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

17 – RESOLUTIONS	1- Anticipated Resolution	6- BYLAW READINGS

❖ **Land Acknowledgement**

1. **Call to Order**

2. **Declaration of Conflict of Interest**

3. **Approval of Agenda**

4. **Adoption of Previous Draft Minutes of Council**

   - Regular Meeting of Council – February 10, 2026
   - Public Meeting of Council – February 19, 2026
   - Special Meeting of Council – March 2, 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
- Ten (10) Resolutions
- Three (3) 1st Readings
  - Amend Z&D Bylaw & Official Plan - 66 McGill Avenue (PID# 355057)
  - Amend Z&D Bylaw – 16-18 Hemlock Court (PID# 452672)
  - Amend Z&D Bylaw & Official Plan – Lot 8, Violet Circle (PID# 1187913)
- Two (2) 2nd Reading
  - Amend Z&D Bylaw & Official Plan – 3 Oakland Drive (PID# 192245)
  - Amend Z&D Bylaw & Official Plan – Stanmol Drive (PID# 1047562)

7.2. Public Works – Councillor Mitchell Tweel, Chair

- Monthly Report
- One (1) Resolution

7.3. Environment & Sustainability – Councillor Trevor MacKinnon, Chair

- Monthly Report
- No Resolutions

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

- Monthly Report
- Four (4) Resolutions

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

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

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

7.8. Protective & Emergency Services – Councillor Julie McCabe, Chair
- Monthly Report
- No Resolutions
- 2nd Reading to Repeal Emergency Measures Bylaw and Replace with Emergency Management Bylaw

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

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

7.11. New Business
- One Resolution

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

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

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

- Labour Relations - CUPE Local 501 WWTP Collective Agreement [119(1)(d)]
- Management Non-Union Position [119(1)(d)]
- Receive/Review Legal Advice [119(1)(f)]

9. Business Arising from the Closed Session

- One (1) Anticipated Resolution

10. Adjournment

CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, FEBRUARY 10, 2026 at 5:00 PM

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Mayor Philip Brown presiding

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

(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.

- The Mayor noted of upcoming Chinese New Year celebrations taking place at UPEI Performing Arts Centre February 14 and at the Eastlink Centre on February 21. He further noted he recently attended Tet celebrations (Vietnamese New Year).

1. **Call to Order**
   Mayor Brown called the meeting to order.

2. **Declarations of Conflict of Interest**
   Councillor Doiron declared a conflict regarding Planning & Heritage Resolution #5 re: Stanmol Drive (PID# 1047562).

3. **Approval of Agenda**
   As additional revisions to the Procurement Policy are required, it was requested that Finance, Audit, Tendering & Administration Resolution #3 be removed. Moved and seconded that the agenda be approved as amended. Carried.

4. Adoption of Previous Draft Minutes of Council

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

- Regular Meeting of Council – January 13, 2026
- Special Meetings of Council – January 10 & 28, 2026
- Public Meetings of Council – January 28 & February 3, 2026

Councillor McAleer indicated he was omitted from the Public (Planning) Meeting of Council minutes of January 28, 2026. Minutes to be revised to reflect that Councillor McAleer was present.

CARRIED

5. Business Arising out of the Minutes

• Regular Meeting of Council (January 13, 2026)

Question raised regarding the delay in settling the CUPE 830 Collective Agreement following signing. The Human Resources Manager indicated that the agreement in principle ended the strike, but the legal language had to be worked through before the contract could be signed.

Concern was raised again with respect to dogs off leash in Victoria Park and if current enforcement (Humane Society and/or police) is effective. A detailed report which would include the number of complaints, actions taken, and follow-up was requested. This was taken under consideration.

An update was requested regarding the Value Added Audit for the Fibre Optic Communications project. Councillor Doiron indicated he is expecting more information on the matter at the Water & Sewer Utility Committee meeting on February 12.

• Special Meeting of Council (January 28, 2026)

Councillor Tweel clarified that he introduced the friendly amendment to add Councillor Muttart to the CAO Annual Performance Evaluation Committee, not Councillor Bernard as previously indicated. Upon review of the meeting recording, it was confirmed that Mayor Brown requested that the original mover and seconder formally bring forward the friendly amendment.

6. Council Inquiries to be taken Under Consideration

It was proposed that the Parks & Recreation Committee review the possibility of increasing security at Victoria Park to 24 hours per day. The suggestion was noted by the Parks & Rec Assistant Manager.

7. REPORTS OF COMMITTEES/RESOLUTIONS/BYLAW READING

7.1 Planning & Heritage – Deputy Mayor Alanna Jankov, Chair

Deputy Mayor Jankov indicated her Committee report was included in the weekend package. She reported that work continues on the draft Zoning & Development Bylaw and a meeting of Council will be coordinated to review the draft before public release and public consultation sessions. Public engagement sessions for the Heritage Preservation Bylaw & 500 Lot Review set for February 11 (Confederation Centre) and February 12 (Hillsborough Park Community Centre). Stakeholder engagement session for the Patio Bylaw Review was held February 5. She added that the City is still awaiting ministerial approval of the Official Plan.

In response to a question raised regarding the issue with the Official Plan sign-off, Deputy Mayor Jankov indicated the delay was due to limited staffing and workload capacity in the provincial

department reviewing the plan, not opposition from developers or residents as some may have suspected.

A question was raised concerning overall eligibility to receive a heritage award from the City of Charlottetown. It was noted that there are multiple award categories covering different types of properties; however, staff would follow-up and advise.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

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.

CARRIED 10-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

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

> 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.

CARRIED 10-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

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

> 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.

Concern was raised related to the substantial reduction (45%) in the required rear yard set back and how that would impact the neighbouring property. It was cautioned that Council must be careful not to become overly permissive with major variances.

TIED 5-5
Mayor Brown voted in Favour
CARRIED 6-5
Councillors Beck, Doiron, McAleer, Muttart & Tweel opposed

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Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

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.

CARRIED 10-0

- Councillor Doiron in conflict, left the Chamber and did not vote on the following resolution.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

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.

Concern was raised regarding increased traffic through narrow streets, accidents in the area, and only two (2) access points in the area. It was suggested the developer place the proposed units in Phase 3 which is already zoned medium/high density. Several Councillors recalled that the developer is willing to proceed with eight (8) stacked units per lot. Following discussion, it was moved by Deputy Mayor Jankov and seconded by Councillor McCabe that the following friendly amendment be made to the resolution. Carried.

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)~~ **eight (8)** stacked townhouse units each on two (2) separate parcels for a total of ~~twenty-four (24)~~ **sixteen (16)** units, be approved.

CARRIED 7-2
Councillors Beck & MacKinnon opposed

- Councillor Doiron returned to the Chamber.

7.2 Water & Sewer Utility – Councillor Bob Doiron, Chair

Councillor Doiron indicated his Committee has not met since the last Regular Meeting of Council.

7.3 Public Works – Councillor Mitchell Tweel, Chair

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

In reference to the Public Works Committee meeting minutes included in the package, it was recommended that the focus of heritage lighting be concentrated within the 500 Lots area; specifically, within the formally designated heritage zone to maintain consistency. Councillor Tweel stressed that

Upper Hillsborough Street and Walthen Drive, even though not in the 500 Lot Area, are still historic streets in Charlottetown and felt historic lighting should be considered on those streets.

An update regarding the proposed Spencer Drive project was requested. The design work is 90% complete but awaiting infrastructure funding through applications made to both levels of government.

7.4 <u>Environment & Sustainability</u> – Councillor Trevor MacKinnon, Chair

Councillor MacKinnon indicated his Committee report was included in the weekend package. He reported that East Royalty transit service remains steady with 738 rides in January 2026; however, overall transit ridership in January 2026 decreased by 16% compared to January 2025; attributed to fewer international students, extreme cold/snow days and UPEI classes starting later than the previous year.

7.5 <u>Finance, Audit, Tendering & Administration</u> – Councillor John McAleer, Chair

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

- Councillor MacKinnon was absent from the Chamber when the following two (2) resolutions were brought forward.

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.

CARRIED 9-0

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.

CARRIED 9-0

- Councillor MacKinnon returned to the Chamber.

7.6 <u>Human Resources</u> – Councillor Norman Beck, Chair

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

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7.7 <u>Economic, Tourism & Cultural Development</u> – Councillor Terry Bernard, Chair
Councillor Bernard indicated his Committee report was included in the weekend package. He reported that Somru BioScience has acquired a new facility on Brackley Point Road and will serve as a global headquarters for the company. Several sporting events has generated $10M economic spin-off for the city - Confederation City Classic Basketball Tournament, Charlottetown Ringette Tournament, Island Gymnastics Academy Classic, Spud Minor Hockey Tournament and the Sweetheart Female Hockey Tournament. He also suggested that the Committee may review the option of surveying residents about interest in a potential municipal curling facility.

An update on a proposed Event Policy was requested. Councillor Bernard acknowledge that the Economic Growth & Attraction Manager and the CAO are currently working on a policy and noted a draft could be circulated to Council for review before coming forward for approval.

7.8 <u>Strat. Priorities, Comms & Intergovernmental Cooperation</u> - Coun. Justin Muttar, Chair
Councillor Muttart indicated his Committee report was included in the weekend package.

An update regarding a proposed grounds use policy for Boulder Park was requested. Councillor Muttart indicated the matter would be placed on the next committee agenda for discussion and further clarification.

7.9 <u>Protective & Emergency Services</u> – Councillor Julie McCabe, Chair
Councillor McCabe indicated her Committee report was included in the weekend package.

1ST Reading of the Emergency Management 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.

Moved by Councillor Julie McCabe
Seconded by Councillor Kevin Ramsay

RESOLVED:
That the bylaw to establish the City of Charlottetown Emergency Management Bylaw, #2026-EM-01 (and repeal the Emergency Measures Bylaw) be read a first time.

CARRIED 10-0

Moved by Councillor Julie McCabe
Seconded by Councillor Kevin Ramsay

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.

CARRIED 10-0

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

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

Significant discussion was had with respect to dogs off leash within the city and city parks. Park users feel intimidated or unsafe, enforcement responsibilities, signage, if additional off-leash dog areas are needed, etc. Councillor Ramsay indicated that staff are reviewing signage and safety for all users and enforcement to be clarified.

7.11 New Business

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

CARRIED 10-0

8. Motion to Move into a Closed Session as per the MGA of PEI (7:32 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)(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)]

Moved by Councillor Bernard and seconded by Councillor McCabe . Carried.

9. Business Arising from the Closed Session (8:12 PM)

Following discussions in the Closed Session, the subsequent resolutions were brought into the Open Session for Council's consideration.

Moved by Councillor John McAleer
Seconded by Councillor Terry Bernard

RESOLVED:

That, the City of Charlottetown agrees to purchase a portion of CADC Events Grounds for the Water Street right-of-way in the amount of $600,000,

DRAFT

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

Concern was raised that the matter had not been discussed at Public Works and if process had been followed. Several members of Council indicated that this project (Eastern Gateway) had been previously approved, went through the PW Committee under a previous chair, went to Council (Apr 9, & Aug 8, 2024) and the infrastructure work has already been completed.

CARRIED 8-2
Councillors MacKinnon & Tweel opposed

Moved by Councillor Mitchell Tweel
Seconded by Councillor John McAleer

RESOLVED:

That, as per the conditions of the Public Tender for "Level 3 Electric Vehicle Charger Installation" the submission of Hansen Solar Energy, in the amount of $219,000.00 (plus all applicable taxes) be accepted,

And that a budget transfer from the Public Works Capital account for "Parkades Major Repairs & Parking - New Public Parking Spots" in the amount of $219,000.00 (plus all applicable taxes) to "Municipal Buildings - Brownfield Redevelopment Initiative" be carried out,

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

CARRIED 10-0

● Councillor MacKinnon declared a conflict of interest regarding the following resolution and left the meeting.

Moved by Councillor Norman Beck
Seconded by Councillor Julie McCabe

RESOLVED:

That the City of Charlottetown accept the attached Canadian Union of Public Employees (CUPE) 501 Collective Agreement for the term January 1, 2023 to December 31, 2026, effective February 10, 2026.

CARRIED 9-0

10. Adjournment

Moved by Councillor McAleer and seconded by Councillor Ramsay that the meeting be adjourned. Carried. Meeting concluded at 8:23 PM.

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Public Meeting of Council
Thursday, February 19, 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

Interim Chair Councillor Bernard Presiding

Council Members present:	Deputy Mayor Alanna Jankov* Councillor Justin Muttart Councillor Mitchell Tweel Councillor Robert Doiron	Councillor Julie McCabe* Councillor Trevor MacKinnon Councillor Kevin Ramsay Councillor John McAleer
Staff:	David Gundrum, Mgr, PD Sonia Kamal, PII Michael Fraser, PII	Jason Doucette, IO/AA**
Applicants/ Representatives:	Tyrell Doucette Ellis and Birt Douglas Coles	
Also present:	Brad MacConnell, CAO	
Regrets:	Mayor Philip Brown Councillor Norman Beck	

*Participated via Teams
**Minute Taker

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

The deadline for submission of written comments is Friday, February 20th at 12:00pm Noon

1. **Call to Order**
   Interim Chair Councillor Bernard called the meeting to order at 7:00 PM

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

3. Approval of Agenda

Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the order of the agenda items be amended to present the Unaddressed parcel on Mount Edward Road (PID 440545) first, 16-18 Hemlock Court (PID 452672) second and Lot 8, Violet Circle (PID 1187913) third, for the public meeting on February 19th, 2026 be approved.

CARRIED (8-0)

4. Rezoning – Unaddressed parcel on Mount Edward Road (PID# 440545)

Request:

The City of Charlottetown has received a request to amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Comprehensive Development Area; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Single-detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone to facilitate future development of the property with three (3) apartment buildings having a combined maximum total of 87 dwelling units.

Property Information: Single-detached Residential (R-1L) Zone
Staff Presenter: David Gundrum, Manager, Development Planning
Applicant: Ellis & Birt
Reference: Public Meeting Package

Summary:

Staff stated that an application to amend the Official Plan and Zoning Map for the undeveloped parcel identified as PID 440545, located at the southeast corner of Highway 2 and Mount Edward Road.

Planning Manager David Gundrum presented the proposal, explaining that the applicant is seeking approval to rezone the property from the (R-1L) Low Density Residential Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation in the Official Plan to Comprehensive Development Area (CDA) to facilitate the intended development.

The purpose of the request is to enable the future construction of three apartment buildings with a combined maximum of 87 residential units, based on the available lot area and required lot area per unit under the zoning bylaw. The subject property is currently vacant and situated adjacent to an established residential neighbourhood. It is bordered by Mount Edward Road to the west, the bypass highway to the north, and existing low-density residential properties to the south and east.

An existing easement registered in favour of the City is located on the land to protect buried public infrastructure. Planning staff noted that the proposed apartment buildings would comply

with the height limits associated with the (R-4) zone and that preliminary review does not indicate the need for additional zoning variances at this time.

Concept plans were presented showing the layout of the three buildings, on-site parking located to the north, and two proposed access points: a right-in/right-out access onto Mount Edward Road and a two-way private access connecting to Lilac Avenue. The Planning Manager outlined the legislative requirements for amendments to the Zoning and Development Bylaw, noting that Council must hold a public meeting prior to making any decision. In compliance with Section 3.10 of the bylaw, a notice of the meeting was mailed on February 6, 2026, to 32 surrounding property owners located within 100 metres of the site.

Recipients were invited to submit comments regarding the proposed rezoning and Official Plan amendment. As of the date of the meeting, 26 written responses had been received, all expressing opposition to the proposed development.

Staff presented a scaled site plan and a conceptual rendering illustrating the appearance of the proposed apartment buildings when viewed from the north. These illustrations were provided to give residents and Council an understanding of the general form and massing of the development, although final design details would be confirmed during the building permit stage.

In concluding the presentation, staff outlined the next steps in the process. The application is tentatively scheduled to be brought forward to Planning Board on March 3, followed by a recommendation to City Council on March 10, also tentative. These dates remain subject to change pending Council's direction following the public meeting and the outcomes of the public meeting in terms of comments and feedback from the public.

Comments:

Dana Blakely, Robert MacDougall, Adam MacDonald, Claire Dunsford, Greg MacAulay, Jamie MacDonald, Erin McGonnell, Cathy Dunsford, Joe Hughes and Pam Josey addressed Council to express concerns.

Traffic and safety were the dominant themes, with speakers emphasizing the narrow width of Lilac Avenue and Ferngarden Drive, lack of sidewalks, a blind curve on Lilac, and significant numbers of young children walking to school or the nearby park.

Residents reported longstanding issues with speeding and stated that increased traffic from the 87-unit development would worsen conditions and increase risk to pedestrians.

Many residents expressed concern that the restricted right-turn-only access on Mount Edward Road would redirect the majority of traffic onto Lilac Avenue.

Others highlighted infrastructure issues, including the need for resurfacing, stormwater management, and improvements to street lighting. Several residents pointed to declining water pressure following recent developments nearby.

School capacity concerns were raised regarding Sherwood Elementary, Stonepark Intermediate, and Charlottetown Rural.

Additional concerns included the loss of greenspace, perceived incompatibility with the established single-family neighbourhood, privacy impacts from five-storey buildings, and potential effects on property values. Residents also questioned why CDA zoning was selected instead of (R-4) or (R-3T) zoning and asked what would occur if the Mount Edward Road access were not ultimately approved.

The applicant responded to several points, stating that the Lilac Avenue connection was required to satisfy emergency access standards. Coles confirmed that the underground parking met City requirements and that the surface parking stalls were intended for visitors. He also clarified that utilities could still be accessed beneath the parking lot through the existing easement.

Members of Council sought clarification from staff and questions focused on whether the concept plan could change after rezoning, the timing of the broader CBCL Engineering consultant traffic study, the status of access approval from the Province, and anticipated traffic and parking implications.

Staff reiterated that CDA zoning would fix the design as presented, and any substantial alteration would require a new application and public process. Staff also noted that Public Works had not requested a site-specific traffic impact study but that a wider area review was ongoing.

5. Rezoning Site-Specific Exemption - 16-18 Hemlock Court (PID# 452672)

Request:

This is a request to amend Appendix C. Approved Site-Specific Exemptions of the City of Charlottetown Zoning and Development Bylaw to permit the addition of a third dwelling unit within an existing semi-detached dwelling in the (R-1L) Zone.

Property Information: Single-Detached Residential (R-1L) Zone
Staff Presenter: Michael Fraser, PII
Applicant: Tanmoy Saha
Reference: Public Meeting Package

Summary:

Staff stated this is a request for a site-specific amendment for the property at 1618 Hemlock Court, identified as PID 452672. Planner Michael presented the application, explaining that the property lies within the (R-1L) Single-Detached Residential Zone, where only one dwelling unit is typically permitted. The applicant is seeking approval to allow up to three dwelling units on the lot through a site-specific amendment.

Planning staff outlined that the property is currently developed with a legally non-conforming semi-detached dwelling. This non-conforming status exists because the structure predates current zoning restrictions; therefore, it may continue to exist legally in its present form. However, the addition of a third dwelling unit constitutes an expansion of the non-conformity, requiring Council approval through a site-specific amendment rather than a rezoning.

Staff clarified that the proposed third unit cannot be categorized as a secondary suite under the City's bylaw, as secondary suites are only permitted within single-detached dwellings, not semi-detached structures.

A site plan was presented showing that the proposed development would occur primarily within the existing building footprint, with an additional rear extension designed for an entrance and a small room on the main level. The remainder of the new dwelling unit would be located within the basement level of one side of the semi-detached building. Parking for the dwelling units would be provided through the existing driveways on the property.

Planning staff reviewed the regulatory process under Section 3.10.3 of the Zoning and Development Bylaw, which requires a public meeting prior to Council's consideration of any site-specific amendment.

Staff noted that Council authorized the application to proceed to public consultation on October 19, 2025; however, the public meeting had been delayed twice due to weather.

Notification letters were sent on February 6, 2026, to 25 property owners within 100 metres of the site.

No written submissions had been received as of the date of the meeting.

Michael outlined the anticipated next steps, indicating that depending on the outcome of the public meeting and the preparation of the necessary report, the application is scheduled to proceed to Planning Board on March 3 and to City Council for consideration on March 10.

Comments:

The Chair invited planning staff to elaborate on the concept of legal non-conforming status, and Planner Michael provided an explanation. He stated that the subject property contains a semi-detached (side-by-side) dwelling, which remains legally non-conforming in the (R-1L) zone because it existed prior to the adoption of the current bylaw. He noted that the third unit being proposed would be located within the basement level of one side of the semi-detached dwelling, accessed through an added entry structure containing a vestibule and stairway.

Staff confirmed the main living space would be within the basement, with some limited above-grade space such as a washroom and also a small living area in the new entry addition.

Michael explained that the City's bylaw only allows secondary suites within single-detached dwellings, meaning the proposed basement unit could not qualify as a secondary suite within a semi-detached structure. Because the property was already legally non-conforming, any expansion of that non-conformity—such as the addition of a third unit—requires Council approval through a site-specific amendment.

He emphasized that this process does not change the underlying zoning and does not grant new land rights beyond the specific request to legalize the third dwelling unit.

Councillors asked several questions to better understand the distinction between legal non-conforming use, site-specific amendments, and spot zoning.

Planning staff clarified that spot zoning typically refers to changing the zoning of a single parcel in isolation from surrounding properties, creating a different or incompatible designation within a consistent area. By contrast, a site-specific amendment does not alter the zoning at all; instead, it adds a narrowly tailored exception to permit one additional use or variation within the existing zone. Staff stressed that the request before Council applies solely to the third unit and does not affect the existing status of the semi-detached dwelling or the neighbouring property.

Further questions sought clarification about whether the decision before Council was simply to approve or deny the amendment. Staff confirmed that Council would be voting on the specific site-specific amendment that would allow the conversion of the basement space into a third dwelling unit. No broader changes to the zoning or surrounding properties were being contemplated.

The Chair concluded the discussion by acknowledging the complexity of the terminology and thanked staff for helping clarify the distinction between non-conforming uses, zoning changes, and site-specific permissions.

6. Rezoning – Lot 8, Violet Circle (PID# 1187913)

Request:

The City of Charlottetown received a request to 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 to facilitate the future development of a proposed 4-unit building (stacked townhouse).

Property Information: Low Density Residential Single (R-2S) Zone
Staff Presenter: Sonia Kamal, PII
Applicant: Tyrell Doucette
Reference: Public Meeting Package

Summary:
Sonia stated that this application is to consider a request to amend Appendix A, the Future Land Use Map of the Charlottetown Official Plan, from Low Density Residential to Medium Density

Residential, and to amend Appendix G, the Zoning Map of the Zoning and Development Bylaw, from the (R-2S) Low Density Residential Single Zone to the (R-3) Medium Density Residential Zone. The purpose of the requested amendments is to enable the future development of a proposed four-unit stacked townhouse on Lot 8 Violet Circle, identified as PID 1187913.

Planning staff presented the application, explaining that the subject property is a vacant lot within a developing greenfield subdivision that is still under construction based on previously approved plans. Most properties in the surrounding subdivision are zoned (R-2S), which permits single-detached, semi-detached, and duplex dwellings but does not allow stacked townhouse forms.

The applicant is therefore requesting rezoning and a corresponding Official Plan amendment to accommodate the proposed four-unit structure. Planning staff confirmed that the proposed building would meet all required setbacks, frontage, and lot area standards applicable to the (R-3) zone.

Staff advised that, in accordance with the Zoning and Development Bylaw, a public meeting must be held prior to Council's consideration of any rezoning or bylaw amendment.

Notice of the meeting was issued on February 6, 2026, to eleven surrounding property owners located within 100 metres of the site, inviting comments on the proposal.

Staff reported that no written submissions had been received to date.

Concept plans, including site layout, floor plans, and a rendering, were presented for public review. Tentative dates were provided for the next steps in the process, with Planning Board scheduled for March 3 and City Council for March 10.

Comments:

Councillor McCabe noted that similar rezonings have occurred recently in the subdivision as development continues. No concerns were raised by the Deputy Mayor.

The applicant, Tyrell Doucette, attended the meeting and offered to answer questions.

Councillor Tweel asked how the proposed stacked townhouse would fit within the character of existing development.

The applicant responded that the area already contains numerous newly constructed duplexes and several previously approved stacked four-unit buildings, including some directly across from the subject lot.

New Business
There was no new business that arose.

7. Adjournment of Public Session

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

CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
MONDAY, MARCH 2, 2026 AT 5:00 PM

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Terry Bernard**
	Councillor Mitchell Tweel	**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	**Joshua McInnis, UM**
	Wayne Long, EGAM	**David Gundrum, PHM (T/C)**
	Laurel Palmer, PIII	**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

Councillor Doiron in conflict with the Zoning & Development Bylaw reading regarding Stanmol Drive (PID# 1047562).

3. Approval of Agenda

It was requested that an item be added to the Closed Session agenda regarding certain positions that require Council approval pursuant to Provincial Acts. The Mayor noted that the requested item does not have an accompanying committee report. It was further noted that the matter will be referred to the next Human Resources Committee meeting for discussion.

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

4. Discussion Items: Resolutions/Bylaw Readings

a) One (1) Water & Sewer Utility Resolution

Moved by Councillor Bob Doiron
Seconded by Councillor McAleer

RESOLVED:

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

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

And Be it FURTHER RESOLVED that the costs associated with the development, or any future services 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.

Questions were raised regarding potential future infrastructure and maintenance costs to the City. Following discussion, it was moved by Councillor Muttart and seconded by Councillor Beck that the item be deferred pending further information to address these questions.

DEFERRED 10-0

b) One (1) Economic, Tourism & Cultural Development Resolution

- Councillor McAleer was absent from the Chamber for the following item.

Moved by Councillor Terry Bernard
Seconded by Councillor Kevin Ramsay

RESOLVED:

That Council support a sport and event tourism strategic partnership between the City of Charlottetown and City of Summerside (2026-2030 Partnership Plan), and

That the Mayor and CAO be authorized to execute any standard contracts and agreements necessary to implement this resolution.

CARRIED 9-0

- Councillor McAleer returned to the Chamber

c) One (1) Planning & Heritage Resolution

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the proposed site and building development concept drawings dated September 26, 2025 for the proposed seven (7) storey, mixed-use commercial and residential building with parking located within the building located at 68 Queen Street (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915) subject to the Design Reviewer's recommendation concerning the windows at the corner of Queen and Dorchester Streets, be approved and

DRAFT

That the building be constructed with a deep-set doorway and large windows wrapping the facade around the corner as shown on the submitted floor plans,

And further that the step-backs on the 5th, 6th and 7th stories on the Dorchester and King Street facades as well as the east side of the building be recommended to be approved to step-back 2 meters (6.5 ft.) as proposed by the architect.

CARRIED 10-0

d) Two (2) 1st Readings to Amend the Zoning & Development Bylaw (& OP)

OFFICIAL PLAN AMENDMENT (PH.OPA.1) - To adopt the Official Plan Amendment, PH-OPA.1-055, that the land use for the property at **3 Oakland Drive (PID# 192245)** as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Institutional, hereby excluding it from its former designation of Low Density Residential.

RESOLVED:

That the Official Plan Amendment (PH-OPA.1-055), as it pertains to the property at 3 Oakland Drive (PID# 192245), be adopted.

CARRIED 10-0

1ST READING OF THE ZONING & DEVELOPMENT BYLAW (PH-ZD.2) - To adopt Bylaw PH-ZD.2-105, A Bylaw to amend the Zoning & Development Bylaw, "to amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Single Detached Residential (R-1L) Zone to the Institutional (I) Zone for the property at **3 Oakland Drive (PID# 192245)**."

RESOLVED:

That the Bylaw to Amend the City of Charlottetown Zoning & Development Bylaw (PH-ZD.2-105) as it pertains to the property at 3 Oakland Drive (PID# 192245))", be read a first time and approved; and that it be read a second time at the next public Meeting of Council.

CARRIED 10-0

- Councillor Doiron in conflict and did not vote on the following readings.

OFFICIAL PLAN AMENDMENT (PH.OPA.1) - To adopt the Official Plan Amendment, PH-OPA.1-056, that the land use for the unaddressed parcel on **Stanmol Drive (PID# 1047562)** as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential.

RESOLVED:

That the Official Plan Amendment (PH-OPA.1-056), as it pertains to the unaddressed parcel on Stanmol Drive (PID# 1047562), be adopted.

CARRIED 6-3
Councillors Beck, MacKinnon & Tweel opposed

1ST READING OF THE ZONING & DEVELOPMENT BYLAW (PH-ZD.2) – To adopt Bylaw PH-ZD.2-106, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone, for the unaddressed parcel on **Stanmol Drive (PID# 1047562)**."

DRAFT

RESOLVED:

That the Bylaw to Amend the City of Charlottetown Zoning & Development Bylaw (PH-ZD.2-106), as it pertains to the unaddressed parcel on Stanmol Drive (PID# 1047562))", be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

CARRIED 6-3
Councillors Beck, MacKinnon & Tweel opposed

5. Motion to Move into a Closed Session as per the MGA of PEI (5:51 PM)

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

o CAO Performance Evaluation Process

Moved and seconded to move into a Closed Session. Carried.

6. Business Arising from the Closed Session (7:07 PM)
No business arose from the Closed Session.

7. Adjournment
Moved by Councillor Ramsay and seconded by Deputy Mayor Jankov that the meeting be adjourned. Carried. The meeting concluded at 7:07 PM.

DRAFT

PLANNING AND HERITAGE
REPORT TO COUNCIL

March 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 Tuesday, February 17, 2026; and was presented to Council in a Special Meeting on Monday, March 2, 2026

The Planning & Heritage Committee met on Tuesday, March 3, 2026; copies of the minutes and reports are included in your package.

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

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

Resolutions: Ten (10)

Planning & Heritage Committee:

1. **Development Officer Appointments:** A request to approve the appointments of Stephanie MacDonald (Planner 1), Sonia Kamal (Planner 2), Michael Fraser (Planner 2), and David Gundrum (Manager, Development Planning) as Development Officers for the City of Charlottetown.

Planning Board:

2. **11 Keaton Drive (PID# 1136563) :** Major Variance to allow for an appointment-based beautician service to operate within a portion of a singled-detached dwelling within the Single Detached Residential (R-1S) Zone as a Home Occupation accessory to the principal use.

3. **66 McGill Avenue (PID# 355057):** Request to rezone the subject property from the Single Detached Residential (R-1S) Zone to the Medium Density Residential Townhouse (R-3T) Zone in order to permit up to three (3) units within a converted dwelling that is currently legal non-conforming.

4. **1-3 Summer Street (PID# 368142):** Request for Major Variance to allow for an existing semi-detached dwelling to have a reduced rear yard setback of 3.7 metres (12.1 feet), reduced minimum lot area of 278 square metres per unit of a semi-detached dwelling on an interior lot and a reduced minimum lot area of 280 square metres per unit of a semi-detached dwelling on a corner lot within the Low Density Residential (R-2) Zone.

5. **113 Upper Prince Street (PID# 359638):** Request for Major Variance to allow for a Garden Suite (detached ADU) on a property having a lot size of less than 0.2 hectares (0.5 acres) in area within an existing detached accessory structure.

6. **6 Prince Street (PID# 739128):** Request for Major Variance to allow for a container (shipping container) to be placed on the subject property in the Waterfront (WF) Zone to be used for a commercial business (e-bike tours and e-bike storage)

7. **16-18 Hemlock Court (PID# 440875):** Request for a site-specific amendment to the existing Single Detached Residential (R-1L) Zone that applies to the subject property to allow for an additional dwelling unit (third unit) to be located on the subject property.

8. **Violet Circle – Lot 8 (PID# 778308):** 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 for the subject property from the Low Density Residential (R-2) Zone to the Medium Density Residential (R-3) Zone in order to permit the construction of a 4-unit stacked townhouse on the subject property.

9. **147 Hillsborough Street (PID# 342907):** Request to proceed to public consultation concerning a request for a site-specific amendment to the existing Downtown Mixed Use Neighbourhood (DMUN) Zone that applies to the subject property to allow for a transitional housing facility

10. **68 Queen Street (PID# 336982):** Request to proceed to public consultation concerning a request to rezone the subject property identified as 68 Queen Street (PID# 336982) from the existing Downtown Main Street (DMS) Zone to the Downtown Mixed Use Neighbourhood (DMUN) Zone in order to allow for the future development of a 7-storey multi-use residential and commercial building on the subject property within the 500 Lot Area.

Reading Papers:

First Readings: Three (3)
Second Readings: Two (2)

Respectfully submitted,

Deputy Mayor Alanna Jankov, *Chair*

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

Present:	**Deputy Mayor Alanna Jankov, Chair**	**Mayor Philip Brown** **Councillor Norman Beck**
Also:	**Michael Ruus, Director, Int. Growth** **Brad Vince, PII, HO**	**Jason Doucette, IO/AA*** **Minute taker*
Regrets:	**Councillor Julie McCabe** **Donna Miller-Ayton, MP&H**	

1. **Call to Order**
   Chair Jankov called the meeting to order at 3:44 PM

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

3. **Approval of Agenda**
   Moved by Councillor Beck and seconded by Mayor Brown that the agenda for Tuesday, March 3, 2026, be approved.

4. **Adoption of Minutes**
   Moved by Councillor Beck and seconded by Mayor Brown that the minutes of the last meeting held on Wednesday, Feb 4, 2026, as circulated, be approved.

   CARRIED
   (2-0)

5. **Business arising from Minutes**

- **Housing Accelerator Fund (HAF)**
  - Mayor Brown reported that he and CAO Brad McConnell met with Infrastructure Canada and Housing officials the previous week.
  - Federal officials emphasized the importance of continuous communication, particularly regarding any delays, timeline changes, or operational "blips."
  - He also noted that municipalities across the country are experiencing similar pressures and challenges with HAF reporting and implementation.
  - He stressed the need for the City to maintain clear communication with federal partners to avoid misunderstandings.

- **Councillor Beck's Follow-Up on HAF Update**
    - Councillor Beck noted he expected an update on HAF spending, including staffing funded through the program.
    - He recalled requesting that the update be sent to the entire Council, and staff indicated it would be included in the next meeting package, but it was not received.
    - He asked staff for clarification on when the promised information would be available.

- **Staff Explanation – CMHC/HAF Update Reporting Delays**
    - The Director of Integrated Growth explained that staff have been heavily focused on preparing CMHC reporting required under HAF, which includes financial and progress documentation.
    - He highlighted significant turnover within the Finance Department, which has delayed the financial components required for accurate reporting.
    - He also confirmed staff are currently finalizing the financial details needed to respond to Councillor Beck's previous request.
    - The Director of Integrated Growth indicated he hopes to have the information ready for the next committee meeting but warned that ongoing budget finalization may delay the work.
    - He also committed to notifying committee members ahead of time if the update cannot be completed before the next meeting date.
    - Mike reiterated that CMHC requires regular reporting on both the initiative list and all spending commitments under the approved HAF funding plan.
    - He reminded members that Council previously reviewed and approved the spending plan and that reporting must align with those commitments.
    - Staff continue to refine financial tracking to ensure accurate numbers are submitted to CMHC and provided to Council in upcoming reports.

- **Official Plan Status and Ministerial Approval**
    - Councillor Beck asked for an update on the timeline for Official Plan approval, referencing earlier expectations that approval was only weeks away.
    - His Worship noted that a new minister—Minister Compton—had been appointed, and there has been no indication the Official Plan will not be approved.
    - The Director of Integrated growth confirmed no new correspondence has been received from the province regarding the approval timeline.
    - He also explained staff are proceeding "in good faith" while finalizing the draft Zoning & Development Bylaw, even though the Official Plan remains unsigned.
    - He warned that if the province requires substantial amendments, the City may face months of additional work revising the drafted bylaw.
    - Committee discussed whether provincial changes to the Official Plan would automatically require the City to reopen the public consultation process.
    - Members agreed the City must remain transparent with the public and clearly communicate that ministerial sign-off remains pending.

- Committee agreed staff should send a follow-up request to the provincial department asking for an updated timeline for Official Plan approval.
- It was said that the request should also include clarification on what process the City must follow if the province requires mandatory changes to the plan.
- Mayor and Council will also raise the matter politically with their provincial counterparts to expedite a response.

- **HAF Initiative Timeline Update**
  - Director of Integrated Growth confirmed staff can provide updated timeline information for the HAF initiatives and could be sent to Council.

- **Affordable Housing Committee Update**
  - It was confirmed that the Affordable Housing Advisory Committee is scheduled to resume meetings on March 10th.

6. Reports:

a) Appointment of Development Officers – Development Planning

Summary:

- The Director of Integrated Growth presented the recommendation to appoint Stephanie McDonald (Planner I), Sonia Kamal (Planner II), Michael Fraser (Planner II), and David Gundrum (Manager of Development Planning).
  - He stated these staff will be authorized to administer the Zoning & Development Bylaw and carry out duties permitted under Section 22 of the Planning Act.
  - Committee discussed parallels to heritage officer appointments and requirements under legislation.

Discussion:

- It was asked which appointees hold Registered Professional Planner (RPP) designations and the Director of Integrated Growth confirmed that David Gundrum is an RPP and other planners are working toward obtaining their designation.
- Committee discussed confidentiality concerns with HR-related discussions and how council-required appointments intersect with privacy expectations.
- Members acknowledged that council involvement is required under provincial legislation, even though hiring is operational.
- Director of Integrated Growth confirmed that Natalie Munn's former Research Officer position is currently vacant and staff are reviewing how best to fill the position and will update the committee when ready.

MOTION:

Moved by Mayor Brown and seconded by Councillor Beck that Council approve the appointments of Stephanie MacDonald (Planner 1), Sonia Kamal (Planner 2), Michael Fraser (Planner 2), and David Gundrum (Manager, Development Planning) as Development Officers for the City of Charlottetown, authorizing each to carry out the full duties of the role as defined in the Zoning & Development Bylaw and permitted under Section 20(2) of the PEI Planning Act.

Carried
(2-0)

7. Moved by Mayor Brown and seconded by Councillor Beck to move into closed session as per the Municipal Government Act Section 119 (1) (d)

(d) human resources matter; including labor relations or employee negotiations

8. Business Arising From Closed Session

Following discussion in Closed Session, it was moved by Mayor Brown and seconded by Councillor Beck that the proposed Centralizing Bylaw Enforcement Functions item be forwarded to Council for consideration.

9. Introduction of New Business

There was no new business

10. Adjournment of Public Session

Moved by Mayor Brown and seconded by Councillor Beck that the meeting be adjourned. The meeting was adjourned at 4:45 PM

CARRIED
(2-0)

_____

Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No: PH-2026-03-03

Date: March 03, 2026

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

Reporting Department:
Planning & Heritage Department

Other Associated Departments:

Prepared by: Michael Ruus, Director of Integrated Growth

Attachments:

- *Zoning & Development Bylaw, Section 2.1*
- *Zoning & Development Bylaw, Appendix A*
- PEI *Planning Act, Section 20(2)*

Report Title:
Appointment of Development Officers for the City of Charlottetown.

Report Purpose:
To request that the Planning and Heritage Committee recommend to City Council the appointment of Development Planning staff as Development Officers for the City of Charlottetown, as permitted under Section 2.1 and Appendix A of the *Zoning & Development Bylaw* and Section 20(2) of the PEI *Planning Act*.

Staff Recommendation:
That Council approve the appointments of Stephanie MacDonald (Planner 1), Sonia Kamal (Planner 2), Michael Fraser (Planner 2), and David Gundrum (Manager, Development Planning) as Development Officers for the City of Charlottetown, authorizing each to carry out the full duties of the role as defined in the *Zoning & Development Bylaw* and permitted under Section 20(2) of the PEI *Planning Act*.

Background:
The PEI *Planning Act* provides the authority to Council to appoint a Development Officer for the purposes of administering the bylaws of Council. The proposed Development Officer appointments formalize these existing responsibilities under the PEI *Planning Act* and the City's *Zoning & Development Bylaw*. These appointments will not change the duties each staff member has been performing since joining the City.

In their respective roles—Planner 1 (Stephanie), Planner 2 (Sonia and Michael), and Manager of Development Planning (David)—each is responsible for evaluating, reviewing, and reporting on Planning Act applications, including minor and major variances, rezonings, site-specific zoning amendments, and amendments to the City of Charlottetown Official Plan. They also frequently review Building & Development Permit applications for compliance with the *Zoning & Development Bylaw* before Building Code review by City Building Inspectors and contribute to City planning policy projects such as the upcoming new *Zoning & Development Bylaw*, City Official Plan, and Building and Development permitting system.

Council or Committee History:
N/A

Financial Implications:
None

Public Engagement and Communication:
None

Legislative Authority:
City of Charlottetown *Zoning & Development Bylaw*
PEI *Planning Act*

Strategic Alignment:
Community-Building and Placemaking
Governance and Civic Engagement

Reviewed By:

Director **Original Documents Signed By** **Michael Ruus, February 27, 2026**	

Committee Recommendation: (if differing from staff)

Zoning & Development Bylaw – Section 2.1 (Development Officer)

2 OPERATION

2.1 DEVELOPMENT OFFICER

2.1.1 The Council shall appoint a Development Officer who shall administer this by-law, and the Council may name a designate or designates to the Development Officer.

2.1.2 Notwithstanding the foregoing, the Development Officer shall have the authority to approve or deny a Permit or a Subdivision application in accordance with this by-law, except for those applications that require Planning Board, Design Review Board and/or Council to be involved in the process as specified in this by-law.

2.2 PLANNING BOARD

2.2.1 There is hereby established a board for the City to be called the Planning Board.

2.2.2 The duties of the Planning Board are to:

a. Make recommendations to Council for the adoption of planning policies, the adoption of the *Official Plan*, proposed amendments to the *Official Plan*, by-laws in respect to the *Official Plan*; and

b. Perform such other duties of a planning nature as may be requested by Council.

2.2.3 The Planning Board shall comprise of up to fourteen (14) members appointed as follows:

a. The Planning Committee, appointed by Council from time to time for such term of office as the Council may determine. One member of the Planning Committee, appointed by Council, shall serve as chair of the Planning Board.

b. At least four (4) resident members appointed by Council on the recommendation of the mayor for such term of office as determined by Council, but not to exceed the term of the Council at the time of the appointment; and

c. Such other *ex officio* resource people from the City or other government departments who are requested by the chair or the Development Officer from time to time. *Ex officio* resource persons shall not have a vote.

2.2.4 If any member resigns, or can no longer perform their duties, Council may appoint a new member for the remainder of the former member's term.

2.2.5 All members shall be eligible for reappointment by the Council.

2.2.6 The quorum at any meeting shall be one-half of the Planning Board plus one member, including at least two members of the Planning Committee.

2.3 DESIGN REVIEW ROSTER

2.3.1 There is hereby established a Design Review Roster of Design Reviewers.

Zoning & Development Bylaw – Appendix A. Definitions (Development Officer)

Development Concept Plan means a detailed plan showing the proposed location, land use and form of all Development of any land in a defined area.

Development Officer means the individual or such other designate as appointed by the Council charged by the City with the duty of administering the provisions of this and other planning-related by-laws.

Domestic Animals includes dogs, cats, budgies, parrots, parakeets, hamsters, gerbils, guinea pigs, and fish.

Dormitory means a Building or Structure where residents have exclusive use of a Bedroom but common washroom and/or kitchen facilities, and where each resident individually compensates the owner for providing the accommodation.

Drive-thru Business means an establishment which is designed to provide either wholly or in part, service to customers while in their motor vehicles.

Dwelling means a Building or portion thereof used for residential occupancy, including a Single Dwelling Unit, two Units, and Multi-unit Buildings, but shall not include Hotels or Hostels.

> ***Dwelling Unit*** means two or more rooms for the use of an individual or Household which culinary, bath and/or shower conveniences are provided for the exclusive use of the resident(s), and with a private entrance from outside the Building or from a common hallway or stairway inside, but does not include a Lodging House, Lodging House Limited, Hotel or recreational vehicle.
>
> ***Apartment Dwelling*** means a Building comprising three or more Dwelling Units which generally has a shared outside access; or Dwellings Attached to or located above a Building which contains a Commercial Use.
>
> ***Block Townhouse Dwelling*** means a Townhouse Dwelling that is part of a condominium co-operative or rental project with a private internal traffic circulation system or direct access from a public Street.
>
> ***Converted Dwelling*** means an existing Building originally constructed as a Single-detached Dwelling, which is used for more than one Dwelling Unit.
>
> ***Duplex Dwelling*** means a Building divided horizontally into two (2) Dwelling Unit (an upper and lower Unit) each with an independent entrance, either directly or through a common vestibule.
>
> ***Mini-home Dwelling*** means a Dwelling having a maximum width of 5 m (16.4 ft) that is substantially assembled in a manufactured plant, and designed to be transported (either on its own chassis or on a truck or trailer) as one integral unit and placed on a Lot for year round living.
>
> ***Modular Dwelling*** means a Dwelling Unit of at least 7.0 m (23.0 ft) in width constructed in accordance with the Standards set forth in the Charlottetown Building Code By-law and composed of components substantially assembled in a Manufacturing plant and transported to the Lot for final assembly. A Modular Dwelling may also consist of two sections transported to the site in a manner similar to a Mini-home or a series of panels or room sections transported on a truck and Erected or joined together on a Lot.

PEI Planning Act – Section 2.1 (Development Officer)

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

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

Council meeting during state of emergency

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

19. Procedure

A bylaw shall be made in accordance with the following procedure:

(a) it is read and formally approved by a majority of councillors on two occasions at meetings of the council held on different days;

(b) after it is read a second time, it is formally adopted by resolution of the council;

(c) it is signed by the mayor or chairman, the administrator and the Minister and formally declared to be passed, and sealed with the corporate seal of the municipality;

(d) the minutes of the meeting record the name of the bylaw and the fact that it is passed; and

(e) a copy of the bylaw bearing the signature of the mayor or chairman, the administrator and the Minister is entered into the register of bylaws retained by the administrator. *1988, c.4, s.19.*

20. Bylaws

(1) The powers of a council to make bylaws includes the power to make bylaws applicable within the municipality with respect to all of the matters set out in clauses 8(1)(a) to (q) except clauses (i), (l) and (p) as if

(a) references to the Crown were references to the municipality;

(b) references to the Minister were references to the council.

Development officer

(2) A council may appoint a development officer to administer the bylaws for the council. *1988, c.4, s.20; 2017,c.10,s.1(5).*

20.1 Development charge bylaw

(1) A council may make a development charge bylaw pursuant to subsection 20(1) for a purpose specified in clause 8(1)(e.1) if the development charge bylaw is based on

(a) a background study ordered or commissioned by the council that meets the requirements of this section and the regulations and that establishes the need for the eligible costs of the specified facilities and services in the area to which the bylaw will apply;

(b) council's consideration of the specified facilities and services in relation to the anticipated need for infrastructure growth; and

(c) council's consideration of the estimated timing of the introduction or expansion of the specified facilities and services.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #1

MOTION CARRIED _____

MOTION LOST _____

Date: March 10, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

BE IT RESOLVED:

That Council approve the appointments of Stephanie MacDonald (Planner 1), Sonia Kamal (Planner 2), Michael Fraser (Planner 2), and David Gundrum (Manager, Development Planning) as Development Officers for the City of Charlottetown, authorizing each to carry out the full duties of the role as defined in the Zoning & Development Bylaw and permitted under Section 20(2) of the PEI Planning Act.

DRAFT

Public Meeting of Council
Thursday, February 19, 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

Interim Chair Councillor Bernard Presiding

Council Members present:	Deputy Mayor Alanna Jankov* Councillor Justin Muttart Councillor Mitchell Tweel Councillor Robert Doiron	Councillor Julie McCabe* Councillor Trevor MacKinnon Councillor Kevin Ramsay Councillor John McAleer
Staff:	David Gundrum, Mgr, PD Sonia Kamal, PII Michael Fraser, PII	Jason Doucette, IO/AA**
Applicants/ Representatives:	Tyrell Doucette Ellis and Birt Douglas Coles	
Also present:	Brad MacConnell, CAO	
Regrets:	Mayor Brown Councillor Norman Beck	

*Participated via Teams
**Minute Taker

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

The deadline for submission of written comments is Friday, February 20th at 12:00pm Noon

1. **Call to Order**
   Interim Chair Councillor Bernard called the meeting to order at 7:00 PM

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

3. Approval of Agenda

Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the order of the agenda items be amended to present the Unaddressed parcel on Mount Edward Road (PID 440545) first, 16-18 Hemlock Court (PID 452672) second and Lot 8, Violet Circle (PID 1187913) third, for the public meeting on February 19th, 2026 be approved.

CARRIED (8-0)

4. Rezoning – Unaddressed parcel on Mount Edward Road (PID# 440545)

Request:

The City of Charlottetown has received a request to amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Comprehensive Development Area; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Single-detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone to facilitate future development of the property with three (3) apartment buildings having a combined maximum total of 87 dwelling units.

Property Information: Single-detached Residential (R-1L) Zone
Staff Presenter: David Gundrum, Manager, Development Planning
Applicant: Ellis & Birt
Reference: Public Meeting Package

Summary:

Staff stated that an application to amend the Official Plan and Zoning Map for the undeveloped parcel identified as PID 440545, located at the southeast corner of Highway 2 and Mount Edward Road.

Planning Manager David Gundrum presented the proposal, explaining that the applicant is seeking approval to rezone the property from the (R-1L) Low Density Residential Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation in the Official Plan to Comprehensive Development Area (CDA) to facilitate the intended development.

The purpose of the request is to enable the future construction of three apartment buildings with a combined maximum of 87 residential units, based on the available lot area and required lot area per unit under the zoning bylaw. The subject property is currently vacant and situated adjacent to an established residential neighbourhood. It is bordered by Mount Edward Road to the west, the bypass highway to the north, and existing low-density residential properties to the south and east.

An existing easement registered in favour of the City is located on the land to protect buried public infrastructure. Planning staff noted that the proposed apartment buildings would comply

with the height limits associated with the (R-4) zone and that preliminary review does not indicate the need for additional zoning variances at this time.

Concept plans were presented showing the layout of the three buildings, on-site parking located to the north, and two proposed access points: a right-in/right-out access onto Mount Edward Road and a two-way private access connecting to Lilac Avenue. The Planning Manager outlined the legislative requirements for amendments to the Zoning and Development Bylaw, noting that Council must hold a public meeting prior to making any decision. In compliance with Section 3.10 of the bylaw, a notice of the meeting was mailed on February 6, 2026, to 32 surrounding property owners located within 100 metres of the site.

Recipients were invited to submit comments regarding the proposed rezoning and Official Plan amendment. As of the date of the meeting, 26 written responses had been received, all expressing opposition to the proposed development.

Staff presented a scaled site plan and a conceptual rendering illustrating the appearance of the proposed apartment buildings when viewed from the north. These illustrations were provided to give residents and Council an understanding of the general form and massing of the development, although final design details would be confirmed during the building permit stage.

