CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL AGENDA
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, FEBRUARY 10, 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, February 10th

9 – RESOLUTIONS	3 – ANTICIPATED 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 – January 13, 2026
   - Special Meetings of Council – January 10 & 28, 2026
   - Public Meetings of Council – January 28 & February 3, 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

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

   7.3. Public Works – Councillor Mitchell Tweel, Chair
   - Monthly Report
   - One (1) Resolution Anticipated following Closed Session

   7.4. Environment & Sustainability – Councillor Trevor MacKinnon, Chair
   - Monthly Report
   - No Resolutions

   7.5. Finance, Audit, Tendering & Administration – Councillor John McAleer, Chair
   - Monthly Report
   - Three (3) Resolutions
   - One (1) Resolution Anticipated following Closed Session

7.6. Human Resources – Councillor Norman Beck, Chair
- Monthly Report
- One (1) Resolution Anticipated following Closed Session

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

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

7.9. Protective & Emergency Services – Councillor Julie McCabe, Chair
- Monthly Report
- No Resolutions
- 1st Reading to Repeal Emergency Measures Bylaw and Replace with Emergency Management Bylaw

7.10. Parks, Recreation & Leisure Activities – Councillor Kevin Ramsay, Chair
- Monthly Report
- No Resolutions

7.11. New Business
- One (1) Resolution

8. Motion to Move into a Closed Session as per the Municipal Government Act of PEI

119 (1)(a) commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved.

119(1)(b) information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved;

119(1)(d) human resource matters, including labour relations or employee negotiations;

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

- Labour Negotiations - CUPE Local 501 Collective Agreement [119(1)(d)]
- Proposed Electric Vehicle Charger Installation [119(1)(a)]
- Proposed Land Purchase [119(1)(b)&(e)]

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

- Three (3) resolutions anticipated.

10. Adjournment

CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, JANUARY 13, 2026 at 5:00 PM

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Mitchell Tweel**
	Councillor Terry Bernard	**Councillor Bob Doiron**
	Councillor Kevin Ramsay	**Councillor Julie McCabe**
	Councillor Norman Beck (T/C)	**Councillor Trevor MacKinnon**
	Councillor John McAleer	**Councillor Justin Muttart**
Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG**
	Richard MacEwen, DCS	**Sean Coombs, APC**
	Kent Mitchell, DFC	**David Gundrum, PDM**
	Frank Quinn, PRM	**Jessika Corkum-Gorrill, ESM**
	Joshua McInnis, UM	**Wayne Long, EGAM**
	Ylber Gashi, PWM (T/C)	**Melanie Bailey, SIO**
	Jessica Bradley, SCO	**Riley Taweel, PWE**
	Rory Chaisson, IT	**Melanie McKenna, CS**
	Tracey McLean, PRC	
Regrets:	**Emilee MacLeod, HRM**	**Isaac Ewuah, AFM**

(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**
   Councillor Doiron declared a conflict with respect to Planning & Heritage Resolution #1 – Lot 159 Hidden Valley S/D (PID# 1047562).

3. **Approval of Agenda**
   It was requested that the Police Chief Recruitment Update item be removed from the Closed Session discussion. Moved by Councillor Bernard and seconded by Councillor McAleer that the agenda be approved as amended. Carried. Councillors Beck and MacKinnon opposed.

4. Adoption of Previous Draft Minutes of Council

Moved by Councillor Tweel and seconded by Deputy Mayor Jankov that the draft minutes of the following open meetings of Council be adopted.

- Regular Meeting – December 9, 2025
- Special Meetings – December 8, 12 & 16, 2025

CARRIED

5. Business Arising out of the Minutes

CUPE 830 Collective Agreement status update was requested. Mr. MacEwen, DCS, indicated minor edits were done last Friday and anticipates the agreement coming forward for signature early next week.

Proposed Memorial Monument Policy status update was requested. Councillor Muttart indicated the policy will be discussed at the next Strategic Priorities, Comms & Intergovernmental Cooperation Committee meeting.

6. Council Inquiries to be taken Under Consideration

No inquiries raised.

7. REPORTS OF COMMITTEES/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 reported there will be public engagements held in February with respect to the Zoning & Development Bylaw, Patio Bylaw and Heritage Preservation Bylaw and encouraged Council and residents to attend when dates are finalized.

In response to a question raised regarding '4 units as a right', the Deputy Mayor noted that nothing can move forward on changing this until the Province gives ministerial sign-off on the new Official Plan.

● Councillor Doiron left the Chamber for the following resolution due to a conflict.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the following Major Variance for the subject property identified as Lot 159, Hidden Valley subdivision (PID# 1047562) be approved:

To increase the maximum number of apartment units on the subject property to be 32 units whereas the maximum otherwise allowed under the (R-4) zone based on lot size is 26 apartment units.

CARRIED 9-0

● Councillor Doiron returned to the Chamber.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to proceed to public consultation concerning a request to rezone the unaddressed subject property identified as Mount Edward Road (PID# 440545) from

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the Single Detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation in the Official Plan for the subject property to the Comprehensive Development Area to facilitate future development of the property with three (3) apartment buildings having a combined maximum total of 87 dwelling units.

CARRIED 10-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to consolidate a 0.09 hectare (0.24 acre) portion of unaddressed property identified as PID# 279000 within the Light Industrial (M-1) Zone with an abutting lot identified as 40 Riverside Drive (PID# 839332), also in the (M-1) Zone, related to re-development of an existing energy generation plant. The lot consolidation will be subject to a final pinned survey plan.

CARRIED 10-0

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

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

Concern was raised with respect to dogs off leash in Victoria Park. Councillor Ramsay referred to the Parks & Rec Manager who responded that the department is looking at increased bylaw patrols and more "dogs on leash" signage in the Park.

7.3 Water & Sewer Utility – Councillor Bob Doiron, Chair

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

An update was requested with respect to the Value for Money Audit (FibreOP Communications). Councillor Doiron confirmed that data had been forwarded to the audit firm and a call is expected next week to discuss next steps.

Moved by Councillor Bob Doiron
Seconded by Councillor John McAleer

RESOLVED:

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

Therefore, Be it Resolved, that City Council approves the request received for water service to 529 Brackley Point Road, PID# 1177096,

And Be it FURTHER RESOLVED that the costs associated with the development, or any future services be paid by the property owner and those services be billed with a 25% premium as a surcharge for services provided outside the City of Charlottetown municipal boundary.

CARRIED 10-0

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7.4 Public Works – Councillor Mitchell Tweel, Chair

Councillor Tweel indicated his Committee report was included in the weekend package. He reported that the North River Road Master Plan was recently presented at Committee; the plan's purpose is to address congestion, safety, and accessibility along a key transportation corridor.

An update was requested regarding the Sherwood Sport and Recreation Complex Master Plan. Councillor Tweel indicated an Open House was held just before Christmas and consultants are now reviewing feedback from the four options presented to the public at that Open House.

7.5 Environment & Sustainability – Councillor Trevor MacKinnon, Chair

Councillor MacKinnon indicated his Committee report was included in the weekend package. He reported Charlottetown recorded over 103,000 transit passenger trips in December 2025, a 5.6% decrease from December 2024. Climate Action Tracker launched December 10, which is intended to improve transparency and accountability, and will be regularly updated throughout the plan's life.

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

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

7.7 Human Resources – Councillor Norman Beck, Chair

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

An update was requested regarding the status of the CUPE 501 Collective Agreement. Councillor Beck indicated there is no information to provide at this time.

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

Councillor Bernard indicated his Committee report was included in the weekend package. He reported that in 2025, Port Charlottetown seen 175,000 cruise ship visitors, Meetings & Conventions welcomed 15,000 delegates and major events like the PEI International Shellfish Festival, PEI Marathon and Jack Frost Winterfest were big economic drivers.

7.9 Strat. Priorities, Comms & Intergovernmental Cooperation - Coun. Justin Muttar, Chair

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

Moved by Councillor Justin Muttart
Seconded by Deputy Mayor Alanna Jankov

RESOLVED:

That Council approve that the annexed lands of Marshfield, identified as PID#s 140061, 140087, 1068873, 530972, 620989, 490573, and portion of PID# 992909, be assigned to Ward 9 – Stonepark, and

That Polling Division #7 – East Royalty Road be designated as the polling division for these lands.

CARRIED 10-0

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7.10 Protective & Emergency Services – Councillor Julie McCabe, Chair
Councillor McCabe's Committee report was included in the weekend package.

2nd Reading to Amend the Enforcement and Summary Proceedings Bylaw (Amendment Bylaw #2024-ESP-01A) - Amend the City of Charlottetown Enforcement and Summary Proceedings Bylaw (#2024-ESP-01) to improve alignment with the Municipal Government Act of PEI Sections 236 and 238, strengthen enforcement provisions, clarify summary conviction offense, and expand on proceedings that can be processed through the Justice of Peace vs. Provincial Court judge.

Moved by Councillor Julie McCabe
Seconded by Councillor Kevin Ramsay

RESOLVED:

That the City of Charlottetown Enforcement and Summary Proceedings Bylaw #2024-ESP-01 which was read a first time on December 9, 2025 be read a second time and that the said Bylaw now be approved and adopted.

CARRIED 10-0

7.11 New Business
No new business.

8. Motion to Move into a Closed Session as per the MGA of PEI
Section 119(1)(a) commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved,

Section 119(b) information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved, and
Section 119(1)(d) human resource matters, including labour relations or employee negotiations

- Proposed Property Negotiations [119(1)(a)&(b)]
- CAO One (1) Year Evaluation Process [119(1)(d)]

Moved by Councillor MacKinnon and seconded by Deputy Mayor Jankov. Carried.

9. Business Arising from the Closed Session
No business arose.

10. Adjournment
Moved by Councillor Muttart and seconded by Councillor Ramsay hat the meeting be adjourned. Carried. Meeting concluded at 9:18 PM.

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CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
SATURDAY, JANUARY 10, 2026 AT 9:00 AM

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Kevin Ramsay**
	Councillor Bob Doiron (T/C)	**Councillor Julie McCabe**
	Councillor Norman Beck	**Councillor Trevor MacKinnon**
	Councillor John McAleer	**Councillor Justin Muttart**
Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG**
	Richard MacEwen, DCS	**Wayne Long, EGAM**
	Frank Quinn, PRM	**Jessika Corkum Gorrill, ESM**
	Ylber Gashi, PWM	**Chris Stearns, IT**
	Tracey McLean, PRC	
Regrets:	**Councillor Terry Bernard**	**Councillor Mitchell Tweel**

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 by Councillor Ramsay and seconded by Councillor Muttart that the agenda be approved as presented. Carried.

4. Stakeholder 2026-2027 Budget Presentations

a) Eastlink Centre (CCCMI) – 9:00 AM
The Mayor welcomed John Abbott, General Manager, and Phil Matusiewicz and asked them to begin the presentation.

Mr. Abbott noted that the Centre is seeing continued growth in demand and usage. The Centre has been attracting more diverse user groups, including Chinese, Japanese, East Indian, and Filipino communities, which is helping keep the facility busy. Events like the Home Show and Makers Market are expanding, contributing to increased revenue. He further noted that after renovations supported through the capital budget, the Centre is now able to rent rooms at premium rates and seeing interest from off-Island clients. The Centre is actively pursuing more entertainment bookings, noting both successes and challenges, but they believe they are on the right path.

In closing, Mr. Abbott stated that the Eastlink Centre request is only a 2% increase in the City's operating subsidy (about $25,000). Revenue expected to increase by 7.5% and expenses expected to increase 4.2%. Projected surplus of around $60,000 but noted uncertainty due to upcoming variables (including major events and construction-related costs). He advised Council that the Scotties Tournament of Hearts (Feb. 2027) is not included in the figures, as overall revenues and expenses are difficult to predict.

Mayor Brown left the meeting at 9:30 am.

b) Bell Aliant Center (CARI) – 9:30 AM
The Deputy Mayor welcomed Alan Wood, General Manager and Peter Taylor, Finance Manager and asked them to begin the presentation.

Mr. Wood emphasized the Centre is currently in the middle of major capital projects and renovation that includes replacement of seating and arena dasher boards and glass, arena refrigeration and dehumidification replacement (2026/2027) and heat pump replacement.

He reported that operating revenue projected to increase 7.2% over last year's budget. Arena revenue expected to increase due to rate increases and more daytime usage. Aquatics revenue expected to increase; driven by acquiring additional space from a tenant moving out and using it for day camps.

In closing, Mr. Wood stated that the Centre's budget request is an operating funding increase of approximately 6% for 2026-2027 compared to 2025-2026.

c) Confederation Centre of the Arts (10:10 AM)
The Deputy Mayor welcomed Steve Bellamy, Chief Executive Officer and asked him to begin the presentation.

Mr. Bellamy indicated his presentation was primarily to provide Council with an update of the ongoing construction project at the Centre, emphasizing how the City's investment has helped advance both funding momentum and construction progress. Following the City's $5 million investment, the Confederation Centre secured an additional $7.5 million in major contributions, including $5.5 million from the Canada Cultural Spaces Fund, plus two separate $1 million private donations. He added that the Centre was pursuing alternative supports, including discussions about creating a Centennial Buildings Infrastructure Fund with the federal Ministry of Infrastructure.

In closing, Mr. Bellamy conveyed that the performance stage on Victoria Row will be reinstated this year as construction is scheduled to be completed in that area mid-May 2026. He also invited Council to reach out to arrange a tour if interested.

• Council recessed and returned to the Chamber at 11:08 AM. Mayor Brown returned to the meeting at this time.

d) Greater Charlottetown Area Chamber of Commerce
The Mayor welcomed Bianca McGregor, CEO, and Madeline Biso, Policy Analyst and asked them to begin the presentation.

The Chamber emphasized that micro-businesses (5 employees or fewer) make up a significant portion of their membership and are particularly sensitive to municipal decisions because changes can quickly impact their ability to remain open or grow. PEI is projected to reach a population of 200,000 by 2030, with Charlottetown expected to grow by 3,000–6,000 in the same timeframe, creating both opportunities and pressures on infrastructure.

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The Chamber identified three main "pain points" affecting businesses in the greater Charlottetown area 1) housing, 2) parking, and 3) safety and then spoke at length noting on prioritizing timely adoption of the new Zoning & Development Bylaw, reduce regulatory delays and streamline processes to help approve, increase public parking options and increase policing/security presence in the downtown core to support safety for businesses and patrons.

In closing, the Chamber was not requesting direct funding for the Chamber itself but rather providing business community feedback to inform Council of specific capital and operational budget priorities, particularly around housing, safety/security, parking, and infrastructure.

The Mayor and Deputy Mayor encouraged the Chamber to invite their membership to provide feedback during the upcoming public consultations on the Zoning and Development Bylaw and the Heritage Preservation Bylaw.

• Council recessed for lunch at 11:53 AM and returned to the Chamber at 12:30 PM.

• Councillors MacKinnon and McAleer left the meeting prior to the next presentation.

e) Downtown Charlottetown Inc. (DCI) 12:30 PM
The Mayor welcomed Dawn Alan, DCI and Aaron Hansen, CADC and asked them to begin the presentation.

Ms. Alan and Mr. Hansen emphasized the importance of continued investment in the downtown core, with a focus on streetscape revitalization, accessibility, and long-term economic growth. Highlighted was the Province House Historic District project (initiated in 2021), a multi-year streetscape initiative intended to improve the downtown core and support a vibrant, thriving city centre. The plan is designed to be phased over several years to reduce disruption while improving both function and appearance downtown, including better walkability and accessibility.

In closing, DCI/CADC requested that Council allocate funding (~$312,077) for Phase One design in 2026, focusing on Sydney Street which would see installation of a central trench drain, removal of curb/gutter and full replacement of streetscape elements. They also requested a liaison from the City's Public Works Department to help collaborate and keep the community engaged and informed throughout the project.

f) T3 Transit (12:52 PM)
The Mayor welcomed Mike Cassidy, Transit Operator and asked him to begin the presentation.

Mr. Cassidy noted T3 Transit's fleet modernization, funding history, and upcoming capital planning needs, with a focus on maintaining operational efficiencies and preparing for future facility expansion. He highlighted that Charlottetown and regional partners have made significant progress in modernizing the fleet, including six new buses in 2021, three new buses in 2024, three new buses in 2025 and 10 new buses expected in 2026; however, he emphasized that all these buses are or will be diesel (not electric). Mr. Cassidy cautioned that upcoming funding is much tighter, stating the region is expected to receive only $2.8 million over the next 10 years, which limits major expansion opportunities.

In closing, Mr. Cassidy's primary request for the upcoming fiscal year was for funding/support to complete a proper plan for facility expansion and in 2027, T3 Transit expects to return with a request of approximately $1.5 million to add three bays to the existing facility on Mt. Edward Road.

g) Pat & the Elephant (1:30 PM)
The Mayor welcomed Margaret Shanahan, Manager and Ron Gillespie, Assistant Manager and asked them to begin the presentation.

Mr. Gillespie outlined the organization's role in providing accessible, non-emergency transportation services across Charlottetown and PEI. Pat and the Elephant accessible transport service has serviced Charlottetown for 50 Years. In 2025, they completed over 27,000 calls with over 20,000 in Charlottetown. The non-emergency stretcher service accommodates all seniors' homes in Charlottetown. 11 vehicles operate 7 days a wk./365 days/yr, with a rotating driver staff of 23.

Mr. Gillespie indicated that their biggest costs are labour, vehicle maintenance and fuel. As well, they have outgrown their current facility and are actively looking for a new home in the city.

In closing, the 2026/2027 request is status quo from the 2025/2026 budget ($60,000).

h) The Guild

The Mayor welcomed Brian Markham, General Manager and asked him to begin the presentation.

Mr. Markham indicated that community engagement has increased significantly supported by recent organizational changes and a dedicated full-time staff. He further indicated that, with City investment, The Guild has been able to rebrand, expand sponsorship development and strengthen job security for artists and cultural workers. Stable operating funding has enabled the Guild to provide more paid opportunities for artists, complete a strategic plan, strengthen both long and short term rentals and bar revenue.

Mr. Markam noted on pressures that continue due to infrastructure costs/building limitations and difficulty developing a reserve fund. The Guild has several planned initiatives in 2026 that include launching a capital campaign, developing an endowment fund, expanding sponsorship opportunities and broadening federal grant applications.

In closing, the request was operational funding of $117,000, equal to the Province's contribution, plus annual portion of property tax grant in the amount of $19,587.94.

Council to take all requests from today under advisement during the 2026/2027 budget deliberations.

5. Adjournment

Moved by Councillor Muttart and seconded by Councillor Ramsay that the meeting be adjourned. Carried. The meeting concluded at 2:13 PM.

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CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
WEDNESDAY, JANUARY 28, 2026 AT 4:30 PM

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov (T/C)**	**Councillor Terry Bernard**
	Councillor Mitchell Tweel	**Councillor Kevin Ramsay**
	Councillor Bob Doiron (T/C)	**Councillor Julie McCabe**
	Councillor Norman Beck (*T/C)	**Councillor Trevor MacKinnon**
	Councillor John McAleer	**Councillor Justin Muttart**
Guests:	**Mike Cochrane & Don Love, Port Charlottetown**	
	David McCusker & Greg O'Brien, WSP Consultants	
Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG**
	Richard MacEwen, DCS	**Ylber Gashi, PWM**
	Riley Taweel, PWE	**Jessica Bradley, SCO**
	Chris Stearns, IT	**Tracey McLean, PRC**

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 by Councillor MacKinnon and seconded by Councillor Muttart that the agenda be approved as presented. Carried.

4. Presentations/Resolutions

a) Stakeholder Budget Presentation – Port Charlottetown
The Mayor welcomed Mike Cochrane and Don Love, Port Charlottetown, to the meeting and asked them to begin the presentation.

Mr. Cochrane provided Council with an overview of the 2025 cruise season, noting that there were six (6) inaugural vessel visits, 18 different cruise lines, 96% average fill rate, ~175,500 total passengers + crew, two (2) overnight calls and six (6) triple-ship days. With regard to marketing highlights, Charlottetown & the Port were featured on the cover of the 2026 Cruise & Ferry Itinerary Planner (presented as global exposure to major cruise line corporations) and Port Charlottetown hosted 24 cruise executives on a Cruise Fam Tour, noted as the highest number hosted by any port in the region (with comparisons to other ports).

* Councillor Beck, who had been participating remotely via teleconference, arrived in person at 5:14 p.m.

Mr. Cochrane spoke to infrastructure and operational improvements at the port – new/enhanced directional signage, raised bollards installed for passenger safety and a proposed Sky Walk concept. He further spoke to the port's essential role with respect to commercial importance - 98% of PEI fuel supply arrives via Port Charlottetown, sand/stone/gravel imports support road building & construction and fertilizer imports supporting agriculture.

In closing, the Port's budgetary request is a grant in lieu of the Municipal Non-Commercial property tax equaling $31,262.87. Following Q&A, Council to take the request under advisement during the 2026/2027 budget deliberations.

b) Parking Management Strategy Presentation – WSP

The Mayor welcomed the WSP Consultants to the meeting and asked them to begin the presentation.

The study purpose is framed around managing parking effectively and sustainably, balancing accessibility with broader community goals. The strategy is based on multiple engagement streams that included interviews with 13 key organizations, City staff workshop, downtown business workshop, public open house and an online survey.

The consultants indicated consistent issues raised by stakeholders and the public pertained to inadequate short-term parking options, the number of sidewalk patios, buses on Grafton Street, openness to new parking payment technology, need for better communication with the City and the view that a parking commission is needed.

They spoke to the following recommendations:

Short-term (0-2 yrs) - Add more directional signs, prioritize active transportation and transit when allocating curb space, reduce or remove parking minimums for strategically located residential development, improve parkade management, make targeted on-street parking additions and deletions and increase on-street rates but decrease hourly/daily parkade rates. ($10,000 annual operating, $40,000 one-time capital.)

Medium-term (2-4 yrs) - Create a parking management department that would see one new full-time position, a cost centre multi-year maintenance program, a monitoring program and periodically meetings with businesses. ($1,250,000 annual operating, $90,000 one-time capital.)

Long-term actions (4+ years) - Increase parking supply. Convert surface lot at Sydney & Great George into two-level parking, explore expansion of existing parkades (possibly via development partnerships) and explore a fourth parkade.($5,000,000 annual operating cost, $120,000 one-time capital cost.)

Following Q&A, Mr McCusker and Mr. O'Brien thanked Council for the opportunity to present. The Public Works Manager advised that the matter will be referred back to Committee for further discussion, with a report to be brought forward to Council at a later date.

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c) One (1) Public Works Resolution

Moved by Councillor Mitchell Tweel
Seconded by Councillor John McAleer

RESOLVED:

That, as per the conditions of the Public Request for Quotes for "Hostile Vehicle Mitigation (HVM) Barricades" the submission of Meridian Rapid Defense Group, in the amount of $430,477.86 (plus all applicable taxes) be accepted,

And that a budget transfer from Public Works Capital account for "Parkades Major Repairs & Parking - New Public Parking Spots" in the amount of $80,477.86 (plus all applicable taxes) to "Urban Beautification - Event Safety Barriers" be accepted,

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

CARRIED 10-0

d) Two (2) New Business Resolutions

Moved by Councillor Terry Bernard
Seconded by Councillor Kevin Ramsay

RESOLVED:

That the City of Charlottetown appoint Charlotte Nicholson as Chair of SERF Charlottetown Inc., effective January 28, 2026.

CARRIED 10-0

Moved by Councillor Terry Bernard
Seconded by Councillor Julie McCabe

RESOLVED:

WHEREAS Council is responsible for conducting the annual performance evaluation of the Chief Administrative Officer (CAO);

AND WHEREAS Council may appoint a committee to oversee and carry out this evaluation process;

THEREFORE, BE IT RESOLVED THAT Council hereby appoints the following members of Council, as recommended by His Worship Mayor Brown, to the CAO Annual Performance Evaluation Committee:

Mayor Philip Brown,
Councillor Norman Beck,
Councillor Terry Bernard,
Councillor Julie McCabe and Councillor Justin Muttart

It was noted that Councillor Muttart forwarded his expression of interest to sit on the committee; however, his name was not included. A friendly amendment to add him was suggested. Moved by Councillor Bernard and seconded by Councillor McCabe to include Councillor Muttart as a committee

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member. Carried. Vote on the resolution with Councillor Muttart's named added was then taken.

CARRIED 10-0

5. Motion to Move into a Closed Session as per the MGA of PEI (6:39 PM)

119 (1)(a) commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved.

119(1)(b) information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved;

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

- Ongoing Litigation Matter [119(1)(e)]
- Proposed Land Purchase [119(1)(b)&(e)]
- Level 3 Electric Vehicle Charger Installation [119(1)(a)]

6. Business Arising from the Closed Session (7:06 PM)

The anticipated Public Works resolution for consideration re: EV Chargers was deferred during the Closed Session. The Proposed Land Purchase item was deferred as well; therefore, no business arose.

7. Adjournment

Moved by Councillor Muttart and seconded by Councillor McCabe that the meeting be adjourned. Carried. The meeting concluded at 7:06 PM.

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Public Meeting of Council
Wednesday, January 28, 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

DRAFT

Mayor Philip Brown Presiding

Council Members present:	Deputy Mayor Alanna Jankov* Councillor Justin Muttart Councillor Mitchell Tweel Councillor Robert Doiron*	Councillor Julie McCabe Councillor Norman Beck Councillor Trevor MacKinnon Councillor Kevin Ramsay
Staff:	Mike Ruus, Director Int. Growth David Gundrum, Mgr, PD Laurel Palmer, Planner III	Melissa Kitson, IO/AA**
Applicants/ Representatives:	**Lornie Hughes** VP Corporate Services - Holland College **Jon Barrett** Director of Facilities - Holland College **Will Zafiris**, Falcon Properties Inc.	
Also present:	Roger and Lenore Andrew (Andrew Family)	
Regrets:	NA	

*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 Thursday, January 29th at 12:00pm Noon

1. **Call to Order**
   Mayor Brown, called the meeting to order at 7:15 PM

2. **Declarations of Conflict of Interest**
   Councillor Doiron declared a conflict for Agenda item #2, the rezoning of Stanmol Dr (PID# 1047562).

3. Approval of Agenda

Moved by Councillor Bernard and seconded by Councillor Ramsay that the agenda for the public meeting on January 28th, 2026 be approved.

CARRIED (9-0)

Mayor Brown provided an update regarding two written letters pertaining to Agenda item#2 Stanmol Dr (PID# 1047562) that were not included in the Public Meeting Package. The letters were distributed to Council at the beginning of the meeting.

1) Rezoning – 3 Oakland Drive (PID# 192245)

Request: Amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Industrial; and to amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Single Detached Residential (R-1L) Zone to the Institutional (I) Zone, in order to facilitate the future establishment of institutional uses on the subject property associated with Holland College. An existing house on the property is proposed to be used for an office and teaching space related to environmental and watershed management programs.

A correction was brought forward from Councillor Bernard regarding an error made on the agenda, noting the rezoning is to Amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Institutional, not Industrial, and has been confirmed by Laurel Palmer that was correct and a misprint in the agenda.

Property Information: Single Detached (R-1L) Zone
Staff Presenter: Laurel Palmer, Planner III
Applicant: Lornie Hughes, VP Corporate Services Holland College
Jon Barrett, Director of Facilities Holland College
Reference: Public Meeting Package

Summary:

Laurel Palmer presented the rezoning application for the former Andrew Homestead located at 3 Oakland Drive. The property acreage is approximately 9.29 acres. The site is a designated heritage resource located at Wright's Creek and contains significant environmental features including a pond, old growth Acadian Forest, and established passive recreational trails. She noted that the proposed rezoning would support Holland College's short-term use for offices, labs, classrooms and guest accommodations, and long-term use as a Centre of Excellence for Watershed Management. Laurel confirmed that public notice was circulated to surrounding property owners and that no written objections were received prior to the meeting. She concluded by outlining the Official Plan policies that support accommodating the needs of educational institutions.

Lornie Hughes provided background on Holland College's ownership and intended use of the Andrew Homestead Property. He explained that the land was gifted to the College with restrictive covenants, including limitations on the sale and use. He noted that renovations have already been completed to create office space within the existing building and that rezoning is required before classroom space can be developed in the free-standing garage. He described the vision for the site as a living laboratory to support the Environmental Applied Science and Wildlife Conservation programs and allowing public access to existing trails.

Comments:
Council members expressed strong support for the proposal, recognizing it as a significant and historic donation to Holland College. It was noted that the donation is the largest in Holland College's history. John and Christine Andrew were recognized for their long-standing contributions to the community. They also acknowledged the educational, environmental, and community benefits of the project, highlighting its value as a learning environment for students and as a public amenity.

Questions that Arose:

- Councillor Beck:
    - Asked for clarification regarding the garage renovations and site configuration. Jon Barrett explained renovation would take place in the existing garage and the intent is to allow students to drop off equipment, access bathroom facilities, and enter the surrounding land for educational activities. The house itself will remain unchanged.
    - Inquired about guest accommodations. Jon Barrett stated that it was John Andrew's wish that several bedrooms remain within the main house to accommodate guest lectures and limited family use for a short period each year, as outlined in the donation agreement.

- Councillor Bernard:
    - Asked for clarification regarding long-term housing for students. Lornie Hughes confirmed that long-term student housing is prohibited under the land donation agreement.
    - Inquired about the timeline of operation. Lornie noted that students are already using the site in its current condition. Renovations to the garage will proceed once zoning approval and permits are secured, with work anticipated later this year (2026) or early 2027.
    - Inquired about the agreement stating the property being open to the public. Lornie confirmed that the trails and pond areas will be maintained and accessible to the public.
    - Inquired about the electrification and spillways. Lornie advised that discussions are underway with an external group regarding possible electrification. The concept is still preliminary and dependent on outcomes from a similar project elsewhere on Prince Edward Island.

- Mayor Brown:
    - Inquired about Wright family ownership of the property. Roger Andrew confirmed they owned the property before the Andrew family therefore the naming of Wright's Creek.

- Roger Andrew (Andrew Family)
    - Inquired about the official restrictive covenants and what restrictions or conditions on future development were on the Deed of Ownership:
        - Lornie Hughes clarified the property was governed by donor directives, Board of Governors directives, donor wishes, and overall Memorandum of Understanding (MOU). Lornie included that any future development would be subject to the directives and agreements tied to the donation. Specific

details are documented within the governing agreements. Copies can be shared with the City for their records.

- Provided a detailed history of the property, which has been in family ownership since 1898. The site historically included mills, barns, orchards, ice harvesting operations, a brewery and early industrial uses.
- Emphasis was made regarding the long-standing desire for the land and ponds to be preserved for public enjoyment and community benefit.

4. Rezoning – Stanmol Drive (PID# 1047562)

Request: Amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone, for the vacant lands located on the south end of Stanmol Drive to facilitate the development of two 12-unit stacked townhouse rows.

Property Information: Low Density Residential Single (R-2S) Zone
Staff Presenter: Laurel Palmer, Planner III
Applicant: Will Zafiris, Falcon Properties Inc.
Reference: Public Meeting Package

Summary:
Councillor Doiron left the meeting for this agenda item due to declared conflict.

Laurel Palmer presented the rezoning application for the vacant lots located at the South end of Stanmol Drive. The total acreage is approximately 1.08 acres within Phase 2 of the Hidden Valley Subdivision. The proposal includes extending Stanmol Drive, subdividing the lands into three lots, and constructing two stacked townhouse buildings containing 12-units each, with remaining lands reserved for lower-density residential development. Surrounding land uses include low-density residential development, a watercourse and higher-density apartment zoning to the East, and vacant residential lands to the south. Laurel advised that notice of the public meeting was circulated to surrounding property owners and that two written submissions in opposition were received. Relevant Official Plan policies supporting housing variety, medium-density development, and growth within serviced urban areas were reviewed. Conceptual site plans and building renderings were presented.

Questions that Arose:

- Councillor MacKinnon:
  - Requested clarification on Phase 3 access. Laurel explained Phase 3 being a part of Hidden Valley with internal access through the subdivision and a future road connection planned, though not currently connected due to watershed constraints. Will Zafiris confirmed that the portion with direct Malpeque Rd access relates to a separate high-density Phase 3 parcel and is not part of the current application.
  - Requested clarification on the reference to a future southern road connection and its timing. Laurel explained that subdivisions require roads to extend to property boundaries using temporary cul-de-sacs for fire safety and service access. Any future connector would only occur if adjacent lands are developed and would be subject to a future application and approval process.

- Asked if a traffic study was conducted in the area, what the results were and if a new one can be conducted. Will confirmed that it was conducted but didn't know the specifics of the report. Laurel indicated Public Works was notified of the proposed development and did not indicate a new traffic study was required. Their calculations would take density and growth in the area into account.
- Asked about the greenspace that is undeveloped. Will and Laurel confirmed that the greenspace is now owned by the Parks and Recreation Department and would need to be contacted for an update.
- Inquired if the units would be for rent or purchase. Will confirm they would be used as rentals and not configured to be condos.

- Aletha Smith, Resident of Lower Malpeque Rd
  - Requested confirmation that the development be limited to 8-units, not 12-units as previously discussed. Will confirmed discussions contemplated 8-units through lot consolidation. While 12-units could fit architecturally, they were agreeable to proceeding with 8-units.
  - Expressed concern about increased traffic and impacts from future rezonings of adjacent land development. Laurel advised there are no current applications for development of adjacent lands.
  - Asked whether existing green space would remain or be altered. Will confirmed existing trees would remain where possible and additional landscaped buffers would be added along property boundaries, potentially secured through a development agreement.
  - Requested clarification on buffer verses building setbacks. Laurel explained the plan shows approximately 7-meter landscaped buffer in addition to the standard rear yard setback (approximately 24.6 feet). Final measurements would be confirmed through a detailed site plan.
  - Asked how they would be notified when a decision was made regarding the rezoning. Councilor McCabe confirmed that it would go to Planning Board for vote then to Council for a final decision. It is anticipated that it will be on the Planning Board meeting in February but could be March depending on the workload.
  - Inquired about a part of Hidden Valley that was denied in earlier discussions, Will advised that there was concern of traffic flowing through High Field Subdivision. Mayor Brown also noted that Malpeque Rd is not owned by the City of Charlottetown and is owned by the Provincial Government therefore the City does not have jurisdiction.
  - Inquired about the future plans for the area. Councillor Beck indicated there will be public consultation coming up regarding the new Zoning and Development Bylaw and opportunity for residents to address concerns pertaining to zoning.

- Councillor Beck asked for clarification that the proposal is for 8-units rather than 12-units. Will confirmed that an 8-unit configuration would remove one unit stack from the conceptual design.

- Roger Sherran, Resident of Longview Dr
  - Expressed that he was not opposed to development but concerned about traffic and speeding in the area.

New Business

- There was no new business that arose.

5. Adjournment of Public Session

Moved by Councillor McCabe and seconded by Councillor Ramsay that the public meeting be adjourned. The meeting adjourned at 8:36 PM.

CITY OF CHARLOTTETOWN
PUBLIC MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, FEBRUARY 3, 2026 AT 6:00 PM

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov (T/C)**	**Councillor Terry Bernard**
	Councillor Mitchell Tweel	**Councillor Kevin Ramsay**
	Councillor Bob Doiron (T/C)	**Councillor Julie McCabe**
	Councillor Norman Beck	**Councillor Trevor MacKinnon (T/C)**
	Councillor John McAleer	**Councillor Justin Muttart**
Also:	**Brad MacConnell, CAO**	**Wayne Long, EGAM**
	Dillon Bolger, IT	**Tracey McLean, PRC**

No written submissions, either in support of or in opposition to the establishment of a Business Improvement Area (BIA) in the West Royalty Business Park and the BioCommons Research Park, were received by the time of the Public Meeting of Council.

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 at 6:18 PM.

2. Declarations of Conflict of Interest
No conflicts were declared.

3. Approval of Agenda
Moved by Councillor Ramsay and seconded by Councillor Bernard that the agenda be approved as presented. Carried.

4. Presentation

a) Proposal to Establish a Business Improvement Area (BIA) in the West Royalty Business Park and the BioCommons Research Park

The Mayor welcomed Nick Wright and Doug Wright, West Royalty Business & Bioscience Inc., to the meeting and asked them to begin the presentation.

D. Wright, who joined via teleconference, noted the presentation is to make the case for creating a new, non-retail Business Improvement Area (BIA) in Charlottetown that would encompass the West Royalty Business Park and BioCommons Research Park. This proposed BIA would represent and coordinate the needs of this employment / industrial / innovation district (as distinct from downtown retail BIAs).

N. Wright then indicated that businesses in these parks have unique requirements that differ from the downtown/uptown retail focus. The proposed BIA membership includes businesses oriented toward, manufacturing, processing, technology, bioscience and export / business-to-business operations. He

added that the area has enough density and value to justify a formal BIA model with 150+ acres, 75+ businesses, 1000+ employees ($50M+ annual salaries), $80+ property tax contributions and $750M+ annual sales.

N. Wright spoke to the governance/accountability part noting that decisions would be made by a membership (elected board with regular general meetings). Accountability to the City via BIA Bylaw oversight, mandated City Board Rep and annual reporting requirements. Levy and funding points - BIA will be 100% self-financed, no cost to taxpayers, funded through a levy based on assessed property values proposed Year 1 levy: $0.18 per $100 of assessed value (subject to membership approval). He then spoke more to what a BIA would do regarding operational areas such as capital project coordination, shared services, organizational support, networking and government relations. In closing, N. Wright summarized the potential benefits to BIA members and the City.

The Mayor then opened the floor to comments/questions on the subject matter.

Scott Doncaster, BioVectra
- There is no clear accountability of who is responsible for the park's infrastructure.
- Why a BIA is necessary to maintain the park when taxes and economic activity in the area should already support proper maintenance.
- That the BIA levy would not fund the infrastructure, and that infrastructure improvements would likely still require additional levies or funding, meaning extra cost burden.
- A levy would make Charlottetown less competitive for industrial site selection because other industrial parks (i.e. Burnside) have lower taxes.

N. Wright agreed that jurisdiction/responsibility exists elsewhere, but said the problem is that the park's needs have been neglected over time. A BIA would be beneficial as there has not been anyone consistently advocating the park's needs. Mr. Long, Economic Growth & Attraction Manager (EGAM) added that the Province once owned the park but the City does have some responsibilities within its boundaries.

Lauren Ledwell, PEI BioAlliance
- Helpful to have clearer accountability on who is responsible for infrastructure and safety issues in the park because member businesses have raised safety concerns, and those concerns need to be addressed.
- The additional levy (18 cents/$100 of assessed value) is substantial and has created concern among members.
- She questioned how the process can allow for a "wholesome discussion" given the short timeline (Feb 6) provided for written feedback while proponents still need to consult broadly with affected businesses.

N. Wright indicated they have already begun meeting with major stakeholders within the proposed BIA boundary and will spend the next two months meeting with as many businesses as possible; February 6 is the City's deadline for written feedback, the internal consultation process would continue over the following two months.

Jason Cleaversmith, PEI BioAlliance
- Requested clarification on the steps/process of establishing a BIA.
- Questioned the BIA Bylaw section which states that six (6) businesses can initiate a BIA but it takes 2/3 of businesses to nullify it.

The EGAM provided clarity with respect to the process noting that after the request was received, it was reviewed by the City's legal counsel, went to Economic Development Committee, City advertise three (3)

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consecutive weeks, notice letter sent to all entities in the proposed area, public meeting called for February 3 with a written feedback window open until February 6. Afterward, the CAO or designate brings a recommendation back to Council for a decision.

Dave Rempel (Delta Distributors)

- As he is a small business owner, he raised concerns of an added levy; property tax is already 8% of the business's income.
- He indicated he would most likely vote "no" to a BIA due to the additional cost.

The Mayor thanked everyone for their input and emphasized this was a public meeting/open forum under the BIA Bylaw, no decisions would be made tonight and the process will move onto the CAO for a recommendation report then Council vote. If Council approves the establishment, the BIA still must finalize governance processes and Council would later need to approve the rates/levy inclusion in the City budget.

5. Adjournment

Moved by Councillor Ramsay and seconded by Councillor Bernard that the meeting be adjourned. Carried. The meeting concluded at 7:19 PM.

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PLANNING AND HERITAGE
REPORT TO COUNCIL

February 10, 2026

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

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

The Design Review Board met on Monday, January 19, 2026; copies of the minutes and reports are included in your package.

There was a Public Meeting of Council held on January 28, 2026 to consider feedback concerning applications under the Planning act; copies of the minutes are included in your package.

The Planning Board met on Tuesday, February 3, 2026; copies of the minutes and reports are included in your package.

The Planning & Heritage Committee met on Wednesday, February 4, 2026; copies of the minutes and reports are included in your package.

For information purposes, a listing of Permit applications issued for January 2025 along with YTD has been included in your package.

Resolutions: Five (5)

Planning Board:

1. 231 Brackley Point Road (PID# 623090): Request to proceed to public consultation concerning request to rezone the subject property from (I) to (M-3) to facilitate future commercial development.

2. 33-35 Corrigan Court (PID# 690800): Major Variance to reduce the required minimum lot frontage in the (R-2) Zone for an existing semi-detached dwelling to allow for future subdivision of the semi-detached dwelling along the party wall where not enough frontage otherwise exists for the future two (2) lots.

3. 1884 Blake Court (PID# 784298): Major Variance to reduce the required minimum rear yard setback in the (R-1L) Zone for an existing single-detached dwelling to allow for a 500 square foot addition to the existing single-detached dwelling that would project into the rear yard setback.

4. 3 Oakland Drive (PID# 192245): Request to rezone the subject property from the (R-1L) to the (I) Zone and to change the land-use designation in the Official Plan from Residential to Institutional to facilitate future establishment of institutional uses on the subject property associated with Holland College.

5. Unaddressed property – Stanmol Drive (PID# 1047562): Request to rezone the subject property from (R-2S) to (R-3) and to change the land-use designation in the Official Plan from Low Density Residential to Medium Density Residential to facilitate the future development of up to twelve (12) stacked townhouse units on each of two (2) separate parcels for a maximum total of up to twenty-four (24) units.

Reading Papers:

First Readings: None
Second Readings: None

Respectfully submitted,

Deputy Mayor Alanna Jankov, *Chair*

PLANNING AND HERITAGE: DESIGN REVIEW BOARD MINUTES
MONDAY, JANUARY 19th, 2026, 5:00 P.M.
COUNCIL CHAMBERS, 2nd FLOOR, CITY HALL
Live Streaming: www.charlottetown.ca/video

Present:	**Mayor Phillip Brown** **Deputy Mayor Jankov, Chair** **Councillor Julie McCabe** **Councillor Norman Beck***	**Brian Gillis, RM** **Jacqui Scaman, RM***
Also:	**Mike Ruus, Dir, Int. Growth** **David Gundrum, MP&D*** **Laurel Palmer, PIII**	**Melissa Kitson, IO/AA**** ***minute taker* **Attended virtually*
Also in attendance:	Phillip & Jackie O'Halloran (Property Owners)	Matthew Bradley (Legal Counsel Respondent/Property Owner)
Absent:	**Aaron Stavert, RM**	

1. **Call to Order**
   Deputy Mayor Jankov called the meeting to order on January 19th, 2026 at 5:04 pm.

2. **Declaration of Conflicts**
   Deputy Mayor Jankov asked if there are any conflicts. There being none, moved to approval of the agenda.

3. **Approval of Agenda**
   Moved by Mayor Brown and seconded by Councillor Beck that the agenda for Monday, January 19th, 2026, be approved.

4. **Adoption of Minutes**
   Moved by Mayor Brown and seconded by Councillor McCabe that the minutes of the meeting on Monday, November 17th, 2025, as circulated, be approved.

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

6. **Report**

a) 1 West St (PID# 365833)

Request: Request to review an exterior design proposal for a single-detached dwelling located in the 500 Lot Area within the Downtown Neighbourhood (DN) Zone.

Property Information: Downtown Neighborhood (DN) Zone
Staff Presenter: Laurel Palmer, Planner III

Applicant (Property Owners) : Phillip & Jackie O'Halloran
Reference: Design Review Board Meeting Package

Summary:

- Laurel Palmer presented a report outlining the architectural importance and character-defining elements of the building which is located on a prominent streetscape located within the 500 Lot Area. The proposed renovations include a third-storey addition, substantial additions to the north and south sides, demolition of the existing sun porch and garage, and the introduction of new Italianate architectural elements. Additional changes include altered fenestration patterns, removal of Georgian-style shutters and the front portico, removal of the semicircular sunburst window, and the addition of multiple second and third storey balconies on the rear façade. Staff noted that the alterations would significantly change the building's massing, scale, and overall form, making it difficult to distinguish the original structure. Laurel referenced applicable Official Plan and Zoning and Development Bylaw policies due to the significant impact on the property's character-defining elements.

- Jackie O'Halloran, spoke on behalf of Douglas Coles (Coles Associates Ltd), indicated that the building is not a designated heritage property and should be evaluated under standard planning and zoning rules. Douglas emphasized that the project was professionally designed, renovations are necessary due to documented deterioration, and the proposed changes would not result in a loss of character. It was noted that heritage designation standards should not apply, that architectural uniqueness alone is not a planning criterion, and that predictability in the planning process is essential to support reinvestment. The proposal was framed as adaptive renewal rather than demolition, with a request that the Board consider the property's non-designated status in its decision.

- Phillip and Jackie O'Halloran stated they consulted planning staff before purchasing the property in December 2023 and were advised there were no concerns. The site plan and subdivision were approved in principle with no opposition, while a neighbouring property proceeded without Design Review, which led them to question inconsistent application of rules. They expressed concern over delays, including the absence of a building permit after more than six months, and cited failed heritage designation efforts as contributing factors.

  They indicate that the house has been extensively altered over time, contains non-original and deficient additions, and is comparable to other properties on West Street. The proposed renovation would retain key architectural features, comply with zoning and design guidelines, does not require variances, and will improve the streetscape. They believe the changes do not warrant Design Review and requested the Board's support to waive it and allow issuance of the footing and foundation permit.

- Matthew Bradley (Legal Counsel for the Respondent/Property Owner) stated the application to be unusual, noting the same property has appeared before Council twice within one month after being under Planning review for six months. He noted Council recently rejected a staff-initiated temporary heritage designation, which was not referenced in the current staff report and had raising concerns about its completeness and objectivity. He stated the owners applied for a building permit, which was later changed to a foundation-only permit due to delays. Staff refused the permit citing potential impacts on character-defining elements. He stated that under the Bylaw, staff must determine that the proposal does compromise character-defining elements, not for the potential to, and questioned whether Design Review is being proposed for the foundation permit or the full project.

  He stated that the proposal complies with all zoning and setback requirements and is permitted as-of-right. He stated Design Review cannot override as-of-right development, should not be used to address subjective design preferences, and that any concerns with permitted standards should be resolved through bylaw amendments.

  He raised fairness concerns, noting similar non-designated single-family developments such as the new construction on the newly subdivide lot, was not subjected to Design Review. He stated the elements cited by staff are not character-defining, the increased size and mass are permitted by bylaw, and staff have not demonstrated harm to streetscape character. He concluded that Design Review is unnecessary, would impose undue cost on the applicant, and requested that Council deny the application to proceed to Design Review.

- Laurel Palmer clarified that the original development application was submitted on September 2, 2025, with a foundation permit application submitted on December 20, 2025 and a revised foundation application submitted approximately one and a half weeks ago. Noting that the foundation plans have changed multiple times. Staff confirmed that no foundation permit would be issued prior to completion of Design Review, as foundation design may change based on Board feedback regarding building size and scale, that no foundation permits have previously been issued before Design Review approval. The application was referred to Design Review under Section 3.14 of the Zoning and Development Bylaw and was not related to heritage or temporary heritage designation. Staff further clarified that the application fee includes architectural fees and is proportionate to overall project costs, and that all comments provided reflected professional planning opinion rather than personal opinion.

Discussion:

- Mayor Brown asked for clarification of the intent of Design Review for this process. It was clarified that it is to obtain a third party architectural opinion of the proposed renovations.

That Design Review applies to non-residential, multi-unit residential, or applications where staff determine character-defining elements may be compromised.

- Councillor McCabe requested clarification regarding the renovation of this building which is subject to the Design Review process and the neighboring newly constructed single detached dwelling was not. Laurel explained that the bylaw allows review of renovations which affect character but does not require review of new single-detached dwellings. Councillor McCabe asked why the Owner was not notified of the Design Review process for proposed renovations when he first met with the Planning Department about severing the subject parcel. Laurel clarified that the Owner spoke of future renovations and he was told that it will likely go through Design Review as it is in the 500 Lot Area, and that staff wouldn't support the application. The Owner had indicated that he had no plans to make major changes. The drawings that were submitted did not show the full scope of the renovations.

- Brian Gillis expressed that the building is a significant structure on a significant streetscape. He explained that Design Review ensures a balanced, independent architectural input and that the decision is about respecting process, not architectural preference or heritage designation. Brian recommended to proceed with Design Review in the interest of fairness to the homeowner, neighborhood, and the community.

- Councillor Beck expressed that Design Review was identified previously as a safeguard when heritage designation was declined. That there should be a respect for the process and to get a second opinion on the project.

- Jackie and Philip O'Halloran expressed concern regarding potential delays, repeated revisions, additional costs, and unequal treatment compared to new build in the 500 Lot Area. Philip requested the issuance of a foundation permit while Design Review proceeds and is willing to accept risk and make future changes if required.

MOTION:

Moved by Brian Gillis and seconded by Mayor Brown that the Design Review Board approve staff's request to advance the application to renovate 1B West Street through the Design Review Process.

Carried
(5-0)

7. New Business

There was no business that arose from the minutes.

8. Adjournment

Moved by Mayor Brown and seconded by Councillor McCabe that the meeting be adjourned. The meeting was adjourned at 6:49 p.m.

_____

Deputy Mayor Alanna Jankov, Chair

DRAFT UNTIL APPROVED BY COMMITTEE

DRAFT

Public Meeting of Council
Wednesday, January 28, 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 Philip Brown Presiding

Council Members present:	Deputy Mayor Alanna Jankov* Councillor Justin Muttart Councillor Mitchell Tweel Councillor Robert Doiron*	Councillor Julie McCabe Councillor Norman Beck Councillor Trevor MacKinnon Councillor Kevin Ramsay
Staff:	Mike Ruus, Director Int. Growth David Gundrum, Mgr, PD Laurel Palmer, Planner III	Melissa Kitson, IO/AA**
Applicants/ Representatives:	**Lornie Hughes** VP Corporate Services - Holland College **Jon Barrett** Director of Facilities - Holland College **Will Zafiris**, Falcon Properties Inc.	
Also present:	Roger and Lenore Andrew (Andrew Family)	
Regrets:	NA	

*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 Thursday, January 29th at 12:00pm Noon

1. **Call to Order**
   Mayor Brown, called the meeting to order at 7:15 PM

2. **Declarations of Conflict of Interest**
   Councillor Doiron declared a conflict for Agenda item #2, the rezoning of Stanmol Dr (PID# 1047562).

3. **Approval of Agenda**
   Moved by Councillor Bernard and seconded by Councillor Ramsay that the agenda for the public meeting on January 28th, 2026 be approved.

   CARRIED (9-0)

Mayor Brown provided an update regarding two written letters pertaining to Agenda item#2 Stanmol Dr (PID# 1047562) that were not included in the Public Meeting Package. The letters were distributed to Council at the beginning of the meeting.

1) Rezoning – 3 Oakland Drive (PID# 192245)

Request: Amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Industrial; and to amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Single Detached Residential (R-1L) Zone to the Institutional (I) Zone, in order to facilitate the future establishment of institutional uses on the subject property associated with Holland College. An existing house on the property is proposed to be used for an office and teaching space related to environmental and watershed management programs.

A correction was brought forward from Councillor Bernard regarding an error made on the agenda, noting the rezoning is to Amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Institutional, not Industrial, and has been confirmed by Laurel Palmer that was correct and a misprint in the agenda.

Property Information: Single Detached (R-1L) Zone
Staff Presenter: Laurel Palmer, Planner III
Applicant: Lornie Hughes, VP Corporate Services Holland College
Jon Barrett, Director of Facilities Holland College
Reference: Public Meeting Package

Summary:
Laurel Palmer presented the rezoning application for the former Andrew Homestead located at 3 Oakland Drive. The property acreage is approximately 9.29 acres. The site is a designated heritage resource located at Wright's Creek and contains significant environmental features including a pond, old growth Acadian Forest, and established passive recreational trails. She noted that the proposed rezoning would support Holland College's short-term use for offices, labs, classrooms and guest accommodations, and long-term use as a Centre of Excellence for Watershed Management. Laurel confirmed that public notice was circulated to surrounding property owners and that no written objections were received prior to the meeting. She concluded by outlining the Official Plan policies that support accommodating the needs of educational institutions.

Lornie Hughes provided background on Holland College's ownership and intended use of the Andrew Homestead Property. He explained that the land was gifted to the College with restrictive covenants, including limitations on the sale and use. He noted that renovations have already been completed to create office space within the existing building and that rezoning is required before classroom space can be developed in the free-standing garage. He described the vision for the site as a living laboratory to support the Environmental Applied Science and Wildlife Conservation programs and allowing public access to existing trails.

Comments:
Council members expressed strong support for the proposal, recognizing it as a significant and historic donation to Holland College. It was noted that the donation is the largest in Holland College's history. John and Christine Andrew were recognized for their long-standing contributions to the community. They also acknowledged the educational, environmental, and community benefits of the project, highlighting its value as a learning environment for students and as a public amenity.

Questions that Arose:

- Councillor Beck:
  - Asked for clarification regarding the garage renovations and site configuration. Jon Barrett explained renovation would take place in the existing garage and the intent is to allow students to drop off equipment, access bathroom facilities, and enter the surrounding land for educational activities. The house itself will remain unchanged.
  - Inquired about guest accommodations. Jon Barrett stated that it was John Andrew's wish that several bedrooms remain within the main house to accommodate guest lectures and limited family use for a short period each year, as outlined in the donation agreement.

- Councillor Bernard:
  - Asked for clarification regarding long-term housing for students. Lornie Hughes confirmed that long-term student housing is prohibited under the land donation agreement.
  - Inquired about the timeline of operation. Lornie noted that students are already using the site in its current condition. Renovations to the garage will proceed once zoning approval and permits are secured, with work anticipated later this year (2026) or early 2027.
  - Inquired about the agreement stating the property being open to the public. Lornie confirmed that the trails and pond areas will be maintained and accessible to the public.
  - Inquired about the electrification and spillways. Lornie advised that discussions are underway with an external group regarding possible electrification. The concept is still preliminary and dependent on outcomes from a similar project elsewhere on Prince Edward Island.

- Mayor Brown:
  - Inquired about Wright family ownership of the property. Roger Andrew confirmed they owned the property before the Andrew family therefore the naming of Wright's Creek.

- Roger Andrew (Andrew Family)
  - Inquired about the official restrictive covenants and what restrictions or conditions on future development were on the Deed of Ownership:
    - Lornie Hughes clarified the property was governed by donor directives, Board of Governors directives, donor wishes, and overall Memorandum of Understanding (MOU). Lornie included that any future development would be subject to the directives and agreements tied to the donation. Specific details are documented within the governing agreements. Copies can be shared with the City for their records.
  - Provided a detailed history of the property, which has been in family ownership since 1898. The site historically included mills, barns, orchards, ice harvesting operations, a brewery and early industrial uses.
  - Emphasis was made regarding the long-standing desire for the land and ponds to be preserved for public enjoyment and community benefit.

4. <u>Rezoning – Stanmol Drive (PID# 1047562)</u>

Request: Amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone, for the vacant lands located on the south end of Stanmol Drive to facilitate the development of two 12-unit stacked townhouse rows.

Property Information: Low Density Residential Single (R-2S) Zone
Staff Presenter: Laurel Palmer, Planner III
Applicant: Will Zafiris, Falcon Properties Inc.
Reference: Public Meeting Package

Summary:
Councillor Doiron left the meeting for this agenda item due to declared conflict.

Laurel Palmer presented the rezoning application for the vacant lots located at the South end of Stanmol Drive. The total acreage is approximately 1.08 acres within Phase 2 of the Hidden Valley Subdivision. The proposal includes extending Stanmol Drive, subdividing the lands into three lots, and constructing two stacked townhouse buildings containing 12-units each, with remaining lands reserved for lower-density residential development. Surrounding land uses include low-density residential development, a watercourse and higher-density apartment zoning to the East, and vacant residential lands to the south. Laurel advised that notice of the public meeting was circulated to surrounding property owners and that two written submissions in opposition were received. Relevant Official Plan policies supporting housing variety, medium-density development, and growth within serviced urban areas were reviewed. Conceptual site plans and building renderings were presented.

Questions that Arose:

- Councillor MacKinnon:
    - Requested clarification on Phase 3 access. Laurel explained Phase 3 being a part of Hidden Valley with internal access through the subdivision and a future road connection planned, though not currently connected due to watershed constraints. Will Zafiris confirmed that the portion with direct Malpeque Rd access relates to a separate high-density Phase 3 parcel and is not part of the current application.
    - Requested clarification on the reference to a future southern road connection and its timing. Laurel explained that subdivisions require roads to extend to property boundaries using temporary cul-de-sacs for fire safety and service access. Any future connector would only occur if adjacent lands are developed and would be subject to a future application and approval process.
    - Asked if a traffic study was conducted in the area, what the results were and if a new one can be conducted. Will confirmed that it was conducted but didn't know the specifics of the report. Laurel indicated Public Works was notified of the proposed development and didn't not indicate a new traffic study was required. Their calculations would take density and growth in the area into account.
    - Asked about the greenspace that is undeveloped. Will and Laurel confirmed that the greenspace is now owned by the Parks and Recreation Department and would need to be contacted for an update.
    - Inquired if the units would be for rent or purchase. Will confirm they would be used as rentals and not configured to be condos.

- Aletha Smith, Resident of Lower Malpeque Rd
    - Requested confirmation that the development be limited to 8-units, not 12-units as previously discussed. Will confirmed discussions contemplated 8-units through lot consolidation. While 12-units could fit architecturally, they were agreeable to proceeding with 8-units.

- Expressed concern about increased traffic and impacts from future rezonings of adjacent land development. Laurel advised there are no current applications for development of adjacent lands.
- Asked whether existing green space would remain or be altered. Will confirmed existing trees would remain where possible and additional landscaped buffers would be added along property boundaries, potentially secured through a development agreement.
- Requested clarification on buffer verses building setbacks. Laurel explained the plan shows approximately 7-meter landscaped buffer in addition to the standard rear yard setback (approximately 24.6 feet). Final measurements would be confirmed through a detailed site plan.
- Asked how they would be notified when a decision was made regarding the rezoning. Councilor McCabe confirmed that it would go to Planning Board for vote then to Council for a final decision. It is anticipated that it will be on the Planning Board meeting in February but could be March depending on the workload.
- Inquired about a part of Hidden Valley that was denied in earlier discussions, Will advised that there was concern of traffic flowing through High Field Subdivision. Mayor Brown also noted that Malpeque Rd is not owned by the City of Charlottetown and is owned by the Provincial Government therefore the City does not have jurisdiction.
- Inquired about the future plans for the area. Councillor Beck indicated there will be public consultation coming up regarding the new Zoning and Development Bylaw and opportunity for residents to address concerns pertaining to zoning.

- Councillor Beck asked for clarification that the proposal is for 8-units rather than 12-units. Will confirmed that an 8-unit configuration would remove one unit stack from the conceptual design.

- Roger Sherran, Resident of Longview Dr
  - Expressed that he was not opposed to development but concerned about traffic and speeding in the area.

New Business

- There was no new business that arose.

5. Adjournment of Public Session

Moved by Councillor McCabe and seconded by Councillor Ramsay that the public meeting be adjourned. The meeting adjourned at 8:36 PM.

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, FEBRUARY 3RD, 2026, 5:00PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

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

1. **Call to Order**
   Chair Councillor McCabe called the meeting to order at 5:11PM and noted of technical difficulties related to the Teams Virtual Meeting platform.

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

3. **Approval of Agenda**
   Chair Councillor McCabe noted a request to move item #5 – 231 Brackley Point Rd to the first item of discussion due to prior commitments of the presenting Planning Staff member.

   Moved by Dave Essery and seconded by Bobby Kenny that the agenda for Tuesday, February 3rd, 2026, be approved.

   CARRIED

4. **Adoption of Minutes**
   Moved by Councillor Beck and seconded by Paul Connolly that the minutes of the Planning Board meeting held on Tuesday, January 6th, 2026, as circulated, be approved.

   CARRIED

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

6. **Reports:**

1. Rezoning of 231 Brackley Point Road (PID# 623090)

Request: This is a request to proceed to public consultation concerning a proposal to rezone the subject property from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone in order to allow for the development of commercial condo buildings on the subject property.

Property Information: Institutional (I) Zone
Staff Presenter: Michael Fraser, Planner II
Applicant: Breakwater Developments Inc
Reference: Planning Board Meeting Package

Summary:
The surrounding area of the subject property consists of industrial, airport, and residential uses, with adjacent lands to the north already zoned M3. The application is intended to support future Business Park industrial development in coordination with neighbouring parcels, which would require a future lot consolidation to allow for cohesive development. Staff recommend approval to proceed to public consultation.

Discussion:
None.

MOTION:
Moved by Councillor Beck and seconded by Lea MacDonald that Planning Board recommend to Council that the following rezoning and Official Plan Amendment request for the subject property identified as 231 Brackley Point Road (PID# 623090) proceed to public consultation:

- **To rezone the subject property identified from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone and to also change the land-use designation in the City of Charlottetown Official Plan from Institutional to Industrial to facilitate future lot consolidation and development in keeping with the zone.**

CARRIED
(8-0)

a) Variances:

1. 33-35 Corrigan Court (PID# 690800)

Request: This is a request for Major Variance to allow reduced minimum lot frontages of 7.23 metres (23.72 feet) and 9.587 metres (31.45 feet) for two (2) proposed future lots intended for separate semi-detached dwellings. If the Major Variance is approved, an application for lot

subdivision to divide the existing semi-detached dwelling along the party wall will be considered.

Property Information: Low Density Residential Zone (R-2)
Staff Presenter: Sonia Kamal, Planner II
Applicant: Albert Cohan
Reference: Planning Board Meeting Package

Summary:
The property is located in an established residential neighbourhood and is surrounded by a mix of residential, open space, and higher-density zoning. The proposed subdivision will not affect building massing, access, or outdoor amenity space, nor would intensify land-use impact; however, it could support housing ownership opportunities. Public notice was circulated to surrounding properties, no comments were received. Staff recommend approval of the Major Variance.

Discussion:
Satyajit Sen asked whether the need for the variance could have been anticipated at the time the dwelling was originally approved. David Gundrum clarified that the semi-detached dwelling was constructed several decades ago, likely without any intention to subdivide the lot, and under zoning standards that pre-dated current frontage requirements. The lot area and setbacks comply with today's regulations but the frontage does not, resulting in the variance process.

MOTION:
Moved by Councillor Beck and seconded by Satyajit Sen that Planning Board recommend that Council that the following Major Variance for the subject property addressed as 33-35 Corrigan Court (PID# 690800) be approved:

- **To allow for a reduced minimum lot frontage of 7.23 metres (23.72 feet) and 9.587 metres (31.45 feet), respectively, for the proposed two (2) future lots for separate semi-detached dwellings in the (R-2) Zone.**

CARRIED
(8-0)

2. 1884 Blake Court (PID# 784298)

Request: This is a request for Major Variance to allow for a reduced minimum rear yard setback of 4.23 metres (13.88 feet) in the Single Detached Residential (R-1L) Zone in order to accommodate the construction of a proposed 48.31 square metre (520 square foot) addition to an existing single-detached dwelling that would project into the rear yard.

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

Summary:
The proposed addition would project into the rear yard, replace an existing elevated rear deck and would be located to the northwest corner of the dwelling. The surrounding properties are similarly zoned and developed with single detached dwellings. Public notice was circulated to surrounding property owners and four letters in opposition were received with concerns related to neighbourhood character, visibility, privacy, precedent and consistency in the application of zoning regulations. Staff responded that the addition would not represent in an abrupt departure from established development patterns due to existing reduced setbacks on nearby properties, significant vegetative screening, and limited visibility from adjacent streets, and that privacy and shadow impacts would be minimal. It was noted that major variances are assessed on a case-by-case basis and do not create precedent. Staff recommend approval of the Major Variance.

Discussion:

None.

