	45	15	45	-60%	0%
Total	1550	1550	11889	1984	14693	-22%	-19%
LCA	22	21	173	34	190	-38%	-9%

HTA & MVC's	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Highway Traffic Act	123	121	868	119	739	2%	17%
HTA Violations		183	1311	146	1577	25%	-17%
Other Traffic	14	14	82	9	76	56%	8%
Motor Vehicle Collisions	Not available at report time			98	788	#VALUE!	-100%

Mental Health	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Attempt/threat of suicide *		24	203	14	272	71%	-25%
Mental Health Act		84	663	65	730	29%	-9%
Wellbeing check		113	615	99	583	14%	5%
Total MHA + Wellbeing checks		**197**	**1278**	**164**	**1313**	**20%**	**-3%**

* Attempt/threat of suicide is inclusive with MHA, do not add both results.

Monthly Council Meeting Statistics - Aug, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Robbery	1	1	2	0	7	#DIV/0!	-71%
Serious (Murder)	0	0	1	0	0	#DIV/0!	#DIV/0!
All type Assaults	43	37	307	20	251	85%	22%
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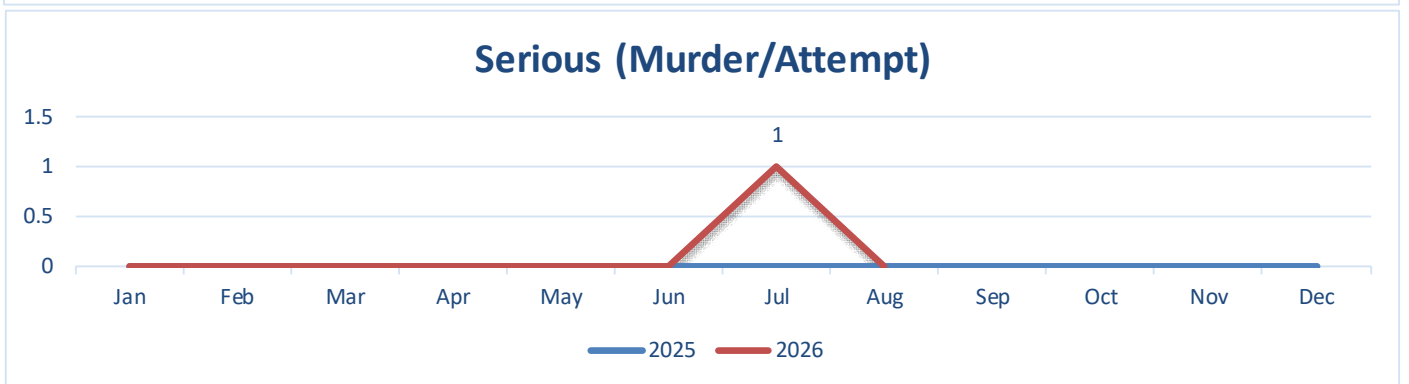
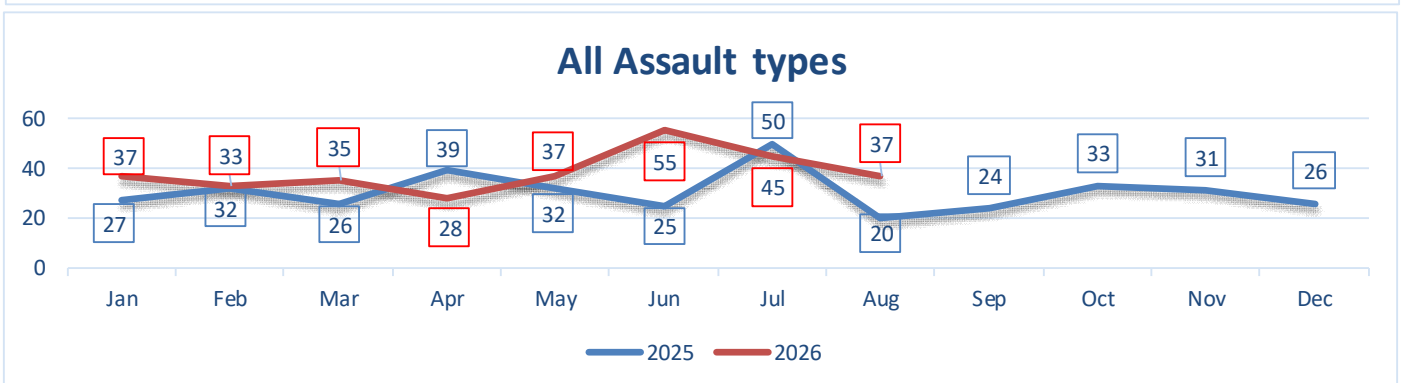
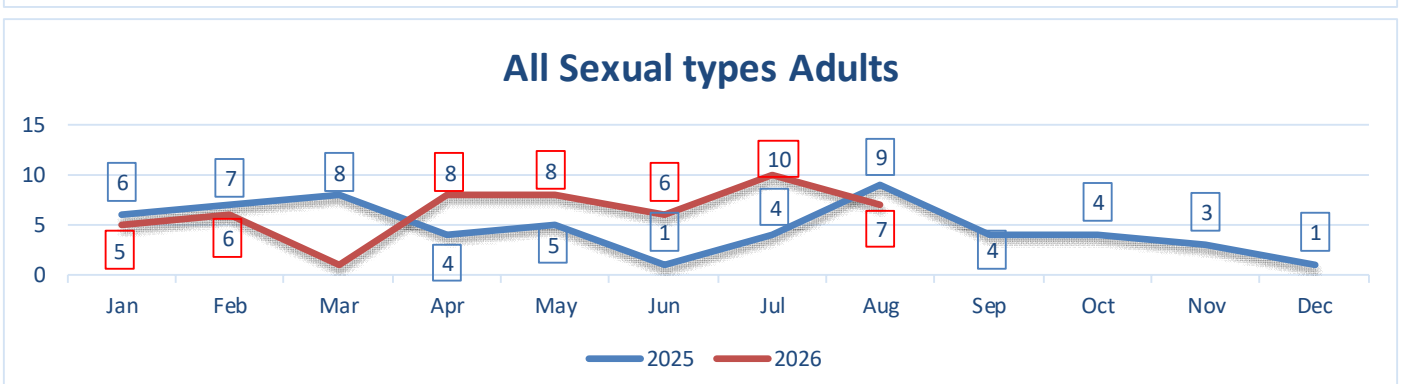
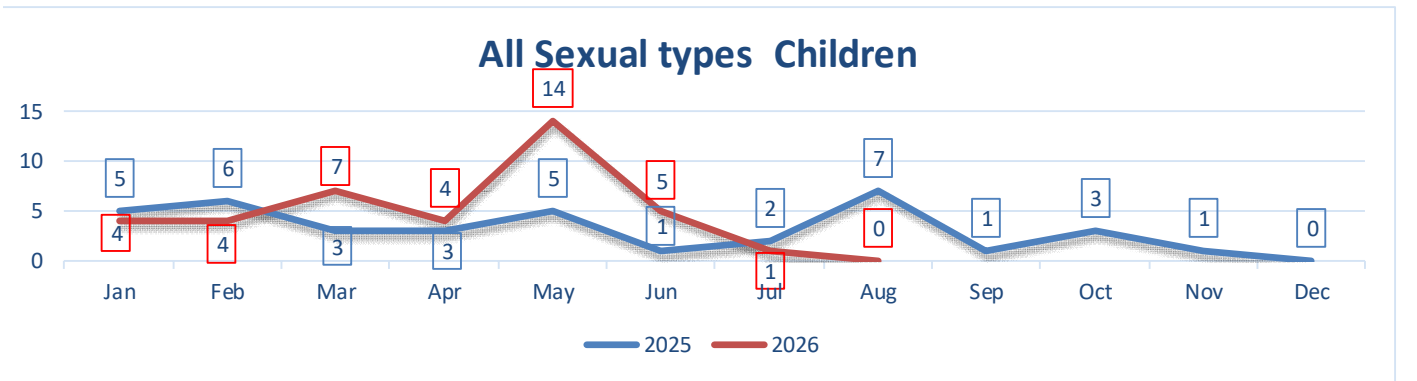


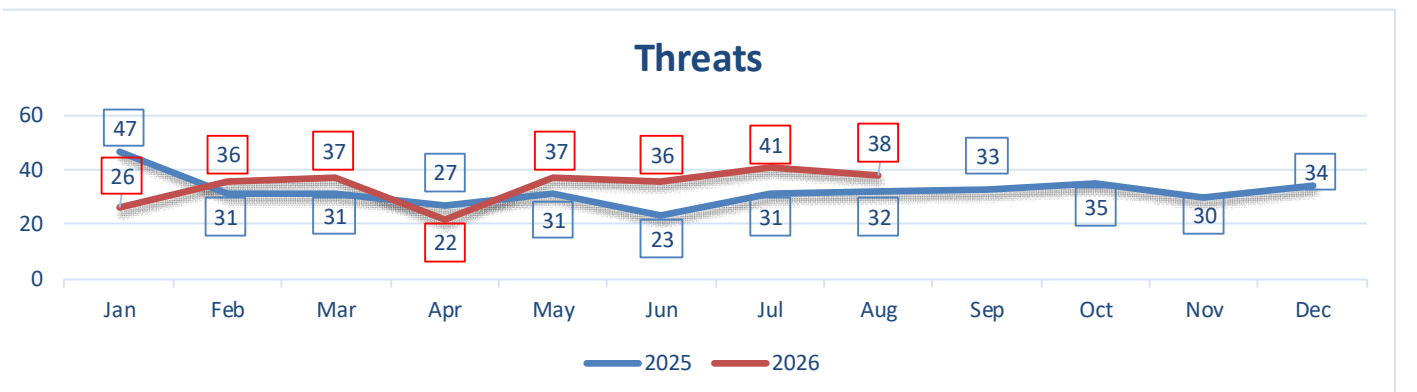


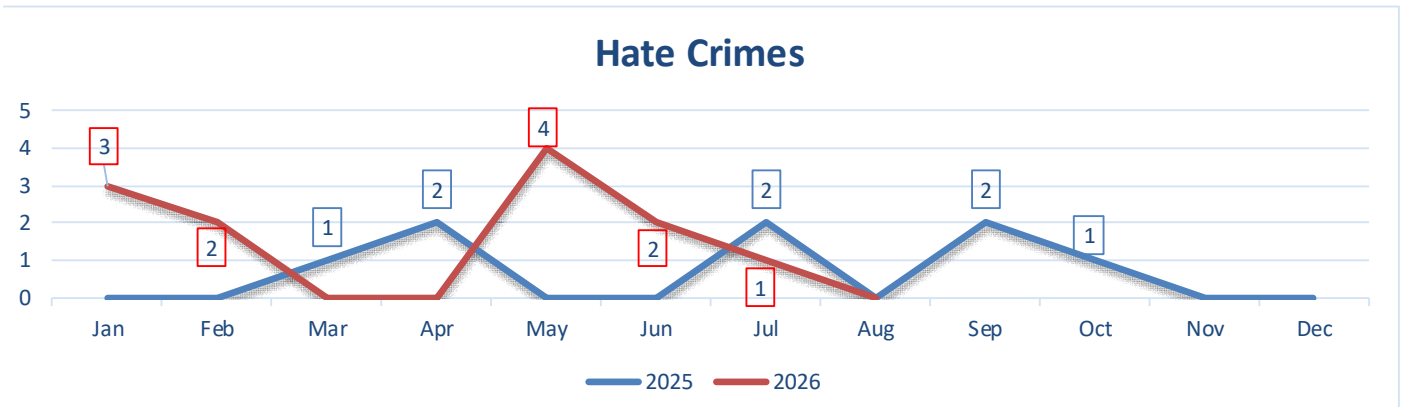


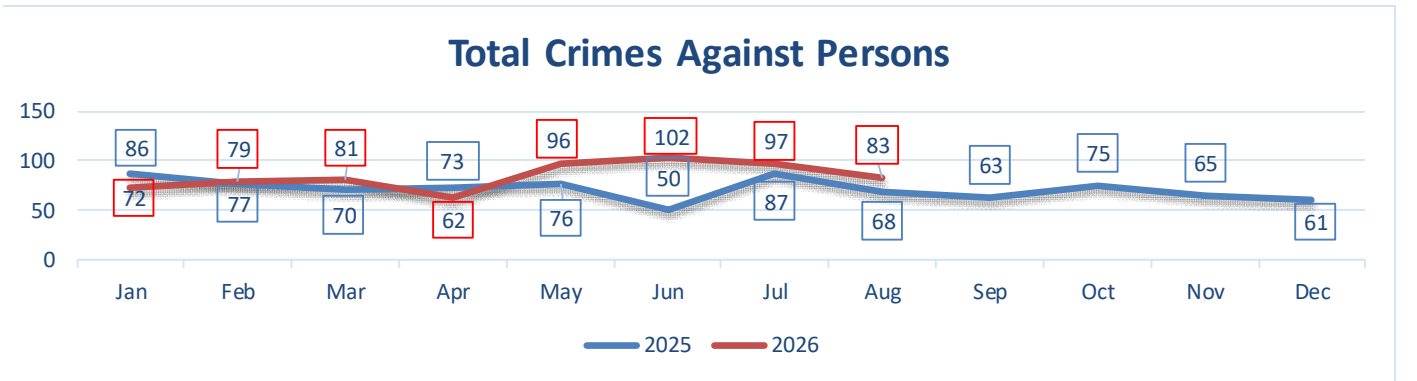
Monthly Council Meeting Statistics - Aug, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Sexual Child related	0	0	39	7	32	-100%	22%
Threats	44	38	273	32	253	19%	8%
Hate Crimes (new Jan 2026)		0	12	0	5	#DIV/0!	140%
Total Crimes Against Persons	**95**	**83**	**673**	**68**	**587**	**22%**	**15%**



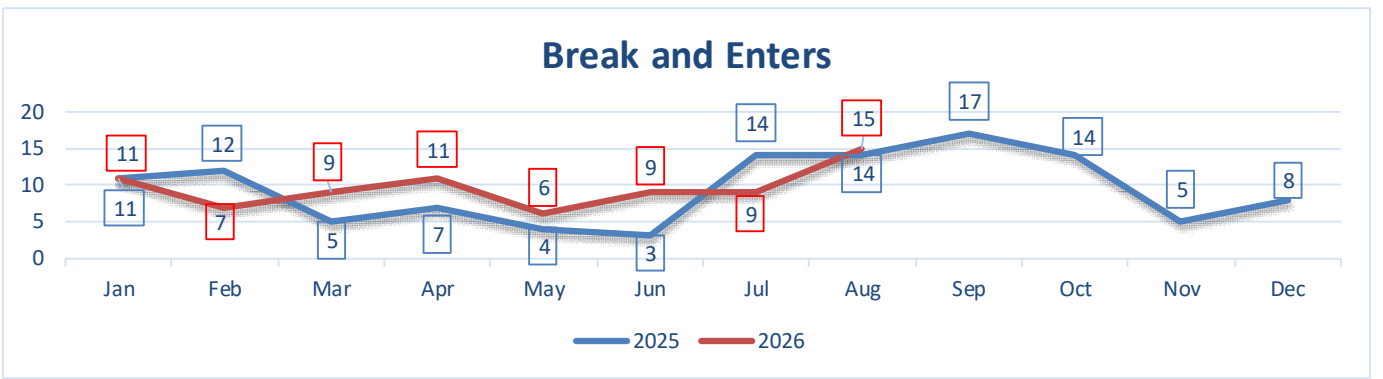


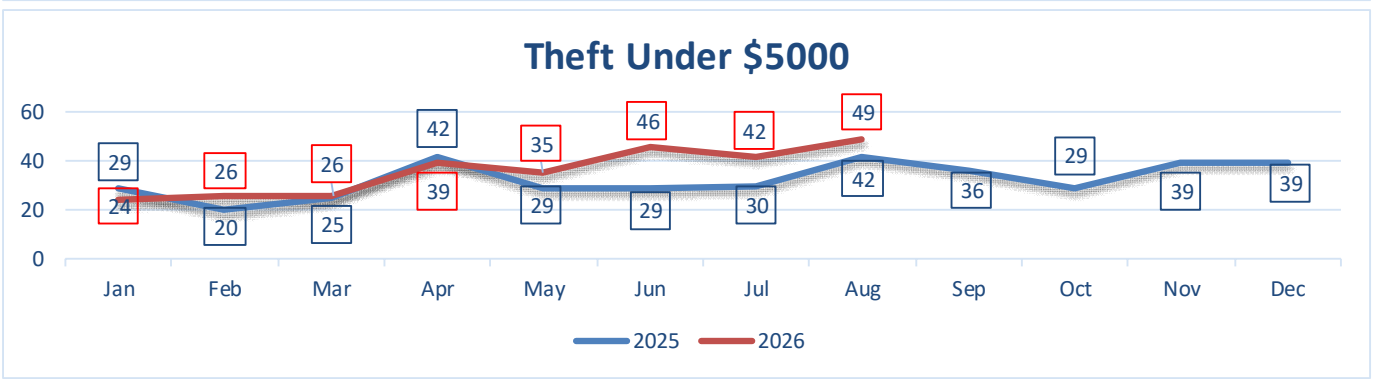


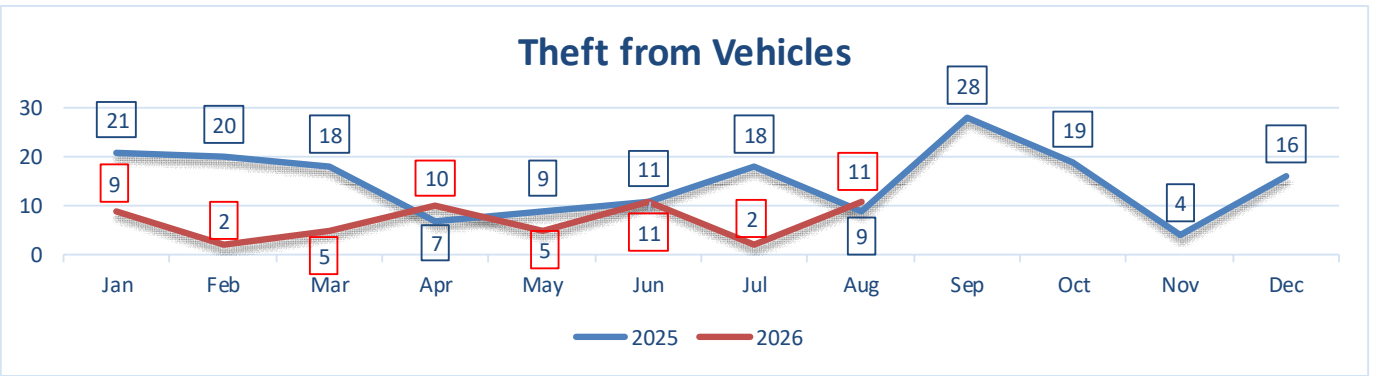


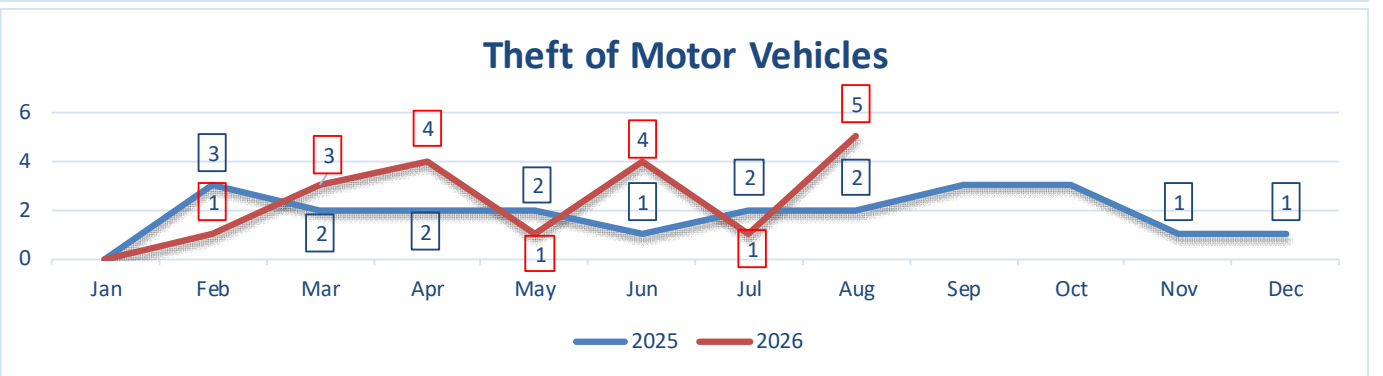
Monthly Council Meeting Statistics - Aug, 2026