In concluding the presentation, staff outlined the next steps in the process. The application is tentatively scheduled to be brought forward to Planning Board on March 3, followed by a recommendation to City Council on March 10, also tentative. These dates remain subject to change pending Council's direction following the public meeting and the outcomes of the public meeting in terms of comments and feedback from the public.

Comments:

Dana Blakely, Robert MacDougall, Adam MacDonald, Claire Dunsford, Greg MacAulay, Jamie MacDonald, Erin McGonnell, Cathy Dunsford, Joe Hughes and Pam Josey addressed Council to express concerns.

Traffic and safety were the dominant themes, with speakers emphasizing the narrow width of Lilac Avenue and Ferngarden Drive, lack of sidewalks, a blind curve on Lilac, and significant numbers of young children walking to school or the nearby park.

Residents reported longstanding issues with speeding and stated that increased traffic from the 87-unit development would worsen conditions and increase risk to pedestrians.

Many residents expressed concern that the restricted right-turn-only access on Mount Edward Road would redirect the majority of traffic onto Lilac Avenue.

Others highlighted infrastructure issues, including the need for resurfacing, stormwater management, and improvements to street lighting. Several residents pointed to declining water pressure following recent developments nearby.

School capacity concerns were raised regarding Sherwood Elementary, Stonepark Intermediate, and Charlottetown Rural.

Additional concerns included the loss of greenspace, perceived incompatibility with the established single-family neighbourhood, privacy impacts from five-storey buildings, and potential effects on property values. Residents also questioned why CDA zoning was selected instead of (R-4) or (R-3T) zoning and asked what would occur if the Mount Edward Road access were not ultimately approved.

The applicant responded to several points, stating that the Lilac Avenue connection was required to satisfy emergency access standards. Coles confirmed that the underground parking met City requirements and that the surface parking stalls were intended for visitors. He also clarified that utilities could still be accessed beneath the parking lot through the existing easement.

Members of Council sought clarification from staff and questions focused on whether the concept plan could change after rezoning, the timing of the broader CBCL Engineering consultant traffic study, the status of access approval from the Province, and anticipated traffic and parking implications.

Staff reiterated that CDA zoning would fix the design as presented, and any substantial alteration would require a new application and public process. Staff also noted that Public Works had not requested a site-specific traffic impact study but that a wider area review was ongoing.

5. Rezoning Site-Specific Exemption - 16-18 Hemlock Court (PID# 452672)

Request:

This is a request to amend Appendix C. Approved Site-Specific Exemptions of the City of Charlottetown Zoning and Development Bylaw to permit the addition of a third dwelling unit within an existing semi-detached dwelling in the (R-1L) Zone.

Property Information: Single-Detached Residential (R-1L) Zone
Staff Presenter: Michael Fraser, PII
Applicant: Tanmoy Saha
Reference: Public Meeting Package

Summary:

Staff stated this is a request for a site-specific amendment for the property at 1618 Hemlock Court, identified as PID 452672. Planner Michael presented the application, explaining that the property lies within the (R-1L) Single-Detached Residential Zone, where only one dwelling unit is typically permitted. The applicant is seeking approval to allow up to three dwelling units on the lot through a site-specific amendment.

Planning staff outlined that the property is currently developed with a legally non-conforming semi-detached dwelling. This non-conforming status exists because the structure predates current zoning restrictions; therefore, it may continue to exist legally in its present form. However, the addition of a third dwelling unit constitutes an expansion of the non-conformity, requiring Council approval through a site-specific amendment rather than a rezoning.

Staff clarified that the proposed third unit cannot be categorized as a secondary suite under the City's bylaw, as secondary suites are only permitted within single-detached dwellings, not semi-detached structures.

A site plan was presented showing that the proposed development would occur primarily within the existing building footprint, with an additional rear extension designed for an entrance and a small room on the main level. The remainder of the new dwelling unit would be located within the basement level of one side of the semi-detached building. Parking for the dwelling units would be provided through the existing driveways on the property.

Planning staff reviewed the regulatory process under Section 3.10.3 of the Zoning and Development Bylaw, which requires a public meeting prior to Council's consideration of any site-specific amendment.

Staff noted that Council authorized the application to proceed to public consultation on October 19, 2025; however, the public meeting had been delayed twice due to weather.

Notification letters were sent on February 6, 2026, to 25 property owners within 100 metres of the site.

No written submissions had been received as of the date of the meeting.

Michael outlined the anticipated next steps, indicating that depending on the outcome of the public meeting and the preparation of the necessary report, the application is scheduled to proceed to Planning Board on March 3 and to City Council for consideration on March 10.

Comments:

The Chair invited planning staff to elaborate on the concept of legal non-conforming status, and Planner Michael provided an explanation. He stated that the subject property contains a semi-detached (side-by-side) dwelling, which remains legally non-conforming in the (R-1L) zone because it existed prior to the adoption of the current bylaw. He noted that the third unit being proposed would be located within the basement level of one side of the semi-detached dwelling, accessed through an added entry structure containing a vestibule and stairway.

Staff confirmed the main living space would be within the basement, with some limited above-grade space such as a washroom and also a small living area in the new entry addition.

Michael explained that the City's bylaw only allows secondary suites within single-detached dwellings, meaning the proposed basement unit could not qualify as a secondary suite within a semi-detached structure. Because the property was already legally non-conforming, any expansion of that non-conformity—such as the addition of a third unit—requires Council approval through a site-specific amendment.

He emphasized that this process does not change the underlying zoning and does not grant new land rights beyond the specific request to legalize the third dwelling unit.

Councillors asked several questions to better understand the distinction between legal non-conforming use, site-specific amendments, and spot zoning.

Planning staff clarified that spot zoning typically refers to changing the zoning of a single parcel in isolation from surrounding properties, creating a different or incompatible designation within a consistent area. By contrast, a site-specific amendment does not alter the zoning at all; instead, it adds a narrowly tailored exception to permit one additional use or variation within the existing zone. Staff stressed that the request before Council applies solely to the third unit and does not affect the existing status of the semi-detached dwelling or the neighbouring property.

Further questions sought clarification about whether the decision before Council was simply to approve or deny the amendment. Staff confirmed that Council would be voting on the specific site-specific amendment that would allow the conversion of the basement space into a third dwelling unit. No broader changes to the zoning or surrounding properties were being contemplated.

The Chair concluded the discussion by acknowledging the complexity of the terminology and thanked staff for helping clarify the distinction between non-conforming uses, zoning changes, and site-specific permissions.

6. Rezoning – Lot 8, Violet Circle (PID# 1187913)

Request:

The City of Charlottetown received a request to 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 to facilitate the future development of a proposed 4-unit building (stacked townhouse).

Property Information: Low Density Residential Single (R-2S) Zone
Staff Presenter: Sonia Kamal, PII
Applicant: Tyrell Doucette
Reference: Public Meeting Package

Summary:

Sonia stated that this application is to consider a request to amend Appendix A, the Future Land Use Map of the Charlottetown Official Plan, from Low Density Residential to Medium Density Residential, and to amend Appendix G, the Zoning Map of the Zoning and Development Bylaw, from the (R-2S) Low Density Residential Single Zone to the (R-3) Medium Density Residential Zone. The purpose of the requested amendments is to enable the future development of a proposed four-unit stacked townhouse on Lot 8 Violet Circle, identified as PID 1187913.

Planning staff presented the application, explaining that the subject property is a vacant lot within a developing greenfield subdivision that is still under construction based on previously approved plans. Most properties in the surrounding subdivision are zoned (R-2S), which permits single-detached, semi-detached, and duplex dwellings but does not allow stacked townhouse forms.

The applicant is therefore requesting rezoning and a corresponding Official Plan amendment to accommodate the proposed four-unit structure. Planning staff confirmed that the proposed building would meet all required setbacks, frontage, and lot area standards applicable to the (R-3) zone.

Staff advised that, in accordance with the Zoning and Development Bylaw, a public meeting must be held prior to Council's consideration of any rezoning or bylaw amendment.

Notice of the meeting was issued on February 6, 2026, to eleven surrounding property owners located within 100 metres of the site, inviting comments on the proposal.

Staff reported that no written submissions had been received to date.

Concept plans, including site layout, floor plans, and a rendering, were presented for public review. Tentative dates were provided for the next steps in the process, with Planning Board scheduled for March 3 and City Council for March 10.

Comments:

Councillor McCabe noted that similar rezonings have occurred recently in the subdivision as development continues. No concerns were raised by the Deputy Mayor.

The applicant, Tyrell Doucette, attended the meeting and offered to answer questions.

Councillor Tweel asked how the proposed stacked townhouse would fit within the character of existing development.

The applicant responded that the area already contains numerous newly constructed duplexes and several previously approved stacked four-unit buildings, including some directly across from the subject lot.

New Business
There was no new business that arose.

7. Adjournment of Public Session
Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the public meeting be adjourned. The meeting adjourned at 8:36 PM.

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

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

1. **Call to Order**
   Chair called the meeting to order at 5:05 PM

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

3. **Approval of Agenda**
   Moved by Bobby Kenny and seconded by Councillor Beck that the order of the agenda for Tuesday, March 3, 2026, be amended to change the order of presentations to Keaton Drive presented first and McGill Ave be presented second, be approved.

   CARRIED

4. **Adoption of Minutes**
   Moved by Lea MacDonald and seconded by Councillor Beck that the minutes of the Planning Board meeting held on Tuesday, February 3, 2026 as circulated, be approved.

   CARRIED

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

6. **Reports:**

1. 11 Keaton Drive (PID# 1136563)

David Gundrum, Manager of Development Planning

Property Information: Single Detached (R-1S) Zone
Staff Presenter: David Gundrum, Manager, Development Planning
Applicant: Gagandeep Kaur Matharu
Reference: Planning Board Meeting Package

Request:

This is a request for Major Variance to allow for an appointment-based beautician service to operate within a portion of a singled-detached dwelling within the Single Detached Residential (R-1S) Zone as a Home Occupation accessory to the principal use. As per Section 5.9.3.g) of the Zoning & Development Bylaw, home occupations including uses having appointments on an hourly basis may be considered following the process of review of a Major Variance.

Summary:

Development Planning Manager David Gundrum presented the request for a major variance at 11 Keaton Drive to allow an appointment-based home occupation within an existing single detached dwelling in an R1 zone. He noted the property is located three houses in from the intersection of Athol Drive, Windsor Drive, and Keaton Drive. Under Section 5.9.3F of the Zoning & Development Bylaw, appointment-based home occupations require major variance approval. David reported that on February 11, 2026, notice was circulated to 42 surrounding property owners within 100 metres, and five written responses were received — all in opposition. Concerns included increased vehicle traffic, compatibility of commercial activity in a residential zone, infrastructure limitations such as lack of sidewalks, property value impacts, and pressure on on-street parking. Staff recommended approval with Council determining the number of allowable client visits and required parking.

Discussion:

Although this item did not formally require a public hearing, several residents attended, stating that the circulation letter informed them they could speak. The Chair allowed public comments, each limited to five minutes.

Daffany Perry, of Keaton Drive expressing strong opposition. She and her husband live directly beside the applicant. She cited two years of ongoing commercial activity without approval, reporting up to "20+ visits per day," multiple cars idling, strangers knocking on the wrong door, on-street parking blocking visibility, and safety concerns due to snowbanks pushing pedestrians into the road. She stated the business conflicted with zoning rules requiring low-impact home occupations.

Floyd and Kathy, of Keaton Drive noted that their home directly faces the property. Floyd described numerous observations of patrons arriving, parking on the street, leaving cars running,

and performing turn-arounds near a sharp bend. He emphasized the inherent dangers of street geometry and the increased risk during dark hours.

Karen Fraser, of Keaton Drive, addressed the Board and described a previous incident where a vehicle navigating the sharp corner had driven onto her lawn. She referenced the community mailbox located directly adjacent to the subject property, stating that traffic related to mail pickup combined with business-related traffic increased safety risks. She opposed any commercial or appointment-based use on the lot.

Diane Crozier, of Keaton Drive, whose home sits directly on the corner in question, spoke about backing safely out of her driveway being difficult even without cars parked on the street. She raised concerns about potential commercial creep and said she would not have purchased her home had a commercial use existed nearby.

Board members questioned staff regarding whether the business had been operating without approval. David confirmed the application arose from a complaint and that the operation had been ongoing prior to the variance request.

Members discussed the limited on-site parking, the narrow lot widths, and the dangerous corner. A motion to defer and request a traffic impact assessment was made by Lea but did not receive a seconder.

The Board considered the staff recommendation to approve the variance. A motion to accept staff's recommendation was moved by Councillor Beck and seconded by Dave. When put to a vote, one member voted in favor, and four members, including Councillor McCabe, opposed. The motion failed.

MOTION:

Moved by Councillor Beck and seconded by Dave Essery that Planning Board recommend to Council that the following Major Variance for the subject property addressed as 11 Keaton Drive (PID# 1136563) be approved:

1. **To allow for an appointment-based home occupation in the form of a beautician service and request that Council establish:**
2. **The approved number of clients permitted to visit per day and the maximum number of business-based visits per week; and**
3. **The required on-site parking for the proposed home occupation.**

NOT CARRIED
(1-4)
Bobby Kenny, Dave Essery, Councillor McCabe, Councillor Beck opposed

2. 66 McGill Avenue (PID# 355057)

Michael Fraser, PII

Property Information: Single Detached Residential (R-1S)
Staff Presenter: Michael Fraser, Planner II
Applicant: Monika Gilks, Sable Arc Studios (Colin Roop & Pauline Tram-Roop)
Reference: Planning Board Meeting Package

Request:

This is a request to rezone the subject property from the Single Detached Residential (R-1S) Zone to the Medium Density Residential Townhouse (R-3T) Zone in order to permit up to three (3) units within a converted dwelling that is currently legal non-conforming.

Summary:
Planner Michael Fraser presented the application to amend the land use designation from Low-Density Residential to Medium-Density Residential and rezone the property from R1S to R3T to allow a third residential unit within the existing dwelling. Notice was circulated on September 15, 2025, and nine written submissions were received — all opposed. A public meeting was held on October 1, 2025.

Discussion:
Ivonne Davenboard of Highland Avenue, spoke as she had been inadvertently omitted from the earlier public meeting notification. She summarized her November 26 letter and detailed concerns regarding the state of the property, drainage impacts due to her lower-elevation lot, ongoing construction without visible permits, and communication gaps with staff. She supported legalization of two units but opposed a third.

The Chair raised concerns that an R3T rezoning permits a wide range of institutional and commercial-adjacent uses not appropriate in this neighborhood. Board members discussed that the applicant's intended use — simply legalizing a third unit — could be allowed through a site-specific amendment or a development agreement limiting the use.

Lee moved, and Councillor McCabe seconded, an amendment to staff's recommendation requiring a development agreement that restricts the property to a maximum of three units, addressing parking, drainage, and stormwater, while still permitting the R3T rezoning. The motion carried with five in favor and one opposed. The Board recommended approval subject to the development agreement.

MOTION:

Moved by Lea MacDonald and seconded by Councillor McCabe that Planning Board recommend that Council approve the rezoning of the subject property identified as 66 McGill Avenue (PID# 355057) from the Single Detached Residential (R-1S) Zone to the Medium Density Residential Townhouse (R-3T) Zone and change of the land-use designation under the Official Plan from Low Density Residential to Medium

Density Residential subject to the owners entering into a Development Agreement with the City of Charlottetown that would limit development on the site to a single residential building containing three (3) dwelling units subject to the provisions of the (R-3T) Zone and notwithstanding the additional permissions of the (R-3T) Zone.

CARRIED
(5-0)

**Councillor Beck Exited Meeting at 6:45PM*

3. 1-3 Summer Street (PID# 368142)

Sonia Kamal, Planner II

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

Request:
This is a request for Major Variance to allow for an existing semi-detached dwelling to have a reduced rear yard setback of 3.7 metres (12.1 feet), reduced minimum lot area of 278 square metres per unit of a semi-detached dwelling on an interior lot and a reduced minimum lot area of 280 square metres per unit of a semi-detached dwelling on a corner lot within 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 be considered.

Summary:
Sonia presented the request for variances to facilitate subdivision of an existing semi-detached dwelling into two separate lots. Variances were needed for front yard, rear yard, and minimum lot area. Notice was circulated February 11, 2026, and one letter of support was received. No opposition was submitted. A motion to approve staff's recommendation was moved by Lee and seconded by Bob. The Board voted unanimously in favor.

Discussion:
There was no discussion.

MOTION:

Moved by Lea MacDonald and seconded by Bobby Kenny that Planning Board recommend to Council that the following Major Variance for the subject property identified as 1-3 Summer Street (PID# 368142) in the Low Density Residential (R-2) Zone be approved:

1) **To permit a reduced front yard setback of 5.45 metres (17.9 feet);**

2) **To permit a reduced rear yard setback of 1.86 metres (6.1 feet);**
3) **To permit a reduced minimum lot area of 304 square metres per unit on an interior lot; and**
4) **To permit a reduced minimum lot area of 268 square metres per unit on a corner lot.**

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.

CARRIED
(5-0)

4. 113 Upper Prince Street (PID# 359638)

David Gundrum, Manager of Development Planning

Property Information: Low Density Residential (R-2) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Ramona Doyle
Reference: Planning Board Meeting Package

Request:
This is a request for Major Variance to allow for a Garden Suite (detached ADU) on a property having a lot size of less than 0.2 hectares (0.5 acres) in area within an existing detached accessory structure. The subject property identified as 113 Upper Prince Street has lot area of approximately 0.13 hectares (0.32 acres) in the Low Density Residential (R-2) Zone. Included in this request are variances for rear and side yard setbacks as well as building height with respect to the conversion of an existing accessory structure to become a Garden Suite.

Summary:
David presented a major variance proposal to convert an existing accessory structure into a garden suite. Required variances included lot area, side yard, rear yard, and height. Notice was circulated to 64 nearby owners on February 11, 2026, with zero response and staff recommended approval.

Discussion:
There was no discussion.

MOTION:
Moved by Bobby Kenny and seconded by Dave Essery that Planning Board recommend to Council that the following Major Variance for the subject property identified as 113 Upper Prince Street (PID# 359638) in the Low Density Residential (R-2) Zone be

approved to permit an existing detached accessory building to be converted as a Garden Suite:

1) **Allow a reduced minimum lot area of 0.13 hectares (0.32 acres);**
2) **Allow a reduced minimum rear yard setback of 1.16 metres (3.83 feet);**
3) **Allow a reduced side yard setback of 1.16 metres (3.83 feet); and**
4) **Allow an increased maximum height of 7.16 metres (23.5 feet).**

CARRIED
(5-0)

5. 6 Prince Street (PID# 739128)

David Gundrum, Manager of Development Planning

Property Information: Waterfront (WF) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Frank MacEachern
Reference: Planning Board Meeting Package

Request:
This is a request for Major Variance to allow for a container (shipping container) to be placed on the subject property in the Waterfront (WF) Zone to be used for a commercial business (e-bike tours and e-bike storage) whereas a container shall not be used as a commercial or Accessory Building as per Section 5.2.2 of the Zoning & Development Bylaw.

Summary:
David presented a request to allow a shipping container to be used as a seasonal accessory building for an e-bike tour and rental business. Notice was circulated to 63 nearby property owners on February 11, 2026, and three objections were received, citing aesthetic and downtown compatibility concerns. The applicant clarified that the container would be beige, styled to resemble a railcar, and used seasonally from early summer to fall. The Board approved staff's recommendation with an added condition requiring the use to be seasonal, with exact dates to be finalized based on the cruise and tourism calendar.

Discussion:

Chair Jankov stated that it should be included that the container be removed and is seasonal only. It was clarified that the Charlottetown Harbour Authority is the owner of the property

MOTION:

Moved by Lea MacDonald and seconded by Bobby Kenny that Planning board recommend to Council that the Major Variance request to permit a Container (shipping container) measuring approximately 2.44 metres by 12.19 metres (8 feet by 40 feet) in size to be placed on the subject property identified as 6 Prince Street (PID# 739128) be approved subject to the following conditions:

1) **That the applicant apply for and receive an approved Development Permit from the City of Charlottetown for the use (shipping container for operating an e-bike tour and e-bike rental business only);**
2) **That the Container (shipping container) be clad with a finish or materials that visually soften or mute its otherwise industrial utilitarian appearance; and**
3) **That the Container (shipping container) and associated land-use (e-bike tour and e-bike rental business) only be permitted to operate from April 1st to October 31st of any year where the Container (shipping container) must be removed from the premises outside of those months.**

CARRIED
(5-0)

6. 16-18 Hemlock Court – Site-Specific Amendment (PID# 452672)

Property Information: Single Detached Residential (R-1L)
Staff Presenter: Michael Fraser, PII
Applicant: Tanmoy Saha
Reference: Planning Board Meeting Package

Request:

This is a request for a site-specific amendment to the existing Single Detached Residential (R-1L) Zone that applies to the subject property to allow for an additional dwelling unit (third unit) to be located on the subject property.

Summary:

Michael presented a site-specific amendment to allow a third dwelling unit in a legally non-conforming semi-detached structure. Notice was sent on February 6, 2026, and a public meeting was held February 19, with no objections received. Staff recommended approval, noting the limited scope and continued use of the existing form. The Board approved the recommendation unanimously.

Discussion:

There was no discussion.

MOTION:

Moved by Counicllor McCabe and seconded by Lea MacDonald that Planning Board recommend that Council approve a site-specific amendment to the existing Single Detached Residential (R-1L) Zone that applies to the subject property identified as 16-18 Hemlock Court (PID# 452672) to permit up to three (3) dwelling units within an existing legal non-conforming semi-detached building.

CARRIED
(5-0)

7. Lot 8 Violet Circle – OPA & Rezoning (R2S to R3)

Sonia Kamal, PII

Property Information: Low Density Residential (R-2) Zone
Staff Presenter: Sonia Kamal, PII
Applicant: Tyrell Doucette
Reference: Planning Board Meeting Package

Request:

This is a 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 for the subject property from the Low Density Residential (R-2) Zone to the Medium Density Residential (R-3) Zone in order to permit the construction of a 4-unit stacked townhouse on the subject property.

Summary:

Sonia presented the request to amend the Official Plan designation and rezone the property to allow a four-unit stacked townhouse on a greenfield lot. Notice was circulated February 6, 2026, and no comments were received. A February 19 public meeting produced no opposition. The Fire Department advised that this development falls within the allowable single-access limit but future rezonings may not. The Board approved staff's recommendation unanimously.

Discussion:

It was asked and confirmed that the current zone allows for up to 2 units.

It was confirmed that this falls under the 100 unit requirement with single access from the Fire Department.

MOTION:

Moved by Lea MacDonald and seconded by Dave Essery that Planning Board recommend that Council approve the following rezoning and Official Plan Amendment requests for the subject property identified as Lot 8, Violet Circle (PID# 778308):

1) **Amend Appendix A – Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential; and**
2) **Amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Low Density Residential (R-2S) Zone to the Medium Density Residential (R-3) Zone, to facilitate the future development of the subject property with a 4-unit stacked townhouse building.**

8. 147 Hillsborough Street (PID# 342907)

David Gundrum, Manager of Development Planning

Property Information: Downtown Mixed Use Neighborhood (DMUN) Zone
Staff Presenter: David Gundrum
Applicant: PEI Housing Corporation
Reference: Planning Board Meeting Package

Request:

This is a request to proceed to public consultation concerning a request for a site-specific amendment to the existing Downtown Mixed Use Neighbourhood (DMUN) Zone that applies to the subject property to allow for a transitional housing facility as an additional permitted use that is not otherwise permitted in the (DMUN) Zone. The proposed transitional housing facility would have capacity to accommodate eleven (11) individuals on-site.

Summary:

Development Planning Manager David Gundrum presented an application regarding a request for a site-specific zoning amendment for 147 Hillsboro Street (PID 342907). The request came from PEI Housing Corporation for the purpose of developing an 11-bed transitional housing facility within an existing three-storey building. David noted that a transitional housing facility is not a permitted use within the DMUN (Downtown Mixed-Use Neighbourhood) Zone, and therefore the proposal requires a site-specific amendment.

David explained that the application is at the preliminary stage, and the matter before the Board at this meeting was solely whether the request should proceed to public consultation. He reviewed the location of the property at the corner of Clark Street and Hillsboro Street, and noted that the existing structure would be renovated internally to support the transitional housing use. He

confirmed that sufficient information has been provided by the applicant to justify moving forward to the public consultation stage.

Discussion:

The Chair clarified that detailed questions regarding program operations, resident information, and service model would be directed to the applicant at the public meeting.

MOTION:

Moved by Lea MacDonald and seconded by Bobby Kenny that Planning Board recommend that Council approve a request to proceed to public consultation to consider a site-specific amendment to the existing Downtown Mixed-Use Neighbourhood (DMUN) Zone that applies to subject property located at 147 Hillsborough Street (PID# 342907) to permit a transitional housing facility capable of accommodating eleven (11) individuals within an existing building on the subject property.

CARRIED
(5-0)

9. **68 Queen Street (PID# 336982)**
   Laurel Palmer, Planner III

Property Information: Downtown Main Street (DMS) Zone
Staff Presenter: Laurel Palmer, PIII
Applicant: Sable Arc, c/o Weymouth Properties
Reference: Planning Board Meeting Package

Request:

This is a request to proceed to public consultation for a request to rezone the subject properties located along King and Dorchester Streets PID#s 336974, 336966, 336909, 336917 and 1172915 from the existing Downtown Mixed Use Neighbourhood (DMUN) Zone to Downtown Main Street (DMS) Zone and consolidate it with the property located at 68 Queen Street (PID# 336982) to form one large parcel in order to allow for the future development of a 7-storey multi-use residential and commercial building on the subject properties within the 500 Lot Area. The proposed development received approval for Design Review from Council on March 2 and is subject to Major Variances, a lot Consolidation, approval of bonus height/ public benefit and cash in lieu of parking for 6 parking spaces.

Summary:

Senior Planner Laurel Palmer presented an extensive application concerning several PIDs along King, Dorchester and Queen Streets (PID 336974, 336982, 336917, 336966, 336909 and 1172915), collectively forming a development site totaling approximately 1,048 square meters. The request is to amend appendix G of the Zoning and Development Bylaw and rezone the properties from Downtown Mixed-Use Neighbourhood (DMUN) to Downtown Main Street (DMS), and to amend Appendix A of the Official Plan accordingly. The proposal is to facilitate the construction of a seven-storey mixed-use commercial and residential development with two levels of internal parking.

Senior Planner, Laurel Palmer reviewed the surveyed property boundaries and explained that multiple associated approvals will be required, including variances, lot consolidation, bonus height approval, and cash-in-lieu for six parking spaces. These applications will be processed in tandem with the rezoning application. She presented the design concept, including elevations, massing, stepbacks, and streetscape renderings. The project underwent design review, receiving generally positive feedback from both the design reviewer and the Design Review Board. Council approved the design submission on March 2, with the understanding that a development agreement will be required should rezoning and variances be approved.

She also outlined several variances required under the proposal, including: a height variance to seven storeys (if bonus height is not granted), reduced stepbacks on King and Dorchester Streets, reduced interior yard setback facing the Bishop's Palace, a substantial frontage variance on Queen Street, and an enlarged floorplate. She also detailed the applicant's proposed public benefit under Section 31.3—an activated pedestrian alleyway featuring public art, seasonal vendor accommodations, and access to adjacent Queen Street commercial units.

Staff indicated that the proposal aligns with several objectives of the Official Plan, including the downtown vibrancy, housing variety, and improved density within serviced areas. Staff recommended that the application proceed to public consultation.

Discussion:

There was no discussion.

MOTION:

Moved by Dave Essery and seconded by Lea MacDonald that Planning Board recommend to Council to proceed to public consultation for the request to amend Appendix "A" the Future Land Use Map of the City of Charlottetown from the Downtown Mixed-Use Neighbourhood (DMUN) to the Downtown Main Street (DMS) and a request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from Downtown Mixed-Use Neighbourhood (DMUN) Zone to Downtown Main Street (DMS) Zone for the

properties located on King and Dorchester Streets being (PID#s 336974, 336909, 336917, 336966 and 1172915).

CARRIED
(5-0)

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

8. **Adjournment of Public Session**
   Moved by Bobby Kenny and seconded by Dave Essery that the meeting be adjourned. The meeting was adjourned at PM.

_____
Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-MARCH-6A-4
11 Keaton Drive (PID# 1136563)

Date:
March 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. Floor Plan (submitted by Applicant)
D. Circulation Letter (February 11, 2026)
E. Public Responses to Circulation

Report Title:
Major Variance to permit an appointment-based home occupation (beautician service) within a single-detached dwelling present on the subject property identified as 11 Keaton Drive (PID# 1136563).

The application has been submitted by Gagandeep Kaur Matharu who is owner of the property.

Report Purpose:
To evaluate a request for a beautician service as an appointment-based home occupation within an existing dwelling.

Staff Recommendation:
The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 11 Keaton Drive (PID# 1136563) be approved:

1. To allow for an appointment-based home occupation in the form of a beautician service.

and request that Council establish:

2. the approved number of clients permitted to visit per day and the maximum number of business-based visits per week; and
3. the required on-site parking for the proposed home occupation.

Report Details:

The proposed Major Variance application for the subject property identified as 11 Keaton Drive in the Single Detached Residential (R-1S) Zone, was submitted by the property owner Gagandeep Kaur Matharu on February 6, 2026. The intent of the application is to allow for an appointment-based business for a beautician service that would be located within a single room of an existing single-detached dwelling.

Development Context:

The subject property is located on the south side of Keaton Drive and three houses in from the intersection of Athol Drive, Windymere Drive and Keaton Drive, all being local roads. The subject property is located approximately 240 metres (787 feet) southwest from the T-intersection of Melody Lane and Malpeque Road where the Malpeque Road is a major collector road in the City of Charlottetown that connects portions of the City north to south. The subject property and surrounding properties are all within either the Single Detached Residential (R-1L) or (R-1S) Zone of the Zoning and Development Bylaw and contain entirely single-detached dwellings throughout the immediate neighbourhood of similar size and scale (see Attachment A).

Analysis:

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

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

While the proposed business has potential to increase traffic counts to a limited extent along Keaton Drive where street parking is already limited, the existing single-detached dwelling contains a double-car garage (2 parking spaces) as well as space within the property boundaries of the existing driveway to also accommodate two (2) parking spaces for a total of four (4) parking spaces on-site. It is noted in this context that the single-detached dwelling itself only requires 1 legal parking space for its own use as per the parking requirements of the Zoning & Development Bylaw. Further, any impacts can be addressed through Council setting an appropriate maximum number of daily visits and an overall maximum number of weekly visits to the business and requesting on-site parking for clients which could be physically accommodated based on existing site characteristics. It is also noted that the use would be limited to accommodating 1 client visit at a time so on a continual basis, only 1 parking space should be needed for the additional home occupation use at any given time.

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

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

Positives	Neutral	Shortcomings
The proposed home occupation would create a new economic opportunity for the existing homeowner and provide a new service to the wider community.	The proposed home occupation would require submission of a Development Permit to the City to confirm the change of use should the Major Variance be approved.	The proposed home occupation is not otherwise allowed as-of-right due to its appointment-based nature and may cause limited traffic increases within the local road network.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
In accordance with Section 3.9 of the Zoning & Development Bylaw on February 11, 2026, notice of the Major Variance application for 11 Keaton Drive (PID# 1136563) 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 (see Attachment D). The deadline to submit written comments was 4:30pm on Wednesday, February 25, 2026.

The City received five (5) written comments in response to circulation, all stating opposition to the application (see Attachment E).

Conclusion:
The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 11 Keaton Drive (PID# 1136563) be approved:

1. To allow for an appointment-based home occupation in the form of a beautician service.

and request that Council establish:

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

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

Legislative Authority:
Zoning & Development Bylaw
Official Plan

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

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP



Manager of Development Planning

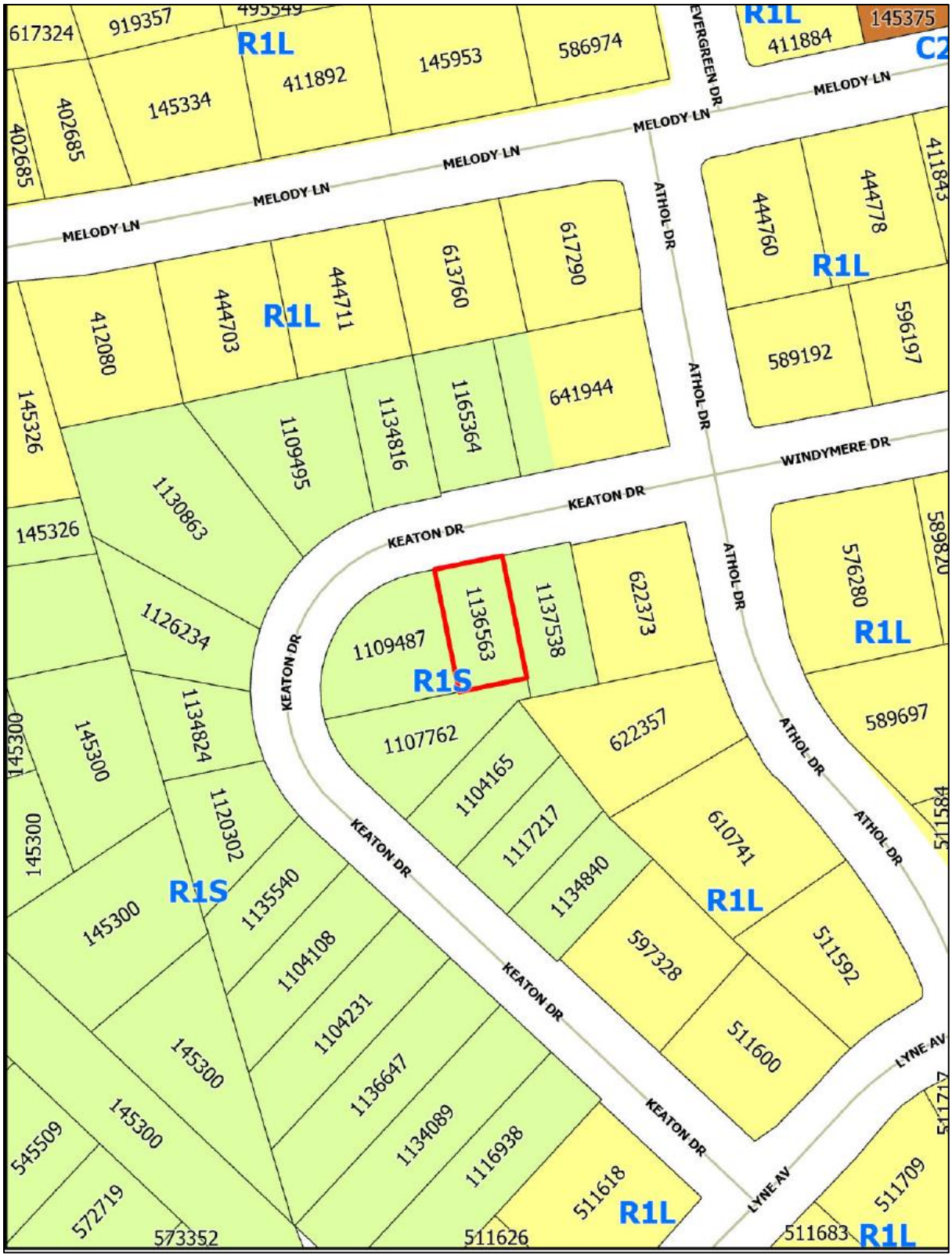
Reviewed By:	
Manager N/A	**Director/CAO** Michael Ruus, RPP, MCIP, 02/27/2026

Committee Recommendation: (if differing from staff)

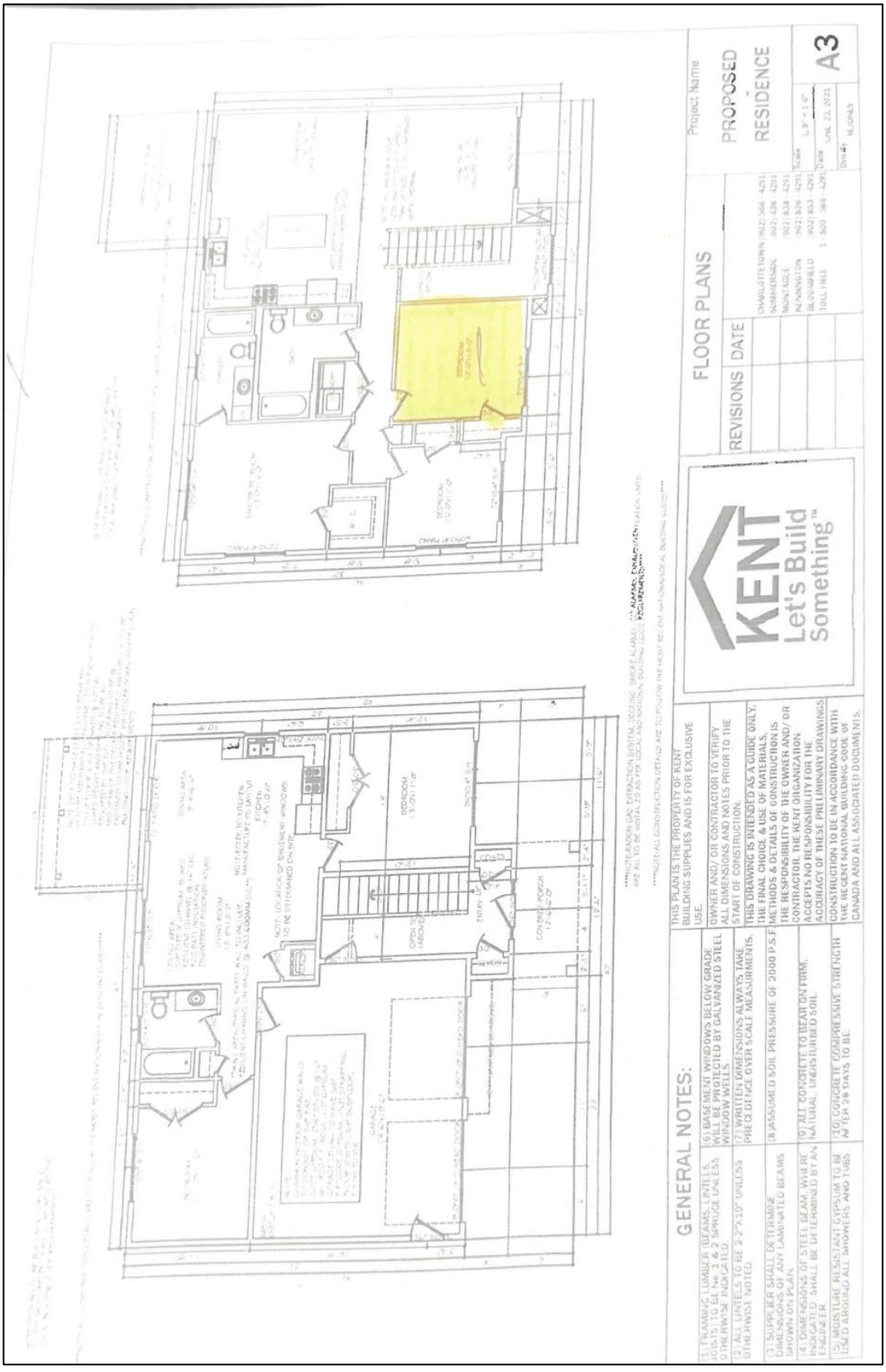
Attachment "A" – Air Photo



Attachment "B" – Zoning Map



Attachment “C” – Floor Plan



Attachment "D" – Circulation Letter (February 11, 2026)

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

CHARLOTTETOWN

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

February 11, 2026

Re: 11 Keaton Drive (PID# 1136563)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for Major Variance to allow for an appointment-based business (beautician service) to operate within a portion of an existing single-detached dwelling within the Single Detached Residential (R-1S) Zone as a Home Occupation under the regulations of the Zoning & Development Bylaw. As per Section 5.9.3.g) of the Zoning & Development Bylaw, home occupations having appointments on an hourly basis may only be considered following the process for review of a Major Variance with Planning Board and City Council.

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 Wednesday, February 25th, 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, March 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

Attachment "E" – Public Responses to Circulation

Gundrum, David

From: Floyd Goyetche [redacted]
Sent: Saturday, February 21, 2026 2:47 PM
To: Gundrum, David
Cc: Kathy Goyetche
Subject: RE: 11 Keaton Drive PID 1136563 - Major Variance objections

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 Sirs and to whom it may concern:

As per notification dated February 12, 2026 we the residents of 8 Keaton Drive in Charlottetown wish to confirm our objections to the home-based business application at 11 Keaton Drive. This property is located directly across the street from our property and appears to us to be currently operating the business as referenced in the application.

Our objections are:

- We are observing additional vehicle traffic coming and going at 11 Keaton Drive at various times of day and beyond what would be thought an acceptable hour.
- As homeowners in a residential subdivision we believe a commercial business could affect how the neighbour hood is perceived.
- If this service is allowed to move forward, we could only assume that further commercial business would be approved therefore setting an unwanted precedent.
- We have observed that the current operation has created instances of on street parking. In certain cases, we have observed patrons arrive and seem unsure of which house they need to get to. This has resulted in patrons turning in the middle of the street to maneuver into or find the correct driveway. We view that as a safety concern for all local residential traffic movement on the street.
- We have experienced a stranger arriving onto our property in the dark looking for their service. The stranger seemed confused as to where they were supposed to be. This type of situation is concerning as it has the potential for damage to vehicles in our driveway and potentially to our property along with any other chance for a liability issue.
- Muffler noise, vehicles idling, vehicle doors opening and closing frequently.

Sincerely

Floyd and Kathy Goyetche
8 Keaton Drive

1

Gundrum, David

From: Daphne Perry <[redacted]
Sent: Monday, February 23, 2026 11:12 AM
To: Gundrum, David
Subject: 11 Keaton Dr

[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 David,

> We are writing to state our strong and unequivocal opposition to the application for a home-based beautician business within our residential subdivision. Based on the impacts already experienced and the foreseeable consequences, it is clear that this proposal is inappropriate, disruptive, and incompatible with the intended use of our neighborhood. I urge Council to vote No on this application.
> Our neighbour has been operating both an Airbnb and a beautician business from her home for the past couple of years and as these operations have expanded, the negative effects on the surrounding residents have become impossible to ignore. The following concerns illustrate why this application must be rejected.
>
> 1. Traffic and Parking Impacts Are Already Unacceptable Our
> subdivision was never designed to accommodate commercial traffic. The steady stream of clients results in congestion, idling vehicles, and increased on-street parking—disruptions that residents should not be expected to tolerate. As someone who works from home, the constant vehicle activity significantly interferes with my workday. This level of traffic is not suitable for a quiet residential street and should not be permitted to increase further.
>
> 2. Excessive Noise and Activity Will Disrupt the Community Client
> turnover, outdoor conversations, deliveries, and general business-related activity directly undermine the peace and quiet that residents are entitled to. This is a family-oriented residential neighborhood, not a commercial corridor. Allowing a business that generates this level of disruption is fundamentally incompatible with the character and purpose of the subdivision.
>
> 3. Residents' Privacy Has Already Been Compromised Multiple clients
> have mistaken my home for the business, parking in my driveway and ringing my doorbell. This is intrusive, unacceptable, and demonstrates exactly why such operations do not belong in a residential area. Strangers wandering the neighborhood or approaching the wrong properties erodes residents' privacy and sense of security.
>
> 4. Negative Impact on Property Values
> When a residential street begins to resemble a commercial zone—with increased traffic, noise, congestion, and visible business activity—property values inevitably suffer. Prospective buyers are far less interested in homes located beside or near ongoing commercial operations. This application would directly compromise the desirability of the neighborhood.
>
> 5. Approval Would Set a Troubling and Irreversible Precedent Allowing
> this business signals that other commercial operations could be permitted—massage therapy, nail salons, tutoring centers, and more. Once Council opens that door, it becomes extremely difficult to close it again. This proposal is not just about one business; it would set a precedent with lasting consequences.

>
> 6. Safety and Liability Risks Should Not Be Introduced Beautician
> services often involve chemicals, specialized tools, and a steady flow of unfamiliar visitors. These factors bring additional risks—slip-and-fall incidents, exposure to products, increased traffic hazards—that are inappropriate for a subdivision designed exclusively for residential use. This is a family neighborhood, and should remain one.
>
> 7. Aesthetic and Structural Changes Will Undermine the Look of the
> Street Business-related changes such as signage, extra lighting, or structural modifications—even if considered minor—will alter the appearance of both the property and the surrounding homes. Allowing this sets expectations for future commercial-style changes, undermining the cohesive residential character of the subdivision.
>
> Conclusion
> For all of the above reasons, we strongly urge Council to vote No on this application. The proposed home-based beautician business is incompatible with the purpose of our subdivision and poses clear risks to the peace, safety, privacy, and long-term value of our community. Residents should not be forced to accommodate commercial operations in a FAMILY neighborhood that was never intended to house them.
> Thank you for your time and consideration.
> David and Daphne Perry

11 Keaton Drive (PID# 1136563)

KF Karen Fraser [redacted]
To Gundrum, David

Reply | Reply All | Forward | ...
Mon 2/23/2026 8:21 PM

You replied to this message on 2/23/2026 11:16 PM.

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.

Good evening Mr. Gundrum,

My name is Karen Fraser and I live on 24 Keaton Drive. Like many of my neighbours, I received a letter from you regarding the above noted Major Variance request. Thank you for giving us the opportunity to submit our objections/comments regarding this request.

I object to this request for the following reasons.

- This is a very small street with absolutely no Side Walks. We have young families who are often on Keaton Drive walking, riding their bikes, young children running around with their friends, and a few retired folks like myself who enjoy a daily walk. Allowing a private business to operate on Keaton Drive is a major safety concern for us all.

Finally, 11 Keaton Drive is located one house away from the Canada Post Mailbox. Additional traffic flow and no parking, is a recipe for disaster.

Thank you for this opportunity.

Karen Fraser

11 Keaton Drive PID#1136563

DC Diane Crozier [redacted]
To Gundrum, David
Cc MacKinnon, Trevor; Diane Crozier

Reply | Reply All | Forward | ...
Wed 2/25/2026 4:23 PM

You replied to this message on 2/25/2026 7:04 PM.

Dear Mr. Gundrum: I am writing in response to your letter dated Feb 12, 2026 regarding the above property and request for **Major** Variance to Zoning Bylaw to allow for the operation of an appointment based beautician service to operate at their property. My home is directly adjacent to the above property, so I am particularly concerned and am in opposition to this request. My concerns are the following:

1. Traffic concerns: Our street is not wide and does not have sidewalks. Any parking on streets poses risk to children riding bikes and people walking, forcing them into the middle of the street. We have a lot of walkers in the neighbourhood and children. As I am right next door, and located on a curve in the street, I am particularly concerned that street parking would also block my view considerably making it difficult to see pedestrians and any traffic in the street when moving in and out of my driveway. Unacceptable.
2. I am concerned about what happens when one business is permitted to operate on the street that this opens a precedent for more. I realize impacts of this are hard to quantify, however, I am concerned about effects on property values. When I decide to sell, will this discourage a buyer who, like myself, would prefer not to live next door to a business. I take pride in my home and look after my property and don't like to think a Major variance to Bylaws can take away from that either by reducing the dollar value or the marketability of my property.
3. Your letter does not provide much by way of detail about the business. Have they provided any further info in their application? Number of chairs or operators, hours and days of operation, type of service offered, products being sold, signage? Are restrictions available to keep traffic low and the appearance of the business, such as signage, discreet? Should this be better scoped out to better understand traffic in and out of the business before considering the application?
4. Privacy is also a concern where I am right next door. The additional traffic being brought onto the street in addition to adding risk, could be intrusive. I worry that creep in commercialization could affect the feel of a quiet, family neighborhood.

Thank you for taking my concerns before the planning Board and City Council. I will plan on attending the meeting on March 3rd so would appreciate being kept up to date if any changes in timing were to occur.

Regards,

Diane Crozier
21 Keaton Drive
Charlottetown, PE. C1E3M6
[redacted]

Opposition to Request for Major Variance Re: 11 Keaton Drive (PID # 1136563)

JM Jennifer MacDonald [redacted]
To Gundrum, David

Reply | Reply All | Forward | ...
Wed 2/25/2026 4:32 PM

You replied to this message on 2/25/2026 7:06 PM.

To whom it may concern,

Please consider this a formal objection to the requested Major Variance at 11 Keaton Drive (PID # 1136563).

I am writing as a homeowner and parent who chose this neighbourhood because it was a designated single-family residential area.

This is not about opposing small business, nor is it about resisting growth. Charlottetown is evolving, and that is natural. However, growth must occur in ways that are consistent with planning principles and fair to existing residents.

For many of us, our home is our primary financial investment. We pay substantial residential property taxes with the understanding that zoning regulations will protect the character and livability of the area. When commercial intensity is introduced without a broader planning framework, homeowners bear the impact without corresponding infrastructure or policy review.

My objections are being made to ensure that commercial uses are located where they are planned and supported. Businesses belong in areas zoned and designed for commercial activity.

Approving this variance risks setting a precedent that incrementally transforms residential streets into mixed-use corridors without community-wide consultation.

I have concerns that approval will:
- Introduce intensified traffic generation inconsistent with residential planning assumptions
- Increase on-street parking demand without supporting infrastructure
- Create land use incompatibility with surrounding homes
- Establish precedent for incremental commercialization of the neighbourhood

Major variances are intended to address hardship — not to introduce uses that conflict with the intent of the zoning bylaw. If this application is approved, it sets a precedent that invites similar requests and gradual commercialization of what is meant to remain residential.

I respectfully ask Council to uphold the residential designation of this neighbourhood and deny this application.

Thank you for your consideration,

Jennifer MacDonald
45 Keaton Dr.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #2

MOTION CARRIED _____

MOTION LOST _____

Date: March 10, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

BE IT RESOLVED:

That the Major Variance request to permit an appointment-based home occupation (beautician service) at 11 Keaton Drive (PID# 1136563) be denied.

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-March-6B-1
66 McGill Avenue (PID# 355057)

Date:
March 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
C. Proposed Site Plan
D. Circulation Letter (September 15, 2025)
E. Public Responses to Circulation
F. Public Meeting Minutes (October 1, 2025)

Report Title:
Proposed Rezoning for 66 McGill Avenue (PID# 355057). The application has been submitted by Monica Gilks (SableArc Studios) on behalf of the owners Roop Holdings Ltd. (Colin Roop & Pauline Tran-Roop).

Report Purpose:
Evaluation of a request for rezoning and Official Plan Amendment (OPA) to place the subject property within the Medium Density Residential Townhouse (R-3T) Zone and the Medium Density Residential land-use designation of the Official Plan to facilitate the addition of a third dwelling unit within an existing legally non-conforming two-unit building.