MOTION:
Moved by Bobby Kenny and seconded by Deputy Mayor Jankov that Planning Board recommend that Council that the following Major Variance for the subject property addressed as 1884 Blake Court (PID# 784298) be approved to allow for the construction of a residential addition in the Single Detached Residential (R-1L) Zone to:

- **Permit a reduced minimum rear yard setback of 4.23 metres (13.88 feet).**

CARRIED
Councillor Beck opposed (7-1)

b) Rezonings:

1. 3 Oakland Drive (PID# 192245)

Request: This is a request to rezone the subject property from the Single Detached Residential (R-1L) Zone to the Institutional (I) Zone and to change the land-use designation in the Official Plan from Residential to Institutional in order to facilitate the future establishment of institutional uses on the subject property associated with Holland College. An existing house on the property is proposed to be used for office and teaching space.

Property Information: Single Detached Residential (R-1L) Zone
Staff Presenter: Laurel Palmer, Planner III
Applicant: Holland College
Reference: Planning Board Meeting Package

Summary:

The property is located in a mature residential neighborhood in East Royalty and is surrounded by low-density residential uses, passive recreation lands and Wright's Creek. The site is a designated Heritage resource and contains significant natural features including Andrew's Pond, Wright's Creek estuary, and old-growth Acadian forest, with existing passive recreational trails. Holland College is seeking the rezoning to support short-term educational programming, office space, labs, and guest accommodations, with a long-term plan for a Centre of Excellence for Watershed Management.

A public meeting was held in with notice circulated to surrounding property owners and no public objections were received. Members of the Andrew family attended in support. It was noted that the proposal aligns with Official Plan policies encouraging collaboration with educational institutions and is compatible with surrounding residential uses. Staff recommend approval to rezone.

Discussion:

Satyajit Sen asked whether there was any intention by the applicant to construct new buildings on the site. Laurel Palmer clarified that Holland College has an agreement with the Andrew family that includes a condition preventing any new construction on the site. Councillor Beck added that renovations will take place to an existing garage for institutional use.

MOTION:

Moved by Paul Connolly and seconded by Councillor Beck that Planning Board recommend that council amend Appendix "A" the Future Land Use Map of the City of Charlottetown from Low Density Residential to Institutional; and

- **To recommend to approve the request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from R-1L (Single Detached Residential) to (I) Institutional for the property located at 3 Oakland Drive (PID #92245).**

CARRIED
(8-0)

2. Unaddressed Property – Stanmol Drive (PID# 1047562)

Request: This is a request to rezone the subject property from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone and to change the land-use designation in the Official Plan from Low Density Residential to Medium Density Residential in order to facilitate the future development of up to twelve (12) stacked townhouse units each on separate parcels for a total of twenty-four (24) units.

Property Information: Low Density Residential Single (R-2S) Zone
Staff Presenter: Laurel Palmer, Planner III
Applicant: Falcon Properties Inc
Reference: Planning Board Meeting Package

Summary:

The property is surrounded by low-density residential development, with higher-density and residential uses located farther North and East. The original proposal consisted of two 12-unit stacked townhouses; however, following public feedback, the developer indicated the density could be reduced to two 8-unit stacked townhouses (16 units total), and could be secured through a development agreement. Notification of the public meeting was circulated to surrounding property owners and two written responses in opposition were received with concerns related to increased density, traffic, compatibility with surrounding single detached housing, and the loss of intended greenspace. Two residents voiced similar concerns at the public meeting.

Relevant Official Plan policies were outlined in support of housing variety, serviced urban growth and medium-density development in appropriate locations. It was stated that the proposal aligns with these policies, supports housing supply in a low-vacancy environment, and represents sustainable development within an existing serviced neighbourhood. Staff recommend approval to rezone subject to a signed development agreement.

Discussion:

Councillor Beck:

- Requested an updated rental market data be provided instead of the October 2022 report. Laurel Palmer indicated that she believed it to be the most recent available data but will confirm.
- Asked for clarification on previous rezoning in Hidden Valley Phase 3 and surrounding density approvals. Laurel Palmer clarified that adjacent lands east of the stream were rezoned to R4 high density for apartments. The subject lands were not developed in earlier phases and are now proposed for R3 medium-density townhouse development.
- Acknowledge existing high density already in the area and expressed concern of remaining uncertainty and unanswered questions regarding the lots.

Satyajit Sen:

- Asked whether the developer plans to further subdivide the townhouses into separate lots to create condominiums in the future. Laurel Palmer was uncertain of the developer's business model and noted that if subdivisions occur, it would likely be an internal condominium-style subdivision. Currently, the proposal is for two stacked townhouse buildings on two separate lots.

- Asked if the rezoning application is concurrent with a development or building permit application. Laurel Palmer clarified that was not and that no building permit application has been submitted.

MOTION:

Moved by Lea MacDonald and seconded by Deputy Mayor Jankov that Planning Board recommend that Council approve the request to amend Appendix "A" the Future Land Use Map of the City of Charlottetown from Low Density Residential to Medium Density Residential.

- **And a request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from R-2S (Low Density Single) to (R-3) Medium Density for the vacant lands located on the south end of Stanmol Drive portion of (PID #1047562) subject to the signing of a development agreement.**

CARRIED

Councillor Beck and Satyajit Sen opposed (6-2)

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

8. **Adjournment of Public Session**
   Moved by Lea MacDonald and seconded by Councillor Beck that the meeting be adjourned. The meeting was adjourned at 6:03 PM.

_____

Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-February-6B-3
231 Brackley Point Road (PID# 623090)

Date:
February 3, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
Michael Fraser, Planner 2

Attachments:
A. Air Photo
B. Zoning Map

Report Title:
Request to proceed to public consultation concerning a rezoning request at 231 Brackley Point Road.

Report Purpose:
This is a request to proceed to public consultation concerning a request for a rezoning of the subject property from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone in order to construct a commercial structure in future.

Staff Recommendation:
The Planning & Heritage Department encourages Planning Board to recommend to Council to proceed to public consultation for the request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from Institutional (I) Zone to the Business Park Industrial (M-3) Zone for the property located at 231 Brackley Point Road (PID# 623090).

Report Details:

The application for a rezoning was submitted by Breakwater Development Inc. on behalf of the property owners. The subject property, which is currently developed with a Place of Worship, is located within the Institutional (I) Zone. The applicant is requesting the subject property rezoned to accommodate the development of a future commercial building.

Section 22 of the Zoning & Development Bylaw (rules governing the Institutional zone) indicates that the zone solely permits the development of institutional structures and the planned use is not included in the zone. The parcels to the north of the subject property are already zoned Business Park Industrial (M-3) and, if this rezoning were to proceed it would bring the subject property into alignment with the surrounding zoning and overall general land-use permissions. The applicant has indicated that rezoning this property is a step in a broader project to build a commercial building on site, which would include a future lot consolidation application to join the parcels to the north (PIDs 885269, 437616 and 523073) with the subject property.

Council or Committee History:

N/A

Financial Implications:

N/A

Public Engagement and Communication:

N/A

Legislative Authority:

Zoning and Development Bylaw
Official Plan
Strategic Plan

Strategic Alignment:

Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:

Michael Fraser,
Planner 2

Reviewed By:

Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 01/29/2026	Michael Ruus, RPP, MCIP, 01/29/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo:



Attachment “B” – Zoning Map:



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #1

MOTION CARRIED _____

MOTION LOST _____

Date: February 10, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

BE IT RESOLVED:

That the request to proceed to public consultation concerning a proposed rezoning of the subject property identified as 231 Brackley Point Road (PID# 623090) to rezone from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone be approved.

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-February-6A-1
33-35 Corrigan Court (PID# 690800)

Date:

February 3, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:

Planning and Heritage

Other Associated Departments:

Prepared by:

Sonia Kamal, Planner 2

Attachments:

A. Air Photo
B. Zoning Map
C. Survey Plan
D. Circulation Letter (January 12, 2026)
E. Public Responses to Circulation

Report Title:

Major Variance for reduced lot frontages for subject property identified as 33-35 Corrigan Court (PID# 690800) to allow for future lot subdivision. The application has been made by Albert Cohen who is also the property owner.

Report Purpose:

Evaluation of a request for relief via Major Variance from minimum lot frontage requirements to allow for future subdivision of an existing semi-detached dwelling in the Low Density Residential (R-2) Zone. If the Major Variance is approved, an application for lot subdivision to subdivide the existing semi-detached dwelling along the party wall will then be considered.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 33-35 Corrigan Court (PID# 690800) be approved:

1. to allow for a reduced minimum lot frontage of 7.23 metres (23.72 feet) and 9.587 metres (31.45 feet) for the proposed two (2) future lots for separate semi-detached dwellings.

Report Details:

The Major Variance application was submitted by the property owner, Albert Cohen, on December 18, 2025 to the City of Charlottetown Planning & Heritage Department in pursuit of allowing for subdivision of the existing semi-detached dwelling on the lot identified as 33-35 Corrigan Court (PID# 690800) to allow for each unit of the existing semi-detached dwelling to be on its own conveyable parcel of land in future notwithstanding that minimum lot frontage requirements of the (R-2) zone cannot otherwise be currently met.

Development Context:

The subject property is located within a well-established residential neighbourhood on a block situated east of Atlantic Road and north of Seaview Boulevard. The property lies on an interior lot of Corrigan Court, within an area characterized predominantly by low-density residential development. The immediate block is zoned R-2, containing mainly single and two-unit dwellings. To the south and southeast, along Cooper Avenue, the land transitions to the R-3 zone, which accommodates multi-unit residential buildings. Adjacent lands to the northeast and east include areas designated as Open Space (OS). The surrounding neighbourhood consists of a mix of residential lots of varying sizes and vintages, with nearby public amenities and parkland integrated into the broader community layout.

Analysis:

As per Section 14.2 of the Zoning & Development Bylaw, minimum lot frontage of 11 metres (36.1 feet) required for a semi-detached dwelling in the Low Density Residential (R-2) Zone.

The subject property at as 33-35 Corrigan Court (PID# 690800) is an interior lot with frontage to the east along Corrigan Court. The existing semi-detached dwelling has existing driveway access separately for each unit (see Attachment C).

The applicant is proposing to subdivide the existing property by creating a lot line that follows the shared party wall of the existing semi-detached dwelling. This severance would establish two separate interior lots consistent with the physical division of the structure. The resulting lots would have lot frontages of 7.23 metres (23.72 feet) for the westerly lot and 9.587 metres (31.45 feet) for the easterly lot. These frontages do not comply with the minimum lot frontage requirements for R-2 zone of the Zoning & Development Bylaw. As such, the subdivision cannot proceed as-of-right and necessitates consideration of a Major Variance to recognize the reduced lot frontages and facilitate the creation of two conforming semi-detached dwelling lots. No changes to the existing building footprint are proposed as part of the application.

When evaluating land-use impacts it is noted that the semi-detached dwelling is already built on the lot and that any impacts created by it with respect to abutting residential properties also in the (R-2) zone are already established (see Attachment B). The proposed subdivision of the existing lot that would be enabled should the variance be approved would not result in a net reduction or change in the existing outdoor amenity areas for each unit nor introduce a new use that is not already established in the neighbourhood.

In this particular case, no net change would result to either the amount of outdoor amenity space allotted to each unit of the semi-detached dwelling nor would it allow for a building or structure to be able to be built closer to an existing property boundary than already exists at present following potential approval of the proposed future subdivision.

On this basis, the proposed variances can be deemed to be technical in nature and would not allow for either a reduced outdoor amenity space from current or increased privacy impacts towards abutting properties. Additionally,

no changes to existing street access (driveways) for the property are proposed. On this basis, the proposed variance can be supported.

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

Positives	Neutral	Shortcomings
▪ The proposed variance would not intensify any existing impacts from the established land-use. ▪ The proposed variance would allow for new tenure and increase available housing supply for ownership.	▪ A Building and Development Permit may be required to confirm that physical separations among units meet current Building Code.	▪ The proposed subdivision would not meet current minimum requirements of the (R-2) zone.

Conclusion:

The proposed variance is technical in nature, enabling a subdivision that reflects the existing physical form of the semi-detached dwelling without creating new impacts. As no changes to built form, amenity space, or access would result, the subdivision would maintain current site conditions and can therefore be supported.

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 January 12, 2026, notice of the Major Variance application was circulated to fifty (50) surrounding property owners within 100 metres (328.1 feet) of the subject property to request written comments on the proposed variance. The deadline to submit written comments was 4:30pm on Monday, January 26, 2026.

No responses were received from the 100-metre circulation as per the deadline.

Legislative Authority:

Zoning & Development Bylaw
Official Plan

Strategic Alignment:

Infrastructure and the Environment
Community-Building and Placemaking

Submitted By Planner:



Sonia Kamal, MPlan, B.Arch
Planner 2

Reviewed By:

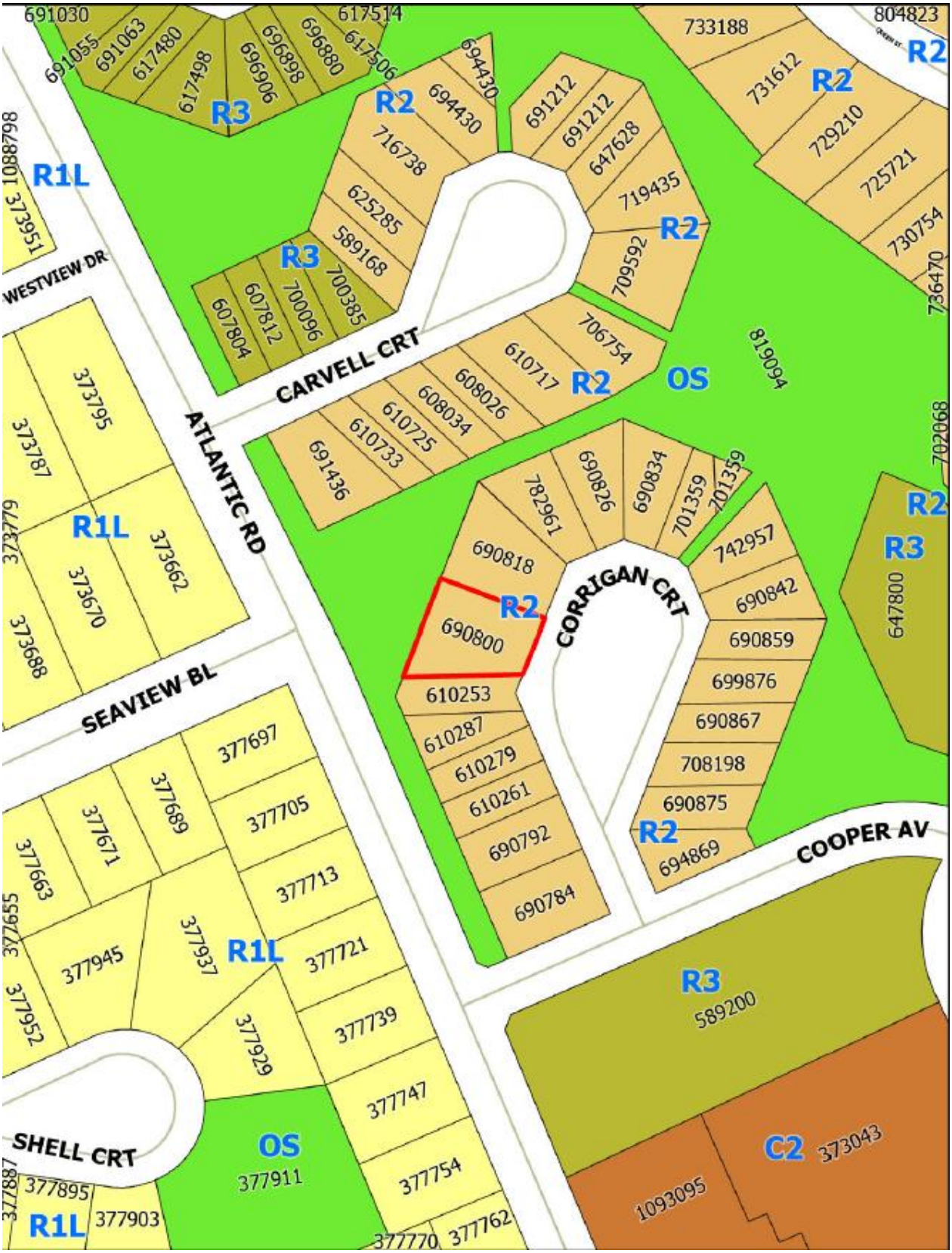
Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 01/29/2026	Michael Ruus, RPP, MCIP, 01/29/2026

Committee Recommendation: (if differing from staff)

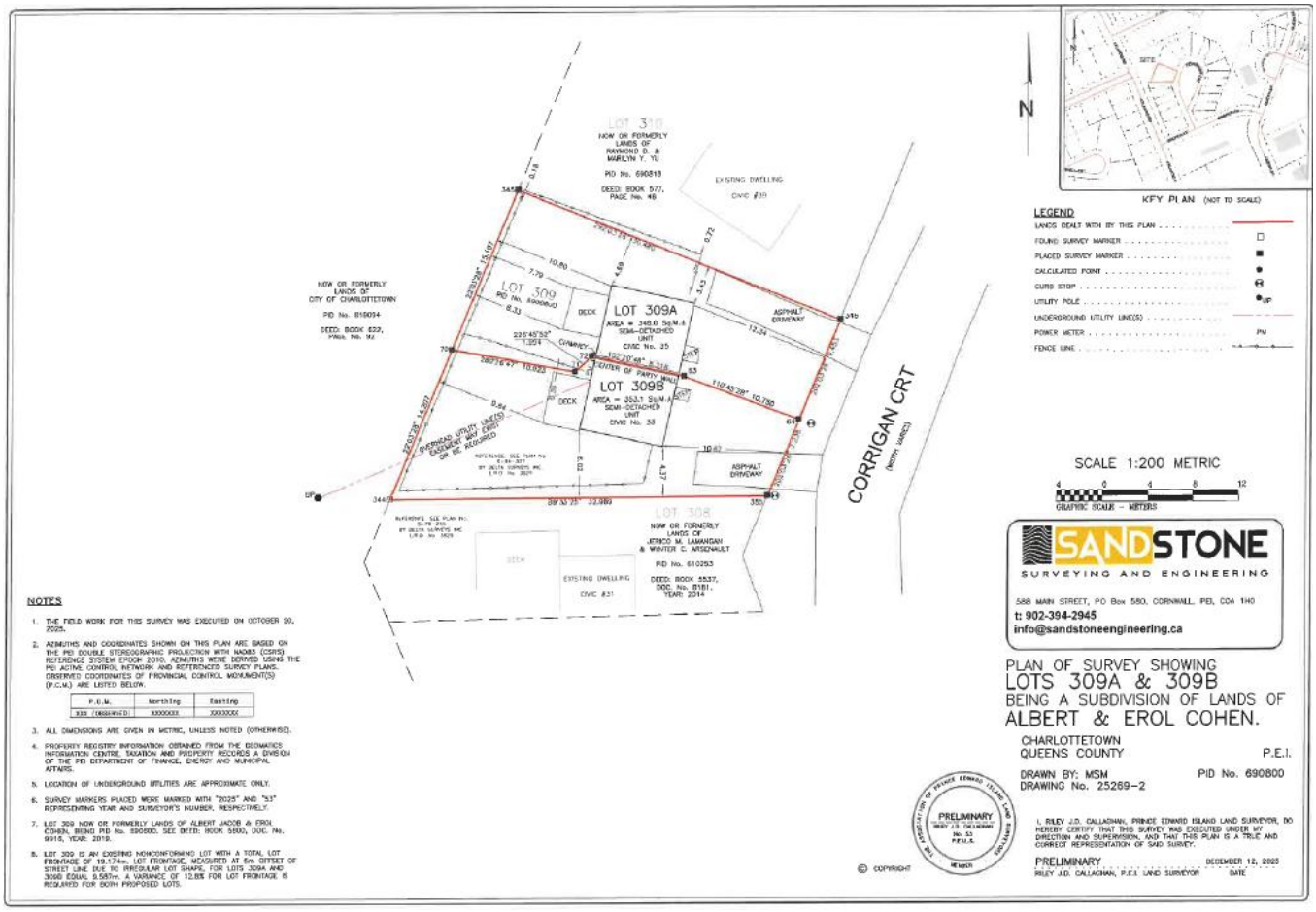
Attachment A: Air Photo



Attachment B: Zoning Map



Attachment C: Survey Plan



Attachement E: Circulation Letter (January 12, 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

January 12, 2026

RE: 33-35 Corrigan Court (PID# 690800)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for Major Variance at 33-35 Corrigan Court (PID# 690800) within the Low Density Residential (R-2) Zone. The Major Variance application is to allow for reduced lot frontage to accommodate subdivision of an existing semi-detached dwelling.

Section 3.9.1 (i) of the *Zoning and Development Bylaw* states, where a Development and/or Building Permit application does not meet the regulations of zones in this by-law as listed in Section 8, the applicant may apply for a Major Variance if the proposed Building or Development complies with the general intent and purpose of the *City of Charlottetown Official Plan*, and in any circumstances Variance request is not substantial and does not entail a Rezoning application. If there is any doubt, then a Rezoning application or Site Specific Exemption must be sought by the applicant.

Pursuant to the requirements of the *Zoning and Development Bylaw*, and as an owner of a property within 100 metres (328.1 feet) of the boundaries of the proposed development at the subject property, you are being notified of the Major Variance request. If you have any objections or comments regarding the Major Variance please state the rationale for your objection(s) as part of your written comments. Written comments shall be submitted no later than **4:30pm on Monday, January 26, 2026.** Please email written comments to the reporting Planner Sonia Kamal at skamal@charlottetown.ca.

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

In accordance with Section 3.9.4 (Major Variances) of the *Zoning and Development Bylaw*, the Major Variance will be referred to Planning Board which shall consider the request and any comments received in response to the notice and shall make a recommendation to Council. Council may, without prejudice, approve or reject the major variance. City of Charlottetown Planning Board will consider this application at its meeting at **5:00pm, Tuesday, February 3rd, 2026 in City Council chambers (2nd Floor) at City Hall** and may then recommend to Council to grant or deny this variance.

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

Sonia Kamal, M.Plan, B.Arch, Planner II

Attachment F: Public Responses to Circulation

None received.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #2

MOTION CARRIED _____

MOTION LOST _____

Date: February 10, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

BE IT RESOLVED:

That the following Major Variance for the subject property identified as 33-35 Corrigan Court (PID# 690800) be approved:

1) **To allow a reduced minimum lot frontage of 9.587 metres (31.45 feet) and 7.23 metres (23.72 feet), respectively, for each of a proposed two (2) future lots for separate existing semi-detached dwellings currently on the same lot in the Low Density Residential (R-2) Zone. If approved, an application for lot subdivision to subdivide the existing semi-detached dwellings along the existing party wall will then be considered subject to a final pinned survey plan.**

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-FEBRUARY-6A-2

Date:
February 3, 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
D. Circulation Letter (January 12, 2026)
E. Public Responses to Circulation

Report Title:

Major Variance for reduced rear yard setback for subject property identified as 1884 Blake Court (PID# 784298). The application has been submitted by Bob Carmichael who is also the property owner.

Report Purpose:

Evaluation of a request for relief via Major Variance to allow for a reduced minimum rear yard setback of 4.23 metres (13.88 feet) whereas a setback of 7.5 metres (24.60 feet) is otherwise required in the Single Detached Residential (R-1L) Zone. The variance has been requested in order to accommodate the construction of a proposed 48.31 square metre (520 square foot) addition to an existing single-detached dwelling that would project into the rear yard.

Staff Recommendation:

That Planning Board recommend that Council approve a Major Variance to allow for a reduced rear yard setback of 4.23 metres (13.88 feet) on the subject property identified as 1884 Blake Court (PID# 784298) in relation to a proposed 48.31 square metre (520 square foot) residential addition.

Report Details:

The Major Variance application was submitted by the property owner, Bob Carmichael, on December 16, 2025 to the City of Charlottetown Planning & Heritage Department in pursuit of allowing for a reduced rear yard setback of 4.23 metres (13.88 feet) in regard to a proposed rear-yard addition for an existing single-detached dwelling on a lot identified as 1884 Blake Court (PID# 784298).

Development Context:

The subject property is located in a mature residential neighbourhood on a cul-de-sac (Blake Court) found approximately 330 metres (1,083 feet) southeast of the roundabout intersection of Capital Drive and Upton Road (Trans-Canada Highway). The subject property is an interior residential lot found on a residential block that is entirely zoned (R-1L) containing majority single-detached dwellings. The property is located in proximity to three City parks (Llewellyn Park, Johnston Park and MacPherson Park) and is found within Ward 7 (Beachgrove), also known as the Lewis Point neighbourhood.

Analysis:

As per Section 9.2 of the Zoning & Development Bylaw, a minimum rear yard setback of 7.5 metres (24.60 feet) is otherwise required for a single-detached dwelling and any physical additions thereto in the Single Detached Residential (R-1L) Zone. The subject property at 1884 Blake Court (PID# 784298) is an interior residential lot with frontage on the west side of Blake Court having existing driveway access onto Blake Court (see Attachment A).

The applicants are proposing to build a 48.31 square metre (520 square foot) addition that would attach to the rear of the house at the northwest corner projecting into the rear yard (see Attachment C). At present there is an elevated wooden deck attached to the rear of the house in this area measuring approximately 15 feet wide by 13 feet deep. The existing deck is proposed to be removed to accommodate the future home addition.

When evaluating for land-use impacts it is noted that the principal impact would be with respect to the property abutting to the rear (75 England Circle) as that is the direction that the proposed addition would project towards within the required rear yard setback. Referring to the 2023 air photo attached as Attachment A to this report, it is noted that there is a large, dense stand of taller mature deciduous trees present within the rear yard of both 1884 Blake Court and the abutting property to the rear addressed as 75 England Circle. From a privacy perspective, the presence of this existing stand of mature trees would provide a great deal of natural screening and buffering of the proposed addition with respect to the abutting property to the rear, thus mitigating the proposed encroachment into the rear yard setback.

It is noted that the intent and purpose of rear yard setbacks is to both ensure that sufficient outdoor amenity space is provided for the dwelling unit while simultaneously ensuring that no privacy impacts are projected onto nearby or abutting properties.

In this particular case while there would be some loss of outdoor amenity space to the subject property's rear yard, the size of the existing lot is generous to the point that there would still be ample remaining outdoor amenity space comparable to a lot of this nature containing a single-detached dwelling. In terms of potential privacy impacts, existing mature trees found on the lot would generally be maintained in current position. This coupled with the presence of a heavily wooded area on the abutting property at 75 England Circle would ensure that the encroachment of the addition into the rear yard setback would be sufficiently screened and buffered.

On this basis, the proposed variance can be deemed as maintaining the intent and purpose of the Zoning & Development Bylaw as it pertains to the rear yard setback for property within the (R-1L) zone.

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

Positives	Neutral	Shortcomings
▪ The proposed variance would not cause negative visual or privacy impacts to abutting properties due to existing vegetative screening surrounding the proposed addition on all sides.	▪ A Building and Development Permit will be required with respect to the proposed addition.	▪ The proposed addition would not meet current minimum requirements of the (R-1L) zone for rear yard setback.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 1884 Blake Court (PID# 784298) be approved to allow for the construction of a residential addition in the Single Detached Residential (R-1L) Zone to:

1. Permit a reduced minimum rear yard setback of 4.23 metres (13.88 feet).

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 January 12, 2026, notice of the Major Variance application for 1884 Blake Court (PID# 784298) was circulated to forty-two (42) surrounding property owners within 100 metres (328.1 feet) of the subject property to request written comments on the proposed variance. The deadline to submit written comments was 4:30pm on Monday, January 26, 2026.

A total of four (4) written responses were received from the 100-metre circulation letter sent on January 12, 2026 all expressing opposition to the proposed Major Variance (see Attachment E).

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:

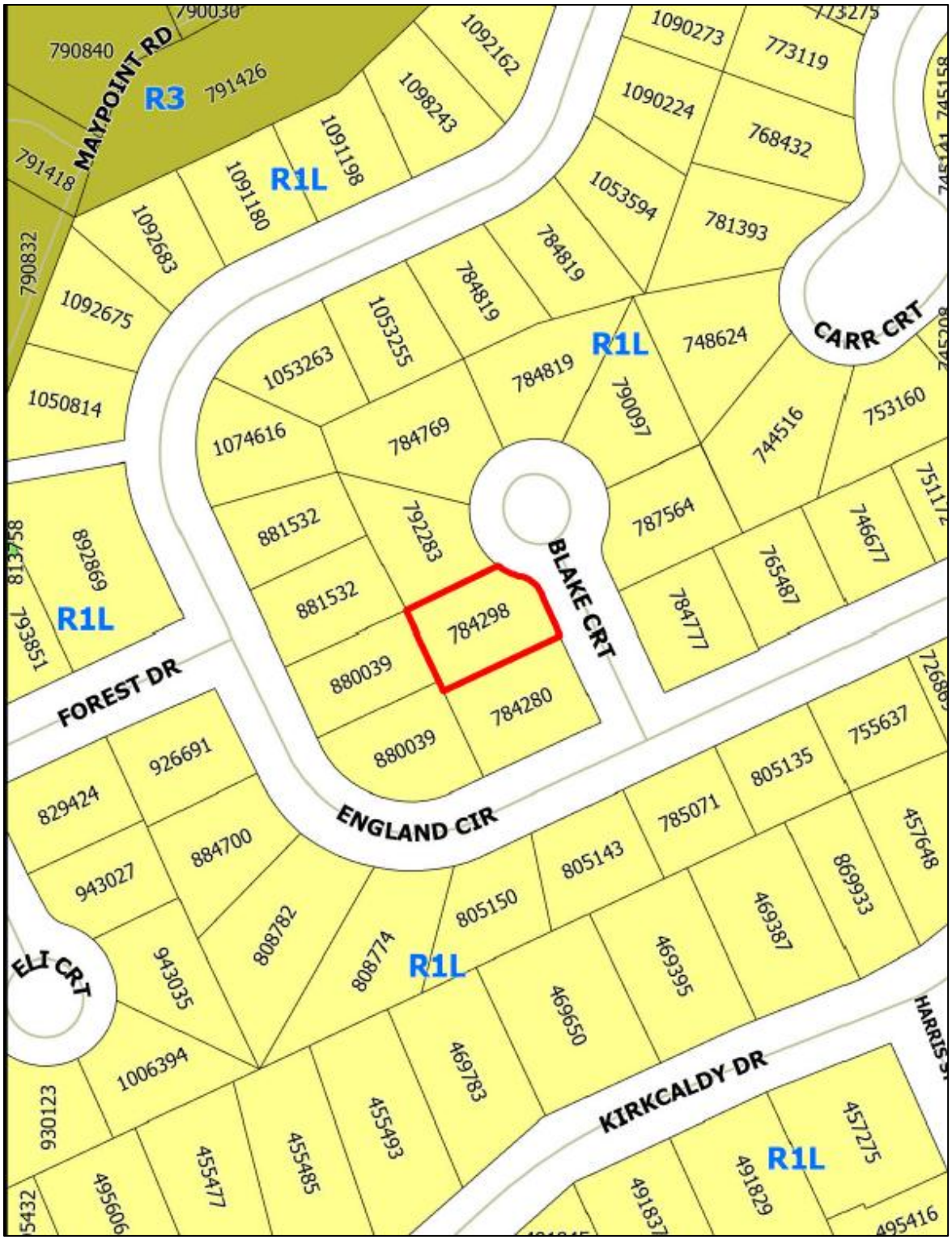
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 01/29/2026

Committee Recommendation: (if differing from staff)

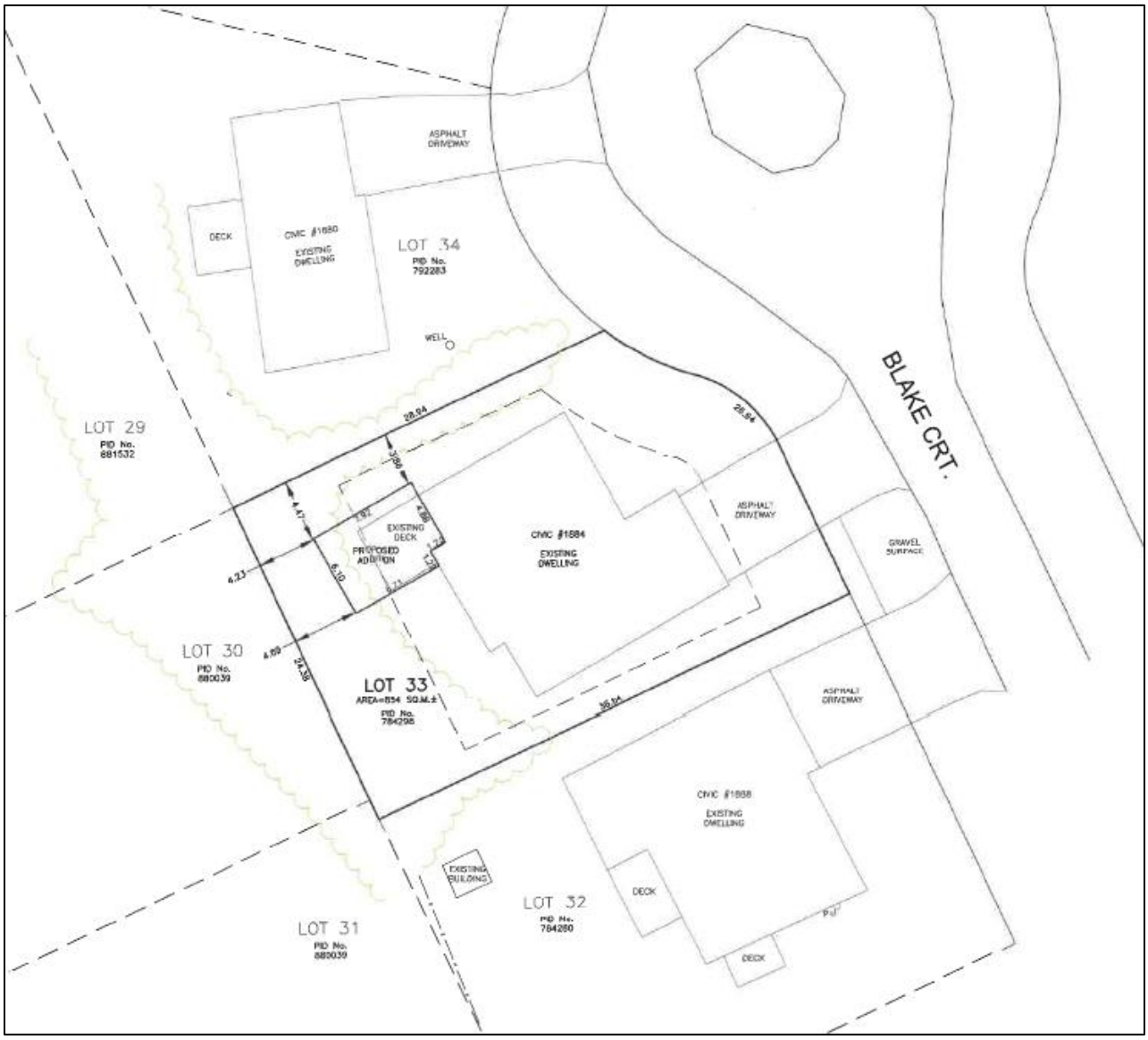
Attachment "A" – Air Photo



Attachment "B" – Zoning Map



Attachment "C" – Site Plan



Attachment "D" – Circulation Letter (January 12, 2026)

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

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

January 12, 2026

Re: 1884 Blake Court (PID# 784298)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for Major Variance to reduce the minimum required rear yard setback from 7.5 metres (24.60 feet) to be 4.23 metres (13.88 feet) for property identified as 1884 Blake Court (PID# 784298) in the Single Detached Residential (R-1L) Zone. The variance has been requested in order to accommodate the construction of a proposed 48.31 square metre (520 square foot) addition to an existing single-detached dwelling that would project into the rear yard.

As required by the *Zoning & Development Bylaw*, property owners within 100 metres (328.1 feet) of the subject property, must be notified of Major Variance requests. If you have any objections or comments regarding the Major Variance, please include the rationale for your objections and submit by email to the reporting Planner at dgundrum@charlottetown.ca no later than **4:30PM on Monday, January 26th, 2026.**

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

In accordance with Section 3.9.4 of the *Zoning & Development Bylaw*, the Major Variance request will be referred to Planning Board to advise on the request, along with any comments received and make a recommendation to Council. At Council's discretion, they may approve or refuse the variance. The application will be heard at the Planning Board meeting scheduled for **5:00PM on Tuesday, February 3rd, 2026, in City Council chambers (2nd Floor) located at City Hall (199 Queen Street)**.

If you have any questions in regard to the application, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachments:

1. Air Photo
2. Zoning Map
3. Survey Plan (Preliminary)

Attachment "E" – Public Responses to Circulation

Re: 1884 Blake Court (PID #784298) – Application for Major Variance (Rear Yard Setback Reduction)

Dear Mr. Gundrum,

We are writing as the owners and residents of a neighbouring property within 100 metres of 1884 Blake Court (PID #784298) in response to the application for a Major Variance to reduce the minimum required rear yard setback in order to construct an addition to an existing dwelling that would project into the rear yard.

We wish to formally object to the granting of this Major Variance and submit the following rationale for consideration by the Department, the Planning Board, and Council.

1. Departure from the established rear yard building line

At present, the rear yard building line of the subject property aligns with that of adjacent properties, forming a consistent plane of development. This alignment reflects a planned open rear yard condition visible from England Circle. The proposed addition would extend well beyond this established plane, materially disrupting the spatial order that currently protects the privacy and enjoyment of neighbouring properties under the existing zoning framework. The proposed rear yard setback represents a substantial reduction of approximately 44% from the minimum required setback.

2. Replacement of an open deck does not justify increased building mass

While the proposal is shown as replacing an existing deck, the addition would extend beyond the deck's current footprint and introduce enclosed building mass where none currently exists. An open deck and an enclosed addition are fundamentally different in scale, permanence, and impact on neighbouring properties.

3. Recent custom construction by the current owner

I believe that the existing dwelling was custom constructed by/for the current owner relatively recently, with full awareness of the applicable zoning requirements. The request for a Major Variance appears to reflect a subsequent expansion choice rather than a hardship arising from the property itself.

4. Inconsistency with the intent of rear yard setback regulations

Rear yard setback requirements are intended to preserve privacy, access to light and air, reasonable separation between buildings, and the established spatial character of residential neighbourhoods. Extending the building envelope further into the rear yard undermines these objectives.

5. The request exceeds the purpose of a variance and sets an undesirable precedent
Variances are intended to address minor and unavoidable hardships related to unique site constraints. In this case, the proposal seeks additional building area rather than relief from a constraint that prevents reasonable use of the property. Granting a Major Variance in these circumstances risks eroding the consistent application of the zoning bylaw.

For these reasons, I respectfully submit that the requested Major Variance does not meet the intent of the zoning bylaw or the principles guiding variance approvals. I therefore request that the Planning Board recommend, and Council ultimately decide, to deny the application.

Thank you for the opportunity to provide comments on this matter.

Sincerely,

Mario Zirone & Mary Cowper-Smith
92 England Circle
Charlottetown, PE

C.C. **Mayor Philip Brown**
mayor@charlottetown.ca
Councillor John McAleer - Ward 7
jmcaleer@charlottetown.ca

Re: 1884 Blake Court (PID# 784298)

As your letter of January 12, 2026 states, the owner of 1884 Blake Court has made a request for a Major Variance, and not simply a Minor Variance. If this request receives approval the minimum required rear yard setback would be reduced from 7.5 metres (24.60 feet) to be a mere 4.23 metres (13.88 feet) from the common boundary with the adjoining property.

Existing Constructions
What is existing now where the proposed addition to the house is planned is a raised wood deck which extends from the rear of the house back to and stopping at the existing rear yard setback limit of 7.5 metres (24.6 feet).

Planned Building Extension Too Close to Rear Property Line.
As shown on the attached Site Plan, the request is to accommodate a relatively large addition to a dwelling which would project 6.73 metres (22.1 feet) from the rear of the house toward the common rear property line. The dwelling would then be only 4.23 metres (13.88 feet) from the adjoining neighbour. This would reduce privacy for neighbours behind.

Exterior Door to Future Deck Which Would Further Reduce Privacy
If the requested variance is approved and the building is extended as planned, what is to prevent these owners, or future owners, from building a new raised deck along the south side of the building extension (similar to the deck they now have) out to the rear corner of the planned addition to the requested yard setback of only 4.23 metres (13.88 feet) from the common boundary with the adjoining property. There is an exterior door already shown on the proposed plans which would provide access to such a deck. This would further reduce the privacy for neighbours behind.

Opens to Other Possible Applications to Reduce Rear Yard Setbacks
The house of the neighbour to the North (PID# 792283) of the subject property was built before City amalgamation. It was built too close to the common boundary to the rear to meet todays requirement, but is still nowhere close to the requested Major Variance of only 4.23 metres (13.88 feet) from the common boundary with the adjoining property. If this Major Variation is approved, there would be nothing to prevent the owner of PID# 792283 or future owner from a successful application to build an addition back to the new rear yard setback as well. Or any other neighbour for that matter. This would have an immediate negative effect on our property (PID# 881532), and on property values.

In summary, this is an upscale neighbourhood with larger than average homes. The setback requirements were well known at the time the lots were purchased and homes built.. Please do not approve a Major Variation in setback now, and thereby set a new precedent for the future.

Submitted by Owners of PID# 881532
January 21, 2026

Re: 1884 Blake Court (PID# 784298) - Application for Major Variance

Dear Mr. Gundrum,

I am writing in response to the City's notice regarding the application for a Major Variance rear yard setback for an indoor pool addition at 1884 Blake Court, located back-to-back adjoining to our property at 75 England Circle.

We respectfully submit the following statement in opposition to the request for an approximate 44% reduction in the required back yard setback to accommodate an indoor pool addition to the subject dwelling.

The requested variance is substantial. A reduction of nearly half of the required setback cannot reasonably be characterized as minor. Variances are intended to address minor unavoidable hardships related to unique lot constraints. I am not aware of any unique physical characteristics of the lot that would make compliance with the rear yard setback impractical. A variance of this magnitude appears to be the result of design choice of seeking additional building area rather than undue hardship created by the lot itself.

Our property is back-to-back with the subject dwelling. Essentially we share back yards that provide visual openness and it creates low density character residents reasonably expect. The current setback helps maintain a green buffer between the two dwellings. The proposed addition would remove 520 square feet of green space that currently exists between the two dwellings. The proposed addition of 26 feet x 20 feet would project far into the backyard and occupy space that was specifically intended to remain open green space.

Granting a major variance of this magnitude would undermine the intent of the R-L1 zone, which is to preserve privacy, access to light and air, and adequate separation between buildings. Rear yards are an important component of neighbourhood character and provide green space that contributes visual openness and residential amenity.

Approval would also set an undesirable precedent within the R-1L zone. Allowing a structure of this scale to encroach so deeply into the rear yard risks eroding the intent of the zoning regulations and could lead to similar requests that cumulatively alter the character of the neighbourhood. I am concerned approval of this application would establish a precedent that rear-yard setbacks in the the R-1L zone can be reduced by nearly half.

In addition to the scale of setback reduction, I am particularly concerned about drainage and stormwater impacts. Large backyards contribute to storm water absorption. Extending the existing dwelling significantly closer to the back property line risks altering established

drainage patterns and increasing runoff toward neighbouring properties, with potential impacts such as ponding, erosion, or moisture issues.

For these reasons, I respectfully request that the Planning Board recommend, and Council ultimately decide, to deny the application.

Thank you for your consideration on this matter.

Sincerely,

Paul and Joanie Brennan
75 England Circle
Charlottetown PE

C.C. Mayor Phillip Brown
mayor@charlottetown.ca
Councillor John McAleer - Ward 7
jmmcaleer@charlottetown.ca

Gundrum, David

From: Omaro Sefau [redacted]
Sent: Friday, January 23, 2026 11:14 AM
To: Gundrum, David
Subject: Objection to Major Variance Request - 1884 Blake Court (PID# 784298)

You don't often get email from [redacted] Learn why this is important

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mr. Gundrum,

I am writing to formally submit my objection regarding the application for a Major Variance at **1884 Blake Court (PID# 784298)**.

As the property owner of 1884 Blake Court, located within the notification radius of the subject property, we are opposed to the request to reduce the rear yard setback from 7.5 metres to 4.23 metres.

Our objection is based on the following rationale:

- **Privacy Concerns:** The proposed setback reduction brings the structure significantly closer to the property line than is standard for the R-1L zone. This addition will encroach upon our privacy and overlook our adjacent outdoor living space/backyard.
- **Visual Impact/Massing:** A reduction of this magnitude (nearly 44% less than the requirement) creates a structure that is too large for the lot size. This negatively impacts the open character of the neighborhood and creates a feeling of overcrowding.
- **Sunlight/Shadowing:** Due to the proximity of the proposed addition to the boundary line, we are concerned about the loss of natural sunlight and the shadowing it will cast over our property.

We request that the Planning Board and Council refuse this variance to maintain the integrity and standards of our neighborhood.

Thank you for including this correspondence in the public record for the meeting on February 3rd.

Sincerely,

Nadia Marah

7 Eli Crt Charlottetown, PE C1E 2L4

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #3

MOTION CARRIED _____

MOTION LOST _____

Date: February 10, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

BE IT RESOLVED:

That the following Major Variance for the subject property identified as 1884 Blake Court (PID# 784298) be approved:

1) **To allow a reduced minimum rear yard setback of 4.23 metres (13.88 feet) for an existing single-detached dwelling in the Single Detached Residential (R-1L) Zone whereas a minimum rear yard setback of 7.5 metres (24.60 feet) is otherwise required to permit the construction of a proposed 48.31 square metre (520 square foot) enclosed addition to the existing dwelling that would project into the rear yard.**

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-FEBRUARY-6B-1
3 Oakland Drive (PID# 192245)

Date:

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
Laurel Palmer, Senior Planner 3, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Memorandum from Holland College outlining the purpose of the Rezoning request
D. Site Plan for the property

Report Title:

Future Land-use Map Amendment and Zoning Amendment 3 Oakland Drive (PID# 192245), former Andrew Homestead Property. Application has been made by Jonathan Barrett on behalf of owners Holland College.

Report Purpose:

Request to change Official Plan land-use designation from Low Density Residential to Institutional.
Request to rezone subject property from Single Detached Residential (R-1L) to Institutional (I).

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to amend Appendix "A" the Future Land Use Map of the City of Charlottetown from Low Density Residential to Institutional and a request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from Single Detached Residential (R-1L) Zone to the Institutional (I) Zone for the property located at 3 Oakland Drive (PID# 192245).

Report Details:

Development Context:

The property is the former Andrew's Homestead and is a designated heritage resource under the City's Heritage Bylaw. It is in a mature residential neighbourhood on the north side of the St. Peter's Highway in East Royalty. The surrounding neighbourhood consists of low density single and semi-detached dwellings. The property is bounded to the north by low density residential housing consisting of R-2 zoning and Oakland Drive. To the east, by low density housing R-1L zoned land and Oakland Drive, to the south by Wright's Creek and to the west with passive recreation land and Westcomb Crescent.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Section 3.10.4, of the Zoning & Development By-law notice was sent to sixty-four (64) property owners located within 100 meters of the subject property advising them of the request for a rezoning and Official Plan Map amendment. The letter advised them of the date, time, and location of the public meeting and solicited their comments, both verbal and written on the rezoning application. The letter also stated the deadline to submit written comments on the application.

Public Feedback

There were no written responses to the City's notification letter sent January 14, 2026.

The Public Meeting was held on January 28, 2026 in Council Chambers. Planning Staff presented the details of the application. Following the presentation, Holland College staff presented and were available to answer questions. Residents were then asked to comment on the application and the proposed amendment. There were no comments from the general public however, members of the Andrew Family were present to offer support to the proposed rezoning.

Analysis:

This is an application to rezone (PID# 192245) the former Andrew homestead on Oakland Drive formerly owned by Dr. John and Dr. Christine Andrew. The property is currently zoned R-1L (Single Detached Residential) and has land area totaling approximately 9.29 acres. The property was owned by the Andrew family since the early 1900's and was the location of one of the first mills on the island. In 2021 the property was gifted to Holland College by the Andrew family with the intention for the property to become part of the college and be the location for a Centre of Excellence in Watershed Management. To follow in line with the request of the Andrew family Holland College has asked for the property to be rezoned to Institutional to enable them to utilize the property for educational programs.

The college intends to use the site in the short term for college programing, office space, labs and accommodations for guests of the college. The long-term use will be for a dedicated space for the Centre of Excellence for Watershed Management. See Attachment "C" which outlines Holland College's proposed use of the site. This property is a meaningful property within the neighbourhood of East Royalty. Not only does it hold value as a heritage property It is located on Wright's Creek which is a major estuary and is rich in flora and fauna and is home to many native wildlife species. The property also contains Andrew's Pond and a stand of old growth Acadian Forest. There are passive recreational trails around the pond, many of which were granted to the City by the Andrew Family. Therefore, the property is well positioned for its intended use as a Centre of Excellence in Watershed Management.

The Official Plan has various policies which support the needs of the City's public educational institutions, their physical space and land-use requirements and to work with the Province to address any issues related to land use needs.

5.4 Meeting Educational Needs

1. Our objective is to establish regular dialogue with representatives of the business community, the provincial government, the University of Prince Edward Island, Holland College, the Eastern School District, and privately operated educational facilities in order to keep abreast of their needs, and to seek mutually beneficial resolution of issues.

- *Our policy shall be to meet with representatives of the province and the City's educational institutions on a regular basis to address, and seek mutual resolution to, any outstanding issues.*

2. Our objective is to work with representatives of Charlottetown's educational institutions to ensure that their present and future physical space and land-use requirements are factored into the City's planning processes.

- *Our policy shall be to encourage representatives of the City's educational institutions to advise the Planning Board of their physical space and land-use requirements and, where warranted, to ensure that the municipality's planning tools take account of these needs.*

- *Our policy shall be to designate sufficient additional land on the Future Land-Use Map to meet the anticipated needs of the City's public educational institutions over a 10-year planning horizon.*

The Environment for Change

Charlottetown cannot move forward to successfully meet the challenges of the 21st century without nurturing the evolving requirements of its educational institutions. This requires more than just allocating land for the expanding physical needs of schools, the College, and the University. It also calls for the City's political and administrative leaders to work with their counterparts in the provincial government and within the various educational institutions to establish a framework for on-going dialogue. This approach will lead to joint initiatives and delivery vehicles that will enhance educational opportunities for residents, as well as support evolving communication and business development needs.

The Action

Proposed Action	***Responsibility***	***Time Frame***
Establish a steering committee with representatives of the City, province, and educational institutions to address outstanding issues and land-use requirements	*City, Province, UPEI, Holland College, & Eastern School District*	*Short-term*
Designate land to address anticipated needs of public educational institutions	*City*	*On-going*
Establish a steering committee with representatives of the City, province, and educational institutions to develop a municipal information technology network	*City, Province, UPEI, Holland College, & Eastern School District*	*Short-term*

Although this property is not located where it is more walkable to services. This property was intended due to its location to watersheds to be used for specialized educational programs. In terms of land use Institutional zoned properties especially educational institutions are often located within neighbourhoods and near housing. Therefore, educational institutions and residential housing would be considered compatible land uses.

The neighbourhood of East Royalty contains a mix of single detached, two unit and multi-unit housing. Although not walkable to many services the City's transit system can be accessed within the general area. Integrating housing and educational facilities within neighbourhoods attributes to building a complete neighbourhood. The neighbourhood is also well established in recreational lands and passive recreational trails.

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

Positives	Neutral	Shortcomings
▪ The conversion of the Andrew property to form part of Holland College will ensure stewardship of the property for years to come. ▪ It will provide additional educational opportunities for the island community. ▪ The proposal is close to parkland, passive walking trails, sports fields and public transit.		There may be some concerns raised by low density residents about a change in land use.

CONCLUSION:

This is a historically significant property within the neighbourhood of East Royalty. The Andrew family have been instrumental over the years in the environmental stewardship of Andrew's Pond and Wright's Creek and have worked with the City and local watershed management groups to ensure the sustainability of the watershed and old growth forest on the property.

Rezoning the property to Institutional will bring it into conformity with the future use as an educational institution. From a land-use perspective, educational institutions and residential uses are generally compatible. Educational institutions can contribute to the vibrancy and cultural richness of a community.

It is the opinion of Planning staff that this rezoning request has merit and meets many of the policies of the Official Plan. Therefore, staff are recommending for Planning Board to recommend to Council for approval of this rezoning request.

Council or Committee History:
N/A

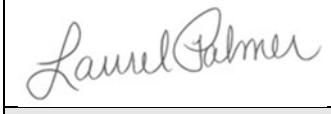
Financial Implications:
N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

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

Submitted By Planner:
Laurel Palmer, RPP, MCIP
Senior Planner (Planner III)

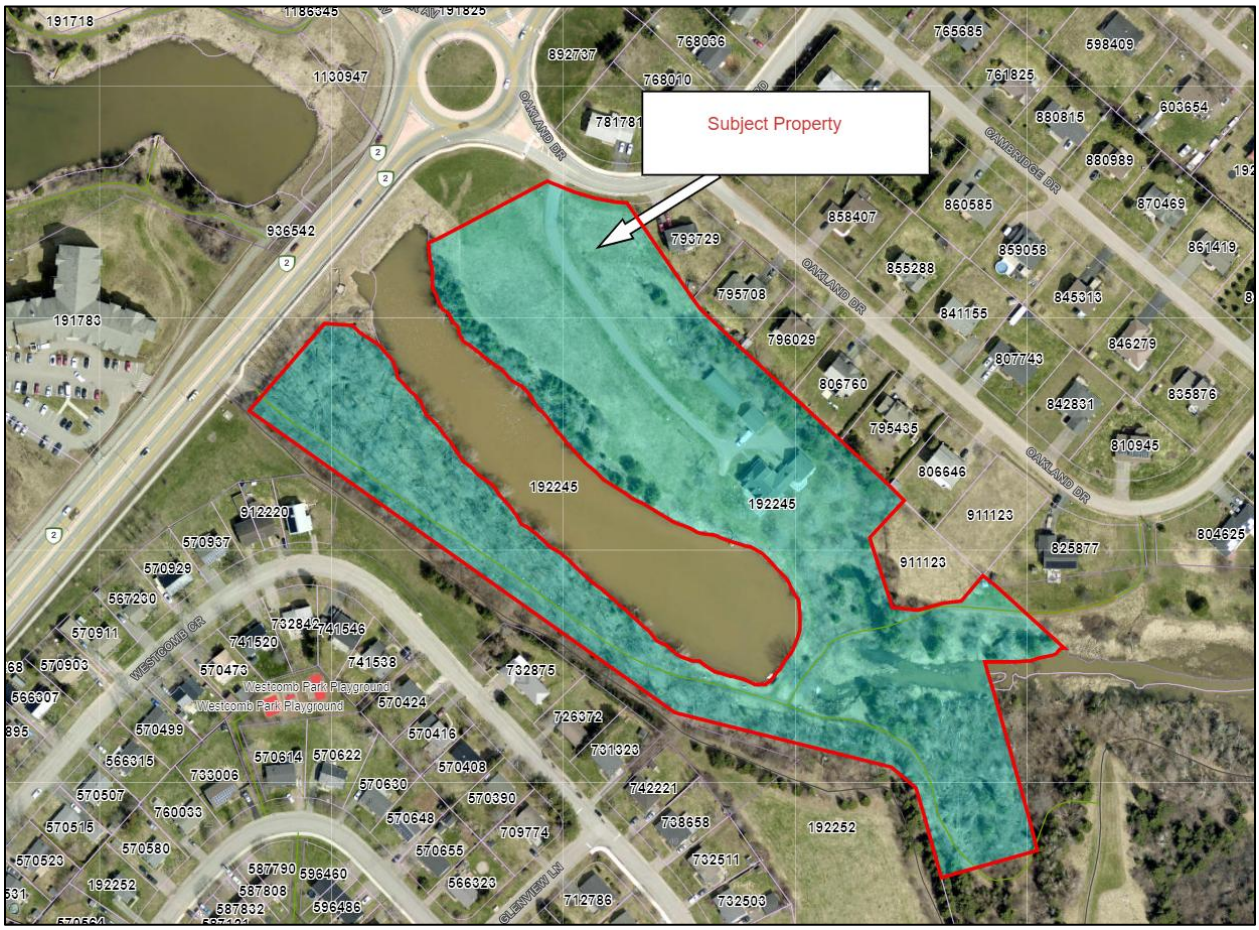


Reviewed By:

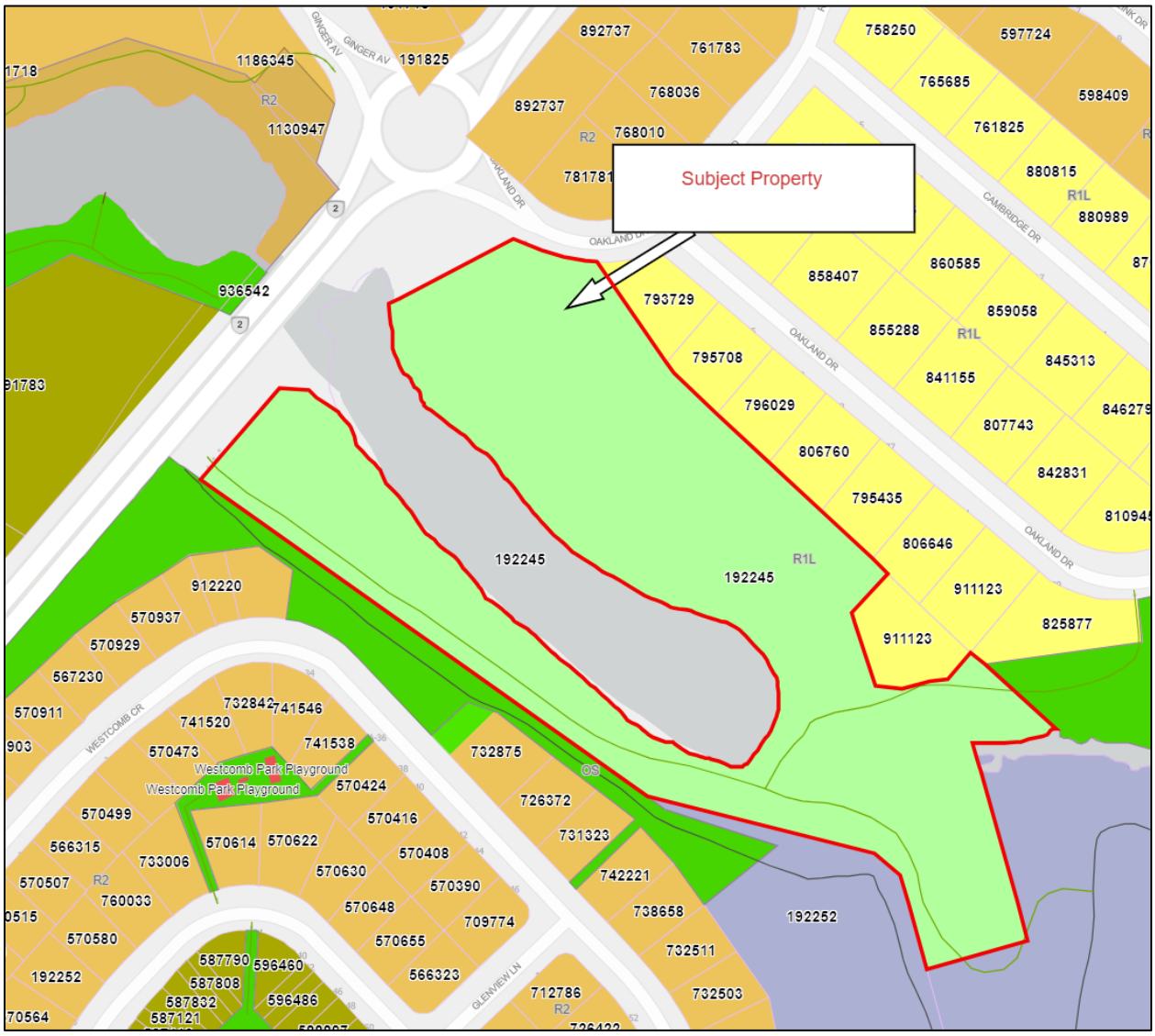
Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 01/29/2026	Michael Ruus, RPP, MCIP, 01/29/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo



Attachment "B" – Zoning Map



Attachment "C" – Memorandum from Holland College outlining the purpose of the Rezoning request:

Memorandum

To: City of Charlottetown – Planning & Heritage Department

From: Holland College

Date: September 16, 2025

Subject: Rezoning Request for 3 Oakland Drive (PID #192245) – R-1L to Institutional

Purpose of Rezoning

Holland College respectfully requests that the property at 3 Oakland Drive, presently zoned R-1L, be rezoned to Institutional.

The property was gifted to Holland College by the Andrew family for the purpose of establishing a Centre of Excellence in Watershed Management and to serve as an environmental campus supporting the College's programs. This rezoning will align the property with all other Holland College properties in Charlottetown, which are zoned Institutional.

Background

- The Andrew family has long been committed to environmental stewardship on Prince Edward Island.
- In 2021, John and Christine Andrew, along with their family, gifted 3 Oakland Drive to Holland College with the clear intention that the site be used to advance watershed management and environmental programming.
- The donation reflects the family's passion for maintaining healthy watersheds in a province where 100% of our drinking water is sourced from groundwater.

Short-Term Use

Public Access: Holland College is committed to ensuring that the existing trail system on the property remains open and accessible to the public, continuing its role as a valued community resource. This aligns with both the College's vision of environmental stewardship and the Andrew family's intent for the property.

- House Conversion: Portions of the existing residence will be converted to office space for Holland College's environmental programs and to provide space for local watershed groups.
- Living Lab: Other sections of the house and property will function as a teaching and learning laboratory for programs including Carpentry, Energy

Systems, Plumbing, HVAC, Journalism, Wildlife Conservation, and Environmental Science.

- Guest Accommodation: Select rooms will remain residential to accommodate visiting guests of the College (not intended as student housing).
- Detached Garage Training Space: The garage will be retrofitted as a training and staging area for students.

Long-Term Vision

Holland College envisions developing a dedicated Centre of Excellence for Watershed Management at 3 Oakland Drive. This centre will:

- Provide space for research, applied learning, and industry partnerships.
- Strengthen PEI's leadership in environmental sustainability.
- Support the training of future environmental professionals across multiple disciplines.

Rationale for Institutional Zoning

- Institutional zoning will allow Holland College to operate the property consistently with its educational mission.
- It will support community collaboration, particularly with local watershed groups and environmental organizations.
- Rezoning ensures that future development of the site is aligned with Holland College's strategic vision and the Andrew family's donation intent.

Request

1. Holland College respectfully requests that the City of Charlottetown: Approve the rezoning of 3 Oakland Drive (PID #192245) from R-1L (Single Detached Residential Low Density) to Institutional.
2. Recognize this rezoning as enabling a public benefit project that advances environmental education, applied research, and community engagement.

Submitted by:

Jon Barrett

Jon Barrett, P.Eng
Director, Facilities Management
Tel: 902 566 9654

HOLLAND COLLEGE

Attachment “D” – Site Plan for the Property:



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #4

MOTION CARRIED _____

MOTION LOST _____

Date: February 10, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

BE IT RESOLVED:

That the request to rezone the subject property identified as 3 Oakland Drive (PID# 192245) from the Single Detached Residential (R-1L) Zone to the Institutional (I) Zone and to change the land-use designation in the Official Plan from Residential to Institutional to facilitate the future establishment of institutional uses on the subject property associated with Holland College be approved.

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-FEBRUARY-6B-2
231-233-235-237-239-241 Stanmol Drive
(PID# 1047562)

Date:
February 3, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
Laurel Palmer, Planner 3, RPP, MCIP

Attachments:

A. Air Photo of PID #1047562
B. Original Zoning Map showing PID #1047562
C. Zoning Map providing clarification on Lots 29 and 32 to be rezoned portion of PID #1047562.
D. Proposed Site Plan Showing Townhouse Development
E. Preliminary Survey Plan Showing Location of Lots 29 and 32 properties to be rezoned.
F. Letters from residents in response to the notification letter.

Report Title:

Future Land-use Map Amendment and Zoning Amendment portion of (PID# 1047562), Vacant land on the south end of Stanmol Drive. Application has been made by Will Zafiris on behalf of Falcon Properties Inc.

Report Purpose:

Request to change Official Plan land-use designation from Low Density Residential to Medium Density Residential.

Request to rezone subject property from Low Density Single (R-2S) to Medium Density Residential (R-3).