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Break & Enter	15	15	77	14	70	7%	10%
Theft Under $5000	52	49	287	42	246	17%	17%
Theft from Motor Vehicles	12	11	55	9	113	22%	-51%
Theft of Motor Vehicles	7	5	19	2	14	150%	36%
Shoplifting	12	12	82	11	106	9%	-23%





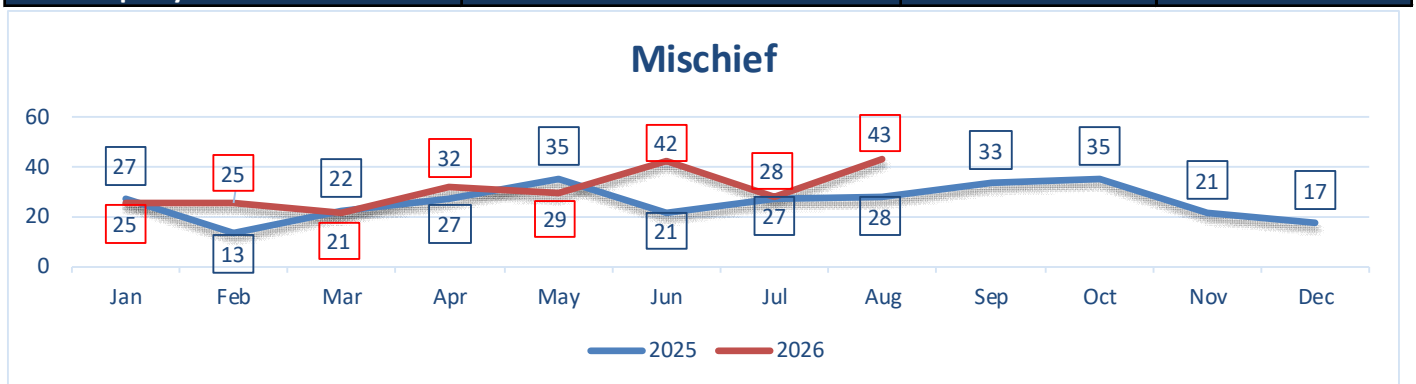


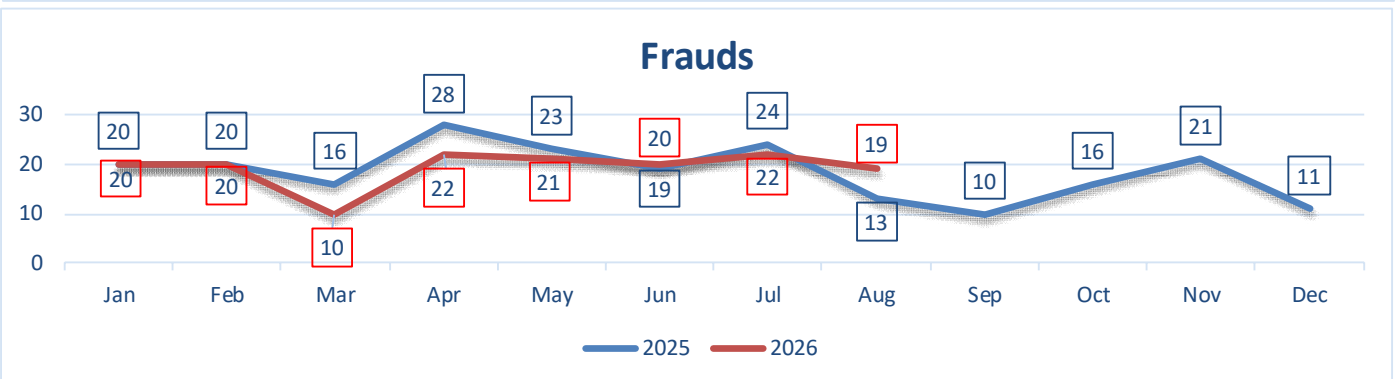


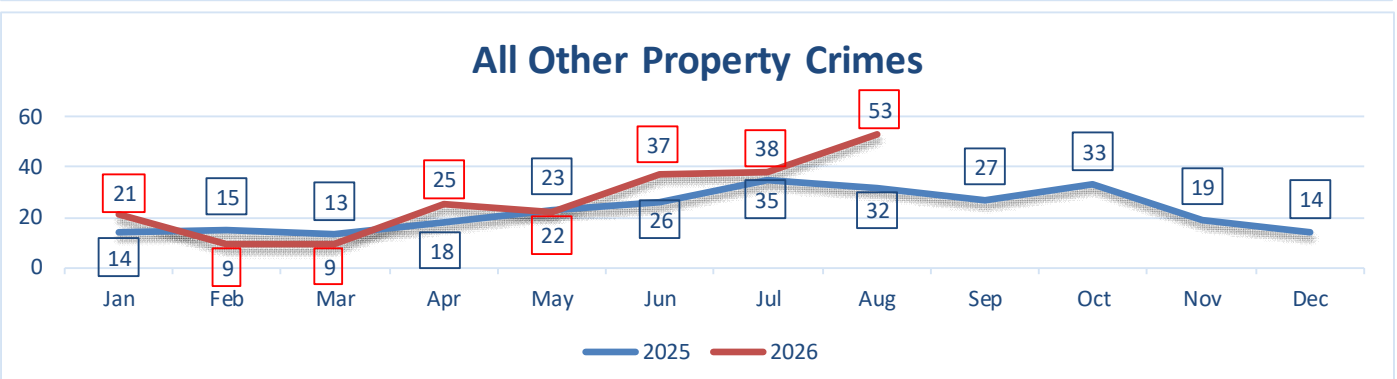


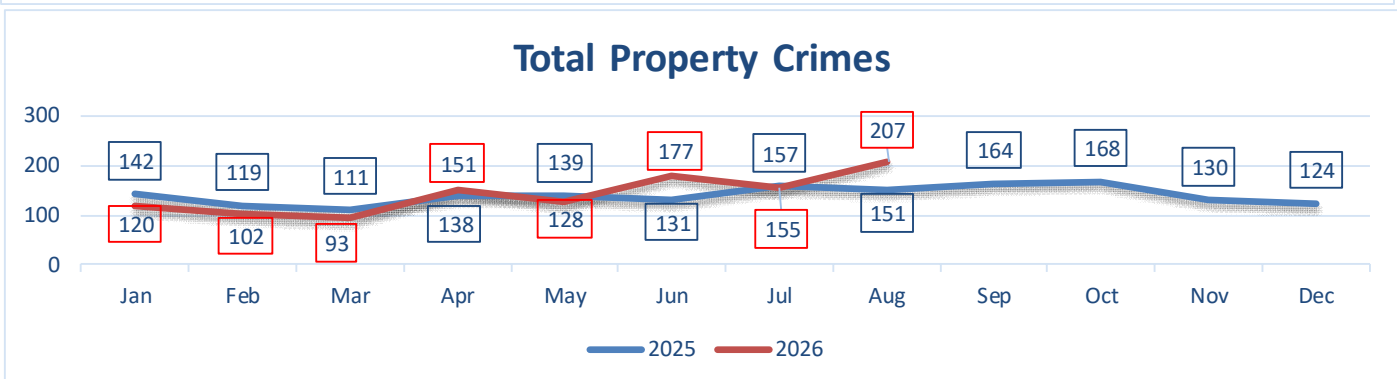
Monthly Council Meeting Statistics - Aug, 2026

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Mischief Under $5000	47	43	245	28	200	54%	23%
Frauds	19	19	154	13	163	46%	-6%
All Other Property Crimes		53	214	32	176	66%	22%
Total Property Crimes	**218**	**207**	**1133**	**151**	**1088**	**37%**	**4%**



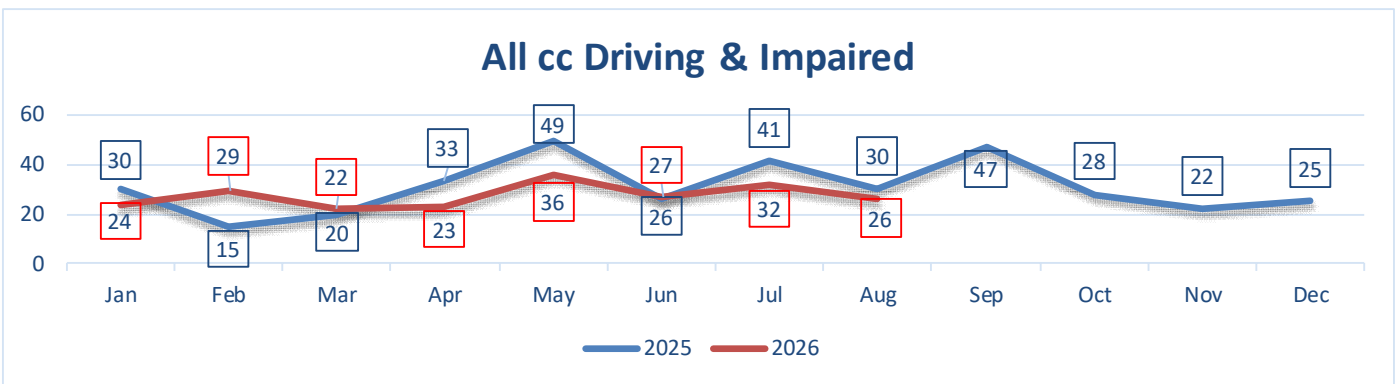


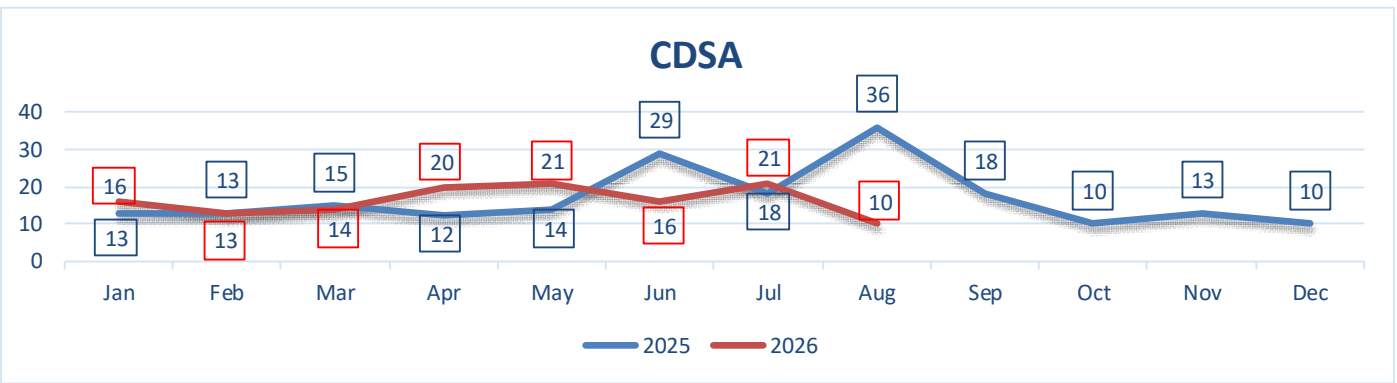


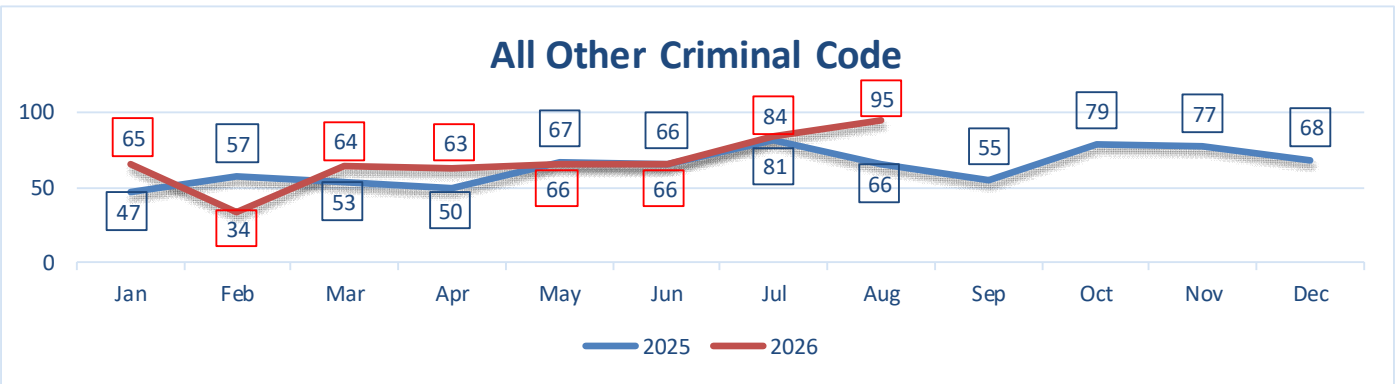


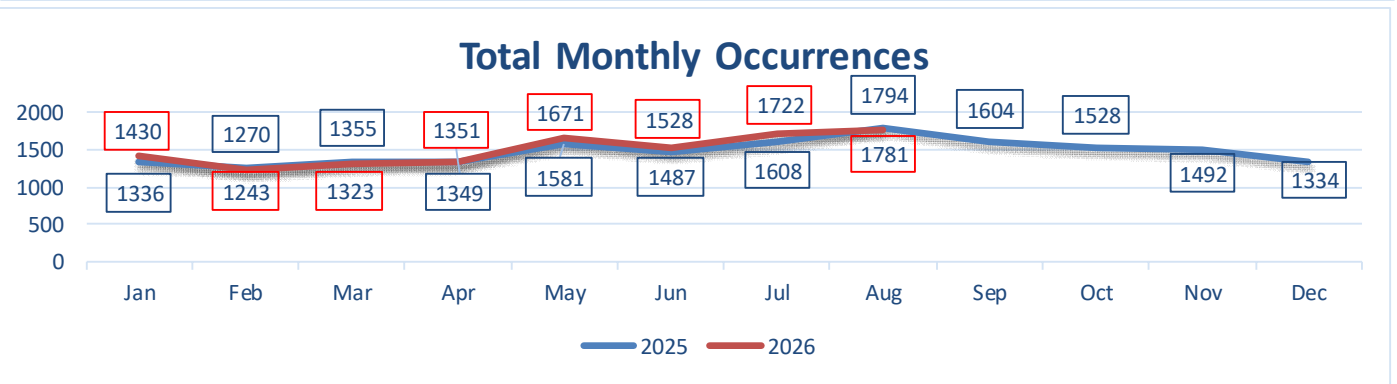
Monthly Council Meeting Statistics - Aug, 2026

Impaired/CDSA/Other/Total Occurrences	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
All cc Driving & Impaired	35	26	219	30	244	-13%	-10%
CDSA	10	10	131	36	150	-72%	-13%
All Other Criminal Code	99	95	537	66	487	44%	10%
Total Monthly Occurrences		1781	12049	1794	11780	-1%	2%