Staff Recommendation:
That Planning Board recommend that Council:

Approve the proposed rezoning and Official Plan Amendment (OPA) for the subject property addressed as 66 McGill Avenue (PID# 355057) to rezone from Single Detached Residential (R-1S) Zone to the Medium Density Residential Townhouse (R-3T) Zone and to change the Official Plan land-use designation from Low Density Residential to Medium Density Residential to facilitate the renovation of an existing legally non-conforming two unit building to include the addition of a third dwelling unit on site and within the existing physical footprint of the existing building.

Report Details

The rezoning and Official Plan Amendment (OPA) applications were submitted by Monica Gilks of SableArch Studios on behalf of Roop Holding LTD's Colin Roop & Pauline Tran-Roop. The subject property, which is currently developed with two dwelling units, is located within the Single Detached Residential (R-1S) Zone and is primarily surrounded by residential uses (see Attachments A & B). The applicant is requesting that the subject property be rezoned to the Medium Density Residential Townhouse (R-3T) Zone to accommodate the development of a third dwelling unit within the basement of the existing structure (see Attachment C). The submitted development drawings indicate that the renovation will not result in any expansion of the footprint of the existing building and show the addition of a Zoning Bylaw compliant accessory building used for parking.

Section 10 of the *Zoning & Development Bylaw* indicates that the (R-1S) Zone solely permits the development of Single-Detached Dwellings or Modular Dwellings. The subject property is currently developed with two dwelling units, which is not in alignment with the zone's permitted uses. If this application is successful, the (R-3T) Zone would permit the development of a Converted Dwelling, subject to the zone's regulations for unit density found in Section 17.4.

Development Context

The subject property is a developed interior residential lot within the neighbourhood of Old Brighton. The property is located within the Single Detached Residential (R-1S) Zone and was originally developed as a single detached dwelling although it has since been altered to include a second unit.

The parcels abutting the subject property are zoned Low Density Residential (R-2) and Single Detached Residential (R-1S). The local area also includes Single Detached Residential (R-1L), Institutional (I), and Apartment Residential (R-4) zones. Parcels in the local area are largely developed. The subject property is inset east of North River Road by one parcel and there are T-3 bus stops at the intersection of McGill Avenue and North River Road. The local area includes Queen Charlotte Intermediate School, Colonel Grey High School and the Simmons Sports Centre.

Policy Analysis

The current Official Plan lists the subject property as part of the Low Density Residential land-use designation. Under the Official Plan, the (R-3T) Zone is considered Medium Density Residential and would not correspond to the Low Density Residential land-use designation. For these reasons, an Official Plan Amendment (OPA) has been included as part of this application.

There is significant alignment between the proposal and the direction of the Official Plan regarding guiding settlement, sustaining Charlottetown's neighbourhoods, and addressing housing needs and variety. These sections form the main direction given for the development and redevelopment of residential areas.

Regarding the Official Plan's direction for guiding settlement (Section 3.1), the Plan's goal is to develop settlement patterns which are efficient in their use of land resources and the cost of servicing. This goal includes the stated objective that the City will promote compact urban form and infill development. This goal is further explained stating that it shall be the City's policy to allow moderately higher densities in neighbourhoods, encourage infill development, and use underground services to their fullest practical capacity before public funds support the extension of new services. It is the interpretation of Planning staff that this growth level direction is in alignment with the proposal.

The direction of the Official Plan for sustaining Charlottetown's neighbourhoods (Section 3.2) similarly supports the proposal. The Plan's goal is stated as maintaining the distinct character of Charlottetown's neighbourhoods, to enhance the special qualities of each, and to help them adjust to the challenges of economic and social transformation. This goal is further broken down via the stated objectives to preserve the built form and density of Charlottetown's existing neighbourhoods and that the City's policy shall be to ensure the footprint, height, massing and setbacks of new residential development in existing neighbourhoods are physically related to their surroundings. As the proposed development uses the existing built form and meets the existing and proposed zone rules, it is the opinion of Planning staff that the noted direction of the Official Plan supports the proposal.

Furthermore, the direction of the Official Plan for housing needs and variety (Section 3.3) directs the approval of housing in many ways that support this proposal. This Section outlines that it is an objective of the City to encourage development in fully serviced areas of the City and encourage new residential development near employment centres. This objective is further outlined by stating that it shall be the policy of the City to base residential densities on the availability of municipal services, education facilities, recreation and open space amenities and transportation routes. This Section also states that it shall be the policy of the City to provide medium density housing styles to meet future housing needs. As this proposal is within the central core of the City, within walking distance of many of the City's employment centres, schools, recreation facilities and transit services, it is the opinion of Planning staff that the noted direction contained within the City of Charlottetown Official Plan supports the proposal.

Additional Context

It is important to note the additional context outside of the existing direction contained within the Official Plan and the Zoning and Development Bylaw. Most of the City's policies regarding urban development are being redeveloped or rewritten at the present time. While any new upcoming policies are not yet in legal force and are not yet governing development, many have passed through City Council votes already (i.e. the new Official Plan).

Like many municipalities in Canada, the City of Charlottetown committed to a Housing Accelerator Fund (HAF) Agreement in January of 2024 with the Federal Government. This Agreement requires the City to amend policies that restrict the development of new housing, specifically requiring the City to "introduce a Bylaw that allows up to 4 units per existing lot across the City, as appropriate." Continued HAF Federal program funding is therefore contingent on implementing the conditions of this Agreement.

On July 22, 2025 Charlottetown City Council approved a new Official Plan, which is not yet in legal force and effect as it is awaiting Provincial Ministerial approval at the present time. Within the new Plan the subject property is listed as part of the Neighbourhoods land-use designation. The Neighbourhoods land-use designation includes a policy to "support rezoning in the Zoning and Development Bylaw to enable small-scale housing infill projects up to four dwelling units per lot." Though this policy is not yet in legal force and effect, this document has been approved by Charlottetown City Council and directs the current work occurring to develop a new Zoning & Development Bylaw that will implement the new policies.

This context is important for the consideration of this proposal as the City has signed agreements, passed plans, and developed policies that will further support this development once they are in legal force and effect.

Public Feedback

The City sent fifty (50) letters informing those owners within 100 metres of the subject property on September 15, 2025 which invited residents to speak at the October 1, 2025 Public Meeting. In response to the City's 100-metre circulation letter, the City received four (4) responses, all in opposition. These can be found under Attachment E.

A copy of the Public Meeting minutes containing additional public feedback can be found in this report under Attachment F.

Written responses and statements made at the October 1, 2025 Public Meeting focused on several themes. Concerns regarding increased traffic stemming from the additional dwelling unit and the existing non-legal dwelling unit was a consistent theme, with many highlighting that the intersection with North River Road and McGill Avenue can be busy and traffic calming measures have had to be added along McGill Avenue in recent years. This concern often included mention of high pedestrian traffic from Queen Charlotte Intermediate School and Colonel Grey High School as well as the proximity of a community Canada Post mailbox.

Community character was also highlighted multiple times, including statements in support of the single-detached nature of the surrounding development. Another consistent concern was a hypothetical decrease in property values stemming from the approval of this proposal. These concerns often mentioned that the home is currently poorly maintained, with some windows missing and tarps used to cover areas of the roof. It should be noted that the City cannot issue a Building Permit for these repairs until the proposal meets the Zoning and Development Bylaw, either through the approval of this rezoning application or through the removal of non-compliant uses.

Conclusion

The proposal to rezone 66 McGill Avenue to the Medium Density Residential Townhouse (R-3T) Zone is well supported by the surrounding development context and City policy direction, especially considering the small scale of the development.

From a policy standpoint, the City's current and existing Official Plan provides strong support for compact, efficient land use patterns, infill housing, and modest increases in residential density within fully serviced areas. These objectives include promoting compact settlement, supporting neighbourhood evolution while preserving built-form, and providing a range of housing options—particularly medium-density forms near employment centres, schools, transit, and recreation amenities. The proposed third unit aligns with these principles by utilizing existing infrastructure, respecting the built form of the neighbourhood, and contributing to housing variety in a central, well-serviced location.

Additional contextual factors further strengthen the case for approval. The City's commitments under the Housing Accelerator Fund require policy changes that enable additional dwelling units to be permitted on existing lots. Likewise, the Council-approved (though not yet in-force) 2025 Official Plan designates the area within the Neighbourhoods land-use category, which explicitly supports rezoning to allow small-scale infill projects. These future policy directions, though not yet enacted, demonstrate a clear, Council-endorsed trajectory toward supporting gentle intensification and increased housing supply.

Taken together, the development context, current Official Plan policies, and impending City-wide regulatory shifts indicate strong support for the proposed rezoning. The rezoning represents an appropriate, compatible, and policy-aligned form of neighbourhood development that advances City objectives related to housing, sustainability, and efficient use of municipal services.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
Public Meeting – September

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:

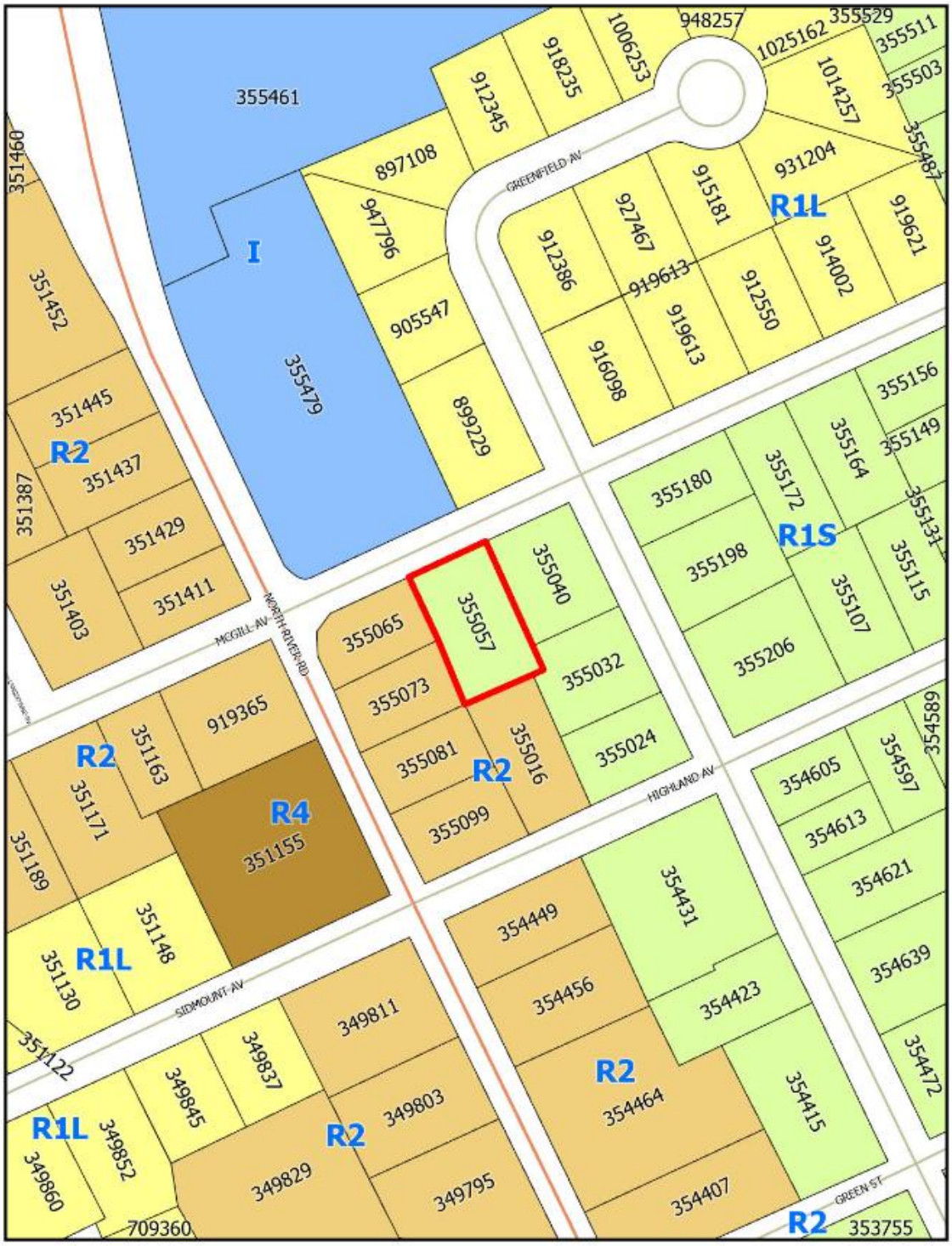
Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 02/27/2026	Michael Ruus, RPP, MCIP, 02/27/2026

Committee Recommendation: (if differing from staff)

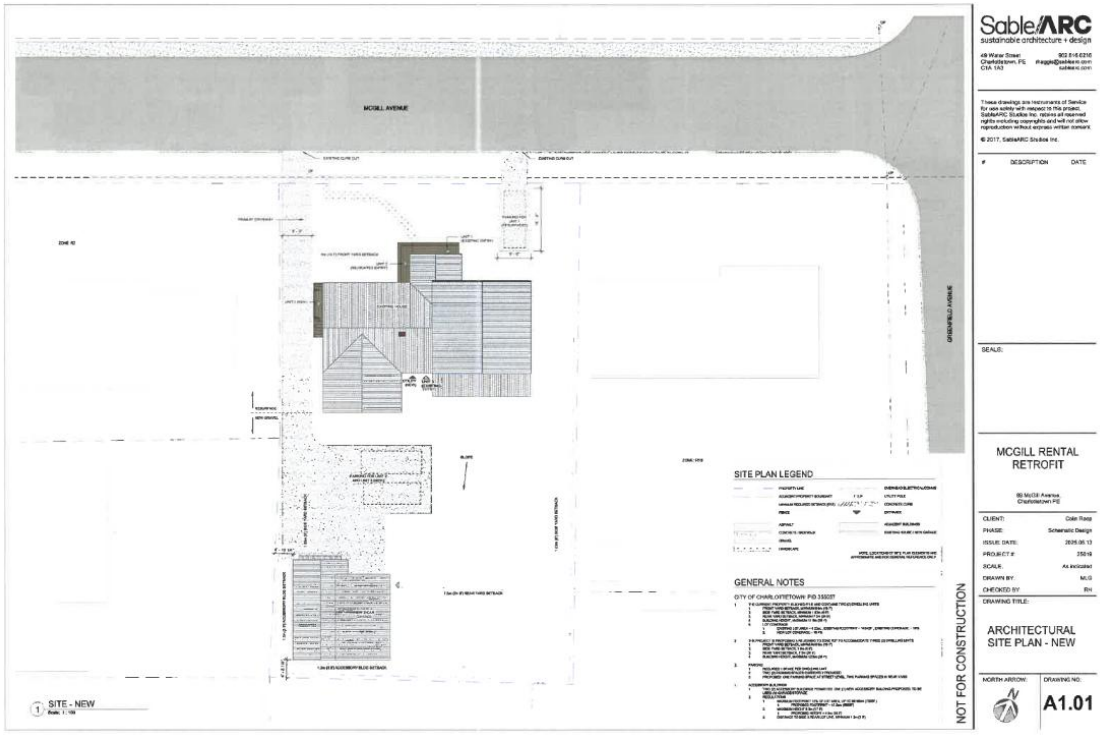
Attachment “A” – Air Photo:

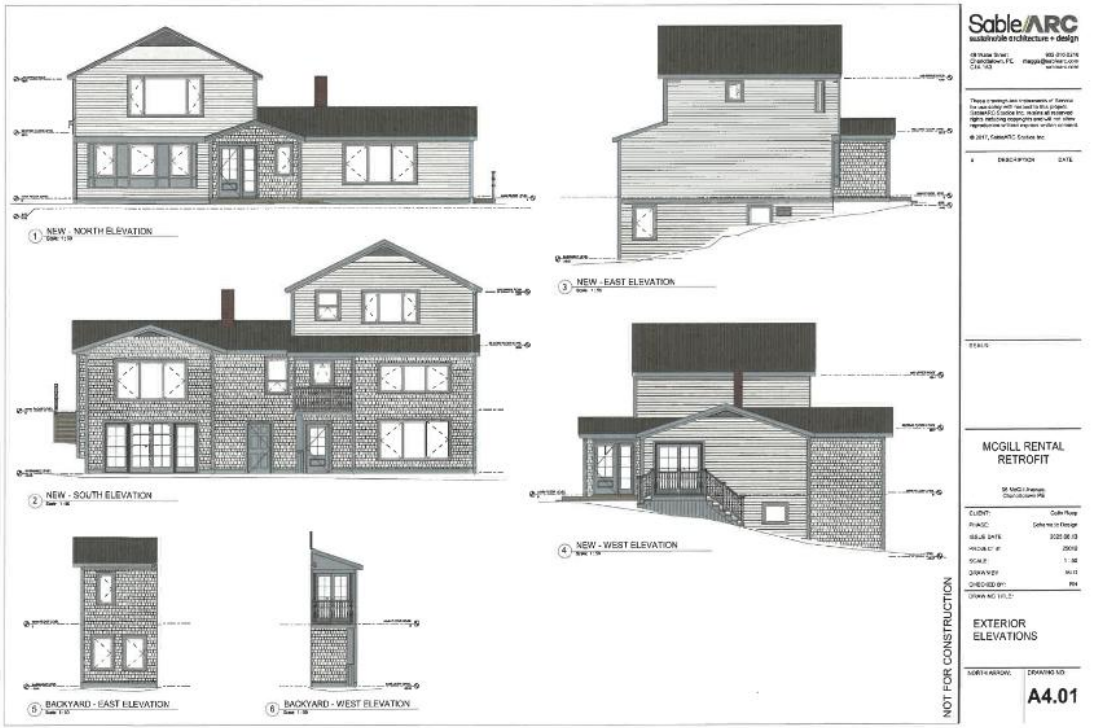


Attachment "B" – Zoning Map:



Attachment “C” – Proposed Site Plan:





Attachment "D" – Circulation Letter (September 15, 2025):

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

[redacted]

September 15, 2025

Re: 66 McGill Avenue (PID# 355057)

Dear Property Owner:

The Planning and Heritage Department has received a request to rezone 66 McGill Avenue (PID# 355057) to:

- 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 and Development Bylaw from Single Detached Residential (R-1S) Zone to Medium Density Residential Townhouse (R-3T) Zone.

The purpose of the request is to facilitate the renovation of the existing building so that it can be used as a converted dwelling with 3 dwelling units.

Pursuant to the requirements of the Zoning & Development Bylaw and as a property owner located within 100 meters of the subject property, you are being notified of this request. The public meeting to hear this application will be held at the **Council Chambers, City Hall (199 Queen Street) Wednesday, October 1, 2025 @ 7:00 p.m.**

For those who are interested in participating via videoconference, residents are requested to contact the Planning & Heritage Department by email at planning@charlottetown.ca or call 902-629-4158 on or before 4:00 p.m. on Monday September 29, to provide their contact details (name, phone number and/or email address). Business hours are between 8:00 AM – 4:00 PM, Monday – Friday. Staff will contact interested participants on Tuesday, September 30, 2025, with details on how to participate in the meeting. Anyone who wants to observe the meeting without commenting can watch it at www.charlottetown.ca/video.

CHARLOTTETOWN

The City encourages written submissions to Council be received prior to the public meeting. Notwithstanding, all written submissions by letter may be delivered to the City's Planning & Heritage Department at P.O. Box 98, 199 Queen Street, Charlottetown, PE, C1A 7K2; or comments may be emailed to mfraser@charlottetown.ca on or before **12:00 noon on Thursday October 2, 2025.** All responses received will become part of the public record.

Oral submissions or comments may be made at the public meeting, but residents are requested to please keep their oral submissions to a three (3) to five (5) minute maximum.

Anyone wishing to view the proposed amendments can visit the City's website at www.charlottetown.ca and find the Meeting Packages under the Mayor and Council section. As comments are received and meeting minutes are compiled, the package will be updated with additional information leading up to the public meeting.

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

Sincerely,

Michael Fraser
Planner II

Attachment “E” – Public Responses to Circulation:

66 McGill Ave PID 355057

SS Susan Stewart [redacted]
To mfraser@charlottetown.ca

Reply | Reply All | Forward

Wed 10/1/2025 4:42 PM

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. Fraser,

I am writing to express my disapproval of the rezoning request for 66 McGillAve.
I feel that a change from single dwelling to 3 dwelling unit at that address would devalue my property.

Sincerely,

Dr. Susan E Stewart MD FRCPC

92 Greenfield Ave

66 66 McGill Avenue PID #355057

AM Alison MacDougall [redacted]

Reply | Reply All | Forward

Thu 10/2/2025 11:43 AM

You don't often get email from [redacted] earn 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.

Good morning
I attended the public meeting last night and have a couple of further comments related to the rezoning request.
I am not in favour of rezoning the property to allow for a triplex due to the proposed plan to convert the backyard into a multi car park area.
I chose to live in a residential area so that I did not have to deal with looking at cars and dealing with snow removal.
I reiterate my concerns about where the snow from said parking lot will end up and what this will mean for water run off issues in my and my neighbours lawns.
This property is in poor condition and has been for almost 19 years and I support the owner doing regular home maintenance to the exterior to reduce the eye sore of this single family dwelling. This type of work should have been happening all along and a responsible property owner would not have allowed their property to devolve into such a state of disrepair.
I forgot to mention that the property was vacant for a number of years until just recently. During the vacancy, pigeons had made the property their home under the damaged roof and eavestroughs and therefore the property should be assessed as to the extent of damage this infestation has caused prior to granting the property owner the opportunity to change the zoning.
Sincerely
Alison MacDougall
55 Greenfield Avenue

Get Outlook for iOS

From: Brian Gillis [redacted]
Sent: Thursday, October 2, 2025 9:38:11 AM
To: Fraser, Michael <mfraser@charlottetown.ca>; Mayor of Charlottetown (Philip Brown) <mayor@charlottetown.ca>; Jankov, Alanna <ajankov@charlottetown.ca>; Beck, Norman <nbeck@charlottetown.ca>
Subject: Proposed Rezoning 66 McGill Avenue, with PID # 3550057

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 Your Worship the Mayor, and Members of City Council, Charlottetown.

I am writing to express my strong opposition to the proposed rezoning of the property at 66 McGill Avenue, PID number 3550057, from its current Single Detached (R-1S) Residential Zoning to Medium Density Residential (R-3T) Zoning

Having lived in the Brighton neighbourhood for over 40 years, I have actively volunteered/contributed to preserving the quality, character, and livability of our community.

The neighbourhood of Brighton is one of the most desirable places to live in Charlottetown, proximity to the City Core, Victoria Park and featuring grand trees, classic homes, and a built heritage that reflects the city's evolution as a historic Capital & Birthplace of Confederation. Many of the early homes were designed by renowned architects such as William Chritchlow Harris, Bones Blanchard, and Chapel & Hunter.

Rezoning this property at 65 McGill would not only disrupt the aesthetic and historical integrity of our neighbourhood but also impact its overall livability and property values. I urge you to reconsider this rezoning proposal in light of the community's long-standing commitment to maintaining its current residential zoning.

This property has been neglected, abandoned and an eyesore for neighbours and there has been little effort made by the family that owns it to maintain the property, photo's presented at last night's public meeting attest to the run down condition of the property.

The Current Official Plan clearly states:

"3.2 Sustaining Charlottetown's Neighbourhoods

In most municipalities, the neighbourhood is the basic building block of residential development and community identity. Every neighbourhood has its own distinguishing characteristics which help to identify it as an individual entity, as well as to set it apart from adjoining areas. In Charlottetown, the former communities which now comprise the new municipality, retain their distinctive characteristics and senseof identity. Indeed, even within the former communities there are several districts -- such as Brighton, Spring Park, Marysfield, and Lewis Point -- which are seen as distinct neighbourhoods.

In order to preserve the unique characteristics of Charlottetown's neighbourhoods the CHARLOTTETOWN PLAN introduces policies which promote both stability and community identity.

The aim is to sustain vibrant neighbourhoods which have a distinct sense of community, are places of close social contact, and are generally enjoyable. This is the clear preference of Charlottetown's residents."

Many specific issues of Traffic, Nuisance and Pubic Safety have been clearly articulated by neighbours at tonight's meeting and in written responses.

My professional opinion is that the restoration of this home consistent with it's R1-S single family zoning and the addition of a Zoning & Building Code compliant accessory dwelling in the lower level walkout basement would provide the highest value and pose no penalty to the property owner.

Proceeding to cut up the building into three units immediately depreciates this property and can lead to a distinct negative impact on the neighbourhood. This could also send

out a message to developers and "air B&B hoteliers" that open season has arrived to erode the quality and attraction of family owned homes.

Simply look at the growth in property values, resale of homes, new home construction and many tasteful renovations in the neighbourhood to attest to the correct path to harmonious balance in allowing change to occur that is appropriate.

Attached are some photo's showing some recent new builds and renovations which reflect the unique character of the neighbourhood and homeowners working to renovate or build compatible infill. These are just a few examples, I would gladly provide more examples or conduct a personal tour.

65 McGill Ave. Amazing 'Noveau Victorian" home underway on last vacant lot in Brighton Commons. Home to two professionals moving to Charlottetown.

Brighton is a walkable neighbourhood, blessed with two elementary schools, an intermediate school and high school. This complement of educational facilities and the newly rebuilt Simmons Rink/Pool/Walking Track and the accompanying playfields are enviable anchors for attracting families to the capital city.

I urge you to reconsider this rezoning proposal in light of the long-standing commitment to maintaining its current Single Family Residential zoning

Thank you for your consideration.

Sincerely,

Brian Gillis, Retired Architect

71 Greenfield Avenue - Charlottetown

[redacted]

To City Charlottetown, Planning and Heritage Department
Attn: Michael Fraser, Email – mfraser@charlottetown.ca

Copy to
Mayor Phillip Brown, mayor@charlottetown.ca
Deputy Mayor Alanna Jankov ajankov@charlottetown.ca
Councillor Norman Beck nbeck@charlottetown.ca

Re : **request to rezone 66 McGill Avenue, Charlottetown, PID # 355057**
Public Meeting – Wednesday Oct 1, 2025, 7:00 p.m.

We have received notice of the request to rezone 66 McGill Ave. (PID 355057) from Single Detached Residential (R-1S) Zone to Medium Density Residential Townhouse (R-3T) Zone.

I am **opposed to this rezoning request**. I have lived with my family at 71 Greenfield Ave. for the past 15 years. We have lived in the general area since 1984. (22 Brighton Road, 21 Ambrose St. and 100 Greenfield Ave.)

Current zoning and use - The property in question is currently zoned Single Detached Residential (R-1S). Over the past number of years there has been a change to the property in that there appear to now be two units in what is supposed to be a single detached residence. This request asks to make it a three (3) unit structure. To the best of our knowledge there was no request to rezone to an R-2 Zone, although a 'renovation' appears to have created a two unit residence. This has not respected the current zoning by-law. A 'blue tarp' has been on the roof of the existing 'home' since 2023 (Fiona). Responsible and timely property maintenance has not been done.

Residential neighbourhood - Rezoning to an R-3T is not in the best interests of the neighbourhood. This neighborhood in Brighton consists predominantly of single family homes (R-1S and R-1L) on both McGill Ave and Greenfield Ave as well as the surrounding streets. The requested change for this lot is inconsistent with much of the surrounding neighborhood and this area of Charlottetown-Brighton.

Traffic – the property in question is two doors from the four-way stop corner of North River Road and McGill Ave. and two doors from another four way stop at McGill Ave. and Greenfield Ave. Both of these four way stops are extremely busy with many traffic infractions, based on my observations over many years. The property is across the street from a Canada Post neighbourhood mail box (16 boxes x 3 = 48 capacity). The property is across the street from the entrance to the Mona Wilson – Health PEI property. There is VERY EXTENSIVE vehicle and pedestrian traffic in the area. It is not appropriate to add a three unit 'townhouse' in this block.

Non-enforcement of by-laws –
Airbnb – erosion of the neighbourhood has already occurred with the presence and 'grandfathering' of Airbnb's. I have four 'grandfathered Airbnb's within 400 meters of my front door. We do not need further erosion.
2nd unit at 68 McGill Ave. - In researching this request we have become aware that it appears another residence was modified to create a two unit residence located at 68 McGill Ave. This, to our knowledge, has been done without a rezoning request or approval. If this is the case, it is another case of 'erosion' of current by-laws.

In summary, I believe the request to rezone to Medium Density Residential Townhouse (R-3T Zoning), from the current R-1 Small designation, 1) is not supportive of predominantly 'family home' character of Brighton, 2) may add to erosion of property values, and 3) is not suitable given the on-going safety and traffic challenge created by its location between two four-way stops with VERY HIGH TRAFFIC VOLUME that comes in and out North River Road. I do not support the request for rezoning.

Anne Gillis
71 Greenfield Ave., Charlottetown, PE C1A 9S1
[redacted]

Attachment "F" – Public Meeting Minutes (October 1, 2026):

DRAFT

Public Meeting of Council
Wednesday, October 1, 2025, 7PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; and
Live streaming at www.charlottetown.ca/video

Deput Mayor Alanna Jankov 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* Michael Fraser, Planner 2 Laurel Palmer, Planner 3	Melissa Kitson, IO/AA**
Applicants/ Representatives:	Monica Gilks	
Also present:		
Regrets:	Mayor Philip Brown Councillor Terry Bernard Councillor John McAleer	

*Participated via Teams
**Minute Taker

Meeting reminders were explained before calling the meeting to order. Deputy Mayor Jankov 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, October 2nd at 12pm Noon

1. **Call to Order**
   Deputy Mayor Jankov, on behalf of Mayor Brown, called the meeting to order at 7:07 PM

2. **Declarations of Conflict of Interest**
   There were no declarations of conflict for Council.

3. **Approval of Agenda**
   Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the agenda for the public meeting on October 1st be approved.

   CARRIED (7-0)

DRAFT UNTIL APPROVED BY COUNCIL

4. Rezoning - Birchwood Street (PID# 363515)

Request: The City of Charlottetown Planning & Heritage Department has received a request for an amendment to the Future Land Use Map of the Official Plan (Appendix A) and a Zoning Bylaw Amendment to the Zoning Map (Appendix "G") for the unaddressed property located on the east side of Birchwood Street (PID# 363515) to rezone from Low Density Residential (R-2) Zone to the Institutional (I) Zone to facilitate a lot consolidation with abutting property located at 49 Longworth Avenue (PID# 363341) and to facilitate the establishment of an accessory building to be used as a classroom on site with the existing public school.

Property Information: Low Density Residential (R-2) Zone
Staff Presenter: Laurel Palmer, Planner 3
Applicant: Government of Prince Edward Island
Reference: Public Meeting Package

Summary:

- The mobile classroom is proposed to be placed over the common property boundary with Birchwood School therefore requires the lots to be consolidated, if approved.
- The property is currently zoned as Low Density Residential (R-2). It is occupied by a parking lot for the school and open space/recreational space and is separated from adjoining residential development with a tree line and fencing.
- Low density residential housing consisting of R-2 zoned lands are located to the north and west of the property. A local cemetery and R-3 zoned land occupied by multi-unit housing is located to the east of the property. Birchwood School zoned Institutional is located to the south of the property.
- The total area of the proposed lot to be rezoned is 0.402 of an acre.
- The objective is to meet educational needs and provide regular dialogue with representatives of the business community, the provincial government body and Charlottetown's public and private educational institutes. This will ensure their present and future physical space and land-use requirements are met and factored into the City's planning processes.
- Letters were mailed to residents that reside within 100 meters of the subject property. There have been no written responses received prior to the public meeting.

Comments:

- A representative from the Government of Prince Edward Island was unavailable to attend.
- An observation from Council was noted that the building was already in place and whether they put the *cart before the horse* and questioned if the process was futile as they are going through the motions. It was clarified that the building was currently in place. The province came in to apply for building permit to locate the mobile classroom on-site and in the process, it was determined that there were two lot parcels with both parcels being zoned differently. The applicant was not aware that the properties consisted of two different zones. This led to the applicant being advised to complete a rezoning application. Staff were not aware the building was located prior to this application being finalized; however, are now aware as it was brought to their attention which led to completing a site visit. This process will rectify the situation that arose which will lead to the approval of the building permit.
- The question arose as to use of the building and anticipated longevity of the building being on the subject property. Staff was unable to answer the question as it wasn't information that was provided. A member of the Public School Board would have to provide this information.

The applicant was asked about the timeframe prior to this meeting; however, they were unable to provide the answer as they do not work for the Public School Board.

5. Rezoning – 66 McGill Avenue (PID# 355057)

Request: The City of Charlottetown Planning & Heritage Department has received a request for an amendment to the Official Plan Map (Appendix A) and a Zoning Bylaw Amendment to the Zoning Map (Appendix G) for property identified as 66 McGill Avenue (PID# 355057) to rezone from the Single Detached Residential (R-1S) Zone to the Medium Density Residential Townhouse (R-3T) Zone in order to permit up to three (3) units within a converted dwelling.

Property Information: Single Detached Residential (R-1S) Zone
Staff Presenter: Michael Fraser, Planner 2
Applicant: SableArc Studios
Reference: Public Meeting Package

Summary:

- The subject property is currently zoned (R-1S) and contains a single-family dwelling that has been altered to be used for two units.
- Surrounding properties consist primarily of low density residential (R-1S, R-1L and R-2) zones. Institutional and R-4 zones exist within proximity to the parcel.
- The proposed development will consist of new window and door locations, an accessory building to be used for additional parking, and a new parking pad.
- The building's footprint and exterior elevations will largely be maintained.
- On September 12th, 2025, City Council approved the request to proceed to public consultation.
- Letters were mailed to residents that reside within 100 meters of the subject property. There have been five written responses received from residents, all being in opposition.
- Monica Gilks' presentation:
    - The dwelling has been in single family ownership in its entirety.
    - It was built approximately in the 1940s with the second floor unit added in approximately the 1960s.
    - The existing layout includes the main floor, half of which is occupied, the other half is being used for storage and is unlivable. There is a standalone second floor unit with a separate entrance. There is an unfinished basement currently being used for storage and is currently unlivable.
    - Photos were provided to show the existing condition of the exterior of the property. The roof has not been repaired since Hurricane Fiona (2022). The siding is either missing or rotted in areas. The soffits and venting for the soffits have fallen off.
    - Photos of the interior condition of the house indicate water damage in the storage area of main level. The livable space in the second floor which appears to be in better condition and the unfinished basement containing storage.
    - The rezoning request from R1S to R3T will eliminate the possibility of an apartment dwelling and will be used as a converted dwelling with three units.
    - The renovation intent will consist of three phases, with Phase 1 as follows:
        - Main and second floor renovations (main floor being used primarily for owners and owner's family). The second floor being used as a rental space.

- To upgrade the exterior of the building with new doors, windows, siding and roofing.
- Two new driveways for parking will be included, one on the front of the building, one in the back of the building.

- For context and not a part of this application: Phase 2 will consist of the renovation of the basement for a third unit, to be used as a long-term rental space. Phase 3 will consist of a new 2-car garage.

Comments:

Anne Gillis

- To the best of her knowledge, never received a notice indicating the request of the subject property being changed from a single unit to being used as a two unit dwelling therefore believes it isn't respect to the current zoning bylaw.
- She indicated the property has been continuing to fall into serious disrepair since Hurricane Fiona.
- Anne believes it isn't in the best interest of the area for the subject property to convert into a 3-unit property as the homes in the area are primarily and significantly single family homes.
- The request to change the zone and configuration of the subject property is inconsistent with trying to maintain a good neighborhood of family homes.
- Traffic concerns were expressed: currently a huge issue indicating many traffic infractions at 4-way intersections on North River Rd, McGill Ave and Greenfield Ave; more traffic will stop at a nearby Canada Post mailbox; and pedestrian safety or vehicle safety due to another vehicle coming out of the subject property.
- Short Term rental units that are legal non-conforming in the community resulting in the erosion of the residential family nature of the what the neighborhood used to be.
- She believes that 68 McGill Ave consists of two units and is unsure if formal approval was received for the adjustment.

Deputy Mayor Jankov asked Michael Fraser can confirm whether the subject property received a permit for the second unit to ensure conformity. Michael indicated there wasn't an approval found on file. It was however shown on Google Map Streetview, an alteration that had taken place somewhere between the Google Streetcar photo taken between 2013 and 2022 where a second front door was added. If there was an interior alteration made in the 1960s, there wouldn't be a record on file and the alteration would be considered legal non-conforming.

Brian Gillis:

- Inquired if the subject property will be owner occupied.
  - Michael Fraser indicated it wasn't what was asked on the intake file and deferred to Monica Gilks. Monica indicated, in the short term, all levels will be long-term rentals; however, the owners would eventually move back into the main floor.
- Inquired about a drainage analysis off the lot and how it will reflect on all surround properties positioned at a lower gradient when the lot is intensified and paved in the back yard?
  - Monica indicated the backyard won't be paved. Gravel will be used which will significantly help with drainage.

- It was asked if paving required by the Bylaw and if a drainage analysis was conducted.
  - Monica indicated a drainage analysis has not been conducted as it isn't required.
- With relation to the neighborhood of Brighton, the real estate analogy of "location, location, location" was used to indicate this area to be one of the most desirable neighborhoods in Charlottetown. With its trees, classic homes and history, it's walkable nature and service to four schools.
- There is concern the subject property will be a low rent rental project.
- The neighborhood has had significant investment in single family residential homes in the past 20 years with the desired objective of reflecting character and the natural amenities of the neighborhood.
- It was asked of staff, to represent to Council, the assessed value of what the homes mean to the taxbase of the City of Charlottetown.
- Enjoyment was expressed of sitting on the veranda and watching children walk to school. To now see neighbors have their children buy homes in that area, and have their children walk to school.
- The City has invested in Simmons Sports Arena, wonderful playfields, and understand there will be a new artificial turf. All for families and the amenities that are already in Brighton.
- Opposition of the rezoning is expressed as it will be a tremendous disrespect to the neighbors who live there. There will be many more examples captured in the written submission indicating that it is poor planning, poor stewardship by the City if it is allowed to take place and doesn't make sense from an investment strategy.
- It was suggested that the highest end use is to have this property as a single family home with a secondary dwelling unit.

Alison MacDougall

- As the driveway in the back yard isn't going to be paved and gravel used instead, she inquired about the impact on her property and neighboring properties in the winter with snow removal. There were concerns of rocks flying at her house and snow pushed up or blown against her property.
- She has history with this property for the past 19 years and has been involved in the request to the city to clean up vehicle debris and indicated the building was in state of disrepair.
- There were concerns of animals living it the derelict building; concerns of children getting into the building as it isn't secure and the number of cars and debris winched in it, believing there were car parts still in the basement.
- In the past, a shed was erected then snow caved the roof and the structure was left in that condition.
- Concern was expressed of the property bring rezoned and the owner doesn't follow through with the renovation leaving more people in the property, more cars in the backyard and the property doesn't look any better.
- While she understands the City is looking for higher density for people to live, she wants to protect her investment that has been made in the neighborhood.

Brian Gillis:

- Requested the City's Building Inspector to visit the property and answer the question that life safety conditions are being met by having an occupied dwelling rental unit in that property.

As of today, there are no fire separations nor egress. He has heard and seen photos of deplorable conditions of the subject property and yet there is someone paying rent occupy the unit. An inspection should take place to ascertain whether people should be in the building.

- Deputy Mayor Jankov indicated it was duly noted.
- Monica Gilks indicated it wasn't currently a rental property; however, that someone is currently living there and indicated the need for Phase 1 of the project.

New Business

- Councillor Tweel indicated he, and other members of Council, received an email before the Public Meeting this evening and inquired about process in terms of decisions being made and asked who the authority of contracting out two tenders for water and sewer services. It was noted that it wasn't a Council decision to proceed with contracting.
- Deputy Mayor Jankov responded that follow-up with the Mayor and CAO MacConnell will occur.

6. Adjournment of Public Session

Moved by Deputy Mayor Jankov on behalf of Mayor Brown and seconded by Councillor Julie McCabe that the public meeting be adjourned. The meeting adjourned at 8:01 PM.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #3

MOTION CARRIED _____

MOTION LOST _____

Date: March 10, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

BE IT RESOLVED:

That Council approve the rezoning of the subject property identified as 66 McGill Avenue (PID# 355057) from the Single Detached Residential (R-1S) Zone to the Medium Density Residential Townhouse (R-3T) Zone and change of the land-use designation under the Official Plan from Low Density Residential to Medium Density Residential subject to the owners entering into a Development Agreement with the City of Charlottetown that would limit development on the site to a single residential building containing three (3) dwelling units subject to the provisions of the (R-3T) Zone and notwithstanding the additional permissions of the (R-3T) Zone.

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-March-6A-1
1-3 Summer Street (PID# 368142)

Date:

March 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 (February 11, 2026)
E. Public Responses to Circulation

Report Title:

Major Variance for reduced front yard setback, rear yard setback and minimum lot areas for subject property identified as 1-3 Summer Street (PID# 368142) to allow for future lot subdivision. The application has been submitted by Mr. Robert Chang on behalf of the property owner 10019038 Canada Ltd.

Report Purpose:

Evaluation of a request for relief via Major Variance from minimum front yard setback, rear yard setback and lot area 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 1-3 Summer Street (PID# 368142) be approved:

1. Permit a reduced front yard setback of 5.45 metres (17.9 feet)
2. Permit a reduced rear yard setback of 1.86 metres (6.1 feet).
3. Permit a reduced minimum lot area of 304 square metres per unit on an interior lot; and
4. Permit a reduced minimum lot area of 268 square metres per unit on a corner lot.

Report Details:

The Major Variance application was submitted by the property owner, Robert Chang, on February 6, 2026 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 1-3 Summer Street (PID# 368142) 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 yard setbacks and minimum lot area requirements of the (R-2) zone cannot otherwise be currently met.

Development Context:

The subject property is situated within a mature residential neighbourhood on a block located southwest of the intersection of Eden Street and Summer Street. This area is characterized by a varied mix of residential development, representing multiple periods of construction and architectural styles. The subject property occupies a corner lot within a block primarily zoned as (R-2), consisting largely of low-density residential dwellings, including single-detached and semi-detached homes. Immediately abutting the subject property to the south across Summer Street are parcels zoned (R-3), containing medium-density residential uses, while to the east and southeast, within short walking distance, are several Mixed-Use Corridor (MUC) zoned properties supporting a blend of residential and small-scale commercial activity.

Analysis:

As per Section 14.2 of the Zoning & Development Bylaw, a minimum front yard setback of 6 metres (19.7 feet), minimum rear yard setback of 7.5 metres (24.6 feet) and minimum lot areas of 348 square metres (interior lot) and 395 square metres (corner lot) are required for a semi-detached dwelling in Low Density Residential (R-2) Zone.

The subject property at 1-3 Summer Street is a corner lot with frontage to the south along Summer Street. The existing semi-detached dwelling has existing driveway access to Summer Street for both units (see Attachment A).

At the present time, both units of the semi-detached dwelling are located on the same lot. As a result of this current configuration, the front lot line being the shorter of the two existing frontages is the west lot line fronting onto Queen Street which means the south lot line abutting to Summer Street constitutes the side lot line (flankage yard) based on the definitions in the Zoning & Development Bylaw.

The applicants propose to subdivide the existing lot along the party wall of the existing semi-detached dwelling to create one new corner lot and one new interior lot which would result in the north property line for both lots thereby becoming the rear property boundary based on definitions contained in the Zoning & Development Bylaw that regard lot frontages for both interior and corner lots rather than the current east lot line being the rear lot line that abuts to 5 Summer Street. As a result of the proposed subdivision, the required rear yard setback of 7.5 metres, required front yard setback of 6 metres and minimum required lot areas of 348 square metres (interior lot) and 395 square metres (corner lot) would be unable to be met and therefore consideration of a Major Variance is required in this case in order to facilitate the proposed subdivision of the lot and existing semi-detached dwelling along the party wall.

When evaluating for 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 in the (R-2), (R-3) and (MUC) zones 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.

The intent and purpose of the rear yard and front yard setbacks as well as the minimum lot areas are to in part, ensure that sufficient outdoor amenity space is provided for each unit of a semi-detached dwelling while simultaneously ensuring that no privacy impacts are projected onto nearby or abutting properties.

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 variances can be supported.

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

Positives	Neutral	Shortcomings
▪ The proposed variances would not intensify any existing impacts from the established land-use. ▪ The proposed variances 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 maintains 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 February 11, 2026, notice of the Major Variance application was circulated to fifty-one (51) 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 Wednesday, February 25, 2026.

One letter of support 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, 02/27/2026	Michael Ruus, RPP, MCIP, 02/27/2026

Committee Recommendation: (if differing from staff)

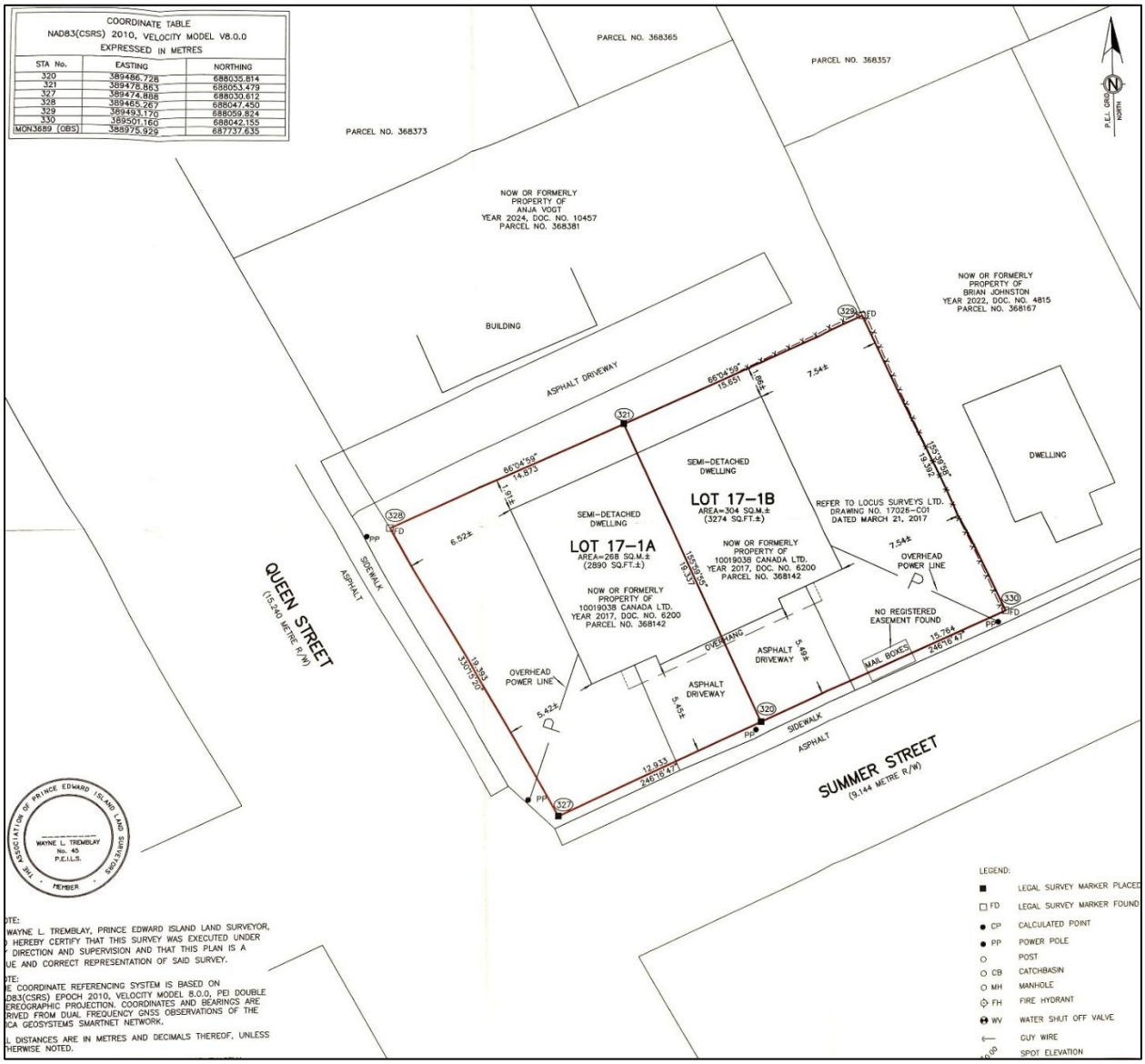
Attachment A: Air Photo



Attachment B: Zoning Map



Attachment C: Survey Plan



Attachement E: Circulation Letter (February 11, 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

[redacted]

February 11, 2026

RE: 1-3 Summer Street (PID# 368142)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for Major Variance to accommodate the future subdivision of an existing semi-detached dwelling along the party wall located at 1-3 Summer Street (PID# 368142) being a property within the Medium Density Residential (R-3) Zone. As the applicant intends to sell one of the dwelling units, the subdivision of the lot is required to legally facilitate the transfer of ownership.

The following variances are being requested:

- allow for a reduced front yard setback of 5.45 metres (17.9 feet)
- allow for a reduced rear yard setback of 1.86 metres (6.1 feet).
- allow for a reduced minimum lot area of 304 square metres per unit on an interior lot; and
- allow for a reduced minimum lot area of 268 square metres per unit on a corner lot.

The *Zoning and Development Bylaw* requires the following for semi-detached dwellings in the (R-2) zone:

As per Section 14.2 (Regulations for Semi-Detached dwellings):

- required minimum front yard setback is 6.0 metres (19.7 feet) for a semi-detached dwelling;
- required minimum rear yard setback is 7.5 metres (24.6 feet) for a semi-detached dwelling;
- required minimum lot area is 348 square metres per unit of a semi-detached on an interior lot; and
- required minimum lot area is 395 square metres per unit of a semi-detached on a corner lot.

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 Wednesday, February 25, 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, March 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

1 – 3 Summer St. PID368142

MA Mathieu Arsenault [redacted]
To Kamal, Sonia

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.

Hello, I'm writing to say that I support the project and I have no objections. I own 9 eden street. Thank you

Mathieu Arsenault

Sent via Superhuman

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #4

MOTION CARRIED _____

MOTION LOST _____

Date: March 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 1-3 Summer Street (PID# 368142) in the Low Density Residential (R-2) Zone be approved:

1) **To permit a reduced front yard setback of 5.45 metres (17.9 feet);**
2) **To permit a reduced rear yard setback of 1.86 metres (6.1 feet);**
3) **To permit a reduced minimum lot area of 304 square metres per unit on an interior lot; and**
4) **To permit a reduced minimum lot area of 268 square metres per unit on a corner lot.**

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.