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council for the request to amend Appendix "A" the Future Land Use Map of the City of Charlottetown from Low Density Residential to Medium Density Residential and a request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from R-2S (Low Density Single) to (R-3) Medium Density for the vacant lands located on the south end of Stanmol Drive portion of (PID #1047562) subject to the signing of a development agreement.

Report Details:

Request:

An application has been received to proceed to public consultation to rezone a portion of Phase 2 of Hidden Valley Subdivision at the south end of Stanmol Drive being a portion of PID# 1047562. Hidden Valley Subdivision is located off Malpeque Road in the neighbourhood of Winsloe. The proposal is to rezone the subject lands from (R-2S) Low Density Residential Single to (R-3) Medium Density Residential Zone and to amend Appendix "A" the Official Plan Future Land Use Map from Low Density Residential to Medium Density Residential.

Development Context:

The property is located in a new residential subdivision that has been under construction since 2019. This area has received a considerable amount of development over the past 6 years and continues to grow. The property is bounded to the north by Brooklyn Avenue and new low density residential housing consisting of R-2S zoning. To the east, by a water course that separates this area from land that has been zoned Apartment Residential (R-4) for higher density development. To the south with vacant land zoned R-2S and to the west with land zoned R-1L with low density single detached housing.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Section 3.10.4, of the Zoning & Development By-law notice was sent to twenty-seven (27) property owners located within 100 meters of the subject property advising them of the request for a rezoning and Official Plan Map amendment. The letter advised them of the date, time, and location of the public meeting and solicited their comments, both verbal and written on the rezoning application. The letter also stated the deadline to submit written comments on the application.

Public Feedback

Two written responses were received to the City's notification letter sent January 14, 2026. Both responses were in opposition. The letters cited concerns such as:

- Upzoning land for higher density to increase the value of the land.
- Concerns about compatibility with low density single detached residential development.
- Concerns that the 2 lots proposed to be rezoned were intended for green space.
- Concerns about an increase in traffic.

The Public Meeting was held on January 28, 2026, in Council Chambers. Planning Staff presented the details of the application. Following the presentation, the developer was available to answer questions about the proposed development. Residents were then given an opportunity to comment on the application and the proposed amendment. Two residents voiced concerns about the proposed rezoning application citing similar concerns as the written responses. One resident asked about the need for 12 units on each lot. The developer Will Zafiris indicated that the density on each lot could be reduced to 8 units per lot for a total of

16 units. He indicated that to achieve 12 units a variance for density would have to be granted for each lot. He also indicated that he would be willing to enter into a development agreement with the City to limit the density on each lot to 8 units. Staff indicated that rezoning the property to medium density does allow a permit to be approved as of right but if additional density was sought over what the Bylaw permits a variance would have to be granted by Council. Staff also indicated that if Council wished, a development agreement could be drafted with the submitted site plan for 8 units.

Staff would also like to provide clarity on the exact area to be rezoned. The only portions of PID #1047562 to be rezoned are the areas shown as Lots 29 and 32. These two lots comprise the 1.08 acres indicated in the public notification letter and as shown on the site plan and preliminary survey plan (Attachments D&E). Lot 31 as shown on the preliminary survey plan was not included in this rezoning application and is to remain R-2S (Low Density Residential Single) as indicated on the site plan. See Attachment C, which provides further clarification on the area to be rezoned with Lot 31 exempted out.

Analysis:

This is an application to rezone approximately (1.08) acres (4,392 sq. m.) of land located at the southern end of Stanmol Drive. The proposal is to rezone the property to R-3 (Medium Density Residential) Zone and extend Stanmol Drive and further subdivide the property into 3 lots to accommodate two stacked town house buildings consisting of 12 units in each building. (See Attachment "C" concept site plan).

To facilitate the construction of these dwellings Stanmol Drive is proposed to be extended to the southernmost property boundary. The dwellings will be constructed on the east and west side (Lots 29 and 32 shown on preliminary survey plan (Attachment "D") of Stanmol Drive. A temporary cul-de-sac is proposed to be constructed on Lot 31 until a future road is constructed on the lands to the south to facilitate connectivity to these lands for future development.

This property is located within the neighbourhood of Winsloe. The immediate area consists of low-density residential development with land that was zoned to accommodate higher density apartment dwellings immediately to the east. There is also some higher density and commercial development further north along Malpeque Road. The low-density residential development in the immediate area consists predominately of mature neighbourhoods containing (R-1L) Single Detached Residential and (R-2S) Low Density Residential Single zoned properties. There are shopping centres and services located within a kilometer to the south of this subdivision along Malpeque Road.

This area of the city does not score high in walkability however; transit service is provided and can be accessed from Malpeque Road. The concept includes mainly surface parking for this development. Parking calculations will be conducted at the building permit stage to ensure each building meets the parking requirements set out in the Zoning Bylaw.

The first and second phase of the Hidden Valley Subdivision consisted of single and semi-detached dwellings. Normally a transition zone would be required between low density and medium density development. However, this subdivision contains semi-detached dwellings which are compatible with townhouse development. The site plan also incorporates a green treed buffer area along the property boundaries

between low density development and the townhouses. This property is unique in that it is also separated from the higher density development to the east by a natural watercourse with a treed buffer zone.

Official Plan

The Official Plan sets out the vision for future land use, growth, and development in the City of Charlottetown. On balance, when evaluating the submitted rezoning application and concept drawings, key points from the Official Plan currently in force and effect for consideration include:

3.3 Housing Needs and Variety

If Charlottetown is to continue to grow as a healthy community, affordable housing for all segments of society must generally be available throughout the City. Moreover, the housing requirements of those with special needs (e.g., disabled, homeless, people in transition) also have to be addressed. Likewise, in the recent past, there has been a chronic shortage of most types of seniors housing. As the population base continues to age, this problem will become more acute unless civic decision-makers address it in a forthright manner.

These are some of the reasons why the City needs to encourage compact and contiguous development, more in-fill housing, and the efficient use of civic infrastructure. In addition, the direction of this plan is to make Charlottetown's neighbourhoods more stable and sustainable.

Defining Our Direction

*Our **goal** is to work with public and private sector partners to create an attractive physical environment and positive investment climate in which the housing requirements of all residents can be met (including those with special needs), and to provide clear direction as to where residential development should take place.*

*Section 3.3.1 (Housing Needs and Variety) 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 (Housing Needs and Variety) - Our **policy** shall be to ensure that all new multiple dwelling unit buildings are serviced by water and wastewater systems which have the capacity to accept the development proposed.*

*Section 3.3.1 (Housing Needs and Variety) - Our **policy** shall be to base residential densities on the availability of municipal services, education facilities, recreation and open space amenities, transportation routes, and such other factors as the City may need to consider.*

*Section 3.3.1 (Housing Needs and Variety) - Our **policy** shall be to provide medium density housing styles to meet future housing needs.*

Section 3.1.*1 (Directing Physical Growth) - 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 wastewater systems.*

*Section 3.1.1 (Directing Physical Growth) - Our **policy** shall be to have the responsible municipal departments ensure that adequate infrastructure and servicing facilities are in place prior to, or are developed concurrently with, new development.*

*Section 3.1.3 (Directing Physical Growth) - Our **policy** shall be to allow subdivisions of more than one lot per existing parcel of land provided that the developer has made an agreement to furnish full municipal infrastructure, and subject to all other applicable land-use and development regulations.*

The Official Plan supports mixed forms of housing within existing neighbourhoods to allow for housing choices. Housing choices within neighbourhoods are important as they provide variety for people at various stages of their lives. According to CMHC primary rental market data, Charlottetown had a total vacancy rate of 0.9% in October 2022. As such, the proposal is appropriately supported by the Section 3.3 (Housing Needs and Variety) policies of the Official Plan.

It should be considered that the city is currently experiencing an increased demand for housing. Housing prices are at a premium and home ownership isn't obtainable for many residents. Many residents are being forced to leave the city because of the lack of housing options and affordable housing. It has been very difficult to acquire land within established neighbourhoods at reasonable prices where rents can be kept at affordable levels.

In planning practice when assessing locations that are appropriate for residential uses it is fitting to locate residential dwellings in locations close to amenities, transit and parkland. The proposed site is within walking distance to parkland and neighbourhood amenities. The site is not within close walking distance to shopping centres however these amenities are easily accessed with T3 Transit services.

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

Positives	Neutral	Shortcomings
▪ The City is experiencing a demand for housing and this proposal would provide additional options for housing within a mature neighbourhood		▪ The neighbourhood is not within a walkable neighbourhood. ▪ The site is located in a low-density neighbourhood. Some concerns about

that is predominantly low density residential. ▪ The proposal is close to parkland, sports fields and public transit. It is within a short drive to shopping and services.	increased density has been raised by area residents.

CONCLUSION:

From a planning perspective a variety of housing choices are important within a neighbourhood. Charlottetown's low vacancy rate has presented challenges for people trying to access housing within the city in fully serviced, desirable neighbourhoods where they are able to access various amenities. In addition, establishing new density and housing variety in existing built-up areas is inherently more sustainable as it allows for better use of services that are already available (see Section 3.10 of the Official Plan) and decreases pressure for new urban sprawl related to single-detached subdivisions.

Therefore, the Planning & Heritage Department encourages Planning Board to recommend for the application to amend the Future Land Use map for a portion of PID # 1047562 from Low Density Residential to Medium Density Residential and to rezone a portion of the property at the south end of Stanmol Drive in the Hidden Valley Subdivision from R-2S (Low Density Residential Single) to (R-3) Medium Density Residential) Zone subject to the signing of a development agreement.

It is the opinion of Planning staff that this proposal has merit and meets many of the policies of the Official Plan. Therefore, staff are recommending Planning Board to recommend to Council to grant approval to this rezoning request.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

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

Submitted By Planner:
Laurel Palmer, RPP, MCIP
Senior Planner (Planner III)

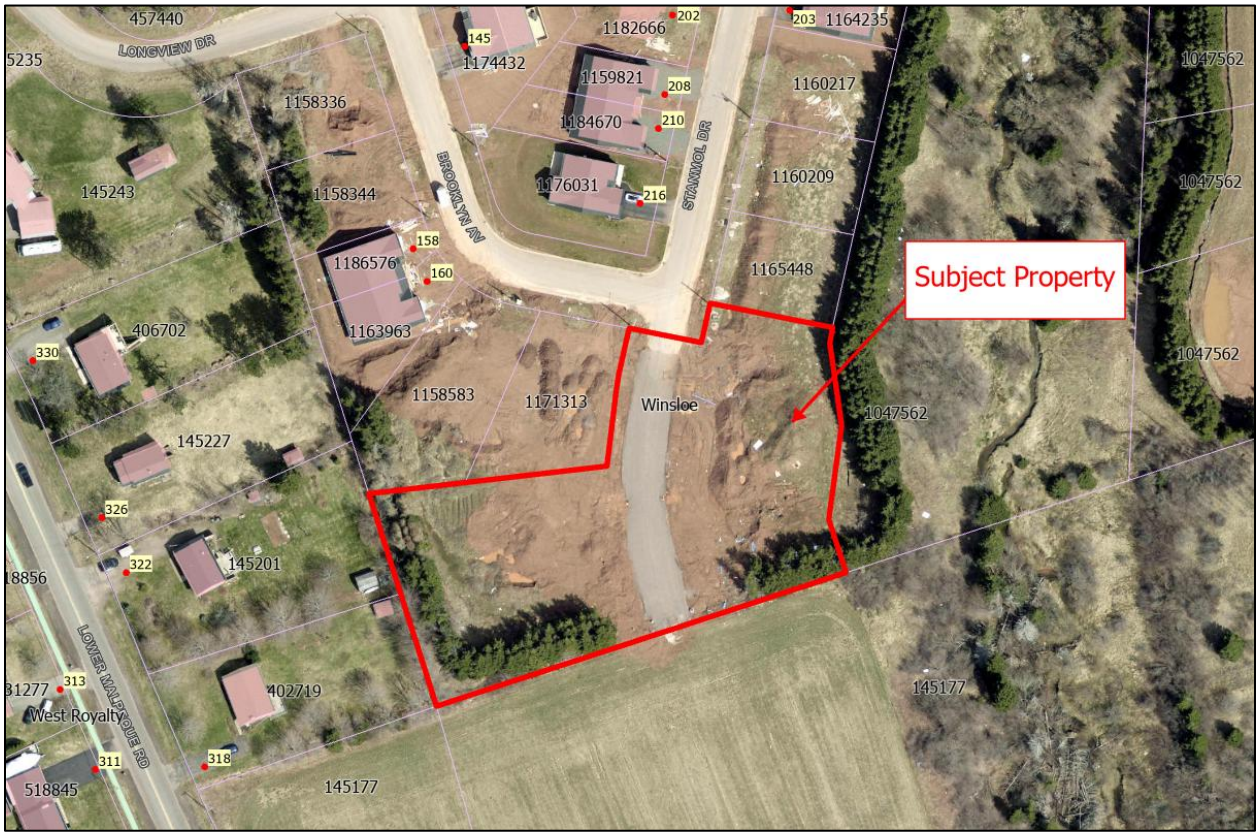


Reviewed By:

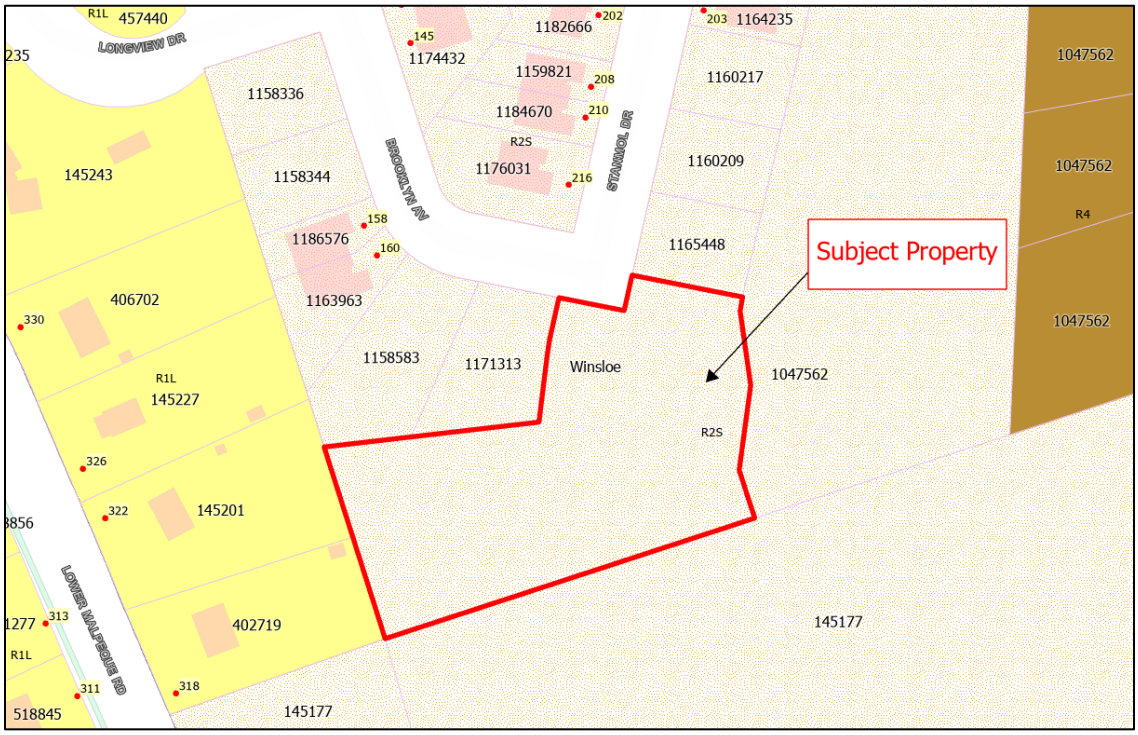
Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 01/30/2026	Michael Ruus, RPP, MCIP, 01/30/2026

Committee Recommendation: (if differing from staff)

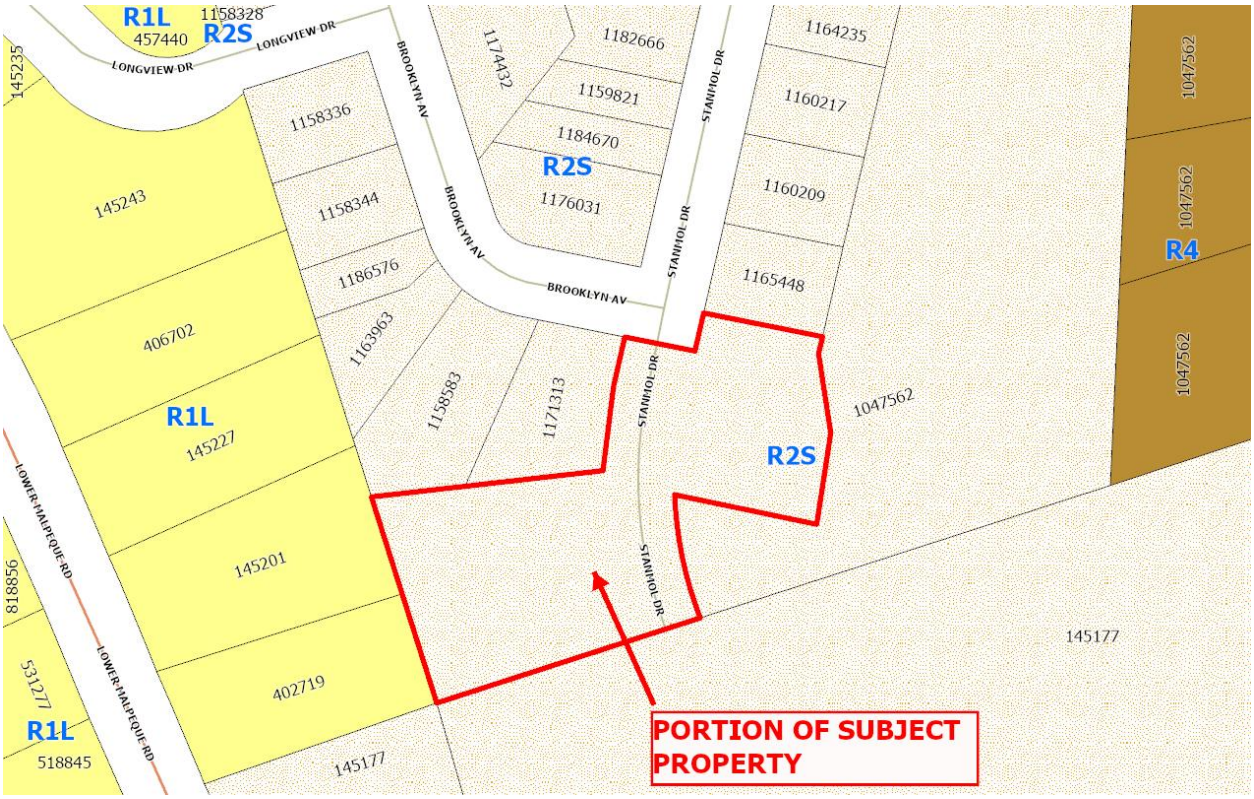
Attachment “A” – Air Photo of PID #1047562



Attachment “B” – Original Zoning Map showing PID #1047562 area that was shown at public meeting



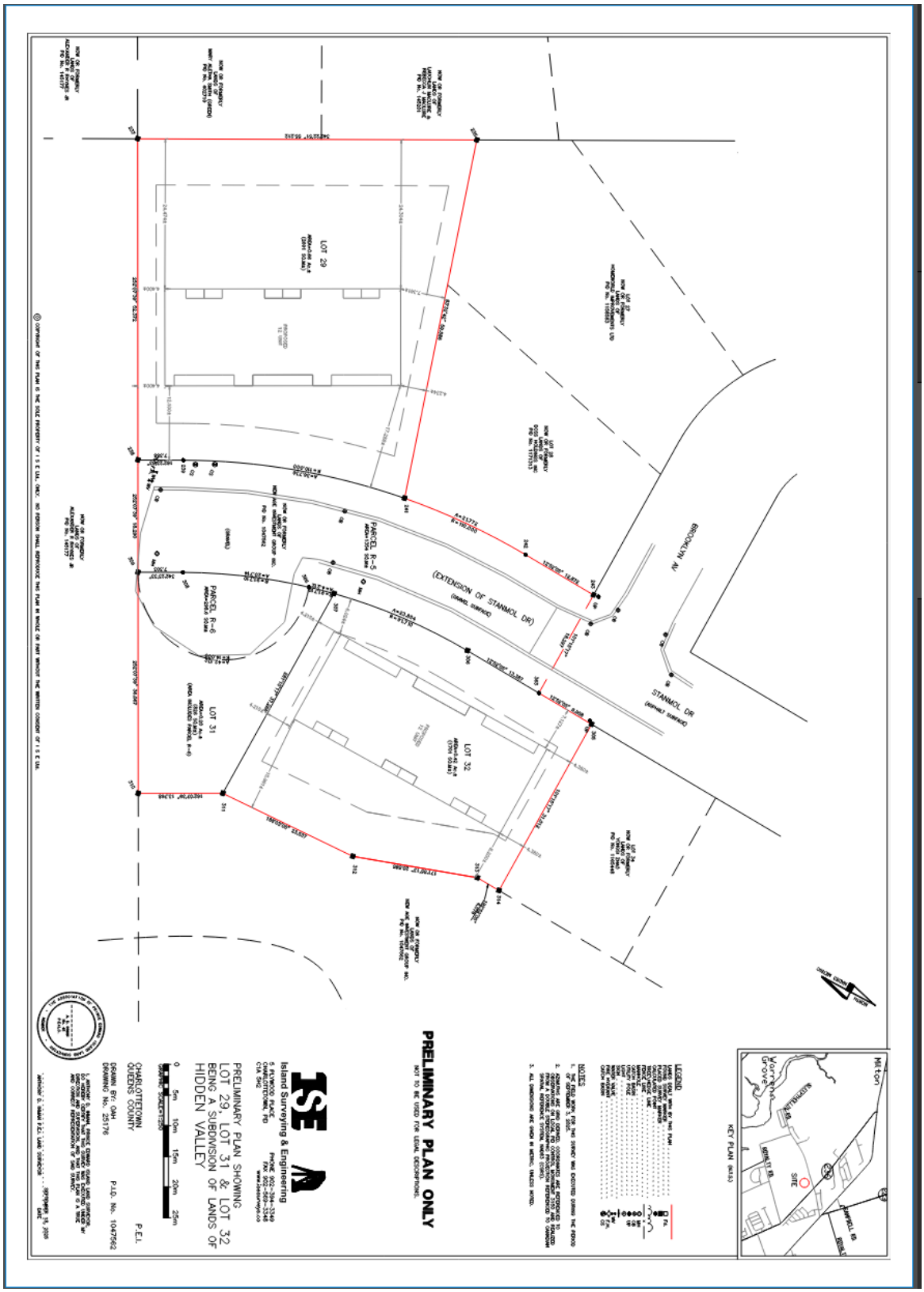
Attachment “C” – Zoning Map providing clarification on Lots 29 and 32, portion of PID #1047562.



Attachment "D" – Proposed Site Plan showing townhouse development:



Attachment “E” – Preliminary Survey Plan showing Lots 29 and 32 properties to be rezoned:



Attachment “F” – Letters from residents in response to the notification letter:

From: Aletha Smith <[redacted]
Sent: Sunday, January 25, 2026 11:26 AM
To: Planning Department <planning@charlottetown.ca>
Subject: Written Submission – Rezoning Application for Lands Adjacent to My Property on Stanmol Drive

[You don't often get email from [redacted]. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Members of Council,

I am writing to express my opposition to the proposed rezoning of the lands located behind my home from low-density residential to medium-density residential.

While I recognize the need for housing and responsible growth, I am not opposed to development in principle. My concern is with this specific rezoning request and its compatibility with the surrounding neighbourhood. The subject lands are currently zoned low-density residential, and the surrounding area is entirely low-density in character. These parcels were originally described as green space and were later approved for low-density residential development. The proposed development—two three-storey, 12-unit townhouse buildings—represents a significant increase in density and scale that is not consistent with the existing neighbourhood or with what residents were previously led to expect.

There is already a more appropriate location nearby for medium- and higher-density housing. On the other side of the stream, apartment-style development has been constructed, and that area appears to have been planned for greater density. Concentrating medium-density housing in areas already intended for that scale is more consistent with good planning than introducing it immediately behind established low-density homes.

Traffic impacts are also a concern. The local roads serving this area were designed for low-density residential use and are not well suited to accommodate the increased traffic volumes associated with medium-density development of this scale. Additional vehicle traffic, service access, and parking pressures would affect safety, noise levels, and overall livability for nearby residents. These concerns are heightened when considered alongside the possibility of future development in the area.

From: Aletha Smith <[redacted]>
Sent: Tuesday, January 20, 2026 3:31 PM
To: Planning Department <planning@charlottetown.ca>
Subject: Hidden Valley

[You don't often get email from [redacted] Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To Planning,

I would like to voice my opposition to the application to change 5 lots in Hidden Valley from Low Density Residential Single(R-2S) to Medium Density Residential (R-3).

When the plan was first made, this area was pending for green space, it was rezoned to residential and now the company wants to rezone it to put two 12- unit stacked townhouses. If this is rezoned for them again, next they will want it rezoned for an apartment building.

The phases on the other side of the stream were zoned for apartments and townhouses, anything other than Low density residential.

My understanding was that the green space was taken and switched to residential lots because they argued the green space would be more useful on the other side of the stream where the apartments were so it was approved.

They want to squeeze 12 families into two lots on one side of the Stanmol Street and 12 families on 3 small lots on the other side of the street, where is the green space for all these families?

I am attaching a couple of pictures for your convenience.

Thank you,
Aletha Smith
318 Lower Malpeque Rd
Charlottetown PE C1E1S8

I am further concerned about precedent. Approving a medium-density rezoning within an established low-density area raises reasonable concerns for residents about what may follow. There is a large vacant parcel beside my property, and while I do not know its current zoning or any future development plans, residents understandably worry that approving this rezoning could make similar requests more likely on adjacent lands.

When rezonings are considered in isolation, it becomes difficult for residents to understand the full impact. What may appear to be a single change can, over time, fundamentally alter the character of a neighbourhood that has long been low-density

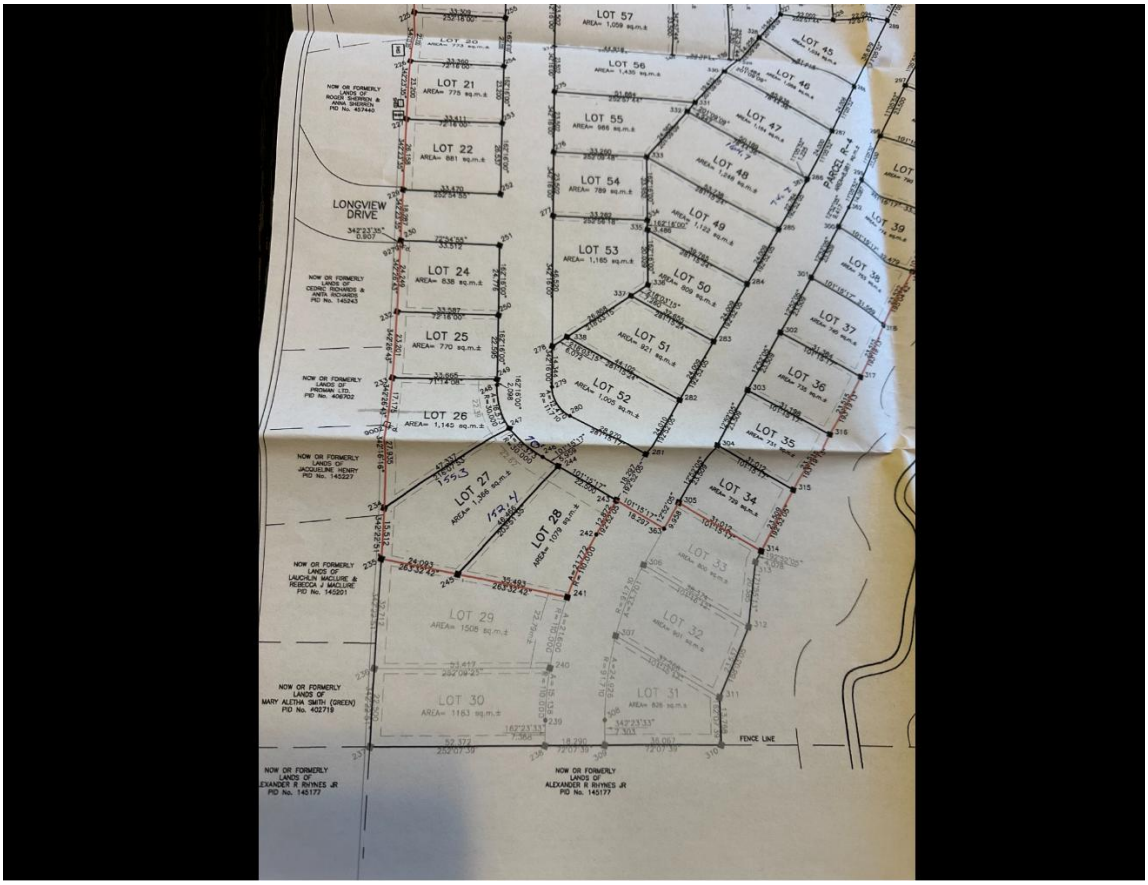
residential.

For reasons of compatibility, traffic impact, planning consistency, and concern about precedent, I respectfully ask Council to deny this rezoning application and to maintain the existing low-density residential zoning.

I appreciate the work Council does, and I hope you will weigh this decision carefully from the perspective of those of us who have lived here for decades and whose homes and daily lives are directly affected. I am simply asking Council to uphold the low-density character that was approved for this area and that long-term residents have relied on.

Respectfully submitted,
Aletha Smith
318 Lower Malpeque Rd
Charlottetown PE C1E1S8

Sent from my iPad



Exciting news for Contractors & Real Estate Investors. Hidden Valley has just introduced a new pricing platform for the remainder of their R2 Lots.... See more



PLANNING
Rec'd 21/21/26 Init J.L.

Jan. 21, 2026

To: **Charlottetown Planning Board & Charlottetown City Council**

Re: **Stanmol Drive (PID#1047562)** in the **Hidden Valley Subdivision**

It was very disappointing to see in *The Guardian* on Jan. 20, 2026 that Charlottetown Planning Board and ultimately Charlottetown City Council are once again being asked by Property Developers to Re-Zone or Up-Zone land so as *to allow for a* ***higher density development*** in an effort **to increase the value of the land** which had *originally* been intended to be used as *Green Space* (or *parkland*).

I am writing this letter *in support of the many new residents and property owners* on both Brooklyn Avenue and Stanmole Drive whose *property values* and indeed their *quality of life* will be *negatively impacted* if this last minute Rezoning request is approved.

For the reasons stated above I ask Planning Board / City Council to **PLEASE DENY** this Rezoning request.

Respectively Yours,
Gordy McCarville GM
15 Thorndale Ave
Charlottetown

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #5

MOTION CARRIED _____

MOTION LOST _____

Date: February 10, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

BE IT RESOLVED:

That the request to rezone the unaddressed subject property identified as PID# 1047562 on Stanmol Drive from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone and to change the land-use designation in the Official Plan from Low Density Residential to Medium Density Residential in order to facilitate the future development of up to twelve (12) stacked townhouse units each on two (2) separate parcels for a total of twenty-four (24) units, be approved.

PLANNING & HERITAGE: COMMITTEE MINUTES
WEDNESDAY, FEBRUARY 4, 2026, 4:00 PM
PARKDALE ROOM 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Deputy Mayor Alanna Jankov****	**Mayor Philip Brown**
	Councillor Julie McCabe*	**Councillor Norman Beck**
	***Interim Chair**	
Also:	**Brad MacConnell, CAO**	**Jason Doucette, IO/AA***
	Donna Miller-Ayton, MP&H	**Minute taker*
	Michael Ruus, Director, Int. Growth	
	Natalie Munn, Heritage Officer	
	Shane Jones, MGR, Bldg Insp	
	David Gundrum, MPD**	
	**Attended virtually	

Regrets:

1. **Call to Order**
   Chair Julie McCabe called the meeting to order at 4 PM

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

3. **Approval of Agenda**
   Moved by Mayor Brown and seconded by Chair Jankov that the agenda for Wednesday, February 4th, 2026, be approved.

4. **Adoption of Minutes**
   Moved by Mayor Brown and seconded by Chair Jankov that the minutes of the last meeting held on Wednesday, January 7th, as circulated, be approved.

   CARRIED
   (3-0)

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

6. **Reports:**

   a) **Planning & Heritage Department -2026/2027 Budget Overview and Discussion**

Summary:

- Director of Integrated Growth presented the consolidated Planning and Heritage department's budget, highlighting the projections for the current fiscal year and forecasting into 2026-27.
    - Total proposed budget: $3,267,688, a decrease of roughly $10,000 from the current year.
    - Salaries and benefits account for over 70% of the total budget, reflecting staffing levels.
    - Staff development is projected to increase to allow building inspectors to achieve Level 2 certification to complete Part 9 inspections.
    - Vacancies and staff turnover caused underspending; consulting dollars will be carried over from the Housing Accelerator Fund projects.
    - Planning services and heritage projects mainly support Housing Accelerator Fund initiatives, including:
        - Zoning and Development bylaw review and updates
        - Accessory Dwelling Units (ADUs) program
        - Heritage Preservation Bylaw review
- Grants and projects: approximately $300,000 allocated to heritage grants, tax incentives, and ADU grants.
- There are no new initiatives planned for 2026-27; focus remains on completing Housing Accelerator Fund projects.

Discussion:

- Councillor Beck requested an update on Housing Accelerator Fund spending and unit targets.
- The Director of Integrated growth clarified: 1,500 total units targeted through the contract with CMHC; up to a cap of 150 ADUs will be incentivized at $10,000 per ADU contributes to overall housing target agreed to.
- Revenue forecast: approximately $3.9 million, with an expected surplus of approximately $650,000.
- Remaining building inspector vacancies focus on training new staff and ensuring inspection capacity.

b) New Business Update - Items Arising from January 7, 2026, Committee Meeting

Prior to the update to the Committee on the Zoning and Development Bylaw review, as well as other items arising from the Committee Meeting that was held on January 7, 2026, the Mayor gave a brief update on the Housing Accelerator Fund.

- **Housing Accelerator Fund**
    - The last signed agreement with Minister Sean Fraser was dated October 30, 2024.
    - Spending to date: approximately $3 million; Finance to confirm exact figures.

- Some municipalities (Red Deer, Oakville) are out of the program for not meeting certain initiatives.
- Committee emphasized prorated recognition of partially completed initiatives instead of an all-or-nothing approach.

SUMMARY:

- The Manager of Policy & Heritage updated Committee on the following new business items raised from the last meeting.

- **Zoning & Development Bylaw Update**

  - Internal cross-departmental review ongoing with Fathom Studios.
  - Draft public-facing version of bylaw expected February 2026, followed by open houses proposed for the end of February.
  - Mixed feedback on permitting up to four units "as of right", particularly in suburban subdivisions.
  - Councillors discussed Fredericton model: four units as-of-right with conditions to balance neighborhood character.
  - Next steps: finalize draft, review public feedback, and integrate Housing Accelerator Fund policies.

- **Affordable Housing Advisory Committee**

  - Meetings paused since July 2025, resuming March 10, 2026, then monthly on the second Tuesday of each month.
  - AHAC provided feedback on the official plan, housing strategy, and development initiatives.
  - Reports submitted to Planning Committee; discussion was had on effectiveness and measurable outcomes for committee recommendations.
  - Having the Affordable Housing Advisory Committee is a requirement through the City's Affordable Housing Policy.

- **Heritage Preservation Bylaw**

  - Work began October 2025, targeting completion in April 2026.
  - Consultants (Intra Studio) is conducting block-by-block analysis of 500-lot area, evaluating historical significance.
  - Public engagement sessions scheduled for February 11 and 12, 2026; a second round is also planned in March.
  - The Committee noted challenges of national heritage database terminated; provincial and private solutions being implemented. Staff stated that the city has a database with information on the resources that are designated in the city.
  - Long-term plan would be to maintain heritage records and integrate with ESRI/GIS new e-permitting system.
  - Public feedback to guide final bylaw revisions.

- **Short-Term Rental (STR) Owner Requirements and Taxation**

    - Staff advised they are working with relevant tax authorities to confirm policy impacts on STR operators.
    - Update to be provided once information is confirmed.
    - Reminder provided that all STRs must collect and remit a 4% Tourism Accommodation Levy collected on stays in the city.
    - Committee discussed impacts on property assessments and loss of CPI protection for STR properties.
    - Clarification provided that properties do not change from residential to non-residential but rather lose CPI assessment protection.
    - Staff acknowledged complexity of the taxation system and challenges for property owners.
    - City continues to work with provincial authorities to clarify impacts.

- **Monument to the Bog and Its People**

    - Update provided on the proposed monument recognizing the Bog and its people.
    - Initiative originally led by the Black Cultural Society.
    - Progress slowed following the departure of the Society's Executive Director.
    - Staff from the City's Planning and Heritage and Culture & Economic Development to meet with PEI Museum and Heritage Foundation to confirm next steps.
    - Proposal on a suitable monument expected to be presented to the Province's Anti-Racism Table in March.
    - Committee noted timing aligns with Black History Month.
    - Suggestion made to connect with interim leadership of the Black Cultural Society.

Councillor Beck asked about the timeline for the Official Plans approval and the CAO responded that in meetings with Provincial representatives the City was told it was imminent and could be within a few weeks, but they have also since been updated that it will be a few more weeks.

7. Introduction of New Business

There was no new business

8. Adjournment of Public Session

Moved by Councillor Beck and seconded by Mayor Brown that the meeting be adjourned. The meeting was adjourned at 4:51 PM

CARRIED
(3-0)

_____

Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No: PH-2026-02-02

Date: February 04, 2026

Directed to Council through the following Committee: Planning & Heritage

Reporting Department:

Other Associated Departments:

Prepared by: Michael Ruus, Director of Integrated Growth

Attachments:

2026-27 Planning & Heritage Department Operating Budget Summary

Report Title:
2026-27 Proposed Planning & Heritage Budget Overview

Report Purpose:
The purpose of this report is to present the proposed 2026-27 budget for the Planning & Heritage Department.

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

Background:
The Planning and Heritage Department has prepared a draft departmental budget for the 2026–27 fiscal year. The attached budget summary outlines the Department's current budget and the proposed budget for 2026–27.

Based on year-to-date actuals, the Department is forecasting lower actual revenues compared to budgeted revenues for permits and licensing. Overall construction value for the current year is trending similarly to the previous year. While construction activity continues to represent a significant level of investment within the community, it is projected to fall short of the increased construction value assumed in the 2025–26 budget. The Department also anticipates an underspend in Salaries and Benefits for the 2025–26 fiscal year due to ongoing vacancies. Recruitment efforts to date have been unsuccessful in filling key positions within the Building Inspection team.

Additionally, Planning Services is forecasting underspending, with carry-forward expenditures anticipated for contracted work funded through the Housing Accelerator Fund (HAF). These carry-forward projects include work related to the Zoning and Development Bylaw, Heritage Preservation Bylaw, and the Pre-Approved Housing Initiative.

Proposed Budget 2026-27:
The total proposed budget for the 2026–27 fiscal year is **$3,267,688**, representing a **decrease of $10,484 (approximately 0.3%)** from the 2025–26 approved budget of $3,278,172.

Key factors influencing the proposed budget include:

- Salaries and Benefits - Salaries and Benefits account for over 70% of the Department's total budget and remain the most significant budget driver.
- Staff Development - An increase of $46,875 is proposed to support short-term training and professional development initiatives aimed at qualifying additional building officials.
- Planning Services and Heritage Projects - An anticipated short-term investment of $348,000 is proposed to meet contractual obligations associated with the implementation of the City's HAF initiatives. These include work related to:
    - The Zoning and Development Bylaw
    - Accessory Dwelling Unit and Pre-Approved Housing initiatives
    - A comprehensive review of the Heritage Preservation Bylaw
- Projects and Grants - A total investment of $310,000 is proposed to continue support for heritage grants and incentives, as well as the implementation of the Accessory Dwelling Unit grant program, which is funded through the Housing Accelerator Fund.

New Initiatives:
No new initiatives are proposed for the 2026–27 fiscal year, as departmental resources remain focused on completing existing Housing Accelerator Fund initiatives.

Council or Committee History:
None

Financial Implications:
As attached

Public Engagement and Communication:
None

Legislative Authority:
Municipal Government Act – Part 6

Strategic Alignment:
Community-Building and Placemaking
Governance and Civic Engagement
Inclusive Economic Growth
Infrastructure and the Environment

Reviewed By:

Director **Original Document Signed By** **Michael Ruus-February 3, 2026**	

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
2026/2027 Operating Budget
Planning and Heritage

	2025/2026 Budget	2025/2026 Forecast	2026/2027 Budget	Variance
Revenue	(4,767,679)	(3,784,395)	(3,917,679)	850,000
Expenses				
Salaries and Benefits	2,379,972	1,811,388	2,379,972	00
Office Supplies	20,500	22,500	26,200	5,700
Staff Development	47,000	57,000	93,875	46,875
Travel and Transportation	10,000	11,000	19,800	9,800
Design Review Board	24,000	24,000	24,000	00
Advertising and Communications	25,500	20,500	33,000	7,500
Miscellaneous	2,000	2,000	2,000	00
Planning Board Expenses	4,000	7,500	4,000	00
Planning Services	443,000	251,600	348,000	(95,000)
Meeting Expenses	12,200	9,200	25,900	13,700
STR Bylaw – Licensing	00	00	500	500
ADU Project	250,000	250,000	250,000	00
Heritage Grants & Incentives	60,000	60,000	60,000	00
Total Planning and Heritage Expenses	3,278,172	2,526,688	3,267,247	(10,925)
Net Planning Expenditures	(1,489,507)	(1,257,707)	(650,432)	

City of Charlottetown Committee Report

Report no. PH-2026-02-03

Date: February 4, 2026

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

Reporting Department: Planning and Heritage Department

Other Associated Departments:

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

Attachments: None

Report Title:
New Business Update (P&H Committee Meeting January 7, 2026)

Report Purpose:
To provide the Planning & Heritage Committee with an update on matters raised for discussion under New Business at the January 7, 2026, meeting.

Staff Recommendation:
That Council accepts this report for informational purposes.

Report Details:

ZONING AND DEVELOPMENT BYLAW

Current Status – Internal Review Underway: The Planning and Heritage Department is currently facilitating an internal, cross-departmental review of the draft Zoning and Development Bylaw, in partnership with our consultants, Fathom Studios. City departments are reviewing content for alignment with operational requirements, service delivery implications, infrastructure and servicing considerations, enforcement feasibility, and overall bylaw clarity.

Next Step – Incorporating Department Feedback: Following completion of the internal review phase, Fathom Studios will consolidate and incorporate departmental feedback to refine the draft and prepare the first public-facing draft of the Zoning and Development Bylaw.

Public Release and Stakeholder Review – February: The City anticipates releasing the first draft of the Zoning and Development Bylaw for stakeholder review and public circulation in February. This release will support broader review, improve transparency, and ensure residents and stakeholders have a clear opportunity to understand the proposed changes and provide informed input.

Public Engagement – End of February Open Houses: The next phase of engagement will include a further round of public open houses scheduled for the end of February, providing opportunities for residents to ask questions, share concerns, and offer feedback to inform the final drafting process.

"Four Units As-of-Right, as Appropriate" – Engagement Summary from the *What We Heard* Report

- There is some support among stakeholders for permitting up to four units as-of-right, particularly "where appropriate."
- There is also strong resistance from some stakeholders, particularly in suburban areas, with concerns related to:

- Neighbourhood character and fit
- Parking availability and spillover impacts
- Absentee landlords and property management issues

Public and Survey Responses: A consistent theme was the need for greater clarity on what "four units as-of-right, as appropriate" means in practice, especially how and where it would apply, and what standards or limits would be used to determine appropriateness.

AFFORDABLE HOUSING ADVISORY COMMITTEE

The Affordable Housing Advisory Committee (AHAC) has not met since July 2025. Meetings were paused due to the resignation of the primary Administrative Assistant, the need to manage workload capacity among remaining staff, and to prioritize meetings tied to more time-sensitive files.

As of January 2026, the primary Administrative Assistant has returned to the role. As a result, AHAC meetings will recommence on March 10, 2026.

Going forward, AHAC meetings will be scheduled for the second Tuesday of each month.

HERITAGE PRESERVATION BYLAW

The Planning and Heritage Department is working with our consultants, INTRA Studio, to prepare for the first round of public engagement, scheduled for the second week of February.

INTRA Studios is currently:

- Completing a block-by-block analysis of the 500 Lot Area to assess heritage integrity and establish a baseline that can support both future growth and heritage preservation within the area; and
- Undertaking a comprehensive review of the existing permitting processes and regulatory provisions in the bylaw to identify updates needed to improve clarity, consistency, and implementation.
- Evaluating the existing heritage incentive program to identify opportunities to align it with the updated heritage bylaw, including any required refinements to program eligibility, administration, and outcomes.
- Clarifying the framework, criteria, and procedural stipulations for processing temporary and permanent heritage designations, to improve consistency, transparency, and implementation.

Following the first round of public engagement, the consultants will prepare a draft bylaw update to support a second round of public engagement in March.

STR OWNER REQUIREMENTS AND TAXATION

Staff are engaging with the relevant tax authorities to confirm details of tax policies that may impact short-term rental operations within the City. Staff will provide a further update to the Committee once additional information is available, including any implications for property tax assessments associated with short-term rentals.

Separately, the City's Tourism Accommodation Levy Bylaw requires all tourism establishments operating in Charlottetown, regardless of size, to collect and remit a 4% Tourism Accommodation Levy on accommodations for stays of less than 30 days. The levy is calculated as 4% of the gross accommodation charge for a guest's stay.

MONUMENT TO THE BOG AND ITS PEOPLE

Since 2024, discussions have been underway regarding the creation of a monument recognizing the Bog and its people in the City of Charlottetown. The initiative was initially led by the Black Cultural Society, and progress slowed following the departure of the Society's Executive Director last year.

Policy and Heritage staff, along with Culture and Economic Development staff, will meet with the PEI Museum and

Heritage Foundation this month to discuss the proposed monument and next steps. Following these discussions, the Foundation's leadership intends to bring a proposal to the Provincial Anti-Racism Table in March.

Council or Committee History:
January 7, 2026 – Planning & Heritage Committee Meeting

Financial Implications:
None

Public Engagement and Communication:
None

Legislative Authority:
PEI Planning Act, Municipal Government Act

Strategic Alignment:
Community-Building and Placemaking, Governance and Civic Engagement, Inclusive Economic Growth, Infrastructure and the Environment

Reviewed By:

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

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR JANUARY 2025
DOLLAR VALUES

	JAN	Totals
Residential New	$18,272,012.25	$18,272,012.25
Residential Renovations and Additions	$285,000.00	$285,000.00
Industrial-Commercial New	$0.00	$0.00
Industrial-Commercial Renovations	$680,000.00	$680,000.00
Institutional New	$0.00	$0.00
Institutional Renovations	$639,000.00	$639,000.00
Signage	$53,750.00	$53,750.00
Other	$5,000.00	$5,000.00
Agriculture	$0.00	$0.00
TOTALS	**19,934,762.25**	**19,934,762.25**

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR JANUARY 2026
DOLLAR VALUES

	JAN	Totals
Residential New	$7,473,000.00	$7,473,000.00
Residential Renovations and Additions	$728,310.00	$728,310.00
Industrial-Commercial New	$490,000.00	$490,000.00
Industrial-Commercial Renovations	$3,020,000.00	$3,020,000.00
Institutional New	$0.00	$0.00
Institutional Renovations	$0.00	$0.00
Signage	$6,000.00	$6,000.00
Other	$0.00	$0.00
Agriculture	$0.00	$0.00
TOTALS	**11,717,310.00**	**11,717,310.00**

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

	JAN	Totals
Single Family Dwellings - New	7	7
Two-Family Dwellings - New	1	1
Multi-Family Dwellings - New	1	1
Residential Renovations and Additions	4	4
Industrial-Commercial New	0	0
Industrial-Commercial Renovations	3	3
Institutional New	0	0
Institutional Renovations	1	1
Signage	6	6
Other	1	1
Agriculture Renovations	0	0
TOTALS	**24**	**24**

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

	JAN	Totals
Single Family Dwellings - New	3	3
Two-Family Dwellings - New	0	0
Multi-Family Dwellings - New	2	2
Residential Renovations and Additions	11	11
Industrial-Commercial New	1	1
Industrial-Commercial Renovations	6	6
Institutional New	0	0
Institutional Renovations	0	0
Signage	2	2
Other	1	1
Agriculture Renovations	0	0
TOTALS	**26**	**26**

CHARLOTTETOWN

Planning & Heritage Summary (Week ending January 2nd, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information on this page is intended to provide notice to the public when building and development permits have been approved by the Charlottetown Planning and Heritage Department and/or decisions are rendered by Charlottetown City Council as governed by the Prince Edward Island Planning Act. The deadlines to make an appeal are listed for each application below as per the requirements of the Planning Act.

If you have any questions regarding the approvals listed below, please contact the Planning and Heritage Department at 902-629-4158.

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-1126	276659	023-DEM-25	4-Dec-25	2-Jan-26	APPROVED	19 First St	Demolition of Single Detached House	Greg MacDougall	23-Jan-26

Lot Subdivisions

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

Council Approvals

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

CHARLOTTETOWN

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

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information on this page is intended to provide notice to the public when building and development permits have been approved by the Charlottetown Planning and Heritage Department and/or decisions are rendered by Charlottetown City Council as governed by the Prince Edward Island Planning Act. The deadlines to make an appeal are listed for each application below as per the requirements of the Planning Act.

If you have any questions regarding the approvals listed below, please contact the Planning and Heritage Department at 902-629-4158.

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-326	1167295	067-BLD-25	13-Mar-25	7-Jan-26	APPROVED	37-39 Fairdale Dr (Lot 131)	Occupancy Permit: Construction of a Semi-Detached Dwelling	Affleck Construction Inc	28-Jan-26
25-567	192187	124-BLD-25	2-May-25	6-Jan-26	APPROVED	417-419 St Peters Rd	Occupancy Permit: Mel's Expansion - Construct retail and take-out restaurant additions, gas-pump addition, and site work	Brighton Construction	27-Jan-26
25-797	387852	014-DEM-25	26-Jun-25	8-Jan-26	APPROVED	644 University Ave	Demolition and Addition/Renovation of Existing Building	Irving Oil Properties Ltd	29-Jan-26
25-1052	342550	333-BLD-25	16-Oct-25	7-Jan-26	APPROVED	156 Queen St	Interior Alterations, Stairs, Partitions, Remove Windows, New Entry	Cudmore Group Inc	28-Jan-26
25-1102	1119981	351-BLD-25	7-Nov-25	9-Jan-26	APPROVED	2 (A-F) Patrie Ln (Lot 15-4)	Construction of a 6-unit stacked townhouse	KMAC Construction LTD	30-Jan-26
25-1108	342857	355-BLD-25	12-Nov-25	7-Jan-26	APPROVED	227 Grafton St	To relocate Hillsborough Street side entrance and related covering and doorstep	Patrick Trainor	28-Jan-26
25-1133	387761	363-BLD-25	11-Dec-25	7-Jan-26	APPROVED	680 University Ave	Renovation to the Real Atlantic Superstore	Turner Fleischer Evaristo Jardin	28-Jan-26
25-1134	768093	364-BLD-25	15-Dec-25	6-Jan-26	APPROVED	8 Cannon Dr	Deck Replacement (25' x 16')	Danny Nasser	27-Jan-26
26-18	804625	001-STR-26	6-Jan-26	9-Jan-26	APPROVED	43 Oakland Dr	Tourist Home: Short Term Rental	Wen-Pei Tsai	30-Jan-26
26-19	408856	002-STR-26	6-Jan-26	9-Jan-26	APPROVED	7 Woodbine St	Tourist Home: Short Term Rental	Richard Joshua MacLennan	30-Jan-26

Lot Subdivisions

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

Council Approvals

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

CHARLOTTETOWN

Planning & Heritage Summary (Week ending January 16th, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information on this page is intended to provide notice to the public when building and development permits have been approved by the Charlottetown Planning and Heritage Department and/or decisions are rendered by Charlottetown City Council as governed by the Prince Edward Island Planning Act. The deadlines to make an appeal are listed for each application below as per the requirements of the Planning Act.

If you have any questions regarding the approvals listed below, please contact the Planning and Heritage Department at 902-629-4158.

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-459	1163781	091-BLD-25	1-Apr-25	14-Jan-26	APPROVED	206 Essex Cres (Lot 99)	Occupancy Permit: Construction of a Single Detached Dwelling	Robert Doucette	4-Feb-26
25-1039	889873	328-BLD-25	8-Oct-25	7-Jan-26	APPROVED	18 Trainor St	Phase 3: New Motel and foundation modification	Royalty Maple Properties Inc	28-Jan-26
26-4	348805	003-BLD-26	15-Dec-25	16-Jan-26	APPROVED	29 Goodwill Ave	Second floor addition and renovation	Olin Penna	6-Feb-26
26-15	390583	001-DEM-26	30-Dec-25	12-Jan-26	APPROVED	245 Mount Edward Rd	Demolition of house and small garage	J E Matheson Construction Inc	2-Feb-26
26-16	390575	002-DEM-26	30-Dec-25	12-Jan-26	APPROVED	241 Mount Edward Rd	Demolition of house	J E Matheson Construction Inc	2-Feb-26
26-17	416222	003-DEM-26	30-Dec-25	12-Jan-26	APPROVED	54 Maple Ave	Demolition of house and 10' x 22' shed	J E Matheson Construction Inc	2-Feb-26
26-21	387761	001-SGN-26	9-Jan-26	12-Jan-26	APPROVED	670 University Ave	Fascia Sign - Replace existing Gamestop Channel letter sign with new EB Games Channel letter sign on aluminum backer panel	Excellent Signs	2-Feb-26
26-23	1115179	013-BLD-26	12-Jan-26	15-Jan-26	APPROVED	181 Essex Cres	Renovation for a Secondary Suite	Rakesh Lal	5-Feb-26
26-23	1115179	013-BLD-26	12-Jan-26	16-Jan-26	APPROVED	181 Essex Cres	Occupancy Permit: Renovation for a Secondary Suite	Rakesh Lal	6-Feb-26
26-29	391920	003-STR-26	14-Jan-26	15-Jan-26	APPROVED	1 Walnut Dr	Tourist Home: Short Term Rental	Truong HA Hoang	5-Feb-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-32	1187863	002-LS-26	15-Jan-26	16-Jan-26	APPROVED	67-69 Violet Cir	Lot Subdivision (Lots 26-11A & 26-11B)	Edgar's Construction Inc	6-Feb-26

Council Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
N/A	1047562	N/A	23-Oct-25	13-Jan-26	Approved	Lot 159 Hidden Valley Subdivision	That the following Major Variance for the subject property identified as Lot 159, Hidden Valley subdivision (PID# 1047562) be approved: 1) To increase the maximum number of apartment units on the subject property to be 32 units whereas the maximum otherwise allowed under the (R-4) zone based on lot size is 26 apartment units.	Ashish Goel	3-Feb-2026
23-1277	440545	006-RZN-23	17-Jul-23	13-Jan-26	Approved	Mount Edward Road (PID# 440545)	That Council approve the request to proceed to public consultation concerning a request to rezone the unaddressed subject property identified as Mount Edward Road (PID# 440545) from the Single Detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation in the Official Plan for the subject property to the Comprehensive Development Area to facilitate future development of the property with three (3) apartment buildings having a combined maximum total of 87 dwelling units.	Steven Birt	3-Feb-2026
25-1111	279000	056-LS-25	27-Nov-25	13-Jan-26	Approved	PID# 279000 Riverside Dr	That Council approve the request to consolidate an 0.09 hectare (0.24 acre) portion of unaddressed property identified as PID# 279000 within the Light Industrial (M-1) Zone with an abutting lot identified as 40 Riverside Drive (PID# 839332), also in the (M-1) Zone, related to re-development of an existing energy generation plant. The lot consolidation will be subject to a final pinned survey plan.	Government of Prince Edward Island	3-Feb-2026

CHARLOTTETOWN

Planning & Heritage Summary (Week ending January 23RD, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information on this page is intended to provide notice to the public when building and development permits have been approved by the Charlottetown Planning and Heritage Department and/or decisions are rendered by Charlottetown City Council as governed by the Prince Edward Island Planning Act. The deadlines to make an appeal are listed for each application below as per the requirements of the Planning Act.

If you have any questions regarding the approvals listed below, please contact the Planning and Heritage Department at 902-629-4158.

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
24-890	193284	256-BLD-24	11-Jul-24	16-Jan-26	APPROVED	13 Emily Dr (Lot 172A1)	Occupancy Permit: Construction of a Single Detached Dwelling	Curran Developments Inc	6-Feb-26
25-27	193284	014-BLD-25	15-Jan-25	22-Jan-26	APPROVED	90 Lucy Cres	Occupancy Permit: Phase II: Construction of a 4-Story, 32-Unit Apartment Building	Maple Isle Homes PEI Inc	12-Feb-26
25-478	1047562	094-BLD-25	3-Apr-25	21-Jan-26	APPROVED	128 Stanmol Dr (Lot 109)	Occupancy Permit: Construction of a Single Detached Dwelling	Brooklyn Homes	11-Feb-26
25-479	1047562	095-BLD-25	3-Apr-25	21-Jan-26	APPROVED	134 Stanmol Dr (Lot 110)	Occupancy Permit: Construction of a Single Detached Dwelling	Brooklyn Homes	11-Feb-26
25-918	562413	003-HOC-25	26-Aug-25	16-Jan-26	APPROVED	21 Bardin Cres	Home Based buisness for nail care including manicure and pedicure	Binh Le	6-Feb-26
25-1010	1169952	312-BLD-25	19-Sep-25	20-Jan-26	APPROVED	67-69 Violet Cir (Lot 11)	Occupancy Permit: Construction of a Semi-detached Dwelling	Edgar's Construction Inc	10-Feb-26
25-1018	1003185	320-BLD-25	22-Sep-25	20-Jan-26	APPROVED	103 Pioneer Ave	New entry vestibule	Bill Lawlor	10-Feb-26
26-6	1189273	005-BLD-26	16-Dec-25	16-Jan-26	APPROVED	43 Kingsburgh Ave (Lot 160)	Construction of a single detached dwelling	Star Homes & Construction Inc	6-Feb-26
26-8	700575	007-BLD-26	18-Dec-25	21-Jan-26	APPROVED	48 Westwood Cres	Interior renovation: kitchen, finish basement, remove wood stove unit, add covered deck over front step, replace doors, windows & part of gutter	Lori Wakelin	11-Feb-26
26-24	1115179	013-SEC-26	12-Jan-26	19-Jan-26	APPROVED	181 Essex Cres	Secondary Suite Registry	Rakesh Lal	9-Feb-26
26-30	745109	004-STR-26	15-Jan-26	19-Jan-26	APPROVED	140 England Cir	Tourist Home: Short Term Rental	Frederick S B & Molly Kibenge	9-Feb-26
26-31	1157874	005-STR-26	19-Jan-26	21-Jan-26	APPROVED	155 Kindred Ave	Tourist Home: Short Term Rental	Christopher Ramsarran	11-Feb-26
26-33	464107	006-STR-26	19-Jan-26	23-Jan-26	APPROVED	5 Woodleigh Dr	Tourist Home: Short Term Rental	Red Dirt Properties	13-Feb-26
26-34	337535	007-STR-26	20-Jan-26	22-Jan-26	APPROVED	40 Hillsborough St	Tourist Home: Short Term Rental	Gateway Bazaar Holdings LTD	12-Feb-26

26-36	354530	009-STR-26	20-Jan-26	22-Jan-26	APPROVED	67 Ambrose St	Tourist Home: Short Term Rental	Gateway Bazaar Holdings LTD	12-Feb-26
26-37	351205	010-STR-26	20-Jan-26	22-Jan-26	APPROVED	50 McGill Ave	Tourist Home: Short Term Rental	Gateway Bazaar Holdings LTD	12-Feb-26
26-38	340927	011-STR-26	20-Jan-26	22-Jan-26	APPROVED	267 Richmond St 1	Tourist Home: Short Term Rental	Gateway Bazaar Holdings LTD	12-Feb-26
26-40	1186832	014-BLD-26	22-Jan-26	23-Jan-26	APPROVED	75 Kingsburgh Ave (Lot 168)	Construction of a single detached dwelling	Paul Llewellyn	13-Feb-26
26-41	1186808	015-BLD-26	22-Jan-26	23-Jan-26	APPROVED	60 Kingsburgh Ave (Lot 175)	Construction of a single detached dwelling	Paul Llewellyn	13-Feb-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-45	339549	003-LS-26	22-Jan-26	22-Jan-26	APPROVED	289 Sydney St	Boundary adjustment	Stacey Driscoll	12-Feb-26
26-50	1029974	004-LS-26	15-Jan-26	22-Jan-26	APPROVED	25 Gardiner Dr	Lot Subdivision (Lots 25-58A & 25-58B)	McInnes Cooper	12-Feb-26

Council Approvals

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

CHARLOTTETOWN

Planning & Heritage Summary (Week ending January 30TH, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information on this page is intended to provide notice to the public when building and development permits have been approved by the Charlottetown Planning and Heritage Department and/or decisions are rendered by Charlottetown City Council as governed by the Prince Edward Island Planning Act. The deadlines to make an appeal are listed for each application below as per the requirements of the Planning Act.

If you have any questions regarding the approvals listed below, please contact the Planning and Heritage Department at 902-629-4158.

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
24-1129	353433	364-BLD-24	18-Oct-24	30-Jan-26	APPROVED	58 Victoria St	Occupancy Permit: 544 sq. ft. Attached Garage	Jason Cadman	20-Feb-26
25-417	390302	083-BLD-25	25-Mar-25	26-Jan-26	APPROVED	177-179 Mount Edward Rd	Temporary Occupancy Permit: Construction of a Semi-Detached Dwelling	Brett Newcombe	16-Feb-26
25-1107	387761	354-BLD-25	10-Nov-25	28-Jan-26	APPROVED	670 University Ave	Office and clinic fit-up for HPEI Medical Home	APM Commercial	18-Feb-26
26-5	387761	004-BLD-26	15-Dec-25	29-Jan-26	APPROVED	670 University Ave	Pike's Pharmacy Interior Fit Up - Unit 41	APM Commercial	19-Feb-26
26-22	193284	012-BLD-26	8-Jan-26	28-Jan-26	APPROVED	38 Emily Dr (Lot 182A)	Footing Permit: Construction of Single Detached Dwelling	Johnny W Perry	18-Feb-26
26-39	340562	012-STR-26	21-Jan-26	26-Jan-26	APPROVED	202 Grafton St	Tourist Home: Short Term Rental	Hideaway on Grafton	16-Feb-26
26-49	365809	001-MFT-26	15-Jan-26	28-Jan-26	APPROVED	46 Kensington Rd	Food truck festival	Philip Matusiewicz	18-Feb-26
26-51	353748	013-STR-26	22-Jan-26	26-Jan-26	APPROVED	37 Greenfield Ave	Tourist Home: Short Term Rental	Gateway Bazaar Holdings LTD	16-Feb-26
26-52	1157429	014-STR-26	23-Jan-26	28-Jan-26	APPROVED	17 Cordial St	Tourist Home: Short Term Rental	Patrick Ramsarran	18-Feb-26
26-56	354803	015-STR-26	26-Jan-26	29-Jan-26	APPROVED	77 Spring Park Rd	Tourist Home: Short Term Rental	Joshua Freeman	19-Feb-26
26-58	344143	002-SGN-26	26-Jan-26	30-Jan-26	APPROVED	224 Queen St	Free Standing Sign - PEI Denture Solutions	FastSigns	20-Feb-26
26-62	337097	016-STR-26	28-Jan-26	30-Jan-26	APPROVED	41 Prince St	Tourist Home: Short Term Rental	Brian Rutz	20-Feb-26
26-63	1184928	017-STR-26	29-Jan-26	30-Jan-26	APPROVED	87 Essex Cres	Tourist Home: Short Term Rental	Joseph & Jessica Waye	20-Feb-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-45	339549	003-LS-26	22-Jan-26	22-Jan-26	APPROVED	289 Sydney St	Boundary adjustment	Stacey Driscoll	12-Feb-26
26-50	1029974	004-LS-26	15-Jan-26	22-Jan-26	APPROVED	25 Gardiner Dr	Lot Subdivision (Lots 25-58A & 25-58B)	McInnes Cooper	12-Feb-26
26-66	103552	005-LS-26	28-Jan-26	30-Jan-26	APPROVED	88 Brackley Point Road	Lot Subdivision (Lot 26-1, Lot 26-2 & Lot 26-3)	103552 PEI Inc.	20-Feb-26

Council Approvals

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

WATER & SEWER UTILITY COMMITTEE
REPORT TO COUNCIL
FEBRUARY 10, 2026

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

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Bob Doiron, Chair

PUBLIC WORKS COMMITTEE
REPORT TO COUNCIL
February 10, 2026

The Public Works Committee met on Wednesday January 21, 2026, and the draft minutes are included in your package.