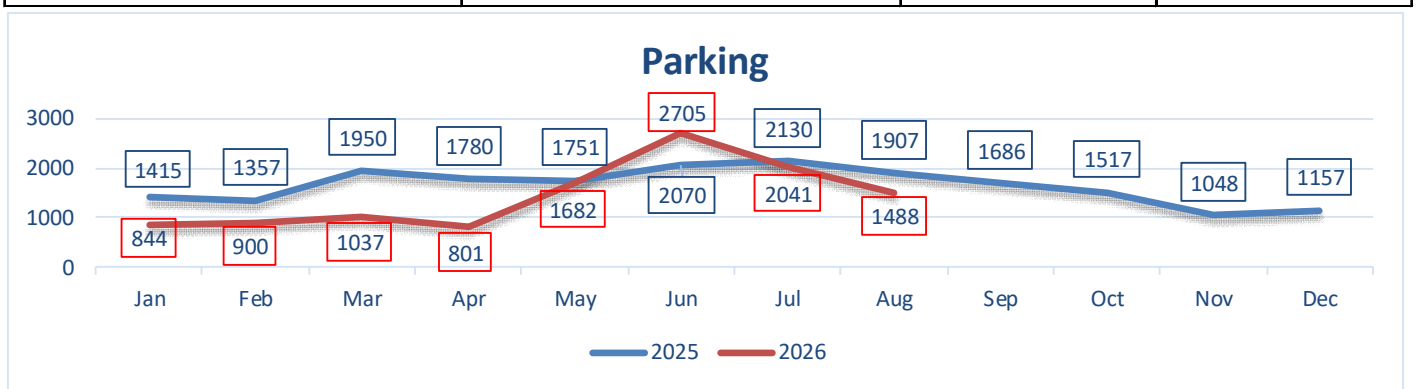


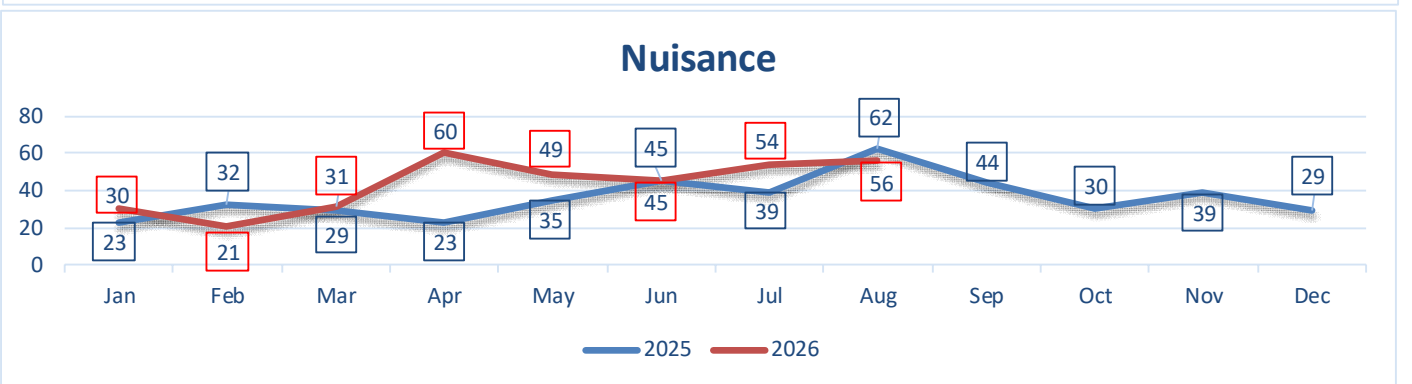


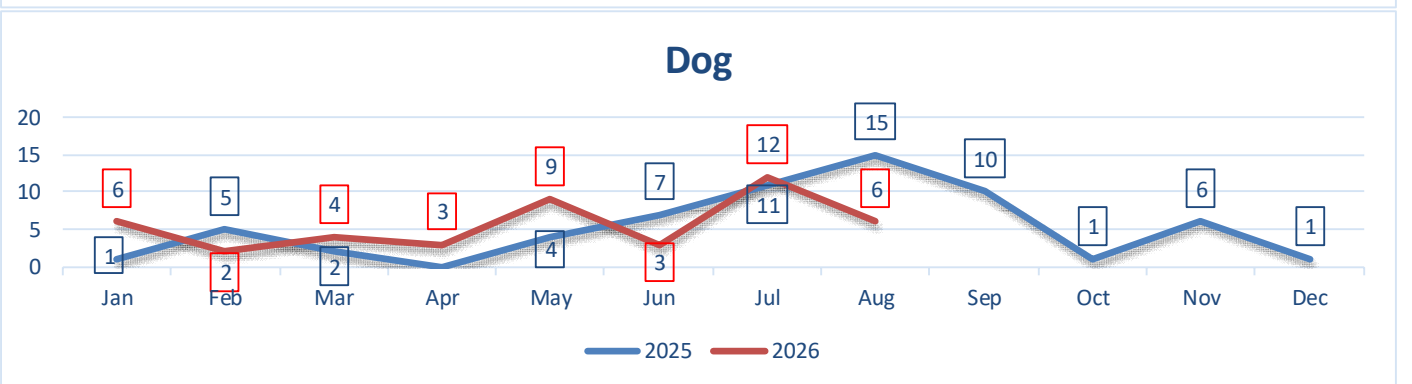


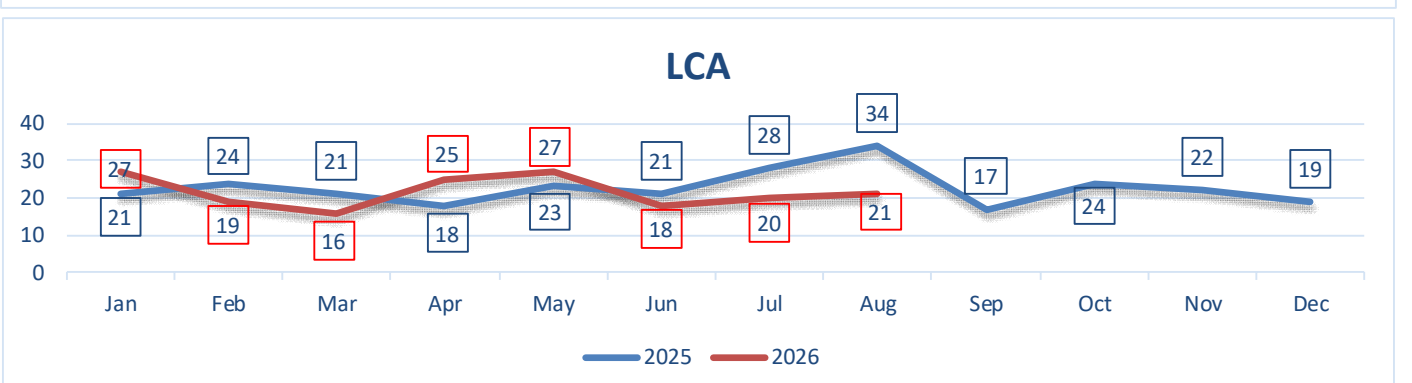
Monthly Council Meeting Statistics - Aug, 2026

MUNICIPAL BYLAWS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Parking	1488	1488	11498	1907	14360	-22%	-20%
Nuissance	56	56	346	62	288	-10%	20%
Dog	6	6	45	15	45	-60%	0%
Total	1550	1550	11889	1984	14693	-22%	-19%
LCA	22	21	173	34	190	-38%	-9%



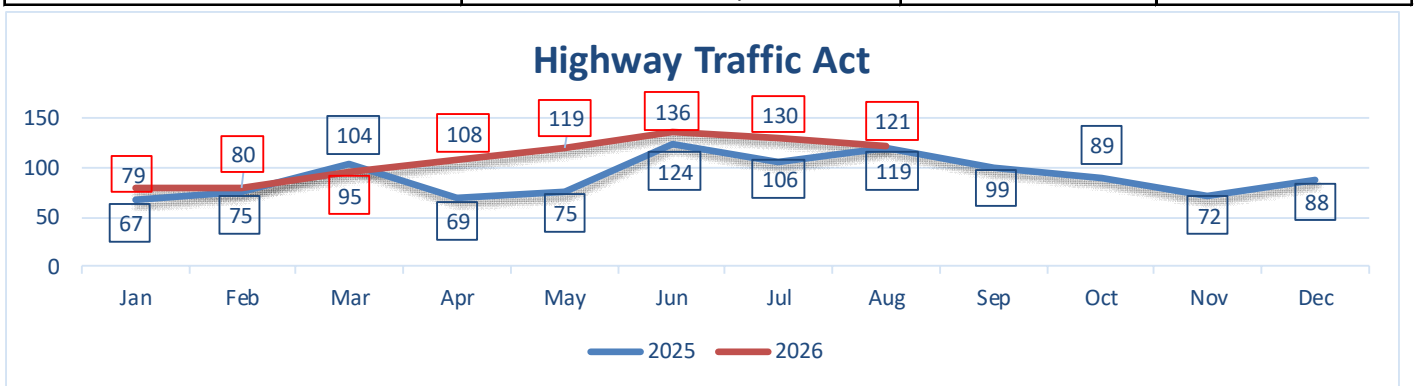


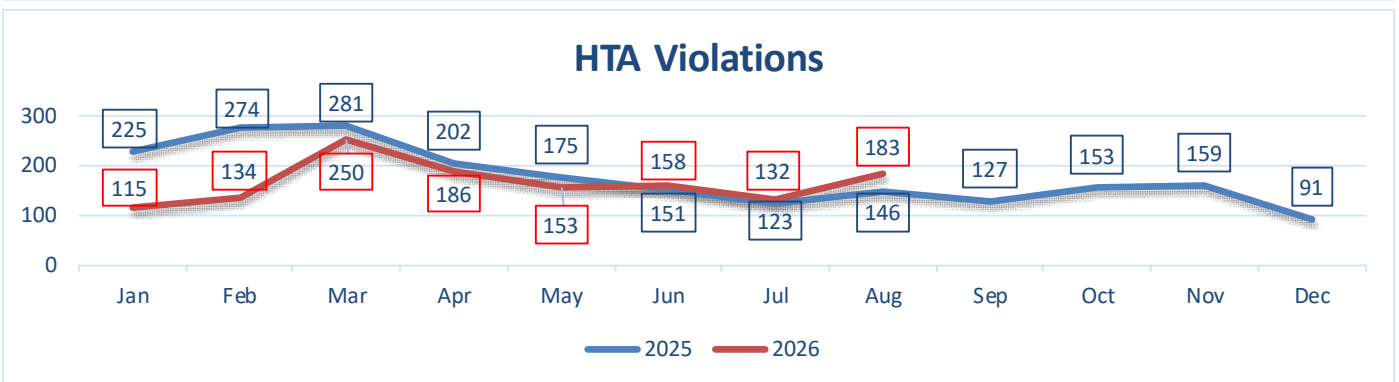


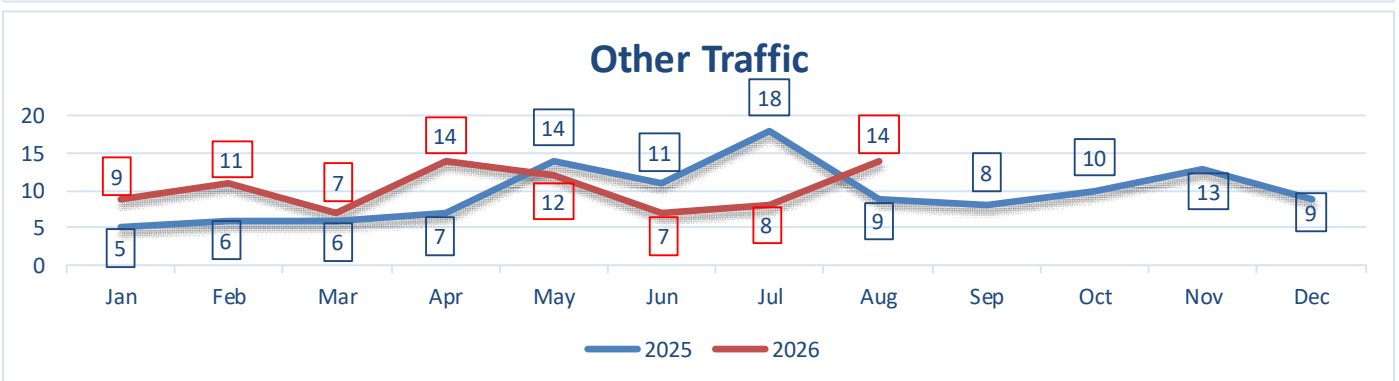


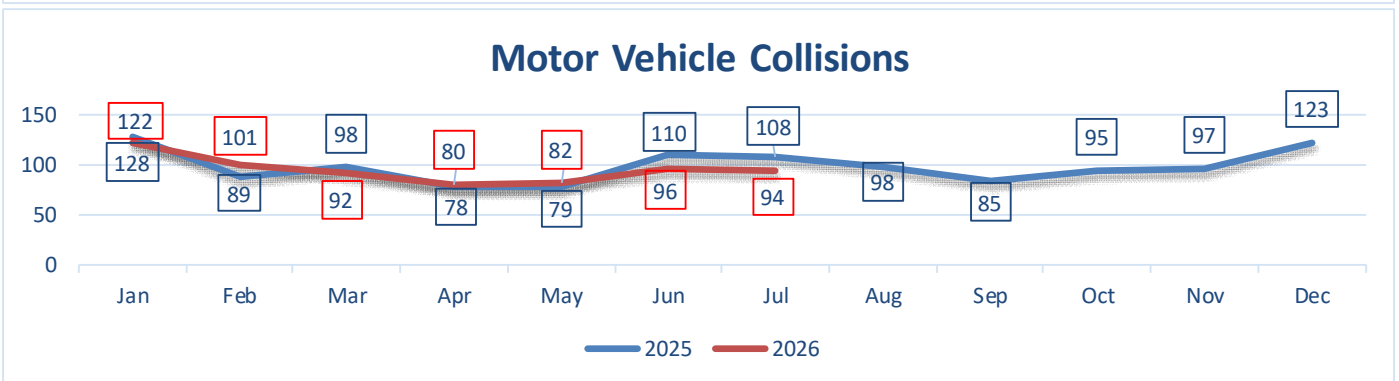
Monthly Council Meeting Statistics - Aug, 2026

HTA & MVC's	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Highway Traffic Act	123	121	868	119	739	2%	17%
HTA Violations		183	1311	146	1577	25%	-17%
Other Traffic	14	14	82	9	76	56%	8%
Motor Vehicle Collisions	Not available at report time			98	788	#VALUE!	-100%





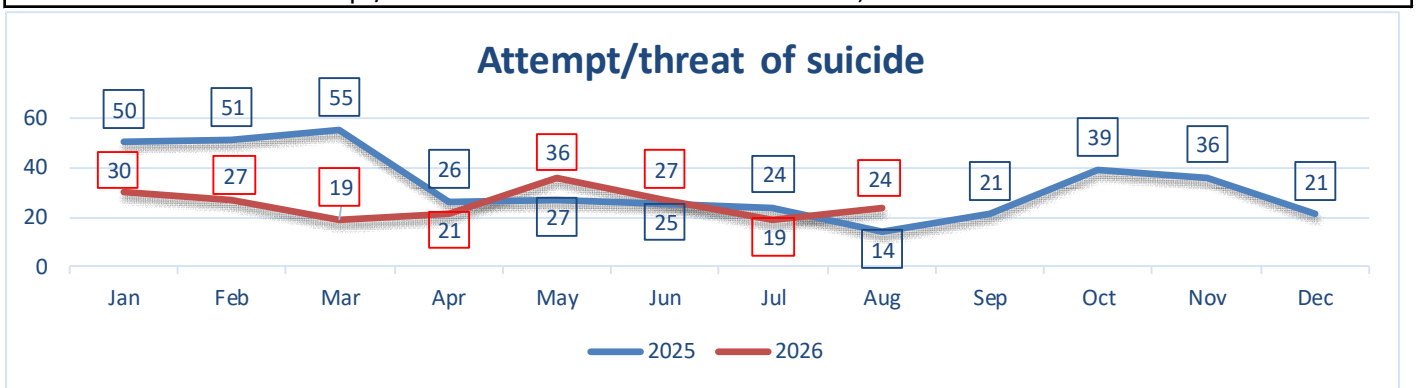


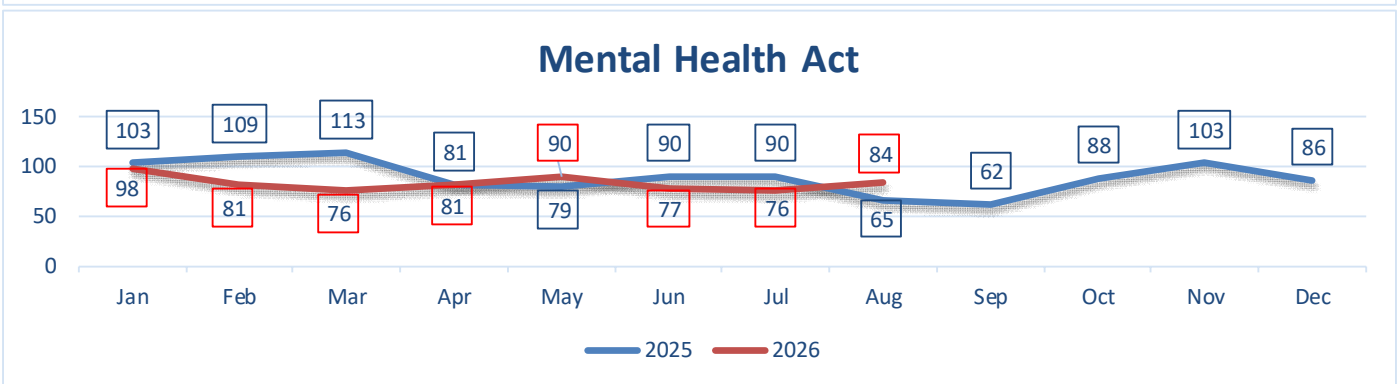


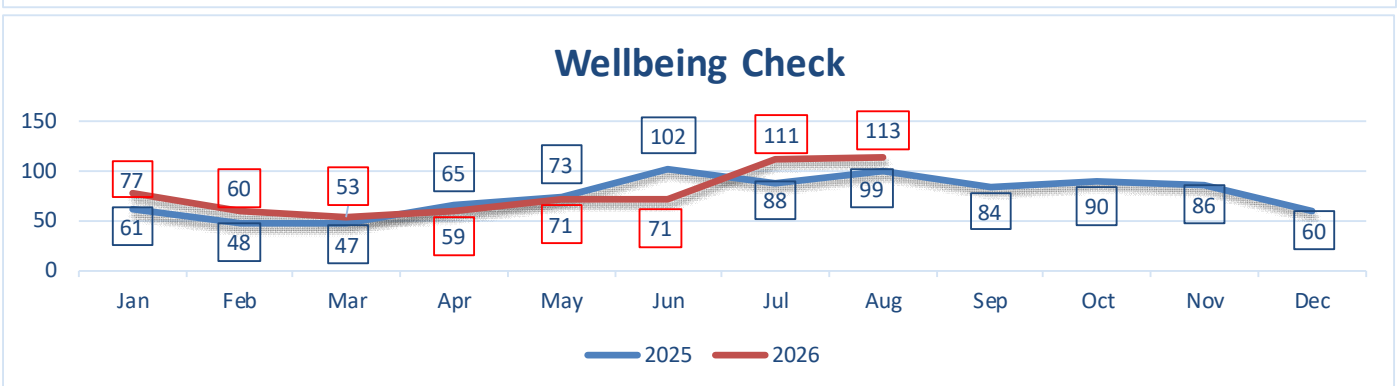
Monthly Council Meeting Statistics - Aug, 2026

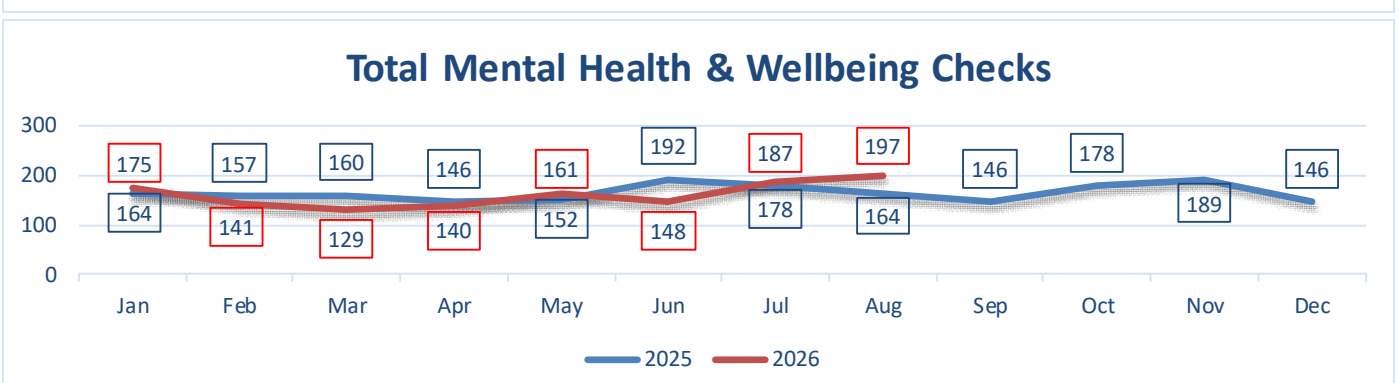
Mental Health	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Attempt/threat of suicide *		24	203	14	272	71%	-25%
Mental Health Act		84	663	65	730	29%	-9%
Wellbeing check		113	615	99	583	14%	5%
Total MHA + Wellbeing checks		**197**	**1278**	**164**	**1313**	**20%**	**-3%**

* Attempt/threat of suicide is inclusive with MHA, do not add both results.









PUBLIC WORKS COMMITTEE
REPORT TO COUNCIL
September 8, 2026

The Public Works Committee on Wednesday August 26, 2026, and the DRAFT minutes are included in your meeting package.

The Civic Board for Persons with Disabilities met on Tuesday August 25, 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, August 26, 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
Amy McQuillan, Finance Manager
Richard MacEwen, Director of Community Services
Sophie Hayes, Junior Engineer
Berry Genge, Junior Engineer

1. Call to Order
Councillor Tweel, Chair, called the meeting to order at 12:03 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 Mayor Brown that the agenda be approved as circulated. Carried.

4. Approval of Minutes
Moved by Mayor Brown and seconded by Councillor Muttart that the draft minutes from July 22, 2026 be approved. Carried.

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

6. Motion to Move into a Closed Session as per the MGA
Moved by Councillor Muttart and seconded by Mayor Brown. Carried

7. Business Arising from the Closed Session
There was no business arising from the closed session.

8. Reports/Discussions

a) Queen Street Parkade Updated Condition Assessment and Demolition vs Reconstruction Feasibility Study Presentation
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:

- The Queen Street Parkade Updated Condition Assessment and Demolition vs Reconstruction Feasibility Study was presented to Council on Tuesday August 25, 2026 at the Special Council Meeting.
- The structure is 47 years old and nearing the end of its expected 50-year service life and a decision is needed on its future. It may only have a three-year window before significant action is required.
- Council members agreed that demolishing the structure without replacement would be disruptive to downtown businesses and users.
- Chair Tweel emphasized the need to engage with the private sector through a Request for Proposals (RFP) and explore partnerships with private developers, the Province of PEI, Holland College and other downtown stakeholders.
    - Potential mixed-use developments could include:
        - parking
        - office space
        - residential units
        - commercial opportunities
- Chair Tweel noted that such projects could support downtown revitalization while helping to address parking needs.