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-MARCH-6A-2
113 Upper Prince Street (PID# 359638)

Date:
March 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. Floor Plans
E. Structure Photo
F. Circulation Letter (February 11, 2026)
G. Public Responses to Circulation

Report Title:

Major Variance for reduced minimum lot area, reduced minimum rear yard and side yard setbacks and increased height with respect to the regulations for a Garden Suite (detached Accessory Dwelling Unit - ADU) in the rear yard of the subject property identified as 113 Upper Prince Street (PID# 359638). The application has been submitted by Ramona Doyle who is also the property owner.

Report Purpose:

Evaluation of a request for relief via Major Variance to allow for a Garden Suite (detached ADU) to be established on the subject property through the re-purposing of an existing detached accessory structure (66.25 square metres - 713 square feet) located in the rear yard. More specifically, the relief being requested through the Major Variance would seek to permit a minimum lot area of 0.13 hectares (0.32 acres) whereas a minimum lot area of 0.2 hectares (0.5 acres) is otherwise required under the Zoning Bylaw to permit a Garden Suite. Additionally, a reduced minimum rear yard setback of 1.16 metres (3.83 feet) and a reduced minimum side yard setback also of 1.16 metres (3.83 feet) are being sought whereas a minimum rear yard setback of 3 metres (9.8 feet) and minimum side yard setback of 1.8 metres (6 feet) are otherwise required for a Garden Suite (detached ADU). Lastly, the height of the existing detached accessory structure is shown as 7.16 metres (23.5 feet) on the submitted drawings whereas a maximum height of 4.6 metres (15.1 feet) is otherwise permitted for a Garden Suite.

Staff Recommendation:

That Planning Board recommend that Council approve the Major Variance to allow for a reduced minimum lot size of 0.13 hectares (0.32 acres), a reduced minimum rear yard setback of 1.16 metres (3.83 feet) , a reduced minimum side yard setback of 1.16 metres (3.83 feet) and an increased maximum height of 7.16 metres (23.5 feet) with respect to a proposed new Garden Suite that would be located within an existing detached accessory structure in the rear yard of the subject property identified as 113 Upper Prince Street (PID# 359638).

Report Details:

The Major Variance application was submitted by the property owner, Ramona Doyle, on January 9, 2026 to the City of Charlottetown Planning & Heritage Department in pursuit of allowing for the establishment of a new Garden Suite within an existing detached accessory structure in the rear yard of the property identified as 113 Upper Prince Street (PID# 359638).

Development Context:

The subject property is located in a mature residential neighbourhood located approximately 479 metres (1,571 feet) north of the northern boundary of the 500 Lot Area (Euston Street) and is located approximately 100 metres (328 feet) east of University Avenue being one of the City's main arterial north-south roadways. The subject property is a corner residential lot within the Low Density Residential (R-2) Zone and is found on a residential block that is predominately zoned as (R-2) along the east side of the block fronting primarily onto Upper Prince Street and predominately zoned as (MUC) along the west side of the block fronting primarily onto University Avenue. Due to its relative proximity to the downtown and very close location to the main University Avenue commercial corridor, the subject residential property can be said to exist within a more walkable area of Charlottetown close to a variety of amenities and shopping.

Analysis:

As per Section 5.7 of the Zoning & Development Bylaw, a minimum rear yard setback of 3 metres (9.8 feet) and minimum side yard setback of 1.8 metres (6 feet) are otherwise required for a Garden Suite unit in the rear yard of a residential property with maximum height for a Garden Suite capped at 4.6 metres (15.1 feet). Additionally, the minimum required lot size is 0.2 hectares (0.5 acres) for a property to be allowed to have a Garden Suite under the current General Provisions of the Zoning & Development Bylaw. As noted, the subject property at 113 Upper Prince Street (PID# 359638) is a corner residential lot having frontage to the east onto Upper Prince Street and to the north onto Gerald Street with the main drive driveway access (wrap-around driveway with 2 points of access) directly onto Upper Prince Street (see Attachment A).

The applicants are proposing to establish a new Garden Suite unit by re-purposing an existing 66.25 square metre (713 square feet) detached accessory structure located towards the western edge of the rear yard (see Attachments D, E & F).

When evaluating for land-use impacts it is noted that the principal impact would be with respect to the properties abutting to the rear (32 and 34 Gerald Street) in immediate vicinity to the proposed Garden Suite as shown on the air photo (see Attachment A). Referring to the 2023 air photo attached as Attachment A to this report and as further evident in the applicant's submissions, the structure that would house the Garden Suite is pre-existing on the subject property and therefore the impacts with respect to the reduced rear and side yard setbacks are already established as it concerns the existing building itself in a physical sense.

It is noted that the intent and purpose of the side and rear yard setbacks with respect to Garden Suites are to ensure that no privacy impacts are projected onto nearby or abutting properties that would disrupt quiet and peaceful enjoyment of private property and as well, that proper separation between nearby structures on separate abutting lots is present such that Fire Code and Building Code requirements can be met for safe construction.

In this particular case, while the proposed Garden Suite would be placed closer to the abutting properties at 32 and 34 Gerald Street to the west and north, respectively, the redevelopment represents the re-purposing of an existing structure that has occupied its current place and position on the subject property for many years and therefore the

existing physical impact has already been long-established. However, in that same context, the proposed Major Variance is approved would permit a change of use from essentially accessory residential storage to occupiable residential space and therefore the intensity of use is arguably increased from a land-use impact perspective. In that context, the applicants have proposed that the Garden Suite would have no windows or openings projecting either to the north or west which would be in the direction of the two abutting properties that would be subject to potential impacts arising from the proposed reduced rear yard and side yard setbacks. On this basis, the design of the Garden Suite would help to offset or mitigate any privacy impacts that could arise due to the lack of windows or doors facing in those directions. The main door is proposed to face east and inwards to the subject property and rear of the main principal dwelling thus ensuring that pedestrian traffic to and from the unit will be contained within the main rear yard amenity space of the property and not within the reduced setbacks.

In regard to the required minimum lot area of 0.2 hectares (0.5 acres) otherwise required to permit a Garden Suite under Section 5.7 of the Zoning Bylaw, while the subject property does not meet this threshold, it does represent a larger than average residential lot in the wider neighbourhood having a lot area of 0.13 hectares (0.32 acres) which is especially larger than average for a residential lot located periphery to the downtown core in Charlottetown. Given this context, it can be advised that there exists sufficient lot area not only to accommodate for 2 separate detached dwelling units on site, but such that ample internal private amenity space is still preserved for both unit and adequate coverage is still provided to satisfy the parking requirements of 1 parking space per dwelling unit in this case. It is noted that the proposed Garden Suite would be within the upper size limit of 70 square metres (753.2 square feet) of Section 5.7 of the Zoning Bylaw notwithstanding the reduced lot size.

With regard to building height, the way the Zoning and Development Bylaw defines height is from average ground grade up to the tallest point of the roof surface. In this case because the detached accessory structure has a steeply pitched roof, the tallest point would be the upper point of the roof. The primary intent of the maximum height limit of 4.6 metres for Garden Suites is to ensure that they remain secondary in terms of their size, scale and vertical massing as compared to the principal main dwelling on the site and also to ensure since they are located within the rear yard, that they do not have greater potential to create unwanted overlook or imposition into abutting rear or side yards of other properties that would impact on privacy and/or create shadow impacts.

In this case, the height of the structure intended to be converted to a Garden Suite has been the case for many years on the subject property and therefore impact due to height has been long established with respect to neighbouring properties. As well and similar to the analysis with respect to the reduced setbacks, there are no upper floor windows or openings that are proposed to be present along either the north or the west sides of the future renovated structure for the Garden Suite that would cause potential for overlook or new privacy impacts upon abutting rear or side yards of other nearby properties. Notwithstanding that the differential between permitted maximum height (4.6 metres) and proposed height (7.16 metres) of the Garden Suite would be 2.56 metres or 8.39 feet which is almost equivalent to a single storey, the additional height would not cause increased privacy impacts or exacerbate any shadow impacts to abutting properties that may already exist due to the long-standing presence of the structure. The proposed change in use from a detached accessory storage structure to a Garden Suite unit will therefore not intensify any existing height impacts should the variance be approved to account for the proposed increase in height versus what the regulation prescribes. It is also noted that the existing main dwelling on the site is taller than the existing accessory structure.

On this basis, the proposed variance can be deemed as maintaining the intent and purpose of the Zoning & Development Bylaw as it pertains to accessory residential development within the (R-2) 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 both the existing presence of the physical structure and proposed placement of doors and windows for the Garden Suite. ▪ The proposed Garden Suite would introduce a new infill unit within a walkable area of the City.	▪ A Building and Development Permit will be required with respect to the proposed conversion of the accessory structure to a Garden Suite.	▪ The proposed Garden Suite conversion would not meet the current General Provisions of the Zoning & Development Bylaw as it regards lot size, rear yard setback, side yard setback and building height.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 113 Upper Prince Street (PID# 359638) be approved to allow for the establishment of a Garden Suite within an existing detached accessory structure to:

1. Permit a reduced minimum lot area of 0.13 hectares (0.32 acres);
2. Permit a reduced minimum side yard setback of 1.16 metres (3.83 feet);
3. Permit a reduced minimum rear yard setback of 1.16 metres (3.83 feet); and
4. Permit an increased maximum height of 7.16 metres (23.5 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 February 11, 2026, notice of the Major Variance application for 113 Upper Prince Street (PID# 359638) was circulated to sixty-four (64) 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 Wednesday, February 25, 2026.

No written feedback was received in response to the circulation.

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:

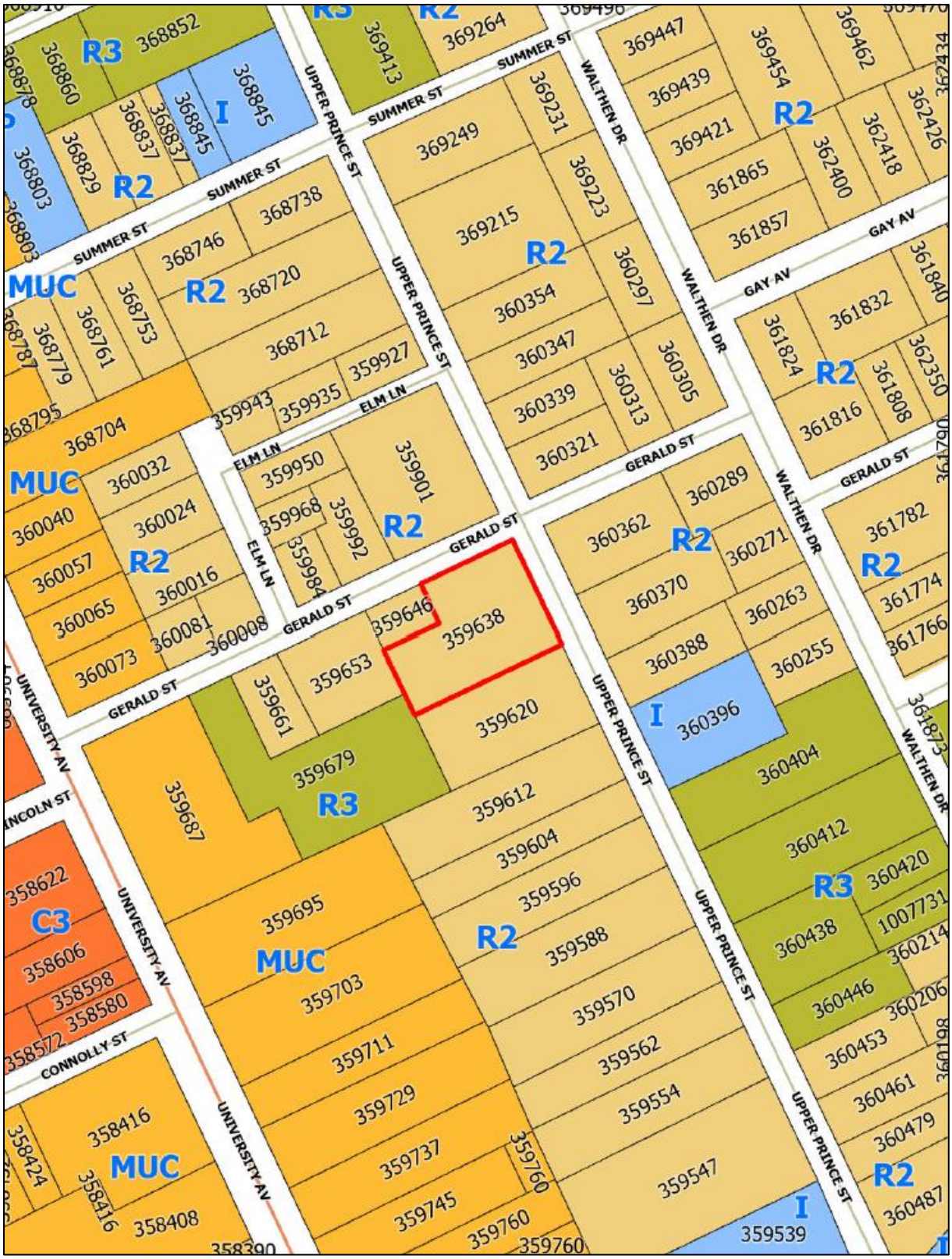
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 02/27/2026

Committee Recommendation: (if differing from staff)

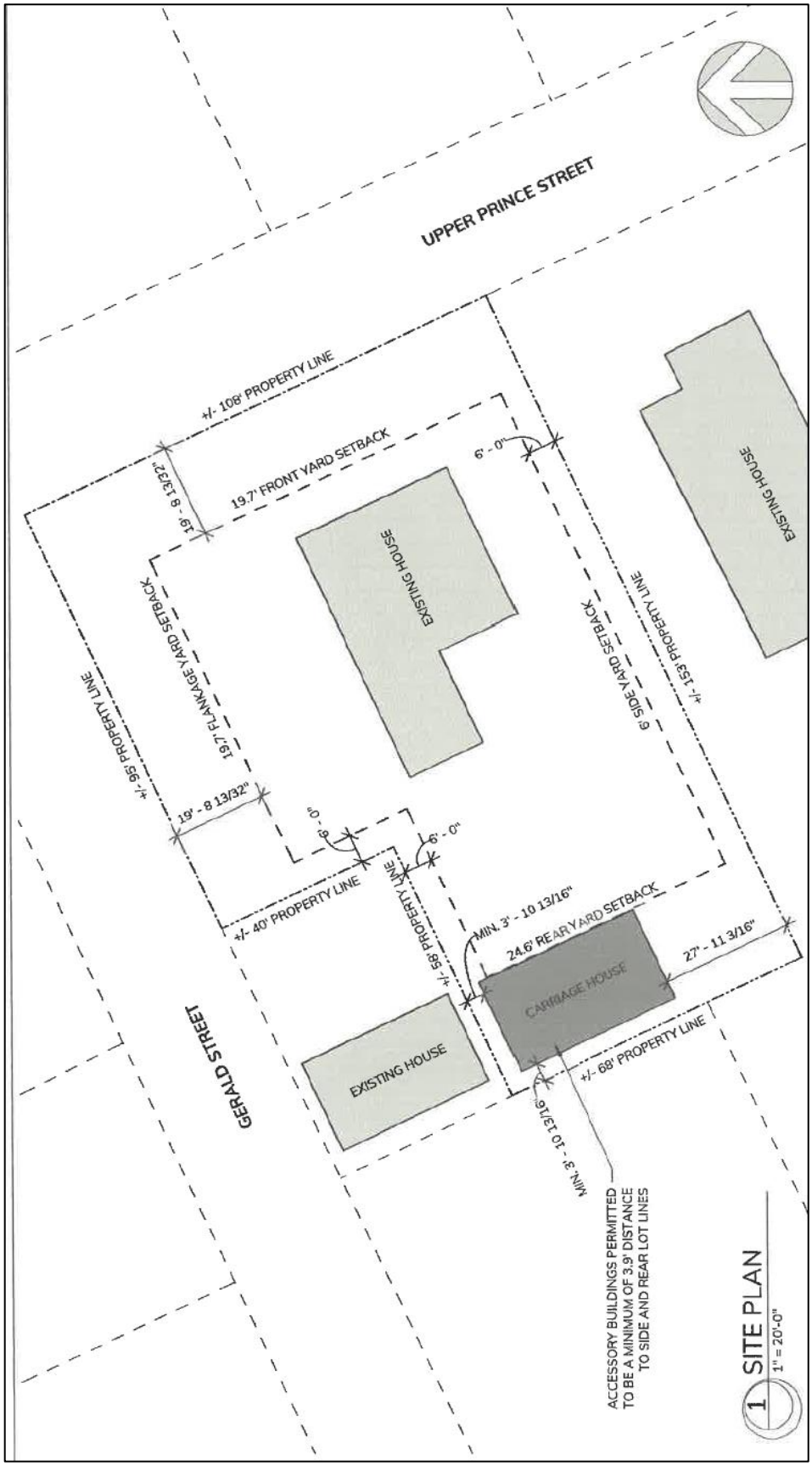
Attachment “A” – Air Photo



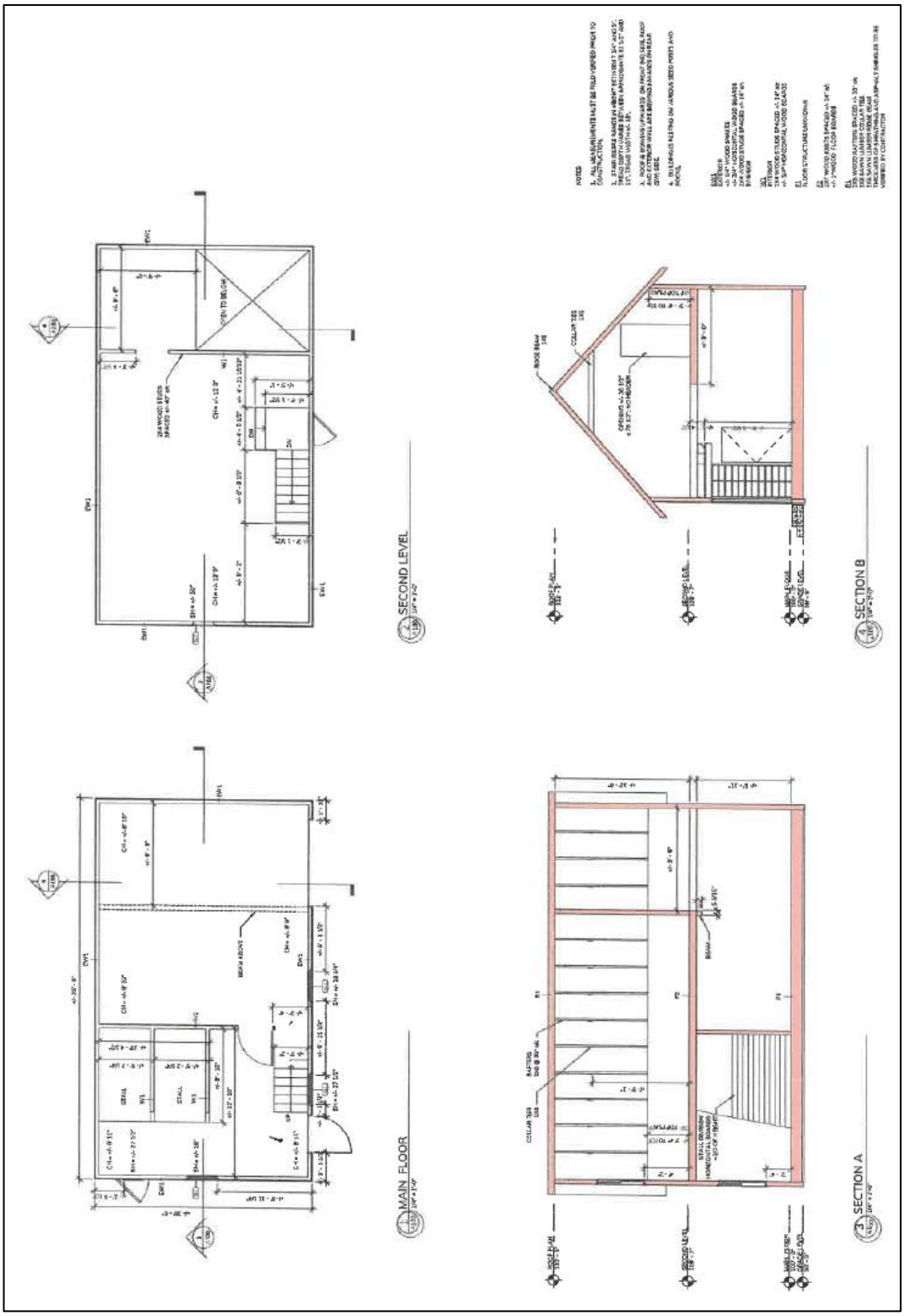
Attachment “B” – Zoning Map



Attachment "C" – Site Plan



Attachment “D” – Floor Plans



Attachment “E” – Structure Photo



Attachment "F" – Circulation Letter (February 11, 2026)

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

CHARLOTTETOWN

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

[redacted]

February 11, 2026

Re: 113 Upper Prince Street (PID# 359638)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for Major Variance to allow for a Garden Suite (detached Accessory Dwelling Unit – ADU) to be established on a property within an existing detached accessory structure where the property has a lot size of less than 0.2 hectares (0.5 acres) in area as per the requirements of Section 5.7 of the Zoning & Development Bylaw. The subject property identified as 113 Upper Prince Street has an existing lot size of approximately 0.13 hectares (0.32 acres) within the Low Density Residential (R-2) Zone. The Garden Suite would also have a reduced minimum rear yard setback of 1.16 metres (3.83 feet) and a reduced side yard setback of 1.16 metres (3.83 feet) whereas a minimum rear yard setback of 3 metres (9.8 feet) and a minimum side yard setback of 1.8 metres (6 feet) are otherwise required as per Section 5.7.2 of the Zoning & Development Bylaw for a Garden Suite.
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 Wednesday, February 25th, 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, March 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

Attachment “G” – Public Responses to Circulation

None received.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #5

MOTION CARRIED _____

MOTION LOST _____

Date: March 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 113 Upper Prince Street (PID# 359638) in the Low Density Residential (R-2) Zone be approved to permit an existing detached accessory building to be converted as a Garden Suite:

1) **Allow a reduced minimum lot area of 0.13 hectares (0.32 acres);**
2) **Allow a reduced minimum rear yard setback of 1.16 metres (3.83 feet);**
3) **Allow a reduced side yard setback of 1.16 metres (3.83 feet); and**
4) **Allow an increased maximum height of 7.16 metres (23.5 feet).**

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-MARCH-6A-3
6 Prince Street (PID# 739128)

Date:
March 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. Location Rendering
E. Circulation Letter (February 11, 2026)
F. Public Responses to Circulation

Report Title:

Major Variance to permit a Container (shipping container) to be established on a property within the Waterfront (WF) Zone adjacent to Founder's Hall that is proposed to used for an established commercial business (e-bike tour rental businesss) whereas a Container shall not be used as a commercial or an Accessory Building as per Section 5.2.2 of the Zoning & Development Bylaw.

The application has been submitted by Frank MacEachern on behalf of the owners Charlottetown Harbour Authority Inc.

Report Purpose:

Evaluation of a request for relief from the General Provisions of the Zoning & Development Bylaw via Major Variance to allow for a Container (shipping container) to be used as an accessory building for commercial business use for an established commercial business (e-bike tour rental business) to be re-located to the subject property.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the requested Major Variance for the subject property addressed as 6 Prince Street (PID# 739128) be approved to allow for the placement of a Container (shipping container) on the subject property measuring approximately 2.44 metres by 12.19 metres (8 feet by 40 feet) in size to be placed within the boundaries of the subject property and only to be used for the operating of an established commercial business (e-bike tours and e-bike rentals), subject to the following conditions:

1. That the applicant apply for and receive an approved Development Permit from the City of Charlottetown for the use (shipping container for operating an e-bike tour and e-bike rental business only); and

2. That the Container (shipping container) be clad with a finish or materials that visually soften or mute its otherwise industrial utilitarian appearance.

Report Details:

The Major Variance application was submitted by the applicant (Frank MacEachern) on February 6, 2026 to the City of Charlottetown Planning & Heritage Department on behalf of the property owners (Charlottetown Harbour Authority Inc.) in pursuit of allowing for the establishment of a Container (shipping container) measuring approximately 2.44 metres by 12.19 metres (8 feet by 40 feet) on the property identified as 6 Prince Street (PID# 739128) in the location on the site as indicated by the applicant's submitted site plan (see Attachment C).

Development Context:

The subject property is located on the east side of Prince Street and is approximately 100 metres (328 feet) north of the Charlottetown main waterfront shoreline and is the site of Founder's Hall & Food Market (see Attachment A). Properties in the area consist of a mix of commercial business and multi-residential sites predominately in the Waterfront (WF) or Downtown Mixed Use Neighbourhood (DMUN) Zones (see Attachment B).

The subject property is located within the Waterfront (WF) Zone and is principally used for business commercial and community gathering purposes (i.e. Founder's Hall & Food Market). Located approximately 75 metres (246 feet) to the south of the proposed location for the Container is an existing 3-storey condo apartment building (4 Prince Street) while approximately 65 metre (213 feet) to the southwest is waterfront public park space (Confederation Landing Park) owned and operated by the City of Charlottetown (see Attachment A). Approximately 50 metres (164 feet) north of the proposed location for the Container is Water Street which contains a mix of low to mid-density residential buildings and independent businesses, some of which cater to Charlottetown's seasonal tourism industry. Further south along the immediate waterfront and within a 2 minute walk of the subject property is the Charlottetown Marina and the cruise ship docks which welcome thousands of international visitors to the City every year.

Due to its location within the core downtown waterfront area and being very close to many complementary tourist-based businesses, the subject property and proposed location for the Container that would house the seasonal business (e-bike tours and rentals) can be said to be centrally located within Charlottetown's downtown business area that is strongly linked to the tourism industry.

Analysis:

As per Section 5.2 (Uses Prohibited In All Zones) of the Zoning & Development Bylaw and more specifically Section 5.2.2, no container shall be used as a commercial or Accessory Building in any Zone except as explicitly permitted by other legislation.

Notwithstanding the intended use of the Container for a legitimate tourism-based business along the downtown Charlottetown waterfront (e-bike tours and rentals), the use is not permitted given the physical format that it is proposed to assume in the form of a shipping container (see Attachment D for illustration).

An accessory building or structure is a permitted use in the Waterfront (WF) Zone that applies to the subject property albeit not in the form of a shipping container as per Section 5.2.2 of the Bylaw. For that reason that the general form of use (accessory building) is otherwise permitted in the (WF) Zone and based on Section 3.9.1.i) of the Zoning & Development Bylaw which allows for a Major Variance to be considered where a rezoning or site-specific amendment to Zoning is not appropriate, the applicant has applied for a Major Variance to have their request considered by Planning Board and Council.

When evaluating for land-use impacts it is noted that the principal impact would potentially be visual in nature owing to the presence of a new structure where there is currently open space adjacent to the entrance of Founder's Hall.

It is noted that the intent and purpose of the blanket prohibition on the presence of shipping containers in all zones of the City is to prevent them from being widely used for storage purposes where the visual impacts, especially in residential areas can be severe and out of place from an aesthetic perspective owing to their often strong industrial, utilitarian appearance and massing.

In the case of the proposal for 6 Prince Street, the location is found within a mixed commercial and higher-density residential waterfront area possessing a long-standing commercial-industrial past linked to maritime trade and tourism. Shipping containers are often a common site still in more industrialized waterfront port areas and while the City of Charlottetown waterfront has transitioned in decades gone by from bring an active commercial-industrial port in the mainstay to a more tourism and recreational-business oriented hub, the proposal that the applicant has put forth would be compatible in terms of commercial use (tourist-focused business use) and its general aesthetic given its limited scale of one (1) container of limited size that is proposed to be visually modified through exterior surface treatments to obscure and attempt to camouflage its industrial nature.

On this basis, the proposed variance can be deemed as maintaining the intent and purpose of the Zoning & Development Bylaw as it pertains to accessory buildings and structures and commercial business development in the Waterfront (WF) Zone, provided it is approved with the related recommended conditions that pertain to its location and modified visual appearance.

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

Positives	Neutral	Shortcomings
▪ The proposed variance would allow for the expansion and increased visibility of an established and successful seasonal tourism business in Charlottetown with potential to increase tourist activity in the downtown and have economic spin-off effects for other business at an enhanced scale. ▪ The proposed location and cosmetic appearance of the use is coherent with an oceanside waterfront area provided that the recommended future Development Permit condition regarding appearance is adhered to.	▪ A Development Permit will be required with respect to the proposed accessory Container use.	▪ The proposed accessory Container use is otherwise prohibited by the General Provisions of the Zoning & Development Bylaw which are universal land-use regulations that apply City-wide notwithstanding individual zoning of properties.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the requested Major Variance for the subject property addressed as 6 Prince Street (PID# 739128) be approved to allow for the placement of a Container (shipping container) on the subject property measuring approximately 2.44 metres by 12.19 metres (8 feet by 40 feet) in size to be placed within the boundaries of the subject property and only to be used for the operating of an established commercial business (e-bike tours and e-bike rentals), subject to the following conditions:

1. That the applicant apply for and receive an approved Development Permit from the City of Charlottetown for the use (shipping container for operating an e-bike tour and e-bike rental business only); and

2. That the Container (shipping container) be clad with a finish or materials that visually soften or mute its otherwise industrial utilitarian appearance.

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 February 11, 2026, notice of the Major Variance application for 6 Prince Street (PID# 739128) was circulated to sixty-three (63) surrounding property owners within 100 metres (328.1 feet) of the subject property to request written comments on the proposed variance (see Attachment E). The deadline to submit written comments was 4:30pm on Wednesday, February 25, 2026.

The City received three (3) written comments in response to circulation, all stating opposition to the application (see Attachment F).

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



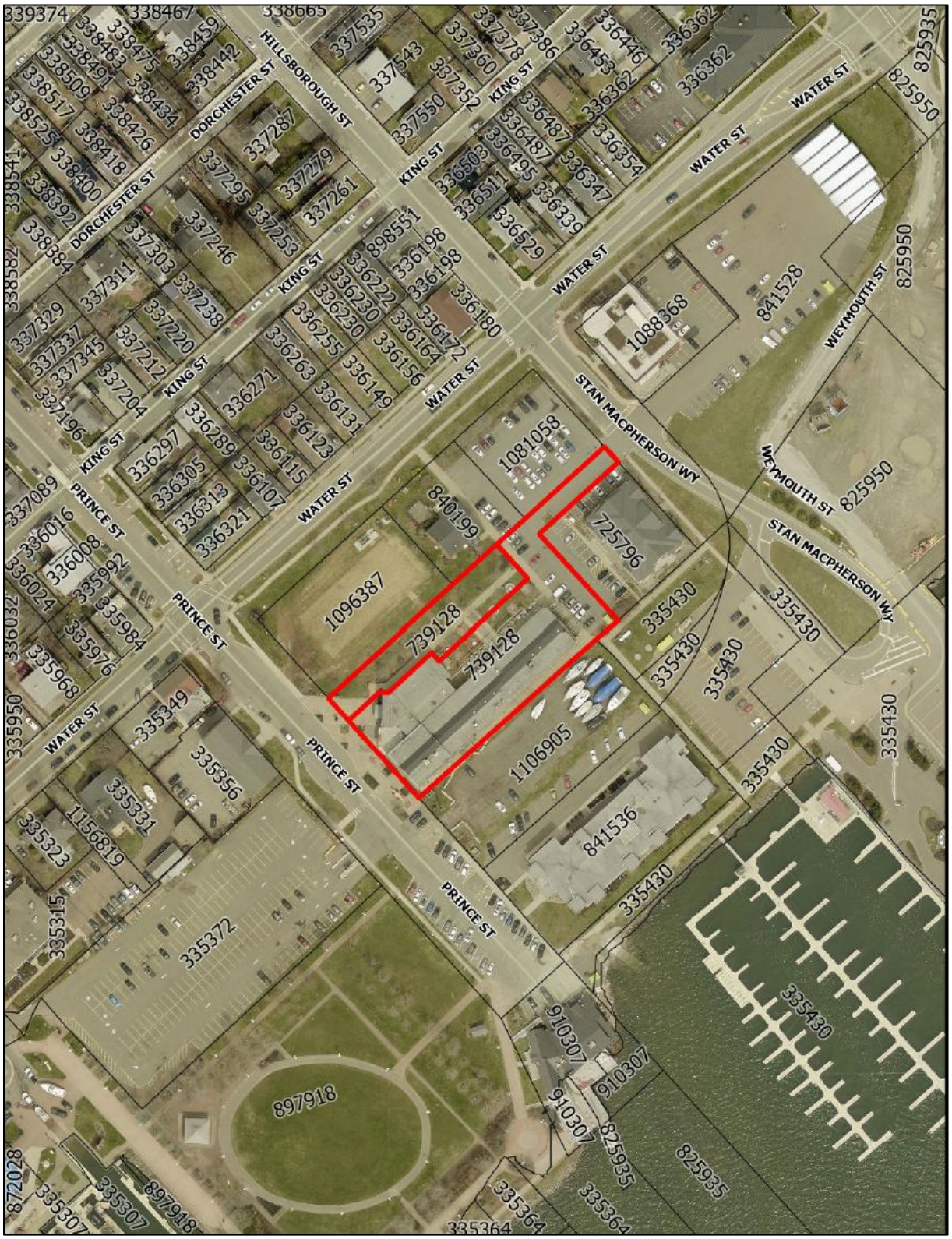
Manager of Development Planning

Reviewed By:

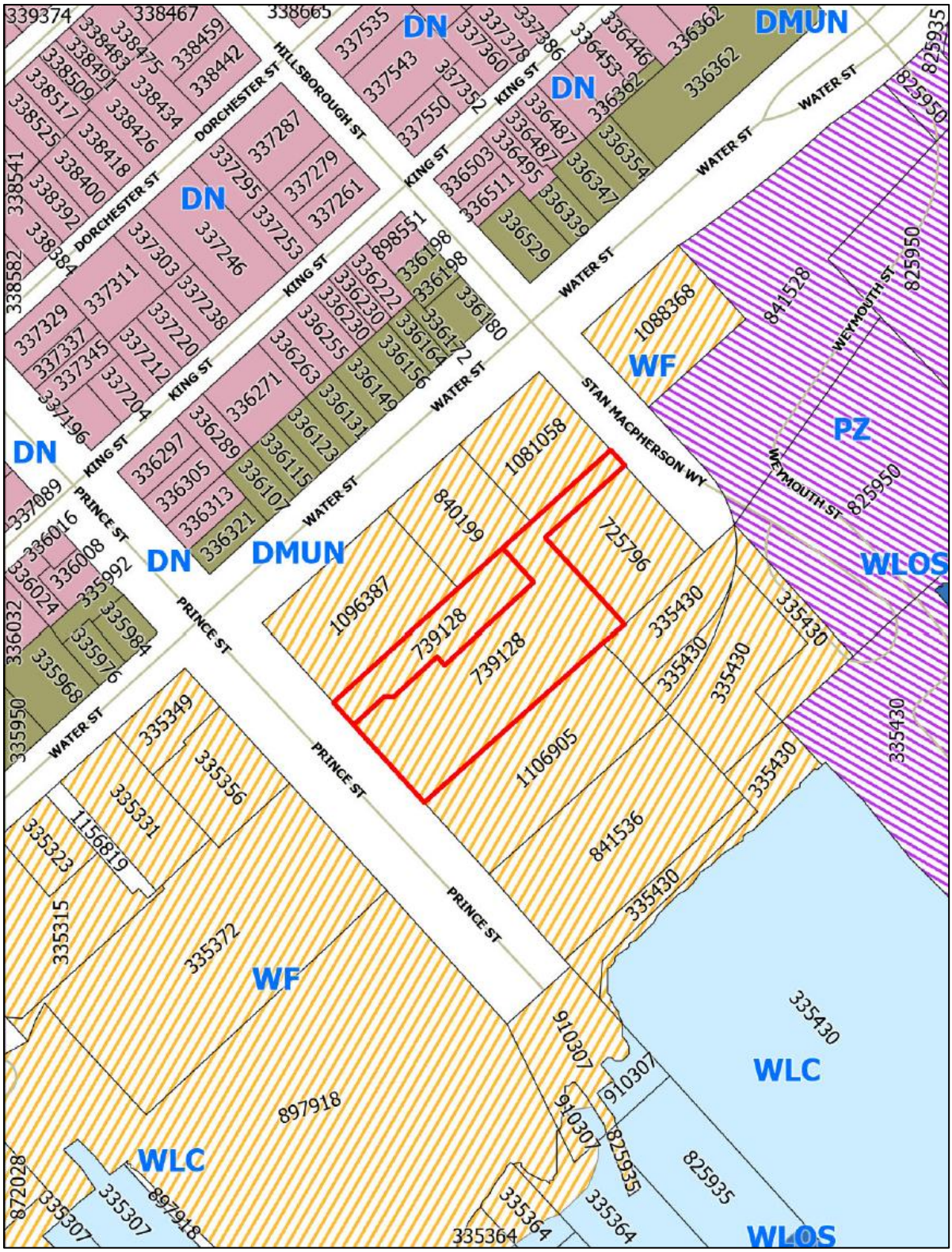
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 02/27/2026

Committee Recommendation: (if differing from staff)

Attachment "A" – Air Photo



Attachment "B" – Zoning Map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STAN MACPHERSON WY
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Attachment “C” – Site Plan



Attachment “D” – Location Rendering



Attachment "E" – Circulation Letter (February 11, 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

[redacted]

February 11, 2026

Re: 6 Prince Street (PID# 739128)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for Major Variance to allow for a Container (shipping container) to be established on a property within the Waterfront (WF) Zone adjacent to Founder's Hall that will be used for an established commercial business (e-bike tours) whereas a Container shall not be used as a commercial or an Accessory Building as per Section 5.2.2 of the Zoning & Development Bylaw.

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 Wednesday, February 25th, 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, March 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

Attachment “F” – Public Responses to Circulation

Re 5 prince Street (PID# 739128)

ML

Malcolm Lodge [redacted]
To Gundrum, David
Cc Malcolm Lodge; Cheryl Currie-Lodge

Mon 7:40 PM

You replied to this message on 2/23/2026 11:13 PM.

[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 Mar. Gundrum.

As a resident home owner of 201 Water St. I wish to register my opposition to the proposed Major Variance to allow placement of a shipping container intended for a commercial e-bike rental business immediately adjacent to the entrance of Founders Hall, a historic heritage building on the waterfront.

While an e-bike rental business would be an appropriate business somewhere in the general region, this is not an appropriate location. I recommend not for approval.

Respectfully

Malcolm Lodge
201 Wate Street,
[redacted]

Sent from my iPad

Major Variance

DP David Payne [redacted]
To Gundrum, David

Reply | Reply All | Forward | ...

Fri 2/27/2026 8:39 AM

[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 Mr. Gundrum,

I resonate and empathize with your service and thank you for it. I served as a pastor for 45 years and know that it is not an easy thing to be in the trenches of public service trying to navigate and accommodate many voices, demands, expectations and perspectives. And appreciation for what you do can often be lacking. So, thank you.

The reason for writing you is my concern for the appearance and future of our beautiful waterfront and one more thing that threatens to erode its beauty. That is the request for a large shipping container to be established and located next to and in front of Founder's Hall on Prince Street.

Firstly, property owners within 100 metres must be notified. I am a property owner at 4 Prince and received no notification (I heard from a friend of a friend who had received a notification). To my knowledge, no other owners at 4 Prince received notification either. So, at very least, I/we are asking for an extension of the Planning Board meeting scheduled for 5:00PM on this coming Tuesday, March 3rd, to give time for us at 4 Prince to get caught up on this matter and to respond.

Secondly, my understanding is that the container will be used for a commercial business interest, and that such containers are not allowed for such purposes as per Section 5.2.2 of the Zoning & Development Bylaw. I'm sure that there was a sound reason for why this bylaw was established in the first place, and that should settle it … full stop. No. We need to be so careful about moving the goal posts to accommodate commercial interests. Yes, there is money to be made by someone, but there is a waterfront to also protect with vigilance.

Thirdly, is the matter of the waterfront itself. Our waterfront is a rich resource. It was one of the key reasons that my wife and I moved here four years ago. With the likelihood of the Forge going ahead and being squeezed in between us and Founder's Hall, we are losing the beauty of our waterfront as it erodes away piece by piece by developers and commercial interests. Once it is gone, it is gone! Thousands of tourists visit our city each year, not to mention the numerous cruise ships that dock at our waterfront. We do not want to tamper too much with a good thing, for we risk losing an opportunity to mirror the success of world-class waterfronts.

Thank you for your attention to my/our concerns. I look forward to your response.

Regards,
David Payne
4 Prince Street, Charlottetown

6 Prince Street

JR John Rankin <[redacted]
To Gundrum, David

Reply | Reply All | Forward | ...

Fri 2/27/2026 11:53 AM

You replied to this message on 2/27/2026 12:32 PM.

You don't often get email from [redacted] earn 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.

I am writing in response to the major variance request to put a container at the entrance to Founders Hall . I had a few unanswered questions but you have not yet returned my phone calls . Having spent millions of $ on restoring the building we find it deplorable that you would consider an application to do what is being proposed . We are firmly against the proposed major variance .

John Rankin and Barbara Flanagan Rankin
property owners 124 Water Street
128-132 Water Street

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #6

MOTION CARRIED _____

MOTION LOST _____

Date: March 10, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

BE IT RESOLVED:

That the Major Variance request to permit a Container (shipping container) measuring approximately 2.44 metres by 12.19 metres (8 feet by 40 feet) in size to be placed on the subject property identified as 6 Prince Street (PID# 739128) be approved subject to the following conditions:

1) **That the applicant apply for and receive an approved Development Permit from the City of Charlottetown for the use (shipping container for operating an e-bike tour and e-bike rental business only);**

2) **That the Container (shipping container) be clad with a finish or materials that visually soften or mute its otherwise industrial utilitarian appearance; and**

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

3) **That the Container (shipping container) and associated land-use (e-bike tour and e-bike rental business) only be permitted to operate from April 1st to October 31st of any year where the Container (shipping container) must be removed from the premises outside of those months.**

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-March-6B-2
16-18 Hemlock Court (PID# 452672)

Date:
March 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
C. Proposed Site Plan
D. Circulation Letter (February 6, 2026)
E. Public Responses to Circulation
F. Public Meeting Minutes (February 19, 2026)

Report Title:
Site specific amendment for 16-18 Hemlock Court (PID# 452672). The application has been submitted by Tanmoy Saha who is also the property owner.

Report Purpose:
This is a request for a site-specific Zoning amendment at the subject property identified as 16-18 Hemlock Court (PID# 452672) located within the Single Detached Residential (R-1L) Zone in order to permit up to three (3) dwelling units within an existing legally non-conforming semi-detached building.

Staff Recommendation:
That Planning Board APPROVE the request for the subject property addressed as 16-18 Hemlock Court (PID# 452672) to:

> Permit up to three (3) dwelling units on the Single Detached Residential (R-1L) zoned subject property, whereas only one (1) unit would normally be permitted, via a site-specific amendment to existing zoning.

Request:

The application for a site-specific amendment was submitted by the property owner Tanmoy Saha. The subject property, which is currently developed with two dwelling units, is located within the Single Detached Residential (R-1L) Zone. The applicant is requesting the subject property be granted a site-specific amendment to accommodate the development of a third dwelling unit within the addition to the rear of the property.

Section 10 of the *Zoning & Development Bylaw* indicates that the (R-1L) Zone solely permits the development of Single-Detached Dwellings or Modular Dwellings, though an existing second unit has been determined to be legally non-conforming. As this building is a semi-detached dwelling, the third unit does not qualify as a secondary suite, which is currently only permissible in single-detached structures. Due to this current regulatory requirement, a site-specific amendment is required in order to permit a third unit.

Development Context:

The property is in a developed community between Kensington Road and St. Peters Road. The property's (R-1L) zoning is common to the east of the property (nearer to Kensington Road) while the areas to the west of the property (nearer to St. Peter's Road) are zoned with a mixed use, multifamily, commercial and institutional zones.

This area of the city is close to many services, including pharmacies, restaurants and banking. The local area includes many parks, including sports fields and Belvedere Golf Course. There is consistent bus service on St. Peters Road.

Legislative Requirements:

Notification:

In accordance with Sections 3.10.4 and 3.11.1 of the Zoning & Development By-law notice was sent to twenty-five (25) property owners located within 100 meters of the subject property advising them of the request for a site-specific exemption on February 6, 2026. The letter advised them of the date, time, and location of the public meeting on February 19, 2026 and solicited their comments, both verbal and written on the rezoning application. The letter also stated the deadline for submitting written comments on the application. A letter had previously been sent to contacted property owners on October 28, 2025, though that meeting was cancelled due to inclement weather.

Public Feedback:

No written responses were received to the City notification letter sent on February 6, 2026 (nor previous notification letters). No members of the public spoke in support or opposition of the development at the Public Meeting held on February 19, 2026.

Analysis:

This is an application to approve a site-specific exemption for 16-18 Hemlock Court in order to permit the addition of a third dwelling unit on a property currently containing a legally non-conforming semi-detached dwelling. A site specific exemption is a Zoning and Development By-Law process to allow additional permitted uses for a specific property under certain criteria; the proposal must not be contrary to the Official Plan, the proposed use of land is sufficiently similar to the permitted uses already allowed with the zone, and the proposal does not undermine the overall integrity of the Zone that applies to the site.

As this application is limited to permitting a third unit on a limited site-specific basis, the application does not amend the Zoning map or provide an increase to future redevelopment rights. The development intends to use the existing building, which is legal non-conforming. Due to the alignment between the limited nature of these details and the general requirements for site-specific exemptions, the threshold for pursuing a site-specific exemption is considered to be met.

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:

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.*

Through these sections of the Official Plan and the scope of considerations for site-specific exemptions found in the Zoning and Development By-Law, the development is well within the guidance set out for permitting additional housing units within established communities. This development fits the guidance of the Official Plan that infill development should use existing municipal servicing and other nearby services.

It should also be considered that the City is currently experiencing an increased demand for housing. Housing prices are at a premium and home ownership is not necessarily obtainable for many residents. Many residents are being forced to explore housing options outside of 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. This can be seen in data and within policies, as the CMHC primary rental market data found that Charlottetown had a total vacancy rate of 2.1% in October of 2025, after recent rates as low as 0.8% were observed during parts of 2022 and 2024.

Positives	Neutral	Shortcomings
▪ The City is experiencing a demand for housing and this proposal would provide additional options for housing within a mature neighbourhood that is predominantly low density residential. ▪ The proposed development is limited in scope, using the existing building form and existing driveway entrances. ▪ The proposal is close to parkland, sports fields and public transit. It is within walking distance of transit and services.	▪ The existing development is legal non-conforming, meaning that it has a right to exist as it predates rules that would otherwise limit that development.	▪ The site is located within the Single Detached Residential (R-1L) Zone which is primarily intended for single-detached, low density residential development.

Conclusion:

This proposal is in alignment with the direction contained within the Official Plan regarding development, including those that direct development towards serviced parts of the City, with access to amenities, that does not detract from the existing forms within the neighborhood. The development itself is limited and uses existing buildings with minor alterations. The additional dwelling unit would be added to a well-serviced and transit-accessible community.

It is the opinion of Planning staff that this proposal has merit and meets many of the policies in the Official Plan and therefore staff are recommending Planning Board to recommend to Council to approve this site-specific amendment request to the existing Zoning that applies to 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

Reviewed By:

Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 02/27/2026	Michael Ruus, RPP, MCIP, 02/27/2025

Committee Recommendation: (if differing from staff)

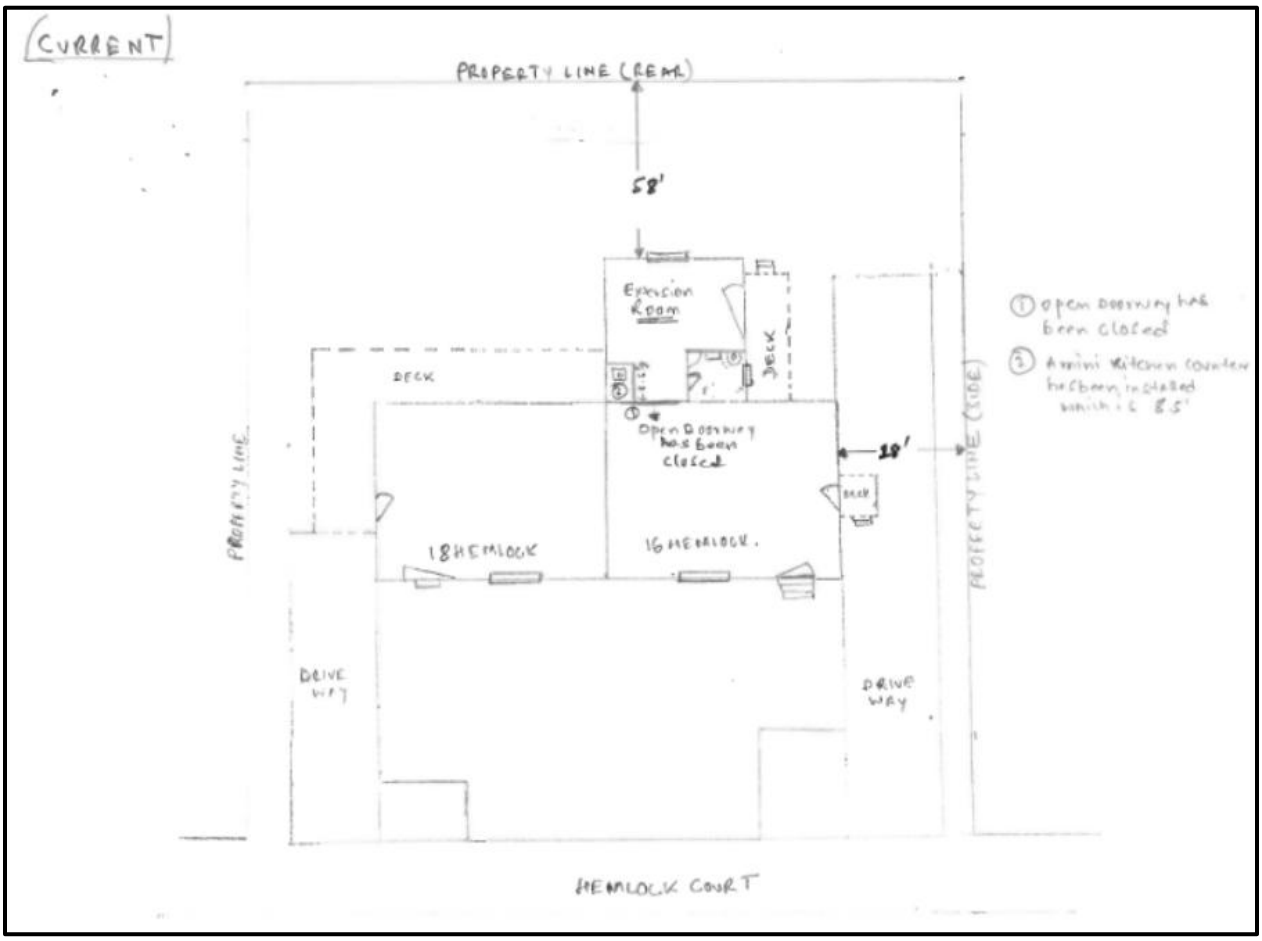
Attachment “A” – Air Photo:



Attachment “B” – Zoning Map:



Attachment “C” – Proposed Site Plan:



Attachment "D" – Circulation Letter (February 6, 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

[redacted]

February 6, 2026

RE: 16-18 Hemlock Court (PID# 452672)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for a Site Specific Amendment at 16-18 Hemlock Court (PID# 452672) to permit the addition of a third dwelling unit within an existing semi-detached dwelling in the (R-1L) Zone. Pursuant to the requirements of the *Zoning and Development Bylaw*, and as an owner of a property located within 100 metres (328.1 feet) of the boundaries of the proposed development at the subject property, you are being notified of this request for rezoning. A public meeting for this application will be held on **Thursday, February 19, 2026 at 7:00pm in Council Chambers, City Hall (199 Queen Street).** For those who are interested in participating via Microsoft Teams, residents are requested to contact the Planning & Heritage Department by email at planning@charlottetown.ca or to call 902-629-4158 on or before 4:00 p.m. on Tuesday, February 17, 2026 to provide their contact details (name, phone number and/or email address). Business hours are between 8:00 AM – 4:30 PM, Monday – Friday. Staff will contact participants no later than noon, 12:00pm on Wednesday, February 18, 2026 with details on how to participate in the meeting. The live meeting can be viewed at www.charlottetown.ca/video. The City encourages written submissions to be received prior to the public meeting. All written submissions may be delivered to the Planning & Heritage Department at P.O. Box 98, 199 Queen Street, Charlottetown, PE, C1A 7K2; or comments may be emailed to Planner Michael Fraser at mfraser@charlottetown.ca on or before 12:00pm noon on Friday, February 20, 2026. All responses received will become part of the public record. Oral submissions or comments may be made at the public meeting where residents will be granted opportunity for oral submissions to a maximum of five (5) minutes for consideration by City Council.