There are no resolutions for your consideration.

Capital and Operational Summaries are included in your package.

The Civic Board for Persons with Disabilities met on Tuesday January 20, 2026, and the draft minutes are included in your package.

Respectfully submitted,

Councillor Mitchell Tweel, Chair

Public Works Committee Meeting
Wednesday, January 21, 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
Richard MacEwen, Director Community Services
Amber Robb, Public Works Administrative Assistant
Brad MacConnell, Chief Administrative Officer (12:57)
Riley Taweel, Public Works Traffic Engineer
Michael Ruus, Director Integrated Growth
Sophie Hayes, Junior Engineer
Berry Genge, Junior Engineer

1. Call to Order
Councillor Tweel, Chair, called the meeting to order at 12:02 PM.

2. Declarations of Conflict of Interest
There were no conflicts of interest declared.

3. Approval of Agenda
Moved by Mayor Brown and seconded by Councillor Muttart that the agenda be approved as circulated. Carried (3-0).

4. Approval of Minutes
Moved by Councillor Muttart and seconded by Mayor Brown that the draft minutes from December 15, 2025 be approved. Carried (3-0).

5. Business Arising from the Minutes
City Entry Signage – Key points form the discussion as follows:

St Peters Rd

- Awaiting permission, location is not on municipal property.
- Ground is frozen, installing at this time of year may not be feasible
- Team is searching for reliable solar lighting, products have been tested but have failed

Hillsborough Bridge

- Lighting is still off
- Significant structural damage due to tampering (wires were removed, copper stolen and electrical boxes interfered with). Vandalism remains an issue.
- Initial fixes made gut a full build is required, it is expected to be a large and complex job.

6. Motion to Move into a Closed Session as per the MGA
Moved by Mayor Brown and seconded by Councillor Muttart. Carried (3-0)

7. Business arising from the Closed Session
Moved by Mayor Brown and seconded by Councillor Muttart that "Level 3 Electric Vehicle Charger Installation" be forwarded to Council in a *Closed Session* at the Special Meeting of Council on January 27, 2026. Carried (3-0)

8. Reports/Discussions

a) Hostile Vehicle Mitigation Barricades RFQ
The Chair asked the Public Works Manager (PWM) to speak to the report. PWM Gashi spoke to the report. Key Points from the discussion as follows:

- Public tender closed on December 5, 2025 with five submissions received. Meridian Rapid Defense scored the highest and met all safety/certification needs identified by Fire and Police.
- Team consulted with Police Services, Fire Services, Emergency Services, Event Staff, and Economic Development & Tourism
- The system will improve safety at major on-street events such as the Downtown Farmers Market if it's relocated back to Queen Street.
- $350,000 originally budgeted with an additional $80,477 plus taxes is required, additional funds to be transferred from "New Public Parking Spots" in the 2025-2026 budget year.
- Staff wish to award the tender withing the current fiscal year and acquire the system promptly.
- The barricades will be owned, stored, and operated by Public Works.
- They will be deployed during planned events and during emergencies at the request of Fire, Police or EMS.
- A new Street Event Policy is being developed with Economic & Tourism to guide:
    - Usage criteria
    - Access for external event organizers
    - Potential cost recovery (e.g., labour fees)
- Vendor provided training is included, staff will be trained on proper installation, operation and safety procedures.
- Modular crash-rated barricades with an integrated gate system to allow for fast entry of fire trucks and ambulances.
- Placement of the devices must meet strict safety protocols.
- Units weight 800lbs but are moved easily using specialized equipment that is included with the trailer as a complete system. Forklifts or cranes are not required.
- Built for outdoors and can be tarped or minimally sheltered when not in use as indoor storage space is limited. 10-25 Year warranty depending on the component and damaged elements can be replaced individually due to the modular construction.
- Provides crash-rated protection superior to existing concrete or temporary barricades.

Moved by Mayor Brown and seconded by Councillor McAleer that "Hostile Vehicle Mitigation Barricades RFQ" be forwarded to Council for approval. Carried (3-0)

b) 2026-2027 Draft Budgets – Operational and Capital
The Chair asked the Public Works Manager (PWM) to speak to the report. PWM Gashi spoke to the report. Key Points from the discussion as follows:

CAPITAL BUDGET

- This was the first review of the 2026-2027 Budget
- The city borrow as projects proceed, not the full amount upfront. Borrowing is tied to progressive payment as work is completed.
- Actuals shown in the spreadsheet prepared were last updated in October, with many invoices arriving later in the fiscal year.
- Historically, the city never spends 100% of the capital budget – typically around 50-60% is realized.
- Projects must be listed in the capital budget to be eligible for tendering; otherwise the city cannot act on them during the year.
- Differences were noted between the capital budget totals in different documents.
    - Staff clarified that $7M in carryovers represent projects already underway but have not finished.
    - Final figures always shift until March 31 due to late invoices and ongoing work.
- Municipal buildings have significant capital needs, the city is using building condition reports to:
    - Identify priority 1, 2, 3 upgrades
    - Schedule improvements in a rational lifecycle sequence
    - Avoid inefficient spending (e.g., installing solar on a roof soon needing replacement)
- West Royalty Community Centre Upgrades:
    - A full report was completed identifying priority needs.
    - Current Fiscal has approximately $350,000 remaining to complete priority 1 repairs to prevent water infiltration, accessibility improvements and various smaller interior and exterior fixes.
    - Tender documents for this work are being prepared.
    - HVAC work will occur next fiscal year due to timeline and procurement constraints.
- Sherwood Rec Hall
    - Councillor Doiron requested a backup power generator
    - Staff are costing out a temporary backup options, once estimates are available, they will compare costs with the timeline for the new Sherwood Rec Hall/Cody Banks redevelopment.
    - The budget line for Sherwood Rec Hall is dedicated to detailed design and tender preparation for the first phase of a new facility.
    - Councillors stressed that a backup generator is needed now, not only after redevelopment.

Additional discussions:

- Emergency Warming Centre Planning (off topic discussion)
    - Warming Centers are specified in the Municipal Emergency Management Plan (EMO Plan)
    - Includes both city-owned and partner-operated facilities.
    - Councillors requested a clear plan for high-density senior heavy neighborhoods north of Euston Street and better accessibility for those without transportation to these centers during emergencies.
- Heritage Lighting & Streetscape Requests
    - Councillors raised a desire for Heritage-style streetlights on historic streets such as Upper Prince Street and Walthen Drive.
    - Conversion of older halogen heritage lamps to LED to reduce energy use.

OPERATIONAL BUDGET

- 5 % increase from prior year
- Recent negotiations with Unions will influence the final budget numbers
- Service contracts for heat and electricity will still need to be reviewed and will be reflected in future meetings.

Additional discussion:

- Councillor McAleer noted that Lewis Point Road disappeared from the updated sidewalk list.
- Staff explained that the list reflects a new five-year prioritization scoring system and Lewis Point Road likely appears in Year 4 or Year 5, depending on scoring.

c) Department Update – Capital & Operational Summaries

Report was provided for information purposes, there was no additional discussion.

d) Civic Board for Persons with Disabilities

Report was provided for information purposes, there was no additional discussion.

9. Introduction of New Business

- Request for the department to continue converting heritage fixtures to LED
- Request for a report on building security upgrades at the next meeting
- Request to improve communication between Planning, Public Works and Emergency Services when reviewing Subdivision Roads and Service Agreements to reduce delays and ensure requirements are aligned.
- Question raised: Does the city have a bylaw or policy addressing unsafe or deteriorated private roads, especially where emergency access may be compromised? Are residents receiving permits despite poor road conditions? Staff to investigate and report back.
- Request for a bylaw creation for Private Utility Companies using the City Right-of-Way to set fees for use, set clear timeframes for pole removals with strong enforcement and compliance provisions.
    - Councillor emphasized that the city currently receives no compensation from private companies (telephone, fibre, electric) using the public right-of-way to run infrastructure.
    - There is a lack of accountability for removing old poles when new ones are installed causing safety concerns.
    - No timelines or enforcement mechanisms currently in place.

10. Adjournment

Moved by Mayor Brown and seconded by Councillor Muttart that the meeting be adjourned. Carried.
The meeting concluded at 1:42 PM.

City of Charlottetown Committee Report

Report No: PW-2026-01-21-002

Date: January 21, 2026

Directed to Council through the following Committee:
Public Works Committee

Reporting Department:
Public Works

Other Associated Departments:
Finance

Prepared by:
Ylber Gashi

Attachments:

- Draft 2026-27 Operational Budget
- Draft 2026-27 Capital Budget

Report Title:
2026 -2027 Draft Budgets - Operational & Capital

Report Purpose:
To inform Committee of work to-date on preparing the 2026-27 Operational and Capital Budgets.

Staff Recommendation:
That Committee advise of any changes or New Initiatives they would like to see in budget requests.

Report Details:

The Public Works Department has been updating its departmental budget spreadsheets provided by Finance for the 2026–2027 fiscal year. This represents the first preliminary estimate, with ongoing revisions expected as consultations with funding partners continue. All Capital Budget items include Project Sheets with descriptions and supporting notes; however, capital projections and carryovers remain estimates at this stage, as several projects are still underway and weather dependent. Summary documents are attached for Committee review.

Council or Committee History:
N/A

Financial Implications:
TBD

Public Engagement and Communication:
Budget Open Houses

Legislative Authority:
PEI MGA, Part 6, Division 1

Strategic Alignment:
Governance and Civic Engagement

Reviewed By:

Manager YG, January 9th, 2026	**CAO/Director** RDM January 13, 2026
Committee Recommendation: (if differing from staff)	

PUBLIC WORKS - 2026-2027 DRAFT Financial Plan - DRAFT

PW Committee Meeting - January 21, 2026

CAPITAL

Urban Beautification

			25/26 Budget	25/26 Actual	25/26 Carryover to 26/27	Partner Funding	26/27 New	26/27 Total	Notes
	Streetscape Replacement		$ 25,000.00	$ -			$ 25,000.00	$ 25,000.00	Various Streetscape and Furniture replacements
	Equipment Replacement		$ 80,000.00	$ 28,146.00			$ 50,000.00	$ 50,000.00	Various equipment
	Event Safety Barriers		$ 350,000.00	$ -			$ 450,000.00	$ 450,000.00	Second set of Safety Barriers - (side streets) - potentially less depending on 2025/26 tender results and carryover
new	Downtown Street Trees		$ -				$ 100,000.00	$ 100,000.00	Downtown street trees - Queen Street
		Total	**$ 455,000.00**	**$ 28,146.00**	$ -	$ -	**$ 625,000.00**	**$ 625,000.00**	

Municipal Buildings

			25/26 Budget	25/26 Actual	25/26 Carryover to 26/27	Partner Funding	26/27 New	26/27 Total	Notes
	West Royalty CC Upgrades		$ 390,000.00	$ -			$ 825,000.00	$ 825,000.00	BCR complete, ventilation system upgrades (Priority 1 from BCR)
	Hillsborough Hall CC Upgrades		$ 25,000.00	$ -			$ 35,000.00	$ 35,000.00	Heat pump and access control
	Heartz Hall Upgrades		$ 500,000.00	$ 14,136.00	$ 350,000.00		$ 50,000.00	$ 400,000.00	Dependant on carryover from current project (elevator and heritage windows)
	12 MacAleer Upgrades		$ 200,000.00	$ -			$ 500,000.00	$ 500,000.00	BCR planned for this fiscal (sprinkler upgrades, mechanics bay, stores)
	Mt Edward Road Transity Facility (7 Mt. Edward Road)		$ 250,000.00	$ -			$ 450,000.00	$ 450,000.00	BCR complete, heating upgrades and Priority 2 for '26, Eng services for future facility
	Various Buildings Upgrades		$ 200,000.00	$ 19,936.00			$ 400,000.00	$ 400,000.00	Increased from last year, BCR's and other fixes
	Corporate Energy Upgrades		$ 275,000.00	$ 302,529.00			$ 100,000.00	$ 100,000.00	Energy upgrades
	Furniture and Fixtures		$ 100,000.00	$ 65,954.00			$ 150,000.00	$ 150,000.00	Various furniture and building upgrades
	Security Upgrades		$ 100,000.00	$ -			$ 250,000.00	$ 250,000.00	Access control upgrades at various buildings
	Fire Station 1 - Upgrades		$ 25,000.00	$ 27,605.00			$ 100,000.00	$ 100,000.00	BCR planned for next fiscal, exterior lighting upgrades and ladder install
	Sherwood Rec Hall Upgrades		$ 500,000.00	$ -			$ 300,000.00	$ 300,000.00	Detailed design for for new facility based on Master Plan
	Winter Snow Dump Facility		$ 10,000.00	$ -			$ 10,000.00	$ 10,000.00	Upgrades as needed
	CPS Building Upgrades (10 Kirkwood Drive)		$ 150,000.00	$ 99,695.00			$ 1,400,000.00	$ 1,400,000.00	Emergency Services BCR, various upgrades including HVAC
	275 Brackley Point Road Upgrades		$ 100,000.00	$ 30,281.00			$ 50,000.00	$ 50,000.00	Lighting and office space upgrades
	City Hall Upgrades		$ 150,000.00	$ 167,188.00			$ 500,000.00	$ 500,000.00	Tower lights, exit signs, sprinkler head replacement and new generator
	85 Euston - Energy Innovation Hub -(Brownfield Redevelopment)		$ 2,000,000.00	$ 193,299.00	$ 1,100,000.00		$ 150,000.00	$ 1,250,000.00	Carryoverr and potential change orders
	35 St Peters Road Upgrades (Boys and Girls Club)		$ 10,000.00	$ -			$ 10,000.00	$ 10,000.00	Minor upgrades as needed
	70 Kent Street (Planning Building)		$ 125,000.00	$ -			$ 200,000.00	$ 200,000.00	BCR, space review and upgrades
		Total	**$ 5,110,000.00**	**$ 920,623.00**	**$ 1,450,000.00**	$ -	**$ 5,480,000.00**	**$ 6,930,000.00**	

Traffic and Pedestrian Signals

			25/26 Budget	25/26 Actual	25/26 Carryover to 26/27	Partner Funding	26/27 New	26/27 Total	Notes
	New Traffic Lights		$ 1,000,000.00	$ 23,347.00			$ 250,000.00	$ 250,000.00	Purchase of stock traffic signal equipment. Controllers, cabinets, detection equipment.
	Signage Upgrades		$ 50,000.00	$ -			$ 75,000.00	$ 75,000.00	Purchase of signage stock for replacing existing roadway signage.
	Traffic Calming		$ 50,000.00	$ -			$ 200,000.00	$ 200,000.00	Money for potential traffic calming policy, and construction of new asphalt speed humps (outside of paving tenders)
new	Traffic Equipment		$ -	$ -			$ 20,000.00	$ 20,000.00	Replacement of broken traffic counting equipment. Expand by one counter.
new	School Zone Speed		$ 50,000.00	$ 2,517.00			$ 50,000.00	$ 50,000.00	Continue installations of digital speed control technology in school zones
	Pedestrian Crossings		$ 100,000.00	$ -			$ 100,000.00	$ 100,000.00	RRFB crosswalk enhancements.
	Adaptive Signals		$ 50,000.00	$ 30,688.00			$ 50,000.00	$ 50,000.00	Money for potential Applied Information transit signal priority project.
		Total	**$ 1,300,000.00**	**$ 56,552.00**	$ -	$ -	**$ 745,000.00**	**$ 745,000.00**	

Street Lighting

			25/26 Budget	25/26 Actual	25/26 Carryover to 26/27	Partner Funding	26/27 New	26/27 Total	Notes
	Victoria Row Lanterns		$ 250,000.00	$ -	$ 250,000.00		$ -	$ 250,000.00	
		Total	**$ 250,000.00**	**$ -**	**$ 250,000.00**	$ -	**$ -**	**$ 250,000.00**	

Parkade Major Repairs & Parking

			25/26 Budget	25/26 Actual	25/26 Carryover to 26/27	Partner Funding	26/27 New	26/27 Total	Notes
	Pownal Parkade - Structural Rehabilitation		$ 3,500,000.00	$ 43,261.00	$ 1,700,000.00		**$ 100,000.00**	**$ 1,800,000.00**	Depandant on carryover from 2 projects ongoing
	Queen Street Parkade		$ 2,000,000.00	$ -	$ 1,900,000.00		**$ 100,000.00**	**$ 2,000,000.00**	carryover
	New Public Parking Spots		$ 500,000.00	$ -			**$ -**	**$ -**	removed for 2026 - waiting Parking study
	Parking Meter Replacement		$ 100,000.00	$ -			**$ 25,000.00**	**$ 25,000.00**	lowered
	Fitzroy Façade Installation		$ 75,000.00	$ -			**$ -**	**$ -**	removed for 2026
								$ -	
		Total	**$ 9,818,261.00**	**$ 43,261.00**	**$ 3,600,000.00**	$ -	**$ 225,000.00**	**$ 3,825,000.00**	

Property Acquisitions

			25/26 Budget	25/26 Actual	25/26 Carryover to 26/27	Partner Funding	26/27 New	26/27 Total	Notes
	Property Acquisitions		$ 1,250,000.00	$ -			$ 1,250,000.00	$ 1,250,000.00	carryover
	Confederation Centre		$ 380,000.00	$ 200.00	$ 380,000.00		$ -	$ 380,000.00	
		Total	**$ 1,630,000.00**	**$ 200.00**	**$ 380,000.00**	$ -	**$ 1,250,000.00**	**$ 1,630,000.00**	

Street Rehab / Intersection Upgrades

			25/26 Budget	25/26 Actual	25/26 Carryover to 26/27	Partner Funding	26/27 New	26/27 Total	Notes
	Roads - Street Resurfacing		$ 5,100,000.00	$ 2,531,450.00			$ 5,000,000.00	$ 5,000,000.00	$5 M spend keeps us on track for 20-25 return rate for all streets.
	Streets - Engineering		$ 600,000.00	$ 194,201.00			$ 850,000.00	$ 850,000.00	See breakdown of spend here on other sheet. Various design and engineering services for capital projects. Minimum $1 M
new	Streets - Contingency		$ -	$ -			$ 200,000.00	$ 200,000.00	Contingency budget for unknown engineering and street rehabilitation needs
	University Ave Rehabilitation - Phase 1		$ 100,000.00	$ -		$ 400,000.00	$ 400,000.00	$ 400,000.00	Used to advance University Ave project ahead of 2027 construction. CCBF funding as per Sept. 17th Finance Resolution.
	Street - Exhibition Dr Reconstruction		$ 750,000.00	$ -	$ 250,000.00	$ 5,400,000.00	$ 5,750,000.00	$ 6,000,000.00	Design 90% complete. New road, MUPP, stormwater and infrastructure improvements
	North River Rd & Capital Dr - Intersection Upgrades			$ -			$ 2,000,000.00	$ 2,000,000.00	Widening. Removal of grassed area. Create two northbound left turn lanes.
	Spencer Dr Extension		$ -	$ -		$ 9,000,000.00	$ 13,500,000.00	$ 13,500,000.00	Construction. CHIF Funding - awaiting announcment of funding.
		Total	**$ 6,550,000.00**	**$ 2,725,651.00**	**$ 250,000.00**	**$ 14,800,000.00**	**$ 27,700,000.00**	**$ 27,950,000.00**	

Sidewalks & Multipurpose Trail

	25/26 Budget	25/26 Actual	25/26 Carryover to 26/27	Partner Funding	26/27 New	26/27 Total	Notes
Sidewalk and Curb - Materials	$ 450,000.00	$ 242,463.00			$ 475,000.00	$ 475,000.00	For PW crews operational
Sidewalk and Curb - Equipment	$ 15,000.00	$ 8,609.00			$ 20,000.00	$ 20,000.00	
Sidewalk - Engineering	$ 50,000.00	$ -			$ 50,000.00	$ 50,000.00	
New Construction	$ 3,010,000.00	$ 867,421.00	$ 1,080,000.00		$ 5,200,000.00	$ 6,280,000.00	$1,080,000 carried forward in unfinished work from 2025
Norwood Road - **(MUP)**- Friar Drive to Apt. Bldgs							
Ash Drive - Maple Ave to Lilac Court							
Royalty Road - Upton Rd to Nanek Ave							
Connolly Street - Queen Street to Connection							
Woodlawn Ave - Mt. Edward Rd to Maple Ave							
Rosemount Drive - Nassau Dr. to Belvedere Ave							
Shamrock Drive - Lilac to Brackley Pt. Road							
Lilac Ave - Ash Drive to Shamrock Dr							
Poplar Ave - Pine Drive to Oak Drive							
Total	**$ 3,525,000.00**	**$ 1,118,493.00**	**$ 1,080,000.00**	**$ -**	**$ 5,745,000.00**	**$ 6,825,000.00**	

Storm Water Management

	25/26 Budget	25/26 Actual	25/26 Carryover to 26/27	Partner Funding	26/27 New	26/27 Total	Notes
Storm Equipment	$ 17,000.00	$ 10,599.00			$ 20,000.00	$ 20,000.00	
Pipe & Catch Basin Materials	$ 290,000.00	$ 179,917.00			$ 300,000.00	$ 300,000.00	
Infills & Repairs	$ 265,000.00	$ 73,438.00			$ 300,000.00	$ 300,000.00	
Management	$ 250,000.00	$ 4,290.00			$ 300,000.00	$ 300,000.00	Data Collection and repairs, Queen street study implementation
Large Culvert Replacement					$ 250,000.00	$ 250,000.00	Culvert replacements
Total	**$ 822,000.00**	**$ 268,244.00**	**$ -**	**$ -**	**$ 1,170,000.00**	**$ 1,170,000.00**	

Fleet

	25/26 Budget	25/26 Actual	25/26 Carryover to 26/27	Partner Funding	26/27 New	26/27 Total
Small Fleet - Parks	$ 560,000.00	$ 137,274.00			$ 310,000.00	$ 310,000.00
Small Fleet - Police	$ 475,000.00	$ 55,834.00			$ 400,000.00	$ 400,000.00
Small Fleet - Public Works	$ 1,665,000.00	$ 942,701.00			$ 600,000.00	$ 600,000.00
Large Fleet - Parks	$ -				$ -	$ -
Large Fleet - Police	$ -				$ -	$ -
Large Fleet - Public Works	$ 2,460,000.00	$ 915,906.00			$ 1,000,000.00	$ 1,000,000.00
Small Fleet - Fire	$ 175,000.00	$ -			$ -	$ -
Large Fleet-Fire	$ -				$ -	$ -
Total	**$ 5,335,000.00**	**$ 2,051,715.00**	**$ -**	**$ -**	**$ 2,310,000.00**	**$ 2,310,000.00**

Total Capital	**$ 34,795,261.00**	**$ 7,212,885.00**	**$ 7,010,000.00**	**$ 14,800,000.00**	**$ 45,250,000.00**	**$ 52,260,000.00**

OPERATIONAL

	25/26 Budget	25/26 Actual	25/26 Carryover to 26/27	26/27 New	26/27 Total
Salaries & Benefits	$ 10,000,000.00			$ 10,500,000.00	$ 10,500,000.00
Professional Consulting	$ 40,000.00			$ 42,000.00	$ 42,000.00
Office Supplies	$ 22,500.00			$ 23,625.00	$ 23,625.00
Staff Development	$ 39,000.00			$ 40,950.00	$ 40,950.00
Travel & Transportation	$ 35,000.00			$ 36,750.00	$ 36,750.00
Meeting Expenses	$ 13,000.00			$ 13,650.00	$ 13,650.00
Clothing	$ 55,000.00			$ 57,750.00	$ 57,750.00
AVL Tracking	$ 98,000.00			$ 102,900.00	$ 102,900.00
Insurance Claims	$ 98,000.00			$ 102,900.00	$ 102,900.00
Urban Beautification	$ 200,000.00			$ 210,000.00	$ 210,000.00
Tools	$ 15,000.00			$ 15,750.00	$ 15,750.00
Water & Sewer	$ 500.00			$ 525.00	$ 525.00
Cleaning Supplies	$ 17,500.00			$ 18,375.00	$ 18,375.00
Service Contracts (Trees - to E&S)	$ -			$ -	$ -
Gas & Oil	$ 550,000.00			$ 577,500.00	$ 577,500.00
Equipment Reports and Rentals	$ 22,000.00			$ 23,100.00	$ 23,100.00
Vehicle Maintenance & Repairs	$ 680,000.00			$ 714,000.00	$ 714,000.00
Maintenance	$ 22,000.00			$ 23,100.00	$ 23,100.00
Lease Equipment	$ 90,000.00			$ 94,500.00	$ 94,500.00
Snow Removal	$ 4,100,000.00			$ 4,305,000.00	$ 4,305,000.00
Street Cleaning	$ 225,000.00			$ 236,250.00	$ 236,250.00
Street Resurfacing & Repair	$ 525,000.00			$ 551,250.00	$ 551,250.00
Traffic Markings & Signs	$ 195,000.00			$ 204,750.00	$ 204,750.00
Sidewalk & Curb (Union)	$ 100,000.00			$ 105,000.00	$ 105,000.00
Storm Water Control	$ 7,500.00			$ 7,875.00	$ 7,875.00
Street Lighting	$ 1,007,000.00			$ 1,057,350.00	$ 1,057,350.00
Traffic & Parking	$ 23,000.00			$ 24,150.00	$ 24,150.00
Misc.	$ -			$ -	$ -
Total Operational Total	**$ 18,180,000.00**	**$ -**	**$ -**	**$ 19,089,000.00**	**$ 19,089,000.00**

Capital Summary Update - Public Works
January 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	Originating Department	CONSULTANT	CONTRACTOR	ESTIMATED START DATE	ESTIMATED COMPLETION DATE	2025/26 BUDGET	AWARDED COST (excluding taxes)
Carry Over										
Development Charges Background Study (Capital Construction Charge back Bylaw)	Consultant Services Awarded	75%	Preparation of reporting material underway.	Public Works	Hemson	n/a	In Progress	Winter 2026	$ 70,393.57	$ 99,400.00
Spencer Drive Extension	Consultant Services Awarded - Construction Tender Documents In Progress	90%	Design work is at 90%, waiting for answer on funding	Public Works	Exp.	TBD	TBD	TBD	PW: 0 W&S: 0	TBD
Land/Property Acquisitions										
Property Acquisitions - Removal of Structures from the City of Charlottetown	Project Awarded - Construction in Progress	75%	Structures have been removed from 241 and 245 Mount Edward Road. The garage has been removed from 54 Maple Avenue, however the house has yet to be removed.	Public Works	Internal	JE Matheson	In Progress	Jan-26	$ 1,250,000.00	$ 45,400.00
Street Reconstruction Projects										
Exhibition Drive Reconstruction	Consultant Services Awarded - Construction Tender Documents In Progress	90%	Design at 90%	Public Works	Exp.	TBD	TBD	TBD	PW: $750,000 W&S: 0	TBD
University Avenue - Phase 1.1	Design In Progress	25%	Design work and Utility coordinationin progress	Public Works	Exp.	TBD	TBD	TBD	PW: $100,000 W&S: $30,000	TBD
Roads - Street Resurfacing	Package A - Complete	100%	-	Public Works	Internal	Island Construction	In Progress	Fall 2025		$ 1,874,367.53
	Package B - Complete	100%	-			BirchHill Construction	In Progress	Fall 2025	$ 5,100,000.00	$ 1,857,593.00
	Package C - Complete	100%	-			BirchHill Construction	Fall 2025	Late Fall 2025		$ 484,338.00
Sidewalks & Multi-Use Paved Pathway Construction Projects									**$ 3,010,000.00**	$ 3,899,411.50
Westcomb Crescent - Glenview Lane to Andrews Court	Sidewalk Package B - Construction in Progress	40%	Construction complete for 2025. To resume and finish Spring 2026	Public Works	CBCL	Birch Hill Construction	September, 2025	December, 2025	-	$ 522,150.00
Parkside Drive - Beach Grove Road to Crestview Drive	Sidewalk Package A - Construction in Progress	85%	Construction complete for 2025. To resume and finish Spring 2026	Public Works	CBCL	Landmark Construction	September, 2025	December, 2025	-	$ 483,197.50
Stockman Drive - Gardiner Drive to Malpeque Road, and Holl Street from Lower Malpeque Road to Stockman Drive	Sidewalk Package B - Project Awarded	85%	Construction complete for 2025. To resume and finish Spring 2026	Public Works	CBCL	Birch Hill Construction	September, 2025	December, 2025	-	$ 747,508.00
Elizabeth Street and Parkview Drive - MacKay Drive to Christie Drive	Sidewalk Package A - Construction in progress	100%	Construction complete.	Public Works	CBCL	Landmark Construction	September, 2025	December, 2025	-	$ 461,787.50
Elena Court (MUP) - Norwood Road to the Cul-de-sac	Sidewalk Package A - Project Awarded	45%	Construction complete for 2025. To resume and finish Spring 2026	Public Works	CBCL	Landmark Construction	September, 2025	December, 2025	-	$ 453,207.50
Angus Drive - St Peters Rd to Croker St	Project Awarded - Construction Complete	100%	Carry over from 2024 sidewalks, pushed to 2025. Construction complete.	Public Works	CBCL	Earthform Construction	Complete	Complete	-	$ 528,861.00
Montgomery Drive & Birch Hill Drive - Mt Edward Rd to Birch Hill Dr	Project Awarded - Construction in Progress	100%	Carry over from 2024 sidewalks, pushed to 2025. Construction complete.	Public Works	CBCL	Landmark Construction	In Progress	September 2025	-	$ 702,700.00
Municipal Buildings										
West Royalty Community Center - Building Condition Report	Project Awarded	100%	Project Complete.	Public Works	Coles Associates Ltd	n/a	September 15, 2025	Fall 2025		$ 8,945.00
West Royalty Community Center - Priority 1 upgrades	Consultant Services Awarded	20%	The detailed design of priority 1 upgrades resulting from the Building Condition Report is currently underway. This generally includes safety and accessibility related upgrades.	Public Works	Coles Associates Ltd	TBD	February 2026	TBD	$ 390,000.00	TBD
Heartz Hall Building Upgrades - Phase 2 (Interior Renovation)	Project Awarded - Construction in Progress	15%	Construction underway.	Public Works	Coles Associates Ltd	Willams Murphy & Macleod	Late Fall 2025	TBD	$ 500,000.00	$ 988,464.00
12 MacAleer Upgrades	Upgrades in Progress	<10%	General building upgrades in progress: Garage door replacement underway; and aerosol, propane, and fuel can storage cabinets awarded in the amount of $13,728.88.	Public Works	Internal	n/a	In Progress	TBD	$ 200,000.00	$ 13,728.88
Mt. Edward Road Transit Building Upgrades	Project Awarded	n/a	This project has been awarded and construction is to begin in January.	Public Works	Coles Associates Ltd	MacLean Construction Ltd.	January, 2025	Spring 2025	$ 250,000.00	$ 126,290.00
Station 1 Upgrades	Project Awarded - Construction Complete	100%	Bunk room and platoon office renovations are now complete.	Public Works	Coles Associates Ltd	Willams Murphy & Macleod	Complete	Complete	$ 25,000.00	$ 25,814.31
Sherwood Rec Hall - Space Needs Assessment	Project Awarded	50%	Review in progress.	Public Works	DSRA Architecture	n/a	September, 2025	Spring 2026	$ 500,000.00	$ 53,850.00
Charlottetown Police Services - Interior Upgrades	Consultant Services Awarded - Construction Tender Documents are Issued for Review	n/a	Various upgrades proceeding (e.g., eye wash station installation, sink upgardes, dispatch cable management upgrades); other upgrades deferred to next fiscal year.	Public Works	Coles Associates Ltd	Various	In Progress	TBD	$ 150,000.00	$ 119,932.70
City Hall - Security Upgrades	Consultant Services Awarded	n/a	Design work complete. Tender posted, closing January 15, 2026.	Public Works	EA Engineering and SableArc Studios	TBD	TBD	TBD	$ 100,000.00	TBD
70 Kent Street (Planning) Upgrades	Consultant Services Awarded	25%	The entrance renovation design is underway, and the Building Condition Report will commence shortly.	Public Works	Coles Associates Ltd	TBD	TBD	TBD	$ 125,000.00	TBD
Parkades Major Repairs & Parking										
Pownal Parkade Concrete Restoration	Project Awarded - Construction in Progress	25%	Construction underway.	Public Works	Coles Associates Ltd	Atlantic Underground Services	September 2025	July 2026	$ 3,500,000.00	$ 1,959,580.00
Pownal Parkade Sprinkler Upgrades	Project Awarded	n/a	This project has been awarded in the amount of $187,600 (plus applicable taxes). Construction is to begin in coming weeks.	Public Works	Coles Associates Ltd	Island Sprinkler Systems Ltd.	February 2026	March 2026		$ 187,600.00
Queen Street Parkade Upgrades	Consultant Services Awarded	<10%	A demolition/reconstruction feasibility study and an updated condition assessment are in the initial phases. Temporary shoring will be installed, and minor concrete patching will be completed while the report is underway.	Public Works	Read Jones Christoffersen Ltd.	TBD	TBD	TBD	$ 2,000,000.00	$ 35,000.00
Master Plans & Studies										
Parking Study	In Progress	95%	Council presentation scheduled for Jan 27th, 2025	Public Works	WSP	n/a	In Progress	Summer 2025	$ 68,790.00	$ 68,790.00

Capital Summary Update - Public Works
January 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	Originating Department	CONSULTANT	CONTRACTOR	ESTIMATED START DATE	ESTIMATED COMPLETION DATE	2025/26 BUDGET	AWARDED COST (excluding taxes)
Queen Street -Storm Water Modelling Plan	Consultant Services Awarded	100%	Final Report complete.	Public Works	CBCL	n/a	In Progress	Summer 2025	$ 60,000.00	$ 60,000.00
Municipal Design Guidelines	Consultant Services Awarded	75%	Several chapters are in the review phase, while the remaining chapters are in final stages of development from EXP.	Public Works	Exp.	n/a	In Progress	Late Fall 2026	$ 265,512.00	$ 265,512.00
Urban Beautification										
Event Safety Barricades	Tender Closed - Report Ready for Committee	n/a	Meridian Rapid Defense Group's received the highest score, scoring full points in the technical category. The bid amount is $430,477.86 (plus all applicable taxes).	Public Works	TBD	TBD	Complete	Complete	$ 350,000.00	TBD
Cenotaph Restoration	Project Awarded - Construction Complete	100%	Bronze restoration work is complete. Granite base restoration complete, with paving stone work to be completed next fiscal year.	Public Works	Linda Burko	Heritage Grade and Atwill-Morin	September 2025	October 11, 2025	$ 125,000.00	$ 106,174.00

City of Charlottetown - Public Works Department

Public Works Operational Report: January 14, 2026

Public Works staff continue to work diligently across all divisions. 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.

- **Buildings** – Ongoing work on aging infrastructure. Increased demand for office space and storage remains an issue.
- **Asphalt** – Crews cold patching for emergencies only throughout the city as plants are closed for the season. Hot asphalt machine in service and use when required.
- **Signs** – Regular maintenance and changing banners/billboards as per schedule.
- **Trees** – Arborist has been hired and truck was delivered and is currently being outfitted for service.
- **Meters** – Work remains steady.
- **Fleet** – Ready for winter operations, ongoing mechanical repairs as required.
- **Department Requests** – Ongoing assistance with barricades, fencing, storage, signage, moving equipment, garbage pickup, bylaw/encampments, needle pickup, and event support.
- **Winter Operations** – Snow clearing equipment, personnel and contractors are ready and deployed as required. Equipment is maintained throughout the season.
- **Weather Events** - Senior management is always tracking and monitoring special weather events as they develop. Preparing for circumstances that may require Public Works response.
- **Beautification & Events** –Removing holiday decorations and preparing for the Jack Frost Winterfest.

DRAFT

Civic Board for Persons with Disabilities
Tuesday, January 20, 2026
3:30 pm

Present: Chair Glen Flood
Amber Robb (Staff)
Linda Clark
Anthony Welsh
Judith Bayliss
Mayor Philip Brown

Regrets: Jeannie Poole

1. Call to Order
Chair, Glen Flood called the meeting to order at 3:35 PM

2. Declarations of Conflict of Interest
There were no conflicts of interest declared.

3. Approval of Agenda
Moved by Linda, seconded by Anthony that the agenda be approved as circulated.

4. Approval of Minutes
Moved by Alison, seconded by Anthony that the draft minutes from December 16, 2025, be approved. Carried

5. Business Arising from Minutes
Glen reported that he continues to receive positive feedback from our Expo. Committee members discussed whether the expo should be an annual event or biannual, and where and when it should be held. The last week of May is National Accessibility Week and would be an ideal time to host the event, Stratford hosted a similar expo during that week in 2025 which was well attended.
Glen to find out if Stratford or ResourceAbilities are planning to host an event in 2026 and if they would be interested in collaborating to create one event in Charlottetown and one in Summerside. The Eastlink Center was mentioned as a possible location for the event. There would be a rental cost to use the space.

Parks and Recreation are looking into accessibility solutions after it was discovered that the counter in front of the windows in the warm room makes it difficult for some to view the entire ice surface as well as options to make the accessible lift to the warm room less cumbersome for those who require its use.

6. Discussion Items
a.) Accessible Taxi Update
Pat and the Elephant submitted a plan to the province for funding for an accessible taxi for exclusive use by the disabled and senior population. The plan was submitted over 90 days ago, we expect an update soon.

b.) Identify Guest Speakers for 2026

All agreed that Steve Brusseau from Pat and the Elephant would be a good choice to have as a guest speaker. Terry McAllen was also recommended as well as the Mike Cochrane from Port Authority. Alison suggested that a tour of Tremploy's new facility would be worthwhile for the committee.

c.) Award Nomination Discussion

There were eight nominations received. It was recommended that the link should remain open all year for nominations. The awards ceremony for 2025 recipients will be held in the spring of 2026 and possibly during National Accessibility Week in May.

7. Introduction of New Business

There was no new business discussed.

8. Adjournment

Meeting adjourned at 4:30

Next meeting – February 17, 2026

ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
February 10, 2026

The Environment & Sustainability Committee did not meet in January 2026.

There are no resolutions for your consideration.

Charlottetown Transit Ridership for December 2025 as well as annual passenger totals attached.

Respectfully submitted,

Councillor Trevor MacKinnon, Chair

CHARLOTTETOWN RIDERSHIP - DECEMBER 2025

Sum of Charlottetown Ridersh	Route #																	
Date	**Day**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**9**	**11**	**13**	**14**	**23**	**1A**	**123CH**	**6A**		**10**	**Grand Total**
12/01/2025	Mon	845	545	428	542	190	456	0	543	265	38	1	612	280	23	445		42	5,255
12/02/2025	Tue	856	583	475	687	187	391	0	562	254	58	3	620	268	13	278		36	5,271
12/03/2025	Wed	513	329	314	305	104	419	0	304	179	20	1	401	159	19	188		29	3,284
12/04/2025	Thu	854	493	457	543	170	420	0	474	244	70	1	507	255	21	257		23	4,789
12/05/2025	Fri	745	547	429	478	130	438	0	385	268	45	0	489	192	13	350		39	4,548
12/06/2025	Sat	604	330	307	0	0	198	0	41	0	0	0	275	895	0	409		0	3,059
12/07/2025	Sun	580	0	0	0	0	0	0	0	0	0	0	0	614	0	0		0	1,194
12/08/2025	Mon	542	405	355	329	136	323	0	341	208	79	0	525	166	23	209		22	3,663
12/09/2025	Tue	850	511	458	499	197	429	0	490	229	119	2	541	225	23	372		38	4,983
12/10/2025	Wed	731	432	429	448	166	381	0	446	298	73	1	551	226	32	248		26	4,488
12/11/2025	Thu	767	543	402	535	172	384	0	455	286	57	1	522	232	28	304		29	4,717
12/12/2025	Fri	734	466	383	470	170	410	0	370	303	55	0	525	208	24	189		35	4,342
12/13/2025	Sat	568	307	321	0	0	190	0	55	0	0	0	307	1,188	0	285		0	3,221
12/14/2025	Sun	457	0	0	0	0	0	0	0	0	0	0	0	605	0	0		0	1,062
12/15/2025	Mon	386	285	247	318	84	304	0	269	171	21	1	339	138	19	193		28	2,803
12/16/2025	Tue	755	506	435	446	175	543	0	360	211	139	1	502	217	27	293		34	4,644
12/17/2025	Wed	690	477	422	478	183	329	0	446	240	115	1	514	236	21	304		32	4,488
12/18/2025	Thu	720	468	471	407	172	469	0	452	299	156	0	547	241	21	274		67	4,764
12/19/2025	Fri	713	468	475	622	138	411	0	514	256	81	0	538	249	17	235		41	4,758
12/20/2025	Sat	497	279	282	0	0	213	0	51	0	0	0	238	759	0	355		0	2,674
12/21/2025	Sun	411	0	0	0	0	0	0	0	0	0	0	0	611	0	0		0	1,022
12/22/2025	Mon	676	435	380	448	143	402	0	353	194	98	1	439	242	22	282		45	4,160
12/23/2025	Tue	635	424	378	455	130	329	0	420	279	110	0	458	204	15	248		46	4,131
12/24/2025	Wed	521	278	246	298	60	75	0	298	131	38	0	242	163	0	78		38	2,466
12/25/2025	Thu	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
12/26/2025	Fri	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
12/27/2025	Sat	471	259	308	0	0	120	0	23	0	0	0	220	691	0	370		0	2,462
12/28/2025	Sun	416	0	0	0	0	0	0	0	0	0	0	0	496	0	0		0	912
12/29/2025	Mon	633	452	285	367	105	321	0	306	211	35	0	404	207	18	241		39	3,624
12/30/2025	Tue	547	281	291	369	119	280	0	318	239	28	0	354	164	17	222		21	3,250
12/31/2025	Wed	537	344	282	383	72	193	0	360	146	33	0	325	164	9	259		22	3,129
Grand Total		**18,254**	**10,447**	**9,260**	**9,427**	**3,003**	**8,428**	**0**	**8,636**	**4,911**	**1,468**	**14**	**10,995**	**10,295**	**405**	**6,888**		**732**	**103,163**

CHARLOTTETOWN RIDERSHIP - DECEMBER 2025

	Values		
Day	**Non Paying**	**Paying**	**Monthly Ridership**
Sun		4190	4,190
Mon		19505	19,505
Tue		22279	22,279
Wed		17855	17,855
Thu		14270	14,270
Fri		13648	13,648
Sat		11416	11,416
Grand Total		**103163**	**103,163**

		2025	**2024**	**2023**	**2022**
Total Ridership		103,163	109,256	108,067	82,916
Monday - Friday	Paying	87,557	92,416	85,951	69,492
	Non - Paying	-	-	-	-
	Working Da	21	20	19	21
	Average	4,169	4,621	4,524	3,309
Saturday	Paying	11,416	11,243	15,920	10,595
	Non - Paying	-	-	-	-
	Working Da	4	4	5	5
	Average	2,854	2,811	3,184	2,119
Sunday	Paying	4,190	5,597	6,196	2,829
	Non - Paying	-	-	-	-
	Working Da	4	5	5	3
	Average	1,048	1,119	1,239	943

Charlottetown Passenger Totals Per Month

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Annual % Increase
2005	-	-	-	-	-	-	-	-	-	4,788	6,687	7,264	**18,739**	
2006	8,842	8,081	9,546	7,816	8,563	8,809	9,381	10,059	10,244	10,652	10,834	9,938	**112,765**	
2007	12,181	10,592	11,980	10,220	11,493	11,421	12,829	12,868	12,860	14,509	14,262	11,102	**146,317**	30%
2008	13,828	14,122	13,576	13,413	13,314	12,895	14,678	13,782	17,660	20,457	18,530	15,266	**181,521**	24%
2009	21,580	18,657	22,835	20,192	17,499	17,983	19,615	19,596	21,952	25,699	23,868	21,273	**250,749**	38%
2010	25,462	22,883	28,543	22,776	21,677	22,042	23,324	21,564	26,688	28,346	27,798	22,772	**293,875**	17%
2011	26,718	24,785	30,229	23,073	23,000	22,497	21,419	22,826	29,301	28,275	28,700	23,047	**303,870**	3%
2012	27,819	23,663	28,983	22,164	24,569	23,434	25,965	27,509	30,833	34,755	32,933	23,418	**326,045**	7%
2013	32,351	26,322	30,609	27,988	25,817	23,948	27,321	27,428	30,848	33,953	31,466	23,360	**341,411**	5%
2014	33,279	29,210	31,311	28,367	27,888	26,983	33,027	31,021	37,610	37,857	32,112	27,354	**376,019**	10%
2015	32,229	24,982	31,922	31,442	29,306	30,415	33,383	30,828	38,159	38,616	34,878	31,133	**387,293**	3%
2016	35,981	32,865	36,677	34,318	32,641	35,075	39,664	39,541	45,924	43,987	41,656	31,550	**449,879**	16%
2017	39,754	31,266	44,981	36,089	37,872	40,095	43,908	43,208	50,751	51,361	47,591	35,169	**502,045**	12%
2018	44,885	40,589	44,987	40,568	42,293	41,625	47,171	47,678	58,962	61,423	55,922	40,705	**566,808**	13%
2019	56,931	45,358	56,633	49,578	53,882	49,143	59,577	58,377	71,709	74,240	67,699	51,543	**694,670**	23%
2020	65,306	58,210	42,923	12,581	19,418	30,467	34,768	34,721	34,991	37,388	35,071	27,948	**433,792**	-38%
2021	31,617	29,153	33,742	35,983	39,916	42,326	41,807	46,322	59,466	59,242	59,461	48,738	**527,773**	22%
2022	32,848	38,055	63,079	58,331	63,642	68,850	77,523	84,109	92,171	106,452	101,213	82,916	**869,189**	65%
2023	99,368	84,385	106,699	95,127	101,246	102,434	103,414	111,513	137,259	132,875	133,296	108,067	**1,315,683**	51%
2024	124,769	106,498	125,385	128,030	121,913	117,653	127,563	126,960	141,217	148,421	128,147	109,256	**1,505,812**	14%
2025	126,837	107,259	130,304	119,813	125,062	125,044	131,565	125,220	139,499	135,573	121,126	103,163	**1,490,465**	-1%
	1.7%	1.2%	2.2%	-0.1%	0.4%	1.4%	1.7%	1.3%	0.9%	-0.2%	-0.7%	-1.0%		

FINANCE, AUDIT, TENDERING & ADMINISTRATION COMMITTEE
REPORT TO COUNCIL
February 10, 2026

Finance, Audit Tendering & Administration Committee met on Wednesday, February 4th, for its regular meeting.

There are three (3) resolutions for your consideration.

Respectfully submitted,

Councillor John McAleer, Chair

Finance, Audit, Tendering, & Administration Committee
Wednesday, February 4th 2026
12:00 pm. Council Chambers.

DRAFT

Present: **Councillor John McAleer (Chair)**
Brad MacConnell, CAO
Dep. Mayor Alanna Jankov (Teams)
Nancy Milligan, AA
Mayor Philip Brown
Isaac Ewuah, Assistant Manager Finance

Guests: **Richard MacEwen, Director of Community Services**
Jessika Corkum-Gorrill – Manager of Environment & Sustainability
Nick Walker, Energy Management Engineer
Sherri McNeill – Procurement Officer
Frank Quinn – Manager of Parks & Recreation

Regrets: **Councillor Terry Bernard**

1. **Call to Order.**
   The Chair called the meeting to order at 12:00 pm.

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

3. **Approval of Agenda.**
   Mayor Brown moved to add agenda item 7b. Possible Land Purchase to the closed session under section 119 (1) (b) (e). Seconded by Deputy Mayor Jankov.
   Motion Carried.

4. **Adoption of Minutes.**
   Motion to approve minutes from previous open session on January 7th, 2026 was put forward by Mayor Brown and seconded by Deputy Mayor Jankov.
   Motion Carried.

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

6. **Discussions/Reports**
   a. **Report ES 26-01 - Environment & Sustainability Budget Transfer Request – Nick Walker – Energy Management Engineer.**

      Report was presented to request a transfer of finds for Switch program administration fees.

The Switch program successfully ran in Charlottetown between 2021 and 2024, providing homeowners with 743 loans for energy efficiency projects on their homes. The City provided over $9,660,000 worth of 0% interest loans, offered through funding support from FCM and the bulk of program administration agreed to be delivered by SwitchPACE CIC. The City's E&S and Finance departments met on several occasions to look at bringing administration in house after all loan funds were distributed to residents. Due to ongoing staff shortages in Finance, this remains not possible but can be examined as an opportunity in the future. Until then, SwitchPACE needs to remain as ongoing administrators to perform loan management and other financial and program administration, which will see hours spent and related costs declining over the years as loans are paid off, and a bulk of FCM reporting and mandatory audits are completed.

Environment and Sustainability request a budget transfer of $28,000 from their Special Projects budget where they are underspent into the Switch budget to cover the additional admin fees that will occur for the remainder of the fiscal year. Note that E&S staff review each SwitchPACE invoice in detail, which includes staff names and number of hours worked, to ensure there is alignment with what we are being invoiced for and support work being delivered by SwitchPACE.

Overview of the SwitchPACE CIC team:
The following table shows the team members of SwitchPACE that have worked on the Switch Charlottetown program in fiscal year 2025/26 to date and demonstrates the variety of positions that have supported the delivery of Switch Charlottetown from the onset. The staff log hours associated with Charlottetown's program and include descriptions of tasks performed for those logged hours which they include in monthly invoices to the City. A column is added to demonstrate SwitchPACE hours invoiced in November 2025. The monthly invoices from SwitchPACE average $10,500 in FY 2025/26.

Team Member	Role	Recent Monthly Invoice Hours
Julian M Boyle	President	22.5
Mohamed Ould Ramoul	Accounting Manager	18.5
Neel Shah	Data Analyst	2.5
Charlotte Bourke	Energy Concierge	-
Obadele Sturge	Energy Concierge	-
Thais Serpa Chaves	Energy Concierge	3.3
Zoe E. Cromwell	EC Manager	-
Anne-Marie Gammon	CFO	-
Kaden Booth	Staff Level 2	3.5
Ethan Boyle	Staff Level 2	6.0
		TOTAL in Nov 2025: 56.3

SwitchPACE tasks:
SwitchPACE staff hours are broken down into two main areas, administration and loan management. The program administration consists of tasks such as FCM reporting, regular reporting and check-ins with City of Charlottetown staff, answering calls and emails from Switch clients, communicating with contractors, processing loan documents, and other daily tasks. From the Municipal Services Agreement between the City of Charlottetown and SwitchPACE, the scope of work to be included with the administration fees would include, among other work: "Technical coaching and communication with all potential Program participants to help them assess energy efficiency, renewable energy, or water conservation investments" and, "Coordination and communication of Program requirements with local Contractors to ensure high quality installation and best practices". "Complete all obligations assigned to the Parrticipating Municipality under the FCM Program Funding Agreement" Loan funds paid back to the City are not due back to FCM immediately. The interest earned helps to support ongoing administration costs. The loan management hours stay fairly consistent each month and are largely based on the number of loans that are outstanding. Loan management tasks include reporting to the City on the status of all loans, managing loan transfers during house sales, closing loans when final payments are received, administering NSF fees for late payments, etc.

Budget justification:
City staff forecast a budget each year based on certain assumptions, but this amount can change depending on program needs or unforeseen circumstances. For 2025/26 it was budgeted that the program would be operating solely as loan collection, with SwitchPACE CIC continuing to administer the loan collection on behalf of the City. Since then, there have been a few clients that have required additional support with finishing up their projects, mostly disagreements between homeowners and contractors that have created more admin work than expected. There has also been additional work required for the FCM reporting over and above what was budgeted for this year. This stems from FCM requirements to update their budget tracking workbook and reconciling numbers from the workbook with data from the MRSB financial audit and SwitchPACE's own records. The program was only possible with SwitchPACE's program management, has run very smoothly to date and is expected to run smoothly going forward. The program will require less administration (and less costs) over the years as loans are paid off by homeowners.

Jessika Corkum-Gorrill confirmed that this budget transfer is an estimate of what will be needed to pay invoices to the end of the fiscal year. She also confirmed that this was based on most recent invoices they have received. The latest one being for November of 2025.

Mayor Brown asked if we could get December 2025 and January 2026 invoices to review before budget transfer is sent to Council for approval at the next regular meeting of Council.

Motion to move this on to Council for approval was made by Deputy Mayor Jankov. Supported by Chair McAleer.
Motion carried.

Action: Resolution will be forwarded to Council for budget transfer approval.
Lead: Isaac Ewuah.
Action: Sustainability will get invoices for review for December 2025 and January 2026.
Lead: Nick Walker/Jessika Corkum-Gorrill.

b. Report PR-2026-01 – Parks & Recreation Budget Transfer Request – Frank Quinn.

Report was presented to obtain Finance Committee's support to complete an operational budget transfer for Parks and Recreation Department.

Parks Maintenance, Supplies and Materials expenses have increased, and this account is over budget. The budget transfer in the amount of $18,000 is required to be made to cover the outstanding and forecasted expenses.

Motion to move budget transfer on to Council for approval was made by Mayor Brown and seconded by Deputy Mayor Jankov.
Motion Carried.

Action: Resolution will be brought to Council for budget transfer approval.
Lead: Isaac Ewuah.

c. Report FIN-03-2026 – Procurement Policy Revision – Isaac Ewuah – Assistant Manager of Finance & Sherri McNeill – Procurement Officer.

Report was presented to recommend a revision of the Procurement Policy P-FIN-10 to provide clarification.

Suggested changes summarized below:

Section 6.4 and 6.5 "In efforts to support local business, the City, where bid submissions are evaluated on a points system, will reduce the price component of the bid price of businesses located in the "Charlottetown Area" by up to 10% for the purpose of evaluating the bids. Suggested revision is to change "Charlottetown Area" to the "Municipality of Charlottetown" to be more precise.

Section 6.8 Invitational Competition ($10,001 - $49,999.99) Section (e) – Use of a Purchase order is encouraged. Change to Use of a purchase order is required. This is for audit trail purpose.

In support of Sections 7 & 8 regarding council approval: If the costs for the tender are already included in a department's approved capital or operating budget, Council approval is no longer required. As a result, the following sections "Subject to Council approval by resolution" can be removed.
Section 6.9 (c) Invitational Competition ($50,000.00 - $99,999.99) .
Section 6.10 (b) Request for Quotation (Goods & Services $100,000 and over).
Section 6.11(b) Request for Tender (Construction $100,000.00 and over).

Section 6.13 Non-Competitive Procurement: An addition to this section: Council approval is required if tender or bid is not within budget or greater than $25,000.00.

Section 8 Procurement Approval - Summary of the Standard Competitive Procurement Table suggested Changes:

Procurement Value $10,001 - $100,000 Approval: Department changed to Budgeted – Department Unbudgeted – Council.

Change Order within budget <$50,000 Approval Department Head – Change to Department Head plus CAO.
Change Order $50,001 - $1000,000 Approval CAO – change to CAO and Department Head.

Mayor Brown asked if LPO's were still in use. It was the understanding of most of the committee that they are not still in use. Mayor Brown asked if we could find out and confirm.

Committee was in favour of the suggested revisions.

Action: Research if LPO's are still in use and if they should be included in the language of our policy.
Lead: Isaac Ewuah & Sherri McNeill.

Action: Resolution with proposed revisions will be forwarded to Council at the next regular meeting.
Lead: Isaac Ewuah.

d. Report FIN-04-2026 – Update on Operational Matters of Interest – Isaac Ewuah – Assistant Manager of Finance.

Report was presented 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.

FY2026-27 Budget Process:

The highlights of the Capital Budget have been shared with Management for review. Meetings will be scheduled with key departmental heads and managers to discuss, review, and justify their submissions prior to final consolidation. Preparation for the consolidation and roll-up of the Operational Budget is also progressing steadily

Update on Billing

We will resume normal billing this week, month of February 2026. Penalty charges on overdue balances will be activated next month, March 2026 as communicated to the public and customers.

Repayment of $10million Short Term Revolving LC

With the inflow of the 2nd tranche of the $60million facility, we recommend that we pay off the $10million short facility to make some interest expense savings.

Finance Staffing & Turn-Over

The Finance department as part of its measures to strengthen and beef up the current team will be making a request for finance officer in its 2026-2027 budget to take up some key roles including receivables management, payroll reconciliations, and management of the SwitchPACE loan administrative function in-house within the medium-long term.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of Bids	Within Budget	Comments
Hostile Vehicle Mitigation Barricades	Closed	November 6, 2025	December 5, 2025	5	no	Awarded at Council January 28, 2026
Upfit of Various Police Fleet	Closed	December 1, 2025	December 12, 2025	2		
Central Field Announcers Building Renovation	Closed	December 18, 2025	January 13, 2026	3	Yes award amount $74,450.00	Awarded to Steamatic PEI

Parks Playground Equipment 2025-26	Closed	January 5, 2026	January 21, 2026	3	Yes Fundy $41,339 and $4,493 (Rosedale & J. Muise Parks) JIL $45,620 and $5,020 (Desbrisay & Skyview Park)	Awarded to Fundy Fencing and JIL Engineering & Construction
Engineering Services - 2026 Sidewalks and Multi -Use Pathways	Open		February 6, 2026			
City Hall Access Control	Closed	December 19, 2025	January 22, 2026	2		Awarded to Hansen Electric
70 Kent Street Main Entrance Upgrades	Upcoming					
WRCC Priority 1 Upgrades	Upcoming					
Exhibition Drive Street Reconstruction	Upcoming					

7. **Motion to move into a Closed Session as per section 119 (1) (b) & (e) of the Municipal Government Act of PEI was moved by Mayor Brown and seconded by Deputy Mayor Jankov.**

   a) 119 (1) (b) information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved.
   Topic: Year End 2024-2025 Management Letter.

   b) 119 (1) (b) information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved.

119 (1) (e) 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: Potential Land Purchase.

Motion to was moved by Mayor Brown and seconded by Deputy Mayor Jankov that the meeting go to a closed session at 1:19 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 into an Open Session at 1:45 pm.
Motion Carried.

8. **Business Arising from the Closed Session.**
   None.

9. **Introduction of New Business.**
   None.

10. **Adjournment**
    Motion to adjourn was put forward by Mayor Brown and seconded by Deputy Mayor Jankov.
    Motion Carried.

    Meeting adjourned at 1:46 pm

_____
Chair: Councillor John McAleer.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Finance, Audit, Tendering & Administration #1

MOTION CARRIED _____

MOTION LOST _____

Date: February 10, 2026

Moved by Councillor John McAleer

Seconded by Councillor Terry Bernard

RESOLVED:

That Council approves the budget transfer of operational funds in the amount of $28,000.00 which was initially budgeted for Environment & Sustainability Special Projects to Switch Admin & Other Expenses, and

That the reallocation of these funds will ensure that future invoices for the remaining fiscal year will be paid to Switch for them to continue their work for administrating PACE loans.

City of Charlottetown Committee Report

Report No: ES 26-01

Date: Feb 4, 2026

Directed to Council through the following Committee:
Finance Standing Committee

Attachments:
- Budget Funds Transfer Form - Switch Dec 2025

Reporting Department:
Environment and Sustainability

Other Associated Departments:
Finance

Prepared by: Nick Walker, Energy Management Engineer

Report Title:
Budget Transfer – E&S Switch Program

Report Purpose:
To request a transfer of funds for Switch Charlottetown administration costs

Staff Recommendation:
That Council approve a budget transfer of $28,000 from the Environment & Sustainability (E&S) Special Projects budget to Switch Admin & Other Expenses.

Report Details:
The Switch program successfully ran in Charlottetown between 2021 and 2024, providing homeowners with 743 loans for energy efficiency projects on their homes. The City provided over $9,660,000 worth of 0% interest loans, offered through funding support from FCM and the bulk of program administration agreed to be delivered by SwitchPACE CIC. The City's E&S and Finance departments met on several occasions to look at bringing administration in house after all loan funds were distributed to residents. Due to ongoing staff shortages in Finance, this remains not possible but can be examined as an opportunity in the future. Until then, SwitchPACE needs to remain as ongoing administrators to perform loan management and other financial and program administration, which will see hours spent and related costs declining over the years as loans are paid off, and a bulk of FCM reporting and mandatory audits are completed.

Environment and Sustainability request a budget transfer of $28,000 from their Special Projects budget where they are underspent into the Switch budget to cover the additional admin fees that will occur for the remainder of the fiscal year. Note that E&S staff review each SwitchPACE invoice in detail, which includes staff names and number of hours worked, to ensure there is alignment with what we are being invoiced for and support work being delivered by SwitchPACE.

Overview of the SwitchPACE CIC team:

The following table shows the team members of SwitchPACE that have worked on the Switch Charlottetown program in fiscal year 2025/26 to date and demonstrates the variety of positions that have supported the delivery of Switch Charlottetown from the onset. The staff log hours associated with Charlottetown's program and include descriptions of tasks performed for those logged hours which they include in monthly invoices to the City. A column is added to demonstrate SwitchPACE hours invoiced in November 2025. The monthly invoices from SwitchPACE average $10,500 in FY 2025/26.

Team Member	Role	Recent Monthly Invoice Hours
Julian M Boyle	President	22.5
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Neel Shah	Data Analyst	2.5
Charlotte Bourke	Energy Concierge	-
Obadele Sturge	Energy Concierge	-
Thais Serpa Chaves	Energy Concierge	3.3
Zoe E. Cromwell	EC Manager	-
Anne-Marie Gammon	CFO	-
Kaden Booth	Staff Level 2	3.5
Ethan Boyle	Staff Level 2	6.0
		TOTAL in Nov 2025: 56.3

SwitchPACE tasks:

SwitchPACE staff hours are broken down into two main areas, administration and loan management. The program administration consists of tasks such as FCM reporting, regular reporting and check-ins with City of Charlottetown staff, answering calls and emails from Switch clients, communicating with contractors, processing loan documents, and other daily tasks.

From the Municipal Services Agreement between the City of Charlottetown and SwitchPACE, the scope of work to be included with the administration fees would include, among other work:

"Technical coaching and communication with all potential Program participants to help them assess energy efficiency, renewable energy, or water conservation investments" and,

"Coordination and communication of Program requirements with local Contractors to ensure high quality installation and best practices".

"Complete all obligations assigned to the Parrticipating Municipality under the FCM Program Funding Agreement"

Loan funds paid back to the City are not due back to FCM immediately. The interest earned helps to support ongoing administration costs.

The loan management hours stay fairly consistent each month and are largely based on the number of loans that are outstanding. Loan management tasks include reporting to the City on the status of all loans, managing loan transfers during house sales, closing loans when final payments are received, administering NSF fees for late payments, etc.

Budget justification:

City staff forecast a budget each year based on certain assumptions, but this amount can change depending on program needs or unforeseen circumstances. For 2025/26 it was budgeted that the program would be operating solely as loan collection, with SwitchPACE CIC continuing to administer the loan collection on behalf of the City. Since then, there have been a few clients that have required additional support with finishing up their projects, mostly disagreements between homeowners and contractors that have created more admin work than expected.

There has also been additional work required for the FCM reporting over and above what was budgeted for this year. This stems from FCM requirements to update their budget tracking workbook and reconciling numbers from the workbook with data from the MRSB financial audit and SwitchPACE's own records.

The program was only possible with SwitchPACE's program management, has run very smoothly to date and is expected to run smoothly going forward. The program will require less administration (and less costs) over the years as loans are paid off by homeowners.

Council or Committee History:

- A PACE program (Property Assessed Clean Energy) in Charlottetown was first proposed in an Environment & Sustainability Committee meeting on June 26, 2019 (report ES 19-38), then approval to move forward with the current Switch program was introduced at a Committee meeting on May 26, 2020 (report ES 20-16), followed by Council.
- An economic analysis report was provided to the E&S Committee on June 26th, 2023 (report ES 23-18), which was forwarded on to Council.
- An environmental impact report was provided to the E&S Committee on Oct 30, 2023, which was then forwarded on to Council.