Staff Recommendation

- Do not invest in major rehabilitation of the existing parkade.
- Maintain it in operation for the next few years while exploring alternatives.
- Identify and develop a fourth parkade location elsewhere in the city.
- Keep the Queen Street Parkade open during construction of the new facility to avoid losing its 338 parking spaces.
- Once replacement parking is available, demolish the Queen Street Parkade and redevelop the site potentially as:
    - a new parkade,
    - a mixed-use development, or
    - a combination of parking and other amenities.

Consensus and Outcome

- The committee agreed that the immediate goal was not to choose a specific project or site, but to establish a clear direction:
    - Explore options for replacement parking.
    - Keep all partnership and development possibilities open.
    - Preserve existing parking capacity.
    - Move quickly due to the condition of the current structure.
    - Continue discussions with council and stakeholders on specific solutions.

Moved by Councillor Muttart and seconded by Mayor Brown that "Queen Street Parkade Updated Condition Assessment and Demolition vs Reconstruction Feasibility Study" be forwarded 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:

- Councillor Muttart noted that the Exhibition Drive reconstruction project work has resumed after Old Home Week and is progressing well. He recognized staff efforts to keep the project on schedule.

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 requested background information on Charlottetown's street sweeper program. Chair Tweel voiced strong support for the service, noting that street sweepers play an important role in maintaining clean streets and enhancing neighbourhood appearance. They also highlighted the positive impact of street sweeper operators, describing them as excellent ambassadors for the City due to their regular, positive interactions with both residents and visitors.

10. Adjournment

Moved by Mayor Brown and seconded by Councillor Muttart that the meeting be adjourned. Carried. The meeting concluded at 12:53 PM.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Public Works
Committee # 1

MOTION CARRIED _____

MOTION LOST _____

Date: 09,08,2026

Moved by Councillor Mitchell Tweel

Seconded by Councillor John McAleer

RESOLVED:

That, Council adopt in principle the following path forward for the Queen Street Parkade: assess potential locations for a fourth Parkade; maintain the existing Queen Street Parkade throughout construction of the fourth Parkade; upon completion, demolish the existing Queen Street Parkade and redevelop the Queen Street property as either a new Parkade or a mixed-use facility incorporating parking and other amenities,

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-2026-08-25-001

Date: August 26, 2026

Directed to Council through the following Committee:
Public Works Committee

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:
~~Background -~~ Queen Street Parkade Updated Condition Assessment and Demolition vs Reconstruction Feasibility Study Presentation

Report Purpose:
To provide Committee with a recommendation on a path forward in terms of the Queen Street Parkade based on information presented to Council August 25, 2026.

Staff Recommendation:
That Council adopt in principle the following path forward for the Queen Street Parkade: assess potential locations for a fourth Parkade; maintain the existing Queen Street Parkade throughout construction of the fourth Parkade; and, upon completion, demolish the existing Queen Street Parkade and redevelop the Queen Street property as either a new Parkade or a mixed-use facility incorporating parking and other amenities.

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 presented to Council August 25, 2026:

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 $1.5 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 includes the recommended path forward of maintaining the Queen Street Parkade in safe operating condition for a minimum of three years while the City evaluates potential locations for another parking facility. If another parking facility is constructed, as recommended in the recently adopted Parking Strategy, the Queen Street Parkade could then be

demolished and the site either redeveloped with a new parking structure or mixed-use facility. This could mean a capital investment of approximately $25 to $47.4 million for planning and redevelopment of the Queen Street site, not including the cost of the fourth parking facility. Please also note that a mixed-use facility would add additional costs to this estimate.

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.

The recommended next step is to assess potential locations for a fourth Parkade; maintain the existing Queen Street Parkade throughout construction of the fourth Parkade; and, upon completion, demolish the existing Queen Street Parkade and redevelop the Queen Street property as either a new Parkade or a mixed-use facility incorporating parking and other amenities. A fourth parking structure is recommended in the Parking Strategy and timing this construction to occur before the demolition of the Queen Street Parkade would minimize the number of parking spaces lost during demolition and construction. The Queen Street Parkade has a capacity of 338 spaces and is reported to reach capacity on most days, making it important that replacement parking capacity be available before the existing facility is removed. It should be noted that minimal parking would be maintained during rehabilitation work.

Given the limited parking that would remain available during rehabilitation work if this path forward were to be selected, maintaining the existing Parkade until replacement parking capacity is established would minimize disruption to downtown parking availability.

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:

Options for the Queen Street Parkade were presented to Council by RJC Engineers, who conducted both a condition assessment and a rehabilitation vs demolition feasibility study, August 25, 2026, for information purposes only.

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**
YG August 26, 2026	RDM August 26, 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

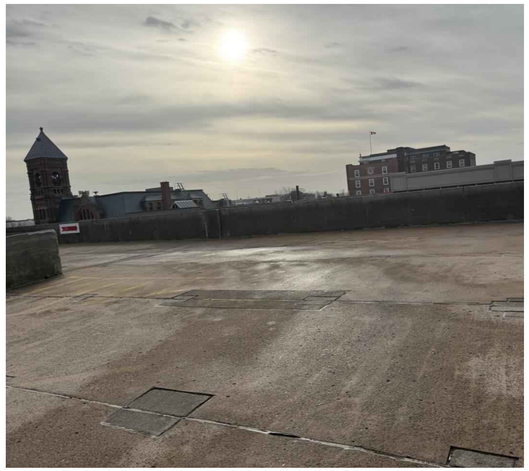
/ Control joint sealant moisture protection system

/ 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

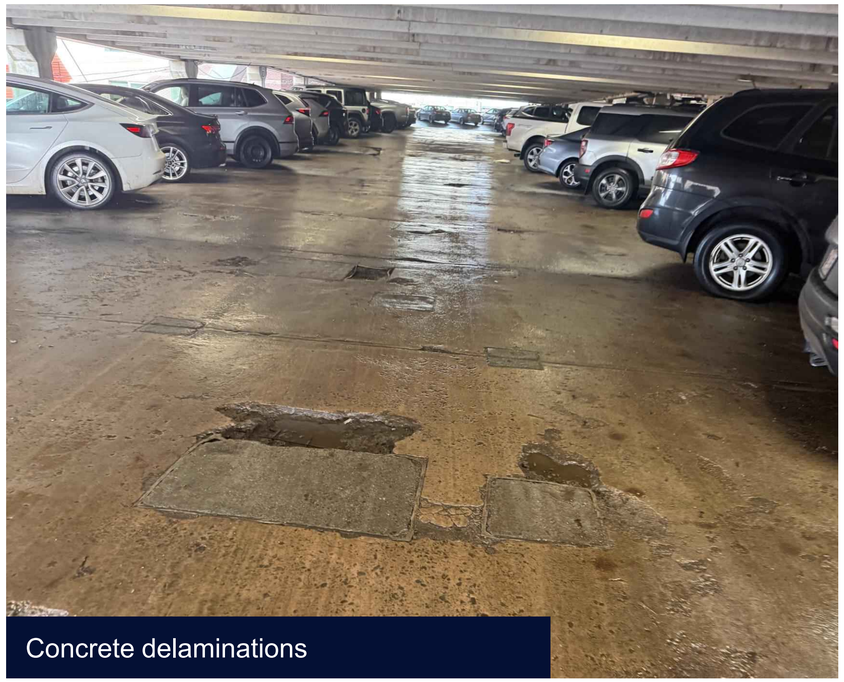
Stairwells
Poor condition

5

Drains
Undersized and not functioning as intended



Temporary structural shoring



Concrete delaminations



Typical stem delamination



Typical Soffit Delamination

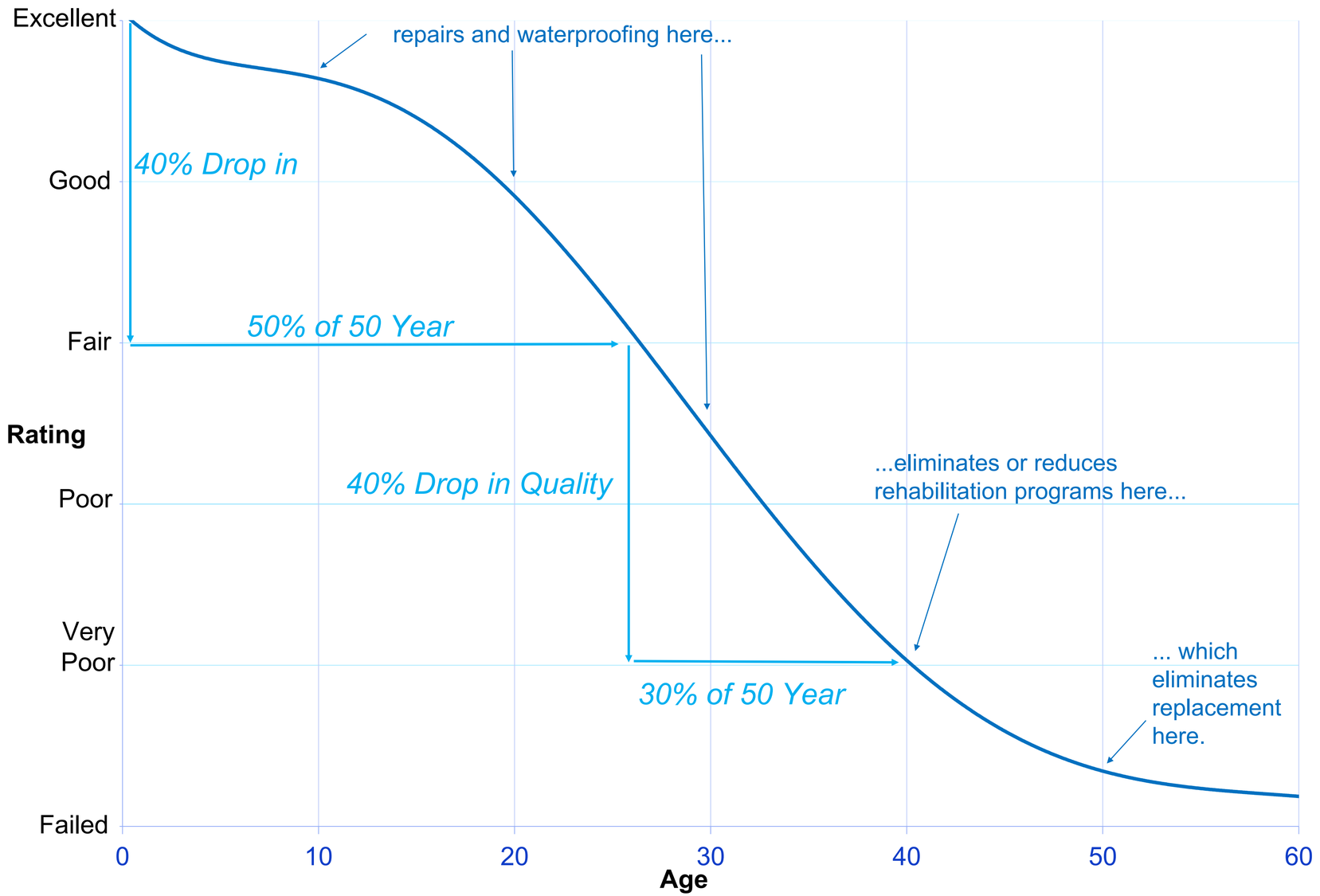


Concrete delaminations

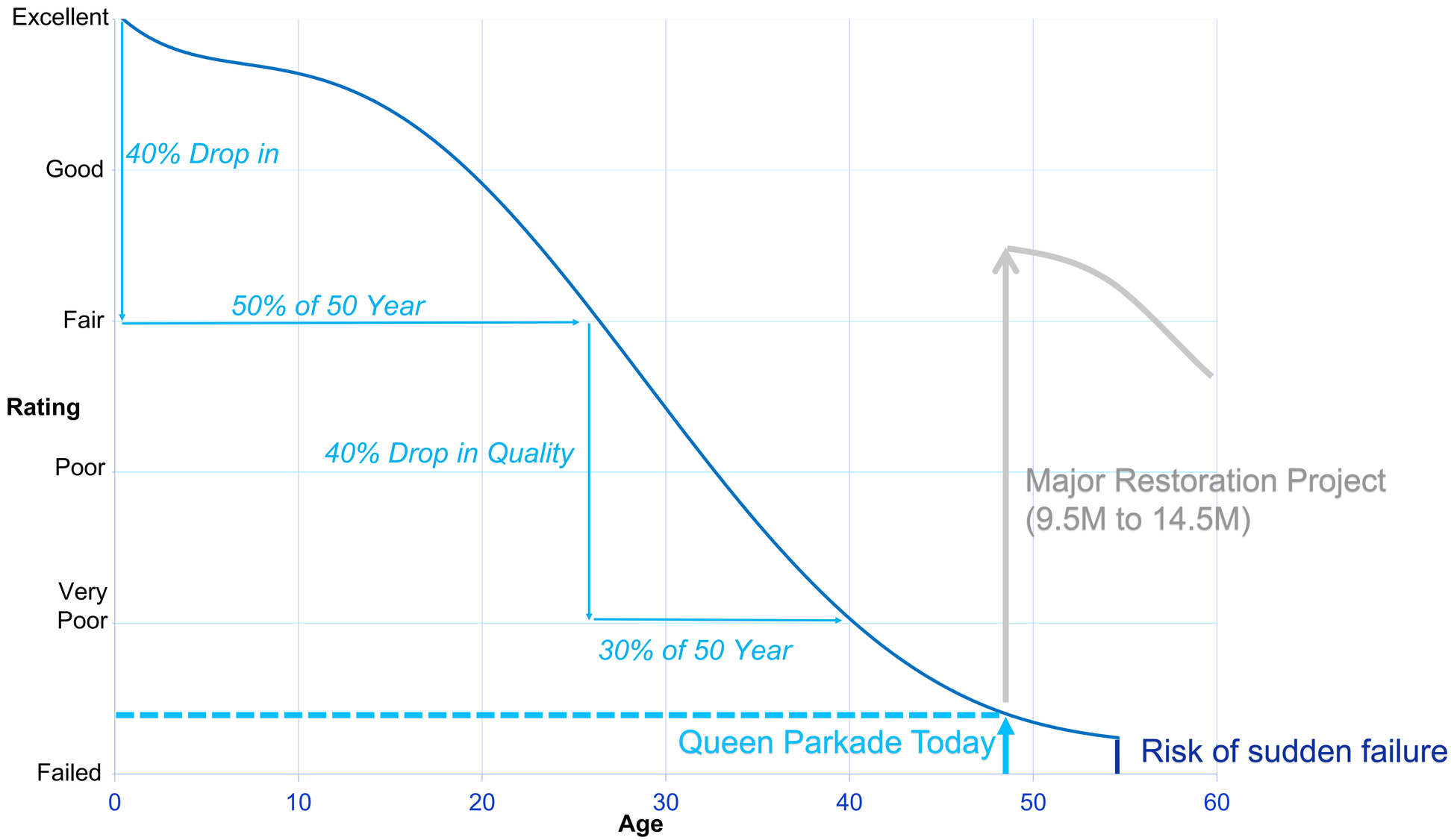


Typical spandrel delamination

Parking Garage



Parking Garage

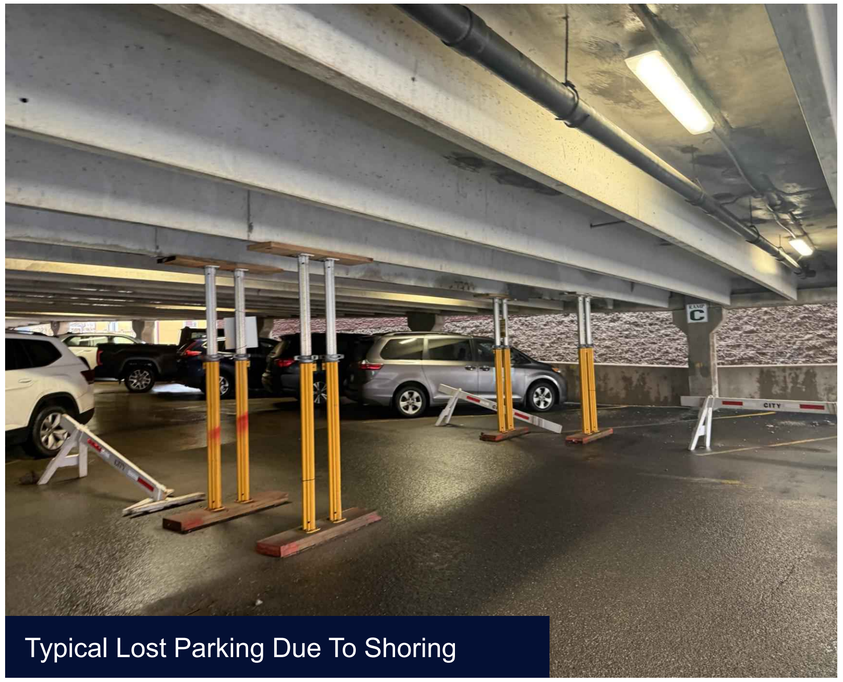




Typical Beam Delamination and Shoring



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

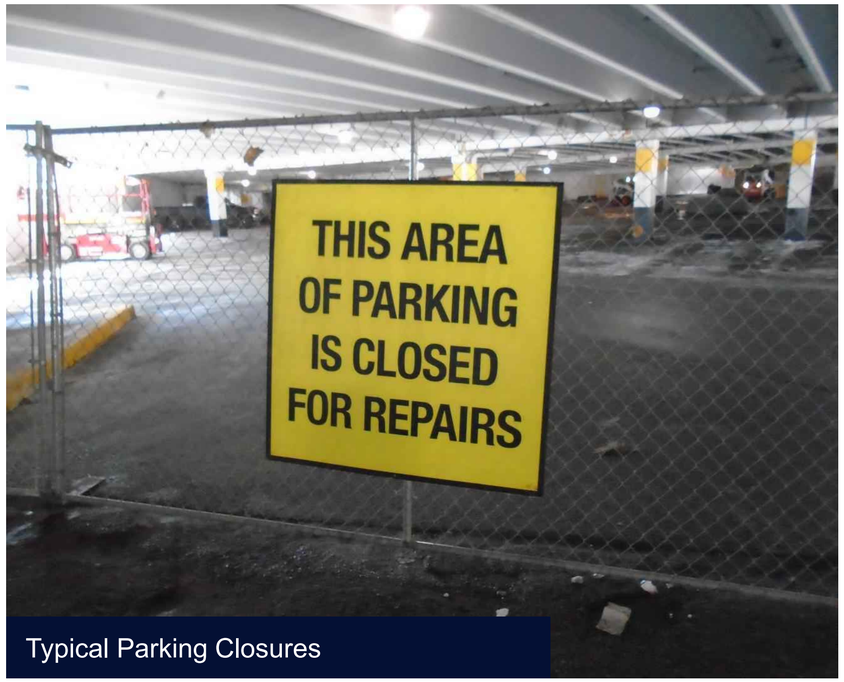


Year One

- 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

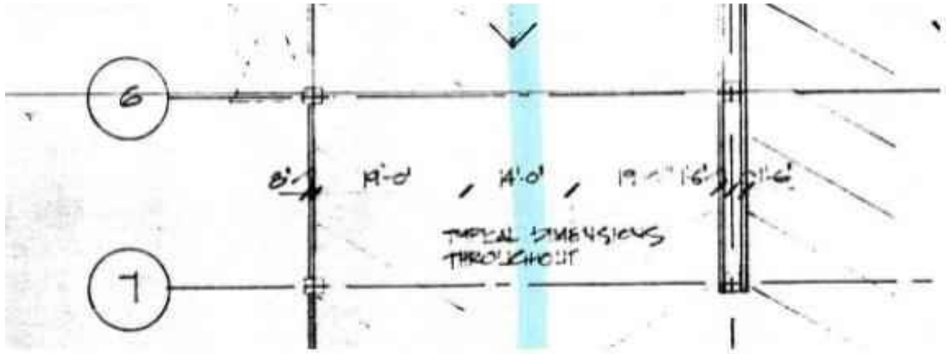
5

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

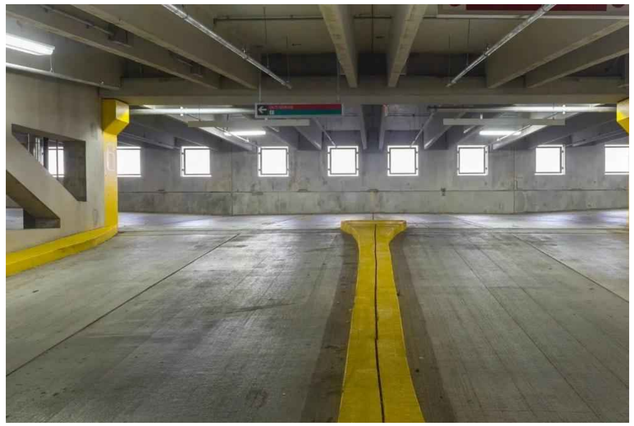




Cast-in-Place Concrete



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

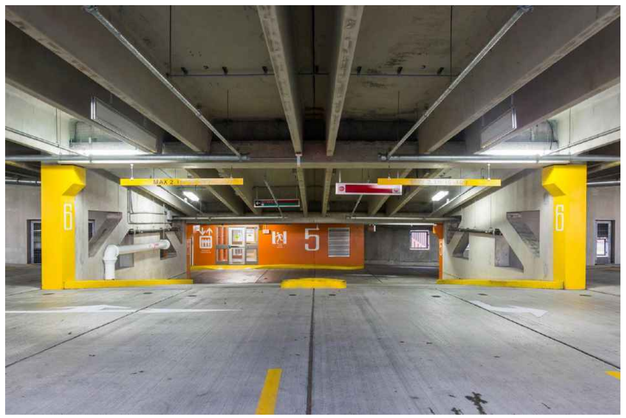
- Work can commence faster than other options
- Lower initial and ten-year capital cost
- 10-year capital of ~$12M to ~$17.5M