Anyone wishing to view the proposed amendment can visit the City's website at www.charlottetown.ca and find the Meeting Packages under the Mayor and Council section for 2026 Public Metting Packages. As comments are received, the package will be revised leading up to the public meeting. If you have any questions or concerns, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

Michael Fraser
Planner II

Attachment “E” – Public Responses to Circulation:

None received.

Attachment "F" – Public Meeting Minutes (February 19, 2026):

DRAFT

Public Meeting of Council
Thursday, February 19, 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

Interim Chair Councillor Bernard Presiding

Council Members present:	Deputy Mayor Alanna Jankov* Councillor Justin Muttart Councillor Mitchell Tweel Councillor Robert Doiron	Councillor Julie McCabe* Councillor Trevor MacKinnon Councillor Kevin Ramsay Councillor John McAleer
Staff:	David Gundrum, Mgr, PD Sonia Kamal, PII Michael Fraser, PII	Jason Doucette, IO/AA**
Applicants/ Representatives:	Tyrell Doucette Ellis and Birt Douglas Coles	
Also present:	Brad MacConnell, CAO	
Regrets:	Mayor Brown Councillor Norman Beck	

*Participated via Teams
**Minute Taker

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

The deadline for submission of written comments is Friday, February 20th at 12:00pm Noon

1. **Call to Order**
   Interim Chair Councillor Bernard called the meeting to order at 7:00 PM

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

DRAFT UNTIL APPROVED BY COUNCIL

3. Approval of Agenda

Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the order of the agenda items be amended to present the Unaddressed parcel on Mount Edward Road (PID 440545) first, 16-18 Hemlock Court (PID 452672) second and Lot 8, Violet Circle (PID 1187913) third, for the public meeting on February 19th, 2026 be approved.

CARRIED (8-0)

4. Rezoning – Unaddressed parcel on Mount Edward Road (PID# 440545)

Request:

The City of Charlottetown has received a request to amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Comprehensive Development Area; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Single-detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone to facilitate future development of the property with three (3) apartment buildings having a combined maximum total of 87 dwelling units.

Property Information: Single-detached Residential (R-1L) Zone
Staff Presenter: David Gundrum, Manager, Development Planning
Applicant: Ellis & Birt
Reference: Public Meeting Package

Summary:

Staff stated that an application to amend the Official Plan and Zoning Map for the undeveloped parcel identified as PID 440545, located at the southeast corner of Highway 2 and Mount Edward Road.

Planning Manager David Gundrum presented the proposal, explaining that the applicant is seeking approval to rezone the property from the (R-1L) Low Density Residential Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation in the Official Plan to Comprehensive Development Area (CDA) to facilitate the intended development.

The purpose of the request is to enable the future construction of three apartment buildings with a combined maximum of 87 residential units, based on the available lot area and required lot area per unit under the zoning bylaw. The subject property is currently vacant and situated adjacent to an established residential neighbourhood. It is bordered by Mount Edward Road to the west, the bypass highway to the north, and existing low-density residential properties to the south and east.

An existing easement registered in favour of the City is located on the land to protect buried public infrastructure. Planning staff noted that the proposed apartment buildings would comply

with the height limits associated with the (R-4) zone and that preliminary review does not indicate the need for additional zoning variances at this time.

Concept plans were presented showing the layout of the three buildings, on-site parking located to the north, and two proposed access points: a right-in/right-out access onto Mount Edward Road and a two-way private access connecting to Lilac Avenue. The Planning Manager outlined the legislative requirements for amendments to the Zoning and Development Bylaw, noting that Council must hold a public meeting prior to making any decision. In compliance with Section 3.10 of the bylaw, a notice of the meeting was mailed on February 6, 2026, to 32 surrounding property owners located within 100 metres of the site.

Recipients were invited to submit comments regarding the proposed rezoning and Official Plan amendment. As of the date of the meeting, 26 written responses had been received, all expressing opposition to the proposed development.

Staff presented a scaled site plan and a conceptual rendering illustrating the appearance of the proposed apartment buildings when viewed from the north. These illustrations were provided to give residents and Council an understanding of the general form and massing of the development, although final design details would be confirmed during the building permit stage.

In concluding the presentation, staff outlined the next steps in the process. The application is tentatively scheduled to be brought forward to Planning Board on March 3, followed by a recommendation to City Council on March 10, also tentative. These dates remain subject to change pending Council's direction following the public meeting and the outcomes of the public meeting in terms of comments and feedback from the public.

Comments:

Dana Blakely, Robert MacDougall, Adam MacDonald, Claire Dunsford, Greg MacAulay, Jamie MacDonald, Erin McGonnell, Cathy Dunsford, Joe Hughes and Pam Josey addressed Council to express concerns.

Traffic and safety were the dominant themes, with speakers emphasizing the narrow width of Lilac Avenue and Ferngarden Drive, lack of sidewalks, a blind curve on Lilac, and significant numbers of young children walking to school or the nearby park.

Residents reported longstanding issues with speeding and stated that increased traffic from the 87-unit development would worsen conditions and increase risk to pedestrians.

Many residents expressed concern that the restricted right-turn-only access on Mount Edward Road would redirect the majority of traffic onto Lilac Avenue.

Others highlighted infrastructure issues, including the need for resurfacing, stormwater management, and improvements to street lighting. Several residents pointed to declining water pressure following recent developments nearby.

School capacity concerns were raised regarding Sherwood Elementary, Stonepark Intermediate, and Charlottetown Rural.

Additional concerns included the loss of greenspace, perceived incompatibility with the established single-family neighbourhood, privacy impacts from five-storey buildings, and potential effects on property values. Residents also questioned why CDA zoning was selected instead of (R-4) or (R-3T) zoning and asked what would occur if the Mount Edward Road access were not ultimately approved.

The applicant responded to several points, stating that the Lilac Avenue connection was required to satisfy emergency access standards. Coles confirmed that the underground parking met City requirements and that the surface parking stalls were intended for visitors. He also clarified that utilities could still be accessed beneath the parking lot through the existing easement.

Members of Council sought clarification from staff and questions focused on whether the concept plan could change after rezoning, the timing of the broader CBCL Engineering consultant traffic study, the status of access approval from the Province, and anticipated traffic and parking implications.

Staff reiterated that CDA zoning would fix the design as presented, and any substantial alteration would require a new application and public process. Staff also noted that Public Works had not requested a site-specific traffic impact study but that a wider area review was ongoing.

5. Rezoning Site-Specific Exemption - 16-18 Hemlock Court (PID# 452672)

Request:

This is a request to amend Appendix C. Approved Site-Specific Exemptions of the City of Charlottetown Zoning and Development Bylaw to permit the addition of a third dwelling unit within an existing semi-detached dwelling in the (R-1L) Zone.

Property Information: Single-Detached Residential (R-1L) Zone
Staff Presenter: Michael Fraser, PII
Applicant: Tanmoy Saha
Reference: Public Meeting Package

Summary:

Staff stated this is a request for a site-specific amendment for the property at 1618 Hemlock Court, identified as PID 452672. Planner Michael presented the application, explaining that the property lies within the (R-1L) Single-Detached Residential Zone, where only one dwelling unit is typically permitted. The applicant is seeking approval to allow up to three dwelling units on the lot through a site-specific amendment.

Planning staff outlined that the property is currently developed with a legally non-conforming semi-detached dwelling. This non-conforming status exists because the structure predates current zoning restrictions; therefore, it may continue to exist legally in its present form. However, the addition of a third dwelling unit constitutes an expansion of the non-conformity, requiring Council approval through a site-specific amendment rather than a rezoning.

Staff clarified that the proposed third unit cannot be categorized as a secondary suite under the City's bylaw, as secondary suites are only permitted within single-detached dwellings, not semi-detached structures.

A site plan was presented showing that the proposed development would occur primarily within the existing building footprint, with an additional rear extension designed for an entrance and a small room on the main level. The remainder of the new dwelling unit would be located within the basement level of one side of the semi-detached building. Parking for the dwelling units would be provided through the existing driveways on the property.

Planning staff reviewed the regulatory process under Section 3.10.3 of the Zoning and Development Bylaw, which requires a public meeting prior to Council's consideration of any site-specific amendment.

Staff noted that Council authorized the application to proceed to public consultation on October 19, 2025; however, the public meeting had been delayed twice due to weather.

Notification letters were sent on February 6, 2026, to 25 property owners within 100 metres of the site.

No written submissions had been received as of the date of the meeting.

Michael outlined the anticipated next steps, indicating that depending on the outcome of the public meeting and the preparation of the necessary report, the application is scheduled to proceed to Planning Board on March 3 and to City Council for consideration on March 10.

Comments:

The Chair invited planning staff to elaborate on the concept of legal non-conforming status, and Planner Michael provided an explanation. He stated that the subject property contains a semi-detached (side-by-side) dwelling, which remains legally non-conforming in the (R-1L) zone because it existed prior to the adoption of the current bylaw. He noted that the third unit being proposed would be located within the basement level of one side of the semi-detached dwelling, accessed through an added entry structure containing a vestibule and stairway.

Staff confirmed the main living space would be within the basement, with some limited above-grade space such as a washroom and also a small living area in the new entry addition.

Michael explained that the City's bylaw only allows secondary suites within single-detached dwellings, meaning the proposed basement unit could not qualify as a secondary suite within a semi-detached structure. Because the property was already legally non-conforming, any expansion of that non-conformity—such as the addition of a third unit—requires Council approval through a site-specific amendment.

He emphasized that this process does not change the underlying zoning and does not grant new land rights beyond the specific request to legalize the third dwelling unit.

Councillors asked several questions to better understand the distinction between legal non-conforming use, site-specific amendments, and spot zoning.

Planning staff clarified that spot zoning typically refers to changing the zoning of a single parcel in isolation from surrounding properties, creating a different or incompatible designation within a consistent area. By contrast, a site-specific amendment does not alter the zoning at all; instead, it adds a narrowly tailored exception to permit one additional use or variation within the existing zone. Staff stressed that the request before Council applies solely to the third unit and does not affect the existing status of the semi-detached dwelling or the neighbouring property.

Further questions sought clarification about whether the decision before Council was simply to approve or deny the amendment. Staff confirmed that Council would be voting on the specific site-specific amendment that would allow the conversion of the basement space into a third dwelling unit. No broader changes to the zoning or surrounding properties were being contemplated.

The Chair concluded the discussion by acknowledging the complexity of the terminology and thanked staff for helping clarify the distinction between non-conforming uses, zoning changes, and site-specific permissions.

6. Rezoning – Lot 8, Violet Circle (PID# 1187913)

Request:

The City of Charlottetown received a request to 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 to facilitate the future development of a proposed 4-unit building (stacked townhouse).

Property Information: Low Density Residential Single (R-2S) Zone
Staff Presenter: Sonia Kamal, PII
Applicant: Tyrell Doucette
Reference: Public Meeting Package

Summary:

Sonia stated that this application is to consider a request to amend Appendix A, the Future Land Use Map of the Charlottetown Official Plan, from Low Density Residential to Medium Density Residential, and to amend Appendix G, the Zoning Map of the Zoning and Development Bylaw, from the (R-2S) Low Density Residential Single Zone to the (R-3) Medium Density Residential Zone. The purpose of the requested amendments is to enable the future development of a proposed four-unit stacked townhouse on Lot 8 Violet Circle, identified as PID 1187913.

Planning staff presented the application, explaining that the subject property is a vacant lot within a developing greenfield subdivision that is still under construction based on previously approved plans. Most properties in the surrounding subdivision are zoned (R-2S), which permits single-detached, semi-detached, and duplex dwellings but does not allow stacked townhouse forms.

The applicant is therefore requesting rezoning and a corresponding Official Plan amendment to accommodate the proposed four-unit structure. Planning staff confirmed that the proposed building would meet all required setbacks, frontage, and lot area standards applicable to the (R-3) zone.

Staff advised that, in accordance with the Zoning and Development Bylaw, a public meeting must be held prior to Council's consideration of any rezoning or bylaw amendment.

Notice of the meeting was issued on February 6, 2026, to eleven surrounding property owners located within 100 metres of the site, inviting comments on the proposal.

Staff reported that no written submissions had been received to date.

Concept plans, including site layout, floor plans, and a rendering, were presented for public review. Tentative dates were provided for the next steps in the process, with Planning Board scheduled for March 3 and City Council for March 10.

Comments:

Councillor McCabe noted that similar rezonings have occurred recently in the subdivision as development continues. No concerns were raised by the Deputy Mayor.

The applicant, Tyrell Doucette, attended the meeting and offered to answer questions.

Councillor Tweel asked how the proposed stacked townhouse would fit within the character of existing development.

The applicant responded that the area already contains numerous newly constructed duplexes and several previously approved stacked four-unit buildings, including some directly across from the subject lot.

New Business
There was no new business that arose.

7. Adjournment of Public Session
Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the public meeting be adjourned. The meeting adjourned at 8:36 PM.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #7

MOTION CARRIED _____

MOTION LOST _____

Date: March 10, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

BE IT RESOLVED:

That Council approve a site-specific amendment to the existing Single Detached Residential (R-1L) Zone that applies to the subject property identified as 16-18 Hemlock Court (PID# 452672) to permit up to three (3) dwelling units within an existing legal non-conforming semi-detached building.

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-March-6B-3
Lot 8, Violet Circle (PID# 1187913)

Date:

March 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. Concept 3D Views
E. Circulation Letter (February 6, 2026)
F. Public Responses to Circulation
G. Public Meeting Minutes (February 19, 2026)

Report Title:

Future Land-use Map Amendment and Zoning Amendment Lot 8, Violet Circle (PID# 1187913). Application has been made by Tyrell Doucette on behalf of T&H Properties Ltd.

Report Purpose:

Request to change Official Plan land-use designation from Low Density Residential to Medium Density Residential
Request to rezone subject property from the Low Density Residential Single (R-2S) to the Medium Density Residential (R-3).

Staff Recommendation:

The Planning and Heritage Department encourages Planning Board to recommend that City Council approve the following rezoning and Official Plan Amendment requests:

1. Amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential; and
2. 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, to facilitate the future development of a proposed 4-unit building (stacked townhouse).

Report Details:

The subject property is located in the Low Density Residential Single (R-2S) Zone of the City of Charlottetown Zoning & Development Bylaw and the Low Density Residential land-use designation of the City of Charlottetown Official Plan. The purpose of the proposed rezoning and OPA are to develop the subject property with a 2-storey, four (4) unit stacked townhouses (see Attachment D).

Parking spaces for each of the stacked townhouse units are proposed to be located to the front of the respective units facing the street frontage. The proposed structures would meet all setback, lot area and lot frontage requirements of the (R-3) zone based on the concept plans provided (see Attachment C).

Development Context

The subject properties are vacant lots that form part of what would be considered a 'greenfield' or new subdivision development that is currently still under construction and expansion at the present time on the basis of prior approvals.

All properties within the existing plan of subdivision in this area are currently zoned (R-2S) which allows for residential dwellings in the form of single-detached, semi-detached and duplex dwellings but does not have any allowance for stacked townhouse dwellings as proposed.

The subject properties are located in relatively close proximity to Norwood Road to the west that contains primarily single-detached dwellings that have been established for some time. The subject properties are located approximately 700 metres north of the Arterial Highway bypass via connection from Norwood Road.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Regulation 3.10.4 of the Zoning & Development Bylaw, on February 6, 2026, a mailed notice was sent to eleven (11) property owners located within 100 metres of the subject property notifying them of the proposed rezoning application. The letter advised them of the general details and intent of the request including the date, time, and location of the public meeting. The letter requested their written comments for or against the proposed rezoning and stated the deadline to submit written comments concerning the applications (see Attachment E for copy of the letter).

Public Feedback

In response to the City's circulation letter, no written responses were received. Copy of the Public Meeting Minutes from February 19, 2026 can be found in this report under Attachment "F". It is noted that no members of the public spoke at the Public Meeting either for or against the proposal.

Comments Received from City Departments and External Agencies

All comments have been addressed and summarized below.

Charlottetown Fire Department – responded February 23, 2026 providing the following feedback:

> I don't see an issue with this one particular lot being rezoned to accommodate four units. The only issue I have is that this is one of 14 (out of 36 total) lots that developers are trying to rezone to increase density to four units per lot. So now, if all are approved, we could have 14 x 4 (R3 lots) and 22 x 2 (R2S lots) which would be 100 dwellings, with only one access road for the subdivision. I would suggest that the Woodland Creek developer finish the second half of the subdivision and create a second access point to Norwood Road before we allow any more rezonings.

Charlottetown Water & Sewer Utility – responded November 20, 2025 providing the following feedback:

No concerns from W&S, the applicable applications and service will be required.

Charlottetown Public Works – No comments or concerns.

Charlottetown Parks & Recreation – responded November 17, 2025 providing the following feedback:

- From Parks and Recreation, there is no additional requirement for parkland since the parkland allocation was already approved by Council (September 26, 2022) for the overall development.
- As for a potential concern, I noticed that there have been a couple other rezoning applications (R2 to R3) approved on Violet Circle and Evelyn Street. This rezoning is increasing the density of the buildings in this area, which could cause some capacity concerns in the future (i.e., increased street traffic, water & sewer capacity, stormwater capacity, and access to sufficient parkland).

Charlottetown Environment & Sustainability – responded November 7, 2025 providing the following feedback:

Public Transit and Active Transportation
The following are not requirements, but are recommended as good practice:

- Consider designating ground-floor multi-use storage space/lockers (which could be used for bicycles/strollers).
    - Sizing such storage spaces/lockers to be able to store roughly 3 bikes (which could also be used for a stroller, or other equipment) would significantly increase utility for the residents of the development, particularly those on the second floor apartments.
- Driveways should be sufficiently wide to allow a pedestrian walking with a bike to pass a parked car without leaving the paved area.

For your information:

- A bus stop is present at Norwood & Evelyn St, being served 11 times a day and enabling residents to connect to Sherwood Business Centre, downtown, and the Royalty Crossing Mall areas, where they may transfer to other buses.
- Multi-use paths (for cyclists and pedestrians) will be built in the coming years along Norwood Rd, enabling more active lifestyles for people in the area, and connecting residents to the nearby Andrews' Pond nature trails without needing to drive.

Urban Forestry

- No existing City trees or Heritage Trees on/touching the site require protection.
- As per the City's Tree Protection Bylaw, one Large Caliper tree per 10m of frontage is required by the developer. City staff in the Environment and Sustainability Department would like to review these planting details, when available, and are able to provide input, if requested.
- Recommend that the landscape design incorporate further stand-alone trees around the building to enhance canopy cover and visual appeal.
- Power poles are present on both sides of the road, currently limiting opportunities for street tree planting. Recommend coordinating utility layout so poles are arranged to allow street trees within the right-of-way (ROW).

ANALYSIS:

The subject property is currently zoned as Low Density Residential Single (R-2S). The zone limits housing typologies to semi-detached and duplex dwellings in terms of maximum unit count on an individual lot. A transition to the Medium Density Residential (R-3) Zone would offer the option to permit stacked townhouse dwellings on the subject property.

The size of the lot to which the proposed rezoning would apply is sufficient to permit the proposed 4-unit stacked townhouse building which would meet all regulations of the (R-3) zone including minimum frontage, all minimum yard setbacks, maximum permitted building height and required number of parking spaces (see Attachment C).

Infill development within established low density residential neighbourhoods is supported within the policies of the Official Plan. Section 3.1.2 of the Official Plan states that our objective is to promote compact urban form and infill development, as well as the efficient use of infrastructure and public service facilities. Development of stacked townhouse dwellings at these locations would represent a more efficient use of existing municipal infrastructure on a per unit basis, exceeding what would be possible with lower-density housing types permitted by the existing (R-2S) zoning that is in place.

The Official Plan furthermore states under Section 3.1 that our policy shall be to allow moderately higher densities in neighbourhoods, and to allow in-law suites in residential land-use designations and to make provision for multiple-family dwellings in the downtown core and multiple-family dwellings in suburban centres and around these centres provided it is development at a density that will not adversely affect existing low density housing. It is noted that the subject properties are located immediately abutting one another and therefore the propose rezonings would make for a consistency in built form within one specific area of the subdivision representing a moderately higher density than is otherwise currently permitted through the (R-2S) zoning.

Section 3.2 of the Official Plan states that our goal is to maintain the distinct character of Charlottetown's neighbourhoods, to enhance the special qualities of each, and to help them adjust to the challenges of economic and social transformation. Our objective is to preserve the built form and density of Charlottetown's existing neighbourhoods, and to ensure that new development is harmonious with its surroundings. It is noted that the proposed stacked townhouse dwellings would be located adjacent to and abutting one another. It is also noted that the proposed rezonings would occur within a more recently approved greenfield subdivision development that is currently under development not fully built-out at the present time. Given the ongoing development of the area, any impact of the proposed rezoning would be more muted as there is a much lesser degree of established land-uses in the immediate area that would stand to be impacted as well as the fact the proposed developments would not remove or supplant any existing development on the lots as they are currently vacant and have not previously been developed with any form of land-use.

Our policy shall be to ensure that the footprint, height, massing, and setbacks of new residential, commercial, and institutional development in existing neighbourhoods is physically related to its surroundings. Our policy shall also be to establish an appropriate relationship between the height and density of all new development in mixed-use residential areas of existing neighbourhoods. The proposed stacked townhouse units would be physically relatable in terms of their height, massing and setbacks on each lot with respect to any lower-density development that has developed and will develop within the immediate area of the greenfield subdivision currently under wider active development. Each stacked townhouse block is proposed to be built to a height of 2 storeys and would meet all

setback requirements of the (R-3) zone thereby ensuring that they remain relatively physically relatable to what would be other single-detached, semi-detached and duplex dwelling units that have been or could be developed within other nearby (R-2S) zoned properties.

Under Section 3.3 (Housing Needs and Variety), the Official Plan states that 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. While the development proposal for the subject property does not propose affordable housing by definition it is representative of a more compact form of development that provides wider housing options to residents.

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 housing variety for a range of demographics. Notwithstanding, it clearly states that new development must be physically related to its surroundings and that there should be an appropriate relationship between height and density for new development in existing neighbourhoods. "Our Policy shall be to ensure that the footprint, height, massing, and setbacks of new residential, commercial, and institutional development in existing neighbourhoods is physically related to its surroundings."

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

Positives	Neutral	Shortcomings
▪ The rezoning would facilitate compact urban form and greenfield development of medium density housing to meet future needs. ▪ The proposed stacked townhouse development would help address housing options for a growing population within the city. ▪ The proposed development has been found to meet all technical requirements of other City Departments.	▪ The proposed development would require both an application for Building & Development Permit in order to enable the development to occur.	▪ The proposed stacked townhouse units have potential to increase traffic counts in the area and it is noted that the Fire Department will not permit further rezonings in this area unless a second entrance to the subdivision is proposed even though this proposal meets all technical requirements.

Conclusion:

On the basis of our policy review and the limited feedback received from the Public Meeting as well as the responses received from other City Departments in technical support of the application, the Planning and Heritage Department encourages Planning Board to recommend that City Council approve the noted requests for rezoning and Official Plan Amendment for the subject property.

Council or Committee History:

N/A

Financial Implications:

N/A

Public Engagement and Communication:

None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

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

Submitted By Planner:



Sonia Kamal, MPlan, B.Arch
Planner 2

Reviewed By:

Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 02/27/2026	Michael Ruus, RPP, MCIP, 02/27/2026

Committee Recommendation: (if differing from staff)

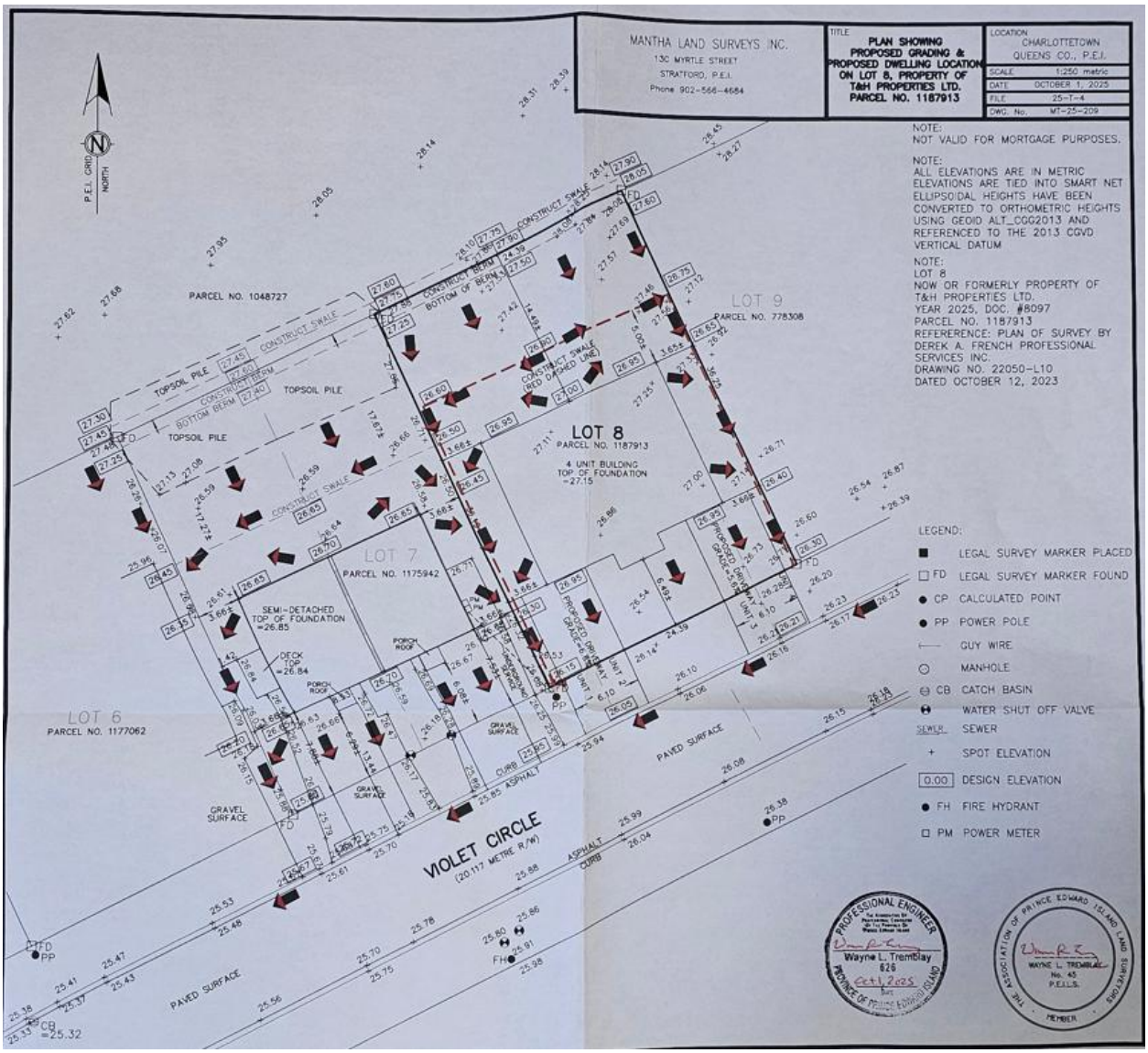
Attachment A: Air Photo



Attachment B: Zoning Map

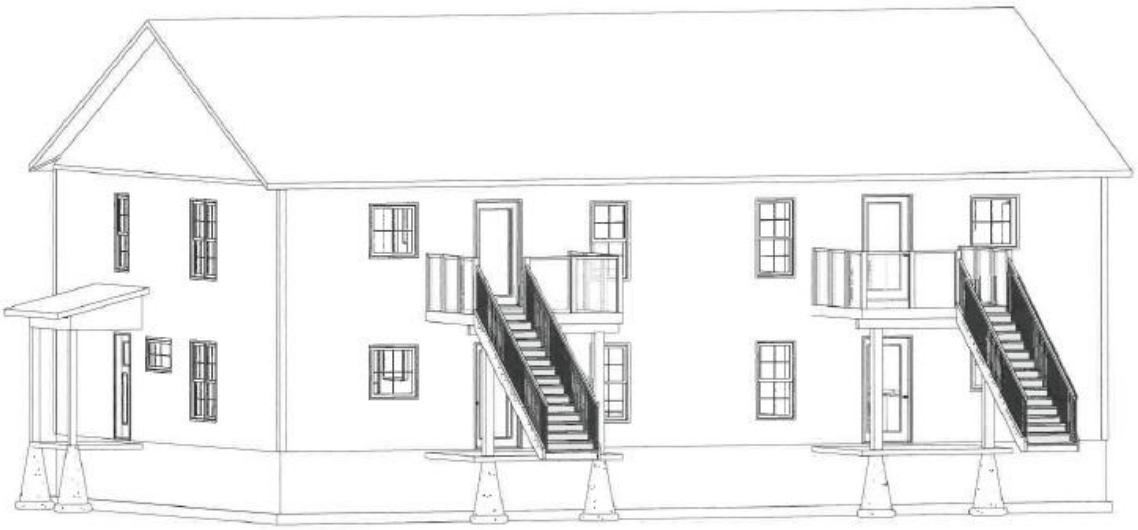


Attachment C: Survey Plan



Attachment D: Concept 3D views





Attachment E: Circulation Letter (February 6, 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

[redacted]

February 6, 2026

RE: Lot 8, Violet Circle (PID# 1187913)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department received a request for a Zoning Bylaw Amendment for an unaddressed subject property located at Lot 8, Violet Circle (PID# 1187913) to rezone from the current Low Density Residential Single (R-2S) Zone to Medium Density Residential (R-3) Zone and to also change the land-use designation in the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential to facilitate the future development of a proposed 4-unit building (stacked townhouse).

Pursuant to the requirements of the *Zoning and Development Bylaw*, and as an owner of a property located within 100 metres (328.1 feet) of the boundaries of the proposed development at the subject property, you are being notified of this request for rezoning. A public meeting for this application will be held on **February 19th, 2026 (Thursday) at 7:00pm** in **Council Chambers, City Hall (199 Queen Street).**

For those who are interested in participating via Microsoft Teams, residents are requested to contact the Planning & Heritage Department by email at planning@charlottetown.ca or to call 902-629-4158 on or before 4:30 p.m. on Tuesday, February 17, 2026 to provide their contact details (name, phone number and/or email address). Business hours are between 8:00 AM – 4:30 PM, Monday – Friday. Staff will contact interested participants no later than noon, 12:00pm on Wednesday, February 18, 2026 with details on how to participate in the meeting. Anyone who wants to observe the live meeting without commenting can watch it at www.charlottetown.ca/video.

The City encourages written submissions to be received prior to the public meeting. Notwithstanding, all written submissions by letter may be delivered to the City's Planning & Heritage Department at P.O. Box 98, 199 Queen Street, Charlottetown, PE, C1A 7K2; or comments may be emailed to the reporting Planner Sonia Kamal at skamal@charlottetown.ca on or before 12:00pm noon on Friday, February 20, 2026. All responses received will become part of the public record. Oral submissions or comments may be made at the public meeting, but residents are requested to please keep their oral submissions to a maximum of five (5) minutes.

Anyone wishing to view the proposed amendment can visit the City's website at www.charlottetown.ca and find the Meeting Packages under the Mayor and Council section for 2025 Public Metting Packages. As comments and updates are received, the package will be revised with additional information leading up to the public meeting.

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

Sincerely,

Sonia Kamal, Mplan, BArch
Planner II

Attachment F: Public Responses to Circulation

None received.

Attachment G: Public Meeting Minutes (February 19, 2026)

DRAFT

Public Meeting of Council
Thursday, February 19, 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

Interim Chair Councillor Bernard Presiding

Council Members present:	Deputy Mayor Alanna Jankov* Councillor Justin Muttart Councillor Mitchell Tweel Councillor Robert Doiron	Councillor Julie McCabe* Councillor Trevor MacKinnon Councillor Kevin Ramsay Councillor John McAleer
Staff:	David Gundrum, Mgr, PD Sonia Kamal, PII Michael Fraser, PII	Jason Doucette, IO/AA**
Applicants/ Representatives:	Tyrell Doucette Ellis and Birt Douglas Coles	
Also present:	Brad MacConnell, CAO	
Regrets:	Mayor Brown Councillor Norman Beck	

*Participated via Teams
**Minute Taker

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

The deadline for submission of written comments is Friday, February 20th at 12:00pm Noon

1. **Call to Order**
   Interim Chair Councillor Bernard called the meeting to order at 7:00 PM

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

DRAFT UNTIL APPROVED BY COUNCIL

3. Approval of Agenda

Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the order of the agenda items be amended to present the Unaddressed parcel on Mount Edward Road (PID 440545) first, 16-18 Hemlock Court (PID 452672) second and Lot 8, Violet Circle (PID 1187913) third, for the public meeting on February 19th, 2026 be approved.

CARRIED (8-0)

4. Rezoning – Unaddressed parcel on Mount Edward Road (PID# 440545)

Request:

The City of Charlottetown has received a request to amend Appendix A - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Comprehensive Development Area; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Single-detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone to facilitate future development of the property with three (3) apartment buildings having a combined maximum total of 87 dwelling units.

Property Information: Single-detached Residential (R-1L) Zone
Staff Presenter: David Gundrum, Manager, Development Planning
Applicant: Ellis & Birt
Reference: Public Meeting Package

Summary:

Staff stated that an application to amend the Official Plan and Zoning Map for the undeveloped parcel identified as PID 440545, located at the southeast corner of Highway 2 and Mount Edward Road.

Planning Manager David Gundrum presented the proposal, explaining that the applicant is seeking approval to rezone the property from the (R-1L) Low Density Residential Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation in the Official Plan to Comprehensive Development Area (CDA) to facilitate the intended development.

The purpose of the request is to enable the future construction of three apartment buildings with a combined maximum of 87 residential units, based on the available lot area and required lot area per unit under the zoning bylaw. The subject property is currently vacant and situated adjacent to an established residential neighbourhood. It is bordered by Mount Edward Road to the west, the bypass highway to the north, and existing low-density residential properties to the south and east.

An existing easement registered in favour of the City is located on the land to protect buried public infrastructure. Planning staff noted that the proposed apartment buildings would comply

with the height limits associated with the (R-4) zone and that preliminary review does not indicate the need for additional zoning variances at this time.

Concept plans were presented showing the layout of the three buildings, on-site parking located to the north, and two proposed access points: a right-in/right-out access onto Mount Edward Road and a two-way private access connecting to Lilac Avenue. The Planning Manager outlined the legislative requirements for amendments to the Zoning and Development Bylaw, noting that Council must hold a public meeting prior to making any decision. In compliance with Section 3.10 of the bylaw, a notice of the meeting was mailed on February 6, 2026, to 32 surrounding property owners located within 100 metres of the site.

Recipients were invited to submit comments regarding the proposed rezoning and Official Plan amendment. As of the date of the meeting, 26 written responses had been received, all expressing opposition to the proposed development.

Staff presented a scaled site plan and a conceptual rendering illustrating the appearance of the proposed apartment buildings when viewed from the north. These illustrations were provided to give residents and Council an understanding of the general form and massing of the development, although final design details would be confirmed during the building permit stage.

In concluding the presentation, staff outlined the next steps in the process. The application is tentatively scheduled to be brought forward to Planning Board on March 3, followed by a recommendation to City Council on March 10, also tentative. These dates remain subject to change pending Council's direction following the public meeting and the outcomes of the public meeting in terms of comments and feedback from the public.

Comments:

Dana Blakely, Robert MacDougall, Adam MacDonald, Claire Dunsford, Greg MacAulay, Jamie MacDonald, Erin McGonnell, Cathy Dunsford, Joe Hughes and Pam Josey addressed Council to express concerns.

Traffic and safety were the dominant themes, with speakers emphasizing the narrow width of Lilac Avenue and Ferngarden Drive, lack of sidewalks, a blind curve on Lilac, and significant numbers of young children walking to school or the nearby park.

Residents reported longstanding issues with speeding and stated that increased traffic from the 87-unit development would worsen conditions and increase risk to pedestrians.

Many residents expressed concern that the restricted right-turn-only access on Mount Edward Road would redirect the majority of traffic onto Lilac Avenue.

Others highlighted infrastructure issues, including the need for resurfacing, stormwater management, and improvements to street lighting. Several residents pointed to declining water pressure following recent developments nearby.

School capacity concerns were raised regarding Sherwood Elementary, Stonepark Intermediate, and Charlottetown Rural.

Additional concerns included the loss of greenspace, perceived incompatibility with the established single-family neighbourhood, privacy impacts from five-storey buildings, and potential effects on property values. Residents also questioned why CDA zoning was selected instead of (R-4) or (R-3T) zoning and asked what would occur if the Mount Edward Road access were not ultimately approved.

The applicant responded to several points, stating that the Lilac Avenue connection was required to satisfy emergency access standards. Coles confirmed that the underground parking met City requirements and that the surface parking stalls were intended for visitors. He also clarified that utilities could still be accessed beneath the parking lot through the existing easement.

Members of Council sought clarification from staff and questions focused on whether the concept plan could change after rezoning, the timing of the broader CBCL Engineering consultant traffic study, the status of access approval from the Province, and anticipated traffic and parking implications.

Staff reiterated that CDA zoning would fix the design as presented, and any substantial alteration would require a new application and public process. Staff also noted that Public Works had not requested a site-specific traffic impact study but that a wider area review was ongoing.

5. Rezoning Site-Specific Exemption - 16-18 Hemlock Court (PID# 452672)

Request:

This is a request to amend Appendix C. Approved Site-Specific Exemptions of the City of Charlottetown Zoning and Development Bylaw to permit the addition of a third dwelling unit within an existing semi-detached dwelling in the (R-1L) Zone.

Property Information: Single-Detached Residential (R-1L) Zone
Staff Presenter: Michael Fraser, PII
Applicant: Tanmoy Saha
Reference: Public Meeting Package

Summary:

Staff stated this is a request for a site-specific amendment for the property at 1618 Hemlock Court, identified as PID 452672. Planner Michael presented the application, explaining that the property lies within the (R-1L) Single-Detached Residential Zone, where only one dwelling unit is typically permitted. The applicant is seeking approval to allow up to three dwelling units on the lot through a site-specific amendment.

Planning staff outlined that the property is currently developed with a legally non-conforming semi-detached dwelling. This non-conforming status exists because the structure predates current zoning restrictions; therefore, it may continue to exist legally in its present form. However, the addition of a third dwelling unit constitutes an expansion of the non-conformity, requiring Council approval through a site-specific amendment rather than a rezoning.

Staff clarified that the proposed third unit cannot be categorized as a secondary suite under the City's bylaw, as secondary suites are only permitted within single-detached dwellings, not semi-detached structures.

A site plan was presented showing that the proposed development would occur primarily within the existing building footprint, with an additional rear extension designed for an entrance and a small room on the main level. The remainder of the new dwelling unit would be located within the basement level of one side of the semi-detached building. Parking for the dwelling units would be provided through the existing driveways on the property.

Planning staff reviewed the regulatory process under Section 3.10.3 of the Zoning and Development Bylaw, which requires a public meeting prior to Council's consideration of any site-specific amendment.

Staff noted that Council authorized the application to proceed to public consultation on October 19, 2025; however, the public meeting had been delayed twice due to weather.

Notification letters were sent on February 6, 2026, to 25 property owners within 100 metres of the site.

No written submissions had been received as of the date of the meeting.

Michael outlined the anticipated next steps, indicating that depending on the outcome of the public meeting and the preparation of the necessary report, the application is scheduled to proceed to Planning Board on March 3 and to City Council for consideration on March 10.

Comments:

The Chair invited planning staff to elaborate on the concept of legal non-conforming status, and Planner Michael provided an explanation. He stated that the subject property contains a semi-detached (side-by-side) dwelling, which remains legally non-conforming in the (R-1L) zone because it existed prior to the adoption of the current bylaw. He noted that the third unit being proposed would be located within the basement level of one side of the semi-detached dwelling, accessed through an added entry structure containing a vestibule and stairway.

Staff confirmed the main living space would be within the basement, with some limited above-grade space such as a washroom and also a small living area in the new entry addition.

Michael explained that the City's bylaw only allows secondary suites within single-detached dwellings, meaning the proposed basement unit could not qualify as a secondary suite within a semi-detached structure. Because the property was already legally non-conforming, any expansion of that non-conformity—such as the addition of a third unit—requires Council approval through a site-specific amendment.

He emphasized that this process does not change the underlying zoning and does not grant new land rights beyond the specific request to legalize the third dwelling unit.

Councillors asked several questions to better understand the distinction between legal non-conforming use, site-specific amendments, and spot zoning.

Planning staff clarified that spot zoning typically refers to changing the zoning of a single parcel in isolation from surrounding properties, creating a different or incompatible designation within a consistent area. By contrast, a site-specific amendment does not alter the zoning at all; instead, it adds a narrowly tailored exception to permit one additional use or variation within the existing zone. Staff stressed that the request before Council applies solely to the third unit and does not affect the existing status of the semi-detached dwelling or the neighbouring property.

Further questions sought clarification about whether the decision before Council was simply to approve or deny the amendment. Staff confirmed that Council would be voting on the specific site-specific amendment that would allow the conversion of the basement space into a third dwelling unit. No broader changes to the zoning or surrounding properties were being contemplated.

The Chair concluded the discussion by acknowledging the complexity of the terminology and thanked staff for helping clarify the distinction between non-conforming uses, zoning changes, and site-specific permissions.

6. Rezoning – Lot 8, Violet Circle (PID# 1187913)

Request:

The City of Charlottetown received a request to 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 to facilitate the future development of a proposed 4-unit building (stacked townhouse).

Property Information: Low Density Residential Single (R-2S) Zone
Staff Presenter: Sonia Kamal, PII
Applicant: Tyrell Doucette
Reference: Public Meeting Package

Summary:

Sonia stated that this application is to consider a request to amend Appendix A, the Future Land Use Map of the Charlottetown Official Plan, from Low Density Residential to Medium Density Residential, and to amend Appendix G, the Zoning Map of the Zoning and Development Bylaw, from the (R-2S) Low Density Residential Single Zone to the (R-3) Medium Density Residential Zone. The purpose of the requested amendments is to enable the future development of a proposed four-unit stacked townhouse on Lot 8 Violet Circle, identified as PID 1187913.

Planning staff presented the application, explaining that the subject property is a vacant lot within a developing greenfield subdivision that is still under construction based on previously approved plans. Most properties in the surrounding subdivision are zoned (R-2S), which permits single-detached, semi-detached, and duplex dwellings but does not allow stacked townhouse forms.

The applicant is therefore requesting rezoning and a corresponding Official Plan amendment to accommodate the proposed four-unit structure. Planning staff confirmed that the proposed building would meet all required setbacks, frontage, and lot area standards applicable to the (R-3) zone.

Staff advised that, in accordance with the Zoning and Development Bylaw, a public meeting must be held prior to Council's consideration of any rezoning or bylaw amendment.

Notice of the meeting was issued on February 6, 2026, to eleven surrounding property owners located within 100 metres of the site, inviting comments on the proposal.

Staff reported that no written submissions had been received to date.

Concept plans, including site layout, floor plans, and a rendering, were presented for public review. Tentative dates were provided for the next steps in the process, with Planning Board scheduled for March 3 and City Council for March 10.

Comments:

Councillor McCabe noted that similar rezonings have occurred recently in the subdivision as development continues. No concerns were raised by the Deputy Mayor.

The applicant, Tyrell Doucette, attended the meeting and offered to answer questions.

Councillor Tweel asked how the proposed stacked townhouse would fit within the character of existing development.

The applicant responded that the area already contains numerous newly constructed duplexes and several previously approved stacked four-unit buildings, including some directly across from the subject lot.

New Business
There was no new business that arose.

7. Adjournment of Public Session
Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the public meeting be adjourned. The meeting adjourned at 8:36 PM.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #8

MOTION CARRIED _____

MOTION LOST _____

Date: March 10, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

BE IT RESOLVED:

That Council approve the following rezoning and Official Plan Amendment requests for the subject property identified as Lot 8, Violet Circle (PID# 1187913):

1) **Amend Appendix A – Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential; and**
2) **Amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Low Density Residential (R-2S) Zone to the Medium Density Residential (R-3) Zone, to facilitate the future development of the subject property with a 4-unit stacked townhouse building.**

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-MARCH-6B-4
147 Hillsborough Street (PID# 342907)

Date:
March 3, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
Public Works (comments provided)
Water-Sewer Utility (comments provided)
Environment & Sustainability (comments provided)

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Concept Floor Plan
D. Applicant Memo (December 2, 2025)

Report Title:
Proposed site-specific amendment to existing zoning (Downtown Mixed Use Neighbourhood (DMUN) Zone) to allow for a transitional housing facility capable of accommodating eleven (11) individuals within an existing building on subject property identified as 147 Hillsborough Street (PID# 342907). The application has been made by PEI Housing Corporation who are also the owners of the subject property.

Report Purpose:
Evaluation of a request for site-specific amendment to the existing (DMUN) zoning to allow for a transitional housing facility (11 beds for residents) whereas this land-use is not otherwise permitted within the existing zoning. Consideration at this point is for a request to proceed to public consultation.

Staff Recommendation:
That Planning Board recommend that Council:

Approve the request to proceed to public consultation concerning a request for site-specific amendment to the existing Downtown Mixed Use Neighbourhood (DMUN) Zone that applies to the subject property identified as 147 Hillsborough Street (PID# 342907) to allow for the existing 3-storey structure to be repurposed as a transitional housing facility having 11 beds for residents.

Report Details:

The site-specific amendment was submitted by applicant and owner of the property PEI Housing Corporation on January 29, 2026 to the City of Charlottetown Planning & Heritage Department in pursuit of allowing for a site-specific amendment to the existing (DMUN) zone that applies to the subject property that would expand the list of permitted uses to also include a transitional housing facility.

Development Context:

The subject property is a corner residential lot that is developed with an existing 3-storey pitched-roof structure located within a mature mixed-use neighbourhood towards the east side of the 500 Lot Area (see Attachment A).

The property is bounded to the north and west by abutting properties also in the (DMUN) Zone containing existing residential development. A single-detached dwelling bounds to the north at 153 Hillsborough Street (PID# 342915) while the rear parking and driveway area for property identified as 220-222 Kent Street (PID# 342931) bounds immediately to the west. The subject property as mentioned is a corner lot and is bounded to the east by Hillsborough Street and to the south by Clarke Street (see Attachments A & B).

Comments Received from City Departments and External Agencies:

The following are the comments and feedback received from responding City Departments to date.

Charlottetown Water & Sewer Utility – provided the following feedback:

- No concerns.

Charlottetown Public Works – provided the following feedback:

- No significant concerns. It appears that the street access and overall site are not changing in any significant way as part of the renovations. One minor comment is that we would want to ensure that the front step does is set back from the sidewalk so-as to not interfere with snow clearing.

Charlottetown Environment & Sustainability – provided the following feedback:

- There are two City-owned street trees located along the edge of the proposed development area. These trees fall within the construction footprint and are therefore subject to the Tree Protection Bylaw. A tree protection zone would need to be established and maintained at all stages of construction. Note that both trees are high-risk specimens currently growing within three-phase powerlines, with the main stems well inside the minimum approach distance. If the proposed development requires removal of either tree, or if a compliant tree protection zone cannot be established, the Urban Forestry team should be engaged as early as possible to determine next steps and mitigation requirements.
- The population served by transitional housing is unlikely to possess a driver's licence or a private motor vehicle. Therefore, the **lack of dedicated residential parking on the site is acceptable** for this use and should not contribute to downtown-zone parking pressure.
- The property is very well-serviced by transit, a service on which the population served by transitional housing strongly relies. It is 440m (5.5 mins walk for an able-bodied adult) from the City's major transit interchange, from which every route in the T3 Transit network can be accessed. This is just beyond the 400m/5min recommended radius. There are stops within 150m (2 mins walk) on Routes 3 (which interlines with Route 2),

4 and 23. These routes provide direct access (without requiring a transfer between buses) to many destinations City-wide.