Financial Implications:
Budget transfer of $28,000 within the approved E&S budget (from Special Projects to Switch)

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**
Jessika Corkum-Gorrill, January 28/26	Richard MacEwen, January 30/26

Committee Recommendation: (if differing from staff)

City of Charlottetown

Transfer of Budget Funds Form

Department: Environment & Sustainability

Date: December 23, 2025

TRANSFER FROM		
Amount	Account No.	Name
$28,000.00	010-5600-55250-0000	CR-ICSP - Special Projects
$ 28,000.00		

TRANSFER TO		
Amount	Account No.	Name
$28,000.00	015-0000-56100-0000	Admin & Other Expenses
$ 28,000.00		

REASON
Additional administration has been required for a few final projects. Original budget considered that Switch PACE CIC would only be required for loan management.

Manager

Director Dec 23, 2025

Finance department may affect budget transfers of less than $10,000 within a department upon written request authorized by the department manager and her/his director.

All other transfer requests shall be advanced to the Finance department authorized by the manager of the department from which funds are requested to be transferred. Such transfer requests will be advanced to the Finance Committee for consideration.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Finance, Audit, Tendering & Administration #2

MOTION CARRIED _____

MOTION LOST _____

Date: February 10, 2026

Moved by Councillor John McAleer

Seconded by Councillor Terry Bernard

RESOLVED:

That Council approves the budget transfer of operational funds in the amount of $18,000.00 which was initially budgeted for Parks & Recreation Park Development ($9,000.00) and Park Fences ($9,000.00) and move these funds to Maintenance Supplies - Materials, and

That the reallocation of these funds is to cover the rising costs of supplies throughout the year and to ensure that money is available for outstanding and forecasted expenses.

City of Charlottetown Committee Report

Report No: PR-2026-01

Date:
February 4, 2026

Directed to Council through the following Committee:
Finance, Audit, Tendering & Administration

Reporting Department:
Parks and Recreation

Other Associated Departments:
None

Prepared by:
Frank Quinn

Attachments:
- Parks and Recreation Budget Transfer (February 4, 2026)

Report Title:
2025-26 Parks and Recreation Operational Budget Transfer

Report Purpose:
To obtain Finance Committee's support to complete a budget transfer for Parks and Recreation Department.

Staff Recommendation:
That Finance Committee approves this budget transfer request.

Report Details:
Parks Maintenance, Supplies and Materials expenses have increased, and this account is over budget. The attached budget transfer in the amount of $18,000 is required to be made to cover the outstanding and forecasted expenses.

Council or Committee History:
Council approved 2025-26 Operational Budget in March 2025.

Financial Implications:
There are sufficient funds available within these accounts to implement this reallocation of funds.

Public Engagement and Communication:
This will occur during the Finance, Audit, Tendering and Administration Committee meeting.

Legislative Authority:
Municipal Government Act, Finance Policies

Strategic Alignment:
Governance and Civic Engagement

Reviewed By:

Manager	**CAO/Director**
FQ – February 2, 2026	RM – February 2, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown

Transfer of Budget Funds Form

Department: **Parks and Recreation**

Date: February 5, 2026

TRANSFER FROM			TRANSFER TO			REASON
Amount	Account No.	Account Name	Amount	Account No.	Account Name	
$ 9,000.00	010-6710-57145-0000	Parks-Park Development	$ 9,000.00	010-6710-57120-0000	Parks-Maint. Supplies-Materials	Over budget in the parks maintenance account
$ 9,000.00	010-6710-57150-0000	Parks-Park Fences	$ 9,000.00	010-6710-57120-0000	Parks-Maint. Supplies-Materials	Over budget in the parks maintenance account
$ 18,000.00			$ 18,000.00			

FQ - Feb 2, 2026

Manager

RM - Feb 2, 2026

Director

Finance department may affect budget transfers of less than $10,000 within a department upon written request authorized by the department manager and her/his director.

All other transfer requests shall be advanced to the Finance department authorized by the manager of the department from which funds are requested to be transferred. Such transfer requests will be advanced to the Finance Committee for consideration.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Finance, Audit, Tendering & Administration #3

MOTION CARRIED _____

MOTION LOST _____

Date: February 10, 2026

Moved by Councillor John McAleer

Seconded by Councillor Terry Bernard

RESOLVED:

That Council approves the proposed revisions to the Procurement Policy P-FIN-10 as per the attached documents.

Revisions are being proposed to help clarify the policy and have consistency across all departments.

City of Charlottetown Committee Report	**Report No: FIN-03-2026** **Date:** **February 4, 2026**
Directed to Council through the following Committee: Finance, Audit, Tendering & Administration (Finance)	**Attachments:** • Procurement Policy Suggested Revisions
Reporting Department: Finance	
Other Associated Departments: None	
Prepared by: Sherri McNeil, Procurement Officer	
Report Title: Procurement Policy	
Report Purpose: To recommend a revision of the Procurement Policy P-FIN-10 to provide clarification	
Staff Recommendation: (That Council reviews and recommends noted changes to Procurement Policy for clarification.	

Suggested changes/ revisions to the procurement Policy for clarification and consistency.

Suggested changes summarized below:

Section 6.4 and 6.5 “In efforts to support local business, the City, where bid submissions are evaluated on a points system, will reduce the price component of the bid price of businesses located in the “Charlottetown Area” by up to 10% for the purpose of evaluating the bids. Suggested revision is to change “Charlottetown Area” to the “Municipality of Charlottetown” to be more precise.

Section 6.8 Invitational Competition ($10,001 - $49,999.99) Section (e) – Use of a Purchase order is encouraged. Change to Use of a purchase order is required. This is for audit trail purpose.

In support of Sections 7 & 8 regarding council approval: If the costs for the tender are already included in a department’s approved capital or operating budget, Council approval is no longer required. As a result, the following sections “Subject to Council approval by resolution” can be removed.
Section 6.9 (c) Invitational Competition ($50,000.00 - $99,999.99)
Section 6.10 (b) Request for Quotation (Goods & Services $100,000 and over)
Section 6.11(b) Request for Tender (Construction $100,000.00 and over)

Section 6.13 Non-Competitive Procurement: An addition to this section: Council approval is required if tender or bid is not within budget or greater than $25,000.00.

Section 8 Procurement Approval - Summary of the Standard Competitive Procurement Table suggested Changes:

Procurement Value $10,001 - $100,000 Approval: Department changed to Budgeted – Department Unbudgeted – Council

Change Order within budget <$50,000 Approval Department Head – Change to Department Head plus CAO
Change Order $50,001 - $1000,000 Approval CAO – change to CAO and Department Head

Council or Committee History:
October 28, 2025 – Procurement Policy was approved by Council. The Procurement Bylaw received its first reading.

Financial Implications:
The intent is for the procurement Bylaw and associated staffing to support the City of Charlottetown in strategic procurement into the future which will lead to increased value for money purchases and will support future cost management strategies.

Public Engagement and Communication:
As per section 124 of the Municipal Government Act, proposed draft bylaws and bylaw amendments must be made available to the public at or prior to the meetings in which the proposed bylaws and amendments are to be read.

Legislative Authority:
In accordance with Section 93(3) (m) of the Municipal Government Act, the chief administrative officer shall ensure that the financial statement 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:

Manager	**CAO/Director**
For: **Isaac Ewuah , February 03, 2026**	**Brad MacConnell CAO February 3rd 2026**

Committee Recommendation: (if differing from staff)

Policy Title: Procurement Policy	Policy Number: P-FIN-10
Approved By: Council	Approval Date: October 28, 2025
Related Legislation: Related Bylaw:	

1. Definitions

1.1 "Best Interest" means the most advantageous action on behalf of the City.

1.2 "Bid" means an offer or submission received in response to a Bid Solicitation, which is subject to acceptance or rejection.

1.3 "Bid Document" means a set of documents provided by the City to facilitate the bidding procedure to be followed.

1.4 "Bid Security" means a bond or deposit which guarantees that the Bidder, if awarded the contract, cannot refuse to accept the contract as bid with impunity.

1.5 "Bid Solicitation" means an invitation for Bids for the purpose of entering into an Agreement namely a Request for Proposal, Request for Quotation or Request for Tender.

1.6 "Bidder" means any legal entity that submits a Bid

1.7 "Change Order" is a formal amendment to an existing contract that alters the scope of work, contract sum, or timeline, allowing for adjustments based on evolving project needs.

1.8 "Compliant Bid" means a bid that correctly and completely responds to all the requirements outlined in the bid document.

1.9 "Construction" means the process of using labour and materials to build, alter, repair, improve, or demolish any structure, building, or public improvement, and generally does not apply to routine maintenance, repair, or operations of existing real property.

1.10 "Department Head" means a Director, Fire or Police Chief, Managers, or respective designate, who is responsible for a specific Department.

1.11 "Employee" means an employee, or individual working under a contract for personnel services, for the City.

1.12 "Economic Sustainability" means providing and enhancing the services, infrastructure, and conditions that sustain a healthy, diverse, and resilient local economy in which businesses of all sizes, and their employees, can flourish.

1.13 "Invitational Competition" means a procurement process where the City contacts qualified suppliers who offer the goods or services needed. An open negotiation process occurs between the parties.

1.14 "Joint Purchasing Arrangement or Buying Group" means a cooperative arrangement of two or more entities to combine the purchasing requirements and activities of the entities into one joint procurement process.

1.15 "Low Dollar Procurement" means the process for procuring goods and services valued under $10,000 and includes direct purchases from vendors rather than soliciting bids or quotes.

1.16 "Purchase Order" means the City's written document issued by a duly authorized employee of the City to a supplier formalizing all the terms and conditions of the purchase and supply of the goods, services or construction identified on the face of the Purchase Order;

1.17 "Request for Expression of Interest" (RFEI) means a request used to determine market interest to provide Goods and/or Services that the City is contemplating purchasing and may result in the determination of a short list of Bidders to respond to a Bid Request.

1.18 "Request for Information" (RFI) means a request used as a general market research tool to determine the availability of Goods and/or Services that will meet business or operational requirements and Procurement strategies and/or to estimate costs for the purpose of developing a Bid Request.

1.19 "Request for Pre-Qualification" (RFPQ) means a request with specific qualification criteria used to identify and pre-select qualified Bidders and/or Goods to develop a list of qualified bidders who may then be allowed to submit bids or proposals.

1.20 "Request for Proposal" (RFP) means a request used to obtain a Bid or Bids for Goods and or Services in cases where the City states the performance requirements and/or business objectives and bidders recommend the optimal approach for consideration and evaluation by the City. Awards resulting from RFP processes are made to the highest scoring Bidder(s).

1.21 “Request for Quotation” (RFQ) means a request to solicit quotes from suppliers for the purchase of specific goods or services where the specifications are clearly defined. The quote includes a statement of price, terms of sale, and description of goods or services offered by a vendor in response to an inquiry.

1.22 “Request for Tender” (Tender) means the request to suppliers to bid for a project or to supply goods or services. It is a formal, structured, and public process that specifies the requirements and conditions of the contract, usually used for construction projects. The submission is in writing on a prescribed form indicating the price and terms for the provision of goods and/or services.

1.23 “Social Sustainability” means cultivating and sustaining vibrant, creative, safe, affordable, and caring communities for the wide diversity of individuals and families who live in, work in, and visit Charlottetown.

1.24 “Standing Offer” means a procurement contract with a vendor by which a procuring entity agrees to buy goods or services, when needed, from the vendor for a period specified in the contract and the contract includes all terms applicable to the procurement, including the cost of good or delivery requirements.

1.25 “Sustainability” means meeting the needs of the present without compromising the ability of future generations to meet their own needs.

1.26 “Sustainable Procurement” means the holistic approach to procurement that aims to maximize the potential of City purchases to have positive social and environmental outcomes while also maintaining a priority for financial responsibility and technical requirements. Sustainable procurement involves four pillars: environmental, ethical, social, and economic.

1.27 “Total Cost of Ownership” (TCO) means all costs associated with a purchase, including financial, social, and environmental. Costs outside the initial purchase price may include factors such as transportation, training, repair, maintenance, or disposal costs as well as energy consumption and health & safety considerations.

1.28 “Total Procurement Value” means the total estimated value of the procurement over its entire duration, including any renewal options, premiums, fees, commissions, and interest, exclusive of taxes environmental and social benefits.

1.29 “Unbudgeted” means goods or services that were not included in the original budget but may be accommodated within the budget without exceeding the total amount allocated.

2. Manager of Finance

The Manager of Finance is responsible for overseeing all procurement and providing support, training, and guidance to employees as required.

2.1 Department Heads

Each Department Head, or delegate, shall, in connection with goods or services required for their department, be responsible for:

(a) procurement of goods, services, and construction, within their Department’s budget;

(b) administration of the procurement process for goods, services, and construction less than $50,000, and maintenance of records to support compliance with this Policy;

(c) preparation and submission of reports for bid evaluation and awarding of contract in accordance with this Policy;

(d) preparation of market ready specifications, scope of work, and terms of reference;

(e) contract review and inspection to ensure that the goods, services, and construction are being delivered in accordance with the contract;

(f) authorizing the payment of invoices;

(g) reviewing contractor performance;

(h) managing the collection and release of any bid securities, including tender deposits, performance or maintenance bonds as noted in the RFP;

(i) ensuring compliance with this Policy and Procurement Bylaw#2025-Procure-01 and all associated procedures with respect to the activities of their department;

(j) ensuring staff under their direct supervision comply with all policies and directives;

(k) supporting the promotion of sound procurement practices and appropriate education and training to staff under their direct supervision; and

(l) identifying social, environmental, or ethical risks and opportunities relevant to their procurements and integrating relevant sustainability criteria into procurement execution.

3. Code of Conduct – City and Suppliers

3.1 All suppliers participating in a procurement process must declare any perceived, possible or actual conflicts of interest.

3.2 Where a supplier is retained to participate in the development of a solicitation document or the specifications for inclusion in a solicitation document, that supplier will not be allowed to respond, directly or indirectly, to that solicitation document.

3.3 Illegal or unethical bidding practices include:

a) bid-rigging, price-fixing, bribery or collusion or other behaviours or practices prohibited by federal or provincial statutes;

b) attempting to gain favour or advantage by offering gifts or incentives to City officers and employees, members of Council or any other representative of the City;

c) lobbying members of Council or City officers and employees or engaging in any prohibited communications during a procurement process;

d) engaging in any other activity that compromises the City's ability to run a fair procurement process.

3.4 In providing goods, services or construction to the City, suppliers are expected to adhere to ethical business practices, including:

a) performing all City contracts in a professional and competent manner and in accordance with the terms and conditions of the contract;

4. Conflict of Interest

4.1 As per the City's Conflict of Interest Bylaw and the Employee Code of Conduct, any personal interest which may affect or might reasonably be deemed by others to affect an employee's impartiality in any manner relevant to their duties should be declared to their manager or director. Confidentiality and accuracy of information until an award is made and the confidentiality of information received in the course of duty must be respected. Confidential information shall not result in personal gain.

4.2 Considering the advantages to the City of maintaining a continuing relationship with a Vendor, any arrangement which might, prevent the effective operation of fair competition shall be avoided.

5. Applicability

5.1 The provisions of this Policy shall apply to the Procurement of all Goods and/or Services undertaken by or on behalf of Departments, excluding:

a) Real estate;
b) Consulting or professional services that are delivered in a manner which constitutes an employer/employee relationship, in accordance with City policies and procedures;
c) Purchases related to reimbursable expenses incurred by employees or Council in accordance with City policies and procedures;
d) Professional and other services limited to:
    i. legal services and other professional services required for the provision of legal services, including the defense of insurance claims, as required by the City Solicitor or designate;
    ii. arbitrators;
    iii. realty appraisers;
    iv. honoraria;
    v. committee fees;
    vi. performers for public events hosted and/or produced and/or sponsored by the City at its public event venues;
    vii. Procurement, installation, inventory, maintenance, de-accessioning and disposal of City acquired art, including interactive, artistic and/or place making installations; and
    viii. lodging and associated meals and services from hotels or similar providers of accommodations for members of the public who are participating in City hosted and/or sponsored sporting and/or tourism events, as required under the terms and conditions of the agreement between the City and the event owner;
    ix. hosting fees

e) General City expenses limited to:
   i. postal charges;
   ii. any payments made by the City under statutory authority (for example licenses);
   iii. insurance premiums, and related program expenses, for insurance procured through the City's insurance broker;
   iv. legal and insurance settlements.

6. Procurement Methods

6.1 The City shall reserve the right to participate in joint purchasing arrangements or buying groups with the Federal, Provincial, and Municipal Governments if they are deemed to be in the City's best interest.

6.2 The City shall reserve the right to participate in standing offer agreements with the Federal, Provincial, and Municipal Governments and other buying groups if they are deemed to be in the City's best interest.

6.3 The City reserves the right to award bids, quotations, and tenders in the best interest of its taxpayers, after considering all factors, including the Total Cost of Ownership, Total Procurement Value, as well as environmental and social risks and opportunities.

6.4 In efforts to support local business, the City, where bid submissions are evaluated on price, will reduce the bid price of businesses located in the ~~Charlottetown Area~~ Municipality of Charlottetown by up to 10% for the purpose of evaluating the bids. Must be clearly stated in the tender documents that this is a part of the evaluation criteria.

6.5 In efforts to support local business, the City, where bid submissions are evaluated on a points system, will reduce the price component of the bid price of businesses located in the ~~Charlottetown Area~~ Municipality of Charlottetown by up to 10% for the purpose of evaluating the bids. Must be clearly stated in the tender documents that this is a part of the evaluation criteria.

6.6 All standard procurement processes must be approved, conducted, and reported in accordance with this Policy and all related procedures and protocols.

6.7 Low Dollar Procurement (less than $10,000)

Department Heads have the authority to administer the procurement process for goods, services, and construction needed within their Department for low dollar procurement. The criteria below must be followed:

(a) A minimum of three (3) quotes are requested whenever possible. If three(3) quotes are not possible, it must be noted for audit purposes why the minimum bids cannot be obtained;

and

(b) Use of a Purchase Order is encouraged.

6.8 Invitational Competition ($10,001 - $49,999.99)

Department Heads have the authority to administer the procurement process for goods, services, and construction needed within their Department for invitational competitions. The criteria below must be followed:

(a) A minimum of three (3) quotes are requested whenever possible. If three(3) quotes are not possible, it must be noted for audit purposes why the minimum bids cannot be obtained;
(b) A written request and a written response are required;
(c) Award is made to the highest scoring Compliant Bidder;
(d) Copies of the quotes and any contract(s) that may result shall be kept on file in accordance with the City's Records Retention & Disposal Schedule Bylaw; and
(e) Use of a Purchase Order is required..

6.9 Invitational Competition ($50,000 - $99,999.99)

Department Heads have the authority to administer the procurement process for goods, services, and construction needed within their Department for invitational competitions. The criteria below must be followed:

(a) A minimum of three (3) quotes are requested whenever possible;
(b) A written request and a written response are required;
~~(c)~~ Award is made to the highest scoring Compliant Bidder, ~~subject to Council approval by resolution;~~
(d) Copies of the quotes and any contract(s) that may result shall be kept on file in accordance with the City's Records Retention & Disposal Schedule Bylaw; and
(e) A purchase order shall be issued and, if needed, a contract executed, to confirm the award.

6.10 Request for Quotation (Goods and Services $100,000 and over)

The Finance Department has the authority to administer the Request for Quotation (RFQ) process.~~2~~). The criteria below must be followed:

(a) The RFQ is advertised via the City's website;
~~(b)~~ Award is made to the highest scoring Compliant Bidder, ~~subject to Council approval by Resolution;~~

(c) Copies of the quotes and any contract(s) that may result shall be kept on file in accordance with the City's Records Retention & Disposal Schedule Bylaw; and
(d) A purchase order shall be issued and, if needed, a contract executed, to confirm the award.

6.11 Request for Tender (Construction $100,000 and over)

The Finance Department has the authority to administer the Request for Tender process. The criteria below must be followed:

(a) The Tender is advertised via the City's website;
~~(b)~~ Award is made to the highest scoring Compliant Bidder, ~~subject to Council approval by Resolution;~~
(c) Copies of the quotes and any contract(s) that may result shall be kept on file in accordance with the City's Records Retention & Disposal Schedule Bylaw; and
(d) A purchase order shall be issued and, if needed, a contract executed, to confirm the award.

6.12 Request for Proposal (Goods and Services $100,000 and over where a clearly defined specification is not available or is difficult to develop due to unknown factors or uncertainty of requirements.)

The Finance Department has the authority to administer the procurement process. The criteria below must be followed:

(a) The RFP is advertised via the City's website;
(b) Award is made to the highest scoring Compliant Bidder;
(c) Copies of the quotes and any contract(s) that may result shall be kept on file in accordance with the City's Records Retention & Disposal Schedule Bylaw; and
(d) A purchase order shall be issued and, if needed, a contract executed, to confirm the award.

6.13 Non-Competitive Procurement

In situations where a competitive procurement process may not be possible or preferred, the City may award directly to one supplier to meet the requirements of the procurement. This practice is known as Single or Sole Sourcing. In Single or Sole Source situations, the Department Head shall provide a written report to their Committee, with rationale for Single or Sole Sourcing the purchase. Council approval by Resolution is required if tender or bid is not within budget or greater than $25,000.00. All reports shall be forwarded to the Procurement Officer once approvals are obtained. A single or Sole Source may be required:

(a) To ensure compatibility with present supplies,
(b) To meet technical requirements,
(c) The goods and services are controlled by a statutory monopoly,

(d) The goods and services are under warranty or a maintenance contract,
(e) The goods and services with the desired characteristics are only available from a particular supplier,
(f) Where a good and service is purchased for police service testing or trial use,
(g) Where it is most cost effective or beneficial to the police service.

7. Authority To Approve Awards

Award approval shall be executed in accordance with Section 8 – Procurement Approval and the following:

(a) Departmental approval of an Award shall provide confirmation that:
i. Funds are available;
ii. The available funds are for the purpose of the subject Procurement;
iii. The Goods and/or Services are legitimately required for City purposes;
iv. The specifications or scope of work and requirements meet the Department's objectives for the Procurement;
v. The recommended Award(s) is/are fully compliant with the specifications or statement of work and requirements as stated in the Bid Request;
vi. The operational terms and conditions are satisfactory; and
vii. The recommended Supplier(s) is/are satisfactory.

(b) Procurement Services approval of the Award shall provide confirmation that:
i. Departmental and/or Council approval of the Award, as applicable under Section 8 has been obtained;
ii. There are no unresolved Bid protests;
iii. The Procurement process was conducted in accordance with this Policy;
iv. The recommended Award is for the Best Value Bid or the lowest priced compliant Bid from among the Bids received;
v. The recommended Award is consistent with the Award methodology stated in the Bid Request;
vi. An upset limit or total expenditure has been identified; and
vii. In the case of Single Source Awards, verification that the Award is justified and appropriate in accordance with the criteria set out in Section 5.1

(c) Council approval of an Award is required in the event of one or more of the conditions listed below:
i. Funds are not available;
ii. The Bid is not the Best Value Bid from among the Bids received;
iii. There are unresolved Bidder protests;
iv. The Contract term, including any renewals exceeds ten (10) years, except where an interim extension has been approved in accordance with policy; and
v. At the discretion of the Finance Manager.

8. Procurement Approval

Where Council approval for an Award is required, the matter must be reviewed by the relevant Standing Committee and forwarded to Council for consideration.

A summary of the Standard Competitive Procurement is as follows:

Procurement Value Taxes Excluded.	Procurement Process	Purchase Order	Approval
< $10,000	Low Dollar Procurement	Recommended	Department
$10,001 - $100,000	Invitational Competition	Required	Budgeted Department; Unbudgeted Council
> $100,000	Public Competition – RFP, RFQ or Tender	Required	Budgeted: Department Head Unbudgeted: Council
Change Order within budget <$50,000	N/A	Required	Department Head + CAO
Change Order $50,001 - $100,000	N/A	Required	Department Head +CAO
Change Order >$100,000	N/A	Required	Department Head
Change Order not within budget	N/A	Required	Council
Sole or Single Sourcing < $25,000	Non-Competitive Procurement	Recommended	Department Head
Sole or Single Sourcing > $25,001	Non-Competitive Procurement	Required	Council

9. Purchase Orders

9.1 The purpose of a purchase order (PO) is to control the purchasing process from external suppliers, to:

(a) keep track of what has been ordered to avoid duplicate orders and aid in budget monitoring;

(b) provide documentation to the seller that the City has authorized the purchase;

(c) serve as documentation to help avoid any future disputes regarding the transaction;

(d) document the authorization of the purchase; and

(e) streamline the invoice payment process.

9.2 Exceptions to requirement for PO (payments approved by invoice):

(a) Grants
(b) Donations
(c) Legal fees with City's solicitor
(d) Regular recurring purchases related to day-to-day operations such as utilities.
(e) Internal expense reimbursement such as for travel, meals, cell phone and educational expenses.

10. Contract Management and Supplier Performance

10.1 The ordering Department shall manage all contracts.

10.2 The ordering Department is responsible for monitoring and documenting any issues or major concerns with vendor performance to the Finance Department.

11. Records Retention and Access to Information

11.1 All procurement activities must be supported by appropriate documentation and all records related to a procurement process must be retained in accordance with the City's Records Retention & Disposal Schedule Bylaw and any associated records management policies and procedures.

11.2 Disclosure of information related to the City's procurement processes must be made in accordance with applicable procurement procedures and protocols and in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP).

12. Sustainable Procurement

Through the adoption of the City's Climate Action Plan, the City of Charlottetown has committed to prioritizing and promoting environmental, social, cultural, and economic sustainability in City operations. The City recognizes that the procurement of goods, services, and construction has substantial impacts as relates to these commitments and that the City's spending power can be leveraged to yield environmental and social benefits while continuing to minimize spending. To this end, the City will:

12.1 Assess the necessity of purchases prior to procurement, eliminating unnecessary spending and use of resources.

12.2 Appropriately identify, establish, and weigh environmental and social sustainability considerations in bid specifications, evaluation matrices, and

contracts. Factors that may be given preference alongside purchase cost and technical specifications include but are not limited to:

(a) potential for recycling or reuse of the product;
(b) use of post-consumer materials;
(c) durability and lifespan of the product;
(d) reduced waste;
(e) reduced resource consumption (i.e., energy, water, etc.);
(f) reduced greenhouse gas (GHG) emissions and other pollutants;
(g) meeting third-party environmental or social standards and certifications;
(h) opportunities for supplier diversity;
(i) workforce development (i.e., suppliers that provide development opportunities to employees);
(j) indigenous reconciliation;
(k) compliance with international labour standards;
(l) provision of fair wages; and
(m)employee health and safety

12.3 Where possible, evaluate the Total Cost of Ownership of a purchase rather than the purchase cost alone and incorporate TCO into the bid evaluation and selection process.

12.4 Endeavour to ensure that all suppliers meet minimum standards as relates to environmental stewardship and labour practices.

12.5 Work with suppliers and stakeholders to promote leadership in sustainability.

12.6 Within the limits of the *PEI Government Procurement of Goods Act*, Atlantic Provinces Standard Terms and Conditions – Good and Services, and the Canadian Free Trade Agreement, the City will engage with local suppliers to support the development of a sustainable local economy and a local supplier base that is equipped to participate in the City's procurement process.

12.7 Monitor and report on sustainable procurement progress.

12.8 It will not be possible to integrate all sustainability-related considerations into every purchase. However, the City will weigh the risks and opportunities, identifying areas for maximum impact with each purchase.

City of Charlottetown Committee Report

Report No: FIN-04-2026

Date: February 03 2026

Directed to Council through the following Committee:
Finance, Audit, Tendering & Administration

Reporting Department: Finance

Other Associated Departments: None

Prepared by:
- Isaac Ewuah, Assistant Manager of Finance

Attachments:
- December 2025 Financial Statements

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:

FY2026-27 Budget Process:
The highlights of the Capital Budget have been shared with Management for review. Meetings will be scheduled with key departmental heads and managers to discuss, review, and justify their submissions prior to final consolidation. Preparation for the consolidation and roll-up of the Operational Budget is also progressing steadily

Update on Billing
We will resume normal billing this week, month of February 2026. Penalty charges on overdue balances will be activated next month, March 2026 as communicated to the public and customers.

Repayment of $10million Short Term Revolving LC
With the inflow of the 2nd tranche of the $60million facility, we recommend that we pay off the $10million short facility to make some interest expense savings.

Finance Staffing & Turn-Over
The Finance department as part of its measures to strengthen and beef up the current team will be making a request for finance officer in its 2026-2027 budget to take up some key roles including receivables management, payroll reconciliations, and management of the SwitchPACE loan administrative function in-house within the medium-long term.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of Bids	Within Budget	Comments
Hostile Vehicle Mitigation Barricades	Closed	November 6, 2025	December 5, 2025	5	no	Awarded at Council January 28, 2026
Upfit of Various Police Fleet	Closed	December 1, 2025	December 12, 2025	2		
Central Field Announcers Building Renovation	Closed	December 18, 2025	January 13, 2026	3	Yes award amount $74,450.00	Awarded to Steamatic PEI
Parks Playground Equipment 2025-26	Closed	January 5, 2026	January 21, 2026	3	Yes Fundy $41,339 and $4,493 (Rosedale & J. Muise Parks) JIL $45,620 and $5,020 (Desbrisay & Skyview Park)	Awarded to Fundy Fencing and JIL Engineering & Construction
Engineering Services - 2026 Sidewalks and Multi -Use Pathways	Open		February 6, 2026			
City Hall Access Control	Closed	December 19, 2025	January 22, 2026	2		Awarded to Hansen Electric
70 Kent Street Main Entrance Upgrades	Upcoming					
WRCC Priority 1 Upgrades	Upcoming					
Exhibition Drive Street Reconstruction	Upcoming					

Financial Implications:

- All items are budgeted.

Public Engagement and Communication:

- The Tendering and RFP information is 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:	
Assistant Manager **Isaac Ewuah , February 03, 2026**	**CAO/Director**

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN

For the Nine Months Ending December 31, 2025

	Original Budget	Current YTD	2025	Funds Available	% of Budget
City Revenues					
Property Taxes	48,781,073	36,904,450	35,236,790	11,876,623	75.65%
Provincial Grant	23,824,902	17,793,992	15,718,816	6,030,910	74.69%
CUSA 1999 Memorandum of Agreement	140,000			140,000	0.00%
Licenses	3,050,300	1,313,703	2,808,693	1,736,597	43.07%
Parking Garages	500,000	292,868	249,641	207,132	58.57%
Parking Meters	895,514	706,966	655,701	188,548	78.95%
Police	2,181,500	638,569	788,577	1,542,931	29.27%
Outside Fire Protection	30,000	30,000			100.00%
Utility Administration Fee	205,000	153,750	153,750	51,250	75.00%
Interest	50,000	139,013	440,969	(89,013)	278.03%
Recreation	876,460	717,211	469,806	159,249	81.83%
Tourism Accommodation Levy Administration Fee	2,000,000	2,066,242	1,686,718	(66,242)	103.31%
Municipal Capital Expenditure Grant	4,500,000	334,584	1,899,230	4,165,416	7.44%
Housing Accelerator Fund Revenue	1,777,379	(9,218)		1,786,597	(0.52%)
Other Revenue	1,133,913	2,721,765	841,525	(1,587,852)	240.03%
City Operating Revenue	89,946,041	63,803,895	60,950,216	26,142,147	70.94%
City Expenditures					
General Government Services:					
City Government	3,149,004	2,133,001	2,119,720	1,016,003	67.74%
Finance and Audit	1,192,229	781,337	638,282	410,893	65.54%
Municipal Buildings	2,360,000	1,606,946	1,536,576	753,054	68.09%
Insurance	1,073,971	589,872	566,451	484,099	54.92%
Communications	46,500	29,642	28,274	16,858	63.75%
Mayor and Council	880,255	604,660	651,136	275,596	68.69%
	8,701,959	5,745,458	5,540,439	2,956,504	66.02%
Protective Services:					
Fire Department	6,407,863	4,521,660	5,013,965	1,886,204	70.56%
Emergency Preparedness - Fiona Funding					0.00%
Emergency Preparedness - Fiona Expenses	47,669	16,157	157,294	31,512	33.89%
Police Department	15,932,370	10,994,575	9,541,438	4,937,794	69.01%
	22,387,902	15,532,392	14,712,697	6,855,510	69.38%
Public Works	18,180,000	11,254,329	10,903,465	6,925,671	61.90%
Fiscal Services	17,981,923	12,732,649	7,579,703	5,249,274	70.81%
Parks and Recreation	5,474,890	3,873,969	3,426,166	1,600,921	70.76%
Environmental Sustainability	1,742,153	1,262,883	414,197	479,270	72.49%
Planning	3,203,172	1,707,452	1,267,295	1,480,720	53.56%
Heritage	228,500	41,331	34,165	202,169	16.97%
Economic Development, Tourism and Culture	3,337,563	2,277,130	2,410,204	1,060,433	68.23%
Human Resources	1,493,816	927,221	693,392	566,595	62.07%
Strategic Priorites & Intergovernmental Cooperation	18,500	4,758	(14,116)	13,742	25.72%
Transit System	2,513,364	1,545,773	1,639,904	967,591	61.50%
Information Technology	1,396,400	806,927	700,523	589,473	57.79%
Other	5,518,085	2,805,432	2,943,777	2,712,653	50.84%
Tourism Accommodation Levy	2,000,000	2,300,981	1,784,599	(300,981)	115.05%
Total City Expenditures	**94,178,227**	**62,818,685**	**54,036,410**	**31,359,545**	**66.70%**
City Revenue less Expenditures	**(4,232,186)**	**985,210**	**6,913,806**	**(5,217,398)**	
Prior Year Operating Surplus (Deficit) - City	3,484,425	(985,210)	(6,913,806)	5,217,398	
City Surplus (Deficit)	**(747,761)**	**0**	**0**	**0**	
Water and Sewer Annual Operations					
Water and Sewer Operating Revenue	16,052,860	11,413,216	13,142,735	4,639,644	71.10%
Water and Sewer Expenditures					
Administration	1,021,312	331,953	514,545	689,359	32.50%
Works & Engineering	6,726,244	3,013,947	3,966,136	3,712,297	44.81%
Debt Administration	4,855,879	3,639,845	3,559,482	1,216,034	74.96%
Charlottetown Pollution Control Plant	3,729,771	2,393,852	2,267,964	1,335,919	64.18%
Total Water and Sewer Expenditures	16,333,206	9,379,597	10,308,127	6,953,609	57.43%
Water and Sewer Revenue less Expenditures	**(280,346)**	**2,033,619**	**2,834,608**	**(2,313,965)**	
Prior Year Operating Surplus (Deficit) - Utility	1,172,412	(2,033,619)	(2,834,608)	2,313,965	
Water and Sewer Surplus (Deficit)	**892,066**	**0**	**0**	**0**	
Current Year Consolidated Operating Surplus (Deficit)	**144,305**	**0**	**0**	**0**	

HUMAN RESOURCES COMMITTEE
REPORT TO COUNCIL

February 10, 2026

The Human Resources Committee met on February 9th; the minutes of the meeting are included in your package. There is one (1) resolution anticipated from the Closed Session for the Council's consideration.

Respectfully submitted,

_____

Councillor Norman Beck, Chair

HUMAN RESOURCES COMMITTEE

DRAFT

Monday, February 9, 2026

11:30AM – Parkdale Room – City Hall 199 Queen Street

Open Session

PRESENT: **Councilor, Norman Beck, Chair**
Councilor, Julie McCabe
Councilor, Trevor MacKinnon

ALSO: **Emilee MacLeod, Manager of Human Resources**
Ashley Dunn, Human Resources Services Officer
Stephanie Chaloner, HR Policy and Programs Coordinator
Brad MacConnell, CAO

REGRETS:
Mayor Philip Brown

1) Call to order:

Chair, Norman Beck called the meeting to order at 11:25 am.

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 Julie McCabe and seconded by Councilor Trevor MacKinnon that the minutes be approved. Carried.

5) Business Arising from Minutes:

None

6) Discussion(s)/Reports (s):

Councillor Norman Beck requested that an additional item be added to the closed session agenda. Discussion of the Chief of Police position. A motion was made by Councillor Trevor Mackinnon and seconded by Councillor McCabe to move into closed session, including the added agenda item. The motion was carried.

- Staffing Numbers HR-02-09-2026-01

Manager of Human Resources Emilee MacLeod presented the staffing numbers to the Committee. Following the presentation, she opened the floor for questions; however, no questions were raised.

- Recruitment Update HR-02-09-2026-02

Manager of Human Resources Emilee MacLeod presented a summary of recruitment activities to the Committee and opened the floor for questions. Councillor Julie McCabe inquired whether feedback is received from candidates who decline employment offers. Emilee MacLeod explained that there doesn't seem to be a trend or one specific reason. Councillor Norman Beck spoke regarding the Advisory Board Guild and Emilee MacLeod provided an explanation of the role and purpose of advisory boards. Councillor Trevor Mackinnon requested clarification regarding the term "relief FF," which Emilee MacLeod subsequently explained.

- Mental Health and Wellness Strategy Presentation HR-02-09-2026-03

Manager of Human Resources Emilee MacLeod introduced Stephanie Chaloner and advised the Committee that this presentation represented the City's first Mental Health and Wellness Strategy. Emilee MacLeod and Stephanie Chaloner delivered the presentation jointly. Stephanie Chaloner highlighted the City's current mental health programs and supports and identified gaps in available services, including the lack of local counselling options and the need for expanded online services for frontline workers. Emilee MacLeod outlined additional proposed measures, including enhanced training, supports, and resources, noting that the initial offerings would be directed toward first responders.

During discussion, Councillor Norman Beck asked how many participants would be included in each session, and Emilee MacLeod clarified that the sessions would be offered on an individual basis. System improvements and policy enhancements were

also discussed. Emilee MacLeod presented the projected costs for the four-year strategy and budgetary items specific to the 2026-2027 Human Resources budget.

Stephanie reviewed the expected outcomes of the strategy. Emilee further explained the process for staff members seeking support services. Councillor Trevor Mackinnon asked whether education and communication initiatives would be included, and Emilee MacLeod confirmed that on-the-road education opportunities would be an option at various work locations. Emilee MacLeod emphasized that this presentation represented the first year of a four-year strategy. Councillor Julie McCabe expressed strong support for the initiative, and Councillor Norman Beck commented positively on the projected results and requested ongoing updates regarding program progress.

- Human Resources Operational Budget HR-02-09-2026-04

Manager of Human Resources Emilee MacLeod presented the Human Resources operational budget to the Committee. The presentation included a review of salaries reflecting approved positions and increment changes, office supplies, employee services, payroll services including ADP, and contract services. It was noted that contract services increased due to expenses being reallocated from other budget lines, and that external job postings would now be charged to this account. Staff development costs, including employee certifications, professional dues, and conferences, were reviewed, and a decrease in miscellaneous expenses was noted.

During discussion, Councillor Norman Beck asked about the number of employee assistance sessions available, Emilee MacLeod noted that LifeWorks was the previous provider and that Kii Health is the current provider. Stephanie Chaloner clarified that three sessions are available to assist employees in accessing appropriate support, and that no local provider is currently available. Councillor Trevor Mackinnon requested clarification regarding which expenses fall under the employee services budget. It was noted that while the proposed mental health initiatives are in that category, there were no New Manager's Certificate attendees budgeted for this upcoming year.

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;

- Labour Relations Update HR-02-09-2026-05
- Labour Negotiations – CUPE 501 Negotiations HR-02-09-2026-06

8) Business Arising from the Closed Session

Committee agreed to move the CUPE 501 Collective Agreement matter to Council at the Regular Meeting February 10, 2026 (Closed Session).

9) Introduction of New Business

None

10) Adjournment

Moved by Councilor Julie McCabe and seconded by Councilor Trevor MacKinnon**.**

Closed meeting 12:41 pm.

City of Charlottetown

Report No: HR-02-09-2026-01

Date: February 9, 2026

Directed to Council through the following Committee:
Human Resources Committee

Attachments:
- Staffing Numbers

Department: Human Resources

Prepared by: Emilee MacLeod, Human Resources Manager

Report Title:
Staffing Numbers

Report Purpose:
To provide an update to Committee on current Staffing Numbers.

Recommendation:
For information purposes only.

Report Details:

Overview

January	2025	2026
Permanent	264	275
Contract	10	12
Casual	67	72
Part Time	10	12
Entry Level Seasonal	36	31
Seasonal	40	36
Project Staff	0	0
Total	427	438

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 05-Feb-26**	**CAO** **Brad MacConnell 06-Feb-26**

	2025												2026
	Jan	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**
Permanent	264	268	259	266	267	268	251	251	255	254	277	276	275
Contract	10	10	10	12	12	12	9	10	9	8	12	12	12
Casual	67	70	74	76	112	114	129	133	101	106	88	70	72
Part Time	10	10	10	3	11	15	14	14	14	15	19	12	12
ELS	36	35	26	26	72	73	80	82	61	59	40	32	31
Seasonal	40	36	39	58	99	96	95	95	90	92	50	36	36
Project	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	**427**	**429**	**418**	**441**	**573**	**578**	**578**	**585**	**530**	**534**	**486**	**438**	**438**

City of Charlottetown

Report No: HR-02-09-2026-02

Date: February 9, 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:

- Sara Stoddard was the successful candidate in the communications Coordinator competition, effective February 9th.
- Stephanie Mitchell was the successful candidate in the Communications Officer competition, effective February 17th.
- Interviews were held last week for the Police Constable competition.
- Twenty-three applications were received for the Relief Firefighter competition, with interviews scheduled for next week. Applications have been screened and sent to management for review. The fitness evaluations are scheduled to take place on February 18th.
- The external competitions for Building Inspector II with the Planning Department, Superintendent for the Wastewater Treatment Plant and Manager of Finance will remain open until successful candidates are selected. We did interview someone last week for the Manager of Finance position and are in the process of checking references.
- Seventeen applications were received for the Technician II competition with the Wastewater Treatment Plant. Application has been screened and sent to management for review. Interviews are scheduled to take place next week.
- The external competition for the HR Executive Assistant position closed last week with over 55 applications received. Once screening has been completed, interviews will be scheduled in the coming weeks.
- Six applications were received for the PEI Arts Guild Advisory Board callout.
- The internal CUPE 830 competitions for Technician I and Account/Operations Clerk will close on February 13th and 17th respectively.
- The external competition for Chief of Police Services will remain active until a successful candidate is selected.
- The external competition for Part-time Dispatch with Police Services will close on February 19th.

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 05-Feb-26**	**CAO** **Brad MacConnell 06-Feb-26**

City of Charlottetown	**Report No: HR-02-09-2026-03** **Date: February 9, 2026**
Directed to Council through the following Committee: Human Resources Committee **Department: Human Resources** **Prepared by:** Emilee MacLeod, Manager of Human Resources	**Attachments:**

Report Title:
City of Charlottetown Mental Health and Wellness Strategy

Report Purpose:
To review the City of Charlottetown Mental Health and Wellness Strategy with the Human Resources Committee.

Recommendation:
That the Human Resources Committee approve and forward to Council, the proposed Mental Health and Wellness Strategy.

Report Details:
The City of Charlottetown's Human Resources department recognizes that the well-being of our employees is essential to a healthy, productive, and supportive workplace.

We are going to present the DRAFT Mental Health and Wellness Strategy, which is a comprehensive approach to promoting workplace wellness, reducing stigma, and ensuring that every employee feels supported at work.

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 05-Feb-26**	**CAO** **Brad MacConnell 06-Feb-26**

City of Charlottetown	**Report No: HR-02-09-2026-04** **Date: February 9, 2026**
Directed to Council through the following Committee: Human Resources Committee **Department: Human Resources** **Prepared by:** Emilee MacLeod, Manager of Human Resources	**Attachments:** • HR Budget

Report Title:
Human Resources – 2026/2027 Operational Budget

Report Purpose:
To review the Human Resources 2026/2027 Operational Budget with the Human Resources Committee.

Recommendation:
That the Human Resources Committee approve and forward to Council, the proposed HR Operational Budget for the 2026/2027 fiscal year.

Report Details:
Please see attached HR Operational Budget for the 2026/2027 fiscal year.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
Financial Obligations: Part 6, Division 1 of Municipal Government Act.

Strategic Alignment:
Our Guiding Principles: Accountable to residents, ourselves and to each other (Page 7)
Our Commitments - Sustainability in all its forms including social, financial and environmental (Page 8)

Reviewed By:

Manager/Director **Emilee MacLeod 05-Feb-26**	**CAO** **Brad MacConnell 06-Feb-26**

2026-2027 Annual Estimates - City of Charlottetown

	Detailed Breakdown of Budget Item			Comments
	Human Resources			
	Salaries & Benefits:			
010-1600-50010-0000 CR-HR-Salaries	MANAGER - HUMAN RESOURCES			
	ASSISTANT MANAGER			
	HUMAN RESOURCES EXECUTIVE ASSISTANT			
	HUMAN RESOURCES SERVICES OFFICER			
	PAYROLL SERVICES OFFICER			
	PAYROLL SERVICES OFFICER			
	HUMAN RESOURCES POLICY & PROCEDURES COORDINATOR			
	HEALTH & SAFETY OFFICER			
	HEALTH & SAFETY OFFICER			
	RECRUITMENT COORDINATOR			
		Total	$ 1,210,804.90	
	Office Supplies:			
010-1600-50250-0000 CR-HR-Fees - Other	MISC. OFFICE SUPPLIES			
		Total	$ 1,150.00	
	Employee Services:			
010-1600-50275-0000 CR-HR-Employee Services	Staff BBQ			
	Service Awards			
	Staff Engagement Activities			
	Employee Appreciation Day			
	Staff Appreciation			
	Volunteer Thank You's			
	Cards			
	Pension Commission Meetings			
	Retirement Session			
	Wellness Program			
		Total	$ 56,580.00	
	Payroll Services:			
010-1600-50280-0000 CR-HR-Payroll Services	ADP HR and Payroll Bundle			
		Total	$ 103,500.00	
	Contract Services:			
010-1600-50285-0000 CR-HR-Contracts	Ongoing negotiations, arbitrations, meeting space and legal fees			
010-1600-50286-0000 CR-HR-Recruitment	Job Evaluation			
	External Recruitment Postings			
		Total	$ 115,000.00	
	Organizational Development:			
010-1600-50290-0000 CR-HR-Workplace Educator	Leadership Development Training/Workshop			
	Psychologically Safe Leadership Certificate Training *			
	Leadership Wellness Workshop Virtual/Healthy Leaders, Thriving Teams			
	Wellness Fund for Departments			
	Prevail PEI Mental Health Monitoring *			
	Serene View Ranch Partnership *			
	Haleo Sleep Solutions			
	Before Operational Stress (BOS)			
	Strength Warrior Program			
		Total	$ 37,731.50	
	Staff Development:			
010-1600-50505-0000 CR-HR-Training Materials & Registration	Annual Memberships (CPHR, NPI, HSPC, CAMA)			
	Various training Required to maintain memberships and			
010-1600-50550-0000 CR-HR-Travel - Staff	designations			
010-1600-50520-0000 CR-HR-Training - Council	Conferences and Workshops			
	Misc. Council Training			
	Travel to Conferences and Training			
		Total	$ 32,909.55	
	Miscellaneous:			
010-1600-59005-0000 CR-HR-Miscellaneous	Departmental Subscriptions			
		Total	$ 3,852.50	
	Small Miscellaneous Equipment:			
010-1600-51105-0000 CR-HR-New Equipment	Office Furniture			
		Total	$ 6,353.75	
	Employee Assisstance Program:			
010-1600-55227-0000 CR-HR-Employee Assistant Program	KiiHealth Annual Fees			
		Total	$ 11,500.00	
			$ 1,579,382.20	

ECONOMIC, TOURISM &
CULTURAL DEVELOPMENT COMMITTEE
REPORT TO COUNCIL
FEBRUARY 10, 2026

The Economic, Tourism & Cultural Development Committee has not met since the last regular meeting of Council. The Arts Advisory Board met on January 14, 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
January 14, 2026
1:30 pm Charlottetown City Hall, West Royalty Room

Present: Patricia Bourque
Robert Tsonos (online)
Carol Horne (online)
Renée Laprise

Doug Dumais, CEC

1. Call to Order

The meeting was called to order at 1:36 pm by Doug, who chaired the meeting in the absence of the Chair and Vice-Chair.

2. Declarations of Conflict of Interest

No declarations of conflict of interest were noted.

3. Approval of the Agenda

Robert moved to approve the agenda; seconded by Renée.

4. Approval of the Minutes

It was moved by Renée. and seconded by Carol to approve the minutes of the last meeting of AAB.

5. Arts and Culture Awards

The Charlottetown Arts and Culture Awards will be held in March at an invitation-only ceremony. The call for nominations is out now and will close on February 4 (it has since been extended to February 11).

The committee will consider the submissions and decide on the "Late Great" Award at that time. The call for nominations has been posted on Facebook and Instagram, and an ad will appear in the February BUZZ. Board members are encouraged to share the call and nominate local artists.

The City's events team will support with entertainment, and several ideas were considered for entertainment and hosting. Board members will be assisting on the night as greeters or in other roles. Robert will represent the Board on the Awards jury. Jamilynn Wilson is working on the actual award - a pottery vase.

DRAFT

6. Mural Opportunity

After positive discussions with the Stratford culture staff, a joint RFP in for a comprehensive mural project was not possible this year due to logistical considerations—though there was significant appetite among municipal staff to collaborate on future opportunities. A call for a new mural in Charlottetown will be released soon, with plans for installation by the summer of 2026.

The Board discussed two possible locations, a budget, and the jurying process. The CEC will provide an update at the next AAB meeting.

7. City Update

Artists are now working on the traffic control cabinets and researching each neighbourhood. Designs will be delivered in March, then submitted to Council. It should be noted that City Council members expressed their appreciation for the traffic control cabinet project.

Doug reminded board members that by September, most activities will pause and the board will be dissolved until after the civic election in November, at which point board members may be reappointed, or new board members invited to join.

The discussion continued from the last meeting regarding the City's Reconciliation Roadmap. Board members reiterated that great care must be taken to respect the personal and emotional resources of the Mi'kmaq community; many demands have been placed on the members as organizations undertake Reconciliation efforts. Renée emphasized that meaningful results and practical solutions should be the priority.

8. New Business

No new business.

10. **Adjournment**

Renée moved to adjourn at 2:39 pm.

DRAFT

STRATEGIC PRIORITIES, COMMUNICATIONS &
INTERGOVERNMENTAL COOPERATION COMMITTEE
REPORT TO COUNCIL
FEBRUARY 10, 2026

The Strategic Priorities, Communications & Intergovernmental Cooperation Committee met on January 29, 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
Monday, January 29, 2026
12:00 PM – Council Chamber

Present: Councillor Justin Muttart, Chair
Mayor Philip Brown, Member at Large
Councillor Trevor MacKinnon, Member at Large

Also: Richard MacEwen, DCS
Mike Ruus, DIG
Frank Quinn, PRM
Rory Chaisson, SITO
Melanie Bailey, SIO
Jessica Bradley, SCO
Chantal Matheson, ERPC I

Regrets: Deputy Mayor Alanna Jankov, Member at Large
Brad MacConnell, CAO

1) Call to Order
Councillor Justin Muttart, Chair, called the meeting to order at 12:00 PM.

2) Declarations of conflict of interest
There were no conflicts of interest declared.

3) Approval of Agenda
It was moved by Councillor Trevor MacKinnon and seconded by Mayor Philip Brown that the agenda be amended to defer item 6(c). Carried.

4) Approval of Minutes
It was moved by Councillor Trevor MacKinnon and seconded by Mayor Philip Brown that the minutes of January 5, 2026, be approved. Carried.

5) Business Arising from the minutes
There was no business arising from the minutes.

6) Discussion Items/Reports:

a) Body Cameras
Rory Chaisson presented the report**.** The report was shared for information purposes from the Protective and Emergency Services Committee. The Protective and Emergency Services Committee is supporting staff's decision to sole source ten (10) Body-Worn Cameras from Motorola Solutions Canada Inc. for a 12-month commitment as part of the Real-Time Operations Centre pilot project. The Strategic Priorities, Communications & Intergovernmental Cooperation Committee was in support of the project.

b) Strategic Plan ProgressReport
Melanie Bailey, SIO presented the report. Year three of the City's first four-year strategic plan has concluded. The report contextualized progress within rapid population growth, infrastructure and service demand, emergency response to post-Fiona impacts, housing pressures, transit growth and climate action initiatives. Departmental highlights and upcoming priorities were summarized across the City Corporation.

The committee discussion focused on preparing for the development of the next strategic plan (2027–2031), budget implications and improving public-facing updates on strategic plan progress via Charlottetown Hall and the City website.

The Committee requested improved public communication of strategic plan progress and for continued updates as the City enters the final year of the plan. Communications will update Charlottetown Hall page with progress of Charlottetown's Strategic Plan.

c) Monument & Memorial Policy
Frank Quinn, PRM presented the report. A draft Monument and Memorial Policy was presented for feedback. The policy establishes criteria, application processes, and responsibilities for monuments and memorials on City property. The distinctions between monuments and memorials were clarified. The policy does not apply to memorial benches, tree plantings, or public art as they are covered under separate policies.

There was a discussion on consideration of national, provincial, and potentially international significance. Alignment with existing City policies (e.g., flag raising policy). Importance of protection of the City's reputation, integrity, and community interests. Ensuring language is clear surrounding applicant responsibility for costs and maintenance. Provisions regarding removal or relocation. Committee members emphasized the importance of careful wording for sensitive or contentious proposals.

After discussion, it was the consensus of the committee that the draft policy to be circulated to all Council members for feedback. Once revisions are made incorporating committee and Council input, it was requested to have the policy brought back to this committee for another discussion and review.

7) Introduction of New Business
There was no new business.

8) Adjournment
It was moved by Mayor Philip Brown and seconded by Councillor Trevor MacKinnon that the meeting be adjourned. CARRIED.

Meeting adjourned at 12:47 PM

DRAFT

City of Charlottetown

Committee Report

Report No: 12-16- 02

Date: December 16, 2025

Directed to Council through the following Committee:
Protective & Emergency Services Committee

Attachments:

Reporting Department:
Police Services

Other Associated Departments:
N/A

Prepared by:
S. Coombs

Report Title:
Body-Worn Cameras

Report Purpose:
Information Purposes Only.

Staff Recommendation:
That the report be shared with the Strategic Priorities, Communications and Intergovernmental Cooperation Committee for information sharing.

Report Details:

Four (4) body-worn cameras are currently being tested and used by Charlottetown Police Services General Patrol Unit as a mechanism to support transparency, accountability and evidence gathering. Based on the current testing, and increase in use by police in Canada, CPS is seeking Council approval to sole source the purchase 10 body-worn cameras for a 12-month commitment to support the continuation of its testing phase and the Real-Time Operations Centre (RTOC) pilot project.

The service fee for the body-worn cameras includes the cloud-based CommandCentral Aware (CCA) and digital evidence management solution (DEMS), along with support from the Canadian project team, Canadian-based Network Operations Centre and Service Desk. The service fee for the 12-month commitment is $23,280.

The RTOC pilot project will integrate new and existing technology for Charlottetown Police Services into one unit. As diagramed below, the RTOC will utilize Motorola's CommandCentral Aware (CCA) software, a unified solution to bring together e-Watch, automated license plate readers, the P25 radio system, but also body-worn cameras and in-car video (including vehicle GPS). Additionally, CCA includes a digital evidence management system to help gather, store and disclose evidence video footage. Motorola is the only provider that can connect 100% of the ecosystem.



Council or Committee History:
N/A

Financial Implications:
The $23,280 service fee is within the IT department's approved 2025-26 Operating Budget.

Public Engagement and Communication:
N/A

Legislative Authority:
N/A

Strategic Alignment: Governance and Civic Engagement

Guiding Principles: Safety in all we do. People-focused always. Accountable to residents, ourselves and each other.

Reviewed By:	
Manager / Director / Chief J. McCarron	**CAO**

Committee Recommendation: (if differing from staff): To be shared with SPC&IC Committee

City of Charlottetown Committee Report

Report No: SPC&IC-2026-0129-001

Date: January 29, 2026

Directed to Council through the following Committee:
Strategic Priorities, Communications, and Intergovernmental Cooperation (SPCIC)

Reporting Department:
Administration

Other Associated Departments:
N/A

Prepared by:
Melanie Bailey, Strategic Initiatives Officer

Attachments:

1. Jan 29 2026 SPCIC Report _ Overview of Discussion
2. Strategic Action Items _ Status Update

Report Title:
Charlottetown Strategic Plan 2022-2026, Progress Report.

Report Purpose:

Provide the *Strategic Priorities, Communications, and Intergovernmental Cooperation (SPCIC) Committee* and update on Strategic Plan (2022-2026) progress and remaining priorities for 2026.

Staff Recommendation:

That Committee receives this report for their review, discussion, and planning in the shared work of advancing the City's Strategic Plan.

Discussion:

As the City completes year three and prepares for the fourth and final year of the Strategic Plan, what have been the City's progress, results, and impact? What work has been completed and what work is remaining?

To answer these questions, an overview to guide discussions and a Strategic Plan progress report are attached.

Following the update and review of enclosed documents, I am seeking Committee's advice in preparing for the final year of the current Strategic Plan, expectations around monitoring progress, and direction on the best approach forward for initiating the City's next Strategic Plan – to chart the 'next' four-year path through an elected, staff, and resident-informed new four-year Strategic Plan, the vision, guiding principles, strategic direction, priority actions, and desired outcomes - to guide us over the next four years.

Council or Committee History:

- September 2025, Strategic Priorities, Communications, and Intergovernmental Standing Committee Meeting
- May 26 2025, Strategic Priorities, Communications, and Intergovernmental Standing Committee Meeting, Introduction of New Business
- January 2023, Strategic Priorities, Communications, and Intergovernmental Committee Meeting
- 2022 Strategic Priorities, Communications, and Intergovernmental Committee Meetings, Progress of Strategic Plan Development

Financial Implications:

Considerations of future Strategic Plan, survey, and public engagement costs.

Public Engagement and Communication:

Public engagement and communications foundational through Strategic Plan development processes and annual work prioritization.

Legislative Authority:

Municipal Government Act (MGA)

Strategic Alignment:

Our Guiding Principles: Accountable to residents, ourselves and to each other (Page 7).
Our Commitments - Transparency to strengthen accountability and trust (Page 8).
Pillars:
- Governance and Civic Engagement
- Community Building and Placemaking
- Inclusive Economic Growth
- Infrastructure and the Environment

Reviewed By:	
Staff: M. Bailey, SIO – July 22, 2025	**Director/CAO:** Brad MacConnell, CAO

Committee Recommendation: (if differing from staff)

Strategic Plan Update

Strategic Priorities, Communications, and Intergovernmental Cooperation (SPCIC)
January 29th, 2026

As we conclude year three of a four-year Strategic Plan (2022-2026), what has been the City's progress, results, and impact? What work has been completed and what work is remaining?

To answer those questions, during the September 2025 SPCIC Standing Committee, a presentation was shared to provide an update and findings under the following topics:

1. The context within which strategic plan advanced: historic growth
2. The backdrop within which the strategic plan advanced: unprecedented challenges.
3. The City's population growth and the resulting demand on infrastructure and services.
4. Overview of the strategic plan development (2022)
5. Highlights and impact of the city's work over the last three years.
6. A progress report to update on the City's 97 strategic actions.

As previously noted, the work completed to date was made possible through the priority Council and CAO placed on Strategic Planning, CAO MacConnell's requirement to advance this priority, and the extensive work completed by Carly Mayhew, with support from Council, staff, and input from all Departments.

In revisiting the Strategic Plan today and to prepare for the final year in the Strategic Plan, we'll review the City's progress since September, the work remaining, and highlight some of the current priorities that are currently under budget discussions and deliberation.

Strategic Plan Progress: January 29, 2026

Status		18-Sep-25	29-Jan-26
Complete	⬆	52.6%	59.8%
Complete or Nearly Complete	⬆	71.1%	**79.4%**
Needs More Time	⬇	18.6%	**14.4%**
Risk	⬇	10.3%	**6.2%**

Total Number of Actions:	**97**

While a high percentage of priorities have advanced and strong progress has been made since September, there are remaining 2022-2026 priorities and there won't be budget for all- what will be the highest priorities for 2026?

With that conversation is already underway in each Committee and with Council, today's update will provide a high-level overview of remaining priorities, completed priorities, and provide us a chance to prepare for the final year of our current Strategic Plan.

Strategic Priorities:

While the list below is **not** inclusive of all priorities in the strategic plan, nor inclusive of all priorities within municipal jurisdiction, this list provides a snapshot of *some* priorities within the Strategic Plan and budget deliberation processes.

Examples of Strategic Plan priorities:

- Ongoing North River and University Avenue infrastructure requirements, traffic safety, active transportation, and capital project deliberation.
- Ongoing water and sewer infrastructure requirements, maintenance, priority initiatives, and wellfield protection.
- Sidewalks.
- Public Transit.

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- GIS systems and expansion for operational efficiency and modernization.
- Cyber security and ongoing network modernization.
- Hiring plans, recruiting, and retaining talent.
- Upgraded website.

- Continued advancement of housing acceleration efforts and HAF requirements through digitalized building permits, official plan, and zoning work.
- Maintaining grant support for those building affordable housing in response to Planning's HNA study identifying increasing challenges with housing affordability.

- Ongoing tree canopy restoration to mitigate Fiona loss.
- Implementation of Climate Action Plan.
- Simmons Sports Centre, final steps.

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- Economic and community development initiatives.
- Advancing Fire Master Plan and required coverage.
- Ongoing response to public safety, crime mitigation, specialized policing services, countering new trends, and technology and equipment for real time operations.

While this is only a small list of the wide-ranging and important priorities that being discussed, it touches on the range and importance of needs that fall in the continuum of municipal jurisdiction and have to be prioritized. Alongside this, prioritizing existing needs, has been growing demands, unprecedented challenges, and the historic growth in population (2020-2024) that resulted in historic demand on infrastructure and services, leading to the competing pressures of 'both' catching up to growth and keeping pace with growth.

Charting our next "new" strategic plan – forward-looking path, priorities, and vision, has never been more important, as it is for each City in Canada accommodating historic growth, responding to unprecedented challenges, and navigating the resulting demand on municipalities.

For Charlottetown's path forward, a decision on the approach to the next four-year strategic plan vision and the upcoming work of prioritizing, determining, and charting our next four year path forward, with resident input, will be an important step in creating a plan forward and preparing for the needs ahead.

Strategic Action (2022-2026):

As the discussion turns to the current Strategic Plan work and that status of each priority, the enclosed two-page **Strategic Plan Actions _ Status Update** will be used to guide our discussion.