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

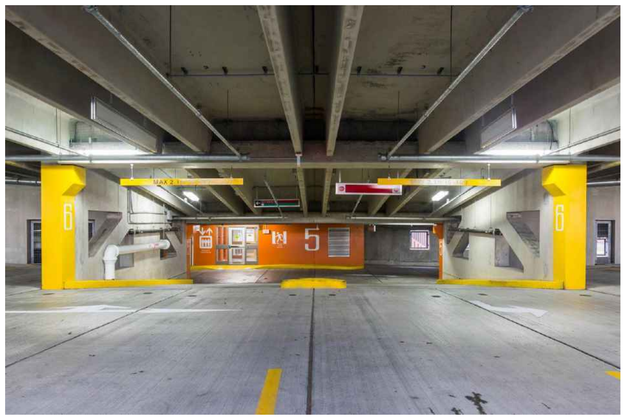
Capital Implications

- $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

Contact: Nigel Parker

Email: nparker@rjc.ca

Resolution within the HR Committee Report to Council

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:

- The report was presented to the Public Works Committee on July 22, 2026. The Committee supported the staff recommendation and agreed that it be reviewed and supported by the Human Resources Committee and Finance Committee before being brought forward, with a resolution, to a future Regular Council Meeting.
- The report was presented to the Finance Committee on August 5, 2026. The Committee supported the staff recommendation.
- The report was presented to the Human Resources Committee on September 1, 2026. The Committee supported the staff recommendation.

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-2026-08-26-001

Date: August 26, 2026

Directed to Council through the following Committee:
Public Works Committee

Reporting Department:
Public Works

Other Associated Departments:
None

Prepared by:
Ylber Gashi / Joey MacKinnon

Attachments:

- Capital Summary
- Operational Summary

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. **Historical District Functional Plan**

In July 2026, the Public Works Department issued a public tender for the development of a guide for infrastructure upgrades and maintenance for the "Historic District" area, as shown below the study area is outlined in red, with the planned pedestrian streetway streets are highlighted in teal.



Figure 1: Study Area

These upgrades are to build off the designs presented in the "Charlottetown Province House Historic District" Plan previously completed by Fathom Studios. In addition to these aesthetic upgrades, the scope of work included improving stormwater capacity, sanitary sewer infrastructure, pedestrian mobility, tree canopy, and overall streetscape amenities. The sections of Richmond Street (Queen Street to Great George Street) and Sydney Street (Queen Street to Great George Street) are to be designated to become "car-free zones" (pedestrian streetways), and their new design shall reflect such conditions.

The function design plan (30%), and the detailed design of the established first priority street/items has been awarded to WSP. Having worked with WSP in the past, staff are confident in their ability to deliver high-quality work. This work has been budgeted for in the 2026/27 capital budget.

3. **Sherwood Community Centre Detailed Design**

Following the completion of the "Sherwood Sport and Recreation Complex Centre Master Plan", an RFP was posted by the City of Charlottetown Public Works Department for the detailed design of a new Sherwood Community Centre. This was awarded to Architecture 49 as budgeted for in the 2026/27 capital budget. The project scope includes finalizing the

conceptual design and space program through stakeholder and public consultation, and completing the detailed design of the new facility, including sustainability features explored during the schematic design phase.

4. **Light Duty and Large Fleet**

In August 2026, the Public Works Department through Canoe Procurement awarded the following two purchases as noted below:

3500 Series Dump Box (3) & 4500 Series Dump Box (1) (Canoe)	
Vendor	Submission
Action Car and Truck Accessories	**$97,172.06**

4 x 2 Plow Dump Truck (Canoe)	
Vendor	Submission
East Coast International	**$437,296.94**

Police Upfits for 2026 Ford Explorers (4) – (RFQ)	
Vendor	Submission
Spence Communications Inc.	**$199,950.00**

In accordance with the new Procurement Policy, the Request for Quotation (RFQ) for the Police Upfitting was awarded to the only compliant bid received, Spence Communications Inc.

Action Car and Truck is the only supplier for Dump Bodies on PEI and was the highest ranked bid as per the Canoe Procurement Program.

East Coast International is the highest ranked Canoe approved vendor in our region. Their parts, services, and repair shop is located here in Charlottetown. This truck is also the same make and model as all other 4x2 plow trucks in our fleet.

5. **Norwood Road Multi-Use Pathway**

In August 2026, Public Works issued a public request for tender for the construction of the Norwood Road Multi-Use Pathway project. This project involves the construction of a new 3-metre-wide asphalt pathway along Norwood Road from Friar Drive, heading north for approximately 850 metres. This project also involves upgrades to stormwater infrastructure in the area, as well as the addition of several pads to accommodate future transit stop upgrades. This project will be a significant improvement for the area in terms of active transportation and transit.

The tender closed August 20th, and five (5) submissions were received as follows:

Bidder	**Total Submission Price**
Landmark Construction Ltd.	$ 1,513,510.00 plus all applicable taxes
Birch Hill Construction	$ 1,719,684.00 plus all applicable taxes
Island Coastal Services Ltd.	$ 1,363,615.64 plus all applicable taxes
Chapman Brothers Construction	$ 1,647,736.85 plus all applicable taxes
Birt and MacKay Construction Ltd.	$ 1,683,388.88 plus all applicable taxes

Tender submissions were reviewed, and the low bid of Island Coastal Services Ltd. is complete. As the project is budgeted under the 2026-2027 Sidewalks – New Construction account, this project has been awarded to Island Coastal Services in accordance with the city's procurement policy.

6. **Charlottetown Cenotaph Walkway Replacement**

In July 2026, Public Works staff requested three quotes for the replacement of the walkway around the Charlottetown Cenotaph, as budgeted in the 2026–27 Capital Beautification Budget. The project improves safety by replacing the uneven and cracked paving stones. The work was awarded to Earthform and is now 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 August 26, 2026	RDM August 26, 2026

Committee Recommendation: (if differing from staff)

Capital Summary Update - Public Works

August 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED CONSTRUCTION TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
Street Reconstruction Projects					
Spencer Drive Extension	Design In Progress	Design - 90%	Design work in progress.	TBD	TBD
Exhibition Drive Reconstruction	Construction in Progress	45%	Construction underway.	April 2026 - October 2026	$ 5,147,333.00
University Avenue - Phase 1.1	Design In Progress	Design - 25%	Design work and Utility coordination in progress	TBD	TBD
Roads - Street Resurfacing	Package A - Construction in Progress	59%	-	Summer 2026 - Late Fall 2026	$ 1,564,602.17
	Package B - Construction in Progress	20%	-	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	2025 Sidewalk Package B - Construction complete	100%	Carry over from 2025/26 fiscal year. Complete.	Complete	$ 473,088.68
Parkside Drive from Beach Grove Road to Crestview Drive	2025 Sidewalk Package A - Construction complete	100%	Carry over from 2025/26 fiscal year. Complete.	Complete	$ 566,163.00
Stockman Drive from Gardiner Drive to Malpeque Road, and Holl Street from Lower Malpeque Road to Stockman Drive	2025 Sidewalk Package B - Construction complete	100%	Carry over from 2025/26 fiscal year. Complete.	Complete	$ 663,847.32
Elena Court (MUP) from Norwood Road to the Cul-de-sac	2025 Sidewalk Package A - Construction complete	100%	Carry over from 2025/26 fiscal year. Complete.	Complete	$ 289,469.84
2026 Sidewalks & Multi-Use Paved Pathway Construction Projects					
Woodlawn Drive from Mt Edward Road to Maple Avenue	Sidewalk Package A - Construction in Progress	25%	Curb installation is underway.	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 - Construction in Progress	<10%	Preliminary work underway	Late Summer 2026 - Late Fall 2026	
Norwood Road from Friar Drive to the apartment buildings	Project Awarded	n/a	Awarded to Island Coastal Services.	Fall 2026 - Late Fall 2026	$ 1,363,615.64
Poplar Avenue from Pine Drive to Oak Drive	Sidewalk Package B - Design In Progress	Design - 99%	Closes September 4, 2026	TBD	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.	Sidewalk Package B - Design In Progress	Design - 99%	Closes September 4, 2026	TBD	
Municipal Buildings					
West Royalty Community Center - Priority 1 upgrades	Construction in Progress	75%	Construction is nearing completion, with chimney replacement, exterior door replacements, washroom renovation, gym painting, and ramp/stair flooring still ongoing.	June 2026 - Fall 2026	$ 529,000.00
West Royalty Community Center - HVAC upgrades	Construction in Progress	70%	Construction is in progress. All work is expected to be completed before September, except the installation of the ERV which is delayed until September. Remaining work is expected to be limited to the boiler room.	Summer 2026 - Fall 2026	$ 164,600.00
Heartz Hall Building Upgrades - Phase 2 (Interior Renovation)	Construction in Progress	70%	Carry over from 2025/26 fiscal year. Construction underway.	In Progress - Late Fall 2026	$ 988,464.00
Sherwood Community Centre - Phase 1 Detailed Design	Consultant Services Awarded	n/a	The detailed design of the new facility has been awarded to Architecture49.	Fall 2026 - Spring 2027	$ 273,599.63
Historic District Functional Plan	Consultant Services Awarded	n/a	The development of a guide for infrastructure upgrades and maintenance for the “Historic District” area in Charlottetown has been awarded to WSP.	Fall 2026 - Spring 2027	$ 142,740.00
City Hall - Security Upgrades	Project Awarded	70%	Project underway.	In Progress - Summer 2026	$ 94,300.00

Capital Summary Update - Public Works

August 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED CONSTRUCTION TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
70 Kent Street (Planning) Upgrades	Project Awarded	n/a	Project has been awarded. Construction to begin September 2026.	August 2026 - Winter 2026	$ 269,300.00
Euston Street Redevelopment	Construction in Progress	75%	Construction work underway	In Progress - Fall 2026	$ 1,697,000.00
Euston Street Redevelopment - Solar Panel Array	Project Awarded	n/a	Work to begin upon completion of roof work.	Fall 2026	$ 24,000.00
Euston Street Redevelopment - Level III Chargers	Construction in Progress	60%	EV Chargers installation in progress.	In Progress - Summer 2026	$ 219,000.00
Parkades Major Repairs & Parking					
Pownal Parkade Concrete Restoration	Project Awarded - Construction in Progress	80%	Carry over from 2025/26 fiscal year. Construction underway.	In Progress - Winter 2026	$ 1,959,580.00
Queen Street Parkade - Demolition / Reconstruction Feasibility Study & Updated Condition Report	Consultant Services Awarded	99%	Final drafts of a demolition/reconstruction feasibility study and an updated condition assessment report are complete. Options for this Parkade are being presented to Council August 25, 2026.	Fall 2026	$ 30,000.00
Master Plans & Studies					
Municipal Design Guidelines	Consultant Services Awarded	75%	Draft chapters are in review.	In Progress - Late Fall 2026	$ 265,512.00
Grafton Street Master Plan	Consultant Services Awarded	99%	Final draft complete.	In Progress - Late Fall 2026	$ 265,512.00

City of Charlottetown - Public Works Department

Public Works Operational Report: August 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. Crews are currently focusing on school zones ahead of the school year.
- **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, 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. Crews are currently focusing on school zones ahead of the school year.
- **Beautification** - Working hard to keep flower beds including roundabouts 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, August 25, 2026, 3:00PM
Confederation Centre of the Arts

DRAFT

Present: Chair Glen Flood
Amber Robb (Staff)
Anthony Welsh
Linda Clark (T/C)
Alison Galley
Jeannie Poole

*T/C indicates present via teleconference

Regrets: Judith Bayliss

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 Jeannie, seconded by Anthony 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

- Glen reported that all parties involved in the accessible taxi committee have agreed to a name for the service which will be managed by Pat and the Elephant. Fees have been set and service is expected to begin in September 2026.
- ResourceAbilities will track and report on usage of the taxi service.
- To ensure continued operation of the service, local fundraising initiatives and Provincial/Federal funding grants may need to be considered.
- Judiths suggestions for names and taglines may be used for future consideration.

b) Confederation Centre of the Arts (Facility Tour)

- Steve Bellamy, CEO of the Confederation Centre led us on a tour of the renovations underway. It is an impressive expansion which is scheduled to be fully completed in November. The design incorporates the Rick Hansen Accessibility Certification Standards and will be fully accessible throughout.
- The main street entrance will be located on Victoria Row and the Queen Street entrance (formally the door to the library) will feature an exterior ramp from the street.
- Inside there are wide ramps to various levels as well as an elevator. The expansion includes a large rehearsal hall, event space with mezzanine balcony, atrium with garden view, music, dance and visual arts studios, rooftop terraces and solar panels. The use of mass timber throughout complements the concrete walls and sandstone of the original structure and the natural light form the large windows makes for a warm and welcoming space for all.
- Mr. Bellamy was very receptive to having a return visit from Glen prior to the opening of the facility to help assist with any additional accessibility features they would like to have in place.

7. Introduction of New Business

Amber will confirm the location of the September meeting which is expected to be held at Simmons or City Hall, she will also confirm when the last meeting of the current advisory board will be held.

8. Adjournment

Moved by Alison, seconded by Anthony. The meeting adjourned at 3:15 PM and was followed by the Facility Tour.

Next meeting will be on September 15, 2026, at 3:00 PM, location to be confirmed.

ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
September 8, 2026

The Environment & Sustainability Committee met on August 25, 2026. The meeting minutes are available in your package.

There are two (2) resolutions for your consideration.

Respectfully submitted,
Councillor Trevor MacKinnon, Chair

DRAFT

Tuesday, August 25, 2026, 12:00 PM
Parkdale Room, 199 Queen Street, Charlottetown

PRESENT: **Mayor Philip Brown**
Councillor Trevor MacKinnon, Chair
Councillor Mitchell Tweel

ALSO:
Richard MacEwen, Director of Community Services
Jessika Corkum-Gorrill, Manager of Environment and Sustainability
Nick Walker, Energy Management Engineer
Elmira Moghimi, Program Administrative Assistant
Kristen Gore, Climate Action Officer
Simon Wilmot, Forest and Environmental Officer
Taylor Dall, Environmental Project Coordinator
Amy McQuillan, Manager of Finance

REGRETS: **Councillor Norman Beck**
Brad MacConnell, CAO

Order of Business: Open Session

1) **Call To Order**
Chair MacKinnon called the meeting to order at 12:00 PM

2) **Declarations of Conflict of Interest**
There were no conflicts of interest declared.

3) **Approval of Agenda**
A change was proposed to the order of the agenda, moving items C and D so that the items would be considered in the revised sequence of A, B, D, and C. There were no objections to the change. Mayor Brown moved that the revised agenda be approved. Carried.

4) **Approval of Minutes**
It was moved by Mayor Brown and seconded by Councillor Tweel, that the minutes from August 25, 2026, be approved. Carried.

5) **Business Arising from the Minutes**
There was one (1) business arising from the minutes.

a. Highway Traffic Act

Under business arising from the July 28 minutes, Mayor Brown raised the issue of proposed changes to PEI's Highway Traffic Act. It was noted that the matter had previously been deferred at Council. Mayor Brown recommended that staff meet with the Federation of Prince Edward Island Municipalities to discuss these policy changes and possible interests in other municipalities.

A related concern was raised regarding helmet requirements. Mayor Brown emphasized that although penalties exist for not wearing helmets, the rules are not being enforced consistently. He questioned the practical purpose of penalties if enforcement is not taking place and suggested that the matter be raised through the provincial municipal federation to assess broader municipal support.

6) Reports/Discussions

a. Cody Banks Build Communities Strong Fund - ES 26-22

The committee considered a request for Council to endorse the City entering into a contribution agreement with the federal government under the Build Communities Strong Fund. The City had received an approval-in-principle letter for funding toward energy-efficiency upgrades at the Cody Banks Arena. Nick Walker recommended that Council support the City entering into the agreement.

The proposed federal funding would cover 40 percent of eligible capital costs for the energy-efficiency upgrades, to a maximum of $199,500. The remaining project costs would be covered through the City's Parks and Recreation budget. The proposed upgrades include heat pumps, a rooftop photovoltaic (PV) solar system, and connecting the building to a building automation system. The automation system would allow staff to monitor and manage building systems such as heating settings and pumps. Nick Walker also explained that the federal funding could potentially be combined with other funding sources. A provincial solar rebate program was currently on hold, but the City intended to pursue that funding if the provincial program became available again.

During discussion, Mayor Brown raised a question about whether the City needed to provide project quotations before becoming eligible for the funding. Nick Walker clarified that the immediate requirement was simply for Council to pass a resolution endorsing acceptance of the funding and the project. The resolution was required before the contribution agreement could be signed. Nick Walker further explained that the original funding application dated back to 2023, meaning that actual project costs could now differ from the original estimates. If the completed project cost is lower than anticipated, the amount of funding received would correspondingly be lower.