DEPARTMENT	ACTION	Process Step	STATUS	25%	50%	75%	100%	STRATEGIC PILLAR
Administration	Staffing and Accommodation Plan	1	Ongoing					Governance and Civic Engagement
	Governance Review	1	Complete					Governance and Civic Engagement
	New Bylaw Renewal [2025]	2	Ongoing					Governance and Civic Engagement
	Internal Engagement Strategy	2	Ongoing					Governance and Civic Engagement
	DEI Framework	3	Progress					Community-Building and Placemaking
	Community Survey (biennial)	4	**Pending Budget**		Budget Required			Governance and Civic Engagement
	NEW Initiate Baseline Strategic Plan 2027-2031	4	**Pending Budget**		Budget Required			Governance and Civic Engagement
Communications	Brand Standards and Guidelines [2023]	1	Complete					Governance and Civic Engagement
	Community Engagement Platform	1	**Ongoing**					Governance and Civic Engagement
	Media Monitoring Services	1	Managed in house					Governance and Civic Engagement
	NEW Daily Media Digest	1	Ongoing					Governance and Civic Engagement
	NEW Annual Budget Survey	1	Ongoing					Governance and Civic Engagement
	NEW Staff Intranet	1	Ongoing					Governance and Civic Engagement
	Council Communications	1	Complete; Next Step Option					Governance and Civic Engagement
	Media Relations Policy	3	Progress			Pending Staffing		Governance and Civic Engagement
	New Website (IT)	4	**Pending Budget**		Budget Required			Governance and Civic Engagement
Economic, Tourism, and Cultural Development	2023 Canada Winter Games - Infrastructure	1	Complete					Inclusive Economic Growth
	Signature Event Hosting – Enhance	1	**Ongoing**					Inclusive Economic Growth
	Cultural Policy	1	Complete					Inclusive Economic Growth
	Investment profile	1	**Ongoing**					Inclusive Economic Growth
	Sport Tourism Strategy – Renew	1	Complete					Inclusive Economic Growth
	Data Mining Practices	1	**Ongoing**					Infrastructure and the Environment
	Public Art ~~Action Plan~~ [Policy Renewal]	2	Nearing Completion					Inclusive Economic Growth
	Roadmap to Reconciliation	2	Progress					Inclusive Economic Growth
	Economic Development Strategy	3	Progress					Inclusive Economic Growth
Environment and Sustainability	Climate Action Plan	1	Complete; Next Steps					Community-Building and Placemaking
	Community Tree Planting Programs	1	**Ongoing**					Community-Building and Placemaking
	Food Strategy	1	Complete					Community-Building and Placemaking
	Natural Asset Management	1	**Ongoing**					Community-Building and Placemaking
	Urban Agriculture	1	**Ongoing**					Community-Building and Placemaking
	Sustainable Procurement	1	Complete, w/ Finance					Inclusive Economic Growth
	Home Flood Rebate Program	1	**Ongoing**					Infrastructure and the Environment
	Public Transit Master Plan	1	Complete; Next Steps					Infrastructure and the Environment
	Residential Tree Clean Up Program [Fiona]	1	Complete					Infrastructure and the Environment
	Watershed Management	1	**Ongoing**					Infrastructure and the Environment
	Active Transportation Plan	1	Complete; Next Steps					Community-Building and Placemaking
	Energy Performance Improvements	2	**Ongoing**					Infrastructure and the Environment
	Tree Inventory & Work Order Management	3	Progress					Infrastructure and the Environment
Finance	Paperless Accounting Plan	1	Complete					Governance and Civic Engagement
	NEW Procurement Bylaw	1	Complete					Inclusive Economic Growth
	NEW Procurement Officer	1	Complete					Governance and Civic Engagement
	NEW Accounting Software	3	Initiated					Governance and Civic Engagement
	Long Range Budget/Forecasting	3	Progress			Pending Staffing		Governance and Civic Engagement
	Policy Review	4	Initiated		Pending Staffing			Governance and Civic Engagement
Fire Services	NEW Fire Underwriter Survey (FUS)	1	Complete					Community-Building and Placemaking
	Standard Operating Procedures	2	Nearing Completion					Governance and Civic Engagement
	NEW FUS Recommendations Development	1	Complete					Community-Building and Placemaking
	NEW EMO Upgrade (Bylaw, Plan, Training, MOU)	1	Complete					Governance and Civic Engagement
	Fire Master Plan	3	Progress					Governance and Civic Engagement
	Records Management	3	Progress		Budget Required			Governance and Civic Engagement
Human Resources (HR)	Electronic Payroll System	1	Complete					Governance and Civic Engagement
	Employee Engagement Survey	1	Complete; roll-out underway					Governance and Civic Engagement
	NEW Police/Fire Recruitment Initiatives	1	Complete					Community-Building and Placemaking
	Leadership Development	2	Ongoing					Governance and Civic Engagement
	Performance Management	3	Ongoing					Governance and Civic Engagement
	Recruitment and Retention Strategy	3	Progress					Governance and Civic Engagement
Information Technology	Cyber Security Updates	1	Continuous; Ongoing					Infrastructure and the Environment
	NEW Internal Security Audits	1	Continuous; Ongoing					Infrastructure and the Environment
	Network Modernization	2	Nearing Completion					Infrastructure and the Environment
	VOIP	2	Nearing Completion					Infrastructure and the Environment
	Building Updates	2	Nearing Completion; Ongoing					Infrastructure and the Environment

Infrastructure and Asset Management	Asset Management Mapping and Info	1	Complete					Infrastructure and the Environment
	NEW Enterprise GIS for City Departments	1	Ongoing					Governance and Civic Engagement
	NEW GIS application for Water & Sewer	1	Complete; Ongoing Usage					Infrastructure and the Environment
	NEW Digital (Automated) Building Permit System	3	Progress					Infrastructure and the Environment
	Asset Management Strategy and Plan	3	Initial (Paul); Final (Budget ask)			Budget Required		Infrastructure and the Environment
Parks and Recreation	Simmons Sports Centre Replacement	1	Complete; Next Steps					Community-Building and Placemaking
	Victoria Park Shoreline Protection	1	Complete					Community-Building and Placemaking
	Parks and Playground Development	2	**Ongoing**					Community-Building and Placemaking
	Parks and Open Space Master Plan	2	Progress					Community-Building and Placemaking
Planning and Heritage	Growth Management Study	1	Complete					Infrastructure and the Environment
	Affordable Housing Incentive Program	1	**Ongoing**					Inclusive Economic Growth
	Zoning Bylaw Review	2	Final Step, Public Engagement					Infrastructure and the Environment
	Automated Building Permit System	2	Progress					Governance and Civic Engagement
	Records Management System	3	Progress					Inclusive Economic Growth
	Official Plan	on hold	Ministerial Review					Infrastructure and the Environment
	NEW Housing Accelerator Fund (HAF)	risk	Ongoing; Results Dependent					Governance and Civic Engagement
Police Services	Crime Mitigation and Analysis	1	**Ongoing**					Governance and Civic Engagement
	Road Safety Initiatives	1	Ongoing					Governance and Civic Engagement
	Specialized Policing Services	1	**Ongoing**					Governance and Civic Engagement
	Guns and Gangs Program	2	Nearing Completion					Governance and Civic Engagement
	Safe Schools and Communities Initiatives	1	Complete					Governance and Civic Engagement
	Policing Review	3	[Province is lead] Ongoing					Governance and Civic Engagement
Public Works	5-Year Sidewalks – Capital Plan	1	Complete					Infrastructure and the Environment
	NEW Implement Sidewalk Plan (2024-2026)	2	**Ongoing** (completed year 2)					Infrastructure and the Environment
	Beach Grove Road Culvert Replacement	1	Complete					Infrastructure and the Environment
	Belvedere & St Peters Roundabout	1	Complete					Infrastructure and the Environment
	Eastern Gateway Master Plan	1	[CADC] Complete					Infrastructure and the Environment
	Eastern Gateway: Intersection (Phase 1 and 2)	1	Complete					Infrastructure and the Environment
	Major Road Network Design RFP	2	**Ongoing**					Infrastructure and the Environment
	North River Road Traffic Plan	1	Complete; Phase 1 next					Infrastructure and the Environment
	University Avenue Transportation Master Plan	1	Complete; Phase 1 next					Infrastructure and the Environment
	West Royalty Commercial Area Master Plan	1	Complete; Seeking federal funds					Infrastructure and the Environment
	Parking Strategy	2	Nearing Completion					Infrastructure and the Environment
	Province House Master Plan	2	[CADC] Nearing Completion					Infrastructure and the Environment
Water and Sewer Utility	Inflow Infiltration Reduction	1	Continuous; Ongoing					Infrastructure and the Environment
	Water Conservation	1	Continuous; Ongoing					Infrastructure and the Environment

1	complete or complete & ongoing.
2	nearing completion, on track for early 2026.
3	progress and on track for late 2026, unless another priority is required in place of.
4	risk or dependent on budget.

PROGRESS UPDATE: JAN/2026

Action Plan Progress: January 29, 2026

Status	Action Items by Status	Action Items by % of Total	Complete	Complete or Complete Soon	Completion in 2026	Risk
1	58	59.8%	59.8%	79.4%		
2	19	19.6%				
3	14	14.4%			14.4%	
4	6	6.2%				6.2%
Total:	97	100%				

PROGRESS UPDATE: SEPT/2025

Action Plan Progress: September 18, 2025

Status	Action Items by Status	Action Items by % of Total	Complete	Complete or Complete Soon	Completion in 2026	Risk
1	51	52.6%	52.6%	71.1%		
2	18	18.6%				
3	18	18.6%			18.60%	
4	10	10.3%				10.30%
Total:	97	100%				

City of Charlottetown Committee Report

Report No: SPC&IC-2026-0129-003

Date: January 29, 2026

Directed to Council through the following Committee:
Strategic Priorities, Comms & Intergovernmental Cooperation

Reporting Department:
Parks and Recreation

Other Associated Departments:
Economic, Tourism & Cultural Development
Planning and Heritage

Prepared by:
Frank Quinn, Manager

Attachments:
- Draft Monument and Memorial Policy

Report Title:
Draft Monument and Memorial Policy

Report Purpose:
To seek committee feedback and input on the "draft" Monument and Memorial Policy, so that a final version of the policy can be completed and brought to Council for approval.

Staff Recommendation:
That Committee provides feedback and input, so that staff can finalize a Monument and Memorial Policy that will be brought to Council for their consideration.

Report Details:
During a Special Meeting of Council on September 23, 2025, there were questions raised that the City did not have a Monument Policy in place to guide in the process for approving monuments to be located on city property. Discussions were held and it was decided that staff would research the topic and develop a policy for Council consideration. During a Regular Council Meeting on November 12, 2025, the topic was brought up again, during the deliberation to approve another monument request to be placed on City property. Since the City received this request prior to Council's request for staff to develop a Monument Policy, the PRM was asked to bring the request forward to Committee and Council for their consideration. It was noted that staff were in the process of researching monument policies and that we anticipate bringing a draft policy to Council in January. It was recommended that this draft policy be brought to the Strategic Priorities, Comms, & Intergovernmental Cooperation Committee for their review, before it is forwarded to Council for their consideration.

The Culture and Economic Coordinator completed research and provided several policies to the PRM to assist with drafting a Monument Policy. The PRM reviewed the policies, and he has developed the attached "draft" Monument and Memorial Policy for the Committee's consideration. Once feedback has been received, the PRM will make the necessary updates to this policy, so that a final version of the Monument and Memorial Policy can be brought to Council for consideration.

Council or Committee History:
The topic was discussed at a Special Council on September 23, 2025 and Regular Council Meeting on November 12, 2025. It was noted that a draft Monument and Memorial Policy would be brought to the SPCIC Committee for review, before it is forwarded to Council for their consideration.

Financial Implications:
There are no financial implications associated with this policy.

Public Engagement and Communication:
This topic was discussed at two Council meetings which were open to the public. If the policy is approved by Council, then the policy will be shared with the public via social media and the City's website.

Legislative Authority:
MGA: Section 86. (2) (b) may develop policies respecting services and programs, and shall evaluate, on a regular basis, the services and programs for relevancy, effectiveness and efficiency.

Strategic Alignment:
Community-Building and Placemaking: Governance and Civic Engagement

Reviewed By:

Manager	**CAO/Director** Brad MacConnell, CAO
FQ – January 28, 2026	

Committee Recommendation: (if differing from staff)

Policy Title: Monument and Memorial	Policy Number:
Approved By:	Approval Date:
Related Legislation: Related Bylaw:	

CITY OF CHARLOTTETOWN POLICY

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1. PURPOSE

1.1. Establish the objectives for the acceptance and placement of monuments or memorials on City property;

1.2. Define the criteria the City will use in accepting monuments and memorials that applicants would like to have placed on City property;

1.3. Establish the application requirements for an applicant requesting the placement of a monument and memorials on City property;

1.4. Guide the City in determining the appropriate locations for proposed monuments and memorials; and

1.5. Ensure the design, placements and look of monuments and memorials are consistent with the community interest and it respects the natural environment and community use of City property.

2. SCOPE

2.1. This policy applies to all monuments and memorials being considered for placement on City property, subject to any exceptions noted in the Policy.

2.2. This policy does not apply to memorial benches, tree planting requests, and public art installations which fall under the City's Memorial Bench Program, Request A Tree Program, and the Public Art Policy and Plan.

3. DEFINITIONS

3.1. "City of Charlottetown" as it pertains to this policy is defined by the boundaries of the City of Charlottetown Municipal Electoral Wards Map.

3.2. "City property" refers to property which are owned or operated by the City, including, but not limited to parks, trails, playgrounds, public squares, sport fields, greenspaces, buildings, streets, facilities, or any other property or infrastructure owned by the City.

3.3. "Applicant" means a person or group proposing to erect a monument or memorial on City property.

3.4. "Monument" means a statue, building or other structure erected to commemorate a notable person, group or event being proposed for placement on City property.

3.5. "Memorial" means a structure established to remind people of a person or event being proposed for placement on City property.

3.6. "Heritage Property" refers to property that is designated as a heritage property within the City of Charlottetown.

4. ACCEPTABLE INFRASTRUCUTRE

4.1. Monuments and memorials proposed for City property shall:

a) Respect the intended purpose of the City property and surrounding environment.

b) Enhance the landscape, recreational and cultural value of the City property.

c) Encourage community engagement.

d) Protect the reputation, integrity and aesthetic standards of the City.

e) Ensure alignment with the City's programs and services.

4.2. The City will use the following criteria in the evaluation of proposed monuments and memorials:

a) No monument or memorial will be placed on the City property unless it is consistent with the City's Official Plan, Zoning and Development Bylaw, the Heritage Preservation Bylaw, the Parks and Recreation Master Plan, this Policy, and other applicable City bylaws, policies or directives, and plans.

b) Monuments and memorials will only be considered by City Administration if they satisfy one of the following criteria.
    i. Commemorating a deceased individual who contributed significantly to the City of Charlottetown;

    ii. Commemorating a community association and/or group that have contributed significantly to the City of Charlottetown; or

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iii. Commemorating historical events or places of national, provincial or local significance.

4.3 Monuments and memorials in all forms will be considered, including but not limited to:

a) Statue or Sculpture

b) Historical artifacts that are significant to the community

c) Original design/structure

d) A section of trail (plaque at specific sections of the trail would explain the memorial or cause) for a specific donation amount.

5. APPLICATION PROCESS

5.1. An individual, group or business proposing to erect a monument or memorial on City property will submit a detailed proposal to the Office of the CAO for the City of Charlottetown.

5.2. The proposal must include the following information:

a) The design/structure of the monument or memorial;

b) The requested location for the monument or memorial (map to be included);

c) A detailed explanation of how the proposed monument or memorial meets the objectives and criteria of this policy; and

d) Details and estimates regarding ongoing maintenance and repair requirements, and operating costs.

5.3. The request will be forwarded to the relevant Department Head (or designate) responsible for the property.

5.4. If the monument or memorial is proposed to be located on a Heritage Property, then applicant will be required to adhere to the Planning Department's application process.

6. REVIEW AND APPROVAL PROCESS

6.1. The City Department responsible for the property will review the application to determine if the proposed monument or memorial meets the criteria and objectives of this policy.

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6.2. The City Department responsible for the property will determine the appropriate location for the proposed monument in consultation with the donor. The location may be different than what is being requested by the applicant.

6.3. The City Department responsible for the property will forward their recommendation to City Council for their consideration.

6.4. If City Council approves the proposed monument or memorial, the applicant must agree to:

a) Cover the full cost of designing, building, and installing the monument or memorial,

b) Cover all future management and maintenance costs of the monument or memorial,

c) Coordinate with City on install the monument or memorial, and

d) Enter into an agreement with the City.

7. REMOVAL AND RELOCATION

7.1. The City of Charlottetown reserves the right and responsibility, in its sole discretion, to temporarily or permanently remove or relocate a monument or memorial for any of the following reasons:

a) Temporary removal or relocation to accommodate a construction project;

b) Endangerment of public safety;

c) Need for excessive repairs or maintenance;

d) Redevelopment of property whereby public access is no longer possible;

e) Demolition or the sale of a building where the monument or memorial is incorporated into the structure;

f) In the sole discretion of the City, the monument or memorial no longer fits with the use of the property; or

g) Expiry of the lifespan of the monument or memorial.

7.2. In the event of removal or relocation at the City's request, the City will be responsible for all expenses in relation to the removal or relocation, and where

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possible will consult with the applicant to determine a suitable new location or plan for decommissioning of the monument or memorial.

7.3. The applicant may also request removal or relocation of the monument or memorial. All such requests will be dealt with on a case-by-case basis, and the applicant will be responsible for all expenses in relation to the removal or relocation unless otherwise agreed to by the City.

8. CONTACT INFORMATION

8.1. City of Charlottetown – Administration
PO Box 98, 199 Queen Street
Charlottetown, PE
C1A 7K2
Email:
Phone Number:

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PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
February 10, 2026

The Protective & Emergency Services Committee met January 20, 2026 and the minutes are included in your package.

There are no resolutions for your consideration.

1st Reading to Repeal the Emergency Measures Bylaw and Replace with the Emergency Management Bylaw is attached.

Respectfully submitted,

Councillor Julie McCabe, Chair

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Protective & Emergency Services Committee
Tuesday, January 20, 2026
11:30 AM – Parkdale Room

Present: Councillor Julie McCabe, Chair
Mayor Philip Brown**,** Member at Large
Councillor Kevin Ramsay, Member at Large
Councillor Bob Dorion, Member at Large (Telecom)

Also: Brad MacConnell, CAO
Tim Mamye, FC
Kent Mitchell, DFC
Sean Coombs, APC
Melanie Bailey, SIO
Jill Stewart, EA

Regrets: Jackie Torraville, EA

1) Call to Order
Councillor Julie McCabe, Chair, called the meeting to order at 11:32 AM.

2) Declarations of conflict of interest
There were no conflicts of interest declared.

3) Approval of Agenda
It was moved by Councillor Kevin Ramsay and seconded by Mayor Philip Brown that the agenda be approved as circulated. Carried.

4) Approval of Minutes
It was moved by Councillor Kevin Ramsay and seconded by Mayor Philip Brown that the minutes from December 16, 2025, December 19, 2025 and January 12, 2026 be approved. Carried.

5) Business Arising from Minutes
No business arising from the minutes.

6) Reports/Discussions:

a. Emergency Management Operations Bylaw Repeal and Replace
Tim Mamye, FC presented the report.

A complete and thorough review of the existing Emergency Measures Bylaw dated 1999 and the previous All Hazards Plan was completed by members of management, administration, and Strategic Initiatives. This resulted in significant

changes requiring several rounds of review and revision, including two rounds of legal review. This has resulted in a completely revised version of the Bylaw and thoroughly updated All Hazards Plan presented here for your review and approval. As there have been significant changes made, the process is not a simple updating of the existing Bylaw, but the actual Repeal and Replacement of the existing with the new.

This new Bylaw has been internally approved by Management and Legal representation, as well as externally by the Provincial Emergency Measures Organization.

It was recommended that public messaging be provided regarding the EMO Bylaw.

Tim Mamye, FC, will follow up with Public Works to confirm the plan for Sherwood Hall. Discussions are ongoing regarding the availability of a backup generator for the facility in the event of a storm-related power outage.

It was moved by Mayor Philip Brown and seconded by Councillor Kevin Ramsay that the Protective & Emergency Services Committee forward the Emergency Management Operations Bylaw Repeal and Replace to Council for approval. Carried 3-0.

b. Operational Report

Kent Mitchell, DFC presented the report.

The report highlighted the number of fire/general inspections, fire investigations, education sessions and emergency responses. Other areas noted are related to training and department activities.

Overall, 2025 was a productive year marked by strong emergency response, continued emphasis on training, and meaningful progress in recruitment and prevention. The Charlottetown Fire Department remains committed to protecting the community through professionalism, preparedness, and public service.

c. Vacant Building Inventory

Kent Mitchell, DFC presented the report.

The list of current vacant buildings was reviewed; no action was required at this time.

d. Police Officers in Schools

Sean Coombs, APC presented the report.

In Charlottetown, the School Resource Officer program began in 2010 and was in place until the pandemic (2022). The program had two dedicated officers focused on school safety and youth engagement, but also education and awareness, and support for early intervention and prevention efforts.

Schools remain a key environment where social challenges, mental health concerns, online harms, and conflicts can be identified and addressed before escalating into criminal or crisis situations. As such, CPS has continued its proactive presence within Charlottetown schools which includes the Healthy Me (Grade 6) program, a variety of community safety presentations, lock down drills, traffic assistance and more.

Through our Community Policing Unit, CPS has also been able to fulfil ad hoc requests from schools. Our Community Policing Unit continues to work directly with schools and is focused on helping to build safer schools, stronger relationships, and healthier outcomes for youth in our community.

In 2025, the unit completed approximately 65 presentations / activity-based requests at Charlottetown schools (elementary, intermediate and high school).

In 2025, CPS received approximately 60 calls for service that originated from Charlottetown schools (intermediate and high school). These calls ranged from the sharing of intimate images to theft, common assault and harassment, and more.

Should there be an interest in the return of officers into schools beyond what is currently being delivered, staff recommend discussions take place with education partners to determine a model that aligns with community expectations, school needs, and available resources.

Councillor Julie McCabe, Chair would like a meeting scheduled with the Province to discuss.

7) New Business
There was no new business.

8) Adjournment
Moved by Mayor Philip Brown and seconded by Councillor Kevin Ramsay that the meeting be adjourned. Carried.

The meeting adjourned at 12:10pm

City of Charlottetown Committee Report

Report No: 01-2026-01

Date: January 20, 2026

Directed to Council through the following Committee:
Protective and Emergency Services

Reporting Department:
Fire Services

Other Associated Departments:
All City Departments

Prepared by: Fire Chief Tim Mamye

Attachments:

- Updated Emergency Management Operations (EMO) Bylaw

  July 12, 1999
- Updated All Hazards Plan

Report Title:
Emergency Management Operations (EMO) Bylaw Repeal and Replace

Report Purpose:
To provide Committee with the thoroughly reviewed and updated EMO Bylaw and All Hazards Emergency Management Plan for repeal and replacement of the existing Bylaw.

Staff Recommendation:
That Committee approves the advancement of the new Bylaw and updated Plan to Council for final approval of the repeal and replacement of the existing with the new.

Report Details:
A complete and thorough review of the existing Emergency Measures Bylaw dated 1999 and the previous All Hazards Plan was completed by members of management, administration, and Strategic Initiatives. This resulted in significant changes requiring several rounds of review and revision, including two rounds of legal review. This has resulted in a completely revised version of the Bylaw and thoroughly updated All Hazards Plan presented here for your review and approval. As there have been significant changes made, the process is not a simple updating of the existing Bylaw, but the actual Repeal and Replacement of the existing with the new.
This new Bylaw has been internally approved by Management and Legal representation, as well as externally by the Provincial Emergency Measures Organization.

Council or Committee History:
Council identified the EMO Bylaw among the top ten (10) Bylaws for review.

Financial Implications:
No current implications

Public Engagement and Communication:
Nil

Legislative Authority:
Municipal Government Act
Emergency Measures Act
Charlottetown EMO Bylaw
Charlottetown EMO Plan

Strategic Alignment:
The EMO Bylaw and Plan are part of a "whole of the City" approach to help determine the current and future needs to build upon the emergency measures needs identified and addressed in both documents.
The good governance approach to all activities remains consistent and ensures sustainability is a core driving factor when assessing future climate-related emergencies as well.

Reviewed By:

Manager	**CAO/Director**
Fire Chief Tim Mamye	B. MacConnell

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
EMERGENCY MANAGEMENT BYLAW
BYLAW #2026-EM-01

Repeal the Emergency Measures Bylaw adopted July 12, 1999 and replace with the Emergency Management Bylaw, #2026-EM-01. The purpose of the Emergency Management Bylaw is to establish an emergency management program to outline organizational structure and procedures for the City of Charlottetown to effectively manage emergencies and disasters.

1st Reading

RESOLVED: That the bylaw to amend the **"CITY OF CHARLOTTETOWN EMERGENCY MANAGEMENT BYLAW, #2026-EM-01"** be read a **first** time.

Moved by Councillor _____Julie McCabe

Seconded by Councillor_____Kevin Ramsay
Date: February 10, 2026

RESOLVED: That the bylaw now be approved as a City Bylaw and that it be entitled the **"CITY OF CHARLOTTETOWN EMERGENCY MANAGEMENT BYLAW, #2026-EM-01"** and that it be read a second time at the next public meeting of Council.

Moved by Councillor _____Julie McCabe

Seconded by Councillor_____Kevin Ramsay
Date: February 10, 2026

2nd Reading & Adoption

THEREFORE: Be it resolved that the **"CITY OF EMERGENCY MANAGEMENT BYLAW, #2026-EM-01**, which was read the first time on February 10, 2026, be read a **second** time and that the said Bylaw now be approved and adopted.

Moved by Councillor _____Julie McCabe

Seconded by Councillor_____Kevin Ramsay
Date:

This Emergency Management Bylaw, #2026-EM-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
EMERGENCY MANAGEMENT BYLAW
#202c-EM-01

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1. Title

1.1 This Bylaw shall be known as, and may be cited as, the City of Charlottetown "Emergency Management Bylaw".

2. Purpose

2.1. The purpose of this Bylaw is to establish an Emergency Management Program for the City of Charlottetown to determine organizational structure and procedures for a municipality to effectively manage emergencies and disasters.

3. Authority

3.1. Sections 14(1)(c) and 145(1) of the *Municipal Government Act*, R.S.P.E.I. 1988, M-12.1 requires a municipality to provide emergency management planning by bylaw which aligns with the provincial emergency measures plan.

3.2. Section 8(a) of the *Emergency Measures Act,* RSPEI 1988, c E-6.1 enables each municipality to establish and maintain a municipal emergency management organization by passage of a bylaw.

4. Definitions

4.1 "**Act**" means the Municipal Government Act.

4.2 "**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*.

4.3 **"City"** means the City of Charlottetown.

4.4 **"Council"** means the Mayor and other members of the **Council of the City.**

4.5 **"Disaster"** means a present or anticipated event such as severe weather, fire/explosion, flood, infectious disease outbreak, public safety incident, or long-term incident, which endangers the safety, health or welfare of the civil population, property, or the environment.

4.6 **"Emergency"** means a present or anticipated event in respect of which the City of Charlottetown believes prompt coordination of action or regulation of persons or property must be undertaken to provide for the health, safety or welfare of residents or the protection of property and the environment in the event of such an occurrence.

4.7 **"Emergency Measures Act"** means the *Emergency Measures Act*, RSPEI 1988, c E-6.1

4.8 **"Emergency Measures Director"** or "EMD", previously called the "Emergency Measures Coordinator" or "EMC", means the person appointed by Council as the Emergency Measures Director pursuant to this Bylaw having responsibility for the pre-emergency administration and when required the implementation of the Emergency Management Plan, and other duties as prescribed in this Bylaw.

4.9 "**Emergency Management Plan**" means the plan prepared by the City that is intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property and the environment in the event of such an occurrence.

4.10 "**Emergency Management Program**" means the emergency management program developed by the City that includes at a minimum the Emergency Management Bylaw, the Emergency Management Plan, delegation of authority, plans for training and exercises, and any other component required by the Provincial Emergency Measures Organization (EMO).

4.11 "**Mayor**" means the Mayor of the City.

4.12 "**Minister**" means the Minister responsible for administering the Emergency Measures Act.

4.13 **"Municipal Emergency Management Organization**" or "**Municipal EMO**" means the City of Charlottetown Emergency Management Organization authorized in section 8(a) of the Emergency Measures Act.

4.14 "**Mutual Aid**" means two-way assistance by Fire Departments of two or more communities giving aid to the other in emergencies, without monetary compensation.

4.15 "**On-Scene Commander**" means the person appointed under the provisions of this Bylaw to control an emergency site or area.

4.16 "**Provincial Emergency Measures Organization**" or "**Provincial EMO**" means the Prince Edward Island EMO established under section 3 of the Emergency Measures Act.

4.17 **"State of Emergency"** means a state of emergency declared by the Minister pursuant to the Emergency Measures Act subsection 9(1).

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4.18 "**State of Local Emergency**" means a state of local emergency declared by Council pursuant to subsections 146 (1) and (2) of the Act and section 10 of this Bylaw.

5. Emergency Management Plan

5.1 The "Emergency Management Plan" for the City is hereby established and is attached hereto as Schedule "A" and forms part of this bylaw.

5.2 The Emergency Management Plan may be implemented in part or full:

(a) on declaration of a State of Local Emergency by Council,

(b) on declaration of a State of Emergency by the Minister responsible for the Emergency Measures Act.

6. Purposes and Objectives

6.1 The purposes and objectives of the Municipal Emergency Management Organization are as follows:

(a) to plan for the emergency operations of the City's government in the event of an emergency or disaster;
(b) to establish plans for the collaboration and Mutual Aid between the City and other Municipal, Provincial or Federal Governments and other public and private agencies in the event of an emergency or disaster;
(c) to prepare plans for the public's safety and survival in the event of an emergency or disaster;
(d) to coordinate the emergency plans of the City's departments and services having immediate responsibilities in the event of an emergency or disaster;
(e) to collaborate with the authorities of the City, adjacent municipalities, public and private sector agencies and Provincial and Federal Government authorities, and any bodies therein who have been assigned emergency duties; and
(f) to conduct emergency management training and exercises for City personnel, who have a designated role in the Emergency Management Plan, in collaboration with the Provincial Emergency Measures Organization.

7. Organizational Branches

7.1 Charlottetown's Municipal Emergency Management Organization shall consist of two branches to be known as:

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(a) the "Governance Branch"; and
(b) the "Operational Branch".

8. Governance Branch

8.1 The Governance Branch shall consist of the Mayor, Deputy Mayor, and at least two (2) Members of Council appointed by the Mayor, along with the Chief Administrative Officer and those designated by the CAO.

8.2 The Governance Branch shall have the following duties, powers, and responsibilities:
(a) To establish the Emergency Management Plan for the Municipal Emergency Management Organization;
(b) To ensure that the personnel, equipment, facilities, and financial requirements to operate the Municipal Emergency Management Organization are presented to Council;
(c) To inform the Provincial Government and request assistance, if necessary, in the event of an emergency or disaster;
(d) To implement the Emergency Management Plan in coordination with the Operational Branch;
(e) To appoint an Emergency Measures Director and On-Scene Commander in accordance with the procedures outlined in the Emergency Management Plan.

8.3 When a State of Local Emergency is declared, the Governance Branch is authorized to:
(a) Purchase supplies, equipment and facilities not otherwise approved by the operating budget of the City; and
(b) Hire additional personnel not otherwise approved by the operating budget of the City.

9. Operational Branch

9.1. The Operational Branch shall consist of the Department Heads of the City and their designates, the Emergency Measures Director, and the On-Scene Commander.

9.2. The Operational Branch shall:
(a) Work with the Governance Branch in developing the Emergency Management Plan;
(b) Meet at least annually to review the Emergency Management Plan, to advise the Governance Branch as to the City's ability to implement the Emergency Management Plan, and to make necessary recommendations for the amendment of the Emergency Management Plan; and

(c) Conduct annual training and training exercises for the effective implementation of the Emergency Management Plan for members of the Operational Branch and other employees of the City required to implement the Emergency Management Plan.

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(d) In the event a State of Emergency is declared pursuant to section 5.2 of this Bylaw, implement the Emergency Measures Plan under the direction of the Emergency Measures Director

9.3 The Emergency Measures Director shall be the Chairperson of the Operational Branch and shall coordinate and be responsible for the day to day and emergency operations of the Operational Branch.

9.4 In the event the Emergency Measures Director becomes aware that an emergency or disaster has or may occur within the City, the Emergency Measures Director shall immediately advise the Council, or the Mayor, or the Chief Administrator Officer of the potential disaster or emergency situation and seek from such person(s) the direction and authority to take all necessary steps to prepare and be ready to implement the Emergency Measures Plan.

9.5 In the event a Local State of Emergency is declared, the Emergency Measures Director shall:

(a) Be responsible for the implementation of the Emergency Management Plan in coordination with the Governance Branch;
(b) Be the liaison person between the Operational Branch and the Governance Branch; and
(c) Have the authority to seek the input and direction from the Governance Branch on the Emergency Management Plan implementation.

9.6 The On-Scene Commander(s) shall be appointed based on the expertise of the person, taking into consideration the nature of the emergency or disaster (i.e., a riot would be the Chief of Police).

9.7 The On-Scene Commander(s) shall have complete command and control of an emergency scene and is authorized to:

(a) Direct and control all personnel, equipment, agencies and resources at the scene of the Emergency or Disaster;
(b) Command the assistance of persons present at the scene of the Emergency or Disaster;
(c) Establish a command post for the control and coordination of all on scene operations;
(d) Establish and direct proper procedures to control the Emergency or Disaster site;
(e) Request personnel, equipment and material resources from the Emergency Measures Director;
(f) Order the removal of all persons from the site of the Emergency or any other area within the boundaries of the City; and
(g) Generally, do all reasonable things necessary to protect human life and property at the emergency scene.

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10. Declaration of a State of Local Emergency

10..1 A State of Local Emergency may be declared by Council at any time, when it is satisfied that an Emergency or ~~a~~ Disaster exists or may exist, in all or any area(s) of the City.

10.2 A declaration of a State of Local Emergency is effective on the date on which it is issued.

10.3 A State of Local Emergency ends:

(a) When Council believes on reasonable grounds that an Emergency or Disaster no longer exists in the area(s) identified in the declaration of a State of Local Emergency;
(b) When the Minister responsible for Emergency Measures Act declares a state of emergency no longer exists or the Minister terminates the City's state of emergency; or
(c) Subject to section 10.4, seven (7) days after the day on which the emergency was declared.

10.4 Council may renew the State of Local Emergency so declared, with the approval of the Minister, if it has not ended pursuant to section 10.3 and the provisions of this Bylaw apply to a renewal of a State of Local Emergency.

11. Execution of a State of Local Emergency

11.1 When a State of Local Emergency is declared by Council, Council shall:

(a) Communicate or publish the details of the declaration by such means as is considered the most likely to make the contents of the declaration known to the population of the area affected;
(b) Immediately forward a copy of the declaration to the Minister;
(c) Ensure the Emergency Management Plan is implemented;
(d) Acquire, use, or cause the acquisition or use of any personal property by confiscation or any means considered necessary;
(e) Authorize or require any qualified person to render assistance of such type as that person may be willing and qualified to perform;
(f) Control or prohibit travel to or from any area or on any road, street or highway;
(g) Provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and co-ordination of emergency medical, social and other essential services;
(h) Cause the evacuation of persons and the removal of livestock and personal property threatened by an emergency or disaster, and make arrangements for the adequate care and protection thereof;

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(i) Authorize certain persons identified by the Emergency Measures Organization to enter into any building or upon any land without warrant.
(j) Prohibit persons from entering into or upon any building, structure, premises, land, place or area;
(k) Cause the demolition or removal of any building, structure, tree or crop where the demolition or removal is necessary or advisable for the purposes of reaching the scene of an Emergency or Disaster, in attempting to forestall its occurrence or combating its progress;
(l) Procure food, clothing, fuel, equipment, medical or other essential supplies and the use of property, services, resources or equipment; and
(m) Order the assistance, with or without remuneration, of persons needed to carry out the provisions mentioned in this section.

12. Liability for Damage

12.1. No person is liable for any injury or damage to any person or property arising out of any action taken pursuant to this Bylaw, and are not subject to any proceedings by prohibition, or injunction with respect to any action taken pursuant to this Bylaw.

13. Offences and Enforcement

13.1 Every person who obstructs the Emergency Measures Act, Council, the Municipal or Provincial Emergency Measures Organization, a committee established pursuant to this Bylaw or any person in the performance of any action, matter or thing authorized by this Bylaw or who contravenes or fails to comply

(a) with any provision of this Bylaw; or
(b) with any direction, order or requirement made pursuant to this Bylaw;

commits an offence and is liable on summary conviction, in the case of an individual, to a fine of not less than $100 and not more than $2,000, or in the case of a corporation, of not less than $100 and not more than $10,000, or to imprisonment for a term not more than six (6) months, or to both.

13.2 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.

13.3 Where the provisions of this Bylaw conflict with the provisions of any other Bylaw of the City during a State of Emergency or Local State of Emergency, the provisions of this Bylaw shall prevail.

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14. Repeal of Bylaw

14.1 The City of Charlottetown Emergency Measures Bylaw initially adopted by City Council on July 12, 1999 is hereby repealed.

15. Effective Date

15.1. This Emergency Management Bylaw, #202c-EM-01, shall be effective on the date of approval and adoption noted below:

First Reading:
This Emergency Management Bylaw, #202c-EM-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 Emergency Management Bylaw, #202c-EM-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 Emergency Management Bylaw,#202c-EM-01, was approved and adopted by a majority of Council members present at the Council meeting held on the ___ day of_____,2026

16. Witness the corporate seal of the City of Charlottetown

_____ _____

Mayor **Chief Administrative Officer**

This Emergency Management Bylaw, #202c-EM-01, adopted by the Council of the City of Charlottetown on ____ day of _____, 2026 is certified to be a true copy.

_____ _____

Chief Administrative Officer **Date**

SCHEDULE A

CHARLOTTETOWN

EMERGENCY MANAGEMENT ORGANIZATION (EMO)

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EMERGENCY MANAGEMENT PLAN

ALL-HAZARDS

Approved and adopted by Council on:

Date: _____

Mayor: _____

CAO: _____

INTRODUCTION

Charlottetown's Emergency Management Plan gives guidance and direction in preparing for and in responding to an emergency or disaster, whether a single-agency emergency or multi-agency emergency. This plan may be implemented, in part or in whole, as required by the situation.

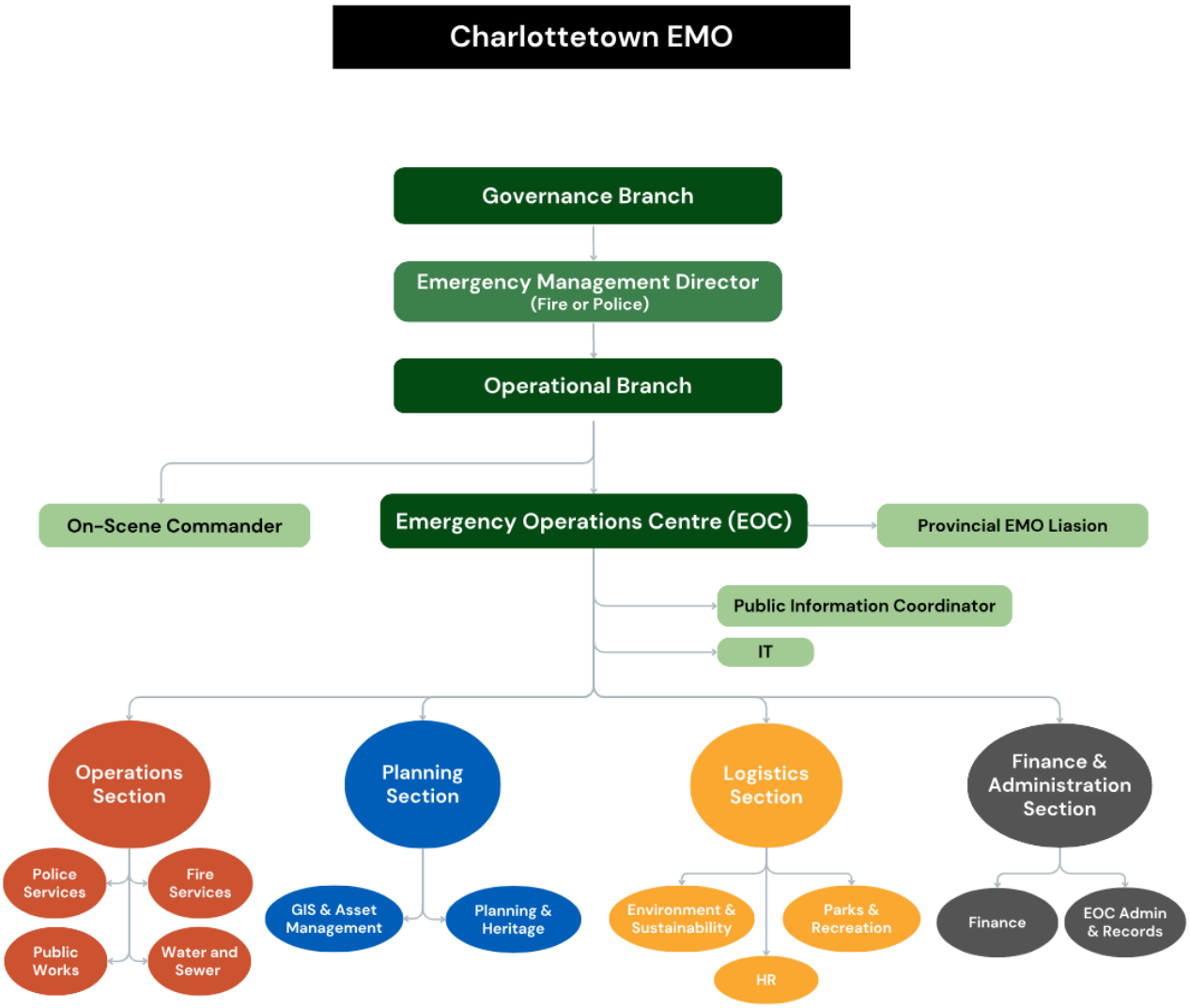

TABLE OF CONTENTS

Introduction and Org Chart	1
Purpose	3
Authority	3
Definitions	3
Implementation	4
Command and Control	4
Call-Out	5
Public Information Coordinator	5
Identification	5
Governance Branch of Council and Governance Headquarters	6
Emergency Operations Centre (EOC)	6
EOC Responsibilities	6
11.1 Emergency Measures Director	7
11.2 Fire & Rescue Services	8
11.3 Police & Security Services	9
11.4 Public Works & Transportation Services	10
11.5 Water & Sewer Utility	11
11.6 Administration & EOC Support	12
11.7 Corporate Communications	13
11.8 Environment & Sustainability	14
11.9 Finance & Procurement	15
11.10 GIS & Infrastructure and Asset Management	16
11.11 Human Resources	17
11.12 Parks & Recreation	18
11.13 Planning & Heritage	19
Reception Centre Procedures and Locations	20
Emergency Lodging, Food, Registration, and Personal Services	21
Staff Reception Centre	21
Emergency Call-Out Arrangements	22
Annex A: **Declaration of a State of Local Emergency**	23
Annex B: **Activity Log**	24
Annex C: **Emergency Generators**	27
Annex D: **Evacuation Order**	28
Annex E: **Evacuation Procedures**	29
Annex F: **SOP #001 – Evacuation (Mass Notification System)**	31
Annex G: **Emergency Shelter Evaluation Form**	32

1. PURPOSE

The purpose of the Emergency Management Plan is to outline the procedures and arrangements followed by the City of Charlottetown to provide a prompt and coordinated response during an emergency or disaster.

2. AUTHORITY

This Emergency Management Plan is issued by the City of Charlottetown, under authority of:

a. The *Emergency Measures Act;*
b. The *Municipal Government Act*; and
b. The City of Charlottetown's *Emergency Management Bylaw*.

3. DEFINITIONS

"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.

"Council" means the Mayor and other members of the Council of the City of Charlottetown.

"City" means the City of Charlottetown.

"Disaster" means a present or anticipated danger such as severe weather, fire/explosion, flood, infectious disease outbreak, public safety incident, or long-term incident, which endangers the safety, health or welfare of the civil population, property, or the environment.

"Emergency" means a present or anticipated event in respect of which the person(s) vested with the authority to declare a State of Local Emergency pursuant to the *Emergency Management Bylaw* believe prompt coordination of action or regulation of persons or property must be undertaken to provide for the health, safety, or welfare of residents or the protection of property and the environment in the event of such an occurrence.

"Emergency Measures Act" means the *Emergency Measures Act*, RSPEI 1988, c E-6.1.

"Emergency Measures Director" or "**EMD**", previously called the "Emergency Measures Coordinator" or "EMC", means the person appointed by Council as the Emergency Measures Director pursuant to the *Emergency Management Bylaw* having responsibility for the pre-emergency administration and when required the implementation of the Emergency Management Plan, and other duties as prescribed in this Bylaw.

"**Emergency Management Plan**" means the plan prepared by the City that is intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property and the environment in the event of such an occurrence.

"Emergency Management Program" means the emergency management program developed by the City that includes this Emergency Management Plan, the *Emergency Management Bylaw*, annual training, delegation of authority, MOUs, and any other component required by the Provincial Emergency Measures Organization (Provincial EMO).

"Emergency Operations Centre" or **"EOC"** means the City's Emergency Operations Centre.

"Governance Branch of Council" or "**Governance Branch**" means the Mayor, Deputy Mayor, two (2) Members of Council appointed by the Mayor, the CAO, and those designated by the CAO, who shall exercise overall administrative control during an emergency or disaster.

"Minister" means the Minister responsible for administering the *Emergency Measures Act.*

"Municipal Emergency Management Organization" or "**EMO**" means the City's Emergency Management Organization authorized in section 8(a) of the Emergency Measures Act.

"On-Scene Commander" means the person appointed under the provisions of the *Emergency Management Bylaw* to control an emergency site or area.

"**Provincial Emergency Measures Organization**" or "**Provincial EMO**" means the Prince Edward Island EMO established under section 3 of the Emergency Measures Act.

"State of Emergency" means a state of emergency declared by the Minister pursuant to the *Emergency Measures Act* subsection 9(1).

"State of Local Emergency" means a municipal state of local emergency declared by Council pursuant to subsections 146 (1) and (2) of the Act and section 10 of the *Emergency Management Bylaw*.

4. IMPLEMENTATION

4.1 This Plan *may* be implemented, in part or in full, when Council is satisfied that an emergency exists or may exist, in all or any area of the City.

4.2 This Emergency Plan *shall* be implemented, in part or in full:

a. on a declaration of a State of Local Emergency by Council; or
b. on a declaration of a State of Emergency by the Minister.

4.2 This plan may be initiated by:

a. the Governance Branch of Council, or in absence of
b. the Mayor, or in absence of
c. the Deputy Mayor, or in absence of
d. the CAO or designate of the CAO, subject to report to the Governance Branch, and prompt ratification by the aforementioned.

5. COMMAND AND CONTROL

5.1 The City has authority for decision making that falls within the boundaries of the City unless the PEI Government assumes control through provisions within the *Emergency Measures Act*.

5.2 The City may be assisted by Provincial EMO staff and representatives in order to provide a coordinated municipal/provincial response.

5.3 Pursuant to section 8.2 (e) of the City's *Emergency Management Bylaw*, the City's emergency management responsibilities are delegated by Council's Governance Branch to the Emergency Measures Director (EMD) and On Scene Commander,

5.4 The **EMD** is appointed and delegated with managing overall emergency operations and has command and control of the EOC. The EMD is responsible for coordinating an efficient emergency response on behalf of Council and may activate the EOC, partially or fully, as required by the type and scale of emergency.

5.5 The **On-Scene Commander** is appointed and delegated with command and control of the designated emergency site. The On-Scene Commander is responsible for leading on-site emergency response and coordinating this response with the EMD.

This appointment may include:

a. Fire Chief, Deputy Chief, or Platoon Chief (fires, rescue, dangerous or hazardous goods, or other related emergencies), or
b. Police Chief or Deputy Police Chief (bombs, riots, highway accidents, or other related emergencies), or
c. Public Works Manager– floods, winter storms, and other weather emergencies.

5.6 Should municipal resources be insufficient for the type or scale of emergency, assistance may be requested from Mutual Aid areas and/or the Provincial Government. Should assistance from Federal Agencies be required, the City will make this request via Provincial EMO.

6. CALL-OUT

6.1 In the event of the implementation of this Emergency Plan due to an expected or active emergency, Central Dispatch at Police Services will contact the Mayor, the CAO, and the anticipated Emergency Measures Director (EMD) or their designate. Following this, Central Dispatch and Police Services will execute their assigned call-out plans.

6.2 Each person leading an EOC response is responsible for their call out plan (see section 11 for each EOC response and the designated lead). Those leading an EOC response are responsible for reviewing and updating their emergency contacts annually and, when an emergency requires, executing their call-out plan.

6.3 All call-out plans with emergency contacts are found in the “Everyone” drive, “EMO” folder, “EMO 2025” subfolder, within the file named “Emergency Contacts”; printed copies are in EOC binders.

7. PUBLIC INFORMATION COORDINATOR

7.1 The Senior Communications Officer assumes the Public Information Coordinator role during an emergency, informing the public and supporting the Mayor, EMD, and CAO through coordinating, preparing, and distributing timely and accurate communications to the public, media, and elected officials.

8. IDENTIFICATION

8.1 The Emergency Measures Director (EMD) will issue suitable identification to all personnel and for all vehicles engaged in Charlottetown’s Emergency Management Operations (EMO).

9. GOVERNANCE BRANCH OF COUNCIL

9.1 The **Governance Branch** consists of the Mayor, Deputy Mayor, two members of City Council appointed by the Mayor, the CAO, and those the CAO designates as being required for the type and scale of emergency.

9.2 The Governance Branch shall establish Governance Headquarters within **City Hall**, in the **Parkdale Room**. If not feasible, Governance Headquarters will be located at City Police on Kirkwood Drive.

9.3 When deemed necessary, the Governance Branch, in consultation with the EMD, shall:

a. determine if a State of Local Emergency should be declared;
b. maintain continuity of the City under emergency conditions;
c. exercise administrative approvals for the overall emergency operations as per definition;
d. decide on the commitment of resources within and outside Municipal boundaries;
e. request assistance from mutual aid areas and the provincial government, if the situation exceeds municipal capacity and resources; and
f. ensure that an official log is maintained and safeguarded.

10. EMERGENCY OPERATIONS CENTRE (EOC)

10.1 The EMD and all Municipal Staff designated in section 11 as leading an EOC response, will establish the EOC in the **Sherwood Room** of **City Hall**. If not feasible, the EOC will be located at City Police on Kirkwood Drive.

10.2 EOC administration support is provided by the Executive Resource & Privacy Coordinator II and those designated to alternate duties.

11. EOC RESPONSIBILITIES

Department or Function	EOC Response	Section
Emergency Measures Director (EMD)	Manage Overall Emergency Response and Direct EOC	11.1
Fire Services	Fire, Rescue, and First Aid	11.2
Police Services	Policing, Security, Public Safety, and Dispatch Communications	11.3
Public Works	Public Works and Transportation	11.4
Water & Sewer Utility	Water and Sewer Services	11.5
Administration	EOC Administration and Support	11.6
Corporate Communications	Public Information Coordination	11.7
Environment & Sustainability	Urban Forestry; Transit; Active Transportation; Food Security	11.8
Finance	Finance and Procurement	11.9
GIS through Infrastructure and Asset Management	GIS Data Analysis, Mapping, and Modeling	11.10
Human Resources (HR)	Personal, Staff, and Veterinary Services	11.11
Parks & Recreation	Reception Centre's, Lodging, and Personal Services	11.12
Planning & Heritage	Health & Community Services and Building Inspections	11.13

11.1 Emergency Measures Director (EMD)

Department: Fire Services and/or Police Services

Lead - Fire Chief or Police Chief
Second - Deputy Fire Chief or Deputy Police Chief
Alternate - Platoon Chief or Sergeant

Responsible to: Governance Branch of Council
Responsible for: Emergency Operations Centre (EOC) and overall Emergency Management

The EMD is responsible for overseeing an efficient emergency response on behalf of Council and is responsible for directing EOC operations.

Standard Requirements:

a. ensure the call-out plan is initiated;
b. ensure action logs are maintained by those leading an EOC response;

Duties as follows:

c. ensure key positions are staffed;
d. coordinate all staff functions in the EOC;
e. ensure shift schedules are established for EOC staff;
f. ensure communications are established;
g. respond to the requirements of the On-Scene Commander (OSC);
h. ensure EOC staff take prompt and effective action in response to OSC requests;
i. establish priority of resources, alongside EOC, managers, and staff, if conflicts should arise;
j. recommend to the Mayor the need for expert assistance or provincial government resources;
k. recommend to the Mayor the need to evacuate a specific area;
l. ensure evacuation is carried out in accordance with the evacuation guidelines in this Plan or as otherwise may be required;
m. advise Mayor when an evacuated area may be re-entered by individuals and when a general re-entry may be initiated;
n. ensure re-entry is carried out in accordance with the re-entry guidelines in this Plan or as otherwise may be required;
o. monitor the capacity of the area resources and if overextended, request assistance through Mutual Aid and Provincial EMO;
p. prepare and deliver briefings as the situation dictates;
q. ensure that a thorough situation briefing is conducted during shift changes;
r. inform all managers of major events as they arise;
s. ensure that the Queen Elizabeth Hospital is alerted of the emergency if necessary;
t. ensure Red Cross has established a Registration & Inquiry Program if necessary; and
u. liaison with Provincial EMO as required.

11.2 Fire, Rescue, and First Aid

Department: Fire Services

Lead - Fire Chief (if not assigned EMD or On Scene Commander)
Second - Deputy Fire Chief
Alternates - Platoon Chief

Responsible to: Emergency Measures Director (EMD)
Responsible for: Coordinating fire, rescue and first aid services.

Standard Requirements:

a. maintain an up-to-date list of all contacts and resources in the ***Emergency Contact File*** and manage call-out's as required in an emergency;
b. maintain an activity log of all actions taken;
c. ensure that each replacement is thoroughly briefed during shift changes;

Duties as follows:

d. determine where specialized equipment and operators may be obtained depending on the nature of the emergency;
e. provide specialized equipment and operators when requested by the On-Scene Commander (OSC);
f. coordinate requests from the OSC for mutual aid;
g. provide advice to the OSC when evacuation appears likely;
h. ensure that dangerous goods support agencies are contacted if necessary;
i. establish first aid posts;
j. provide assistants to local ambulance services;
i. update maps and notice boards as necessary; and
j. perform other duties as assigned by the EMD.

11.3 Police, Security, Public Safety, and Dispatch Communications

Department: Police Services

Lead - Police Chief (if not assigned EMD or On Scene Commander)
Second - Deputy Police Chief
Alternates - Sergeants

Responsible to: Emergency Measures Director (EMD)
Responsible for: Policing, Security, Public Safety, and Dispatch Communications

Standard Requirements:

a. maintain an up-to-date list of contacts and resources in the ***Emergency Contact File*** and manage call-out's as required in an emergency;
b. maintain an activity log of all actions taken;
c. ensure that each replacement is thoroughly briefed during shift changes;

Duties as follows:

d. provide police, security, public safety, and dispatch communications in support of emergency operations;
e. provide security services for facilities as requested by the EOC;
f. provide dispatcher for the real time operations centre;
g. respond to the communications needs of the On-Scene Commander;
h. inform the EMD and EOC of major challenges;
j. when required, complete and execute the "Evacuation Order" in Annex D;
k when required, execute evacuation procedures in Annex E; and
a. perform other duties as assigned by the EMD.

11.4 Public Works & Transportation

Department: Public Works

Lead - Public Works Manager
Second - Public Works Assistant Manager (Joey)
Alternate - Public Works Traffic Engineer (Riley)

Responsible to: Emergency Measure Director (EMD)
Responsible for: Coordinating Engineering and Transportation Services

Standard Requirements:

b. maintain an up-to-date list of all contacts and resources in the ***Emergency Contact File*** and manage call-out's as required in an emergency;
c. maintain an activity log of all actions taken;
d. ensure that each replacement is thoroughly briefed during shift changes;

Duties as follows:

e. determine where specialized equipment and vehicles and operators may be obtained, in anticipation of requirements based on the nature of the emergency, and provide to the On-Scene Commander when requested;
f. establish priorities for the use of resources in collaboration with other departments and agencies;
g. provide transportation services when requested by the EOC and coordinate public transit requirements with the Environment & Sustainability department;
h. select evacuation routes and pick-up points as necessary in collaboration with the Police Department, On Scene Commander, EMD, and the EOC;
i. inform transportation drivers of the locations of the Reception Centre's, or other places where evacuees may be housed;
j. provide advice to the EOC when evacuation appears likely;
k. Update maps and notice boards as required; and
l. Perform other duties as assigned by the EMD.

11.5 Water and Sewer Services

Department: Water & Sewer Utility

Lead - Manager of Water & Sewer Utility
Second - Assistant Manager of Water & Sewer Utility
Alternate - Works Superintendent (Mike Pigott)

Responsible to: Emergency Measures Director (EMD)
Responsible for: Water, Sanitary and Veterinary Services

Standard Requirements:

a. maintain an up-to-date list of water, sewer, and related engineering contacts and resources in the ***Emergency Contact File*** and manage call-out's as required in an emergency
b. maintain a log of all actions taken;
c. ensure that replacements are thoroughly briefed during shift changes;

Duties as follows:

d. determine where specialized equipment and operators may be obtained;
e. determine where and how portable water supplies may be obtained and distributed during an emergency;
f. obtain and provide portable toilet services if needed;
g. provide portable pumps, storage tanks and water purification equipment if needed; and
h. perform other duties as assigned by the EMD.

11.6 EOC - Administration and Support

Department: Administration

Lead - Executive Resource & Privacy Coordinator II
Second - Procedure & Records Coordinator
Alternate - Executive Resource & Privacy Coordinator I

Responsible to: Emergency Measures Director (EMD)
Responsible for: EOC Administration and Support

The EOC Administration & Support Services role is responsible for coordinating EOC requirements and leading administration and records support services for the EOC.

Standard Requirements:

a. maintain an up-to-date list of contacts for administrative resources and services in the ***Emergency Contact File***;
b. ensure all Admin and Support staff members are called out when EOC is activated;
c. maintain an activity log of all actions taken;
d. ensure that each replacement is thoroughly briefed during shift changes;

Duties as follows:

e. assist in setting up the Emergency Operations Centre (EOC);
f. ensure that only approved personnel enter the EOC;
g. ensure the City's public call-in line is monitored and that those receiving calls have the current list of staff names and numbers from the ***Emergency Contact File***;
h. coordinate security for the EOC area with Police Services;
i. ensure that a reception area is established and staffed to direct representatives of external organizations and media;
j. provide administration support to the EOC staff;
k. provide specific services as requested by those leading EOC responsibilities (see section 11);
l. coordinate EOC supplies and cleaning;
m. arrange food services for EOC staff;
n. ensure all Admin and Support staff members are called out when EOC is activated; and
o. perform other duties as assigned by the EMD.

11.7 Public Information Coordinator

Department: Administration – Corporate Communications

Lead - Jessica Bradley, Senior Communications
Second - Communications Coordinator
Alternate - Communications Officer

Responsible to: EOC Director
Responsible for: Communications and Public Information Coordination

Responsible for timely and accurate communications to the public and elected officials during an emergency.

Standard Requirements:

a. maintain an up-to-date list of all contacts and media resources in the ***Emergency Contact File*** and manage call-out's as required in an emergency;
b. maintain an activity log of all actions taken;
c. ensure that each replacement is thoroughly briefed during shift changes;

Duties as follows:

d. provide regular updates to the public related to the emergency situation; this information may include safety measures, emergency services, estimated timelines, and any other necessary action;
e. use all available communications channels including website, social media, news releases/PSAs, public radio, print-outs, etc.;
f. serve as primary point of contact for media inquiries; facilitate all interviews and requests for information;
g. monitor the public environment (media, social media) and ensure EOC Director is kept informed of emerging issues;
h. administer Mass Notification System as needed under direction of EOC Director.
i. coordinate communications messaging and efforts with internal and external agencies and organizations involved in emergency response;
j. establish communication templates/protocols for the release of public information in an emergency;
k. provide communications advice to the Governance Branch, EMD, EOC, and other management as needed; and
l. perform other duties as assigned by the EMD.

11.8 E&S: Urban Forestry, Public Transit, Active Transportation, and Food Security

Department: Environment & Sustainability

Lead - Manager of Environment and Sustainability
Second - Forest and Environment Officer
Alternate - Climate Action Officer

Responsible to: Emergency Measures Director (EMD)
Responsible for: Urban forestry, public transit, active transportation and food security.

Standard Requirements:

a. maintain an up-to-date list of contacts in the ***Emergency Contact File*** and manage call-out's as required in an emergency;
b. maintain an activity log of all actions taken;
c. ensure that replacements are thoroughly briefed during shift changes;

Overall duties as follows:

d. leverage public transit and active transportation in facilitating evacuations, transportation of vulnerable populations, and/or emergency personnel providing essential services during and after emergencies;
e. coordinate hazard or emergency street and park tree maintenance before, during and after emergencies;
f. liaison for the City in understanding social service agencies and volunteer organizations providing food to the public or accepting food donations;
g. guidance to Parks & Recreation, HR, and PH as they collaboration with the Province and Red Cross and work to secure social, personal, food, and/or clothing for residents at reception centre's;

Specific duties as follows:

h. in collaboration with Public Works, coordinate public transit needs and communicate EMO requirements with transit service provider;
i. support EMD and On Scene Commander with emergency transit operations;
j. if roads are not open to automobile traffic, coordinate emergency procurement of bicycle fleets for emergency personnel and essential services, from local suppliers. This task could be triggered if fuel supplies are disrupted as well;
k. facilitation of emergency tree work with City staff, contractors, utility companies, or other supporting crews;
l. hazard tree inspections, assessments, and related data collection;
m. communication between tree crews and EMD; and
n. collect information from organizations providing food or accepting food donations and work with Communications and the EOC to ensure public distribution of this information.

11.9 Finance & Procurement

Department: Finance

Lead - Manager of Finance
Second - Assistant Manager of Finance
Alternates - Senior Finance Officer

Responsible to: Emergency Measures Director (EMD)
Responsible for: Finance Support and Procurement

Standard Requirements:

a. maintain an up-to-date list of all contacts and resources in the ***Emergency Contact File*** and manage call-out's as required in an emergency;
b. maintain an activity log of all actions taken;
c. ensure that each replacement is thoroughly briefed during shift changes;

Duties as follows:

d. maintain an updated list of all banks, finance companies and brokers, as well as a list of suppliers for municipal equipment and services;
e. create a separate project code(s) and necessary journal entries to track all emergency expenditures;
f. record and process all invoices and maintain an accurate record;
g. establish a procurement system for extended emergency operation**s**;
h. contact suppliers and order equipment, supplies, or services required by the EOC; and
i. perform other duties as assigned by the EMD.

During an emergency, additional duties are as noted:

- Clarify the list of eligible expenditures with Provincial EMO, via EMD, and communicate eligible/ineligible expenses to EOC and Governance Branch.
- Send updates to all departments and those with EOC responsibilities, before and during an emergency, regarding eligible and ineligible expenses and the responsibility of each in keeping activity logs and the procedure for submitting activity logs.

11.10 GIS (Geographic Information Systems)

Department: Infrastructure & Asset Management

Lead - GIS Specialist
Second - GIS Coordinator
Alternate - GIS Technician (Water & Sewer)

Responsible to: Emergency Measures Director (EMD)
Responsible for: Providing GIS services to the Emergency Operations Centre (EOC).

Standard Requirements:

a. maintain an up-to-date list of contacts in the ***Emergency Contact File*** and manage call-out's as required in an emergency;
b. maintain an activity log of all actions taken;
c. ensure that replacements are thoroughly briefed during shift changes;

Duties as follows:

d. provide maps (printed or online/web maps);
e. provide GIS data analysis and modeling;
f. provide GIS data collection;
g. collaborate on EOC technical and data support needs with the City's Senior Information Technology Officer of IT; and
h. coordinate disaster response support, as it relates to:
    i. Coordinate with the city's aerial photography contractor (Eagleview / Pictometry Canada) to access post-disaster aerial photography under their Disaster Response Program.
        - https://www.eagleview.com/government/disaster-response-program/
    ii. Coordinate with the city's GIS software provider (ESRI) to access enhanced GIS analysis and modeling under their Disaster Response Program.
        - Esri Disaster Response Program | Maps, Software & Support with GIS Technology

11.11 Personal, Staff, and Veterinary Services

Department: Human Resources (HR)

Lead - Manager of Human Resources
Second - Assistant Manager of Human Resources
Alternates - Human Resources Services Officer

Responsible to: Emergency Measures Director (EMD)
Responsible for: Coordinate services for evacuees and staff

Standard Requirements:

a. maintain an up-to-date list of all contacts and resources in the ***Emergency Contact File*** and manage call-out's as required in an emergency;
b. maintain an activity log of all actions taken;
c. ensure that each replacement is thoroughly briefed during shift changes;

Duties as follows:

d. ensure the provision of critical incident stress debriefing for evacuees and responding personnel as required;
e. assess the personal needs of evacuees as they arrive at the Reception Centre;
f. provide hygiene kits to evacuees as required;
g. in collaboration with Environment & Sustainability and Planning & Heritage, coordinate access to clothing through the use of volunteers and through collaboration with the PEI Department of Social Development;
h. provide volunteer coverage at warming centres;

Veterinary services support:

i. in cooperation with the PEI Humane Society maintain an up-to-date list of all veterinary resources in the area and when required, arrange for qualified personnel to provide emergency veterinary services and animal shelter facilities;
j. in cooperation with the managers of the reception centre's and PEI Humane Society, arrange for the transportation and lodging of animals taken to reception centre's;
i. in cooperation with the PEI Humane Society and the Atlantic Veterinary College coordinate veterinary medical service including establishing a morgue and disposal of facilities for deceased animals;

Personal support, Counselling, and Red Cross Collaboration:

k. develop and maintain list of available social workers, counselors, clergy;
l. where possible, seek access to counselling for residents displaced at reception centres;
m. develop and maintain list of pharmacies, oxygen suppliers, and other healthcare suppliers in the community;
n. monitor the long-term needs for special care persons; and
o. refer any identified cognitive or physical limitations to appropriate mental health departments, agencies and/or respective staff, or medical professionals.

11.12 Reception Centre's and Emergency Lodging & Food

Department: Parks & Recreation

Lead - Manager of Parks & Recreation
Second - Assistant Manager of Parks & Recreation
Alternate - Arena Superintendent

Responsible to: Emergency Measures Director (EMD)
Responsible for: Ensuring the establishment of reception centre's (reference section 12 of this Plan) and emergency lodging through a service delivery contract with Canadian Red Cross

Standard Requirements:

a. maintain an up-to-date list of all contacts and resources in the ***Emergency Contact File*** and manage call-out's as required in an emergency;
b. maintain an activity log of all actions taken;
c. ensure that each replacement is thoroughly briefed during shift changes;

Duties as follows:

d. review and approve list of designated reception centre's and emergency lodging facilities;
e. review and approve list of vendors/service providers as they relate to the provision of emergency social services;
f. request services of Canadian Red Cross as required during an emergency or disaster response;
g. identify and deploy departmental staff as required to reception centres and emergency lodging facilitates to monitor and evaluate response activities;
h. provide logistic support services in establishing and maintaining a Staff Reception Centre;
i. develop and maintain staffing plans to ensure quality delivery of required services to clients within facilities;
j. determine the emergency social services required for all clients through means of operational and client assessment;
k. perform other duties as assigned by the EMD and consistent with Canadian Red Cross standards and practices;

External agencies:

l. develop and maintain a list of reception centre's and emergency lodging facilities;
m. develop and maintain a list of vendors/service providers for the provision of emergency social services;
n. develop service delivery plan to ensure continued provision of emergency social services for anticipated duration of disaster response; and
o. engage community partners as required to support the provision of emergency social services.

11.13 Health & Community Services and Building Inspections

Department: Planning & Heritage

Lead - Manager of Development Planning
Second - Manager of Building Inspection
Alternate - Manager of Policy & Heritage

Responsible to: Emergency Measures Director (EMD)
Responsible for: Coordinating Health, Community Services, and Building Inspections

Standard Requirements:

a. maintain an up-to-date list of all contacts and resources in the ***Emergency Contact File*** and manage call-out's as required in an emergency;
b. maintain an activity log of all actions taken;
c. ensure that each replacement is thoroughly briefed during shift changes;

Duties as follows:

d. in collaboration with Parks & Recreation and Environment & Sustainability, if needs require, alert the provincial and Federal Departments of Health and/or Social Services (example: should emergency shelters be required, alert the provincial department delegated through the Province's Emergency Measures Act to support sanitation of Emergency Shelters (Health) and the department delegated to support clothing needs at Emergency Shelters (Social Services);
e. provide a list of facilities to the Provincial Coroner should an emergency morgue be required and inform all concerned of the location;
d. assist EMD and EOC in acquiring additional personnel and resources as required;
e. inspect damaged building and property and post warnings if deemed unsafe;
f. establish priorities of resources with EOC;
g. inform the EOC of significant events;
h. update maps and notice boards as required;
i. ensure Reception Centre's are periodically inspected; and
j. perform other duties as assigned by the EMD.

12. RECEPTION CENTRE PROCEDURES AND LOCATIONS:

12.1 General

A local emergency, an emergency in a neighboring community, or an evacuation may require the opening of one or more of Charlottetown Reception Centre's. It is not expected that residents will need assistance for more than one or two days, but the possibility of a longer stay should be considered.

Reception Centre's are set up through the Parks & Recreation Department, with support from multiple departments, as noted in section 11.

12.2 Reception Centre Function

The function of a Reception Centre is:

a. reception & information
b. registration & inquiry
c. emergency lodging & food
d. clothing
e. personal services

12.3 Location of Reception Centre's

The location of Reception Centre's will be determined by the Emergency Measures Director and On-Scene Commander based on the location and type of emergency. The first facilities to be used as Reception Centre's are City owned and operated buildings (see list below).

If City's facilities fall within the evacuation area or additional facilities are required, schools, community halls, and government facilities may be used.

Primary Reception Centre's	Kitchen	Shelter Capacity
West Royalty Community Centre	**Yes**	**194 persons**
Hillsborough Park Community Centre	**Yes**	**75 persons**
Malcolm Darrach Community Centre	**Yes**	**34 persons**
Eastlink Centre (Trade Centre)	**Yes**	**1,325 persons**
Eastlink Centre (Arena)	**Yes**	**343 persons**
Sherwood Recreation Hall	**Yes**	**50 persons**

Secondary Reception Centre's	Cafeteria	Shelter Capacity
Charlottetown Rural High School	**Yes**	**725 persons**
Colonel Gray High School	**Yes**	**856 persons**
Birchwood Jr. High School	**Yes**	**525 persons**
Queen Charlotte Jr. High School	**Yes**	**526 Persons**
Stone Park Junior High School	**Yes**	**906 Persons**

12.4 Emergency Lodging & Food

Emergency lodging services will be arranged on a congregate lodging basis. Evacuees considered to be highly vulnerable (elderly, mobility challenges, serious health conditions, adults with infants) may be immediately placed in commercial lodging facilities as required.

The facilities listed in section 12.3 can provide congregate accommodation for the numbers shown. Canadian Red Cross has a supply of cots for the provision of emergency lodging as defined within the organizations roles and responsibilities and as described within the service delivery contract. Beds or folding cots may also be obtained from the PEI Regiment.

If a prolonged stay is anticipated or develops, billeting in private homes or commercial accommodations will be considered. Congregate shelters and commercial accommodations may be coordinated with the Canadian Red Cross under the conditions of the service delivery contract, but any billeting arrangements would remain the responsibility of the City.

Emergency feeding of evacuees will be organized by the Parks & Recreation Department using volunteer services and support from the Environment & Sustainability Department, as described in section 11.12.

The PEI Department of Health will be available for advice on issues of health and sanitation and will provide some services in the area of consultations, counselling, inspection, and nursing.

12.5 Registration & Inquiry

Contact the Canadian Red Cross (1-800-222-9597) to establish a Registration & Inquiry program.

12.6 Personal Services

Counselling support would be coordinated by the HR Department, with limitations. Additional support can be requested through the PEI Department of Health.

Other personal services may be requested by contacting the Department of Social Services.

12.7 Clothing

Clothing needs would be coordinated by HR, Environment & Sustainability, and the Planning & Heritage Department, through use of volunteers and where possible, support from the Department of Social Services.

13. STAFF RECEPTION CENTRE

13.1 A Staff Reception Centre will be opened at the Firefighters Recreation & Training Centre, 89 Kent Street, capacity – 201 persons, to provide food, lodging, and recreation facilities to EOC staff, other City employees, mutual aid groups, and personnel from other agencies assisting the City in the emergency operation.

14. EMERGENCY CALL – OUT ARRANGEMENTS

14.1 When an emergency or disaster occurs or is imminent, Central Dispatch at Police is responsible for immediately alerting the Municipal Emergency Measures Director (EMD) or their designate. The EMD will advise Central Dispatch if a telephone call-out is to be initiated and they will indicate if it is to be a Level 1 or Level 2 call-out. Central Dispatch will commence the call-out.

14.2 Each person leading an EOC responsibility, identified in section 11 of this Plan, is responsible for an annual review and refresh of their ***Emergency Contact File*** and when an emergency requires, initiating their call-out plan. Additional details on the locations of *Emergency Contact Files* are found in section 6 of this Plan.

14.3 The EOC Admin, as noted in section 11.6, will ensure the City's public call-in line is being monitored and that those managing the call-in line have all departments ***Emergency Contact File***, including the current list of staff names and numbers that is found in this document.

ANNEX A:

DECLARATION OF A STATE OF LOCAL EMERGENCY

Declaration of a State of Local Emergency

(Subsection 9(2.1) of the Emergency Measures Act)

The following area is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein:

Emergency area:

The area of Prince Edward Island generally affected described as:

_____

_____

_____

Nature of the emergency:

_____

_____

_____

I am satisfied that an emergency, as defined in clause 1(c) of Chapter E-6.1 of the *Emergency Measures Act*, exists or may exist in the emergency area.

I hereby declare a state of local emergency in the emergency area stated in this declaration effective as of _____ (time – specify a.m./p.m.) on _____, 20 _____.

If this declaration is not renewed or terminated, the state of emergency remains in effect until 7 days after the date and time it is declared, or the earlier date and time set out below:

Date of termination: _____ (time – specify a.m./p.m.) on _____, 20_____.

Dated at _____, Prince Edward Island,_____, 20 _____.

Name: _____, Position: Mayor

Signature: _____

Fax to: PEI Emergency Measures Organization (PEI EMO) at 902-368-6362

ANNEX B:

ACTIVITY LOG

ACTIVITY LOG		
1. Incident Name:	**2. Operational Period:** *Date From:* *Date To:* *Time From:* *Time To:*	
3. Unit:	**4. In Charge:**	**5. Organization:**

6. Resources Assigned:

Name	Position	Organization

7. Activity Log:

Date	Time	Notable Activities

CHARLOTTETOWN EMERGENCY MANAGEMENT ORGANIZATION **PAGE #** _____

ANNEX B CONTINUED

ACTIVITY LOG		
1. Incident Name	**2. Operational Period:** *Date From:* *Date To:* *Time From:* *Time To:*	
7. Activity Log: Date	Time	Notable Activities
8. Prepared by: **Name**: _____	**Position / Title**: _____ **Date/Time**: _____ **Signature**: _____	
CHARLOTTETOWN EMERGENCY MANAGEMENT ORGANIZATION	**PAGE #** _____	

ANNEX B CONTINUED

ACTIVITY LOG INSTRUCTIONS

Block #	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the emergency incident.
2	**Operational Period**	Enter the start date and end date (MM-DD-YYYY) and time (using 24-hr clock) for the operational period that this form applies to.
3	**Unit**	Enter the name of the Branch, Section, response, or person designating resources (i.e. EMD, Governance Branch, Logistics Section, Operations Section)
4	**In Charge**	Enter the name and position of the individual in charge of the Branch, Section, response, or the person designating resources.
5	**Organization**	Home agency of the individual completing this form.
6	**Resources Assigned**	
	- Name	Enter the resource name or individual. For all individuals, include a last name.
	- Incident Position	Use this section to enter the resource's emergency position (example: EMD, On Scene Commander, Superintendent Public Works, Senior Communications)
	- Organization	Use this section to enter the resource's organization and/or branch/section of the emergency response (example: Canadian Red Cross, Logistics Section).
7	**Activity Log** - Date/Time - Notable Activities	- Enter the time (24 hr. clock) and briefly describe individual notable activities. Note the date if operational period covers more than one day. - Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. - This block can also be used to track personal work, work completed, action required, delegated to, status of, etc.
8	**Prepared by** - Name - Position/Title - Signature - Date/Time	Enter the name, emergency position / title, and signature of the person preparing this form. Enter the date (MM-DD-YYYY) and time (24-hour clock).

Source: Adapted from: FEMA, ICS 214, Activity Log

ANNEX C:

EMERGENCY GENERATORS

	LOCATION	KW	FUEL CAPCITY	CONSUMPTION RATE	RUN TIME/TANK
1	Malcolm J. Darrach	100	936 liters	26 liters/hr.	19 hrs.
2	City Hall	150	936 liters	32 liters/hr.	29 hrs.
3	Police Department, Kirkwood Dr	60	936 liters	18 liters/hr.	48-52 hrs.
4	FD Mobile Gen Set	58	329 liters	17 liters/hr.	36 hrs.
5	FD Mobile Gen Set	38	329 liters	16 liters/hr.	20 hrs.
6	Fire Station 1	16	148 liters	4.3 liters/hr.	34 hrs.
7	Public Works Garage	150	1,275 liters	37.5 liters/hr.	31 hrs.
8	West Royalty Community Centre	55	567 litres	16.6 litres/hr.	34hrs.
9	Hillsborough Community Centre	55	567 litres	16.6 litres/hr.	34hrs.

ANNEX D:

CITY OF CHARLOTTETOWN

"EVACUATION ORDER"

i) Pursuant to City of Charlottetown's *Emergency Management Bylaw*, a mandatory evacuation of the following area(s) has been determined:

_____
_____
_____

ii) Transportation pick up points have been established at the following locations:

_____
_____
_____

iii) Persons requesting special assistance may call_____ that has been established to respond to evacuation assistance requests only.

iv) On Scene Commander is restricting all entry into the hazard area. No one will be allowed to re-enter the area after _____(time) AM/PM.

v) (Canadian Red Cross or City of Charlottetown) _____ is establishing Reception Centre _____, Shelter ____ at the following locations(s):

_____
_____
_____

Incident Commander,

Name: _____

Signature: _____

Date: _____

ANNEX E:

EMERGENCY EVACUATION PROCEDURES

1. EMERGENCY EVACUATION CALL-OUT

1.1 The Police or Fire Department are first on scene during an emergency; if they determine that an emergency evacuation is required, the Police or Fire On-Scene-Commander will notify Central Dispatch and the Chief of Police or Chief of Fire that an emergency evacuation is necessary and the type of evacuation required. Central Dispatch will initiate their call-out list and the Chief of Police or Chief of Fire will notify the Mayor and CAO.

2. EMERGENCY EVACUATION NOTICE

2.2 An **Emergency Evacuation Notice** will be broadcasted throughout the evacuation area by police and fire department vehicles and public notification systems. Through direction from the On-Scene Commander, the Public Information Officer, will prepare a written notice in accordance with Annex "**D**" and issue the notice to the public.

2.3 The Emergency Evacuation Notice shall state:

a. the location;
b. nature of emergency (i.e., fire, flood, riot);
c. the extent of area to be evacuated; and
d. the location of reception centre's (see section **12.3**)

2.4 The Emergency Measures Director (EMD) or their designate will:

a. Notify the "Governance Branch" that an Evacuation Order and/or a declaration of a State of Local Emergency is or may be warranted;
b. following the issuance of an Evacuation Order and/or State of Local Emergency and notifying the Province and Provincial EMO, submit an Evacuation Order to the Public Information Officer for immediate distribution through public broadcasts, media, and all other current communication procedures.
c. determine number of evacuees and advise the EOC; and
d. advise the Provincial EMO of actions taken.

2.5 Public Requests for Transportation

In the event of an evacuation where transportation is required, public broadcasts, media, and all other current communication procedures will state that those requiring transportation will make their request known by means of calling the City's Emergency Call Centre at 902-566-5548.

2.6 Security

Fire and Police Services personnel will check the area involved to ensure all persons are evacuated. During the emergency period City Police will maintain security patrols of the evacuated area.

3. STEPS IN A "PLANNED" EVACUATION PROCESS

3.1 Evacuation Planning

The Emergency Measures Director and the On-Scene Commander will analyse the emergency situation to determine the probability of an evacuation being ordered. The EMD shall brief the Mayor, CAO, and EOC as to their findings and if an evacuation appears likely, direct all EOC staff to ensure they are prepared to action and implement their duties in relation to an evacuation.

If an evacuation is necessary, the following actions should be taken alongside Annex "**D**" and "**F**".

a. Determine the reason for the evacuation;
b. Determine the exact area to be evacuated;
c. Determine, to the degree possible, the number of people to be evacuated;
d. Determine the evacuation routes and pick-up points and the availability of transport vehicles;
e. Ensure Reception Centres are activated in accordance with the plan. (see section 13);
f. Issue warning to the public in the area to be evacuated;
g. Ensure the evacuated area is policed to the extent possible under the circumstances;
h. Establish a communication system with the Reception Centres;
i. Ensure that food and hot drinks are available at the Reception Centres;
j. If necessary, establish an inner and outer perimeter danger area and downwind danger area;
k. Have a survey conducted of clothing requirements and in collaborate with the Province, Social Services, find provisions as needed;
l. Ensure sanitation facilities are adequate and maintained at the Reception Centres;
m. Provide resource personnel to soothe the fears evacuees may have;
n. verify adequate heat, power, light, water and washroom facilities are available at the Reception Centres;
o. Update the applicable provincial government department periodically;
p. Request assistance from appropriate provincial government departments as requested by EMD;
q. Ensure the Reception Centre Managers are informed of changes in the emergency situation;
r. Provide volunteers to assist the Reception Centre Managers;
s. Determine, if possible, the length of time evacuees may have to remain at the Reception Centres;
t. Co-ordinate with first response agencies as to when re-entry is possible or under what limiting conditions;
u. Provide more suitable lodgings for those who may not return to the evacuated area;
v. Ensure all necessary actions are taken regarding health, engineering, and safety before re-entry is authorized;
w. Provide transportation for evacuee re-entry;
x. Ensure the Reception Centre is cleaned and the facility is returned as received;
y. Submit lists of all costs incurred to EOC with a report on the operation.

ANNEX F:

SOP for Charlottetown Mass Evacuation Notification

#001

CHARLOTTETOWN – MASS NOTIFICATION EVACUATION STANDARD OPERATING PROCEDURE (SOP)

STANDARD OPERATING PROCEDURE: **EVACUATION (MASS NOTIFICATION SYSTEM)**
ORIGINATING DATE: **MARCH 2, 2018**
EFFECTIVE DATE: **APRIL 9, 2018**
REVISION DATE: **DECEMBER 19, 2025**
APPROVED BY: **CHARLOTTETOWN EMO OPERATIONS BRANCH** PAGE: **1 OF 1**

Overview:

In the event of an emergency requiring a portion of the City of Charlottetown to be evacuated the Mass Notification System shall be used in conjunction with other means of notification.

Responsibility:

If the EMD and On-Scene Commander determine an evacuation is required, the EMD briefs the Governance Branch and alerts Communications and EOC staff that an evacuation is imminent.

The EMD provides Communications the Evacuation Order details found in **Annex D** and the *Senior Communications Officer*, or designate, immediately coordinates public communication through the Mass Notification System and then, initiates their Public Information Coordination response, as described in section 11.7.

Communications	**Cell**
Jessica Bradley, Senior Communications Officer, Corporate	902.388.7799
Carly Mayhew, Community & Media Liaison, Police Services	

ANNEX G:

EMERGENCY SHELTER EVALUATION FORM

1. Shelter Identification

Facility Name: _____

Facility Street Address: _____

Municipality/Community: _____

Primary Contact: _____ Title/Role: _____

Phone: _____ Cell Phone: _____

E-mail: _____ Fax: _____

2. Shelter Description

Reception & Information/lobby area: Yes ____ No ____
Comments: _____

Area for registration & inquiry: Yes ____ No ____
Comments: _____

Location suitable for Families, Yes ____ No ____
Comments: _____

Location suitable for Persons with Physical Disabilities, Yes ____ No ____
Comments: _____

Location suitable for Persons with Intellectual Disabilities, Yes ____ No ____
Comments: _____

Location suitable for Seniors, Yes ____ No ____
Comments: _____

3. Restrooms:
Men's restrooms, Yes ____ No ____ Amount ____
Women's restrooms, Yes ____ No ____ Amount ____
Unisex restrooms, Yes ____ No ____ Amount ____

4. Showers:
Men's showers, Yes ____ No ____ Amount ____
Women's showers, Yes ____ No ____ Amount ____
Unisex showers, Yes ____ No ____ Amount ____

5. Feeding Capabilities:

Kitchen, Yes ____ No ____
Microwave Oven , Yes ____ No ____
Stove/oven, Yes ____ No ____
Refrigerator, Yes ____ No ____
Freezer, Yes ____ No ____
Cafeteria, Yes ____ No ____ Capacity ____
Dining Area, Yes ____ No ____ Capacity ____
Canteen, Yes ____ No ____
Vending Machines, Yes ____ No ____

6. Other:

Meeting Rooms, Yes ____ No ____
Operation Centre, Yes ____ No ____
First Aid, Yes ____ No ____
Storage Area, Yes ____ No ____
Food Supply Area, Yes ____ No ____
Phone, Yes ____ No ____
Laundry, Yes ____ No ____
Recreational Area, Yes ____ No ____
Leisure Rooms, Yes ____ No ____ # TV's ____
Resting Rooms, Yes ____ No ____ Capacity ____
Sleeping Rooms, Yes ____ No ____ Capacity ____
Daycare Area, Yes ____ No ____ Capacity ____
Children's Area, Yes ____ No ____ Capacity ____
Cloakroom/Coatroom, Yes ____ No ____

7. Accessibility:

Ramp, Yes ____ No ____
Automatic Door, Yes ____ No ____
Washroom for persons with disabilities, Yes ____ No ____
Shower for persons with disabilities, Yes ____ No ____
Elevator, Yes ____ No ____

8. Building Infrastructure:

Electricity, Yes ____ No ____
Oil Fired Heat, Yes ____ No ____
District Heating, Yes ____ No ____
Other Heating Source, Yes ____ No ____ Comment: _____
Generator, Yes ____ No ____ KWH _____
Is entire building supplied generated power, Yes ____ No ____
Is partial building supplied generated power, Yes ____ No ____

9. Fire Protection Systems:

Automatic Sprinkler System, Yes ____ No ____
Automatic Fire Alarm System, Yes ____ No ____
Smoke Alarms, Yes ____ No ____

10. Type of Building:
Community Centre, Yes ____ No ____
Municipal, Yes ____ No ____
School, Yes ____ No ____
Shopping Centre, Yes ____ No ____
Arena, Yes ____ No ____
Church Hall, Yes ____ No ____
Other, _____

11. Shelter Sanitation:
Restrooms Satisfactory, Yes ____ No ____, Not Applicable ____
Shower Satisfactory, Yes ____ No ____, Not Applicable ____
Sleeping Area Satisfactory, Yes ____ No ____, Not Applicable ____
Leisure Room Satisfactory, Yes ____ No ____ Not Applicable ____
Kitchen, Satisfactory, Yes ____ No ____ Not Applicable ____

12. Shelter Location & Surroundings:
Is there anything about the location including surrounding properties which may bring the overall suitability of this facility into question? Please describe:

_____
_____
_____
_____

13. Comments:

_____
_____
_____
_____

The information contained within this shelter evaluation has been reviewed and confirmed by:

Name: _____ Signature: _____ Date: _____

City of Charlottetown Committee Report

Report No: 01-2026-02

Date: January 20, 2026

Directed to Council through the following Committee:
Protective and Emergency Services

Attachments:
- None

Reporting Department:
Charlottetown Fire Department

Other Associated Departments:
None

Prepared by:
Deputy Chief Kent Mitchell

Report Title:
Operational Report

Report Purpose:
Provide operational response information and fire prevention activities.

Staff Recommendation:
That Council receive this report as information.

Report Details:

December 31-2025

Total Fire Inspections	
General Inspections	**2**
Inspections with Hazard Compliance Orders Issued	**12**
Inspections Closed	**10**
Plan Reviews, Permits, Consults	**5**
Fire Investigations	**6**
Education Session, Fire Drills	**2**
Emergency Responses:	
Total number of calls	**96**
Station 1	**17**
Engine 1	**43**
Station 2	**36**
Inspector call-outs	**2**

Training:

Regular weekly training continued throughout this period, including live-fire exercises, vehicle extrication, engine and ladder operations, and Blue Card Incident Command training.

During this period, additional focused training sessions were completed in Advanced Thermal Imaging, High-Rise Fire Operations, and Medical First Responder.

Eight new firefighters are scheduled to begin Level I training in January, and ten firefighters are scheduled to begin Level II training in January.

Department Activities:

Additionally, the volunteer firefighter recruitment drive concluded with ten new members,2 of whom were qualified firefighters and 8 beginning Firefighter Level 1 training in January, reinforcing the department's future staffing and resilience.

Overall, 2025 was a productive year marked by strong emergency response, continued emphasis on training, and meaningful progress in recruitment and prevention. The Charlottetown Fire Department remains committed to protecting the community through professionalism, preparedness, and public service.

Council or Committee History:

- Monthly updates

Financial Implications:

- Not at this time.

Public Engagement and Communication:

- N/A

Legislative Authority:

- MGA

Strategic Alignment:

Our commitment – Transparency to Strength Accountability and Trust.

Reviewed By:

Manager / Director	**CAO**
K.Mitchell	B. MacConnell

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: 01-2026-03

Date: January 20, 2026

Directed to Council through the following Committee:
Protective and Emergency Services

Attachments:
- None

Reporting Department:
Charlottetown Fire Department

Other Associated Departments:
None

Prepared by:
Deputy Chief Kent Mitchell

Report Title:
Vacant Building Inventory

Report Purpose:
For information

Staff Recommendation:
That Council receive this report as information.

Report Details:

List of Abandoned (Vacant) Buildings Within the City of Charlottetown:

31 Kirkwood Drive **File Still Active.** **PID # 397083**
Building has had work done to it with a new roof. Inspectors are following up with the owners.
Building Secured March 17, 2025

54 Maple Ave. **File is still Active.**

15/17 Sydney St – File Active **Building secured. November 28, 2024**

334,336,338 University Ave. **File Active. Building Secured April 10, 2025**

Council or Committee History:
- Monthly Updates

Financial Implications:
- Not at this time.

Public Engagement and Communication:

- N/A

Legislative Authority:

- MGA

Strategic Alignment:

- Our commitment – Transparency to Strength Accountability and Trust.

Reviewed By:

Manager / Director	**CAO**
K. Mitchell	B. MacConnell

Committee Recommendation: (if differing from staff)

City of Charlottetown

Committee Report

Report No: 01-2026-04

Date: January 20, 2026

Directed to Council through the following Committee:
Protective & Emergency Services Committee

Attachments:
- n/a

Reporting Department:
Police Services

Other Associated Departments:
N/A

Prepared by:
S. Coombs

Report Title:
Police Officers in Schools

Report Purpose:
Follow up information originating from December 16, 2025 P&E Committee meeting regarding police officers in schools.

Staff Recommendation:
That the Report be received for information.

Report Details:

In Charlottetown, the School Resource Officer program began in 2010 and was in place until the pandemic (2022). The program had two dedicated officers focused on school safety and youth engagement, but also education and awareness, and support for early intervention and prevention efforts.

Schools remain a key environment where social challenges, mental health concerns, online harms, and conflicts can be identified and addressed before escalating into criminal or crisis situations. As such, CPS has had continued its proactive presence within Charlottetown schools which includes the Healthy Me (Grade 6) program, a variety of community safety presentations, lockdown drills, traffic assistance and more.

Through our Community Policing Unit, CPS has also been able to fulfil ad hoc requests from schools. Our Community Policing Unit continues to work directly with schools and is focused on helping to build safer schools, stronger relationships, and healthier outcomes for youth in our community.

In 2025, the unit completed approximately 65 presentations / activity-based requests at Charlottetown schools (elementary, intermediate and high school).

According to data from the Public School Branch Website, Charlottetown has 37% (8122) of students (K-12) in PEI.

In 2025, CPS received approximately 60 calls for service that originated from Charlottetown schools (intermediate and high school). These calls ranged from the sharing of intimate images to theft, common assault and harassment, and more.

Here is a summary of School Resource Officers by jurisdiction:

	Yes	No	Notes
Summerside Police		X	
RCMP PEI	X - pilot		Montague Regional High School only
Saint John Police		X	
Royal Newfoundland Constabulary		X	However, three Community Service officers fulfil a similar role to CPS' Community Action Unit
Truro		X	

Should there be an interest in the return of officers into schools beyond what is currently being delivered, staff recommend discussions take place with education partners to determine a model that aligns with community expectations, school needs, and available resources.

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

Guiding Principles: Safety in all we do. People-focused always. Accountable to residents, ourselves and each other.

Reviewed By:

Interim Chief	**CAO**
S. Coombs	B. MacConnell

Committee Recommendation: (if differing from staff)

Monthly Council Meeting Statistics - Jan, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Robbery	0	0	0	1	1	-100%	-100%
Serious (Murder)	0	0	0	0	0	#DIV/0!	#DIV/0!
All type Assaults	41	37	37	27	27	37%	37%
Sexual (sex assault, voyeurism)	8	5	5	6	6	-17%	-17%
Sexual Child related	4	4	4	5	5	-20%	-20%
Threats	30	26	26	47	47	-45%	-45%
Hate Crimes (new Jan 2026)		2	2	0	0	#DIV/0!	#DIV/0!
Total Crimes Against Persons	**83**	**72**	**72**	**86**	**86**	**-16%**	**-16%**

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Break & Enter	14	11	11	11	11	0%	0%
Theft Under $5000	28	24	24	29	29	-17%	-17%
Theft from Motor Vehicles	9	9	9	21	21	-57%	-57%
Theft of Motor Vehicles	1	0	0	0	0	#DIV/0!	#DIV/0!
Shoplifting	11	10	10	20	20	-50%	-50%
Mischief Under $5000	26	25	25	27	27	-7%	-7%
Frauds	21	20	20	20	20	0%	0%
All Other Property Crimes		65	65	14	14	364%	364%
Total Property Crimes	**132**	**120**	**120**	**142**	**142**	**-15%**	**-15%**

Impaired/CDSA/Other/Total Occurrences	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
All cc Driving & Impaired	34	24	24	30	30	-20%	-20%
CDSA	16	16	16	13	13	23%	23%
All Other Criminal Code	68	65	65	47	47	38%	38%
Total Monthly Occurrences		1430	1430	1336	1336	7%	7%

MUNICIPAL BYLAWS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Parking	844	844	844	1415	1415	-40%	-40%
Nuissance	30	30	30	23	23	30%	30%
Dog	6	6	6	1	1	500%	500%
Total	880	880	880	1439	1439	-39%	-39%
LCA	27	27	27	21	21	29%	29%

HTA & MVC's	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Highway Traffic Act	79	79	79	67	67	18%	18%
HTA Violations		115	15	225	225	-49%	-93%
Other Traffic	9	9	9	5	5	80%	80%
Motor Vehicle Collisions	Not available at time of report			128	128	#VALUE!	-100%

Mental Health	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Attempt/threat of suicide *		30	30	50	50	-40%	-40%
Mental Health Act		98	98	103	103	-5%	-5%
Wellbeing check		77	77	61	61	26%	26%
Total MHA + Wellbeing checks		**175**	**175**	**164**	**164**	**7%**	**7%**

* Attempt/threat of suicide is inclusive with MHA, do not add both results.

Monthly Council Meeting Statistics - Jan, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
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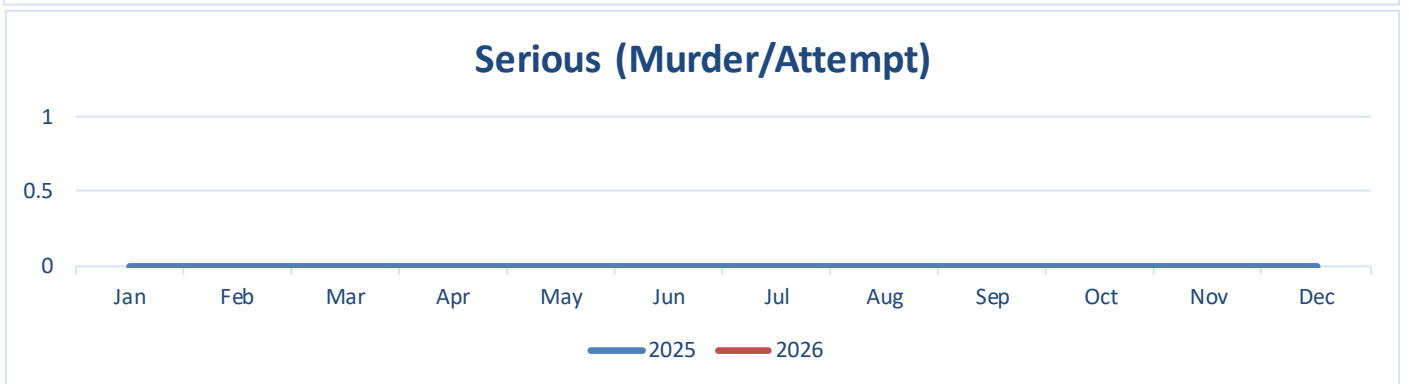

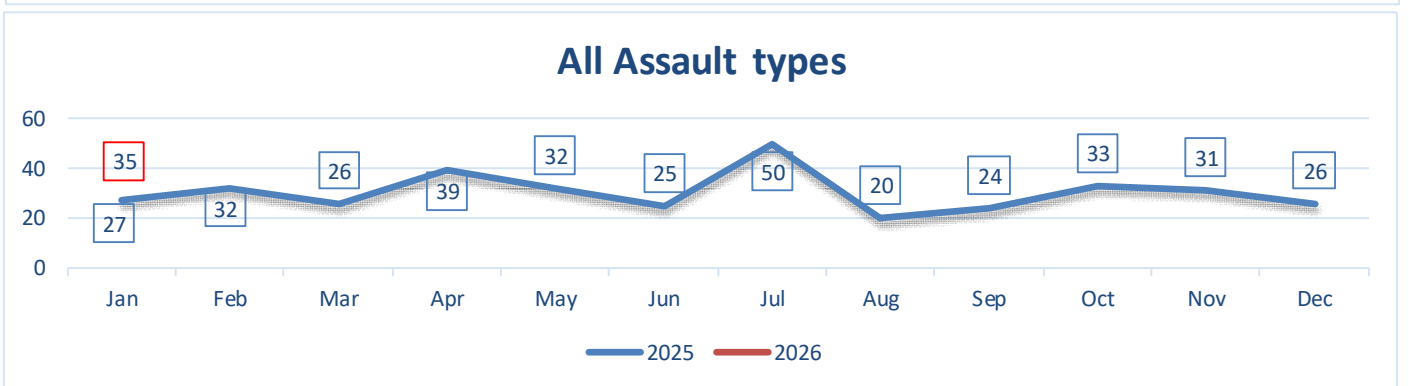

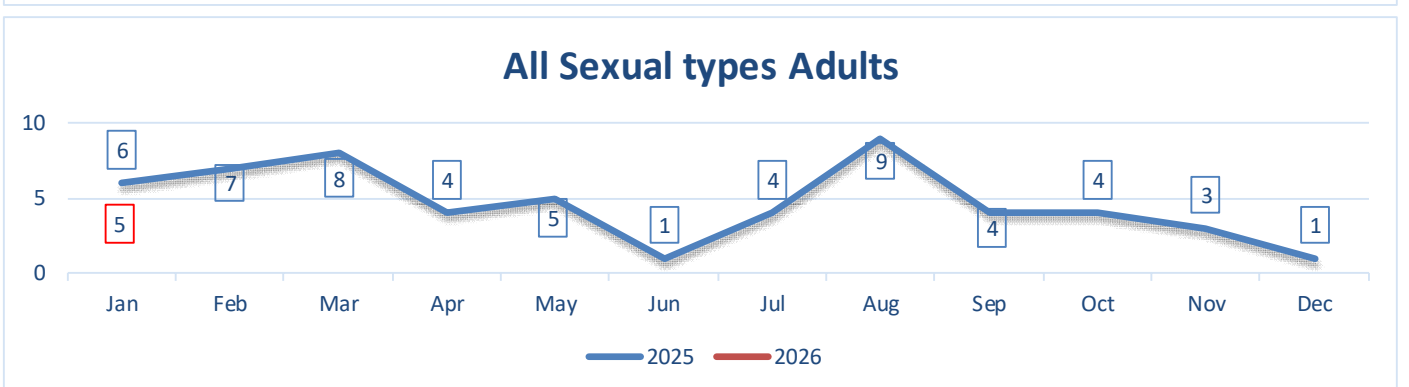

Monthly Council Meeting Statistics - Jan, 2026

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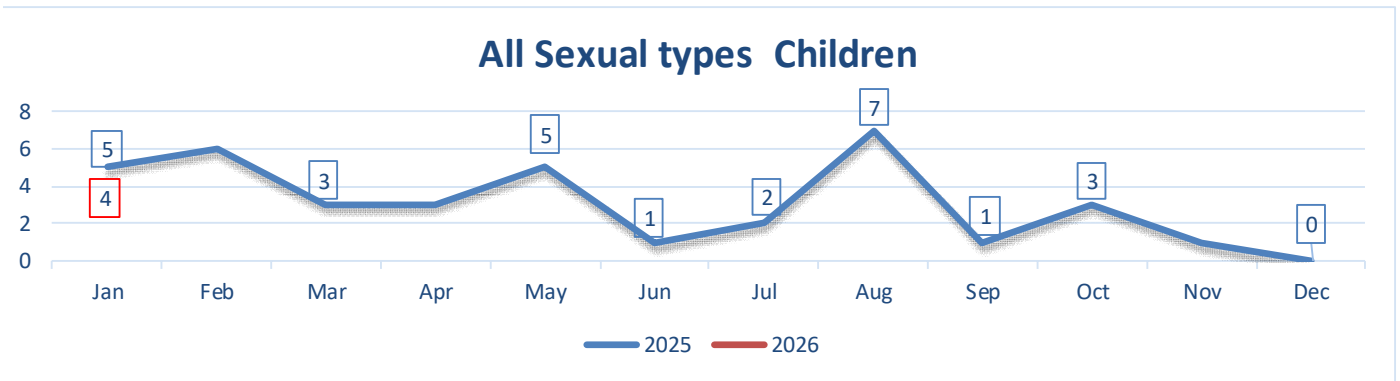
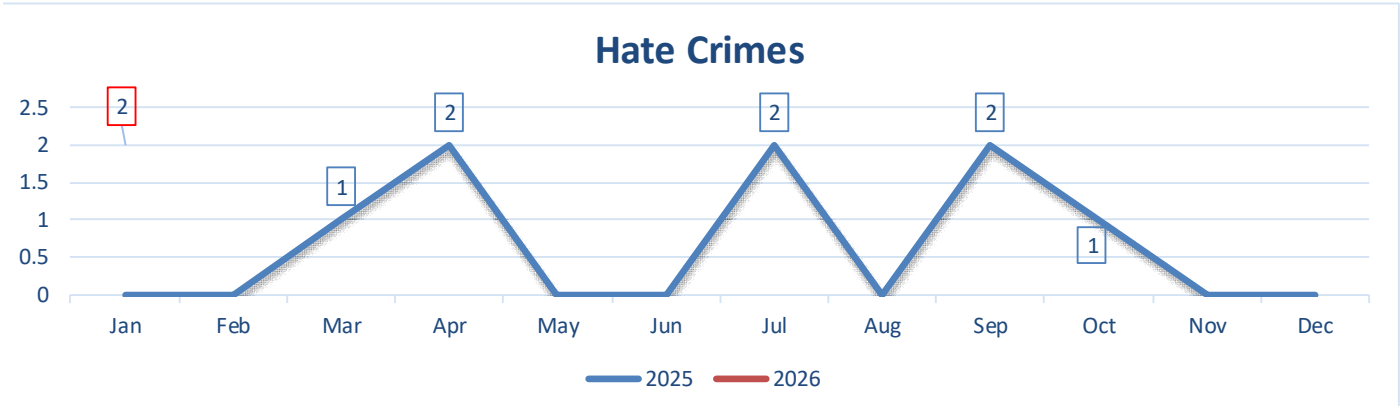


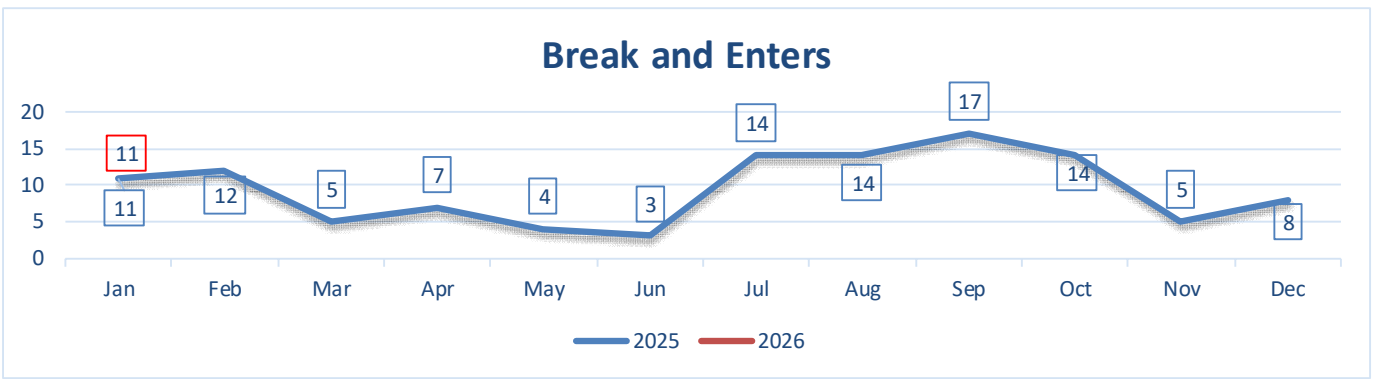


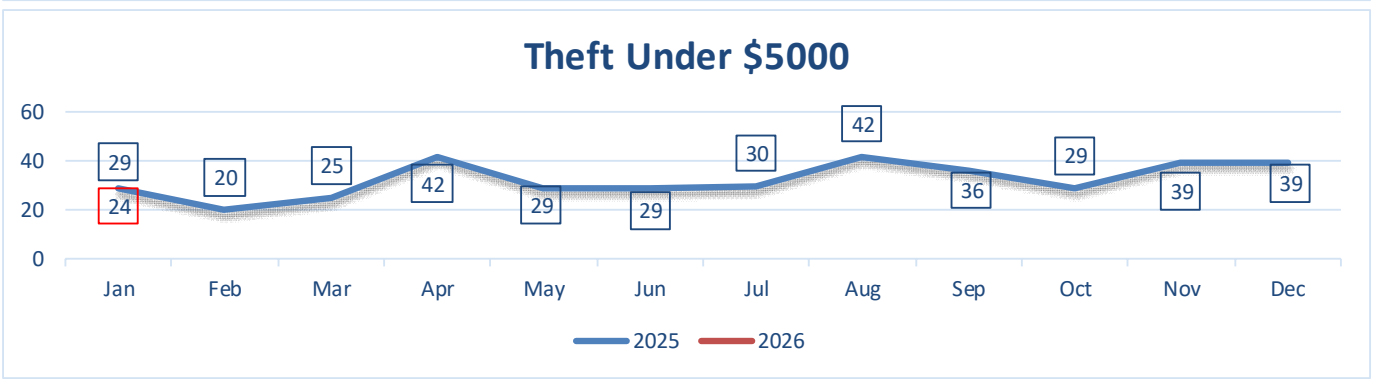


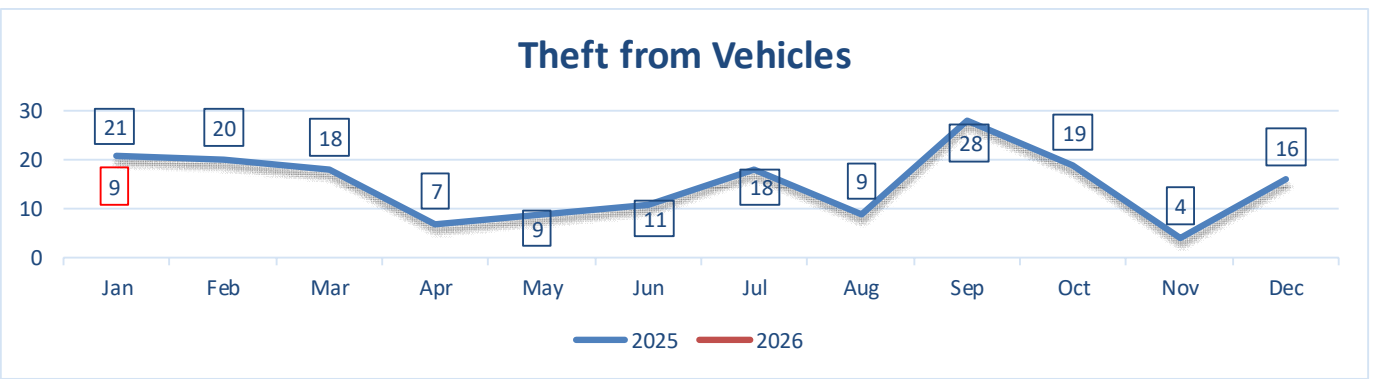


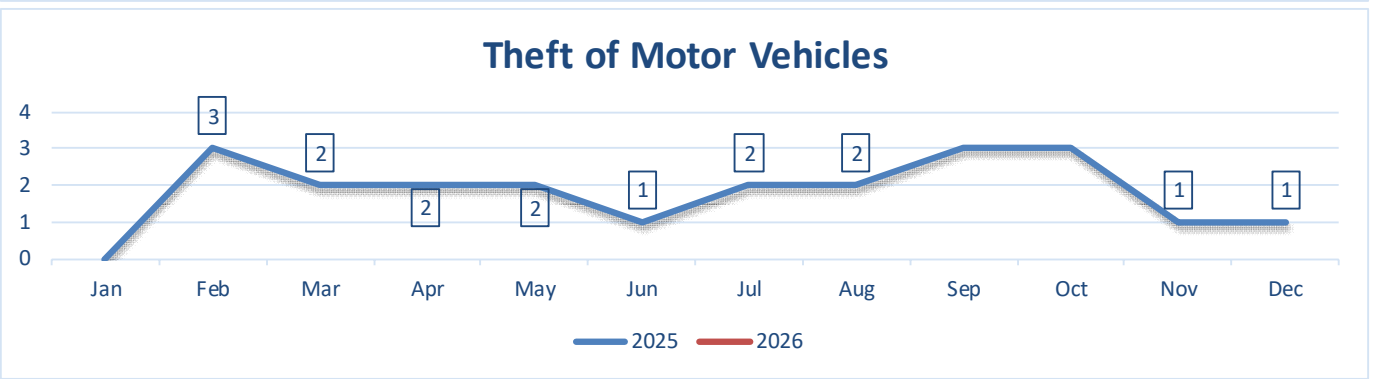
Monthly Council Meeting Statistics - Jan, 2026

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Break & Enter	14	11	11	11	11	0%	0%
Theft Under $5000	28	24	24	29	29	-17%	-17%
Theft from Motor Vehicles	9	9	9	21	21	-57%	-57%
Theft of Motor Vehicles	1	0	0	0	0	#DIV/0!	#DIV/0!
Shoplifting	11	10	10	20	20	-50%	-50%





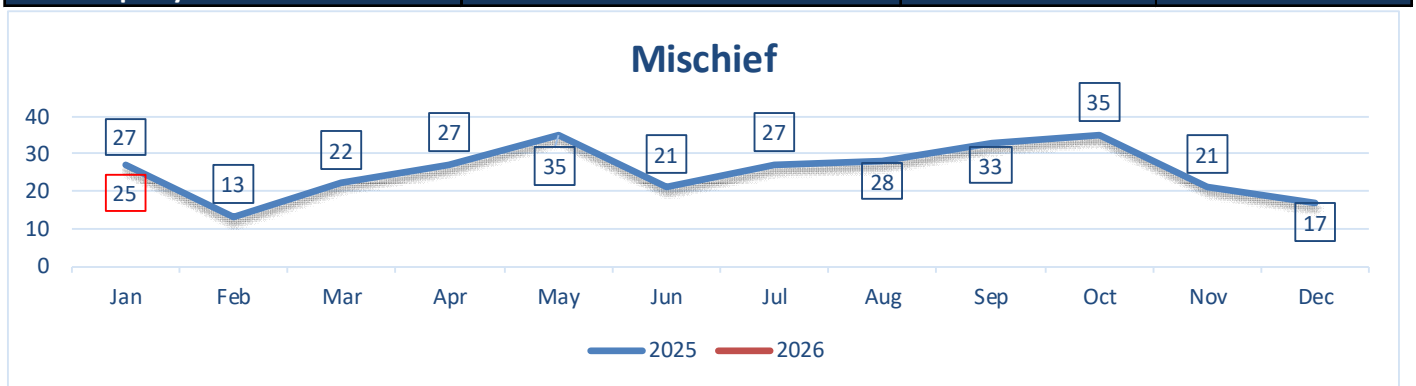


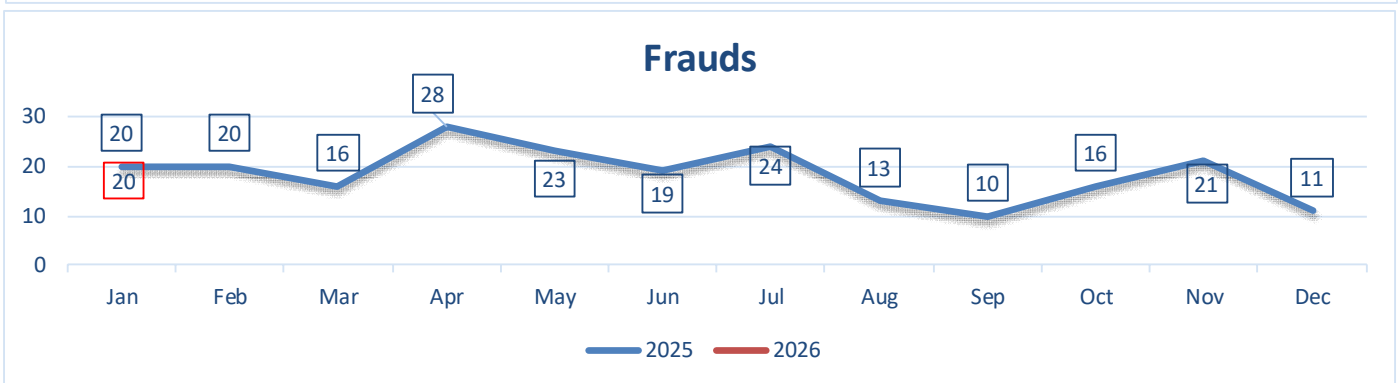


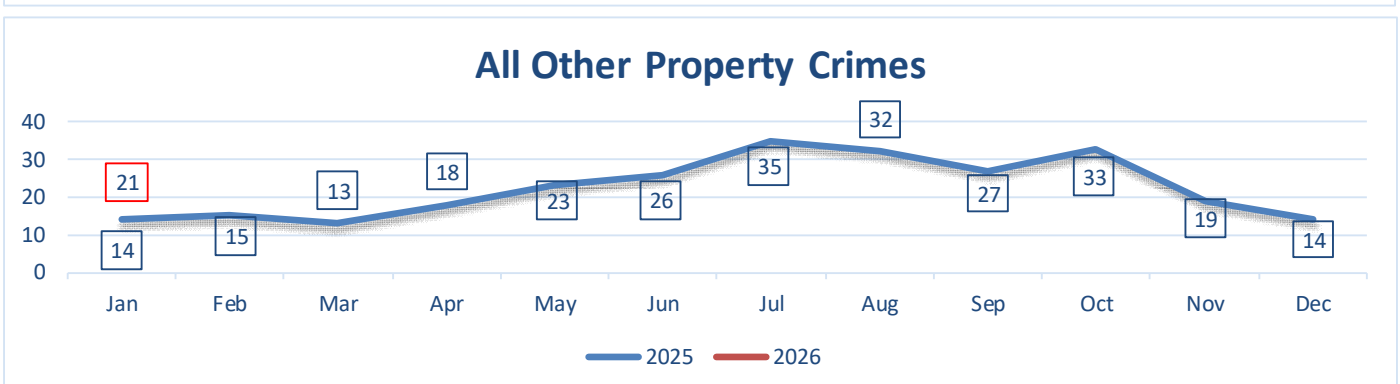


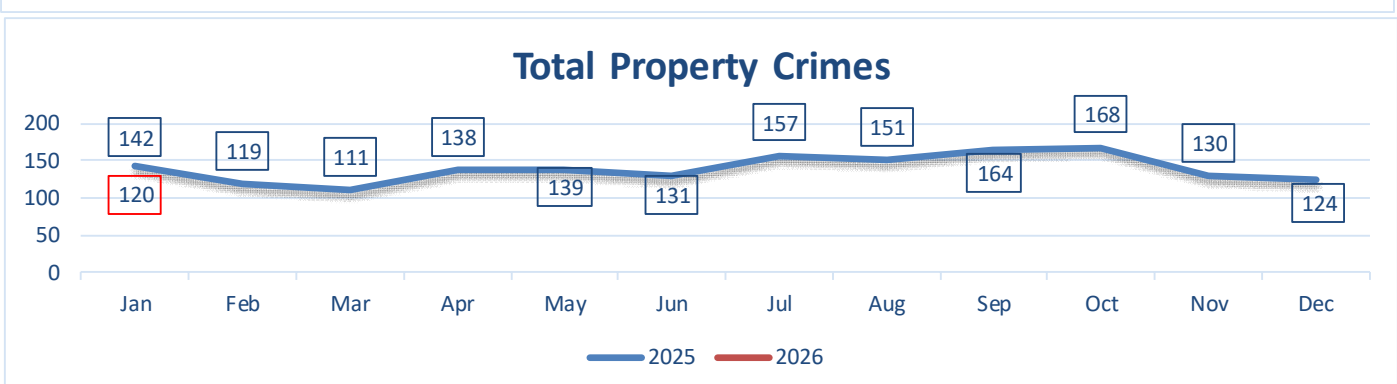
Monthly Council Meeting Statistics - Jan, 2026

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Mischief Under $5000	26	25	25	27	27	-7%	-7%
Frauds	21	20	20	20	20	0%	0%
All Other Property Crimes		65	65	14	14	364%	364%
Total Property Crimes	**132**	**120**	**120**	**142**	**142**	**-15%**	**-15%**



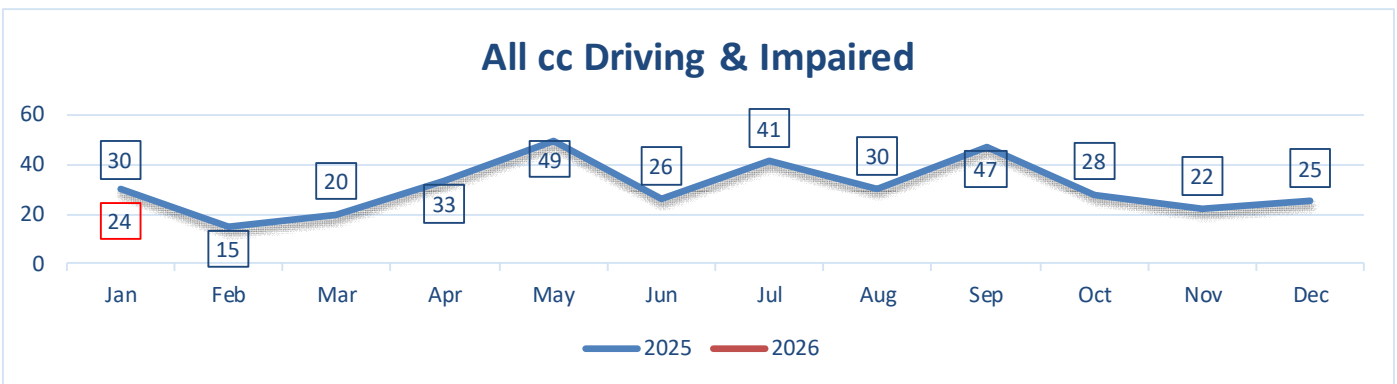


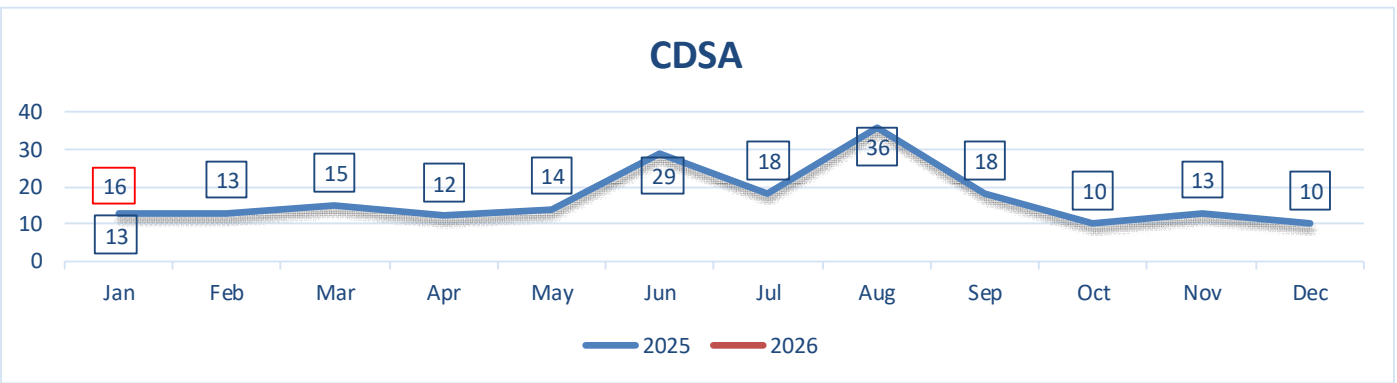


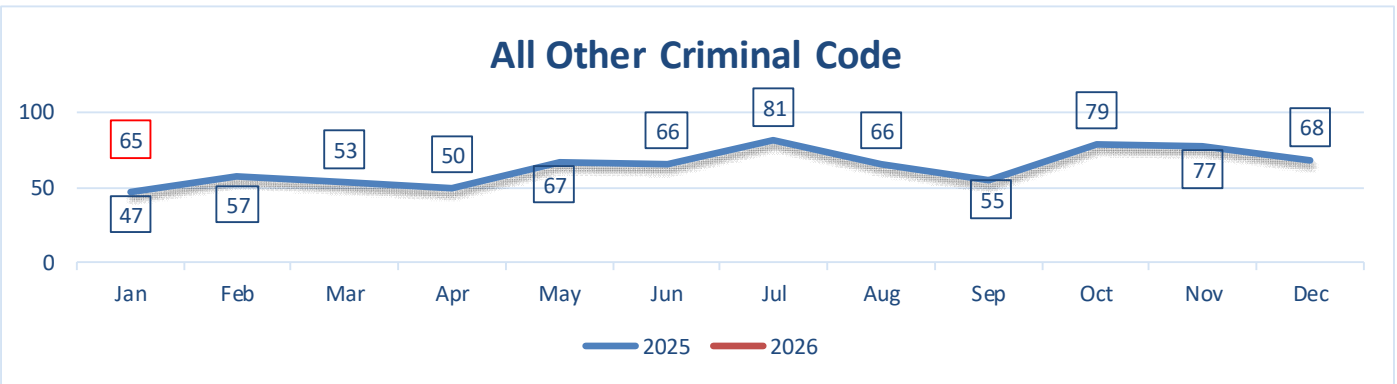


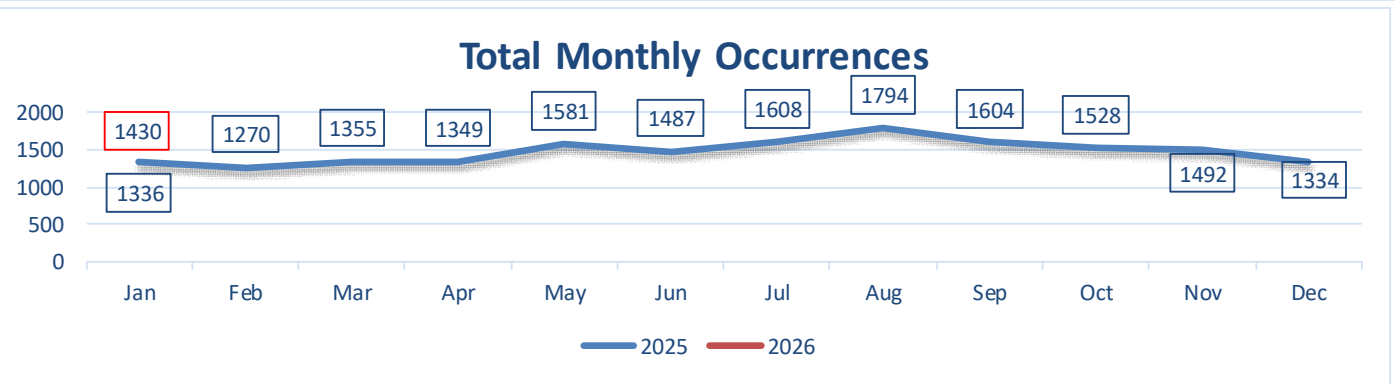
Monthly Council Meeting Statistics - Jan, 2026

Impaired/CDSA/Other/Total Occurrences	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
All cc Driving & Impaired	34	24	24	30	30	-20%	-20%
CDSA	16	16	16	13	13	23%	23%
All Other Criminal Code	68	65	65	47	47	38%	38%
Total Monthly Occurrences		1430	1430	1336	1336	7%	7%





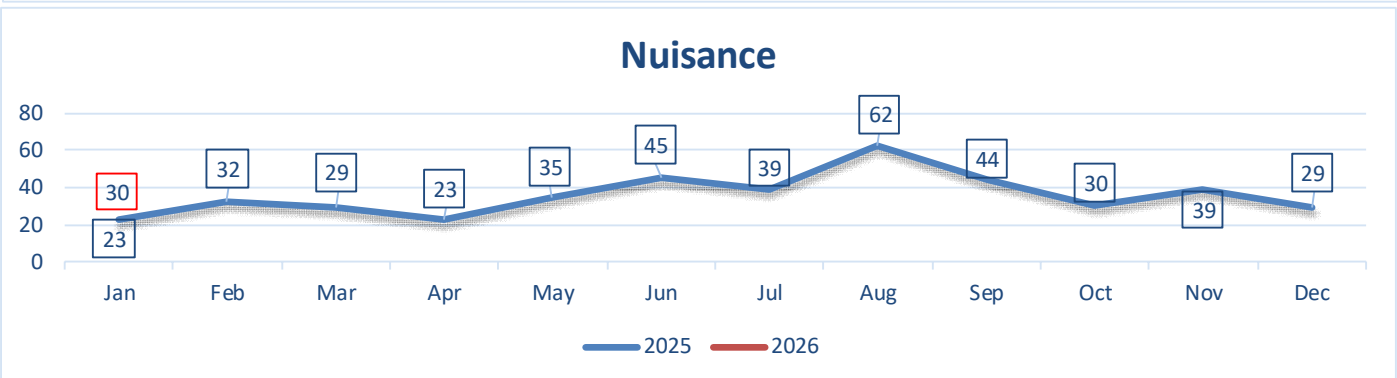


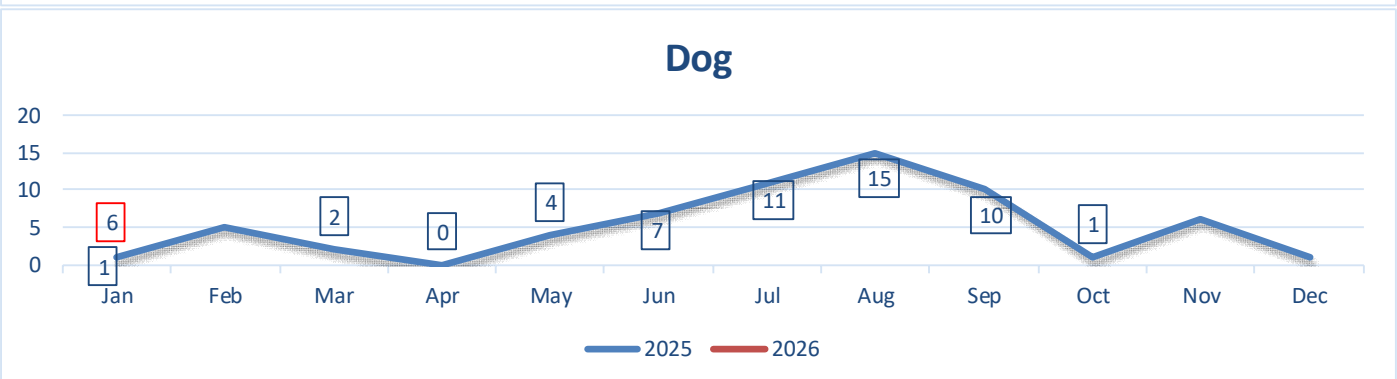


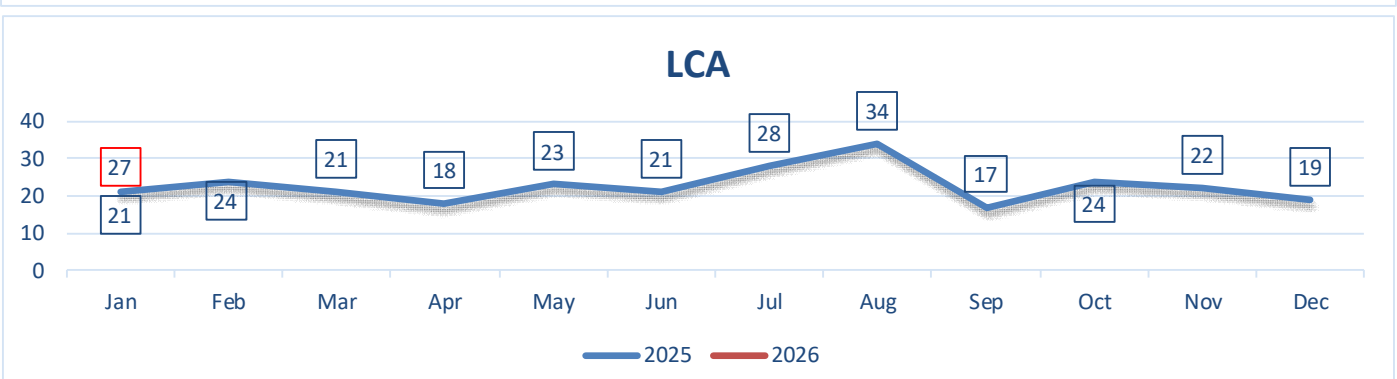
Monthly Council Meeting Statistics - Jan, 2026