The motion moved by Mayor Brown and seconded by Councillor Tweel. Carried.

b. UPEI Master of Cleantech Leadership and Transformation Capstone Collaboration- ES 26-23

Kristen Gore updated Council on two graduate student capstone projects being undertaken in partnership with the City's Environment and Sustainability Department. The interdisciplinary graduate program began in fall 2025 and requires students to complete a capstone project. UPEI approached the City about becoming the program's inaugural capstone partner. As a result, two graduate students, Anna Dao and Byron Lindsay, were paired with City staff to undertake separate projects aligned with priorities in the City's Climate Action Plan.

Anna Dao's project, undertaken in collaboration with City staff, focuses on climate change mitigation awareness among Charlottetown residents. The project aligns with Theme 10 of the Climate Action Plan, dealing with education and communication. Its expected deliverables include a "Climate Change Mitigation

101" training module, an informational flyer identifying local climate-action opportunities and available supports, and a community workshop to be delivered in collaboration with the City.

The second project, led by Byron Lindsay in collaboration with City staff, focuses on residential solar energy in Charlottetown. It aligns with Theme 5 of the Climate Action Plan, concerning renewable energy and energy storage. The project is intended to provide an evidence-based assessment of the opportunities associated with residential solar, including installation costs, potential household energy savings, greenhouse-gas reductions, and life-cycle considerations. It will also examine the financial benefits and barriers associated with residential solar adoption. The purpose is to provide the City with evidence that could inform future policy decisions and potential municipal support for residential solar.

Councillor MacKinnon asked how residents would ultimately access the results of the projects. Kristen Gore explained that residents would be invited to the climate mitigation workshop and that the informational material would be made available there, with the possibility of also posting it on the City's website. The residential solar report's public availability had not yet been determined. A question was raised whether battery storage would be incorporated into the residential solar project. Kristen Gore explained that Lindsay had deliberately narrowed the project to residential solar based on the available evidence and financial feasibility. Battery storage remained an important area of interest, however, and the City was separately working on a community energy feasibility study that would consider battery storage at the community scale.

Councillor Tweel also asked which academic department at UPEI was responsible for the program. Kristen Gore was unsure to confirm the exact department during the meeting, so, she was requested to obtain that information and provide the details to the committee. Mayor Brown also connected the capstone work to the City’s innovation hub at the Euston Street building. The concept was raised as a potential venue for future community discussions on green technology and related ideas.

The committee received the update and continued discussion about how the resulting research could support future climate-action initiatives, community engagement, renewable energy policy, and broader work on energy storage.

d. Transit Service Agreement – ES 26-25

Jessika Corkum-Gorrill provided an update concerning the City's transit service agreement. She also requested that Council approve an extension of the temporary service rate of $89 per hour for service expansions. The temporary rate had originally been established on the expectation that a new transit agreement would already be in place. Negotiations had taken longer than anticipated, although she reported that discussions were progressing well and that the agreement was currently with the operator's legal team.

Because the existing resolution authorizing the temporary rate expired at the end of August, Jessika Corkum-Gorrill requested that the $89-per-hour rate be extended until the end of November or until the new agreement was finalized, whichever occurred first. She also characterized the negotiations as being close to completion and hoped that the matter could return to the committee by the end of September, while acknowledging that the timing depended partly on matters outside the City's control.

Mayor Brown questioned the budgetary implications, particularly whether continuing under the existing arrangement would affect the approximately $6 million transit budget and the assumptions built into it.

Jessika Corkum-Gorrill explained that the net financial effect was expected to be broadly similar to the budget forecast. The City's budget had anticipated the new agreement, including higher payments to the operator and corresponding higher revenues. Under the current temporary arrangement, the City would receive less revenue than forecast but would also incur lower service expenses because the operator would continue to be paid at the lower temporary rate. Consequently, the two effects were expected to largely offset one another.

Mayor Brown also confirmed that, until the new agreement takes effect, the existing arrangement remains in place, including the operator retaining the fare revenue. He sought a timeline for completion, and Jessika Corkum-Gorrill expressed hope that the agreement could return to the committee around the end of September, although no firm date was provided. She noted that Brad MacConnell, CAO, had been heavily involved throughout the agreement update process.

The motion to extend the temporary $89-per-hour service rate was moved and seconded, and the item was advanced to Council. The decision was therefore to recommend that Council extend the temporary transit service rate through the end of November, or until the new transit service agreement is finalized, whichever occurs first.

The motion moved by Councillor Tweel and seconded by Mayor Brown. Carried.

c. 2026 Spring Urban Forestry Update - ES 26-24

Simon Wilmot provided an update on the City's 2026 spring urban forestry program, highlighting tree planting, ecological restoration, invasive-species management, community engagement, and tree maintenance. Approximately 4,000 trees, shrubs, and other plants were planted across Charlottetown, including 138 larger-caliper trees. Thirty of the larger trees were planted in response to public requests, and residents can now request trees in both parks and along streets.

Victoria Park was a major focus, with more than 1,000 trees, shrubs, and plants added. Simon Wilmot also highlighted significant canopy loss from Hurricane Fiona, disease, and invasive species, particularly glossy buckthorn. Restoration efforts are underway to remove invasive vegetation and replace declining areas with appropriate native vegetation. Significant, restoration work has also been undertaken at J. Frank McAulay Park and Upton Park, supported by ongoing funding from Trees for Life. These projects have enhanced habitat, biodiversity, drainage, flood management, and shoreline stabilization.

The City has also increased community involvement and maintenance capacity. The Business Tree Challenge supported approximately 450 trees and shrubs at Windsor Park, while nature tours and BioBlitz provided opportunities for public participation. The addition of two arborists has increased the City's ability to address maintenance needs, although the Fiona-related stump backlog remains. Stump grinding is currently progressing at approximately 10–30 stumps per week.

Councillor MacKinnon discussed concerns from Windsor Park residents about the amount of open green space being converted to forest. Simon Wilmot clarified that a majority of the park will remain grass-based and that planting has been focused on slopes, edges, and wet areas that are difficult to use recreationally. The goal is to add tree canopy, biodiversity, restoration, and create paths and are of public access to nature.

Councillor Tweel also discussed tree planting in new subdivisions and development areas. Committee members questioned whether developers should be required to incorporate street trees into subdivision designs. Simon Wilmot advised that the Environment and Sustainability Department has recommended stronger tree-planting requirements and emphasized that tree locations should be considered during the initial planning and infrastructure-design stages rather than retrofitted after development.

Jessika Corkum-Gorrill highlighted the important contribution of seasonal staff and community partners, noting that Council's approval of additional seasonal staff significantly improved the department's ability to complete planting and restoration work. Mayor Brown also recognized the contributions of schools, Holland College students, local organizations, and other community partners.

Tweel raised concerns about the City's current approach to planting street trees in new subdivisions, noting that trees are often planted by the City only after subdivisions have been developed and the streets have been transferred to municipal ownership. The discussion considered whether the new Zoning and Development Bylaw could encourage or require developers to incorporate street trees into subdivision plans from the outset. Simon Wilmot explained that the Environment and Sustainability Department has provided extensive feedback to the Planning and Development team and its consultants, advocating for stronger tree-planting requirements in new developments, parking lots, and other development areas. He emphasized that tree planting should be considered during the initial subdivision and infrastructure design stage, before utilities, sidewalks, lighting, bus shelters, and other infrastructure are finalized. Municipal design guidelines and standards were identified as important tools for ensuring appropriate space for trees is protected early in the planning process, reducing the need for the City to retrofit trees into limited or unsuitable spaces after development is complete.

Councillor MacKinnon also encouraged the committee to participate in the September 3rd public consultation on the Zoning and Development Bylaw, particularly regarding tree-cover provisions.

7) New Business

Under new business, Mayor Brown requested a brief update regarding the "Josh Underhay Way" AT Path. Jessika Corkum-Gorrill indicated that there were no firm dates or additional updates available at that time but committed to sharing information when it became available.

Adjournment

It was adjourned by Mayor Brown. Carried.
The meeting adjourned at 12:43 PM.

DRAFT

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Environment & Sustainability # 1

MOTION CARRIED _____

MOTION LOST _____

Date: September 8, 2026

Moved by Councillor Trevor MacKinnon

Seconded by Councillor Mitchell Tweel

RESOLVED:

That Council support the City entering into an agreement with the Government of Canada's Build Communities Strong Fund, for energy savings retrofits to the Cody Banks Arena, and

That Council acknowledges:

- **The Build Communities Strong Fund covers 40% of eligible capital expenses, up to a maximum of $199,500;**
- **Remaining project costs will be provided through City budgets; and**
- **Funds will be used to upgrade the Cody Banks Arena.**

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

City of Charlottetown Committee Report

Report No: 26-22

Date: Aug 25, 2026

Directed to Council through the following Committee:
Environment and Sustainability

Attachments:
- N/A

Reporting Department:
Environment and Sustainability

Other Associated Departments:
Parks and Recreation

Prepared by:
Nick Walker, Energy Management Engineer

Report Title:
Cody Banks BCSF Funding

Report Purpose:
To seek Council endorsement to enter into a contribution agreement with the Federal Government's Build Communities Strong Fund.

Staff Recommendation:
That Council support the City entering into an agreement with the Government of Canada's Build Communities Strong Fund, for energy savings retrofits to the Cody Banks Arena.

Council acknowledges that:
- The Build Communities Strong Fund covers 40% of eligible capital expenses, up to a maximum of $199,500;
- Remaining project costs will be provided through City budgets; and
- Funds will be used to upgrade the Cody Banks Arena.

Report Details:
The City of Charlottetown has been approved in principle for funding for upgrades to Cody Banks Arena through the Federal Government's Build Communities Strong Fund. To confirm this funding, an agreement must be signed, and a resolution must be passed to enter into an agreement.

Upon signing of an agreement, the City will be eligible for up to $199,500 in funding for energy efficiency retrofits at Cody Banks Arena. This project will include heat pumps, rooftop solar PV system, and a building automation system.

This funding can be stacked with other funding sources. Although provincial funding for solar panels has been put on hold for the time being, other sources of funding may become available and will be pursued.

Parks and Recreation will lead the renovations on the building, and Environment and Sustainability will work with them to provide support with the funding administration and energy efficiency measures. Design work is planned for winter 2026 to spring 2027 with construction planned for summer to fall 2027.

Council or Committee History:
N/A

Financial Implications:
Funds received will be up to $199,500. Parks & Recreation capital budget will be used for the remainder of the project costs.

Public Engagement and Communication:
N/A

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: Collaborating
Commitments: Sustainability
Pillars: Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG Aug 14/26	RDM August 20, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: ES 26-23

Date: August 25th, 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:
Kristen Gore, Climate Action Officer

Report Title:
UPEI Master of Cleantech Leadership and Transformation Capstone Collaboration

Report Purpose:
To inform Council of the collaboration between the City's Environment and Sustainability Department and the UPEI Master of Cleantech Transformation and Leadership program on two Capstone projects.

Staff Recommendation:
That Council receive this report as information.

Report Details:
The University of Prince Edward Island's Master of Cleantech Transformation and Leadership (MCTL) is an interdisciplinary graduate program that launched in fall 2025. As part of the program, students are required to complete a Capstone project, applying their academic training to a real-world challenge identified by a community or industry partner through an applied research project.

The Interim Academic Director of the MCTL program approached City staff with an opportunity for the City of Charlottetown to become one of the program's inaugural Capstone project partners. Through this partnership, two graduate students have been paired with staff in the Environment and Sustainability Department to undertake projects that support their academic studies while contributing to the implementation of the City's Climate Action Plan (CAP).

Graduate students Nuong (Anna) Dao and Byron Lindsey have been partnered with the City's Climate Action Officer and Energy Management Engineer, respectively, to deliver two distinct Capstone projects aligned with CAP priorities.

Anna Dao's Capstone project focuses on climate change mitigation awareness for Charlottetown residents and contributes to Theme 10: Education and Communication of the CAP. The project explores opportunities to enhance resident understanding of climate change mitigation through locally relevant, practical communications that connect climate action to everyday household decisions and experiences.

Project deliverables include a Climate Change Mitigation 101 training module, a concise informational flyer highlighting local climate actions and available supports, and a pilot community session designed to increase resident understanding and gather feedback on the effectiveness of the materials. The project will provide the City with practical communication resources and recommendations to make climate information more relevant,

understandable, and actionable for residents, supporting public engagement and education efforts throughout the implementation of the CAP.

Byron Lindsey's Capstone project, Renewable Energy: Residential Solar in Charlottetown, contributes to Theme 5: Renewable Energy and Energy Storage of the CAP. The project provides an evidence-based assessment of residential solar opportunities in Charlottetown, evaluating installation costs, household energy savings, greenhouse gas reductions, system lifecycle considerations, and potential contributions to reducing local energy demand. The project will also identify financial barriers to adoption and explore incentive approaches that could improve affordability and increase participation among residents.

By quantifying the costs, benefits, and barriers associated with residential solar adoption, the project will provide the City with valuable information to support evidence-based decision-making regarding policies, programs, and incentives that could encourage greater uptake among residents. The findings will also improve the City's understanding of the role of residential solar in reducing community greenhouse gas emissions, increasing local renewable energy generation, and advancing the objectives of the CAP.

By partnering with the Master of Cleantech Transformation and Leadership program, the City gains additional research and engagement capacity to support the implementation of CAP actions and priorities. At the same time, the partnership provides graduate students with valuable hands-on experience applying their knowledge and skills to local climate and sustainability challenges.

The Capstone projects began in June 2026 with the development of project proposals and will continue through the fall semester, with final deliverables expected by the end of November 2026.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
As part of the Climate Change Mitigation Awareness for Charlottetown Residents Capstone project, a public engagement and educational workshop on climate change mitigation is planned for November 2026

Legislative Authority:
MGA – Part 7 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.
Commitments: Sustainability, Collaboration and partnership, Transparency, Engagement, Communication.
Pillars: Governance and Civic Engagement.

Reviewed By:

Manager	**Director/CAO**
JCG Aug 18/26	RDM August 20, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: 26-24

Date: August 25, 2026

Directed to Council through the following Committee:
Environment and Sustainability
Standing Committee

Attachments:
- N/A

Reporting Department:
Environment and Sustainability

Other Associated Departments:
Parks and Recreation
Public Works

Prepared by: Simon Wilmot, Forest and Environmental Officer

Report Title:
2026 Spring Urban Forestry Update

Report Purpose:
To update council on ongoing post Fiona restoration, street and park tree planting, tree maintenance and nature education activities.

Staff Recommendation:
That Council receives this report as information.

Report Details:

Spring Urban Forestry Update

This spring, the City has continued and expanded its post-Fiona tree planting and restoration work, with approximately 4,000 trees, shrubs and other plants planted through municipal projects supported by Trees for Life and the Federation of Canadian Municipalities' Growing Canada's Community Canopies (FCM GCCC) program. The work builds on previous restoration efforts and includes significant planting at Victoria Park, Upton Park, J. Frank McAulay Park, Windsor Park, Hermitage Creek, Ellen's Creek and Wrights Creek, as well as continued street and park tree planting.

This work involved partnerships with community organizations, local businesses, the Charlottetown Area Watershed Association, students from four local schools and UPEI, and community volunteers. These partnerships have helped increase the scale of planting and support longer-term canopy restoration and ecological recovery across the city.

Table 1 Summary of Urban Forestry Planting Initiatives 2026

Location / Project	Trees, Shrubs & Plants Planted
Victoria Park	900+
J. Frank McAulay Park	200
Upton Park	200
Street and Park Trees	138
FCM GCCC – Windsor Park, Ellen's Creek, Hermitage Creek & Wright's Creek	1,116
Business Tree Challenge – Windsor Park	320
Watershed Group-led – Hermitage Creek	1,100+
Total	**3,974+**

Street and Park Trees

Street and park tree planting refers to the installation of large-caliper 60 mm trees that require a backhoe for planting. Staff planted 138 (97 park trees, 41 street trees) of these trees this spring, with 30 of the tree locations originating from public requests.

Staff have also expanded the Request a Tree process to include requests for park trees. We have received a significant number of these requests, likely reflecting increased demand for shade in parks during periods of summer heat.

Streets Planted with New Street Trees - Spring 2026

Richard Dr	Centurion Cr	Fox Run Drive
Bambrick Dr	Davids Ln	Fulton Dr
Barbour Cir	Dawson Ct	Harbor Ln
Barrymore Ct	Devonshire St	Hemlock Dr
Brighton Rd	Echo Lane	Horseshoe Bl
Canterbury Ct	Elizabeth St	Nassau St
Oak Dr	Westcomb Cr	Trafalgar Street
Parricus Mead	Westridge Cr	
Pownal St	Woodlawn Dr	

Victoria Park Restoration

Significant restoration work has taken place in Victoria Park this year, with a key focus on reducing areas dominated by invasive species, particularly glossy buckthorn, and accelerating the recovery of a Wabanaki-Acadian forest

ecosystem near the play equipment that lost much of its canopy following Fiona and the ongoing decline of American beech from beech leaf mining weevil.

This work has been supported through new City funding, contributions from Trees for Life, and existing restoration budgets. More than 800 trees, shrubs and other plants representing over 71 species have been planted in the park this year, with an additional 250 trees and shrubs planted through the City's annual Arbor event. The Arbor event brought six Grade 5 and 6 classes to the park to participate in planting and learn about nature and forest restoration.

This diversity is critical to the long-term resilience of the park. Forests dominated by a small number of species are more vulnerable to pests and pathogens, increasing the risk of widespread failure. Planting has therefore focused on species native to the Wabanaki-Acadian and Eastern Deciduous forest regions, selected for their ability to thrive under both current and projected future climate conditions.

In addition to the restoration planting, five large-caliper trees were planted near the play equipment to provide future shade, along with two memorial trees. Restoration efforts also continued in the park's arboretum, with additional planting and maintenance to support its long-term development and diversity.

J. Frank McAulay Park Tree Planting

Trees for Life continued to support the addition of forest modules in J. Frank McAulay Park, with more than 200 trees, shrubs and other plants added this year. The modules are designed to begin establishing a functional riparian area along the west edge of the swale. Each has been constructed in areas that are frequently saturated and therefore underutilized by the public, using large blocks of Island sandstone to create module edges and raised planting areas. Species were selected for their ability to tolerate seasonal flooding.

The goal is to transform a wet grass edge into attractive, naturalized features that provide points of interest for park visitors while delivering important ecosystem services, including shoreline stabilization, habitat creation, improved infiltration and support for flood management in an area expected to continue flooding.

Environment and Sustainability staff have also continued restoration of areas previously dominated by invasive Japanese knotweed, including development of a rock garden in the corner of the park. While this work will continue over several years, significant progress was made this year.

Upton Park Restoration

Upton Park lost the majority of its tree canopy during Hurricane Fiona. The remaining mature trees subsequently declined and died as a result of spruce bark beetle activity over the past 24 months and have now been removed.

Initial restoration work began in 2024 with support from Tree Canada, establishing the first phase of a longer-term effort to restore the park's canopy. Following the loss of the remaining trees, a further 200 trees and shrubs were planted this year with support from Trees for Life. The goal is to transform this park's natural area from a single species dominated forest to climate resilient forest rich in diversity and natural beauty.

Local residents have been highly supportive of both the ongoing maintenance and restoration efforts at Upton Park.

Federation of Canadian Municipalities – Growing Canada's Community Canopies

The Growing Canada's Community Canopies project is now in its second year of a three-year project, with the final year scheduled for 2027. The project has a $730,152 budget split between the City and the FCM. The final year will focus primarily on maintenance and ensuring that the trees, shrubs and other plantings established through the project become successfully established.

This year, the project has supported restoration and canopy expansion across Windsor Park, Ellen's Creek, Hermitage Creek and Wrights Creek. A total of 770 trees, 111 shrubs and 235 other plants were planted through the project this year, representing 85 different species and contributing to a diverse and climate-resilient urban forest.

At Wrights Creek, the project has also supported a significant program of invasive species management and landscape restoration. Laird's Tree Care was engaged to undertake invasive species removal and restoration work focused on rebuilding healthy riparian areas that were significantly impacted by Hurricane Fiona. This work complements the tree planting program by addressing the broader ecological condition of the sites and creating conditions for long-term forest regeneration.

The project is also a collaboration with the newly amalgamated Charlottetown Area Watershed Association. In addition to working closely with the organization on restoration activities, project funding has provided direct support to increase the watershed association's capacity to undertake and support watershed restoration and stewardship activities across the Charlottetown.

Business Tree Challenge

The Business Tree Challenge is an annual initiative where local businesses contribute financially to tree and shrub planting and volunteer to plant them. This year, 10 local businesses contributed $8,450, to purchase 450 trees and shrubs planted at Windsor Park.

The planting was coordinated with the FCM Growing Canada's Community Canopies project, allowing businesses to plant their sponsored trees alongside additional project-funded planting. It was a highly successful and enjoyable event, with strong participation from the businesses involved.

Nature Education Programming

Nature education programming is primarily based out of Victoria Park, while also extending into other City parks and natural areas. This spring, the urban forestry team hosted more than 35 tours with over 700 participants, providing opportunities for residents and visitors to learn about Charlottetown's trees, forests and natural areas.

A new online Bioblitz, partnered with Nature PEI, has also continued to grow, engaging more than 117 participants who have made 1,871 observations of plants and wildlife across the city (so far). These observations have identified more than 564 distinct species, providing both a valuable community engagement opportunity and useful information about Charlottetown's urban ecology.

Tree Maintenance

The addition of a full-time Public Works arborist has been extremely beneficial, allowing us to significantly increase the amount of tree maintenance completed. Much of the initial focus has been on parks, where we identified several significant areas requiring attention.

A particular concern is the increasing incidence of spruce bark beetle, which has resulted in a significant number of standing dead spruce trees that pose risks to park users and adjacent properties. For example, the City's arborist and tree crew spent more than a week removing hazardous dead spruce in Upton Park and is continuing to remove infected spruce from other parks across the city.

Staff have also been able to begin stump grinding earlier this year and maintain a more consistent grinding operation through additional Public Works support. This is allowing us to make meaningful progress in addressing the large number of tree stumps remaining from Fiona.

Conclusion

This has been an exceptionally positive spring season, and we hope to carry this momentum into the fall planting season. Additional funding streams and partnerships with Parks and Recreation will allow planting and restoration work to continue through the fall.

We have received an outstanding level of positive feedback from both the public and professional community this year as earlier plantings begin to mature and the scale of the work becomes more visible. Natural areas planted in 2023 and 2024 are already showing the potential of what these sites can become. The Urban Forestry Team's seasonal staff have also been outstanding this year. The increased number of seasonal staff this year has allowed us to address more significant and long-standing issues and make a substantial difference to natural areas across the city.

Council or Committee History:

- ES 25-14 Federation of Canadian Municipalities Growing Canada's Community Canopies Funding

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
MGA – Part 7 Municipal Jurisdiction

Strategic Alignment:
Vision: Embracing the Future
Purpose: Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city
Guiding Principles: Accountable
Commitments: Sustainability, Transparency
Pillars: Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG August 17/26	RDM August 20, 2026

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Environment & Sustainability # 2

MOTION CARRIED _____

MOTION LOST _____

Date: September 8, 2026

Moved by Councillor Trevor MacKinnon

Seconded by Councillor Mitchell Tweel

RESOLVED:

That Council continues to pay Trius Transit $89/hr for 2025 service expansions until the updated Transit Agreement is in place or until November 30, 2026, whichever comes first,

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 26-25

Date: August 25, 2026

Directed to Council through the following Committee:
Environment and Sustainability (E&S)

Reporting Department:
Environment and Sustainability

Other Associated Departments:
N/A

Prepared by:
Jessika Corkum-Gorrill, E&S Manager

Attachments:

- Previous May 2026 resolution.

Report Title:
Transit Service Agreement

Report Purpose:
To seek Council support to continue to pay Trius Transit the bridge service rate of $89/hr for 2025 service expansions, until the updated Transit Service Agreement is in place.

Staff Recommendation:
That Council continues to pay Trius Transit $89/hr for 2025 service expansion until the updated Transit Agreement is in place or until November 30, 2026, whichever comes first.

Report Details:

City staff continue to work with the Capital Area Transit Coordinating Committee and the T3 operator to update the Transit Service Agreement. Work on the agreement and negotiations are progressing well, but there has been a lot of time needed to review the agreement in detail. Review is now underway with the operator's legal team. After final comments are back from the operator's lawyer, the final touches will be made to the Agreement.

Since the updated agreement is not finalized at this time, an extension of the rates approved is needed. While staff expect that the final work on the Agreement should be completed by the end of September, a buffer until the end of November is requested.

In July 2025, Council approved an hourly rate for 2025 delivered service expansions of $78/hr until April 1, 2026, when the new agreement was projected to come into effect. In April 2026, staff brought forward a Trius request for an increase to their hourly rate for 2025 service expansions until the new Agreement is in place or until August 1, 2026, whichever comes first. The rate, as approved by Council, went from $78/hr to $89/hr.

Council or Committee History:
-On January 14, 2025, Council instructed staff to initiate transit contract renegotiations (report ES 24-50).
-In July 2025, Council endorsed a bridging service rate for 2025 service expansions (report ES 25-22).
-In May 2026, Council endorsed continuing a bridging service rate for 2025 service expansions until August 2026 (report 26-12).

Financial Implications:
This bridge rate, originally proposed by Trius, is an increase of approximately $11 per service hour for 2025 service expansions (217 hours/month in Charlottetown), approximately $2,387. While this expense was not budgeted for in the transit operating budget, if Council approves this increase, funds would be taken from budget approved for flex hours, reducing budget available for those hours in 26-27.

Public Engagement and Communication:
N/A

Legislative Authority:
MGA – Part 7 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.
Commitments: Sustainability, Collaboration and partnership, Transparency, Engagement, Communication.
Pillars: Governance and Civic Engagement.

Reviewed By:

Manager	**Director/CAO**
JCG August 19, 2026	RDM August 20, 2026

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL # 2026.CCC.0062

(CB Carried)

Environment & Sustainability # 4

MOTION CARRIED 8-1 (Councillor Doiron opposed) (Councillor Ramsay in Conflict)

MOTION LOST _____

Date: May 12, 2026

Moved by Councillor Trevor MacKinnon

Seconded by Councillor Norman Beck

RESOLVED:

That Council pay Trius Transit $89/hour for 2025 service expansions until the updated Transit Agreement is in place or until August 1, 2026, whichever comes first,

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

attachment

City of Charlottetown Committee Report

Report No: ES 26-12

Date: April 28, 2026

Directed to Council through the following Committee:
Environment and Sustainability (E&S)

Attachments:
- Previously considered resolution.

Reporting Department:
Environment and Sustainability

Other Associated Departments:
N/A

Prepared by:
Jessika Corkum-Gorrill, E&S Manager

Report Title:
Transit Service Agreement

Report Purpose:
To seek Council support to pay Trius Transit an increased bridge service rate of $89/hr for 2025 service expansions, until the updated Transit Service Agreement is in place.

Staff Recommendation:
That Council pay Trius Transit $89/hr for 2025 service expansions until the updated Transit Agreement is in place or until August 1, 2026, whichever comes first.

Report Details:

City staff continue to work with the T3 operator to update the Transit Service Agreement. The goal shared with Council was to have the agreement updates completed for April 1, 2026. While work and negotiations are progressing well, there has been a lot of time needed to review this agreement in detail and legal review is still underway. Due to this, the updated agreement is not finalized at this time.

In July 2025, Council approved an hourly rate for 2025 delivered service expansions of $78/hr until April 1, 2026, when the new agreement was projected to come into effect. Staff and the operator are aware that finalizing the contract will take longer and this report is to bring forward a Trius request for an increase to their hourly rate for 2025 service expansions until the new Agreement is in place or until August 1, 2026, whichever comes first. If approved, the rate would go from $78/hr to $89/hr.

Trius is requesting this rate increase as fare revenue in expanded areas is low (fare revenue is part of their payment for service) and they identified that an increase in payment is desired due to new Agreement delay. CATCC approve of the Trius request for this temporary rate increase.

Council or Committee History:
On January 14, 2025, Council instructed staff to initiate transit contract renegotiations (report ES 24-50).

In July 2025, Council endorsed a bridging service rate for 2025 service expansions (report ES 25-22).

Attachment

Financial Implications:
The Trius proposed rate increase amounts to $11 per service hour for 2025 service expansions (217 hours/month in Charlottetown), approximately $2,387. While this expense was not budgeted for in the transit operating budget, if Council approves this increase, funds would be taken from budget approved for flex hours, reducing budget available for those hours in 26-27.

Public Engagement and Communication:
N/A

Legislative Authority:
MGA – Part 7 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.
Commitments: Sustainability, Collaboration and partnership, Transparency, Engagement, Communication.
Pillars: Governance and Civic Engagement.

Reviewed By:

Manager	**Director/CAO**
JCG April 27, 2026	RDM April 27, 202

Committee Recommendation: (if differing from staff)

attachment

CHARLOTTETOWN RIDERSHIP - JULY 2026

Sum of Charlottetown Rider Route #																		
Date	**Day**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**9**	**11**	**13**	**23**	**1A**	**123CH**	**6A**		**10**	**12**	**Grand Total**
07/01/2026	Wed	525	232	442	0	0	250	0	21	0	0	283	494	0	368		0		2,615
07/02/2026	Thu	612	518	461	414	151	460	0	389	190	52	760	298	24	263		59		4,651
07/03/2026	Fri	771	523	471	471	162	418	0	500	195	44	507	316	36	295		70		4,779
07/04/2026	Sat	528	369	315	0	0	183	0	50	0	0	257	718	0	373		0		2,793
07/05/2026	Sun	467	0	0	0	0	0	0	0	0	0	0	554	0	0		0		1,021
07/06/2026	Mon	792	634	455	509	165	535	0	458	207	53	573	282	22	307		49		5,041
07/07/2026	Tue	761	665	500	463	194	448	0	410	198	64	515	250	28	310		52		4,858
07/08/2026	Wed	823	562	502	472	186	433	0	431	219	57	528	235	21	371		54		4,894
07/09/2026	Thu	848	615	457	496	192	480	0	500	248	56	572	256	34	327		30		5,111
07/10/2026	Fri	620	402	387	387	152	466	0	342	233	28	429	316	37	298		33		4,130
07/11/2026	Sat	557	358	310	0	0	177	0	51	0	0	328	902	0	407		0		3,090
07/12/2026	Sun	401	0	0	0	0	0	0	0	0	0	0	667	0	0		0		1,068
07/13/2026	Mon	818	579	512	546	195	536	0	456	232	60	561	347	31	326		37		5,236
07/14/2026	Tue	748	645	455	503	201	450	0	393	178	45	585	218	36	283		39		4,779
07/15/2026	Wed	851	551	467	517	194	473	0	475	194	61	500	298	41	414		60		5,096
07/16/2026	Thu	896	627	503	560	152	473	0	451	243	59	559	283	31	262		72		5,171
07/17/2026	Fri	764	591	457	505	164	483	0	482	301	66	519	253	24	335		51		4,995
07/18/2026	Sat	535	351	296	0	0	204	0	38	0	0	241	766	0	393		0		2,824
07/19/2026	Sun	375	0	0	0	0	0	0	0	0		0	766	0	0		0	0	1,141
07/20/2026	Mon	774	629	424	455	187	517	0	468	222	45	653	271	39	369		57		5,110
07/21/2026	Tue	800	606	485	508	206	491	0	515	230	64	561	278	30	388		44		5,206
07/22/2026	Wed	654	526	368	449	166	371	0	320	252	47	495	264	35	263		34		4,244
07/23/2026	Thu	803	586	461	496	168	460	0	456	251	54	599	212	32	325		53		4,956
07/24/2026	Fri	724	581	468	571	161	500	0	598	287	53	544	277	34	334		45		5,177
07/25/2026	Sat	562	334	289	0	0	183	0	24	0	0	287	751	0	372		0		2,802
07/26/2026	Sun	402	0	0	0	0	0	0	0	0	0	0	660	0	0		0		1,062
07/27/2026	Mon	726	645	481	551	192	480	0	447	185	51	604	247	42	320		42	22	5,035
07/28/2026	Tue	791	647	485	404	236	475	0	459	186	42	596	288	28	289		57	28	5,011
07/29/2026	Wed	739	627	455	486	202	544	0	478	311	73	595	375	31	311		57	21	5,305
07/30/2026	Thu	651	537	377	373	174	381	0	390	174	3	512	227	34	190		52	35	4,110
07/31/2026	Fri	851	591	431	535	155	428	0	515	250	46	617	282	28	325		48	28	5,130
Grand Total		**21,169**	**14,531**	**11,714**	**10,671**	**3,955**	**11,299**	**0**	**10,117**	**4,986**	**1,123**	**13,780**	**12,351**	**698**	**8,818**		**1,095**	**134**	**126,441**

CHARLOTTETOWN RIDERSHIP - JULY 2026

	Values		
Day	**Non Paying**	**Paying**	**Monthly Ridership**
Sun		4292	4,292
Mon		20422	20,422
Tue		19854	19,854
Wed		22154	22,154
Thu		23999	23,999
Fri		24211	24,211
Sat		11509	11,509
Grand Total		**126441**	**126,441**

		2026	**2025**	**2024**	**2023**
Total Ridership		126,441	131,565	127,563	103,414
Monday - Friday	Paying	110,640	114,533	111,808	86,183
	Non - Paying	-	-	-	-
	Working Da	23	23	23	21
	Average	4,810	4,980	4,861	4,104
Saturday	Paying	11,509	12,685	11,734	12,595
	Non - Paying	-	-	-	-
	Working Da	4	4	4	5
	Average	2,877	3,171	2,934	2,519
Sunday	Paying	4,292	4,347	4,021	4,636
	Non - Paying	-	-	-	-
	Working Da	4	4	4	5
	Average	1,073	1,087	1,005	927

HUMAN RESOURCES COMMITTEE
REPORT TO COUNCIL

September 8, 2026

The Human Resources Committee met on September 1. The minutes of the meeting are included in your package. There are two (2) resolutions for Councils consideration.

Respectfully submitted,

_____

Councillor Norman Beck, Chair

HUMAN RESOURCES COMMITTEE

DRAFT

Tuesday, September 1, 2026

11:30AM – Parkdale Room – City Hall 199 Queen Street

Open Session

PRESENT: **Councilor, Norman Beck, Chair**
Councilor, Julie McCabe
Councilor, Trevor MacKinnon

ALSO: **Brad MacConnell, CAO**
Emilee MacLeod, Manager of Human Resources
Amy MacQuillan, Manager of Finance
Ashley Pineau, Human Resources Executive Assistant

REGRETS: **Mayor Philip Brown**

1) Call to order:

Chair, Norman Beck called the meeting to order at 11:30 a.m.

2) Declarations of Conflict of Interest:

There were no conflicts of interest declared.

3) Approval of Agenda:

Moved by Councilor Trevor MacKinnon and seconded by Councilor Julie McCabe that the agenda be approved. Carried.

4) Adoption of the Minutes:

Moved by Councilor Trevor MacKinnon and seconded by Councilor Julie McCabe that the minutes be approved. Carried.

5) Business Arising from Minutes:

None

6) Discussion(s)/Reports (s):

a.) Staffing Numbers HR-09-01-2026-01

Manager of Human Resources Emilee MacLeod presented the staffing numbers update to the committee and invited questions. There has been no significant difference comparing last year numbers to current year.

No questions were raised.

b.) Recruitment Update - HR-09-01-2026-02

Manager of Human Resources Emilee MacLeod presented the recruitment update report. Also provided the following updates:

- An offer has been accepted for Superintendent for the WWTP with a start date of October 5th as the successful candidate is from out of province.
- Received over 50 applications for Economic Development Officer competition, interviews started this week.
- An offer has been accepted for Senior Accountant position with the Finance Department with a start date of September 14th.
- Round Two Interviews will be scheduled in the coming weeks for the Deputy Fire Chief competitions. First Round completed, although no individuals were successful in moving forward.
- CUPE 501 internal competition for Chief Power Engineer with Parks & Recreation closed on August 24th, with interviews scheduled for this week.
- Interviews were held last week for the Engineering Technician position with Public Works. Selection panel is currently reviewing candidates and determining next steps.
- Interviews were completed for the Police Constable position. Selection panel is determining next steps. Hopeful to announce a name shortly.
- Two full-time Dispatch positions and two-part time Dispatch positions with Police Services were successfully filled.
- An offer for Operations Records Clerk with Police Services was accepted.
- The external competition for Building Inspector ll with the planning Department, Mechanic for Public Works, Chief of Fire and Chief of Police will remain open until successful candidates are selected. Applications are shared with the Department Managers as they are received, and interviews are scheduled if candidates meet the minimum requirements.

Manager of Human Resources Emilee MacLeod then opened the floor for questions.

Councilor Trevor MacKinnon asked which ones remain open. Emilee confirmed Building Inspector ll, Mechanic, Chief of Fire and Chief of Police.

Councilor Julie McCabe asked has a bylaw officer position been posted yet. Emilee clarified that has not made its way to HR for posting.

Councilor Norman Beck commented that this is a time sensitive situation.

Councilor Norman Beck asked if we approved the Economic Development Officer position within our budget at the start of the year. Emilee confirmed that yes, it was.

Councilor Norman Beck asked if we are at our compliment number for the police constable position. Emilee confirmed in terms of positions that we have, they are all staffed.

Councilor Julie McCabe asked if we could forward what our full compliment number is to the Committee.

c.) PW Report HR-09-01-2026-03

Manager of Human Resources handed it over to Ylber Gashi, Manager of Public Works, to present the request for the new position for Assistant Manager of Public Works Engineering & Capital Projects.

Ylber stated over the past couple of years the City's capital infrastructure program has grown significantly, in both size and complexity.

Currently engineering leadership and capital project delivery and the day-to-day operations are managed by a two-person team, himself and the current assistant manager, Joey. Although this has served the department well, the continued growth of the capita program means there has been two distinct management functions each requiring dedicated leadership. The proposed position will provide management oversight, direct leadership to our engineering & technical staff, while strengthening project management, contract administration, consultant oversight and financial controls. This recommendation is about building organizational capacity within our department.

Our Department, Public Works Committee and Finance Committee as well, believe that this is a proactive organizational investment, that aligns with the City growing infrastructure responsibilities.

Attached, is a job description and a wage and benefits sheet that has been provided to us by HR.

Although I am asking for a new permanent position, I don't need and fiscal funds for this year, as we will be able to cover the cost of this position by vacancies of other positions that have not been filled in my department.

Ylber then opened the floor for questions.

Councilor Trevor MacKinnon commented he thinks it is a great idea

Councilor Julie McCabe commented that she can see we will need additional people to support that role.

Councilor Norman Beck referred back to Page 13 – functions of accountability – asked for a explanation of what that meant. Ylber explained the master plan phase starts with an overview, which is broken down into steps(percentages). The percentages are based on the readiness for actual construction. This is a functional design.

Councilor Norman Beck referred back to Page 14, asked if the requested position qualifications were standard, as he felt it seemed to be a high standard. Emilee noted a combination of education and experience will be considered and yes, it is standard.