MUNICIPAL BYLAWS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Parking	844	844	844	1415	1415	-40%	-40%
Nuissance	30	30	30	23	23	30%	30%
Dog	6	6	6	1	1	500%	500%
Total	880	880	880	1439	1439	-39%	-39%
LCA	27	27	27	21	21	29%	29%



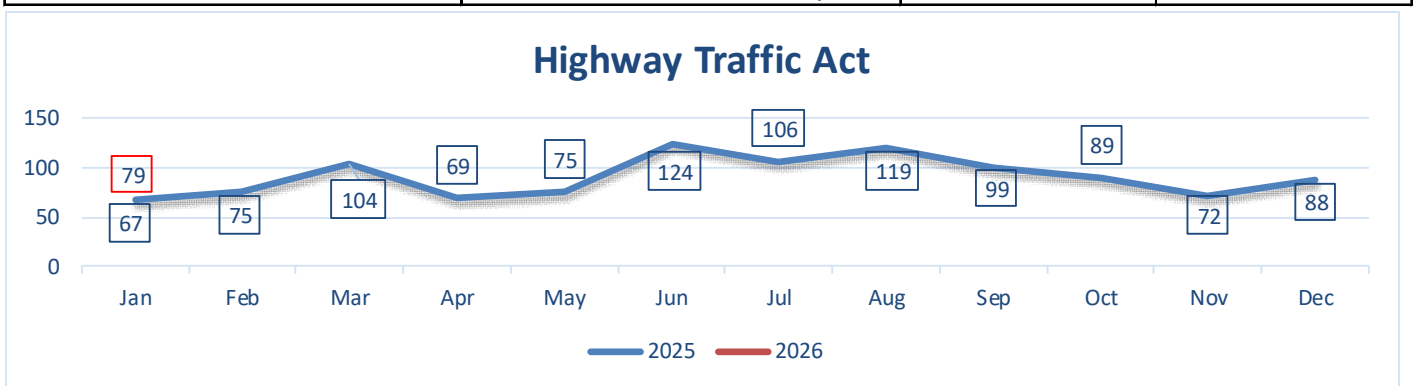


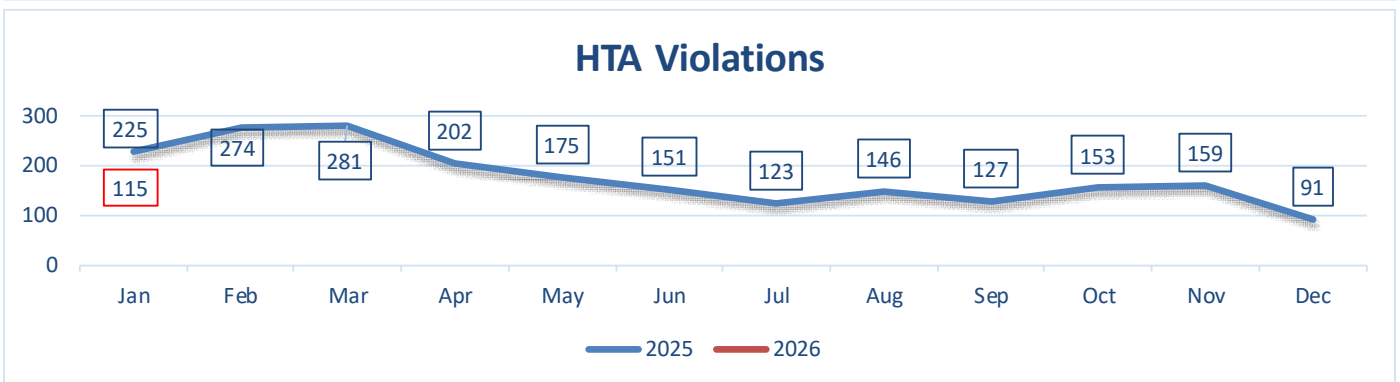


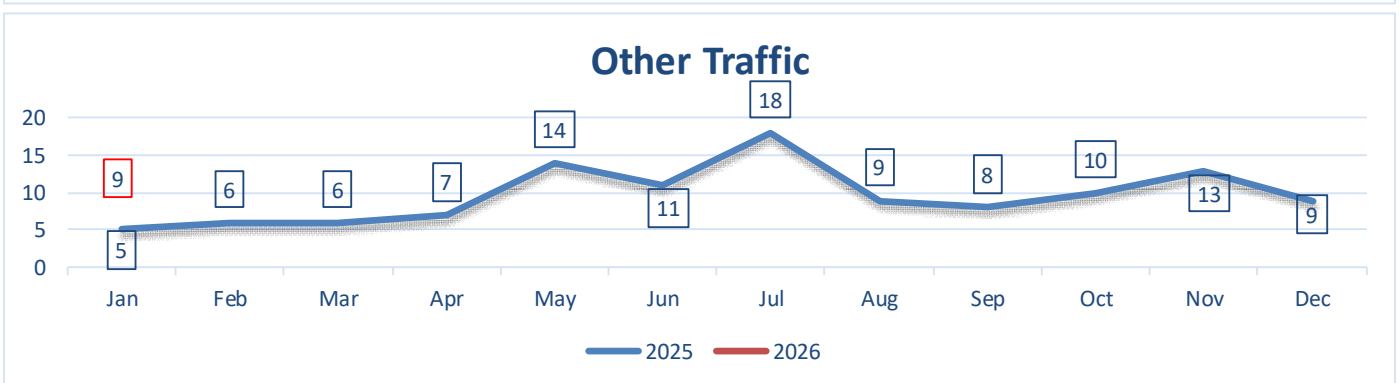


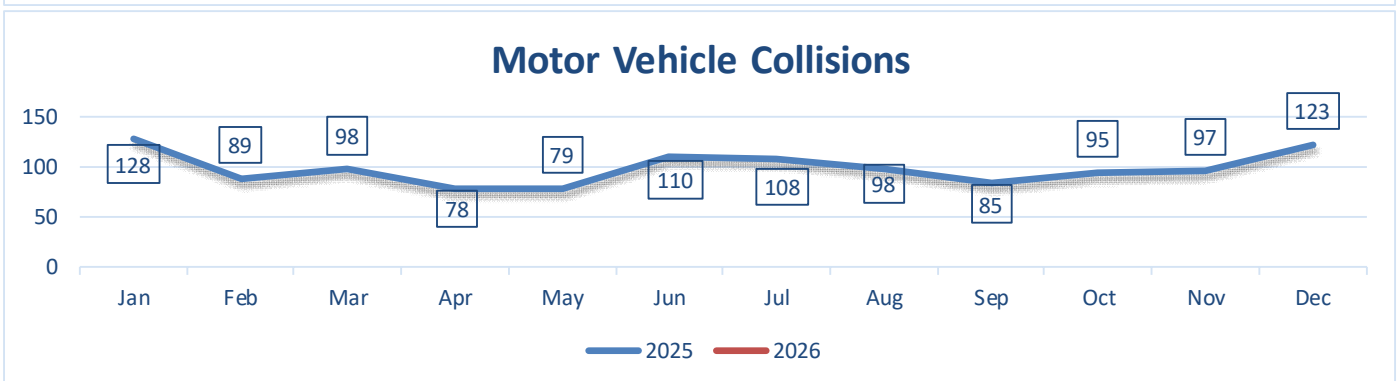
Monthly Council Meeting Statistics - Jan, 2026

HTA & MVC's	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Highway Traffic Act	79	79	79	67	67	18%	18%
HTA Violations		115	15	225	225	-49%	-93%
Other Traffic	9	9	9	5	5	80%	80%
Motor Vehicle Collisions	Not available at time of report			128	128	#VALUE!	-100%





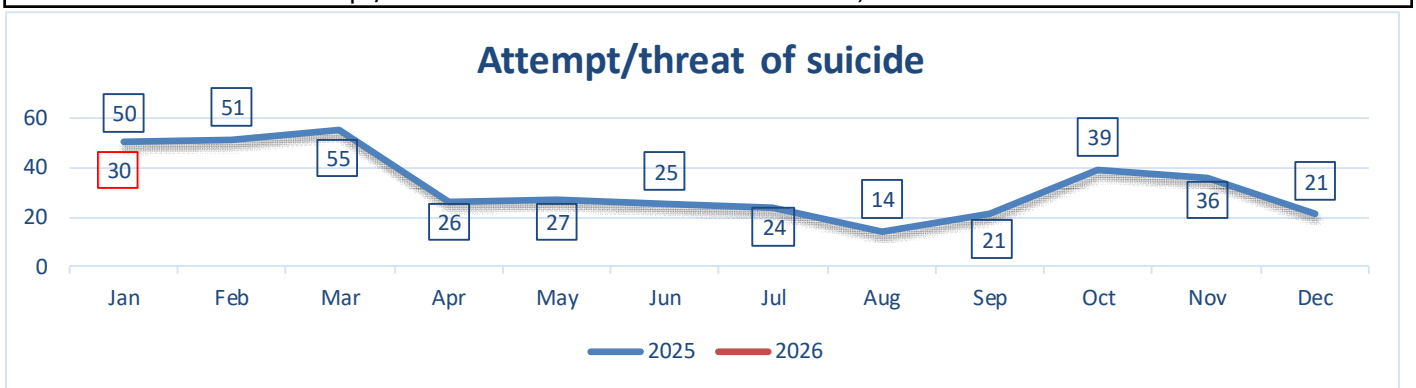


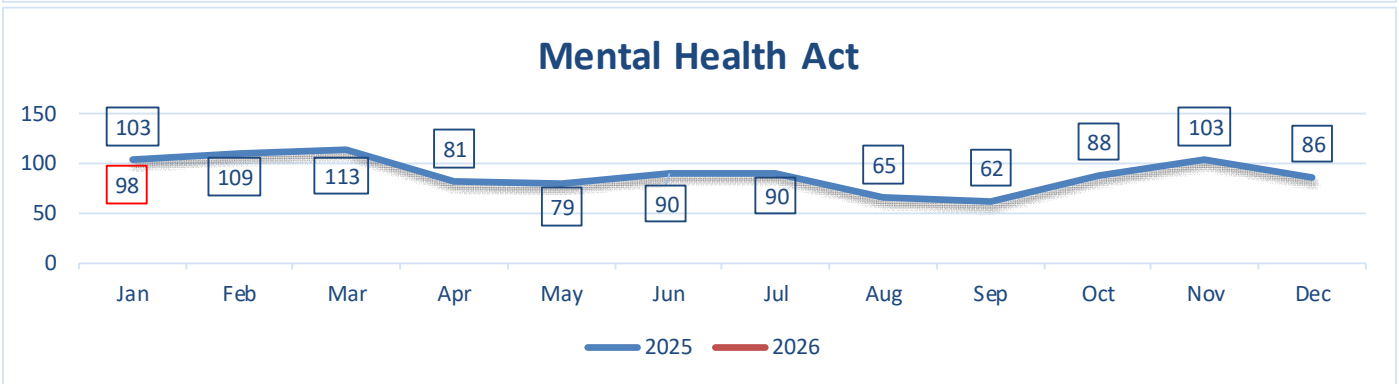


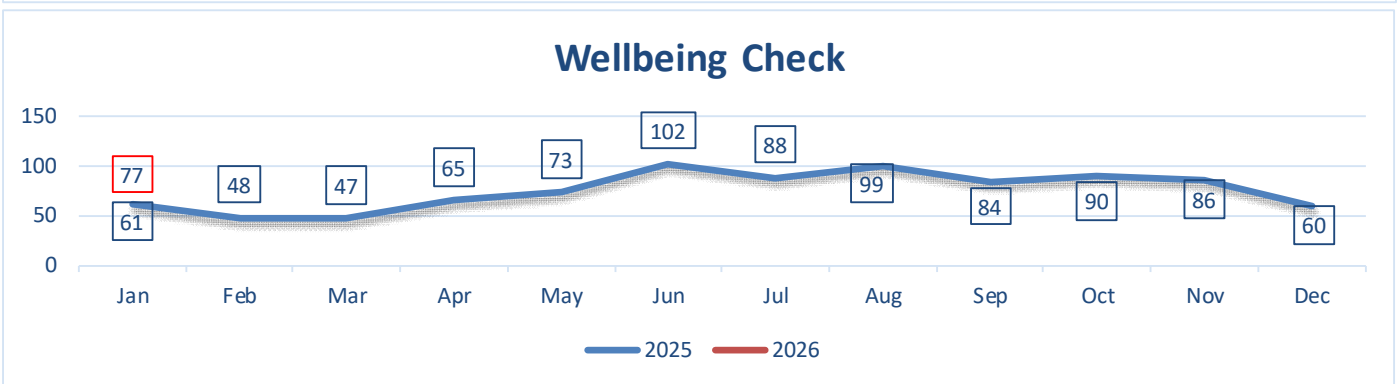
Monthly Council Meeting Statistics - Jan, 2026

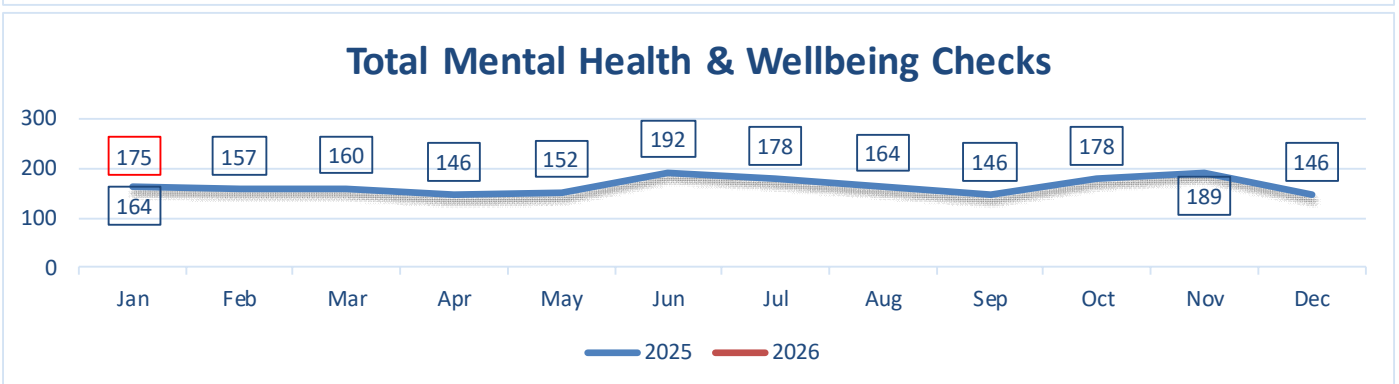
Mental Health	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Attempt/threat of suicide *		30	30	50	50	-40%	-40%
Mental Health Act		98	98	103	103	-5%	-5%
Wellbeing check		77	77	61	61	26%	26%
Total MHA + Wellbeing checks		**175**	**175**	**164**	**164**	**7%**	**7%**

* Attempt/threat of suicide is inclusive with MHA, do not add both results.









PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
February 10, 2026

The Parks, Recreation and Leisure Activities Committee met on February 5, 2026. The DRAFT minutes are included in this package.

The Senior Engagement Committee met on December 4, 2025, and January 8, 2026. The DRAFT minutes have been included in your package.

The Youth Engagement Committee met on December 18, 2025, and January 15, 2026. The DRAFT minutes have been included in your package.

There are no resolutions for Council's consideration.

Respectfully submitted,
Councillor Kevin Ramsay, Chair

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE REGULAR MEETING – OPEN MEETING
Thursday, February 5, 2026
12:00pm, Parkdale Room

Present:	**Councillor Kevin Ramsay, Chair**	**Mayor Brown (left 12:40pm)**
	Councillor Bob Doiron (Called In)	**Councillor Terry Bernard**
	Brad MacConnell, CAO	**Frank Quinn, PRM**
	Christopher Drummond, PRAM	**Deelle Hines, AA, Notetaker**
Regrets:	**Richard MacEwen, DCS**	
Also:	**Nancy McMinn, PS**	**Mike White, AS**
	Tracy Stevenson, PC	

DRAFT

1. CALL TO ORDER
Chair Ramsay called the meeting to order at 12:04pm.

2. DECLARATIONS OF CONFLICT OF INTEREST
None.

3. APPROVAL OF AGENDA
Moved by Councillor Bernard and Seconded by Mayor Brown that the agenda for February 5, 2026, be approved.

CARRIED

4. ADOPTION OF MINUTES
Moved by Councillor Bernard and Seconded by Mayor Brown the minutes for December 8, 2025, be approved.

CARRIED

5. BUSINESS ARISING FROM MINUTES

Mayor Brown has requested a status update on the Wall of Memories for Simmons Sports Centre.

Mayor Brown inquired about departmental responsibility for the Sherwood Sport Complex Master Plan. The PRM noted that the project is being led by the Public Works Department since they are responsible for the Sherwood Rec Hall. The Parks and Recreation Department are collaborating with the Public Works Department since the master plan is reviewing all facilities on site.

6. REPORT

a) Review of the 2026-2027 Parks and Recreation "DRAFT" Operational Budget

The PRM reviewed the 2026/27 Parks and Recreation Operational Budget variance overview included in the committee package. Total proposed expenses for 2026/27 are $5,892,796, representing an estimated increase of 7.35% over the 2025/26 budget. Increases across all sections are primarily driven by wage and benefit increases for UPSE and CUPE staff, expanded operations, and rising utility, material, and supply costs. Administration expenses increased due to a 2% salary and benefit adjustment. Programs and Subsidies increased due to salary and wage increases, additional programming, equipment costs, and required staffing at Simmons Pool, with these costs partially offset by increased program revenue. Cody Banks Arena expenses increased due to operating the ice plant in April, CUPE wage increased and utilities. Simmons Arena expenses increased due to expanded operations in April, May and August, pool operations, utilities, and CUPE wage increases. The increased arena expenses are off set by increased revenue. Parks expenses increased due to CUPE wage increases, overtime, and higher costs for materials, supplies, electricity, and utilities.

Proposed total revenue for 2026/27 is $1,037,293, representing an estimated increase of 6.34% over the 2025/26 budget. Revenue increases are primarily driven by a 2% fee increase at Cody Banks Arena, Simmons Arena, programs, sports fields and courts, while community centre fees and Simmons pool fees remain unchanged. Overall revenue growth is supported by increased program registrations, higher facility usage, and a full operating season at Simmons. It was noted that 2025/26 projected expenses are anticipated to come in $20,650 under budget, while projected revenue is expected to exceed budget by $97,085.

The PRM noted that Parks generates less revenue as it operates primarily as a service-based division. Major expenses include CUPE 501 wages for both permanent and seasonal staff. Park maintenance costs have increased due to higher material and supply costs and the need to account for unforeseen infrastructure failures, such as field lighting or pump replacements, which needs to be absorbed within operating budgets. Ongoing truck and equipment maintenance can also contribute to increased costs.

Councillor Bernard asked whether grant subsidies were presented as a combined total. The PRM noted that all subsidies are included in the $213,000 figure. Of this amount, hockey accounts for $82,485 and figure skating for $45,857, with hockey representing the largest subsidy. It was noted that hockey and figure skating receive higher subsidies due to their higher registration fees.

Councillor Bernard asked whether extending arena operations in August and May could be expanded further. AS advised that the Cody Banks Arena plant is not able to support longer operations, than September to April. While Simmons Arena could potentially remain open for an extended period, at least one month is required annually for maintenance and to ensure the health of the ice slab. The PRM also noted the importance of avoiding competition with the Bell Aliant Centre.

The PRM noted that the department strives to provide services to the community while balancing expenses. A minimum cost recovery target of 50% is maintained at arenas, with a goal of achieving 65%. Simmons is expected to be around 58% next year. Programming includes a mix of free programs,

DRAFT

programs operating at partial cost recovery, and others at full cost recovery, with new programs being introduced to help improve overall cost recovery.

Councillor Bernard requested additional benches around the Simmons Sports Centre walking track. AS advised this would be explored, particularly along the far side where seating is limited.
Mayor Brown raised a concern regarding the Simmons Sports Centre sound system. AS noted the system is functioning properly, with previous issues attributed to user error. Instructional signage has been added to the scorekeepers box. AS will contact Hirtle's to complete a follow-up review.

Councillor Bernard raised concerns regarding the Simmons Sports Centre canteen, including potential leasing options. The PRM noted that a vending machine and a coffee station (before the end of the month) has been added to location for when the canteen is closed, and that an expression of interest will be issued to explore outsourcing opportunities. It was noted that venting requirements and the facility's wellness-focused design limit fryer use, and that upgrades to the canteen/kitchen would be required to offer a more full-service menu like other community rink canteens. Daytime operation was discussed but is not financially viable.

Councillor Bernard also raised concerns regarding heating at the Bell Aliant Centre. Mike AS advised that he would follow-up with Bell to obtain information on the heater operations and report back.

The total net Parks and Recreation expenditures (revenue minus expenses) are as follows:
2025-26 Budget = $4,598,430
2025-26 Forecast = $4,480,694
2026-27 Budget = $4,855,503

The PRM reviewed the proposed 2026/27 Simmons Sports Centre ice rental rates, effective June 1, 2026. Most ice rental categories, including prime, non-prime, minor sport, and noon-hour rates, reflect an approximate 2% increase. School ice rentals, dry floor rates, arena wall and board signage, and Zamboni sponsorship fees will remain unchanged.

The PRM reviewed the proposed 2026/27 Cody Banks ice rental rates, effective June 1, 2026. Most ice rental categories reflect modest increases approximately 2%, including prime, non-prime, minor sport, and noon-hour rates. School ice rentals, dry floor rates, arena wall and board signage, and Zamboni sponsorship fees will remain unchanged.

The PRM reviewed the proposed 2026/27 program registration rates and the proposed sport field, tennis, and pickleball court rental fees which includes a proposed 2% increase. The proposed fee increases would take effect on April 1, 2026.

Councillor Bernard inquired about the NHL Street program, which currently operates outdoors at the WRCC and Mulberry locations, and inquired about why the program was not offered at Hillsborough

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Park. PRAM explained that equipment is stored at WRCC, including nets, sticks, and goalie gear, and that Hillsborough Park was under construction last year and surface conditions were being assessed. PC will explore the offering the program at Hillsborough Park.

Councillor Bernard also asked about the locations for senior fitness programming. PC advised that programs are currently offered at Simmons, Hillsborough, and WRCC. Moving some programming to Simmons eliminated the need to rent space from other locations. PC reported strong participation and positive feedback, including the successful 10-week pilot of Groove Fitness Dance and Go Dance for Seniors at Simmons.

PRM reviewed three new initiatives:

1. Simmons Artificial Turf Field Attendants from August 1 to November 15 is $20,000
2. Simmons Field Turf Field Maintenance and Electrical is $10,000
3. Simmons Full Time Assistant Ice Maker Position (conversion of seasonal) is $38,850

The total cost for these new initiatives is $68, 858.

b) 2025-2026 Capital Project Status Report

PRM will provide an update on the 2025-2026 Capital Project Status Report at a later time.

c) Update on Dogs Off Leash Concerns

The PRM advised that four signs are currently installed in Victoria Park, and that additional signage is required in areas experiencing ongoing issues with dogs being off leash. Signage has been updated to improve clarity, including the new graphic, failure to comply may result in a fine and QR Code to the Dog Control Bylaw. Enforcement of fines remains the responsibility of Bylaw Enforcement Officer and the Humane Society. New signs have been ordered and are expected to be installed within the next few weeks, at which time Bylaw Enforcement Officer will be notified. A total of 10 signs will be installed in Victoria Park. Councillor Bernard referenced areas along Acadian Drive and St. Peters Road and shared an example of signage from Whistler. The PRM emphasized the importance of clear and consistent messaging and noted that other parks will be reviewed once installation at Victoria Park is complete.

d) Seniors Engagement Committee Minutes (December 4, 2025, and January 8, 2026)

The PRM raised an item from the Seniors Engagement Committee regarding the availability of Wi-Fi in common areas of provincial senior homes. The PRM mentioned the possibility of drafting a letter from the City to the Province recommending the provision of Wi-Fi in these shared spaces. The committee supported the idea of sending a letter of recommendation. It was suggested that the letter could come from

DRAFT

the CAO. Staff will draft the letter for review and provide it to the CAO for consideration.

e) Youth Engagement Committee Minutes (December 18, 2025, and January 15, 2026)
None

7. INTRODUCTION OF NEW BUSINESS

The CAO brought up digital engagement for seniors, particularly those with mobility or accessibility challenges. The example discussed was the potential use of an eWatch-style camera to allow seniors in care facilities to view live-streamed community events, such as festivals or cruise ship arrivals, providing a virtual "window into the city." The CAO expressed interest in exploring ways to expand this type of access. Councillor Bernard referenced snowplow tracking systems used in other municipalities, such as Summerside, noting the value of real-time information for residents, including traffic conditions at the bridge. CAO noted that the foundational infrastructure for real-time data sharing exists, and that further exploration may fall under the Innovation Task Force, with departmental collaboration required.

8. ADJOURNMENT OF PUBLIC SESSION

Moved by Councillor Bernard and Seconded by Councillor Dorion the meeting be adjourned at 1:11pm.

_____
Chair: Councillor Kevin Ramsay

DRAFT

City of Charlottetown Committee Report

Report No: PR-2026-01

Date: February 5, 2026

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities

Reporting Department:
Parks and Recreation

Other Associated Departments:
Finance

Prepared by:
Frank Quinn – Manager of Parks and Recreation

Attachments:

- 2026-27 Parks and Recreation "DRAFT" Operational

Report Title:
Review of 2026-2027 Parks and Recreation "DRAFT" Operational Budget

Report Purpose:
To seek Committee input on the staff recommendations for the 2026-2027 Parks and Recreation "DRAFT" Operational Budget

Staff Recommendation:
That Committee reviews the 2026-2027 Parks and Recreation "DRAFT" Operational and provides input, and that the Department forwards the committee supported 2026-27 Parks and Recreation "DRAFT" Operational Budget to Finance.

Report Details:
Please see the attached documents: 2026-2027 Parks and Recreation DRAFT Operational Budget.

Council or Committee History:
December 8, 2025 – PRLA Committee Meeting

Financial Implications:
See attached documents

Public Engagement and Communication:
City Open Houses for the 2026-27 Budget were held on October 20th, 21st, 27th and 30th, 2025; and City Budget Survey Results received November 26, 2025.

Legislative Authority:
MGA – Part 7 Municipal Jurisdiction

Strategic Alignment:
Community-Building and Placemaking; Governance and Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
FQ – February 4, 2026	RM – February 4, 2026

Committee Recommendation: (if differing from staff)

2026/27 Draft Parks and Recreation Operational Budget
Status Quo Budget Process
PRLA Committee - Approved on February 5, 2026

Variance Overview
Updated on February 4, 2026

Bold = Difference 2025/26 - 26/27
Yellow = Difference in 25/26 Budget vs Projected

EXPENSES:

SECTION	2026/27 Proposed	2025/26 Budget	2025/26 Projected	Variance 2025/26 Budget to 2026/27 Proposed	Notes
Administration	434,632	416,810	410,810	**17,822**	Increase - NU Management / UPSE Wages 2% & Benefits
				6,000	
Programs and Subsidies	953,909	888,511	873,683	**65,398**	Increase - UPSE Wage increase
				14,828	Programs & Equipment - Simmons Pool Staff and Revenue
					Additional programs offered, casual staff wage incease.
Cody Banks Arena	573,865	516,567	516,567	**57,298**	Increase - Ice plant to operate in April of 2026. Power and Staff costs
				0	CUPE Wage increase
Simmons Arena	730,397	697,775	704,240	**32,622**	Increase - Arena operations (May & Aug), new pool (electric and W&S),
				-6,465	propane, repairs maintenance 12 months, and CUPE Wage Increase
Parks	3,199,992	2,955,227	2,948,940	**244,765**	Increase - CUPE wage increase, OT,
				6,287	material & supplies, electric (2.7%) and W& S (2%)
TOTAL EXPENSES	**5,892,796**	**5,474,890**	**5,454,240**	**417,906**	2026/27 Proposed - Estimate increase of 7.35% over 2025/26 Budget
				20,650	

REVENUE:					
CBA	328,250	262,500	266,422	**65,750**	Increase by 2%
Simmons	424,500	385,000	426,308	**39,500**	Increase by 2%
Community Centres	78,215	73,250	73,250	**4,965**	Increase by 0%
Programs	152,591	102,591	152,781	**50,000**	Increase by 2%
Sportsfields	31,505	30,887	30,887	**618**	Increase by 2%
Program Misc & Pool	22,232	22,232	23,896	**0**	Court Rental Increase by 2% / No increase in Simmons Pool Fee
Total Revenue	**1,037,293**	**876,460**	**973,545**	**160,833**	**2026/2027 Estimated Revenue increase of 6.34% over 2025/2026 Budget**

NOTES:
* It is anticipated that 2025/26 Projected Expenses should be under budget by $20,636
* It is anticipated that 2025/26 projected Revenue should be $97,085 above budget, due to increased registrations in programs and full season at Simmons.

CITY OF CHARLOTTETOWN
2026/2027 Draft Operating Budget
Parks and Recreation

	2025/2026 Budget	2025/2026 Forecast	2026/2027 Budget
Administration			
Expenses			
Salaries and Benefits	300,292.98	300,292.98	314,341.23
Benefits	65,017	65,017	68,792
Mileage	2,000	2,000	2,000
Advertising	1,000	1,000	1,000
Staff Development	14,000	8,000	14,000
Seniors Engagement Committee	11,000	11,000	11,000
Meeting Expenses	2,000	2,000	2,000
Office	2,000	2,000	2,000
Miscellaneous	9,500	9,500	9,500
Insurance Claims	10,000	10,000	10,000
Total Administration Expenses	**416,810**	**410,810**	**434,633**
Programs and Grants			
Revenue	**155,710**	**207,565**	**206,328**
Expenses			
Salaries	533,822	513,822	585,738
Benefits	57,918	57,918	65,017
Subsidies & Grants	216,399	211,649	213,144
Programs & Equipment	69,510	77,277	75,510
Special Events	4,750	7,305	7,500
Miscellaneous	500	100	500
Promotions (Brochures, Flyers, Ads)	5,612	5,612	6,500
Total Program and Grants Expenses	**888,511**	**873,683**	**953,909**
Net Programs and Grants Expenditures	**732,801**	**666,118**	**747,581**
Cody Bank Arena			
Revenue	**262,500**	**266,422**	**328,250**
Expenses			
Salaries	250,015	250,015	282,313
Beneifts	49,291	49,291	58,292
Staff Development	3,650	3,650	3,775
Utilities (Lights, Water, Phone, Fuel)	124,760	124,760	140,335
Repairs & Maintenance	57,500	57,500	57,750
Small Projects	14,500	14,500	14,500
Vehicle Repairs, Maintenance & Fuel	5,500	5,500	5,550
Miscellaneous	11,350	11,350	11,350
Total Cody Banks Arena Expenses	**516,567**	**516,567**	**573,865**
Net Cody Banks Arena Expenses	**254,067**	**250,145**	**245,615**

CITY OF CHARLOTTETOWN
2026/2027 Draft Operating Budget
Parks and Recreation

	2025/2026 Budget	2025/2026 Forecast	2026/2027 Budget
Simmons Arena			
Revenue	**385,000**	**426,308**	**424,500**
Expenses			
Salaries	352,409	352,842	343,503
Beneifts	61,716	61,748	63,870
Staff Development	4,350	4,350	4,850
Utilities (Lights, Water, Phone, Fuel)	187,500	192,500	222,675
Repairs & Maintenance	64,600	64,600	66,800
Small Projects	15,000	15,000	15,000
Vehicle Repairs, Maintenance & Fuel	250	250	250
Miscellaneous	11,950	12,950	13,450
Total Simmons Arena Expenses	**697,775**	**704,240**	**730,397**
Net Simmons Arena Expenses	**312,775**	**277,932**	**305,897**
Parks			
Revenue	**73,250**	**73,250**	**78,215**
Expenses			
Salaries	1,842,349	1,835,349	2,045,260
Benefits	294,948	294,948	294,948
Staff Development & Consulting Fees	5,000	5,853	5,000
Parks Maintenance	428,555	442,237	465,408
Vehicle/Equipment Repairs, Maintenance & Fuel	205,875	197,419	205,875
Sportsfields & Facilities Maintenance	50,000	55,610	50,000
Trail Maintenance (Including Boardwalk)	30,000	21,518	30,000
Miscellaneous	9,000	6,000	9,000
Pools	20,500	21,006	25,500
Outdoor Rinks	30,000	30,000	30,000
Special Initiatives	39,000	39,000	39,000
Total Parks Expenses	**2,955,227**	**2,948,940**	**3,199,992**
Net Parks Expenditures	**2,881,977**	**2,875,690**	**3,121,777**
Total Net Parks and Recreation Expenditures	**4,598,430**	**4,480,694**	**4,855,503**

New Initiative Form

2026-27 Operational Budget

Department:	Parks & Recreation
Title of New Initiative:	#1 - Simmons Artificial Turf Field Attendants
Description of New Initiative	These attendants will be responsible for overseeing the field bookings, setting up equipment, monitoring field conditions and ensuring a safe and clean environment for users. Duties will also include light maintenance, report issues, and providing on site assistance during activities and events. Term of employment for 2026 will be from August 1 - November 15, 2026. In 2027 we expect that the field will be open from April 15 - November 15, 2027.

	2027	2028	2029	2030	2031
Projected Cost	20,000				
Salary					
Non Salary					

Positions Required	Estimated Cost

Rating and Priority

Department Rating Code	A
Department Priority #	1
Standing Committee Rating Code	
Committee Priority #	

Rating Chart
A = Critical/Legislated/OHS Driven
B= High Public Demand/Important/SP Driven
C= Priority within next 5 years
D = Nice to do but not strategic

Date Reviewed by Standing Committee:		Approval ( )	Rejection ( )
Date Reviewed by Finance Committee:		Approval ( )	Rejection ( )

Council Rating Code

New Initiative Form

2026-27 Operational Budget

Department:	Parks & Recreation
Title of New Initiative:	#2 Simmons Artificial Turf - Maintenance & Electrical
Description of New Initiative	An annual allocation of $10,000 is required to cover ongoing maintenance and electrical costs associated with the new turf field. This includes routine field upkeep, equipment servicing, lighting operation and minor repairs necessary to maintain safe and reliable field conditions.

	2027	2028	2029	2030	2031
Projected Cost	10,000				
Salary					
Non Salary					

Positions Required	Estimated Cost

Rating and Priority

Department Rating Code	B
Department Priority #	2
Standing Committee Rating Code	
Committee Priority #	

Rating Chart
A = Critical/Legislated/OHS Driven
B= High Public Demand/Important/SP Driven
C= Priority within next 5 years
D = Nice to do but not strategic

Date Reviewed by Standing Committee:		Approval ( )	Rejection ( )
Date Reviewed by Finance Committee:		Approval ( )	Rejection ( )

Council Rating Code

New Initiative Form

2026-27 Operational Budget

Department:	Parks & Recreation
Title of New Initiative:	#3 Full Time Assistant Ice Maker / Maintenance Staff - Simmons
Description of New Initiative	Currently Simmons has two full time Arena staff and 1 seasonal Arena staff person (38wks). The facility requires a 3rd full time area staff person since the facility is busy year-round with ice in from August until the end of May. If the staff was not needed in the arena for a period in the summer, they would be assigned to work in parks. The additional cost listed is to move the staff person from Seasonal to Permanent Staff.

	2027	2028	2029	2030	2031
Projected Cost	38,850				
Salary					
Non Salary					

Positions Required	Estimated Cost

Rating and Priority

Department Rating Code	B
Department Priority #	3
Standing Committee Rating Code	
Committee Priority #	

Rating Chart
A = Critical/Legislated/OHS Driven
B= High Public Demand/Important/SP Driven
C= Priority within next 5 years
D = Nice to do but not strategic

Date Reviewed by Standing Committee:		Approval ( )	Rejection ( )
Date Reviewed by Finance Committee:		Approval ( )	Rejection ( )

Council Rating Code

City of Charlottetown Committee Report

Report No: PR -2026-02

Date: February 5, 2026

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities Committee

Attachments:

Reporting Department:
Parks and Recreation

Other Associated Departments:

Prepared by:
Mike White, Arena Superintendent

Report Title:
2026-27 Proposed Rental Rate Increase for Simmons Sports Centre

Report Purpose:
To inform Committee and Council of recommended rental increase for Simmons Sports Centre

Staff Recommendation:
That Council support the listed rental increases for Simmons Sports Centre

Report Details:

2026 / 2027 PROPOSED ICE RENTAL RATES:

	2025-2026			2026 (effective June 1, 2026)			
	Base	**HST**	**Total**	**Base**	**HST**	**Total**	% Increase
Prime	$221.74	$33.26	**$255.00**	$226.09	$33.91	**$260.00**	2.00%
Non-Prime & Minor Sport Prime	$175.65	$26.35	**$202.00**	$179.13	$26.87	**$206.00**	2.00%
Minor Sport Non-Prime	$121.74	$18.26	**$140.00**	$124.35	$18.65	**$143.00**	2.10%
Schools	$65.22	$9.78	**$75.00**	$65.22	$9.78	**$75.00**	0%
Noon Hour Rate	$106.09	$15.91	**$122.00**	$108.70	$16.30	**$125.00**	2.45%
Dry Floor – Minor Sport Rate	$39.31	$5.87	**$45.00**	$39.31	$5.87	**$45.00**	0%
Dry Floor – Adult Rate	$69.57	$10.43	**$80.00**	$69.57	$10.43	**$80.00**	0%
Arena Wall & Board Signage/year	$956.52	$143.48	**$1,100.00**	$956.52	$143.48	**$1,100.00**	0%
Zamboni Sponsorship/year	$7,500.00	$1,125.00	**$8,625.00**	$7,500.00	$1,125.00	**$8,625.00**	0%

If supported by Council the proposed ice rental rate increases would become effective on June 1, 2026. It is estimated that this increase to all rental rates would generate $9,000 for Simmons Sports Centre in additional revenue for the 2026-27 fiscal year.

Council or Committee History:
Last year, Council approved a rental increase for the arenas.

Financial Implications:
The increase in rental rates will add additional revenue of $9,000 to the 2026-27 Operational Budget at Simmons Sports Centre.

Public Engagement and Communication:
N/A

Legislative Authority:
MGA – Part 6 Financial Matters; Division 2 Raising of Revenue / MGA – Part 7 Municipal Jurisdiction

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

Reviewed By:

Manager	**CAO/Director**
FQ – February 4, 2026	RM – February 4, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: PR -2026-03

Date: February 5, 2026

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities Committee

Attachments:

Reporting Department:
Parks and Recreation

Other Associated Departments:

Prepared by:
Mike White, Arena Superintendent

Report Title:
2026-27 Proposed Rental Rate Increase for Cody Banks Arena

Report Purpose:
To inform the Committee and Council of recommended rental increase for Cody Banks Arena

Staff Recommendation:
That Council support the listed rental increases for Cody Banks Arena

Report Details:

2026 / 2027 PROPOSED ICE RENTAL RATES:

	2025-2026			2026 (effective June 1, 2065)			
	Base	**HST**	**Total**	**Base**	**HST**	**Total**	% Increase
Prime	$180.87	$27.13	**$208.00**	$184.35	$27.65	**$212.00**	1.90%
Non-Prime & Minor Sport Prime	$154.78	$23.22	**$178.00**	$157.39	$23.61	**$181.00**	1.70%
Minor Sport Non-Prime	$121.74	$18.26	**$140.00**	$124.35	$18.65	**$143.00**	2.10%
Schools	$65.22	$9.78	**$75.00**	$65.22	$9.78	**$75.00**	0.00%
Noon Hour Rate	$106.09	$15.91	**$122.00**	$108.70	$16.30	**$125.00**	2.45%
Dry Floor – Minor Sport Rate	$30.43	$4.57	**$35.00**	$30.43	$4.57	**$35.00**	0%
Dry Floor – Adult Rate	$52.17	$7.83	**$60.00**	$52.17	$7.83	**$60.00**	0%
Arena Wall & Board Signage/year	$391.30	$58.70	**$450.00**	$391.30	$58.70	**$450.00**	0%
Zamboni Sponsorship/year	$3,500.00	$525.00	**$4,025.00**	$3,500.00	$525.00	**$4,025.00**	0%

If supported by Council the proposed ice rental rate increases would become effective on June 1, 2026. It is estimated that this increase to all rental rates would generate $6,000 for Cody Banks Arena in additional revenue for the 2026-27 fiscal year.

Council or Committee History:
Last year, Council approved a rental increase for the arenas.

Financial Implications:
The increase in rental rates will add additional revenue of $6,000 to the 2026-27 Operational Budget at Cody Banks Arena.

Public Engagement and Communication:
N/A

Legislative Authority:
MGA – Part 6 Financial Matters; Division 2 Raising of Revenue / MGA – Part 7 Municipal Jurisdiction

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

Reviewed By:

Manager	**CAO/Director**
FQ – February 4, 2026	RM – February 4, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: PR-2026-04

Date: February 5, 2026

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities Committee

Attachments:
- Attached Proposed Fee/Rate Breakdowns

Reporting Department:
Parks and Recreation

Other Associated Departments:

Prepared by:
Tracy Stevenson, Program Coordinator

Report Title:
2026-27 Proposed Program Registration Fees, Sport Fields, Tennis & Pickleball Courts Rental Rate Increases

Report Purpose:
To bring forward proposed fee increases for city operated sports fields and direct delivery programs for Committee and Council consideration during Operational Budget deliberations.

Staff Recommendation:
Staff recommends that Council approves the proposed annual increases which is being proposed at the annual inflation rate of 2%.

Report Details:
For the 2026-27 Proposed Program Registration Fee Rates (see attached fee breakdown). The proposed 2% increase to program registration fees is expected to generate $3,300.00 in additional revenue.

For the 2026-27 Proposed Sport Fields, Tennis & Pickleball Courts Rental Fee Rates (see attached fee breakdown). The proposed 2% increase to sports fields' rental fees are expected to generate $700.00 in additional revenue.

If supported by Council the proposed fee/rate increases would become effective April 1, 2026.

Council or Committee History:
Proposed increases are proposed annually for Council consideration during the budget process.

Financial Implications:
The annual revenue will be increased at all facilities and direct delivery programs at the amounts noted above.

Public Engagement and Communication:
N/A

Legislative Authority:
MGA – Part 6 Financial Matters; Division 2 Raising of Revenue / MGA – Part 7 Municipal Jurisdiction

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

Reviewed By:

Manager	**CAO/Director**
FQ – February 4, 2026	RM – February 4, 2026

Committee Recommendation: (if differing from staff)

Proposed Sportsfields and Courts Rental Fee Increases for 2026-2027

	Current Rate		New Rate (2% increase)		
Baseball and Softball Fields	Adult	Minor	Adult (2%)	Minor (2%)	
Class A+ Fields	$ 40.75	$ 29.50	$ 41.50	$ 30.00	per use based on a 2.5 hour time slot
Class A Fields	$ 278.00	$ 111.25	$ 283.50	$ 113.50	per field for one use per week for the season
Class B Fields	$ 220.75	$ 111.25	$ 225.25	$ 113.50	per field for one use per week for the season
Class C Fields	$ 197.25	$ 111.25	$ 201.25	$ 113.50	per field for one use per week for the season
One time booking	$ 35.25	$ 23.50	$ 36.00	$ 24.00	per field based on a 2 hour time slot
Light usage fee	$ 17.75	$ -	$ 18.00	No charge	per hour at all sites
Tournament Fees	$ 99.00	$ 40.75	$ 101.00	$ 41.50	one day booking (one diamond)
	$ 139.25	$ 64.25	$ 142.00	$ 65.50	two day booking (one diamond)
	$ 243.75	$ 99.50	$ 248.75	$ 101.50	two day booking (two diamonds)
	$ 359.50	$ 128.00	$ 366.75	$ 130.50	two day booking (3 or 4 diamonds)
Multi-purpose Fields					
Class A Fields	$ 278.00	$ 111.25	$ 283.50	$ 113.50	per field for one use per week for the season
Class B Fields	$ 278.00	$ 111.25	$ 283.50	$ 113.50	per field for one use per week for the season
Class C Fields	$ 231.50	$ 111.25	$ 236.00	$ 113.50	per field for one use per week for the season
One Time Booking	$ 35.25	$ 23.50	$ 36.00	$ 24.00	per field based on a 2 hour time slot
Tournament Fees	$ 99.00	$ 40.75	$ 101.00	$ 41.50	one day booking (one field)
	$ 139.25	$ 64.25	$ 142.00	$ 65.50	two day booking (one field) or two fields for one day
	$ 208.50	$ 87.25	$ 212.75	$ 89.00	three or more fields per day
Victoria Park Tennis Courts	$ 1.40	$ 1.40	$ 1.45	$ 1.45	per court per hour
Light Usage	$ 5.75	$ 5.75	$ 5.85	$ 5.85	per court per hour
Charlottetown Pickleball Courts	$1.40	$1.40	$ 1.45	$ 1.45	per court per hour

Note: Field Rates are rounded to the nearest $0.25 and Courts to the nearest $0.05.

Proposed Program Fee Increases for 2026-2027

	Current		New Rate (2% Increase)		Comments
Youth Programs	Resident	Non-resident	Resident	Non-Resident	
NHL Street Ball Hockey Program	$ 60.00	$ 75.00	$ 61.25	$ 76.50	Spring Program (8 weeks, 2x/week)
Badminton	$ 36.75	$ 52.00	$ 37.50	$ 53.00	Fall & Winter Program (10 weeks, 1x/week)
First Tee Golf	$ 36.00	$ 52.00	$ 36.75	$ 53.00	All Programs (6 weeks, 1x/week)
Intro to Sport	$ 21.50	$ 31.50	$ 22.00	$ 32.25	Summer Program (8 weeks, 1x/week)
Intro to Sport	$ 36.75	$ 53.00	$ 37.50	$ 54.00	Summer Program (8 weeks, 2x/week)
Mini Basketball	$ 41.75	$ 52.00	$ 42.50	$ 53.00	Fall-Winter Program (20 weeks, 1x/week)
PLAE Multi-Sport Level 1	$ 45.00	$ 60.00	$ 46.00	$ 61.25	Fall & Winter Program (10 weeks, 1x/week)
Pickleball	$ 67.50	$ 97.50	$ 69.00	$ 99.50	Summer Program (8 weeks, 2x/week)
Swimming Lessons	$ 36.00	$ 52.00	$ 36.75	$ 53.00	Summer Program (8 weeks, 1x/week)
Day Camps					
Summer Day Camps	$ 135.00	$ 155.00	$ 137.75	$ 158.00	$10.00 extra for weeks that offer swimming lessons or day trips
Outdoor Adventure Camps	$ 51.00	$ 61.25	$ 52.00	$ 62.50	
Adult Programs	Resident	Non-resident	Resident	Non-resident	
Circuit Fitness	$ 66.25	$ 83.50	$ 60.50	$ 74.00	10 weeks, 2x/week (aligned pricing with Adult AM Fitness)
Adult AM Fitness (Fall 2026)	$ 103.75	$ 124.25	$ 135.75	$ 166.50	15 weeks, 3x/week (aligned pricing for all Adult AM Fitness Programs)
Adult AM Fitness (Winter & Spring 2026)	$ 88.75	$ 108.75	$ 90.50	$ 111.00	10 weeks, 3x/week
Sherwood Badminton	$ 38.75	$ 38.75	$ 39.50	$ 39.50	Price includes HST
Pickleball	$ 32.75	$ 37.25	$ 33.50	$ 38.00	10 weeks, 2x/week
Seniors Fitness Program					
Foundations for Life	$ 38.50	$ 38.50	$ 39.50	$ 39.50	10 weeks, 2x/week
Strength in Motion (M/W)	$ 38.50	$ 38.50	$ 39.50	$ 39.50	10 weeks, 2x/week
Strength in Motion (F)	$19.25	$19.25	$ 19.75	$ 19.75	10 weeks, 1x/week
Chair & Seated Yoga (10 Weeks)	$ 19.25	$ 19.25	$ 19.75	$ 19.75	10 weeks, 1x/week

Note: Program Fees are rounded to the nearest $0.25. HST in extra for all adult programs.

City of Charlottetown Committee Report

Report No: PR-2025-05

Date: February 5, 2026

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities

Reporting Department:
Parks and Recreation

Other Associated Departments:

Prepared by:
Frank Quinn – Parks and Recreation Manager

Attachments:
- 2025-26 P&R Capital Project Status Report (as of February 4, 2026)

Report Title:
Update on 2025/26 Capital Budget Projects

Report Purpose:
To inform Council of the status of the 2025/26 Parks and Recreation Capital Budget Projects

Staff Recommendation:
That Council receives the report as information.

Report Details:
Please refer to the attached 2025/26 Parks & Recreation Capital Budget Projects Status Report (as of February 4, 2025)

Council or Committee History:
Previous status report provided to PRLA Committee on June 3 and December 8, 2025, with an update on the 2025/26 Capital Projects.

Financial Implications:
None

Public Engagement and Communication:
During the Budget Process, at Committee meetings & at Council meetings

Legislative Authority:
MGA Part 6 – Financial Matters / MGA Part 7 – Municipal Jurisdiction

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

Reviewed By:

Manager	**CAO/Director**
FQ – February 4, 2026	RM – February 4, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: PR-2026 - 06

Date: February 5, 2026

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities

Reporting Department:
Parks and Recreation

Other Associated Departments:
Charlottetown City Police

Prepared by:
Frank Quinn – Manager of Parks and Recreation

Attachments:

- Dogs off Leash Sign

Report Title:
Dogs off Leash Concern

Report Purpose:
To update Council on the work the department has done to address the concerns of dogs off leash in Victoria Park.

Staff Recommendation:
That Committee & Council accepts this update for information purposes.

Report Details:
At January 13th, 2026 Regular Council Meeting, Councillor Beck raised the concern of dogs being off leash in Victoria Park, and a member of the public was injured trying to restrain her dog, which was on a leash, when another dog was running toward them that was not on a leash. Council requested that staff investigate this incident and provide an update on what actions can be taken to address this concern.

Staff were made aware of this incident on January 11, 2026. The PRM discussed the incident with the Bylaw Control Officer and CAO on January 12, since City Police is responsible for the enforcement of the Charlottetown Dog Control Bylaw, which they contract out to the PEI Humane Society. The Bylaw Control Officer was in communication with staff at the Humane Society. Both the Humane Society and the Bylaw Control Officer provided responses to the concern received.

The PRM and the Bylaw Control Officer discussed possible options to assist with public awareness and enforcement. The Parks and Recreation Department staff inspected the “You must keep your dog on a leash” signs that are placed in Vicotria Park. There are currently four signs installed in the park. It was decided that we need to increase the number of signs and place them in areas where we are experiencing issues. In addition, we have updated the signs, so that the messaging is clear and direct. This will assist with public awareness, along with assisting Police and Humane Society with enforcement. The new signs have been ordered, and we expect to have them installed within the next couple of weeks. We will inform the Bylaw Enforcement Officer when they have been installed. City Police is working on Communication Plan for public awareness.

Council or Committee History:
January 13, 2026 – This matter was discussed at the monthly meeting of Council.

Financial Implications:
The cost to purchase the signs will be covered from the existing operational budget.

Public Engagement and Communication:

- January 16, 2026 – CBC news story. Councillor Beck was interviewed during the news story.
- Once the new updated signs are posted in Victoria Park a PSA will be sent out to the public reminding them of the bylaw. In the spring we place to start placing these updated signs in other parks across the City.

Legislative Authority:
MGA Part 4 – Municipal Government / MGA Part 7 Municipal Jurisdiction

Strategic Alignment:
Community Building and Placemaking / Governance and Civic Engagement /Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
FQ – February 4, 2026	RM – February 4, 2026

Committee Recommendation: (if differing from staff)

You Must Keep Your Dog on a Leash



Failure to comply with the Charlottetown Dog Control Bylaw may result in a fine.

CHARLOTTETOWN

Seniors Engagement Committee December 4, 2025 at 12:15 PM
Sherwood Room – City Hall

Present: Jacinta Campbell
Darlene Hughes
Diane Smith (Note Taker)
Jay Nogler
Joanne Ings

Also Present: Breanna Buell, APC

Regrets: Bruce MacIsaac

1. Call To Order
Meeting called to order at 12:15 by Joanne Ings, Co-Chair.

2. Declarations of Conflict Of Interest
None declared.

3. Approval of Agenda
Agenda approved by Darlene Hughes – CARRIED

4.**Adoption of Minutes**
Minutes approved by Darlene Hughes and seconded by Jay Nogler – CARRIED

5. Business Arising from the Minutes
a. Golden Wisdom Speaker Series
Comments on this event were very satisfying and very engaging. 55 attended the event and the first time oyster tryers, the chef competition and the cookie competition were all enjoyed by the participants. There will be a Wellness Session with Yoga and Brunch after Christmas and a second Young Chefs event. Joanne Ings to draft a thank you to the Young Chefs for their enthusiasm and professionalism.

b. New Horizons Updates and Discussion
Meetings were held in November at the four identified buildings to deliver programming and gather feedback from residents to help tailor future programming and increase project impact. Committee members discussed several findings from these sessions.

It was noted that common areas have had limited programming and activities since the COVID-19 pandemic. Some residents reported living in their buildings for several years without having met their neighbours; however, the Coffee and Chat sessions helped facilitate social connection.
It was also noted that the cost of internet access is a barrier for many seniors in these buildings. Members discussed that providing internet access in common areas could increase use of shared spaces, support socialization, and improve access to services. The Committee will propose government provide free accessible internet in the common areas and also TV access.

c. Christmas Light Tour is scheduled for Thursday Dec 11. We have 2 coach busses full. Discussion was held to confirm who from the Committee would be attending to assist with event. Darlene will be on one bus and Diane on the other. The APC will send routes to each along with list of names for the pick-up locations.

d. Seniors Community Dinner scheduled for Sunday December 7th at Jack Blanchard Hall. Joanne, Darlene, and Jacinta will be there to assist with meal.

6. Introduction of New Business

a. Annual Work Plan and Report Discussion
Brief discussion was held to remind members that we should begin thinking about the annual work plan and report as this should be completed in January to report to PRLA Committee/Council.

b. Future events planned for the Seniors Community Dinners are a Roast Beef Dinner at the Malcolm Darrach Centre on January 25th in conjunction with the East Royalty Lions Club. A pancake breakfast with the Sherwood Lions Club is planned at the West Royalty Community Centre March 28th.

7. Adjournment of Public Session
Meeting adjourned at 1:12 p.m. by Jacinta Campbell – Carried

Seniors Engagement Committee
January 8, 2026, at 12:15 PM
Sherwood Room - City Hall

Present: Jacinta Campbell
Darlene Hughes
Bruce MacIsaac
Jay Nogler (Note Taker)
Joanne Ings

Also Present: Breanna Buell, APC

Regrets: Diane Smith

1. Call To Order
Meeting called to order at 12:15 by Jacinta Campbell Co-Chair.

2. Declarations of Conflict of Interest
None declared.

3. Approval of Agenda
Agenda approved by Darlene Hughes – CARRIED

4.**Adoption of Minutes**
Minutes approved by Darlene Hughes and seconded by Bruce MacIsaac – CARRIED

5. Business Arising from the Minutes

a. Annual Work Plan and Report Discussion – The committee will continue work on the 2025-2026 Annual Work Plan.

b. Active Seniors Happy Hearts – This program has been progressing well. There are a lot of different activities that have been scheduled such as: yoga, bowling, Islanders' game, board games, music recital, and a meal on January 25th. The four seniors' homes will be offered free transportation to the Malcolm Darrach Centre on January 25th to attend the senior's meal. Joanne has offered to go on the bus. January calendar is complete; Breanna is preparing the February-March schedule.

Wi-Fi in Seniors Homes – There is no Wi-Fi in common areas of provincially funded homes. Jacinta will draft a letter to Councillor Ramsay outlining the concerns we have heard from residents, with a follow-up planned in coming months.

c. CBC radio – Breanna will share committee information and activity details via CBC radio.

d. The Christmas Light Bus Tour and the meal at Jack Blanchard Hall were successful.

6. Introduction of New Business

a. Breanna noted that once the Age Better grant is available for applications, we might be able to appy.

7. Adjournment of Public Session

Meeting adjourned at 1:15 p.m. by Darlene Hughes – Carried

Youth Engagement Committee
Thursday, December 18, 2025, at 5:00 pm
West Royalty Room, City Hall, 199 Queen Street

Present:	Max MacDonald	Marina Simon (Notetaker)
	Deelle Hines	Ye Ding
Regrets:	Mayor Brown	Neveah Murray

1. **Call to Order**

   Max called the meeting to order at 5:00pm.

2. **Declarations of Conflict of Interest**

   Max noted that he works as a youth employment specialist at IRSA

3. **Approval of Minutes from December 18, 2025**

   All members approved the minutes from the previous meeting.

4. **Approval of Agenda**

   All members agreed to the proposed agenda.

5. **a. Event Discussions**

   Movie Night at Tivoli Cinema

   The Movie Night was moved to January. Max will contact the theatre management to discuss the movie selection and confirm a date between January 15–25.

   Collaboration with Biking PEI and Island Trails PEI

   Marina is a member of Island Trails PEI, and Max is a member of Biking PEI. The committee discussed collaborating with both organizations on youth-focused events. Potential involvement could include sponsoring prizes or events, running targeted paid social media ads, or producing printed materials. Marina and Max will contact both organizations to gather ideas and feedback.

Atlantic Expo Table

Marina will contact Atlantic Expo to inquire whether the committee can sponsor a prize in exchange for a small table. The table would be used to conduct a youth survey. Max will develop the survey questions. The committee suggested using 2–3 tablets for participants to complete the survey.

Valentine's Day at Be You

Deelle will clarify whether the committee can be involved in events at the Be You club. If possible, the committee may sponsor prizes for the Valentine's Day event.

Free Tickets for an Event at The Guild

Marina will contact The Guild to ask whether the committee can sponsor one of their shows. One option discussed was an improv show. The event would be free for youth.

Food Drive for Students

Ye will contact UPEI to ask whether the committee can support a student food drive, or if there are any upcoming food drive initiatives that the committee could participate in.

b. Committee Recommendations

None

c. Open Discussion

Max informed the group that IRSA has a list of volunteers that are high school age. Deelle can look into volunteer opportunities with the City. There may be options with the Parks and Recreation Department.

The committee discussed 211 and if this would be a service that would be helpful for youth. It is a popular service among the senior population in our community. 211 has done a presentation with the Seniors Engagement Committee, so it could be an option to have them present to the Youth Engagement Committee. We will discuss this further.

6. Introduction of New Business

None

7. Motion to Adjourn

All members agreed to adjourn the meeting at 6:00 pm.

Youth Engagement Committee
Thursday, January 15, 2026, at 5:00 pm
West Royalty Room, City Hall, 199 Queen Street

Present:	Marina Simon (Notetaker)	Deelle Hines
	Ye Ding	
Regrets:	Mayor Brown	Neveah Murray
	Max MacDonald	

1. **Call to Order**

   Deelle called the meeting to order at 5:00pm.

2. **Declarations of Conflict of Interest**

   None

3. **Approval of Minutes from December 18, 2025**

   All members approved the minutes from the previous meeting.

4. **Approval of Agenda**

   All members agreed to the proposed agenda.

5. **a. Event Discussions**

   Movie Night at Tivoli Cinema

   The Movie Night is scheduled for March 14 at 7:15pm. The movie selected is the Minecraft Movie. The event will be free to attend; however, attendees will be asked to bring a donation item for the UPEI Food Bank.

   Collaboration with Biking PEI and Island Trails PEI

   The committee is still waiting to hear back from both organizations. Initial conversations have been positive, and both groups have expressed enthusiasm about a potential collaboration.

Atlantic Expo Table

It was decided to Atlantic Expo not do this collaboration.

Music PEI Sponsorship

The committee agreed to collaborate with Music PEI for Music Week. Marina will reach out to Music PEI to request suggestions and next steps.

UPEI Food Bank

Ye provided the committee with a list of items currently needed at the UPEI Food Bank, including canned fish (tuna, etc.), beans, lentils, chickpeas, peanut butter, pasta, pasta sauces, granola bars, cookies, and crackers. The committee expressed interest in supporting the food bank by collecting donations. While a monetary donation of $500 was discussed, it was decided that an item collection would be organized during the free movie night at Tivoli.

b. Committee Recommendations

None

c. Open Discussion

Gifts from the Heart

The committee discussed the possibility of collaborating with Betty from Gifts from the Heart to provide taxi vouchers to youth in need. Gifts from the Heart has strong insight into identifying individuals and families in our community who are experiencing the greatest need. The committee expressed interest in supporting youth who face transportation barriers to attending important activities or who live outside regular bus routes. Marina will follow up to discuss current needs and potential opportunities for collaboration.

Recreation Items

The committee discussed the idea of providing recreation equipment or gym memberships to youth in need who are unable to afford them. However, the specifics of what this might look like are still unclear. Deelle will connect with Tracy Stevenson, Program Coordinator for Parks and Recreation, to explore possible options. This is an initial idea and would require further discussion to determine what is feasible.

6. Introduction of New Business

None

7. Motion to Adjourn

All members agreed to adjourn the meeting at 6:00 pm.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

New Business #1

MOTION CARRIED _____

MOTION LOST _____

Date: February 10, 2026

Moved by Councillor Terry Bernard

Seconded by Councillor Kevin Ramsay

RESOLVED:

That effective immediately the following appointments to the Guild Board of Directors, as recommended by His Worship Mayor Philip Brown, be approved:

Nadine Haddad, and

Achini Rathu-Kumarage

Nadine Haddad (Bio)

Nadine Haddad is an arts administrator and practicing artist with over a decade of leadership experience spanning municipal, regional, and national arts ecosystems. Nadine is currently the President of the Canadian Lebanese Association of PEI (September 2025-Present). She oversees governance, financial stewardship, stakeholder engagement, and delivers large-scale events, including the Lebanese Levee. Nadine has also contributed extensively to other boards across the arts and culture sector, including Smol Audio Projects as Board Director (2024-25), Atlantic Presenters Association as a Committee member (2025), East Coast Music Awards as a member of the volunteer adjudication committee (2022-24), Business/Arts as a board member supporting collaboration between the arts and private sector (2017-2020), and the City of Charlottetown Arts Advisory Board (2021-22). Nadine also brings over ten years of experience working in arts administration and cultural programming, including roles with the Azrieli Foundation, Toronto Arts Foundation, Confederation Centre of the Arts, Opera Atelier, and the National Ballet of Canada. She is also a practicing artist with formal training in music and arts management. And has spent eight seasons singing with That Choir and performing in musical theatre and theatre productions in PEI and Toronto. Nadine holds a Bachelor of Music and a diploma in arts and non-profit management. As both an arts administrator and artist, Nadine brings a balanced perspective that values equity, accountability, and long-term impact.

Achini Rathu-Kumarage (Bio)

Achini Rathu-Kumarage is a cultural leader and performer focused on community engagement. Achini is the founder of A2A: Rhythmic Troupe of Sri Lanka, a PEI-based performance collective that represents Sri Lankan culture at multicultural and community events across PEI. She also served as the President of the Performing Arts Wing – University Students' Society in Sri Lanka, overseeing the planning and delivery of the university's annual concert and related productions. Achini was also the Club Service Director of the Rotaract Club, an inter-University community service organization in Sri Lanka, where she served on the executive committee and implemented community service initiatives, including book donation drives, blood donations, and other impactful community events. Achini has been actively involved in PEI's cultural communities as a performer and cultural representative, performing at the DiverseCity Festival, the Global Village multicultural event at UPEI, and events organized by groups such as the UPEI Kerala Foundation and the PEI Indo-Canadian Youth Society. She has also participated in advocacy work with the PEI Coalition for Women in Government. Achini is a graduate of the Study and Stay PEI program and is a trained traditional dancer and performing artist with experience using performance as a tool for cultural education, storytelling, and community connection. She has a Master's of Education from PEI and currently works in the bioscience sector.