Councilor Norman Beck referred back to page 16, and asked is that level of pay (Step 3) a starting point? Emilee clarified this is Budgeted to offer up to step 3, based on qualifications.

Councilor Julie McCabe asked if this is a position will be maintained and not just a one-year position. Ylber confirmed that is the hope. And noted that it would be much harder to fill if it was not posted as a full time permanent position.

Amy McQuillan stated, "to follow up, at the Finance committee it was acknowledged that this will be included in the next round of budgets, which the Finance Committee did support."

Councilor Julie McCabe moves to support, Councilor Trevor MacKinnon second

d.) Employee ID Policy Report HR-09-01-2026-04

Manager of Human Resources Emilee MacLeod presented the policy report to obtain the Committee's support to forward the revised Employee ID Policy to Council for approval to repeal and replace with the Employee Identification & Access Cards Policy.

Councilor Julie McCabe commented it makes sense and it is clear

Councilor Norman Beck asked is council members classified under employees. Emilee confirmed they are.

Moved by Councilor Juile MacCabe and seconded by Councilor Trevor MacKinnon

Motion Carried.

7) Motion to move into closed session as per the Municipal Government Act of PEI section 119 (1)(d)& human resources matter; including labour relations or employee negotiations;

a.) Labour Relations - HR-09-01-2026-05
b.) CUPE 501 WWTP Negotiations HR-09-01-2026-06

8) Business Arising from the Closed Session

- Committee moved the CUPE 501 WWTP item on to the next closed session of Council for discussion. An anticipated resolution will follow the closed session of Council. *** (See additional note below by the Procedure & Records Coordinator)**

9) Introduction of New Business

None

10) Adjournment

Moved by Councilor Trevor MacKinnon and seconded by Councilor Julie McCabe.

Closed meeting 12:08pm.

*** As quorum was not present in the Closed Session due to a conflict of interest, the Committee cannot discuss the matter or adopt a recommendation. The item must be returned to the Committee for consideration before proceeding to Council as a recommendation.**

City of Charlottetown

Report No: HR-09-01-2026-01

Date: September 1, 2026

Directed to Council through the following Committee:
Human Resources Committee

Department: Human Resources

Prepared by: Emilee MacLeod, Human Resources Manager

Attachments:
- Staffing Numbers

Report Title:
Staffing Numbers

Report Purpose:
To provide an update to Committee on current Staffing Numbers.

Recommendation:
For information purposes only.

Report Details:

Overview

August	2025	2026
Permanent	251	282
Contract	10	10
Casual	133	123
Part Time	14	12
Entry Level Seasonal	82	88
Seasonal	95	90
Project Staff	0	0
Total	585	605

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:

- Municipal Government Act: Section 147(1) Access to Information: A council shall, within 12 months after the coming into force of this section, enact and maintain a bylaw that provides for access in accordance with the regulations to information that was created or collected on and after the coming into force of this section by or otherwise under the control of the municipality.

Strategic Alignment:

Governance and Civic Engagement: to create a high performance and responsive local government.

- Serve as leaders in creating a culture of community safety by protecting people, property and the environment.
- Develop new systems to strengthen annual monitoring to enhance the accountability framework.

Reviewed By:	
Manager / Director Emilee MacLeod 08/28/2026	**CAO** RDM August 28, 2026

City of Charlottetown

Report No: HR-09-01-2026-02

Date: September 1, 2026

Directed to Council through the following Committee:
Human Resources Committee

Department: Human Resources

Prepared by: Emilee MacLeod, Human Resources Manager

Attachments:

Report Title:
Recruitment Update

Report Purpose:
The purpose of this report is to provide an update to Committee on recent recruitment activities.

Recommendation:
Recruitment Update – For information purposes only.

Report Details:

RECRUITMENT

- We are thrilled to share that an offer for **Superintendent** for the Wastewater Treatment Plant has been accepted. As the successful candidate is relocating from off-Island, their expected start date is October 5, 2026. Further details including the candidate's name, will be shared internally via e-mail.
- We received over 50 applications for the **Economic Development Officer** competition and interviews are scheduled to begin this week.
- The offer for the **Senior Accountant** position with the Finance Department has been accepted. The successful candidate is scheduled to start September 14, 2026.
- Round two interviews will be scheduled in the coming weeks for the **Deputy Fire Chief** competition.
- The CUPE 501 internal competition for the **Power Chief Engineer** position with the Parks and Recreation Department closed on August 24th, with interviews scheduled to take place this week.
- Interviews were held last week for the **Engineering Technician** position with Public Works. The selection panel is currently reviewing candidates and determining next steps.
- Interviews were completed for the **Police Constable** position. The selection panel is determining next steps in the competition process.
- **Two full-time Dispatch** positions and **two part-time Dispatch** positions with Police Services were successfully filled.
- An offer for **Operations Records Clerk** with Police Services was accepted.
- The external competitions for **Building Inspector II** with the Planning Department, **Mechanic** for the Public Works Department, **Chief of Fire** and **Chief of Police** will remain open until successful candidates are selected. Applications are shared with the Department Managers as they are received, and interviews are scheduled if candidates meet the minimum requirements.

Council or Committee History: N/A
Financial Implications: N/A
Public Engagement and Communication: N/A
Legislative Authority: MGA: Section 93. (1) (d) is responsible for hiring, directing, managing and supervising the activities of the municipality
Strategic Alignment: Our Guiding Principles: People - focused always (Page 7).

Reviewed By:	
Manager / Director Emilee MacLeod 08/28/2026	**CAO** RDM August 28, 2026

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Human Resources # 1

MOTION CARRIED _____

MOTION LOST _____

Date: September 8th, 2026

Moved by Councillor Norman Beck

Seconded by Councillor Trevor MacKinnon

RESOLVED:
That Council approves the creation of the Assistant Manager of Engineering and Capital Projects position and authorizes Administration to proceed with the required Human Resources evaluation, budget confirmation and recruitment process.

City of Charlottetown

Report No: HR-09-01-2026-03

Date: September 1, 2026

Directed to Council through the following Committee:
Human Resources Committee

Department: Public Works

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.

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 / Director YG, July 21, 2026	**CAO** RDM, July 21, 2026

CHARLOTTETOWN
Great things happen here.

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
RESOLUTION OF COUNCIL #_____

Human Resources # 2

MOTION CARRIED _____

MOTION LOST _____

Date: September 8, 2026

Moved by Councillor Norman Beck

Seconded by Councillor Trevor MacKinnon

RESOLVED:

That Council repeal the Employee Identification Cards Policy (#A-HR-6) and replace with the attached Employee Identification and Access Cards Policy (P-HR-24).

City of Charlottetown	**Report No: HR-09-01-2026-04** **Date: September 1, 2026**
Directed to Council through the following Committee: Human Resources Committee **Department:** Human Resources **Prepared by:** Emilee MacLeod, Manager of Human Resources	**Attachments:** • Employee Identification & Access Cards – REVISED • Standard Operating Procedure ID Cards - REVISED

Report Title:
Employee ID Policy

Report Purpose:
The purpose of this report is to obtain committee support to forward the revised Employee ID Policy to Council for approval of the proposed revisions.

Recommendation:
That the Human Resources Committee approve and forward to Council, the proposed Employee ID Policy.

Report Details:
Please find attached the revised Employee ID Policy for repeal and replacement. The proposed updates align with best practices and establishes a consistent and secure process for issuing, managing, and controlling Employee Identification and Access Cards. The policy supports employee identification, building security, and controlled access to City facilities.

Council or Committee History:
Last updated by City Council on September 11, 2017

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
MGA: Section 93. (1) (b) Shall ensure that the resolutions and policies of the municipality are complied with and that its programs are implemented.

Strategic Alignment:
Our Guiding Principles: People-focused always & Safety in all we do (Page 7).

Reviewed By:

Manager / Director	**CAO**
Emilee MacLeod 08/28/2026	RDM August 28, 2026

CITY OF CHARLOTTETOWN POLICY

Policy Title: Employee Identification and Access Cards	Policy Number:P-HR-24
Approved By:	Approval Date:
Related Legislation: PEI **Related Bylaw:** Records Retention & Disposal Schedule Bylaw #2020-RR-01 **Related Policies:** Standard Operating Procedure SOP-HR-01, Employee Identification & Access Cards	

1.0 POLICY STATEMENT

To support the safety and security of employees and the public, City of Charlottetown employees are required to carry employee identification while performing work-related duties. Employees must present their identification upon request when accessing municipal facilities, worksites, private property, public institutions, or other locations where verification of identity or authorization is required.

2.0 SCOPE

This policy applies to all employees of the City of Charlottetown, including permanent, seasonal, casual, project, and contract employees, volunteers, and Mayor and Council members where identification or building access is required.

3.0 DEFINITIONS

3.1 **Employee Identification and Access Card**

A unique identification and access credential issued by the City of Charlottetown to verify an individual's identity and authorize access to City buildings and facilities based on the individual's role.

4.0 ISSUANCE & MANAGEMENT OF EMPLOYEE IDENTIFICATION AND ACCESS CARDS

4.1 An Employee Identification and Access Card will be issued to the employee on the first day of work following completion of the required onboarding documentation and verification by Human Resources. This card will contain secure access capability that authorizes access to City buildings within the scope of the employee's job title.

4.2 Employee Identification and Access Cards are the property of the City of Charlottetown and must remain in the employee's possession during their period of active employment.

Individual departments may determine, based on the requirements of the position, whether the Identification and Access Card is to be worn as a badge (ex: lanyard or belt) or to be carried on the employee's person.

4.3 Upon termination of employment, the employee must return their Employee Identification and Access Card to the City of Charlottetown. Supervisors are responsible for recovering the card and ensuring its prompt return to the Public Works Administrative Assistant at City Hall.

4.4 Seasonal employees must return their Employee Identification and Access Card to their immediate Supervisor at the end of each term of employment. Supervisors are responsible for ensuring that the cards are returned to the Public Works Administrative Assistant at City Hall.

Employee Identification and Access Cards will be stored in a secure location and reissued to the employee at the beginning of the next term of employment.

Employee Identification and Access Cards will be retained and disposed of in accordance with the *City's Records Retention and Disposal Schedule Bylaw #2020-RR-01.*

4.5 Lost, stolen, or damaged cards must be reported immediately to the employee's Supervisor. Requests for replacement cards must be submitted using the Employee Identification and Access Card Replacement Request Form, located at:

Everyone (J:)>Human Resources> HR Forms> Employee Identification and Access Card Replacement Request Form

The completed form must be sent to buildingsecurity@charlottetown.ca .

For lost or stolen cards, access privileges will be deactivated immediately, and a replacement fee of $20.00 may apply.

A replacement card will be provided (at no cost) when a card is damaged through normal use or when a replacement is required due to a name change, change in position, department or other employment-related information.

4.6 Charlottetown Police Identification Cards

The City of Charlottetown Police Identification Card is issued to police officers and civilian staff of the Charlottetown Police Service and must conform to the requirements of the PEI Police Act and applicable regulations of Prince Edward Island.

Subject to applicable requirements, the card may include the individual's name, title, date of birth, photograph, signature and the signature of the Chief of Police.

5.0 MISUSE OF ACCESS CARDS

5.1 Misuse of an Employee Identification and Access Card includes, but is not limited to:

- Allowing another individual to use an assigned access card;
- Using another employee's access card without authorization;
- Attempting to access unauthorized or restricted locations;
- Altering, duplicating, or tampering with access cards or security systems; or
- Using an access card outside authorized working hours.

5.2 Reporting Procedure

5.2.1 Any suspected misuse of an Employee Identification and Access Card must be reported immediately to the Manager of Human Resources.

5.2.2 The Manager of Human Resources will document all reported incidents, including:

- Date and time of occurrence;
- Individuals involved;
- Location of incident;
- Description of suspected misuse; and
- Any supporting evidence (e.g., CCTV footage, access logs).

5.3 Investigation Process

5.3.1 The Manager of Human Resources will review access records, surveillance footage, and relevant witness statements, as appropriate.

5.3.2 Access privileges may be suspended during the investigation where appropriate.

5.3.3 Individuals involved may be interviewed to determine the nature and the severity of incident.

5.3.4 Findings will be documented and maintained in accordance with organizational records retention requirements.

Confirmed misuse may result in disciplinary action.

5.4 Responsibilities

5.4.1 Employees are responsible for safeguarding their Employee Identification and Access Cards and complying with the *Employee Identification and Access Card Policy, A-HR-6*.

5.4.2 Managers and Supervisors are responsible for ensuring that employees understand and follow the Employee Identification and Access Card policy (A-HR-6) and procedures outlined in SOP-HR-01 .

5.5 Recordkeeping

All incidents involving the misuse of Employee Identification and Access Cards will be recorded and retained in accordance with *Records Retention & Disposal Schedule Bylaw #2020-RR-01*

CHARLOTTETOWN

Standard Operating Procedure (SOP)
Employee Identification and Access Card Management

SOP-HR-01
Effective Date:

1.0 PURPOSE

To establish a consistent and secure process for issuing, managing, and controlling Employee Identification and Access Cards to support employee identification, building security, and controlled access to City facilities.

2.0 SCOPE

This procedure applies to all employees of the City of Charlottetown, including permanent, seasonal, casual, project, and contract employees, volunteers, and Mayor and Council members where identification or building access is required.

3.0 DEFINITIONS

3.1 Employee Identification and Access Card

A unique identification and access credential issued by the City of Charlottetown to confirm an individual's identity and authorize access to City buildings and facilities based on the individual's role.

3.2 Temporary Access Card

A controlled access credential issued on a short-term basis to authorized visitors or contractors.

3.2.1 Temporary Access Card - Contractor

A Temporary Access Card assigned to an authorized contractor for the duration of their project work. This card is intended for individuals/companies that may require after-hours access to City locations. Each Temporary Access Card - Contractor will require a unique PIN assigned to the authorized user.

The applicable Department Head or designate must confirm the contractor's access requirements, and the Public Works Department will determine and assign the appropriate access privileges.

3.2.2 Temporary Access Card - Visitor

A Temporary Access Card assigned to an authorized visitor at a City location during work hours (Monday-Friday, 8:00am-4:30pm). This card is valid for the duration of the authorized visit and must be returned at the end of the visit or workday.

4.0 ROLES AND RESPONSIBILITIES FOR THE ISSUANCE OF EMPLOYEE IDENTIFICATION AND ACCESS CARDS AND TEMPORARY ACCESS CARDS

4.1 Department Head

- Complete the orientation checklist located on the Everyone (J:) drive.
- Submit employee name, department and job title to buildingsecurity@charlottetown.ca.
- Ensure that employees report lost, stolen, or damaged Employee Identification and Access Cards in accordance with Policy A-HR-6 and this SOP.

4.2 Human Resources

- Take ID photo during orientation and save in the Everyone (J:)> ID Badges folder using the following naming format: Department – First Name, Last Name.
- Notify the Public Works Administrative Assistant when the photo has been taken by emailing buildingsecurity@charlottetown.ca with employee's name, department and job title.

4.3 Public Works Administrative Assistant

- Create user EntraPass profile.
- Print identification card and notify employee that card is ready for pickup.
- Enter the 5-digit pin chosen by the employee into EntraPass system.
- Provide employee with a lanyard and belt clip.
- Assign Temporary Access Card - Contractor as required.

4.4 Commissionaires

- Manage the issuance and sign in/out of Temporary Access Card – Visitor.

- Visitor Access Cards are to be signed out at the front desk using the form found in Appendix B.
- Ensure Visitor Access Cards are returned to the front desk at the end of the visit or workday.

5.0 CARD RETRIEVAL AND ACCESS REVOCATION

5.1 Department Head/Human Resources Manager

- Recover the Employee Identification and Access Card upon termination of employment.
- Contact Public Works Administrative Assistant at buildingsecurity@charlottetown.ca to request deactivation of the card based on the employee's termination date and time.
- Return the Employee Identification and Access Card to Public Works Administrative Assistant for disposal.

5.2 Public Works Administrative Assistant

- Upon receipt of a request from the Department Head or Human Resources Manager, deactivate the card and document the deactivation in the Inactive Card folder (found at J: ID Badges>Inactive Card), including the date, time, and reason for deactivation.

5.3 Temporary Access Card Retrieval

- Visitor Access Cards will only be issued for the duration of the authorized visit during business hours Monday-Friday 8:00-4:30pm.
- Visitor Access Cards must be returned to the front desk at the end of the visit or workday.
- Contractor Access Cards may be issued for authorized after-hours access through the Public Works Department. Failure to return a Contractor Access Card may result in a $20.00 replacement fee charged to the company.

6.0 REPLACEMENT CARD PROCESS

6.1 Employee

- Immediately notify Supervisor and the Public Works Administrative Assistant at buildingsecurity@charlottetown.ca if the Employee Identification and Access Card is lost, stolen, or damaged, or if a replacement is required due to a position or name change.
- Fill out *Employee Identification and Access Card Replacement Request Form* (Everyone J: Human Resources>HR

Forms>Employee Identification & Access Card Replacement Request Form) and send to buildingsecurity@charlottetown.ca.
- Attend Human Resources to have photo taken (if more than one year has passed since the employee's original ID photo was taken).
- If applicable, pay the replacement fee at City Hall bill payment counter.

6.2 Public Works Administrative Assistant

- Deactivate the Employee Identification and Access Card upon notification of lost, stolen, or damaged.
- Upon receipt of *Employee Identification and Access Card Replacement Request Form*, send Human Resources notification that request has been made by employee to determine replacement fee.
- Save replacement request forms in Everyone (J:) drive>ID Badges>Replacement Request Form.
- Upon notification of paid replacement fee, print card and notify employee when ready.

6.3 Human Resources

- Determine replacement fee for employee as per *Employee Identification and Access Card Policy A-HR-6.* Replacement fees will not apply where the replacement is required due to normal wear and tear, a name change, a change in position or department, or other employment-related information, as outlined in policy A-HR-6
- Notify Public Works Administrative Assistant when the applicable fee has been paid and the Employee Identification and Access Card can be printed.

7.0 Recovery of Lost Card

- If a lost or stolen card is later recovered, it must be returned to the Public Works Administrative Assistant immediately for disposal.
- Recovered cards that have been deactivated must not be reused and will be securely destroyed.

8.0 Non-Compliance

Failure to promptly report a lost or stolen Employee Identification and Access Card may result in disciplinary action, in accordance with policy A-HR-6.

Appendix A – Employee Identification and Access Card Replacement Request Form

Employee Identification and Access Card Replacement Request Form

Date: Click or tap to enter a date.

REQUIRED		
First Name	**Last Name**	**Employee Department/ Work Location**

REASON FOR REQUEST			
Reason for Request	☐Lost ☐ Stolen ☐ Damaged ☐ Name Change ☐ Position/Department Change ☐Other		
If Other, Please Explain			
Incident Details **Last known location (if known)** **CCTV footage available?** **Any actions taken?**			
Date of Request			
Contact Information	Phone:	Email:	
Replacement Fee	☐ Yes ☐ No If No, Explain:		
Replacement Date		**Employee Pick Up**	

I confirm the information provided is accurate. In the case of a lost card, if the original card is found, I will return it immediately to the Public Works Administrative Assistant, City Hall. I understand that misuse or failure to report lost/stolen cards may result in disciplinary action.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Please submit form to the buildingsecurity@charlottetown.ca.

Appendix B - Temporary Access Card - Visitor Pass Sign out Form

City of Charlottetown Visitor Pass Sign Out Form

Name	Company (if applicable)	Phone Number	Date & Time Signed OUT	Date & Time Signed IN	Pass #