- This population is more likely than average to commute by bicycle, especially as year-round bicycle commuters, not only summer seasonal. Therefore, it is important that quality **bicycle parking/storage** is provided.
- Bike parking/storage should ideally include both outdoor parking racks (for guests or for short visits), and indoor racks within the building for residents/long-term storage, to avoid the risk of bicycle theft. Indoor bicycle storage space can also be multi-functional, providing storage space for mobility devices, prams, sporting equipment, or off-season clothing, outside of the bedroom space.
- Without having measured it: the narrow outdoor space between 147 and 153 Hillsborough St may offer bicycle storage opportunities, particularly if a small roof/shelter or bike locker can be added there to keep rain and snow off bikes.
- For indoor bike storage, consider changes to the floor plan so that at least some bicycle parking can be on the ground floor, so that it is easily accessible without needing to use stairs, which can help residents with mobility challenges. However, looking at the floor plan it is unclear whether any resident beds are accessible step-free, so this may be an irrelevant consideration, if all residents need to be able to handle stairs. Alternatively, storing bikes may become a staff responsibility.
- If most or all indoor bike storage is within the basement, then include a bicycle channel for ease of access up and down the stairs. Ideally the stairs to the basement would also be straight, rather than turning 90 degrees, which would create difficulty for bicycle access. (I couldn't read the attached floor plan clearly - am not sure if those stairs already exist or if they would be built.)
- A great resource on suggested Bike Rack Styles from the Association of Pedestrian and Bicycle Professionals (APBP)

LEGISLATIVE REQUIREMENTS:

Notification

If the proposed site-specific amendment to Zoning is approved to proceed to the public consultation phase, the Planning & Heritage Department will notify the public of the future public meeting date in accordance with Section 3.10.4 of the Zoning & Development Bylaw.

ANALYSIS:

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

Planning staff are of the opinion that the project has merit with sufficient information provided to date by the applicant to allow for consideration of the proposed site-specific amendment to Zoning via the public meeting process with Council.

CONCLUSION:
The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to proceed to public consultation to consider a site-specific amendment to the existing (DMUN) zoning that applies to the subject property identified as 147 Hillsborough Street (PID# 342907) to add a transitional housing facility having 11 beds for residents as an additional permitted land-use for the property and within the existing 3-storey structure on the site.

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:
David Douglas Gundrum, RPP, MCIP



Manager of Development Planning

Reviewed By:

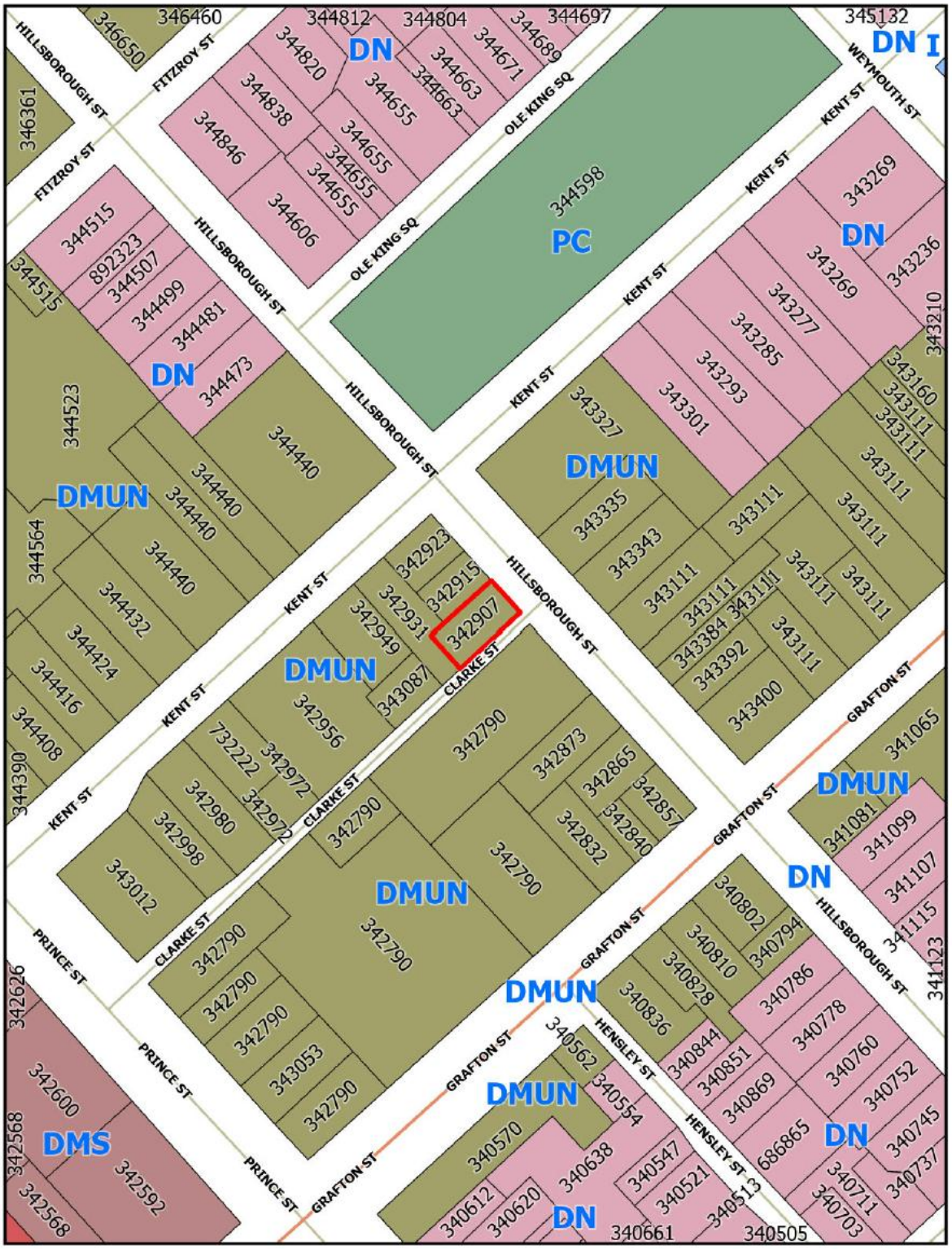
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 02/27/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo



Attachment "B" – Zoning Map



Attachment “C” – Concept Floor Plan



Attachment "D" – Applicant Memo (December 2, 2025)

Prince Edward Island CANADA

Housing, Land and Communities

Logement, Terres et Communautés

Île-du-Prince-Édouard CANADA

PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

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

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

December 2, 2025

Re: PEI Housing Corporation – Hillsborough Transitional Housing

The PEI Housing Corporation ("PEIHC") is requesting approval for a site-specific amendment to the existing Downtown Mixed Use Neighborhood zoning of a parcel on Hillsborough Street (PID 342907) to add Transitional Housing as an additional permitted use.

The provision of transitional housing services is critical to assist people to move from homelessness into more stable housing, by connecting individuals to essential resources and supporting development of life skills and relationships, within a safe, empowering environment. The goals of transitional housing are to foster independence over time and to promote long-term stability and integration into the broader community.

One of the Priority Actions in the PEI Housing Strategy is to address the critical gap in supportive housing (which includes transitional housing) to help Islanders most in need and this also forms a recommendation from the Province's Seniors Advisor for Islanders with Complex Needs Experiencing Homelessness, Carlene Donnelly. Based on an assessment of community needs there are 161 individuals in Queens County that are homeless as of September 2025. We recognize that there is a need for more transitional housing options in this region to help to alleviate the pressure on the shelter system by providing a more suitable housing option for some individuals facing homelessness, for a period of up to 18 months. This initiative also aligns with the City of Charlottetown's 2022-2026 Strategic Plan unifying principle - a community for everyone.

PEIHC purchased the Hillsborough Street property and is proposing to renovate and convert the building from 6 apartment units to 11 transitional housing beds. PEIHC will also engage a community partner organization to manage the building and participants through a public Request for Proposal process. There will be no illegal substances permitted on site, and staff on site 24 hours per day. The clients selected for these programs will engage with case management and relevant programs and must conduct themselves in such a manner as not to interfere with the occupancy and safety of other residents. Participation selection is proposed to be conducted by community case conferencing tables who are familiar with the individuals under consideration and also through referrals from PEIHC Housing Navigators.

PEIHC is proud to collaborate with the City of Charlottetown in fostering a safe, inclusive, and supportive environment for all residents. We are committed to addressing housing needs, promoting community well-being, and ensuring that every individual has access to the resources and support they need to thrive.

We appreciate the consideration of this request.

Yours truly,

Jason Doyle
Director of Housing Operations

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #9

MOTION CARRIED _____

MOTION LOST _____

Date: March 10, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

BE IT RESOLVED:

That Council approve a request to proceed to public consultation to consider a site-specific amendment to the existing Downtown Mixed-Use Neighbourhood (DMUN) Zone that applies to subject property located at 147 Hillsborough Street (PID# 342907) to permit a transitional housing facility capable of accommodating eleven (11) individuals within an existing building on the subject property.

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-MARCH-6B-5
68 Queen Street
(PID#s 336982, 336974, 336909, 336917, 336966 and 1172915)

Date:
March 3, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage Department

Other Associated Departments:
N/A

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

Attachments:

- A- Maps and preliminary survey showing subject property
- B- Concept Drawings and Design Review Submission prepared by Sable Arc dated September 26, 2025)
- C- External Design Reviewer Report (January 23, 2026)

Report Title:

Rezoning and Variance Request, Lot Consolidation - Recommendation for Public Consultation – 68 Queen Street (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915)

Report Purpose:

Request to change Official Plan land-use designation of PID#s 336974, 336909, 336917, 336966 and 1172915 and re-zone the subject properties from the Downtown Mixed-Use Neighbourhood (DMUN) Zone to the Downtown Main Street (DMS) Zone.

And a request for a lot consolidation and to approve a series of variances to facilitate the construction of the proposed multi-use residential and commercial building within the 500 Lot Area being the properties identified as (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915) addressed as 68 Queen Street.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council to proceed to public consultation for the request to amend Appendix “A” the Future Land Use Map of the City of Charlottetown from the Downtown Mixed-Use Neighbourhood (DMUN) Zone to the Downtown Main Street (DMS) Zone and a request to amend Appendix “G” – Zoning Map of the Charlottetown Zoning and Development Bylaw from Downtown Mixed-Use Neighbourhood (DMUN) to Downtown Main Street (DMS) for the properties located on King and Dorchester Streets being (PID#s 336974, 336909, 336917, 336966 and 1172915).

Report Details:

BACKGROUND

This is an application to change the Future Land Use designation and the zone classification for (PID#s 336974, 336909, 336917, 336966 and 1172915) from Downtown Mixed-Use Neighbourhood to Downtown Main Street. The properties are located on King and Dorchester Streets and it is also proposed to consolidate them with the property located at 68 Queen St. PID# 336982 to form one parcel.

The applicant Sable Arc (architectural firm) on behalf of their client Quentin Bevan, Weymouth Properties Ltd. has requested the properties be rezoned in order to facilitate the construction of a seven (7) storey, mixed-use commercial and multi-residential building. The concept plans that were submitted with the application show that the 1st floor will consist of ground floor commercial with parking contained behind the commercial units. The second level will consist of parking while the 3rd, 4th and 5th levels are residential, with commercial spaces on the 6th and 7th levels.

The proposal includes an application for Bonus Height under Section 31.3 (Bonus Height Development Standards in the DMS zone) and Section 3.12 (Bonus Height Applications) of the Zoning and Development where the applicant has indicated in their submission that the public benefit they intend to provide in exchange for Bonus height will be as follows:

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

The public benefit portion of the Bonus Height Application will be deferred to Planning Committee for review and a recommendation.

Development Context

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

By-law Requirement

Section 3.10.3 of the Zoning and Development Bylaw outlines the process for a rezoning request and amendment to the Future Land Use Map.

3.10.3 Before amending the regulations of this by-law or rezoning any parcel of land, Council shall conduct a public meeting to receive the views and opinions of the public and the applicant. Council may, for reasons that are in the best interests of the City, reject a proposed amendment to this by-law without public notice and without referral to a public

meeting, but if an application goes to a public meeting, then Council shall determine the disposition of the application and the applicant may not be allowed to withdraw the application after the public meeting.

If referred to public consultation staff will carry out the procedures as set out in the Zoning and Development Bylaw for public notification.

ANALYSIS:

The applicants have submitted a graphic submission outlining their proposal. The submission included concept drawings, elevations, floor plans, and a site plan of the proposed multi-unit/commercial building (Attachment B). This proposal was required to undergo the design review process. The proposed building design submission was sent to an independent design reviewer, Greg Munn, a licensed Architect to perform a design analysis. On January 23, 2026, Mr. Munn submitted his formal review. For further information please refer to (Attachment C, Design Reviewer's Report).

Overall, the design reviewer supported the building design but felt that the request to vary the required step-backs on the 5th, 6th and 7th stories should be observed.

He stated "*It is recommended that the project is approved, if a compromise on the step-backs on the 5th, 6th and 7th floors could be accommodated, as this would not only lessen the massing of the building overlooking Dorchester and King Streets, but would also lower the parking required to be within the Bylaw requirements, and bring the Floor Plate of the 7th floor to within a reasonable area that is only slightly over what is allowed.*"

The design reviewer's analysis was forwarded onto the City's Design Review Board and the Design Review Board disagreed with Mr. Munn's recommendation that the step-backs should be observed as per the Bylaw requirements and voted to approve the building design with the proposed step-backs on the 5th, 6th and 7th stories. The Design Review Board was in agreement with all other recommendations made by the Design reviewer. The Design Review application is being forwarded to Council on March 2 for a decision on the design review application. Staff will inform the Board of the decision at the Planning Board meeting on March 3.

In the design review report the design reviewer indicates that several variances and exemptions are required to obtain building permit approval. Staff have also reviewed the project in detail and below is a summary of the variances that are required. If this application is approved to proceed to public consultation the variances and other Bylaw exemptions will be processed in tandem.

Variance Summary

- *Height variance to seven storeys if bonus height cannot be justified- requires a 40.4ft ± variance.*

  15 meter to 25.5 meter (49.2 ft to 83.6 ft).
- *Step back above the 4th and below the 7th floor on King and Dorchester Streets - The Bylaw requires a 3 meter stepback a 2meter stepback is proposed. Therefore, a 1 m variance is required for both sides.*
- *Step back above the 7th floor on King and Dorchester Streets. The Bylaw requires a minimum 6.0 meter (19.7ft) Stepback. A 2 meter stepback is proposed. Therefore, a 4 meter variance is required on both sides.*
- *Step back above fourth floor interior lot line (east side) facing Bishop's Palace requires a minimum 10m (32.8ft) interior Yard Setback. A 2m (6.5ft.) stepback is proposed. Therefore, requires an 8 meter variance.*
- *Frontage or lot width requirement for bonus height on Queen St- Proposed lot frontage is 13 meters (42.6 feet). The Bylaw requires 41 m (135 ft) and minimum Lot Depth of 36m (118ft) for Buildings taller than 21.3 m (69.9 ft). Therefore, a 28 meter (91.8ft.) variance is required for frontage.*

- *Increase to the allowable floor plate from 8, 072 sq ft. (750 m2) to 11,797 sq ft. (1,096 m2). Therefore, a variance of 346 m2 (3,724.3 sq ft.)*

In addition to the variances approval of cash in lieu of parking is required for approximately 6 parking spaces. A lot consolidation for PID#s 336982, 336974, 336909, 336917, 336966 and 1172915 will be required to assemble the land to form one property.

Following Council's decision on the design review application and public notification of the requested variances and rezoning application Planning staff will forward a more detailed report on the variance requests.

Under Section 3.12 Bonus Height Applications and Bonus Height Development Standards of Section 31.3 (Downtown Main Street Zone) of the Zoning and Development Bylaw a height variance would be required If the proposed public benefit is not approved by Planning Committee. The request for a Bonus Height Application must be reviewed and approved by the City's Planning Committee. As per Section 3.12.10, *"The City at it's discretion shall provide a recommendation from Planning Committee to the CAO for the Public Benefits that should be required for the development pursuing a bonus height application."*

In terms of parking, although there are thirty-nine (39) parking spaces proposed within the building the development is short, approximately six (6) parking spaces for the floor area proposed. If the step-backs were increased on the King and Dorchester side of the building the floor plates on the 5th, 6th and 7th stories would decrease. This would in turn decrease the parking requirement. Should the variances for the step-backs be approved as requested the applicant will have to request that 6 parking spaces be approved for cash-in-lieu of parking as per Section 46.2.2 of the Zoning and Development Bylaw which states as follows:

"46.2.2 Cash-in-lieu of Parking Spaces may be accepted for new Development or for an addition to an existing Building in the 500 Lot Area in any situation where:

a. *Adequate parking cannot be provided or is unfeasible."*

Staff agree with the design reviewer's analogy on the technical frontage requirement in the Bylaw to allow bonus height. The subject property is unique in that it is bounded by 3 streets. Although the technical frontage (the narrowest part of the lot) is on Queen Street the building has over 162 feet of frontage on Dorchester Street and almost 89 feet of frontage on King Street. Given the extensive frontage along these streets staff agree that the request for bonus height is supportable subject to acceptance of the proposed public benefit.

With regards to the entrance and exit to the parking garages staff would suggest that consideration should be given to mitigative measures that would help announce to pedestrians either on King or Dorchester Street that cars will be entering and exiting this building. There are a number of techniques such as alarms, flashing lights etc. that warn passing pedestrians of this situation.

If this application is approved to proceed to public hearing staff and Council will hear from the adjoining property owners as well as residents and property owners in the downtown core. Staff cannot predetermine what the outcome of the public hearing process for the rezoning or variances will be.
However, these issues can be better analyzed as the application proceeds to and through the public process and Planning Board.

POLICY FRAMEWORK

The Official Plan addresses new development within the 500 Lot Area. Sections of the Official Plan that are relevant to this application are as follows.

Section 4.2 A Vibrant Downtown – The 500 Lot Area

4.2.1 A Starting Point – The Vision:

The 500 Lot Area is the City of Charlottetown's historic, cultural, civic and symbolic core and functions as the primary shopping, education, entertainment, recreational, service and employment hub within the City and the larger Region. The area is also a charming historical neighbourhood, home to many residents and visited by thousands of tourists each year. The 500 Lot Area benefits from its waterfront and its inventory of magnificent heritage buildings and features. Through the relevant policies of the CHARLOTTETOWN PLAN, the City should ensure that future planning actions within the 500 Lot Area continue to protect, restore and build upon the heritage resources in the area. New development, redevelopment, intensification and changes in land use should not be discouraged as they can have positive influences and make significant contributions to the evolution of the area. However, any proposed changes need to be carefully considered and managed to ensure that they do not undermine or destroy the very elements and qualities that define this area, but rather continue to create a distinct sense of place and contribute to its success.

4.2.2 Defining Our Direction

*1. Our **objective** is to recognize the 500 Lot Area is a special place warranting special rules and privileges.*

- *Our **policy** shall be to recognize each Urban Character Area or neighbourhood, including important streets and streetscapes, civic and cultural elements, heritage resources, squares and parks, public/institutional buildings, gateways and view planes and terminate within the 500 Lot Area, and to establish a new and more detailed Zoning By-Law regime to protect and enhance these resources accordingly.*

- *Our **policy** shall be to not permit new development, infill nor redevelopment that is out of scale and character with the neighbourhood and which can undermine the community's stability and impact upon the health of the downtown.*
- *Our **policy** shall be to recognize the importance of the elements that define or contribute to the quality and character of the existing streetscapes within the residential neighbourhoods, including the type of existing built forms, their size, height and massing, the pattern, size and rhythm of the lot fabric and building setbacks, and to preclude any new development, infill or redevelopment in these areas that alters or differs from these elements in such a way that it impairs the quality of these streetscapes.*
- *Our **policy** shall be to ensure that new development, redevelopment or infilling within these residential neighbourhoods is designed to ensure that change will be modest and compatible with the adjacent*

community. The Implementing Zoning By-Law will provide guidance for new development with respect to uses, scale, building types, and setbacks.

3.1 Guiding Settlement

- *Our **policy** shall be to allow moderately higher densities in neighbourhoods ... and to make provision for multiple-family dwellings in the downtown core, and multiple-family dwellings in suburban centres and around these centres provided it is development at a density that will not adversely affect existing low density housing.*
- *Our **policy** shall be to use existing underground services to its fullest practical capacity before public funds are used to extend new water and wastewater lines into areas that are essentially undeveloped.*

3.3 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.*
- *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.*
-
- *Our policy shall be to direct the location of medium rise multiple dwelling unit buildings in the Downtown Core Area and the Waterfront (located within the 500 Lot Area). Amended November 27, 2014.*

CONCLUSION:

This project in general received support from the design reviewer with exception to the stepback requests. In contrast the Design Review Board supported the project design with the exemptions to the stepback requirements. Council will make a determination on the overall design on March 2, 2026. The Design Review Board supported additional recommendations by the design reviewer in relation to the windows on Queen and Dorchester Streets.

As noted by the Design Reviewer,

"That the building be constructed with a deep-set doorway and large windows wrapping the facade around the corner as shown on the floor plans."

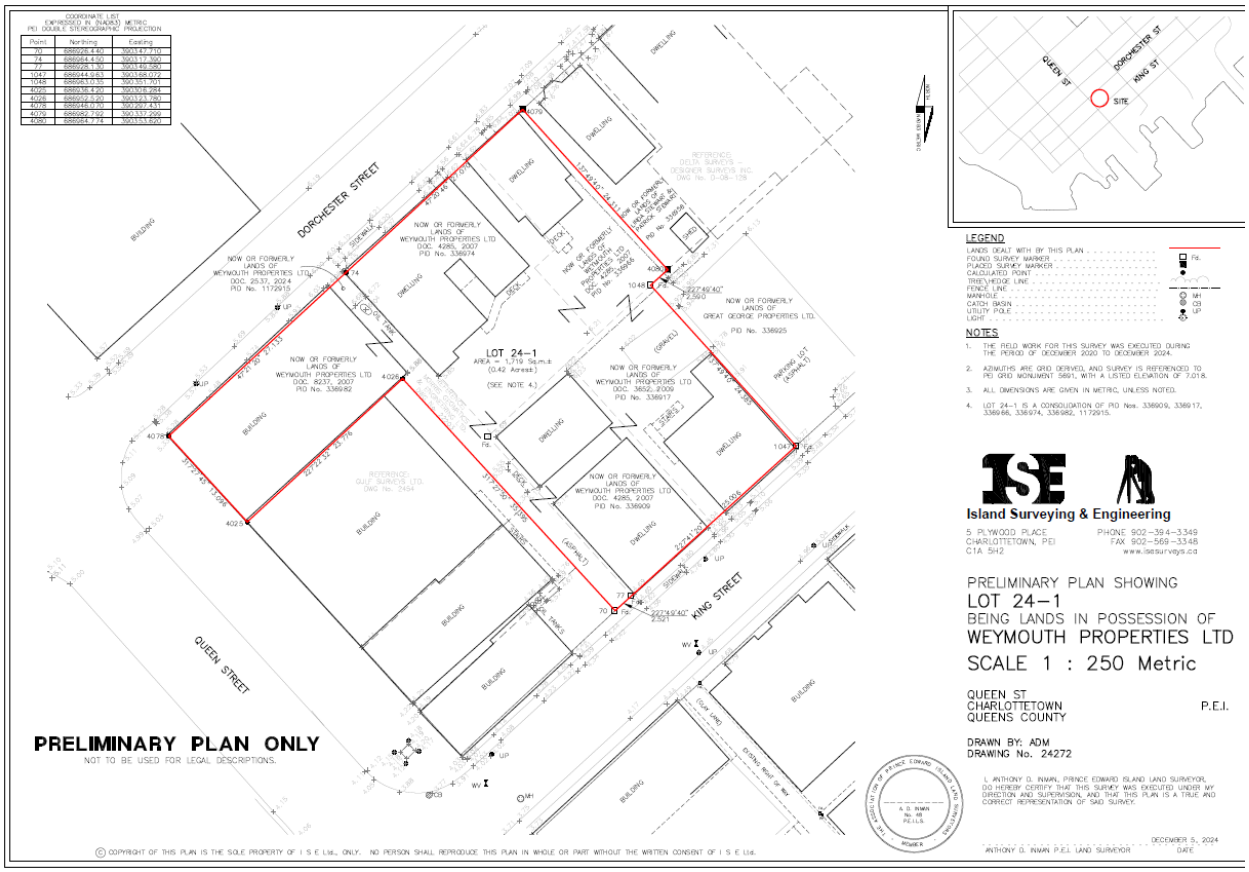
Staff feel that the project has merit and will provide additional housing within the downtown. Additional residents living in the downtown core will help to stimulate the economy in the downtown and contribute to making it a vibrant place for residents and visitors.

Staff are generally in support of the application and are recommending that it proceed to public consultation to gauge the public's opinion on the proposal to construct a proposed seven (7) storey, mixed-use commercial and residential building with parking located within the building at 68 Queen Street.

Council or Committee History: N/A	
Financial Implications: N/A	
Public Engagement and Communication: N/A	
Legislative Authority: Zoning and Development Bylaw City of Charlottetown Official Plan	
Strategic Alignment: City of Charlottetown Official Plan – 1999 500Lot Area Design Guidelines	
Reviewed By:	
Manager David Gundrum, RPP, MCIP, 02/27/2026	**Director** Michael Ruus, RPP, MCIP, 02/27/2026
Committee Recommendation: (if differing from staff)	

Attachment “A” – Zoning Map and Preliminary Survey Showing Subject Property:





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Attachment “B”
Concept Drawings Design Review Submission
68 Queen Street – The Monarch



Attachment “C”
External Design Reviewer Comments
(January 23, 2026)
68 Queen Street – The Monarch

MUNN ARCHITECTURE INC.

Greg Munn
Architect ▪ AAPEI ▪ AANB ▪ NSAA ▪ CAHP

16 Moore Drive
PO Box 306
Murray River
Prince Edward Island
C0A 1W0
902 · 330 · 2398
greg@munnarchitecture.ca



“THE MONARCH” QUEEN ST. REVITALIZATION PROJECT

CONCEPT PACKAGE

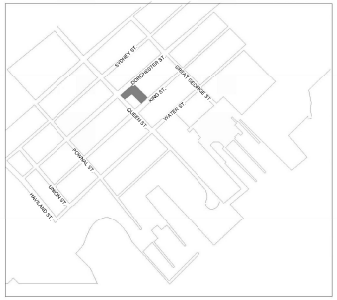
SableARC
sustainable architecture · design

Building Program

PARKING
LEVEL 1: 19 PARKING STALLS (2 ACCESSIBLE)
LEVEL 2: 20 PARKING STALLS (2 ACCESSIBLE)
TOTAL: 39 PARKING STALLS

COMMERCIAL
LEVEL 1: 1 TENANT SPACE (284m2 / 3,062sf)
LEVEL 6: 988 m2 / 10,634sf)
LEVEL 7: 999 m2 / 10,750sf)

RESIDENTIAL
LEVEL 3: 5 - 2 BED UNITS 9 -1 BED UNITS 1 - AMENITY SPACE
LEVEL 4: 6 - 2 BED UNITS 9 -1 BED UNITS
LEVEL 5: 2- 2 BED UNITS 9 -1 BED UNITS 1 - ROOF DECK
TOTAL UNITS : 40 DWELLING UNITS

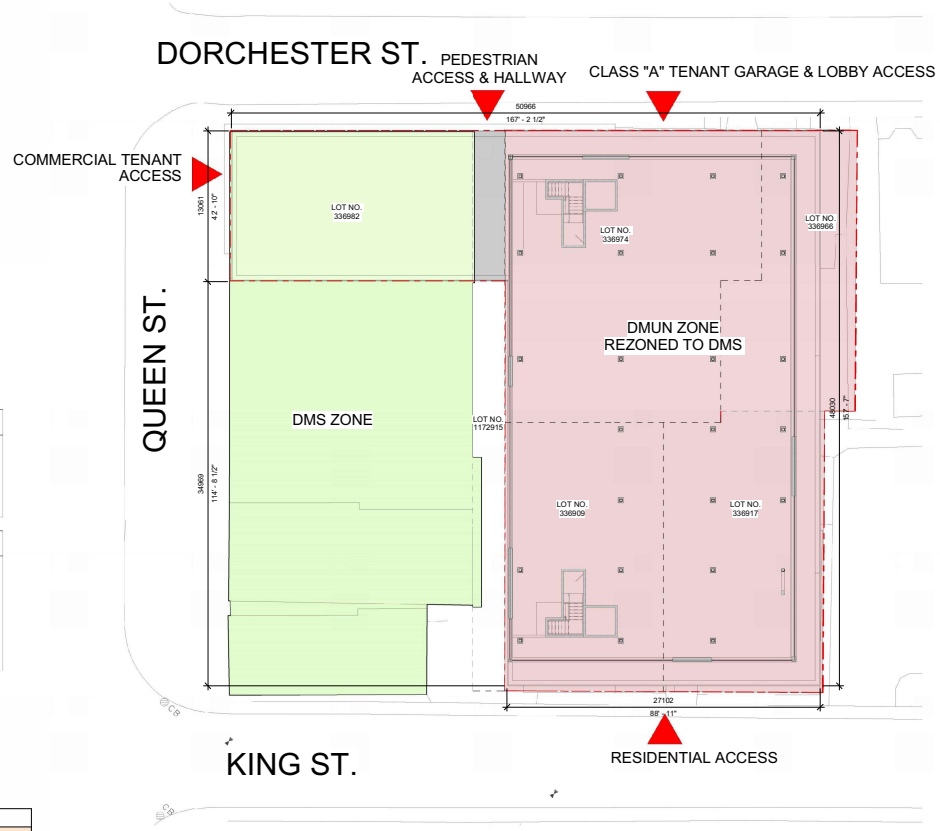


2 KEY PLAN-
Scale: 1 : 2000

LOT CONSOLIDATION & ZONING

CURRENT ZONING
DMS ZONE
DMUN ZONE

LOTS TO BE CONSOLIDATED AND REZONED TO DMS
336982 (CURRENTLY DMS)
336974
336909
336917
336966
1172915



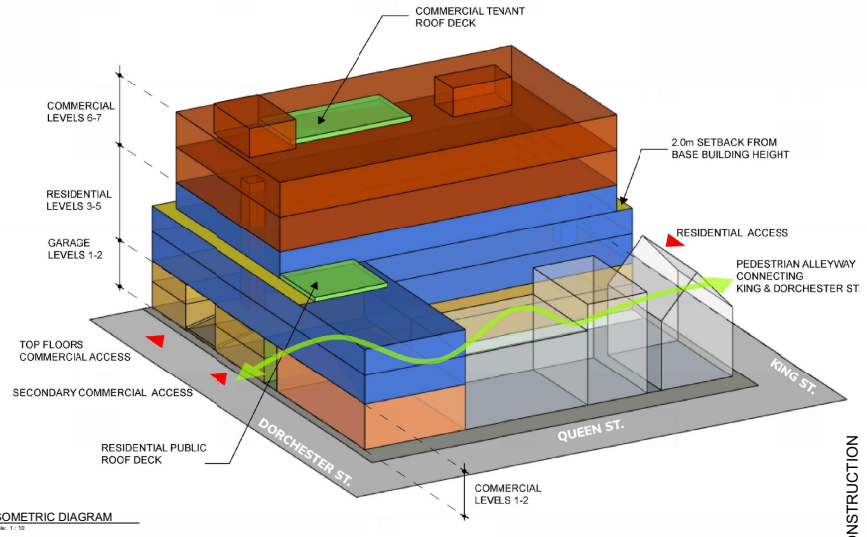
1 LEVEL 02 - SITE PLAN
Scale: 1 : 150 Ref: A4.01

ZONING AND BYLAW REQUIREMENTS

ZONING
PROPOSED REZONING - PORTION OF LOT 24-1 FROM DMUN TO DMS

ZONING MATRIX

	02 REQUIREMENTS	PROPOSED VARIANCES
LOT AREA	N/A	N/A
LOT FRONTAGE	Minimum 7.62m (25ft)	N/A [13.10m (43ft) Along Queen Street]
FRONT / FLANKAGE YARDS	Minimum 0m (0 ft) and Maximum 1m (3.3 ft) Or within the minimum and maximum range of the setbacks of existing buildings on the block.	N/A
FRONT YARD PROJECTIONS	Maximum 1.5m (4.9 ft)Or within the minimum and maximum range of the existing buildings on the block. Or within the minimum and maximum range of the existing buildings on the block.	N/A
REAR / SIDE YARD MINIMUM	Not required unless the Side or Rear Yard is abutting a residential, DN or DMU property; in which case the minimum setback shall be equal to the setback of the building on the adjacent property from the shared lot line OR 6m (19.7 ft), whichever is less.	N/A
HEIGHT	Minimum 7.5m (24.6 ft) and Maximum 15.0m (49.2 ft).	Proposed Building Height: 29.26m (96ft) Bonus Height Required
BONUS HEIGHT	A bonus of up to a maximum building height of 32.5m (106.6 ft).	Required To be Allowed 29.26m (96ft)
MASSING REQUIREMENTS FOR BONUS HEIGHT	Massing for buildings greater than 21.3 m (69.9 ft): a. The components above the base Building that are a bonus in Height shall be subject to: i. A minimum 6.0m (19.7ft) Stepback above the base Building or above that portion of the Building that is taller than 21.3 m (69.9 ft) on the front façade. b. The portion of the Building above 21.3 m (70 ft) shall have: i. A maximum gross floor plate size of 750 sq m (8,072.9 sq ft); ii. A minimum 10m (32.8ft) interior Yard Setbacks; and iii. A maximum 25.0m (82ft) Building width addressing the Street.	Variance Required: - 2m Stepback from base building provided on side and rear sides - Gross floor plate above 21.3m is: 993m2 (10692sf) - Interior Yard setbacks : in accordance with DMS requirements - 24.95m (81.85ft) building width adressing streets over base building Height
DRIVEWAY ACCESS	Only permitted for properties with lot frontages of 25m (82 ft) or greater. Corner lots permitted to provide a rear driveway accessed from the side street.	Once amalgamated, we will have greater than 82'-0" on King Street & Dorchester Street; only 44'-0" on Queen Street.
PARKING REQUIREMENTS	Multi-unit Dwellings:1 space per dwelling unit (1 Space for every 2 units on 500 Lot Area) 20 Parking stalls required Office, Retail Store, Retail service shop in the 500 Lot area: 2 spaces for the frist 42 sq.m (450sq.ft) of Floor area plus 1 additional space for each additional 97 sq.m. (s,1045 sq.ft) of Floor Area. 25 Parking stalls required 45 Total parking stalls required	Total of 39 parking stalls provided



3 ISOMETRIC DIAGRAM
Scale: 1 : 10

NOT FOR CONSTRUCTION

SableARC
sustainable architecture + design
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Charlottetown, PE rhaggis@sablearc.com
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#	DESCRIPTION	DATE
1	SD REVIEW	2025.02.13
3	SD REVIEW	2025.04.02

SEALS:

Queen Street Revitalization Project

Charlottetown

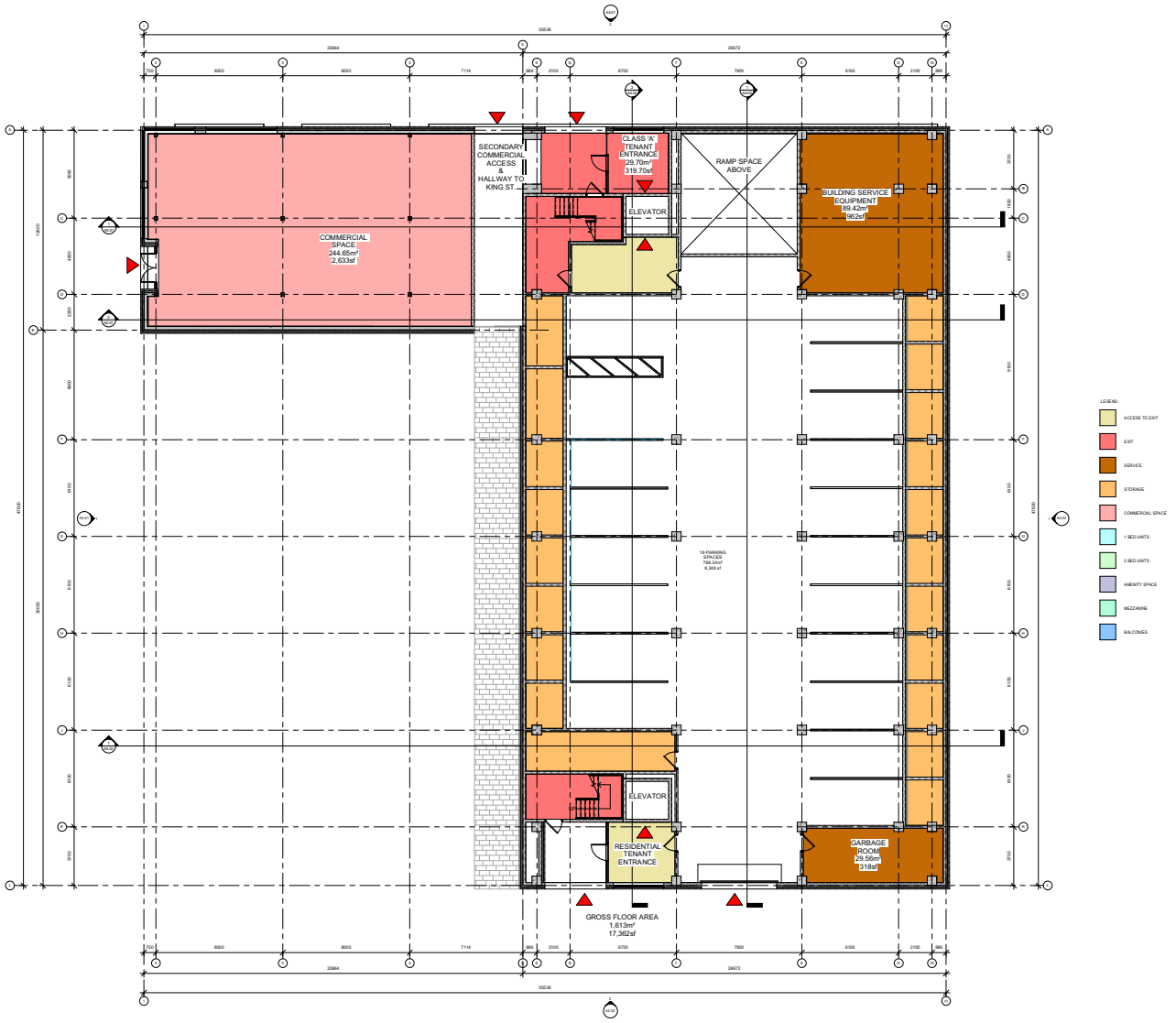
CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	As indicated
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

BYLAW INFORMATION AND SITE PLAN

NORTH ARROW: N

DRAWING NO: **A1.00**



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#	DESCRIPTION	DATE
1	SD REVIEW	2025.02.10
2	ISSUED FOR AREA REVIEW	2025.03.26

SEALS:

Queen Street Revitalization Project

Charlottetown

CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

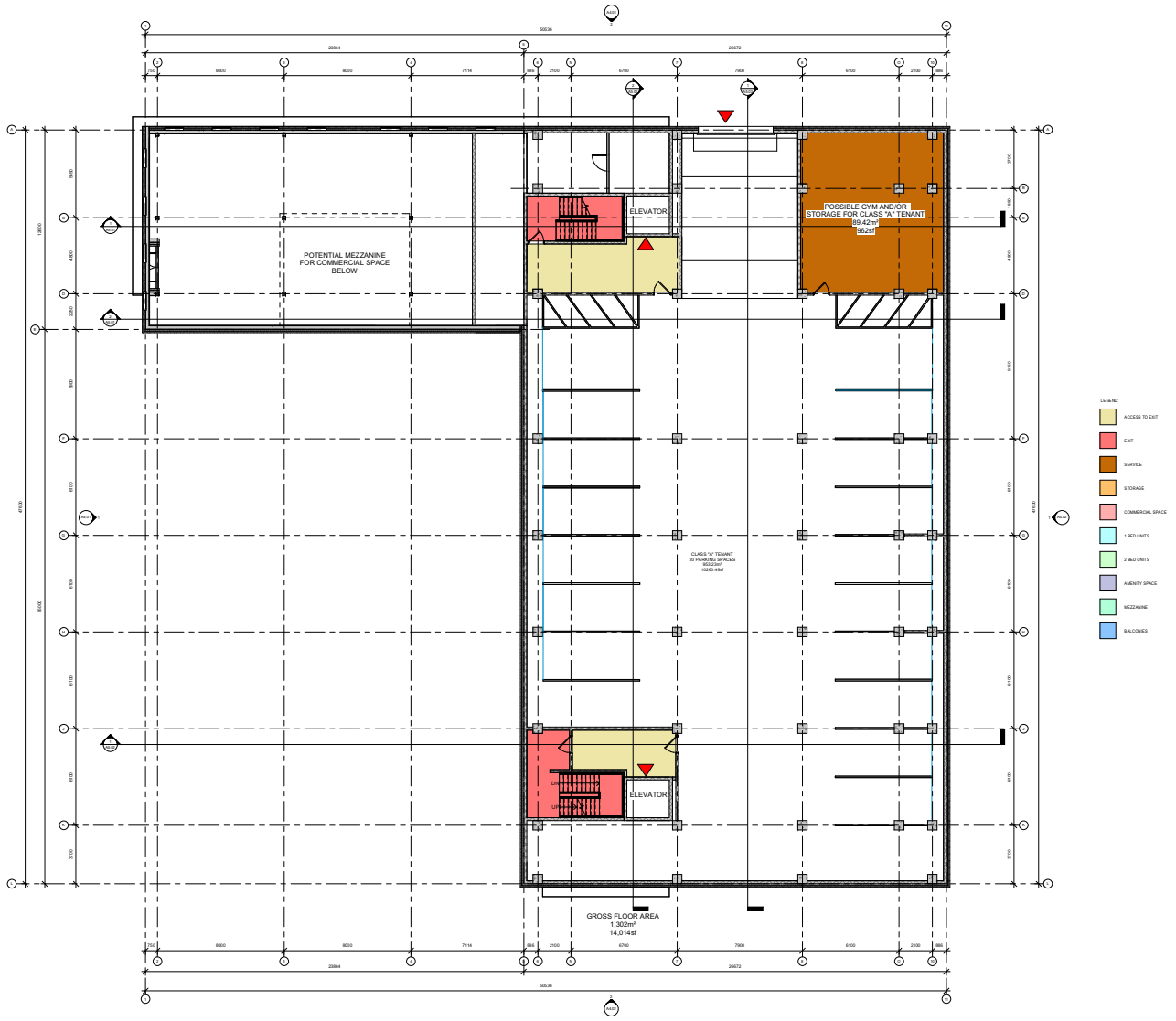
FLOOR PLAN - LEVEL 01

NOT FOR CONSTRUCTION

NORTH ARROW:

DRAWING NO:

A2.01



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#	DESCRIPTION	DATE
1	SD REVIEW	2025.02.10
2	ISSUED FOR AREA REVIEW	2025.03.26

SEALS:

Queen Street
Revitalization
Project

Charlottetown

CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

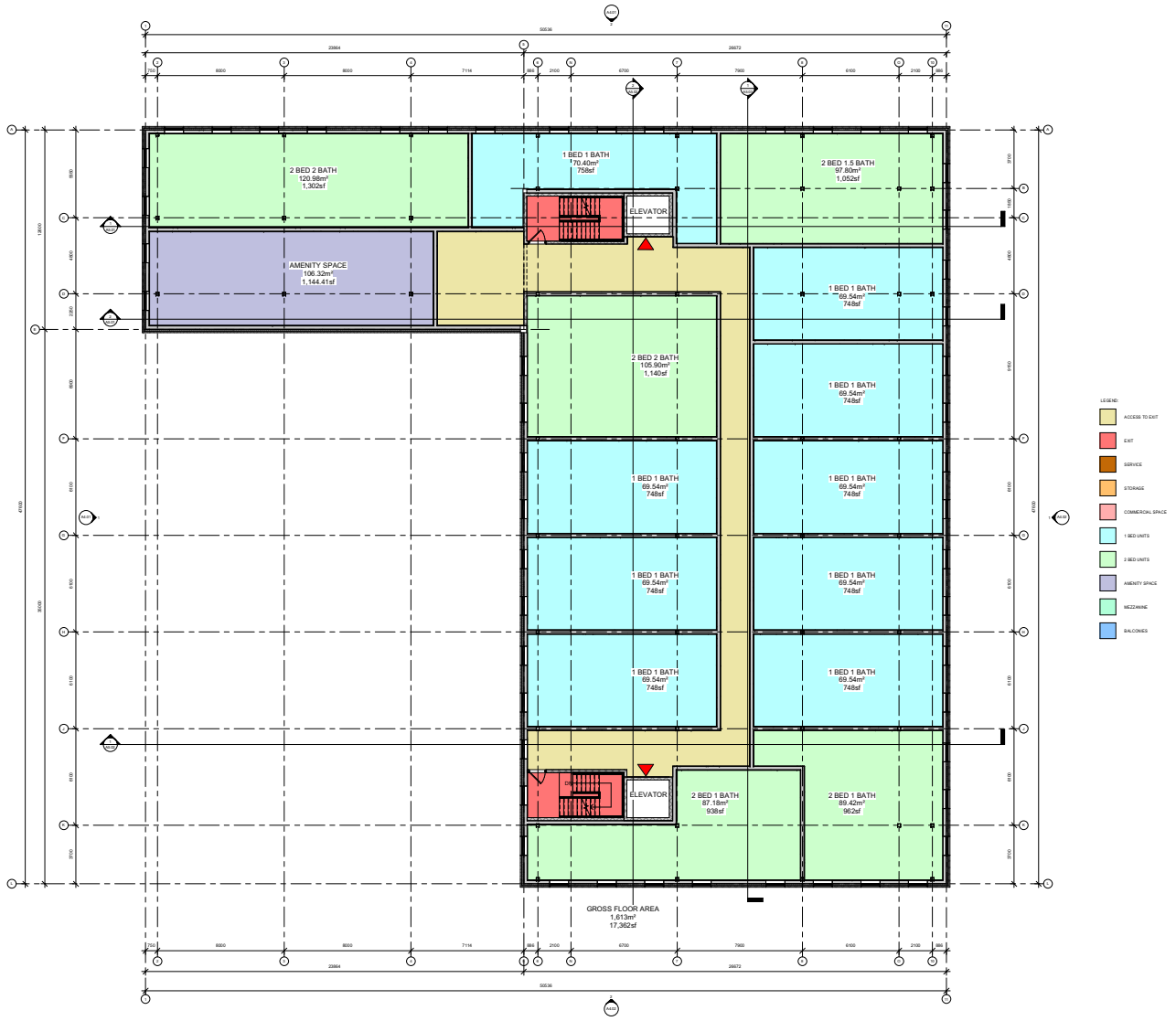
FLOOR PLAN -
LEVEL 02

NORTH ARROW:

DRAWING NO:

A2.03

NOT FOR CONSTRUCTION



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SEALS:

Queen Street Revitalization Project

Charlottetown

CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

FLOOR PLAN - LEVEL 03

NORTH ARROW:

DRAWING NO:

A2.05

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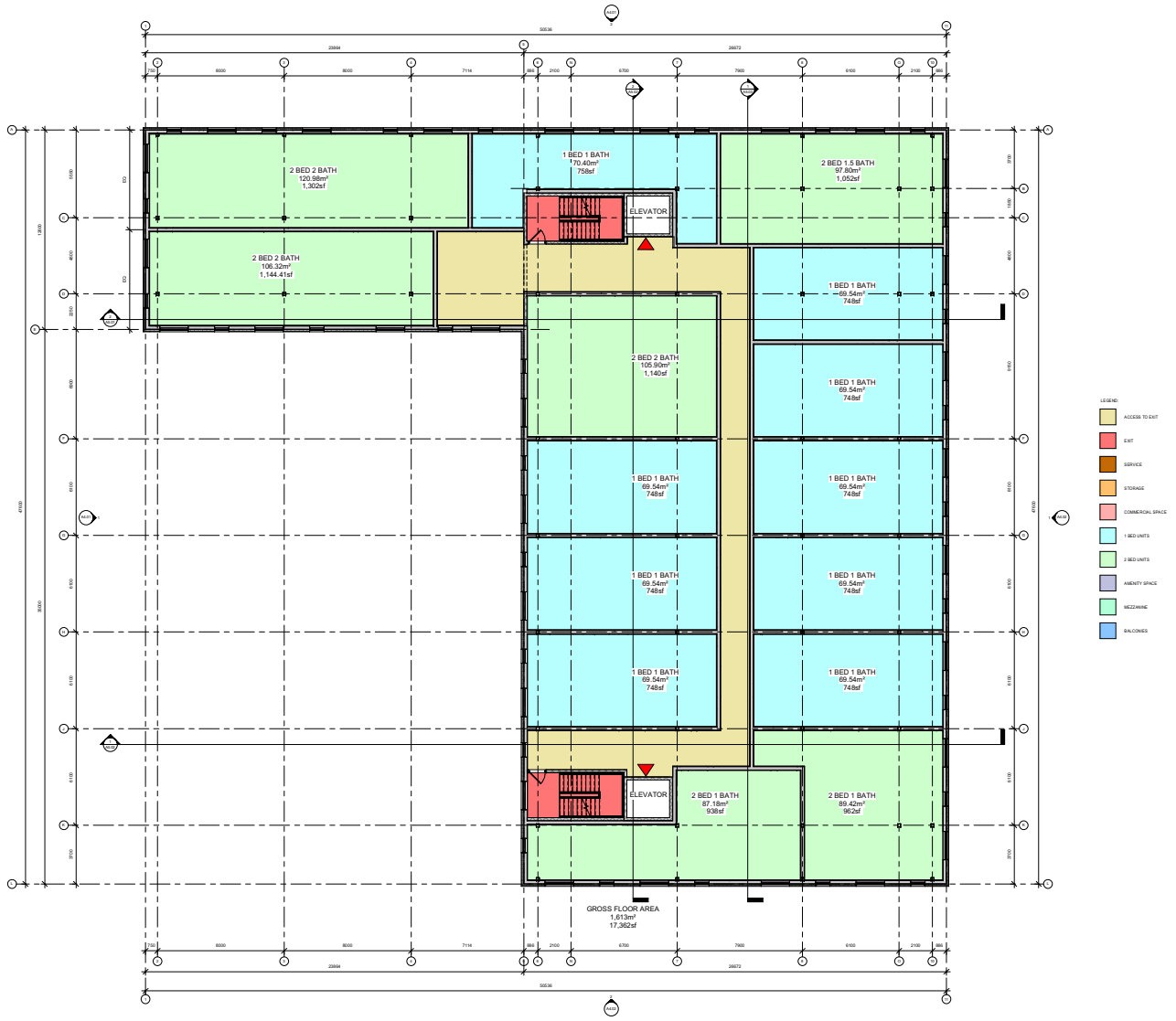

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#	DESCRIPTION	DATE

SEALS:

Queen Street Revitalization Project

Charlottetown

CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

FLOOR PLAN - LEVEL 04

NORTH ARROW:

DRAWING NO:

A2.07

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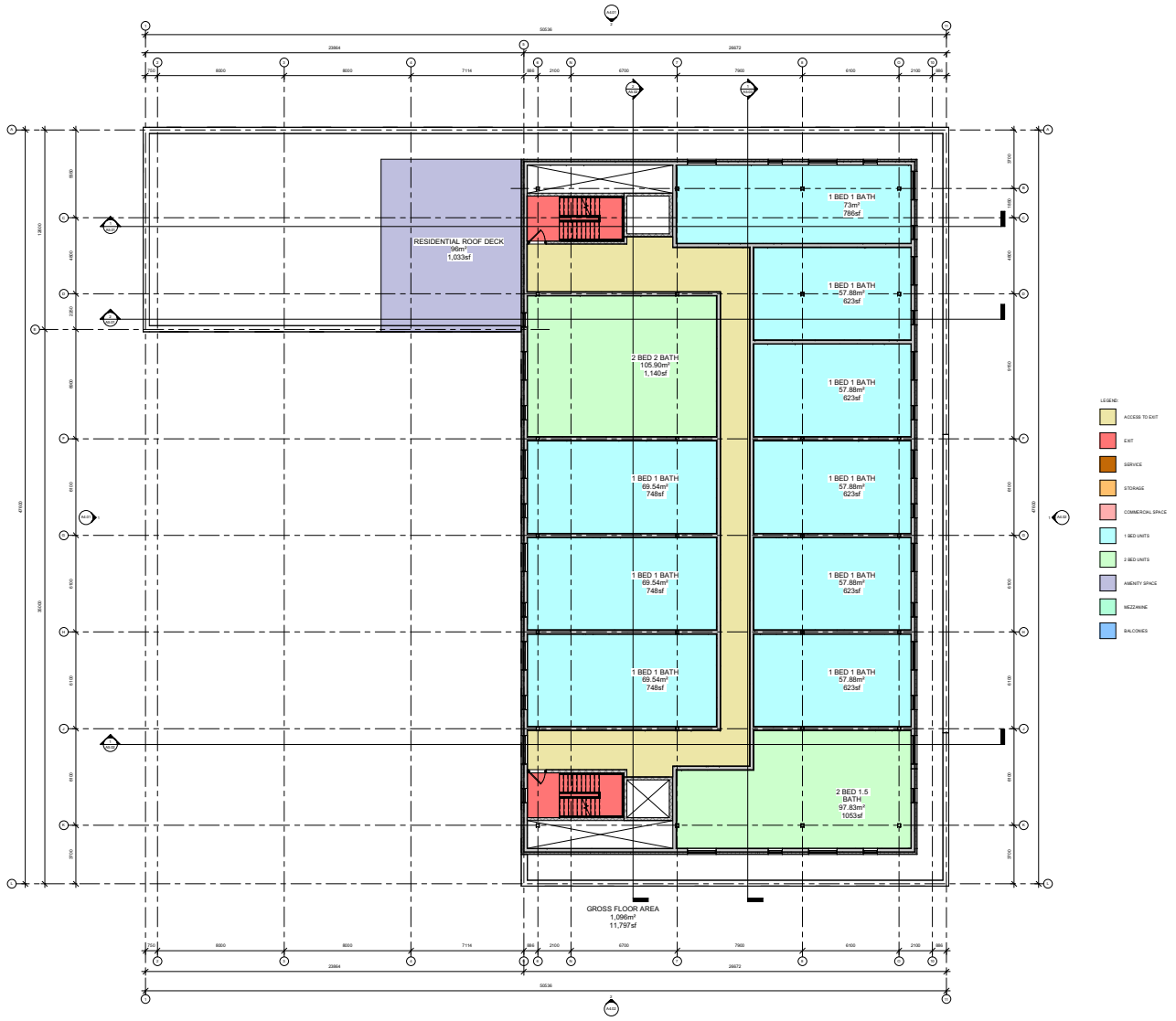

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#	DESCRIPTION	DATE
1	SD REVIEW	2025.02.10
2	ISSUED FOR AREA REVIEW	2025.03.26

SEALS:

Queen Street Revitalization Project

Charlottetown

CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

FLOOR PLAN - LEVEL 05

NORTH ARROW:

DRAWING NO:

A2.08

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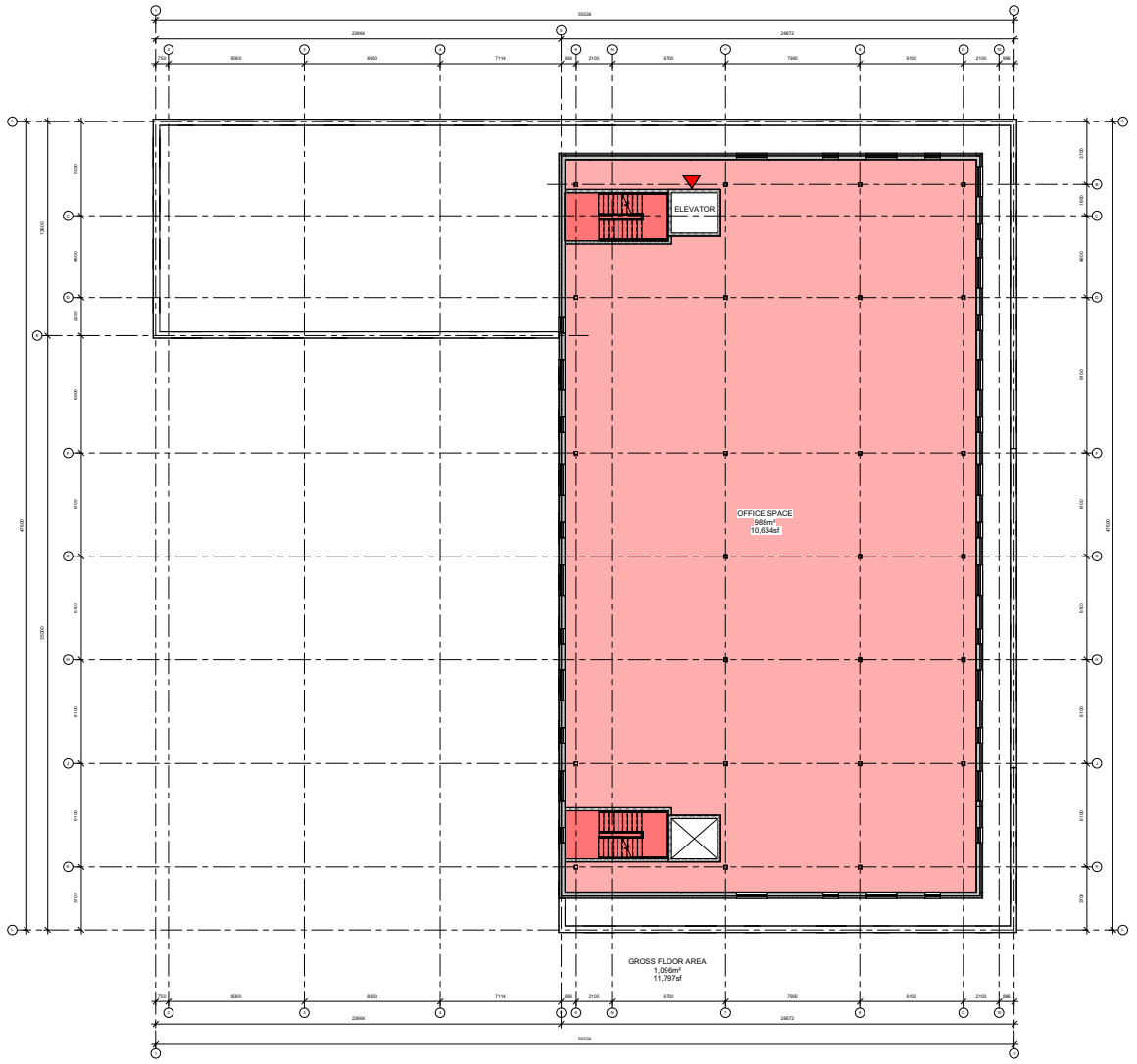

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Charlottetown

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PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

FLOOR PLAN - LEVEL 06

NORTH ARROW:

DRAWING NO:

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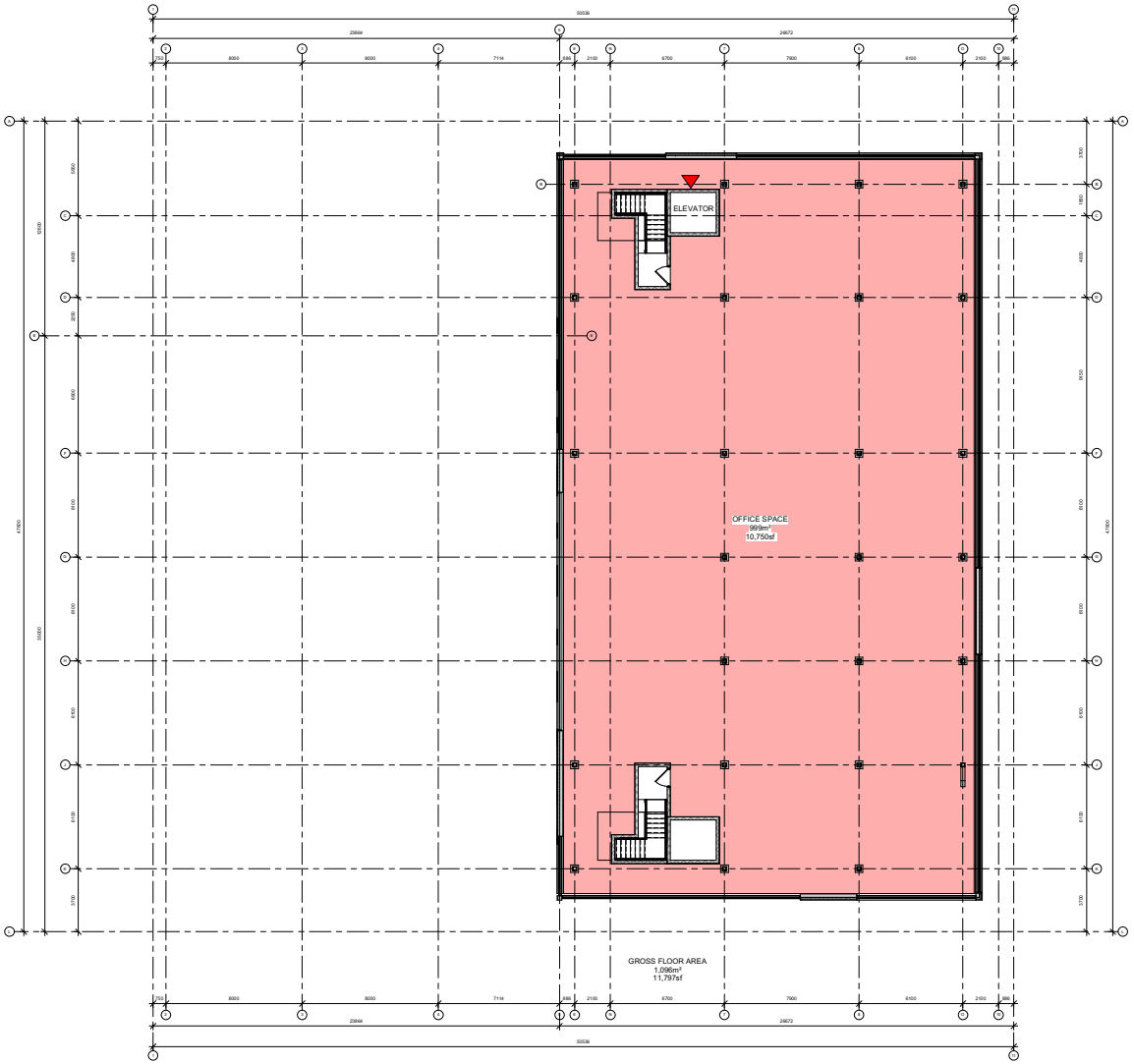

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Charlottetown

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PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	Checker

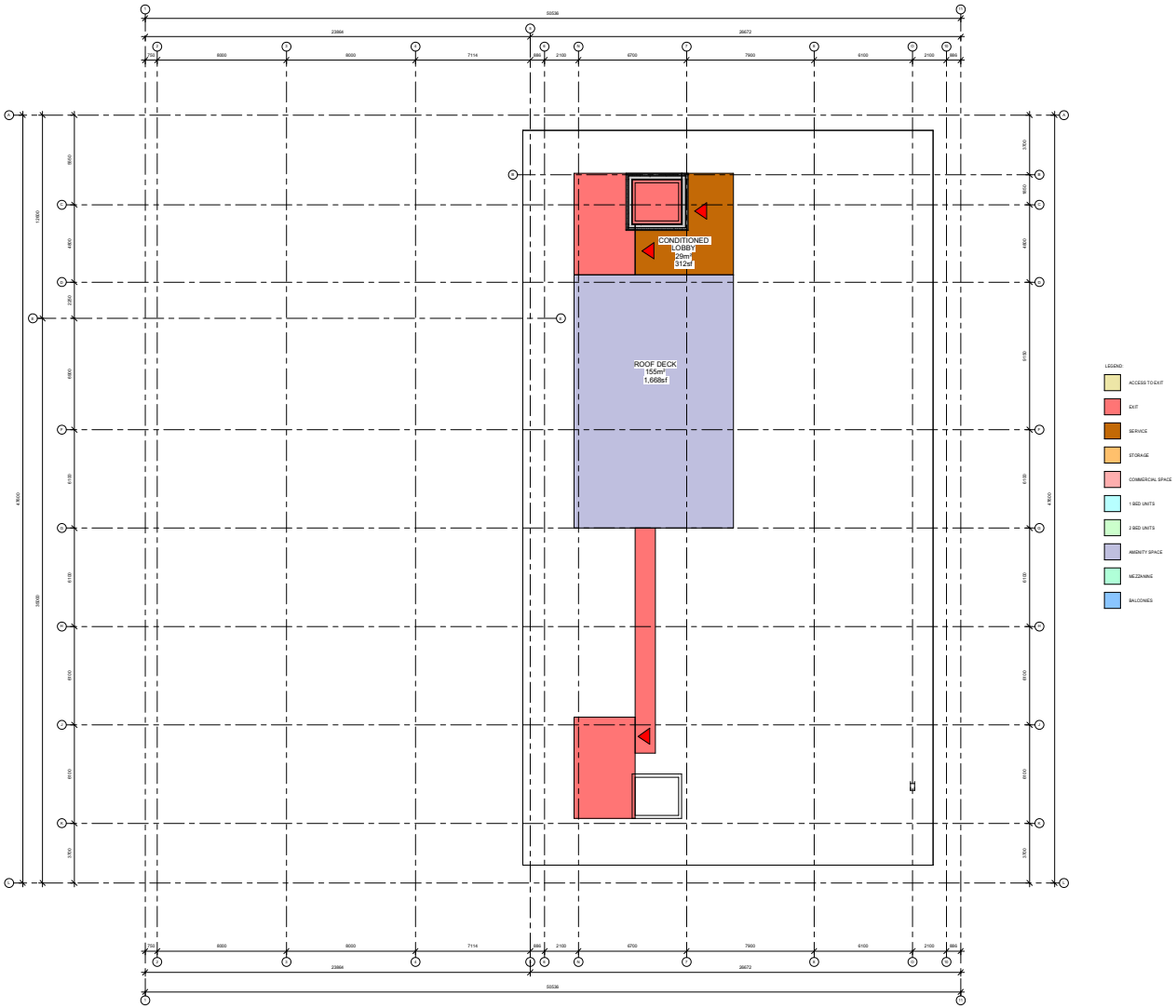
DRAWING TITLE:

FLOOR PLAN - LEVEL 07

NORTH ARROW:

DRAWING NO:

A2.11



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PROJECT #:	24084
SCALE:	1 : 100
DRAWN BY:	DR
CHECKED BY:	-

DRAWING TITLE:

ROOF LEVEL

NORTH ARROW:

DRAWING NO:

A2.31



SOUTH-WEST ELEVATION FROM QUEEN ST

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NORTH-WEST ELEVATION FROM DORCHESTER ST.

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SOUTH-EAST ELEVATION FROM KING ST

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NORTH-EAST ELEVATION FROM REAR OF PROPERTY

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EXTERIOR MATERIAL BOARD

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COMMERCIAL TENANT
CAIA'S
Eastwood Ave.
DOWNTOWN CONVENIENCE
BEATON'S WHOLESAL
Sable/ARC
sustainable architecture + design


THE NORTH SHORE TEA CO.
THE ANNE OF GREEN GABLES STORE
DOWNTOWN CONFIDENCE
Sable/ARC
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Sable/ARC
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JEMS BOUTIQUE
Sable/ARC
sustainable architecture + design


JEMS BOUTIQUE
THE NORTH SHORE
THE ANNE OF GREEN GABLES
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Sable/ARC
sustainable architecture + design


Silver & Sage
GAIA'S
Urban Eatery
Eastwood Ave.
Wine+ Bistro
DOWNTOWN CONVENIEN
Sable/ARC
sustainable architecture + design


COMMERCIAL TENANT
DOWNTOWN CONVENIENCE
Eastwood Ave.
Sable/ARC
sustainable architecture + design


COMMERCIAL TENANT
BEATON'S WHOLESALE
TABALI
Sable/ARC
sustainable architecture + design


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sustainable architecture + design


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sustainable architecture + design


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COMMERCIAL TENANT
GAIA'S
Eastwood Ave.
DOWNTOWN CONVENIENCE
Groceries & ATM
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Sable/ARC
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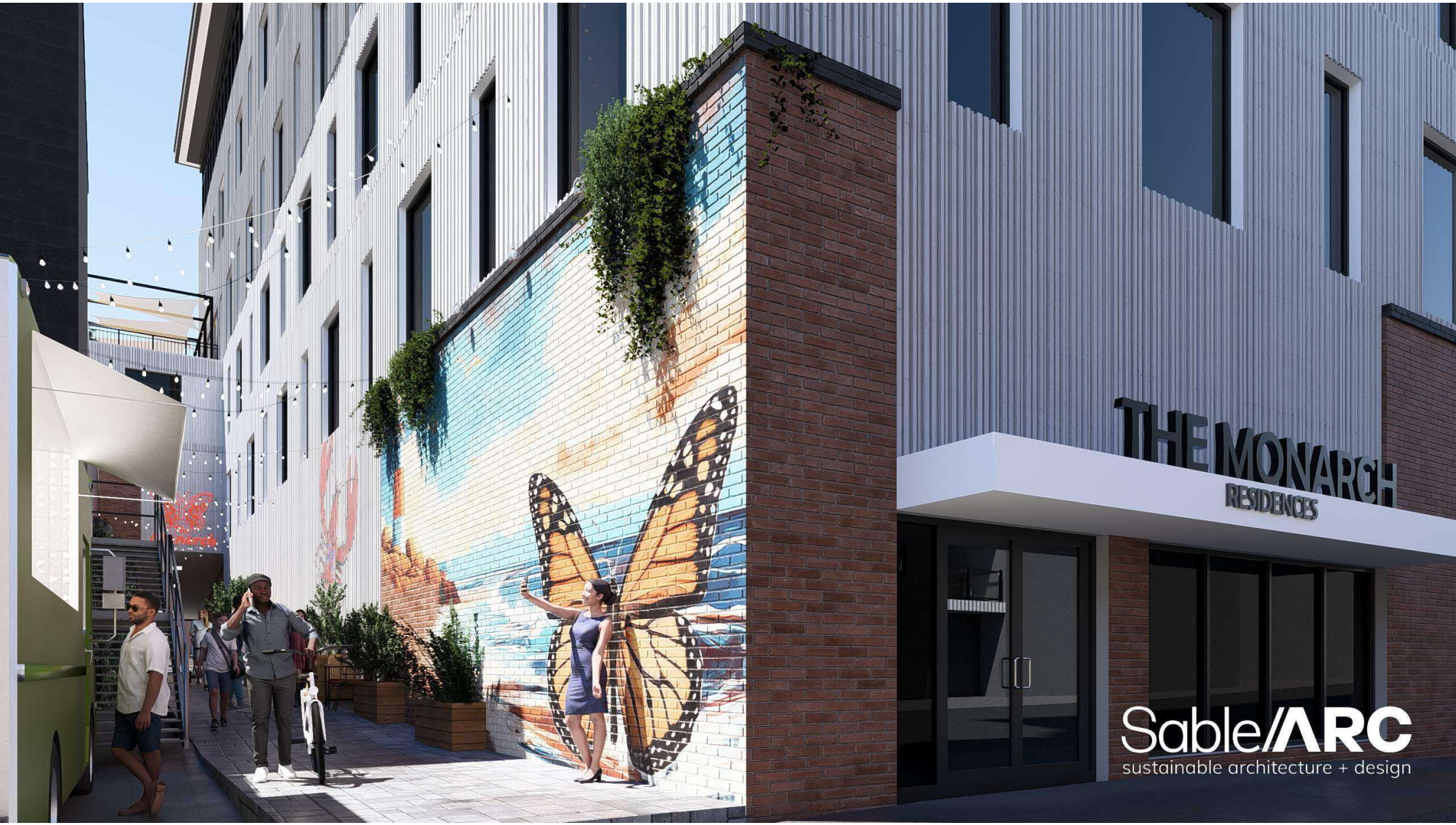
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THE MONARCH
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January 23, 2026

Laurel Palmer

City of Charlottetown Planning and Heritage Department

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■ The Monarch: Queen Street Revitalization Project

■ DESIGN REVIEW

Dear Laurel,
The following Design Review has been prepared for the proposed development for The Monarch, Queen Street Revitalization Project, utilizing the design documents received from Charlottetown Heritage and Planning on October 31st, 2025. The Queen Street portion of the site is within the Downtown Main Street (DMU) Zone, and the remainder of the site is within the Downtown Mixed-Use Neighborhood (DMUN), within the Lot 500 area of the city.

My understanding as a Design Reviewer is that I am to present my observations and recommendations, focused on the effect that a new or renovated structure may have on the heritage value of its context, and its compliance with the following:

1. *City of Charlottetown Zoning and Development Bylaw (updated October 24th, 2025)*
2. *City of Charlottetown Heritage Preservation Bylaw (amended March 15, 2019)*
3. *500 Lot Area Development Standards & Design Guidelines (December 2011, updated May 1, 2024)*
4. *City of Charlottetown Official Plan: DRAFT*
5. *Standards and Guidelines for the Conservation of Historic Places in Canada*

The application includes the request for a rezoning and variances for step back and bonus height. This review will investigate whether the design warrants support of the variances.

■ The Monarch: Project Description

The proposed development will be new construction, replacing demolished properties built following the Great Fire of 1866. The site is located on the east side of Queen Street, extends east along Dorchester Street, and extends south to King Street. The proposed development comprises of commercial spaces along the three streets that the building faces, and fades into more solid massing at the eastern ends of the King Street and Dorchester Street sides. The first floor will predominantly be inhabited by commercial spaces, with parking garage entries/ exits located on King and Dorchester Streets. The King Street parking garage is planned to contain 19 parking stalls, is one level below the Dorchester Street parking garage, and are not connected. The Dorchester Street Parking Garage is planned to contain 20 parking stalls. This results in a total of 39 parking stalls. The parking garage is behind the commercial spaces at street level, and above the commercial spaces at the 2nd level. The 3rd, 4th and 5th levels are residential, with commercial spaces at the 6th and 7th levels. Roof decks are features of the four-story Queen Street commercial block, to be utilized by residents, and another roof deck is to be located on the roof of the commercial block behind. The roof is capped by two elevator/ stairway penthouses.

The site is currently divided into six lots. The lot facing Queen Street is zoned DMS (Downtown Main Street). The remaining five lots are zoned DMUN (Downtown Mixed-Use neighbourhood). A Zone change is requested to change the zoning of the five DMUN lots to match the higher density, more urban in nature DMS zone.

The proposed design will require that six lots are consolidated into one.

■ VARIANCE REQUESTS

1. BONUS HEIGHT

A Bonus Height variance is requested. The allowable maximum height for this zone without a variance is 49.2'. the proposed development will be 96', three floors above the allowable height, not counting the penthouses (which are not counted in building height calculations). the According to 31.3 BONUS HEIGHT DEVELOPMENT STANDARDS, for a variance request for Bonus Height to be considered above 69.9', the minimum lot width for the requested height increase is 135' (41 m). Lot Frontage as noted on page 177 of the Zoning & Development Bylaw, states "Where a lot abuts two Streets, the Lot Frontage means the lesser distance of the two frontages." The Lot Frontage is the Queen Street side, which is 42'-10". Therefore, the Lot Frontage is not technically wide enough to aloo for application for Bonus Height.

Below is an excerpt from *the City of Charlottetown Zoning and Development Bylaw* (updated October 24th, 2025), outlining the conditions for a bonus height to be considered. The proposal for the development does not identify which or how many of the eight conditions listed below will be satisfied for a bonus height variance to be considered. The imagery of the revitalized alleyway suggests an active urban outdoor space with public art, and confirmation of these potential benefits would be welcome.

3.12 **BONUS HEIGHT APPLICATIONS**

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

a. Adaptive reuse, Maintenance, preservation, or enhancement of a Designated Heritage Resource as defined in the *Heritage Preservation By-law*.

b. The provision of Affordable Housing Dwelling Units, by way of subsidization between the applicant and the Province and/or Federal Government(s) for a specified period of time and confirmed in a written agreement registered to the property;

c. The provision of three or four bedroom Dwelling Units;

d. The provision of a Landscaped Area, such as urban park, plaza, boardwalk or other facility where a deficiency exists or as indicated by the City;

e. The provision of public art in a location to be agreed upon by the City;

f. Investment in active transportation or public transit;

g. The provision of a LEED-gold standard certified Building or other equivalent qualification; or

h. The provision of subsidized commercial space for arts or other cultural uses.

2. STEP BACKS

A variance will be required regarding the building step backs as designed. For a building that is requesting an increase up to 69.9', a setback of 3m or 9.8' is required, and floors above 70' require a setback of 19.7'. The height of the floors is not provided, but it has been extrapolated that the 5th and possibly the 6th floor are under 69.9', and the 7th floor is above 70'.

The proposed development contains one setback of just over 6' for the 5th, 6th and 7th floors, which does not meet the prescribed setbacks in the Bylaw.

An Interior Lot Step back of 10m or 32.8' is required according to the Bylaw along the east side of the lot, abutting St. Dunstan's University parking lot. However, this step back is prohibitive for the development and does not achieve any meaningful result, as this side of the building does not impeded on the fabric of the city. The building does have a 2m step back above the 4th floor, and this is adequate in the spirit of the development and context.

3. FLOOR PLATE

the maximum floor area allowed above 70' is 750 m², or 8,072 SF. The area of the 7th floor is 1,096 m² ,or 11,797 SF. Therefore, a Variance will need to be considered to increase the size of the floor plate at this level.

4. PARKING

A variance is requested to approve the project even though the site cannot support the number of required parking stalls required for the size of the building and number of living units. This will further exasperate the pressure for parking in the downtown. The building will provide 39 stalls, and 45 are required.

For reference, the following tables are excerpts from *the City of Charlottetown Zoning and Development Bylaw* (updated October 24th, 2025)

		Interior/Corner Lots
1	Lot Frontage (Minimum) Any Building type, 3 units or less Townhouse Dwelling: 4 units or more Apartment Dwelling: 4 units or more Any other permitted Use	 10.6 m (34.8 ft) 6.0 m (19.7 ft) per unit wide 20.0 m (65.6 ft) 20.0 m (65.6 ft)
2	Front and Flankage Yard (Minimum)	Minimum 2.4 m (7.9 ft) and Maximum 4.9m (16.1 ft); OR, Within the minimum and maximum range of the existing Buildings on the Block.
3	Front Yard Projections	Minimum 1.2 m (3.9ft) from street line, and Maximum 2.4m (7.9ft) projection; OR Within the minimum and maximum range of the existing Buildings on the Block.
4	Rear Yard (Minimum)	6.0 m (19.7 ft); OR Within the minimum and maximum range of the existing Buildings on the Block.
5	Side Yard (Minimum)	1.83 m (6.0 ft); OR Equal to the Side Yard Setback of the existing Building on the abutting property, whichever is less.
6	Height	Minimum 7.5 m (24.6ft) Maximum 12.0 m (39.4 ft)

30.3 BONUS HEIGHT DEVELOPMENT STANDARDS:

30.3.1 Development applications in the DMUN Zone are eligible for a Bonus Height.

30.3.2 Applications for a Bonus Height are subject to the following regulations:

a. A bonus of up to a maximum Building Height of 18.5m (60.7ft).

b. Lot Dimension Requirements:

i. Minimum Lot Frontage of 30.0m (98.4ft)

c. The portion above the base Building that is a bonus in Height shall be:

i. A minimum 3.0m (9.8ft) Stepback from the base Building.

ii. A minimum 5.5m (18ft) Side Yard Setback or Stepback to ensure adequate separation distances of the upper levels from adjacent properties that may also be eligible for a Height bonus.

iii. A 45-degree angular planes originating from the top of the flank or rear façade of the base Building that faces abutting residential dwellings or within a Downtown Neighbourhood (DN) Zone.

d. Parking Structures are not eligible for a Bonus Height.

30.3.3 Bonus Height applications are subject to the provisions in the Bonus Height Applications Section of this by-law.

Downtown Mixed-Use Neighbourhood (DMUN)

		Interior/Corner Lots
1	Lot Frontage (Minimum)	Minimum 7.62 m (25 ft)
2	Front and Flankage Yard (Minimum) OR Full Block Developments	Minimum 0 m (0 ft) and Maximum 1.0m (3.3 ft); OR, Within the minimum and maximum range of the Setbacks of existing Buildings on the Block.
3	Front Yard Projections	Maximum 1.5 m (4.9ft); OR Within the minimum and maximum range of the existing Buildings on the Block.
4	Rear/Side Yard (Minimum)	Not required unless the Side or Rear Yard is abutting a residential, DN or DMU property; in which case the minimum Setback shall be equal to the Setback of the Building on the adjacent property from the shared Lot Line, OR 6.0 m (19.7 ft) whichever is less.
5	Height	Minimum: 7.5 m (24.6ft) Maximum: 15.0 m (49.2 ft)
6	Driveway Access	Only permitted for properties with Lot Frontages of 25m (82 ft) or greater. Corner Lots permitted to provide a rear driveway accessed from the side Street.

31.3 BONUS HEIGHT DEVELOPMENT STANDARDS

31.3.1 Properties in the DC Zone are eligible for a Bonus Height subject to the following regulations:

a. A bonus of up to a maximum Building Height of 32.5m (106.6ft).

b. Lot dimensions:

i. Minimum Lot Frontage of 18.3 m (60 ft) and minimum Lot Depth of 30.m (98.4ft) for a Building Height up to 21.3 m (69.9 ft).

ii. Minimum Lot Frontage of 41 m (135 ft) and minimum Lot Depth of 36m (118ft) for Buildings taller than 21.3 m (69.9 ft).

c. Parking Structures are ineligible for a Bonus Height.

31.3.2 Massing for Buildings up to 21.3 m (69.9 ft):

a. The components above the base Building that are a bonus in Height shall be subject to:

i. A minimum 3.0m (9.8ft) Stepback from the base Building on the front façade.

ii. A minimum 5.5m (18ft) Side Yard Setback or Stepback to ensure adequate separation distances of the upper levels from adjacent properties that may also be eligible for a Height bonus.

iii. A 45-degree angular planes originating from the top of the flank or rear façade of the base Building that faces abutting properties.

31.3.3 Massing for buildings greater than 21.3 m (69.9 ft):

a. The components above the base Building that are a bonus in Height shall be subject to:

i. A minimum 6.0m (19.7ft) Stepback above the base Building or above that portion of the Building that is taller than 21.3 m (69.9 ft) on the front façade.

b. The portion of the Building above 21.3 m (70 ft) shall have:

i. A maximum gross floor plate size of 750 sq m (8,072.9 sq ft);

ii. A minimum 10m (32.8ft) interior Yard Setbacks; and

iii. A maximum 25.0m (82ft) Building width addressing the Street.

31.3.4 Where bonus heights are considered on properties subject to a Landmark View Plane as identified in the *Official Plan,* the additional heights shall not be visible over Province House from the vantage of a pedestrian (1.7m or 5.8ft) facing north on Great George Street at any point between Richmond Street and Dorchester Street.

31.3.5 Bonus Height applications are subject to the provisions in the Bonus Height Applications Section of this by-law.

Downtown Main Street (DMS)(requested zoning)

The following analysis directly interprets and evaluates the proposed design against the specific topics identified in *"7: DESIGN STANDARDS FOR THE 500 LOT AREA, City of Charlottetown Zoning and Development Bylaw (updated October 24th, 2025)".*

1. BUILDING ORIENTATION AND CORNER LOTS

The building has direct access to the sidewalks on the three street facing sides. There is a discrepancy between the first-floor plan and the renderings at the corner of Queen and Dorchester Streets. The plan shows a deep-set doorway and large windows wrapping the facade around the corner, while the renderings show a narrower window to the left of the entry, and large windows on the corner. The plan version is preferred as it is more open and in keeping with the large, glazed storefronts of the street, and I am guessing that is the architect's intent. This would orient the building more successfully to appropriately address the corner.

The east ends of the Dorchester and King Street facades also have large storefront glazing that addresses the street appropriately, and the building becomes progressively more solid as they moving east, and the walls are solid around the garage doors and beyond. This is a successful street treatment as the block progresses from the commercial area of Queen Street to the residential area of this part of the city.

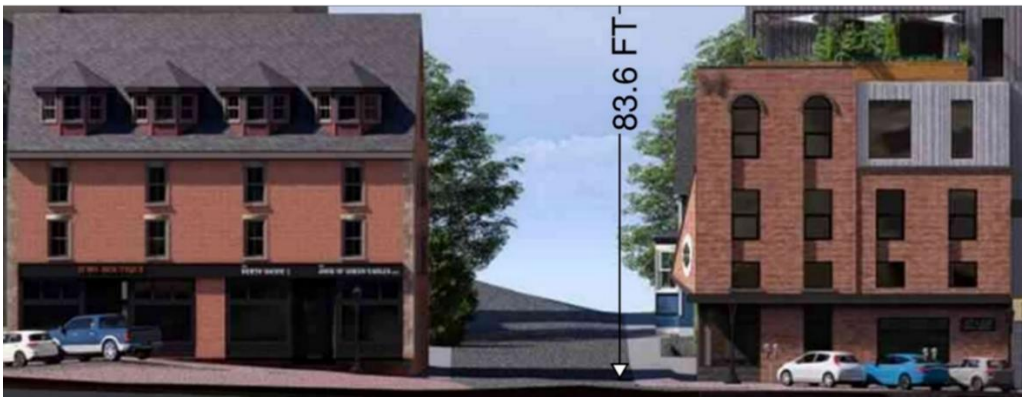
RECOMMENDATIONS

The building successfully addresses the street with appropriate entrances that are inviting. It is recommended to utilize large storefront windows as shown in the plan at the corner of Queen and Dorchester.

2. FRONT FAÇADE WIDTH AND HEIGHT

The building in effect has three fronts. The commercial portion that faces Queen Street strengthens the corner of Queen and Dorchester and will compliment the 1855 Duncan, Mason and Company Building (today, the Anne of Green Gables Store), replacing the two-storey building that did not present the appropriate scale among its neighbours to the north and across the street. The proposed building is very similar in massing and composition, in a contemporary way, to the 19th century building that once stood on this corner and burned in 1926 (*see imagery below*). It is virtually the same height and the exact width of the former building and will help to perpetuate the character of Queen Street.





The north facade on Dorchester Street is long but carries the roofline height of the buildings to the north and is broken down to be read as a cohesive collection of three buildings, with relief in the façade provided by the open and inviting public alleyway that will connect to King Street and successful transitions from the more residential east end toward Great George Street, to the commercial nature of Queen Street.

The south side of the block on King Street is bound by the parking lot of the former Bishop's Palace (now occupied by St. Dunstan's University) and the small 1866 gabled store on the corner. It will face several three-storey commercial and residential buildings, old and new, and will compliment the character of the street. The stepped back tower will be visible and look down on the buildings cross the street but will not shadow them as the proposed building is on the north side of the street.
The proposed building will easily be twice as tall as any other building on the sidewalks of King Street, except for the Welsh Owen Building (Kettle One/ former Piatto building) located kitty corner on Queen and King.

The building sympathetically meets the three streets, but the overall massing as it will be perceived from north and south on Queen Street must ne addressed.

The massing of the seven-storey building, plus two eighth-floor elevator/ stair penthouses, straddles the entire block, and is similar in massing to that of the Dominion Building, that faces the west side of Queen Street and straddles the block between Sydney and Richmond Streets, two blocks north. The proposed building is twice the height of what is allowable in the zone without bonus height. The apartment/ commercial block portion of the proposed development runs from King to Dorchester Street, with a width of approximately 140'. The width of the Dominion Building is approximately 165'. The tower of the Proposed building would be about 78' wide. The Dominion building is about 66' wide. The proposed tower is to be 83.6' tall at the north side, with penthouses rising another 10' to 12' above that. The Dominion Building is approximately 80' tall, from the plaza to the main roof, with the penthouse at the north-east corner rising about another 12'. If a comparison is to be made with a building in proximity of similar massing and height, the Dominion Building would be it. Both buildings are set back from Queen Street. The difference here is that the Dominion Building has an open plaza and the one storey entry pavilion of the library between it and the street, whereas the proposed development is set back from Queen Street about 1.5 times as much as the Dominion Building, with two and three storey buildings between it and the street, obscuring its massing when directly in front of the block. Although size is similar, the massing of the proposed development is visually broken using different coloured materials, and considerably larger windows in an irregular yet symmetrical pattern. The glazed top floor softens the impact of the height. This analysis is not for the purpose of evaluating the impact of the Dominion Building in its context, but in the opinion of this reviewer, after over 70 years, the Dominion Building is still inappropriately monolithic within the context of the downtown. The proposed new development does seem to overshadow the neighbourhood and scale of the buildings along Queen Street and especially those on the quiet narrow side streets.

RECOMMENDATIONS: see summary

3. BUILDING MATERIALS

The red brick on the Queen Street façade and sides of the building is the prevalent material for the commercial buildings on Queen Street and is found throughout the city. This is clearly the best choice for the building, which has contemporary styling, while acknowledging its context. The use of the brick on the east side, essentially the back, is done well and acknowledged as typically a simpler cladding is often used on what is the least public side. The site to the east is a parking lot, so it will be completely visible from both King and Dorchester Streets, and this has been clearly recognized. The use of brick on all sides speaks to the quality and care of the design.

The upper floors are designed to have a dark and light wood-grained vertical metal cladding. It is noted in *City of Charlottetown Zoning and Development Bylaw* (updated October 24th, 2025) Section 7.4.5 states that "the appearance of Building material shall be true to their nature and should not mimic other materials". It is this reviewer's opinion that this Bylaw requirement has become outdated, as metal siding with wood grain has become more sophisticated and architecturally expressive in recent years, is synonymous with contemporary architecture, and is to be interpreted as a modern version of a traditional building material, and should be an allowable material alternative in general to differentiate and compliment the period architecture of the city. The colour shift assists in breaking down the massing of the building and will have a familiar warmth while expressing the buildings 21st Century nature, and I believe the use of wood grained metal siding is appropriate here.

RECOMMENDATIONS: None

4. WINDOWS

The glazing of the building at street level is primary large storefront glass, which is a contemporary and traditional treatment. The windows of the four-story portion of the building that blends in with the historic fabric of Queen Street, are to be double hung, and matches the character of virtually every building in the city. The windows of the metal clad sections of the building are large, primarily in two alternating sizes, in a pattern that is symmetrical but also has movement and brings life to the facades. Its is a successful contemporary interpretation of the traditionally aligned window patterns of the Georgian and Victorian buildings prevalent in the city.

RECOMMENDATIONS: None

5. ROOF

The roofs of the building are flat, as are most roofs on Queen Street, and the cornice of the tower is expressed with a prominent overhang and soffit. The *City of Charlottetown Zoning and Development Bylaw* (updated October 24th, 2025) Section 7.6.1 states that "the expression of the roof shall be clearly distinguished". The overhang of the tower achieves this goal, as does the subtle cap on the top of the brick walls on the Queen Street section of the building. The other sections of the building with the metal cladding will also have a subtle metal flashing/ cap, that will be barely perceptible, and this detail successfully accentuates the contemporary nature of the building and contrasts with the more pronounced caps of the tower and Queen Street block.

RECOMMENDATIONS: None

6. SECONDARY STRUCTURES ON ROOF

The symmetrical stair/ elevator penthouses will be a prominent and celebrated feature of the building, clad in the same material as the building itself, and gives the building a symmetrical and formal Classical Revival aesthetic, fitting right in with the established architecture of Queen Street and the city.

RECOMMENDATIONS: None

7. PORCHES

Not applicable as there are no porches on the building.

RECOMMENDATIONS: None

8. LANDSCAPING

As the building is tight to the sidewalks on the three street sides, there is no area possible for landscaping. However, the hexagonal growing wall panels are an inventive way to bring a little nature into the downtown. The alley is an opportunity to use materials that invite pedestrians, such as the cobblestone, or stamped concrete walk proposed for the development.

RECOMMENDATIONS: None

9. SURFACE PARKING

The site does not contain surface parking, and therefore, not applicable.

RECOMMENDATIONS: None

10. GARAGES AND PARKING STRUCTURES

The garage doors are located at the more solid east ends of the King Street and Dorchester Street facades, away from where the pedestrian traffic will be concentrated. The walls of the upper levels of the garage blend in seamlessly with the window openings of the building and do not detract from the aesthetic of the building.

RECOMMENDATIONS: None

11. STOREFRONTS

As noted in section 5, WINDOWS, the large storefront windows are both traditional and contemporary and carry the aesthetic of the inviting glazed and open nature of the storefronts of Queen Street. A projecting datum line above the storefront windows successfully separates the street level from the building above, as is the tradition of the city, and mandate of the bylaws.

RECOMMENDATIONS: None

■ SUMMARY

Maintaining the character of a place while allowing it to evolve is a delicate balance that requires an understanding and respect of context, a sense of how we got here, and a vision for how the past can inform and guide a future that is vibrant, innovative and authentic.

Standard 11 of the Standards and Guidelines for the Conservation of Historic Places in Canada specifically states: *"(a) Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. (b) Make the new work physically and visually compatible with, subordinate to, and distinguishable from the historic place."*. This building is not an addition to another building, but it is an addition to the city as whole. The concern is that the building will dominate the skyline of the historic street, and overshadow, both physically and figuratively, the buildings of Queen Street, a streetscape that is worth preserving in both material and atmosphere.

BONUS HEIGHT

Strictly speaking, the lot is not wide enough to allow a bonus height application. However, the orientation and situation of this lot visually separate the Queen Street portion of the proposal, and it becomes part of the greater Queen Street façade of the block. The side street "fronts" are 167'-2 ½"on the Dorchester Street side, and 88'-11" on the King Street side, and it is the opinion of this reviewer that these lot "frontages" are appropriate to take into consideration as the actual Lot Frontages, and therefore, the Lot Frontage meets the criteria for the request for a Bonus Height variance.

STEPBACKS

The Bonus Height variance would be more acceptable if the setback Bylaw were more closely adhered to. This would mean that the 5th and 6th floors that are currently at 2m, were stepped back the prescribed 3m 9.8'. The bylaw would require the 7th floor to have a step back of 6m or 19.7'.

FLOOR PLATE

By adhering to the stepbacks prescribed by the Bylaw, the Floor Plate area would be decreased to around 900 m^2, or 9,687 SF, much closer to the required maximum of 750 m^2.

■ CONCLUSION

It is recommended that the project is approved, if a compromise on the stepbacks on the 5th, 6th and 7th floors could be accommodated, as this would not only lessen the massing of the building overlooking Dorchester and King Streets, but would also lower the parking required to be within the Bylaw requirements, and bring the Floor Plate of the 7th floor to within a reasonable area that is only slightly over what is allowed.

An alternative recommendation would be to remove the 7th floor. By bringing down the height, the massing of the building would not dominate the skyline as much as the current design would, and this would also eliminate the parking requirements (from 45 to 39 stalls) and Floor Plate variance requests.

Sincerely,

■ Gregory Munn, Architect ■ President, Munn Architecture Inc.



23 January 2026

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #10

MOTION CARRIED _____

MOTION LOST _____

Date: March 10, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

BE IT RESOLVED:

That Council approve to proceed to public consultation for the request to amend Appendix "A" the Future Land Use Map of the City of Charlottetown from the Downtown Mixed-Use Neighbourhood (DMUN) to the Downtown Main Street (DMS) and a request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from Downtown Mixed-Use Neighbourhood (DMUN) Zone to Downtown Main Street (DMS) Zone for the properties located on King and Dorchester Streets being (PID#s 336974, 336909, 336917, 336966 and 1172915).

CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.1):
To adopt the Official Plan Amendment, PH-OPA.1-054, "That the land use for the property at 66 McGill Avenue (PID# 355057) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential."

BE IT RESOLVED THAT THE "OFFICIAL PLAN AMENDMENT, (PH-OPA.1-054, as it pertains to the property at 66 McGill Avenue (PID# 355057))", as attached, be adopted.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date: March 10, 2026

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-104, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Single Detached Residential (R-1S) Zone to the Medium Density Residential Townhouse (R-3T) Zone for the property at 66 McGill Avenue (PID# 355057)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-104, as it pertains to the property at 66 McGill Avenue (PID# 355057))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date: March 10, 2026

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-104, To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Single Detached Residential (R-1S) Zone to the Medium Density Residential Townhouse (R-3T) Zone for the property at 66 McGill Avenue (PID# 355057)," as attached, was read and approved a first time on March 10, 2026;

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

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date:

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

Seconded by Councillor:_____ Julie McCabe
Date:

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

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-104

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

PART I – INTERPRETATION AND APPLICATION

1. Title

(1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-104"

2. Authority

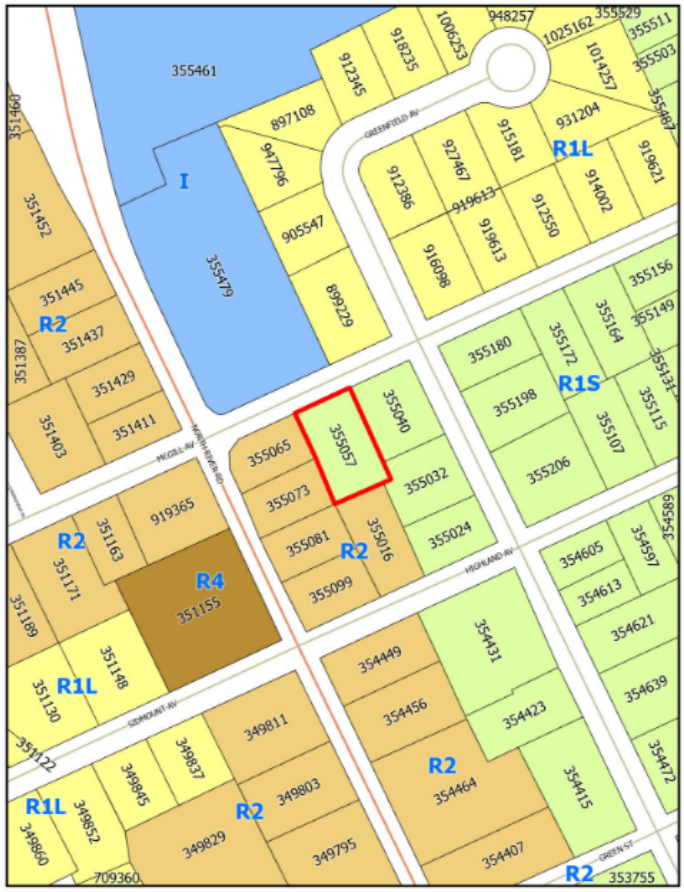
(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

3. Purpose

(1) The purpose of this bylaw is to amend the City of Charlottetown's Zoning and Development Bylaw provisions found in Appendix G – Zoning Map of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) The Zoning of the property as it pertains to 66 McGill Avenue (PID# 355057), as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-104, is Medium Density Residential Townhouse (R-3T) Zone, hereby excluding it from its former designation of Single Detached Residential (R-1S) Zone.



PART III – EFFECTIVE DATE

1. Effective Date

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

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-104, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-104, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-104, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. Signatures

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-104, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-104) is hereby approved.

Dated on this __ day of _____, _____.

_____
Hon. Sidney MacEwen
Minister of Housing and Communities

CITY OF CHARLOTTETOWN
OFFICIAL PLAN

To adopt the Official Plan Amendment, PH-OPA.1-054, "That the land use for the property at 66 McGill Avenue (PID# 355057) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential."

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

Adoption and Approval by Council:

The Official Plan amendment was adopted and approved by a majority of the Councillors present at the Council Meeting held on the 10th day of March, 2026.

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

MINISTERIAL APPROVAL

This Official Plan Amendment (PH-OPA.1-054) is hereby approved.

Dated on this __ day of _____, _____.

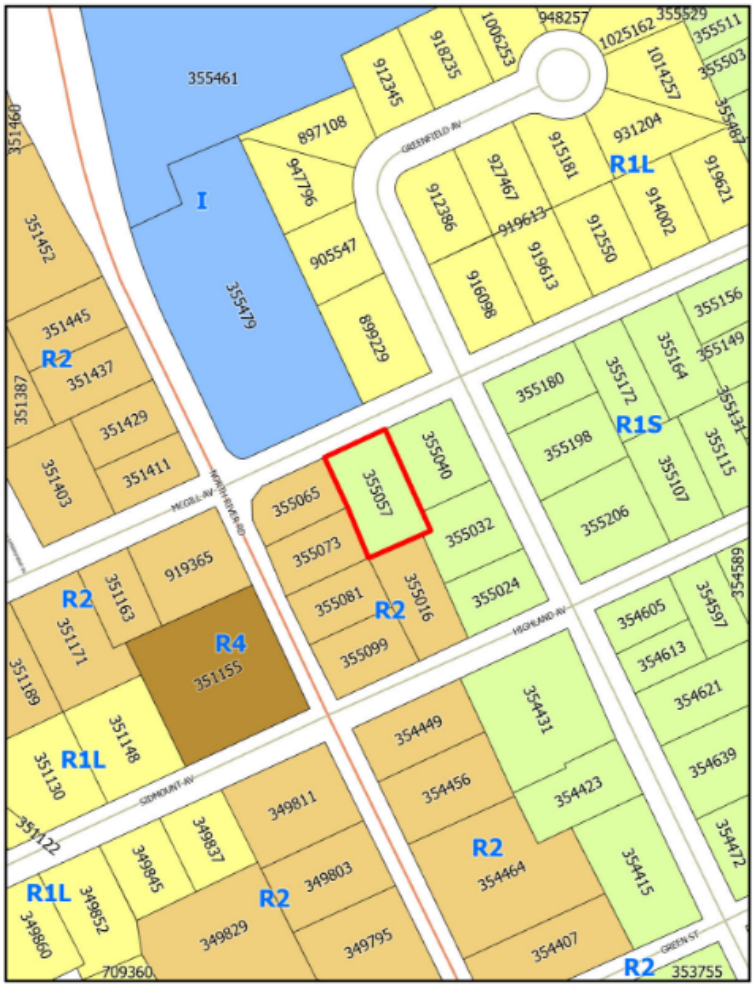
_____
Hon. Sidney MacEwen
Minister of Housing and Communities

CITY OF CHARLOTTETOWN
Official Plan Amendment
PH-OPA.1-054

Appendix "A" – Future Land Use Map

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

The land use for the property at 66 McGill Avenue (PID# 355057) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan (PH-OPA.1-054), is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential."



CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.1):
NONE.

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-107, A Bylaw to amend the Zoning & Development Bylaw, "By amending Appendix C. Approved Site-Specific Exemptions of the City of Charlottetown Zoning & Development Bylaw as it pertains to the subject property at 16-18 Hemlock Court (PID# 452672), in the Single Detached Residential (R-1L) Zone, to permit up to three (3) dwelling units within an existing legal non-conforming semi-detached building."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-107, as it pertains to the subject property at 16-18 Hemlock Court (PID# 452672))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date: March 10, 2026

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-107, By amending Appendix C. Approved Site-Specific Exemptions of the City of Charlottetown Zoning & Development Bylaw as it pertains to the subject property at 16-18 Hemlock Court (PID# 452672), in the Single Detached Residential (R-1L) Zone, to permit up to three (3) dwelling units within an existing legal non-conforming semi-detached building," as attached, was read and approved a first time on March 10, 2026;

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

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date:

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

Seconded by Councillor:_____ Julie McCabe
Date:

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

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-107

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

PART I – INTERPRETATION AND APPLICATION

1. Title

(1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-107"

2. Authority

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

3. Purpose

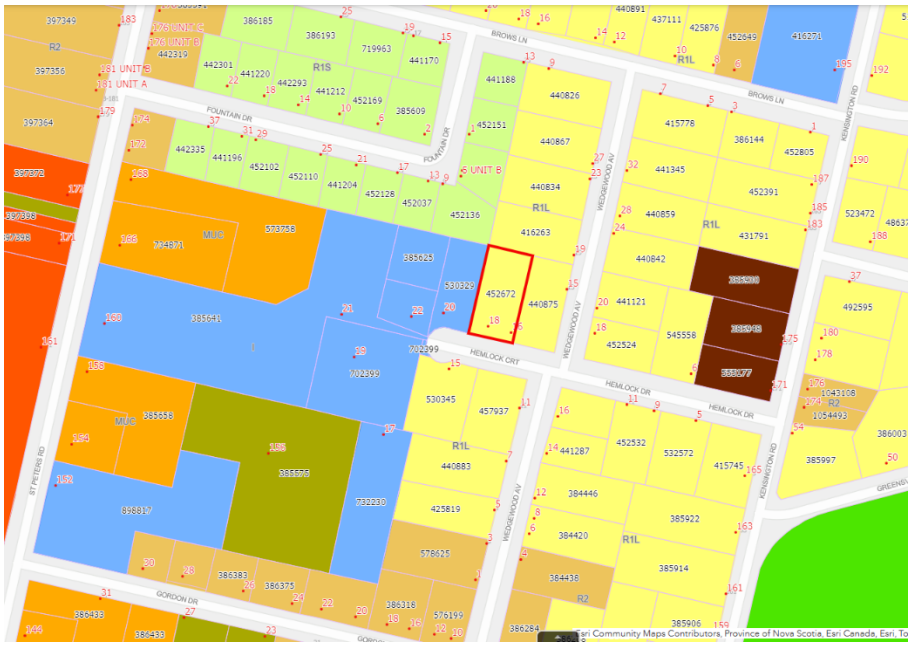
(1) The purpose of this bylaw is to amend the City of Charlottetown's Zoning and Development Bylaw provisions found in Appendix C – Approved Site Specific Exemptions.

PART II – AMENDMENTS

(1) APPENDIX C. APPROVED SITE SPECIFIC EXEMPTIONS is updated to add below amendment:

Zone	PID	Civic Address	Use	Regulation
Single Detached Residential (R-1L)	**452672**	16-18 Hemlock Court	Three (3) dwelling units	To permit up to three (3) dwelling units within an existing legal non-conforming semi-detached building

Subject Property/ Map reference only)



PART III – EFFECTIVE DATE

1. Effective Date

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

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-107, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-107, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-107, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. Signatures

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-107, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-107) is hereby approved.

Dated on this __ day of _____, _____.

_____
Hon. Sidney MacEwen
Minister of Housing and Communities

CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.1):
To adopt the Official Plan Amendment, PH-OPA.1-057, "That the land use for the subject property identified as Lot 8, Violet Circle (PID# 1187913) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential."

BE IT RESOLVED THAT THE "OFFICIAL PLAN AMENDMENT, (PH-OPA.1-057, as it pertains to the subject property identified as Lot 8, Violet Circle (PID# 1187913))", as attached, be adopted.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date: March 10, 2026

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-108, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Low Detached Residential (R-2S) Zone to the Medium Density Residential (R-3) Zone for the subject property identified as Lot 8, Violet Circle (PID# 1187913)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-108, as it pertains to the subject property identified as Lot 8, Violet Circle (PID# 1187913))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date: March 10, 2026

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-108, To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Low Detached Residential (R-2S) Zone to the Medium Density Residential (R-3) Zone for the subject property identified as Lot 8, Violet Circle (PID# 1187913)," as attached, was read and approved a first time on March 10, 2026;

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

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date:

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

Seconded by Councillor:_____ Julie McCabe
Date:

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

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-108

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

PART I – INTERPRETATION AND APPLICATION

1. Title

(1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-108"

2. Authority

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

3. Purpose

(1) The purpose of this bylaw is to amend the City of Charlottetown's Zoning and Development Bylaw provisions found in Appendix G – Zoning Map of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) The Zoning of the subject property identified as Lot 8, Violet Circle (PID# 1187913), as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-108, is Medium Density Residential (R-3) Zone, hereby excluding it from its former designation of Low Detached Residential (R-2S) Zone.



PART III – EFFECTIVE DATE

1. Effective Date

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

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-108, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-108, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-108, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. Signatures

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-108, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-108) is hereby approved.

Dated on this __ day of _____, _____.

_____
Hon. Sidney MacEwen
Minister of Housing and Communities

CITY OF CHARLOTTETOWN
OFFICIAL PLAN

To adopt the Official Plan Amendment, PH-OPA.1-057, "That the land use for the subject property identified as Lot 8, Violet Circle (PID# 1187913) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential."

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

Adoption and Approval by Council:

The Official Plan amendment was adopted and approved by a majority of the Councillors present at the Council Meeting held on the 10th day of March, 2026.

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

MINISTERIAL APPROVAL

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

Dated on this __ day of _____, _____.

_____
Hon. Sidney MacEwen
Minister of Housing and Communities

CITY OF CHARLOTTETOWN
Official Plan Amendment
PH-OPA.1-057

Appendix "A" – Future Land Use Map

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

The land use for the subject property identified as Lot 8, Violet Circle (PID# 1187913) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential.



CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.1):
To adopt the Official Plan Amendment, PH-OPA.1-055, "That the land use for the property at 3 Oakland Drive (PID# 192245) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Institutional, hereby excluding it from its former designation of Low Density Residential."

BE IT RESOLVED THAT THE "OFFICIAL PLAN AMENDMENT, (PH-OPA.1-055, as it pertains to the property at 3 Oakland Drive (PID# 192245))", as attached, be adopted.

Moved by Deputy Mayor : _____ Alanna Jankov

Seconded by Councillor: _____ Julie McCabe

Date: March 2, 2026

10-0 (Carried)

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-105, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Single Detached Residential (R-1L) Zone to the Institutional (I) Zone for the property at 3 Oakland Drive (PID# 192245)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-105, as it pertains to the property at 3 Oakland Drive (PID# 192245))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor : _____ Alanna Jankov

Seconded by Councillor: _____ Julie McCabe

Date: March 2, 2026

10-0 Carried

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-105, To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Single Detached Residential (R-1L) Zone to the Institutional (I) Zone for the property at 3 Oakland Drive (PID# 192245))," as attached, was read and approved a first time on March 2, 2026.

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

Moved by Deputy Mayor : _____ Alanna Jankov

Seconded by Councillor: _____ Julie McCabe

Date: March 10, 2026

BE IT RESOLVED THAT the said Bylaw be adopted.

Moved by Deputy Mayor : _____ Alanna Jankov

Seconded by Councillor: _____ Julie McCabe

Date: March 10, 2026

_____ Mayor/Chairperson (sealed)

_____ Chief Administrative Officer (sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-105

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

PART I – INTERPRETATION AND APPLICATION

1. **Title**
   (1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-105"

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

3. **Purpose**
   (1) The purpose of this bylaw is to amend the City of Charlottetown's Zoning and Development Bylaw provisions found in Appendix G – Zoning Map of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) The Zoning of the property as it pertains to 3 Oakland Drive (PID# 192245), as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-105, is Institutional (I) Zone, hereby excluding it from its former designation of Single Detached Residential (R-1L) Zone.



PART III – EFFECTIVE DATE

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

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-105, was read a first time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-105, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-105, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. **Signatures**

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-105, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-105) is hereby approved.

Dated on this __ day of _____, _____.

_____
Hon. Cory Deagle
Minister of Housing, Land and Communities

CITY OF CHARLOTTETOWN
OFFICIAL PLAN

To adopt the Official Plan Amendment, PH-OPA.1-055, "That the land use for the property at 3 Oakland Drive (PID# 192245) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Institutional, hereby excluding it from its former designation of Low Density Residential."

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

Adoption and Approval by Council:

The Official Plan amendment was adopted and approved by a majority of the Councillors present at the Council Meeting held on the ___day of _____, 2026.

_____ _____

Mayor/Chairperson
(signature sealed)

Chief Administrative Officer
(signature sealed)

MINISTERIAL APPROVAL

This Official Plan Amendment (PH-OPA.1-055) is hereby approved.

Dated on this __ day of _____, _____.

_____

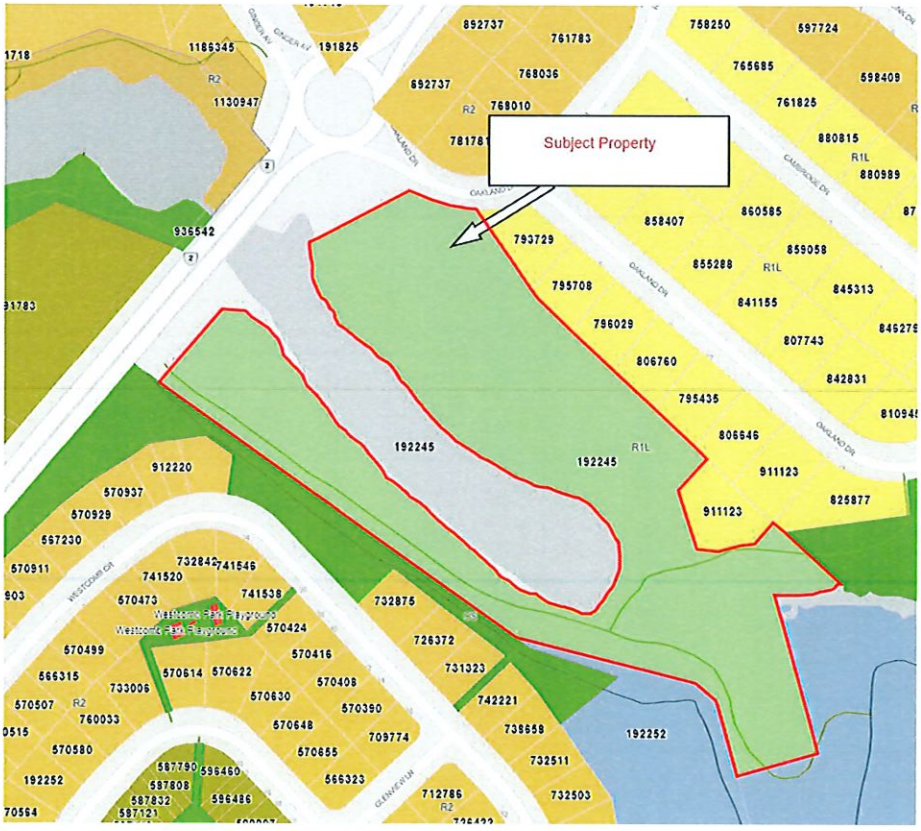
Hon. Cory Deagle
Minister of Housing, Land and Communities

CITY OF CHARLOTTETOWN
Official Plan Amendment
PH-OPA.1-055

Appendix "A" – Future Land Use Map

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

"That the land use for the property at 3 Oakland Drive (PID# 192245) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Institutional, hereby excluding it from its former designation of Low Density Residential"



CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.1):
To adopt the Official Plan Amendment, PH-OPA.1-056, "That the land use for the unaddressed parcel on Stanmol Drive (PID# 1047562) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential."

Denied in conflict

BE IT RESOLVED THAT THE "OFFICIAL PLAN AMENDMENT, (PH-OPA.1-056, as it pertains to the unaddressed parcel on Stanmol Drive (PID# 1047562))", as attached, be adopted.

6-3 (Councillors Beck, MacKinnon & Trivett opposed)

Moved by Deputy Mayor: _____ Alanna Jankov

Seconded by Councillor: Julie McCabe X Julie McCabe

Date: March 2, 2026

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-106, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone, for the unaddressed parcel on Stanmol Drive (PID# 1047562)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-106, as it pertains to the unaddressed parcel on Stanmol Drive (PID# 1047562))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

6-3

Moved by Deputy Mayor: _____ Alanna Jankov

Seconded by Councillor: Julie McCabe X Julie McCabe

Date: March 2, 2026

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-106, To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone, for the unaddressed parcel on Stanmol Drive (PID# 1047562))," as attached, was read and approved a first time on March 2, 2026.

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

Moved by Deputy Mayor: _____ Alanna Jankov

Seconded by Councillor: _____ Julie McCabe

Date: March 10, 2026

BE IT RESOLVED THAT the said Bylaw be adopted.

Moved by Deputy Mayor: _____ Alanna Jankov

Seconded by Councillor: _____ Julie McCabe

Date: March 10, 2026

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

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-106

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

PART I – INTERPRETATION AND APPLICATION

1. Title

(1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-106"

2. Authority

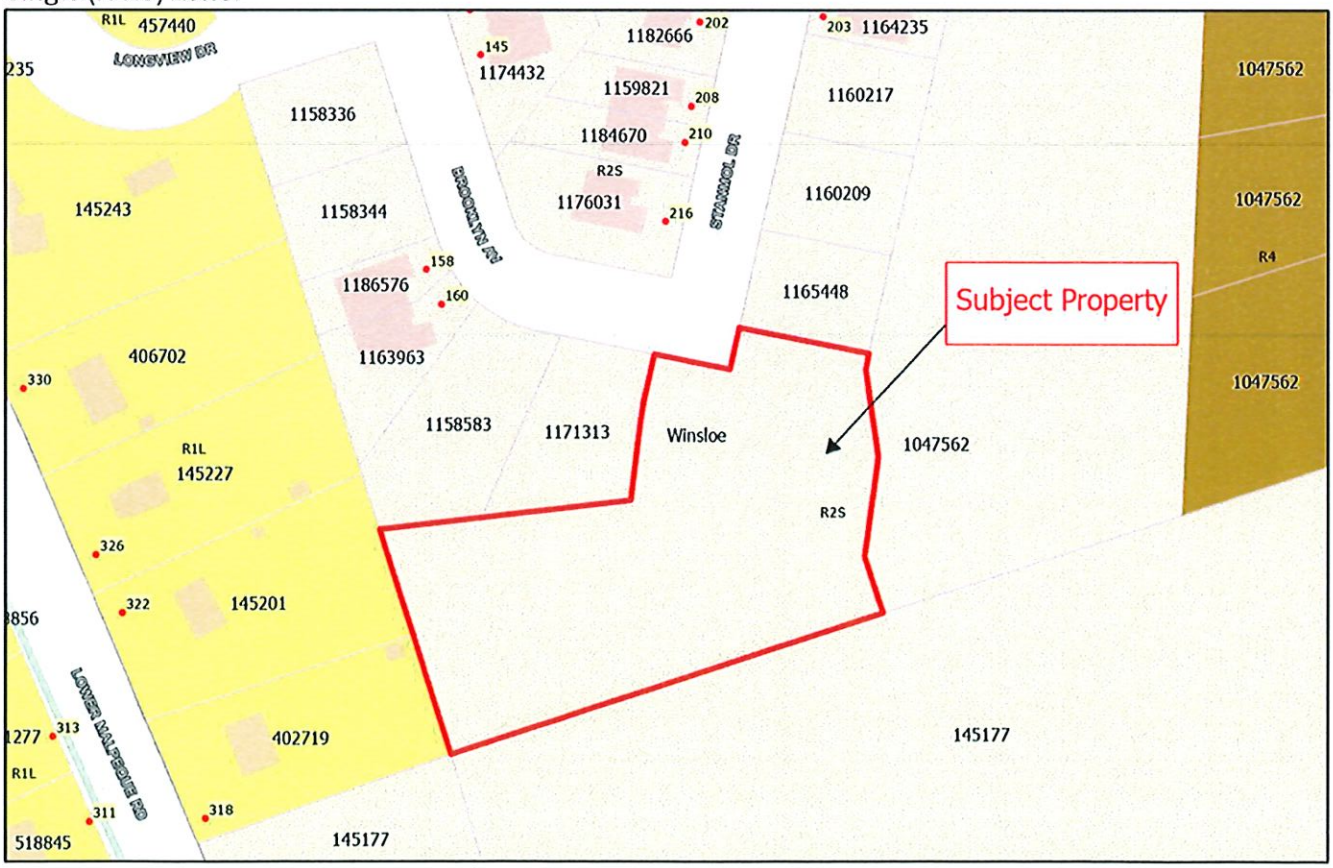
(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

3. Purpose

(1) The purpose of this bylaw is to amend the City of Charlottetown's Zoning and Development Bylaw provisions found in Appendix G – Zoning Map of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) The Zoning of the property as it pertains to the unaddressed parcel on Stanmol Drive (PID# 1047562), as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-106, is Medium Density Residential (R-3) Zone, hereby excluding it from its former designation of Low Density Residential Single (R-2S) Zone.



PART III – EFFECTIVE DATE

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

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-106, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-106, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-106, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. **Signatures**

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-106, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-106) is hereby approved.

Dated on this __ day of _____, _____.

_____
Hon. Cory Deagle
Minister of Housing, Land and Communities

CITY OF CHARLOTTETOWN
OFFICIAL PLAN

To adopt the Official Plan Amendment, PH-OPA.1-056, "That the land use for the unaddressed parcel on Stanmol Drive (PID# 1047562) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential."

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

Adoption and Approval by Council:

The Official Plan amendment was adopted and approved by a majority of the Councillors present at the Council Meeting held on the ___day of _____, 2026.

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

MINISTERIAL APPROVAL

This Official Plan Amendment (PH-OPA.1-056) is hereby approved.

Dated on this __ day of _____, _____.

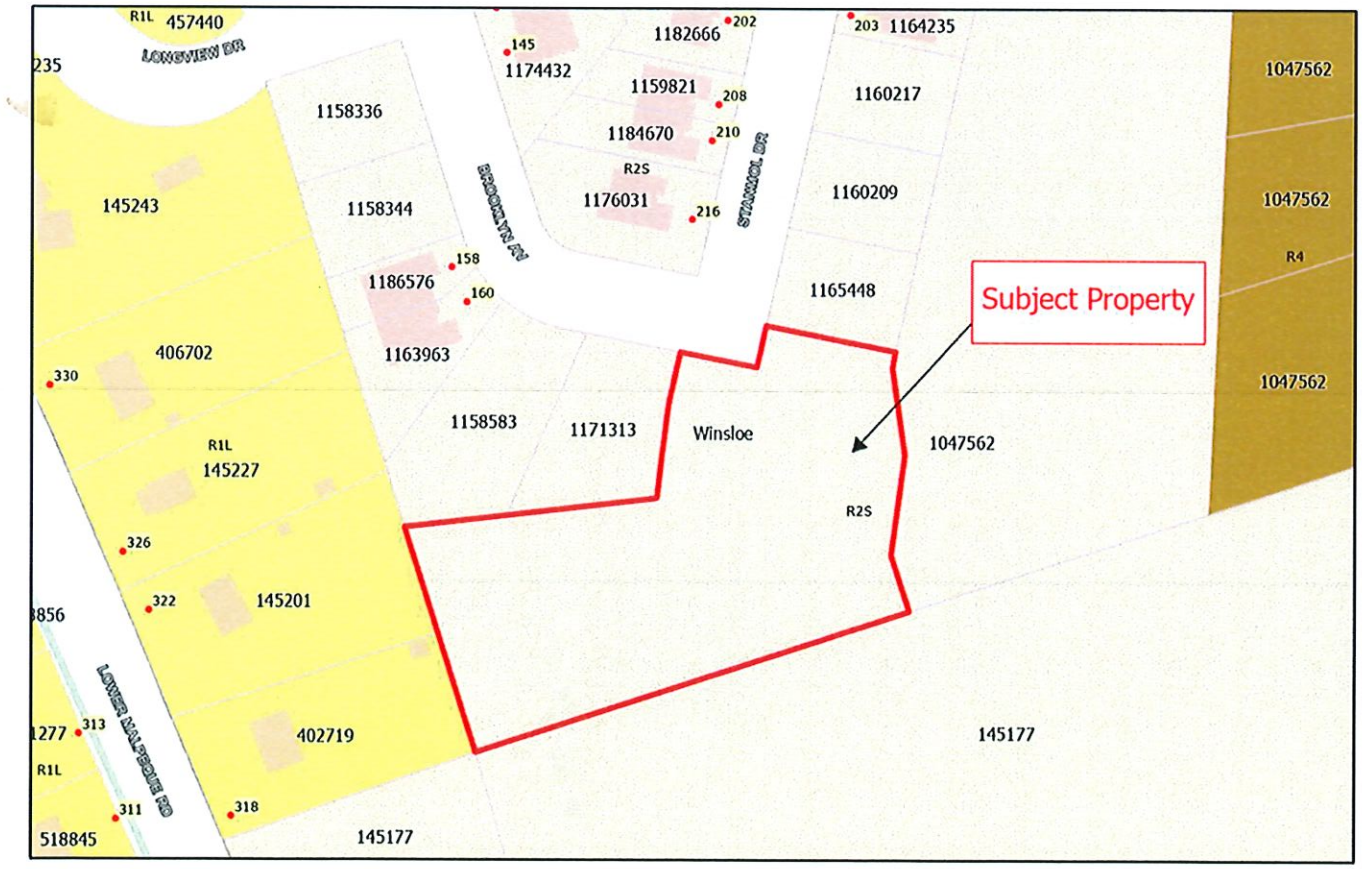
_____
Hon. Cory Deagle
Minister of Housing, Land and Communities

CITY OF CHARLOTTETOWN
Official Plan Amendment
PH-OPA.1-056

Appendix "A" – Future Land Use Map

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

That the land use for the unaddressed parcel on Stanmol Drive (PID# 1047562) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential."



CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR FEBRUARY 2025
DOLLAR VALUES

	FEB	Totals
Residential New	$19,540,553.00	$37,812,565.25
Residential Renovations and Additions	$4,500.00	$289,500.00
Industrial-Commercial New	$500,000.00	$500,000.00
Industrial-Commercial Renovations	$2,424,492.02	$3,104,492.02
Institutional New	$0.00	$0.00
Institutional Renovations	$0.00	$639,000.00
Signage	$500.00	$54,250.00
Other	$0.00	$5,000.00
Agriculture	$0.00	$0.00
TOTALS	**22,470,045.02**	**42,404,807.27**

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR FEBRUARY 2026
DOLLAR VALUES

	FEB	Totals
Residential New	$7,950,000.00	$15,723,000.00
Residential Renovations and Additions	$190,000.00	$918,310.00
Industrial-Commercial New	$0.00	$490,000.00
Industrial-Commercial Renovations	$3,477,180.00	$6,497,180.00
Institutional New	$0.00	$0.00
Institutional Renovations	$0.00	$0.00
Signage	$50,940.86	$58,740.86
Other	$0.00	$0.00
Agriculture	$0.00	$0.00
TOTALS	**11,668,120.86**	**23,687,230.86**

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

	FEB	Totals
Single Family Dwellings - New	1	8
Two-Family Dwellings - New	1	2
Multi-Family Dwellings - New	1	2
Residential Renovations and Additions	5	9
Industrial-Commercial New	1	1
Industrial-Commercial Renovations	8	11
Institutional New	0	0
Institutional Renovations	1	2
Signage	1	7
Other	0	1
Agriculture Renovations	0	0
TOTALS	**19**	**43**

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

	FEB	Totals
Single Family Dwellings - New	1	4
Two-Family Dwellings - New	0	0
Multi-Family Dwellings - New	1	3
Residential Renovations and Additions	6	17
Industrial-Commercial New	0	1
Industrial-Commercial Renovations	6	12
Institutional New	0	0
Institutional Renovations	0	0
Signage	2	4
Other	0	1
Agriculture Renovations	0	0
TOTALS	**16**	**42**

CHARLOTTETOWN

Planning & Heritage Summary (Week ending February 6th, 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
24-1029	388900	322-BLD-24	12-Sep-24	3-Feb-26	APPROVED	22 Lewis Crescent	Temporary Occupancy Permit: Interior & Exterior Renovation including Foundation and Trusses	Leading Edge Group	24-Feb-26
25-669	946442	166-BLD-25	16-May-25	6-Feb-26	APPROVED	83 Parricus Mead Dr	Occupancy Permit: Interior renovation: Addition of kitchen in basement	Dominique Ryan	27-Feb-26
25-1122	337451	361-BLD-25	5-Dec-25	3-Feb-26	APPROVED	21 Lyne Ave	Move detached garage to face Athol Dr	Stacy Driscoll	24-Feb-26
26-3	339770	002-BLD-26	12-Dec-25	5-Feb-26	APPROVED	43 Rochford St	Basement renovation to accommodate an apartment unit	Lorin T Brehaut	26-Feb-26
26-7	387761	006-BLD-26	17-Dec-25	4-Feb-26	APPROVED	670 University Ave	Interior Fit Up - Seoul Food	Seoul Food	25-Feb-26
26-9	387761	008-BLD-26	18-Dec-25	4-Feb-26	APPROVED	670 University Ave	Interior Fit Up - Bath and Body Works	Core Architects	25-Feb-26
26-35	353748	008-STR-26	20-Jan-26	2-Feb-26	APPROVED	37 Greenfield Ave A	Tourist Home: Short Term Rental	Gateway Bazaar Holdings LTD	23-Feb-26
26-67	339879	018-STR-26	29-Jan-26	2-Feb-26	APPROVED	6 West St	Tourist Home: Short Term Rental	Lori Kays	23-Feb-26
26-72	336552	019-STR-26	30-Jan-26	4-Feb-26	APPROVED	9 King St	Tourist Home: Short Term Rental	Buffy Wallace	25-Feb-26
26-74	337584	020-STR-26	2-Feb-26	5-Feb-26	APPROVED	263 King St	Tourist Home: Short Term Rental	Dung Nguyen Chung	26-Feb-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-94	388579	006-LS-26	28-Jan-26	4-Feb-26	APPROVED	54-56 Airfield Ct.	Lot subdivision (Lot 25-14A and Lot 25-14B)	George Zafaris	25-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 February 13th, 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
25-242	390237	043-BLD-25	21-Feb-25	12-Feb-26	APPROVED	165 Mount Edward Rd	Construction of a 4 Storey, 47-Unit Residential Dwelling	103435 PEI Inc	5-Mar-26
25-751	388579	208-BLD-25	13-Jun-25	9-Feb-26	APPROVED	54-56 Airfield Crt (Lot 21-14)	Temporary Occupancy Permit: Construction of a Two-Storey Semi-Detached Dwelling	George Zafiris	2-Mar-26
26-46	664136	016-BLD-26	16-Jan-26	28-Jan-26	APPROVED	78 Kingsburgh Ave (Lot 171)	Construction of a single detached dwelling	Precision Homes LTD	18-Feb-26
26-57	387761	020-BLD-26	26-Jan-26	9-Feb-26	APPROVED	670 University Ave	Interior Fit-up - Softmoc	Bonnys Lebrun	2-Mar-26
26-78	341610	022-STR-26	4-Feb-26	4-Feb-26	APPROVED	11 Grafton St	Tourist Home: Short Term Rental	101909 Pei Inc	25-Feb-26
26-79	365890	023-STR-26	4-Feb-26	4-Feb-26	APPROVED	17 West St	Tourist Home: Short Term Rental	Myrtle Jenkins-Smith & Vaughn Smith	25-Feb-26
26-80	373597	024-STR-26	4-Feb-26	12-Feb-26	APPROVED	16 Westview Dr	Tourist Home: Short Term Rental	Thi Thoa Nguyen	5-Mar-26
26-102	338111	025-STR-26	9-Feb-26	13-Feb-26	APPROVED	54 Pownal St	Tourist Home: Short Term Rental	J Joseph & Rosa E Byrne	6-Mar-26
26-113	946442	002-SEC-26	11-Feb-26	12-Feb-26	APPROVED	83 Parricus Mead Dr	Secondary Suite Registry	Dominique Ryan	5-Mar-26

Lot Subdivisions

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

Council Approvals

25-1138	623090	009-RZN-25	9-Dec-25	10-Feb-26	Approved	231 Brackley Point Rd	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.	Breakwater Developments Inc	3-Mar-2026
25-1139	690800	023-MJV-25	18-Dec-25	10-Feb-26	Approved	33-35 Corrigan Crt	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.	Albert Cohen	3-Mar-2026
25-1140	784298	024-MJV-25	30-Dec-25	10-Feb-26	Approved	1884 Blake Crt	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.	Robert "Bob" G & Karen Carmichael	3-Mar-2026
25-981	192245	007-RZN-25	16-Sep-25	10-Feb-26	Approved	3 Oakland Dr	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.	Jonathan Barrett	3-Mar-2026
25-999	1047562	004-RZOP-25	24-Sep-25	10-Feb-26	Approved	Stanmol Dr (PID# 1047562)	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 eight (8) stacked townhouse units each on two (2) separate parcels for a total of sixteen (16) units, be approved.	Falcon Properties Inc.	3-Mar-2026

CHARLOTTETOWN

Planning & Heritage Summary (Week ending February 20th, 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
24-407	684514	088-BLD-24	26-Mar-24	18-Feb-26	APPROVED	59 Alice Avenue	Occupancy Permit: New Single-Detached Dwelling	Horseshoe Hill Estates	11-Mar-26
25-1091	1018811	349-BLD-25	7-Nov-25	18-Feb-26	APPROVED	58 Bridle Path Ln	Construction of a 20'x20' Detached Garage	Will Johnston	11-Mar-26
26-93	1188408	034-BLD-26	5-Feb-26	18-Feb-26	APPROVED	56 Kingsburgh Ave (Lot 176)	Footing Permit: Construction of a single detached dwelling	Roy Mutch Construction Inc	11-Mar-26
26-103	394072	026-STR-26	11-Feb-26	19-Feb-26	APPROVED	17 Maple Ave	Tourist Home: Short Term Rental	Muhammad Asif Naseem	12-Mar-26
26-104	452441	003-SGN-26	3-Feb-26	20-Feb-26	APPROVED	423 Mount Edward Rd	Fascia Sign - Illuminated channel letters and logo - Island Petroleum	Island Petroleum (SUNOCO)	13-Mar-26
26-106	1188390	036-BLD-26	9-Feb-26	20-Feb-26	APPROVED	83 Kingsburgh Ave (Lot 135)	Construction of a Single Detached Dwelling	Roy Mutch Construction Inc	13-Mar-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 February 27th, 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
24-1248	1177237	402-BLD-24	11-Dec-24	25-Feb-26	APPROVED	30 Hudson Ave (Lot 78)	Occupancy Permit: New Single Detached Dwelling	Curran Developments Inc	18-Mar-26
25-627	1124189	154-BLD-25	9-May-25	25-Feb-26	APPROVED	149 Sherwood Rd	Occupancy Permit: Interior Renovation of Existing Storage Area - Universal Truck & Trailer	Mike Turnbull	18-Mar-26
25-877	440925	268-BLD-25	1-Aug-25	26-Feb-26	APPROVED	7 Messer Ave	Review of Existing Secondary Suite	John Louis McCullough	19-Mar-26
26-54	340414	018-BLD-26	14-Nov-25	25-Feb-26	APPROVED	100 Pownal St	Concrete restoration	City of Charlottetown	18-Mar-26
26-64	231132	024-BLD-26	29-Jan-26	25-Feb-26	APPROVED	100 Pownal St	Phase II: Sprinkler system upgrade	City of Charlottetown	18-Mar-26
26-107	366542	027-STR-26	11-Feb-26	23-Feb-26	APPROVED	7 Colonel Gray Dr	Tourist Home: Short Term Rental	Mingjie Jiang	16-Mar-26
26-111	387761	004-SGN-26	11-Feb-26	23-Feb-26	APPROVED	680 University Ave	Fascia Sign - Real Atlantic Superstore	Antonietta Tenore	16-Mar-26
26-117	623629	028-STR-26	13-Feb-26	25-Feb-26	APPROVED	139 Upton Rd	Tourist Home: Short Term Rental	Penny & Jamie Carew	18-Mar-26
26-118	463554	029-STR-26	17-Feb-26	26-Feb-26	APPROVED	95 Nassau St	Tourist Home: Short Term Rental	Jennifer MacDonald	19-Mar-26
26-124	531186	030-STR-26	20-Feb-26	27-Feb-26	APPROVED	138 Richard Dr	Tourist Home: Short Term Rental	Patrick & Patricia Kelly	20-Mar-26
26-130	348888	032-STR-26	20-Feb-26	27-Feb-26	APPROVED	14 Prince Charles Dr	Tourist Home: Short Term Rental	Elizabeth & Frank Costa	20-Mar-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

PUBLIC WORKS COMMITTEE
REPORT TO COUNCIL
March 10, 2026

The Public Works Committee met on Friday February 27, 2026, and the draft minutes are included in your package.

The Civic Board for Persons with Disabilities met on Tuesday February 17, 2026, and the draft minutes are included in your package.

There is one (1) resolution for your consideration.
Capital and Operational Summaries are included in your package.

Respectfully submitted,

Councillor Mitchell Tweel, Chair

Public Works Committee Meeting
Friday, February 27, 2026
12:00 PM, Parkdale Room, City Hall

DRAFT

Present: **Chair, Councillor Mitchell Tweel**
Councillor Justin Muttart
Councillor John McAleer

Also: **Ylber Gashi, Public Works Manager**
Amber Robb, Public Works Administrative Assistant
Riley Taweel, Public Works Traffic Engineer
Michael Ruus, Director Integrated Growth
Sophie Hayes, Junior Engineer
Berry Genge, Junior Engineer

Regrets: **Mayor Philip Brown**

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

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

3. Approval of Agenda
Moved by Councillor Muttart and seconded by Councillor McAleer that the agenda be approved as circulated. Carried (2-0).

4. Approval of Minutes
Moved by Councillor McAleer and seconded by Councillor Muttart that the draft minutes from January 21, 2026 be approved. Carried (2-0).

5. Business Arising from the Minutes
Councillor McAleer requested further clarification regarding the improvements status and funding for the West Royalty Community Center Upgrades, key points from the discussion as follows:

- $350,000 remains in the current fiscal year for priority one repairs including: preventing water infiltration, accessibility improvements and other essential upgrades.
- The tender has been delayed and will not close until mid-March. Because the work cannot be completed or invoiced by March 31, only part of the funds may be used now, with the remainder carried forward and still dedicated to the project. Next year's budget for the facility will be increased.
- Chair Tweel stressed that the 40-year old building needs long-overdue upgrades and that the community expects repairs that bring it up to modern standards, matching the investment seen in other facilities. Councillor McAleer agreed.

6. Reports/Discussions

a) Police Upfitting

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:

- Spence Communications and Custom Lighting Inc. submitted the lowest qualified bid.
- The police fleet budget does not have enough funds to cover the upfitting costs and will require a budget transfer form the Public Works Small Fleet account which has surplus funds to the Police Small Fleet account. There will not be an increase in the overall budget this is just a reallocation of funds.
- The vehicle upfitting is separate from the vehicle purchase price.
- Chair Tweel asked for clarification from the department on the following:
    - Is Spence Communication a local business?
    - Why is there a significant shortfall for upfitting?
    - Where did the purchased vehicles come from and were local dealerships awarded?

Moved by Councillor McAleer and seconded by Councillor Muttart that "Police Upfitting" be forwarded to Council for approval. Carried (2-0)

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:

- PWM Gashi explained that the current budget is still a draft because of several cost projections – such as winter operations, fuel, heating and oil expenses are still uncertain. Overall the budget shows only slight increases in some areas, and further updates and minor adjustments are expected, especially once the capital budget is presented and operational details become clearer.

c) Department Update – Capital & Operational Summaries

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:

- PWM Gashi reported no unusual items within the Capital Projects. Two capital funded projects have recently been awarded, and several others including 70 Kent St Upgrades, The West Royalty Community Center Upgrades and the Exhibition Drive Reconstruction are currently out for tender. Multiple tenders are closing soon, staff expect good participation and hope to begin major work in the spring once the capital budget is finalized.
- Chair Tweel raised a question about whether certain streets slated for new sidewalks should instead consider multi-use pathways to better accommodate cyclists, people with disabilities runners and other non-vehicle users. PWM Gashi explained that staff does evaluate multi-use pathways, but they work best in wider areas or along busy roads. Many of the proposed streets slated for new sidewalks have existing sidewalks that they must connect to, and space constraints make multi-use pathways impractical in those areas. Projects like the Norwood Road Plan do include multi-use pathways where appropriate.
- Chair Tweel raised concerns about damaged utility poles along Connolly Street that are leaning and asked for coordination with Maritime Electric to have them replaced.
- Councillor Muttart brought forward concerns when tenders are marked disqualified with no explanation or context provided to Council.

    - Council members would like to see more context in future procurement reports, even brief and high level so they understand why a bidder was deemed ineligible. And for the department to provide timely responses to disqualified proponents by balancing transparency with confidentiality and legal considerations, to ensure businesses understand why their bid was unsuccessful and how they can improve in future tenders.
    - PWM Gashi responded that procurement already allows proponents to request feedback, and staff regularly provide it. The City is reviewing how much detail can be shared publicly in reports and disqualifications generally stem from not meeting tender criteria, though the specifics vary.
- Councillor McAleer asked for an update on Queen Street Parkade file. Staff committed to bringing a formal update back to committee and council at a future meeting.
- Councillor Muttart opened a discussion on the Exhibition Drive Reconstruction highlighting concerns from local businesses about access and operational impacts during construction. He recognized that previous water/sewer work in the area caused major disruptions that has only heightened the concerns for businesses in the area.
    - It was suggested that the department host a community/business information session to explain timelines, impacts, and traffic management when more details are known. Councillor McAleer indicated that Horseman would need to be included not just Red Shores.
    - Chair Tweel made a suggestion for the department to explore extended 24-hour work schedules to shorten the construction period.
    - PWM Gashi confirmed that staff have begun reaching out to businesses, with plans for transparent communication and possibly a formal meeting similar to past community sessions for major road projects. Staff have taken into consideration Old Home Week, race nights and other events planned at Red Shores and noted that the tender states that work will pause for two weeks during Old Home Week to maintain access.
    - Councillor Muttart emphasized the importance of a proactive approach and offered to personally deliver letters and meet with businesses to help manage expectations.
- Chair Tweel raised concerns about Queen Street's major stormwater issues, noting long-standing flooding problems that severely affect residents from Costello Lane through Connolly Street and beyond. Residents face recurring anxiety during rain events, with property damage risks, limited mobility, and potential insurance complications. Chair Tweel stressed the urgent need for visible progress and requested a public meeting to present plans and timelines. He emphasized that while the long term solution is complex, residents need to see tangible progress soon.
    - PWM Gashi clarified that the $60,000 referenced in the budget covered the completed stormwater study by CBCL that outlines short, medium and long term actions and recognizes that the problem spans a wide, interconnected area.
    - Upcoming capital budgets include a stormwater management line dedicated to advancing Queen Street work.
    - Some early improvements will be integrated into other infrastructure projects, such as: Connolly Street sidewalk and catch basin upgrades (expected to help somewhat).
    - Future phases of the University Avenue master plan may help alleviate some of the issues but may not reach the Queen Street problem area until 2028-2029.
    - Staff will begin identifying specific short-term, localized interventions and further detailed design work once the 2026 capital budget is approved.

- Chair Tweel also highlighted serious flooding and pedestrian safety issues on Barrymore Court, especially during rain and winter freezes.
    - PWM Gashi confirmed that internal crews have done preliminary site reviews and will retain an engineering consultant to study the area and recommend solutions.
    - A design may be ready for potential implementation next year, depending on findings.
    - Chair Tweel requested early communication with residents explaining the steps being taken.

d) Civic Board for Persons with Disabilities

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

7. Introduction of New Business

- Councillor McAleer raised concerns that the streets in the West Royalty Business Park particularly Hillstrom Ave are in poor condition and may not be receiving sufficient attention because the area is not residential. He emphasized the significant tax base in the area and asked that the industrial park be more formally included in planning conversations. He requested an update at the next meeting.
    - PWM Gashi confirmed that the area is on their radar, and staff do prioritize streets using worst-first approach and must work within limited budgets, they take into consideration the need for additional infrastructure such as curbs and gutters. A more accurate assessment of Hillstrom's priority status will be available once street inspections and the shortlist for the upcoming construction season are finalized.
    - Chair Tweel asked for the history of when the City took over the streets from the Province including the rationale, advantages and disadvantages and impact on infrastructure responsibilities.
- Chair Tweel asked for clarity on the status of snow removal contracts in suburban communities highlighting contract renewal timelines, equipment standards, and service expectations for contractors and residents.
    - PWM Gashi explained that there are three separate contracts for streets the City plows. One contract involves priority Provincial routes taken over by the city. Other contracts are 5-year contracts, originally issued in 2015, renewed in 2020 and extended again for the current season because procurement started too late. He noted that staff are considering longer-term contracts (e.g., 10 years) to match Provincial practices to support contractor investment in equipment. He added that a full report will be prepared for the next meeting.

8. Adjournment

Moved by Councillor Muttart and seconded by Councillor McAleer that the meeting be adjourned. Carried. The meeting concluded at 1:14 PM.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Public Works Committee # 1

MOTION CARRIED _____

MOTION LOST _____

Date: 03,10,2026

Moved by Councillor Mitchell Tweel

Seconded by Councillor John McAleer

RESOLVED:

That, as per the conditions of the Public Request for Quotes "Upfit of Various Police Fleet" the submission of Spence Communications and Custom Lighting Inc., in the amount of $148,876.45 (plus all applicable taxes) be accepted,

And that a budget transfer from the Public Works Capital account for "Fleet Management – Small Fleet Replacement - Public Works" in the amount of $92,396.85.00 (plus all applicable taxes) to "Fleet Management – Small Fleet Replacement - Police" be carried out,

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

City of Charlottetown Committee Report

Report No: PW-2026-02-27-001

Date: February 27, 2026

Directed to Council through the following Committee:
Public Works Committee

Attachments:

- None

Reporting Department:
Public Works

Other Associated Departments:
Police Services

Prepared by:
Stephen MacFadyen

Report Title:
Police Upfitting

Report Purpose:
To inform Council of the results of the public request for quotes and recommend the purchase as discussed herein.

Staff Recommendation:
That Council, as per the conditions of the Request for Quotes accepts the submission from Spence Communications and Custom Lighting Inc for the purchase of Police Upfitting on Various Police Fleet in the amount of $148,876.45, plus all applicable taxes be accepted.

Report Details:
In December 2025 a public request for quotes was issued by the Public Works Department for various police fleet upfitting.

A public opening of the tender followed immediately after closing and there were two bids received.

Various Police Fleet Upfitting

Vendor Name	Bid Price (plus all applicable taxes)
Spence Communications and Custom Lighting Inc.	$148,876.45
Scotia Emergency Vehicle Systems Inc.	$157,397.07

After a review of the submissions, Spence Communications and Custom Lighting Inc. meets the specifications required and was the lowest quote received. The Department recommends awarding this tender to Spence Communications and Custom Lighting Inc.

Report Details Continued:

Budgeted from Police Fleet. GL# 011-4000-54030-5066
Original Budget: $475,000.00
Three (3) 2026 Dodge Durango Police Pursuit SUVs - $213,555.00
One (1) 2026 Dodge Ram 2500 - $72,208.50
One (1) 2026 Chevrolet Tahoe - $77,622.70
2024/ 2025 Carry over for Police Upfits - $55,134.20
Budget remaining following these purchases: $56,479.60
Budget required for this purchase: $148,876.45

This has resulted in a shortfall of $92,396.85 from the Police Fleet Budgeted Line item. Insufficient funds were budgeted for the upfits required to complete the police units and there was an unexpected carry over of $55,134.20 from the previous years upfits. These units were delivered prior to April 1st. As such, we are requesting councils approval to move the monies required from GL# 011-4300-54030-5068 (Public Works Small Fleet) to 011-4000-54030-5066 (Police Fleet).

Council or Committee History:
Council had provided 2025/2026 Capital Funding for this vehicle upfit purchase; cost is in alignment with the funding in place.

Financial Implications:
Replacement Vehicles - fuel previously budgeted, maintenance should be minimal in initial years.

Public Engagement and Communication:
N/A

Legislative Authority:
PEI MGA, Part 6 – Financial Matters, Division 1 – Financial Operations

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
YG, February 25, 2026	RDM, February 26, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown

Transfer of Budget Funds Form

Department: Public Works Capital Budget

Date: March 2, 2026

TRANSFER FROM			TRANSFER TO			REASON
Amount	Account No.	Name	Amount	Account No.	Name	
$ 92,396.85	011-4300-54030-5068	Fleet Management Small Fleet Replacement - Public Works	$ 92,396.85	011-4000-54030-5066	Fleet Management Small Fleet Replacement - Police	Budget Transfer - insufficient funds were budgeted as well as an unexpected carry over from previouse years upfits resutling in a shortfall.
$ 92,396.85			$ 92,396.85			

Manager

Director Mar 2, 2026

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

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

Such transfer requests will be advanced to the Finance Committee for consideration.

City of Charlottetown Committee Report

Report No: PW-2026-02-27-002

Date: February 27, 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

Report Title:
2026 -2027 Draft Budget Update - Operational

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

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. The attached document gives some more information on the Draft Operational Budget initially presented at the January 21st Committee Meeting. A Summary document is 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	**CAO/Director**
YG, February 25th, 2026	RDM, February 26, 2026

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
2026/2027 Draft Operating Budget
Public Works and Municipal Buildings

	2025/2026 Budget	2025/2026 Forecast	2026/2027 Budget
Public Works			
Revenue	**15,200**	**15,200**	**15,200**
Expenses			
Salaries & Benefits	10,000,000	10,000,000	10,200,000
Professional Consulting	40,000	40,000	40,000
Office Supplies	22,500	22,500	25,000
Staff Development	39,000	39,000	40,000
Travel & Transportation	35,000	35,000	40,000
Meeting Expenses	13,000	13,000	13,000
Clothing	55,000	55,000	57,500
AVL Tracking	98,000	98,000	98,000
Insurance Claims	98,000	98,000	98,000
Urban Beautification	200,000	200,000	205,000
Tools	15,000	15,000	15,000
Water & Sewer	500	500	500
Cleaning Supplies	17,500	17,500	17,500
Gas & Oil	550,000	550,000	550,000
Equipment Repairs & Rentals	22,000	22,000	28,600
Vehicle Maintenance & Repairs	680,000	680,000	695,000
Maintenance	22,000	22,000	22,000
Leased Equipment	90,000	90,000	90,000
Snow Removal	4,100,000	4,100,000	4,159,904
Street Cleaning	225,000	225,000	229,000
Street Resurfacing & Repair	525,000	525,000	525,000
Traffic Markings & Signs	195,000	195,000	195,000
Sidewalk & Curb (Union Maintenance)	100,000	100,000	100,000
Storm Water Control	7,500	7,500	7,500
Street Lighting	1,007,151	1,007,151	1,007,151
Traffic & Parking	23,000	23,000	23,000
Total Public Works Expenses	**18,180,151**	**18,180,151**	**18,481,655**
Net Public Works Expenditures	**18,164,951**	**18,164,951**	**18,466,455**
Municipal Buildings			
Expenses			
Salaries & Benefits	850,000	850,000	866,810
Travel & Transpostation	3,000	3,000	3,000
Utilities (Heating Fuel,Electric,Water & Sewer)	653,000	653,000	666,010
Cleaning Supplies	45,000	45,000	45,000
Service Contracts	161,000	161,000	164,220
Property Taxes	360,000	360,000	360,000
Maintenance	250,000	250,000	255,000
Public Art Maintenance	2,000	2,000	2,000
Snow Removal	36,000	36,000	36,720
Total Municipal Buildings Expenses	**2,360,000**	**2,360,000**	**2,398,760**
Net Public Works and Municipal Buildings Expenses	**20,524,951**	**20,524,951**	**20,865,215**

City of Charlottetown Committee Report

Report No: PW-2026-02-27-003

Date: February 27, 2026

Directed to Council through the following Committee:
Public Works Committee

Reporting Department:
Public Works

Other Associated Departments:
None

Prepared by:
Ylber Gashi / Joey MacKinnon

Attachments:

- Capital Summary
- Operational Summary
- City Hall Access Control - Letter of Recommendation to Award

Report Title:
Department Update – Capital and Operational Summaries

Report Purpose:
Informational only

Staff Recommendation:
None – informational only

Report Details:

1. **General Overview:**

The Public Works Department is currently finalizing the 2026/2027 budgets, including closing out completed projects, and preparing for the upcoming construction season. At the same time, operational staff remain focused on winter operations and post-storm cleanup following recent snow events.
Please See summary pages and sections below for further information.

The following provides additional information regarding recent procurement opportunities publicly issued through the City's website in accordance with the City's Procurement Policy.

2. City Hall Access Control

Please note that the public Request Tender for "City Hall Access Control" has been awarded to Hansen Electric in the amount of $94,300 (plus all applicable taxes). Through this project, the current, outdated, access control (swipe card) system and existing readers will be replaced, a new door with a card reader will be built to separate the public reception area from the first floor office space, and card readers will be added to other office space entry points including the doors to the second-floor offices, the elevator, and the door connecting the public tourism area to the office spaces. These updates replace outdated technology and align with municipal best practices to enhance building security and protect staff and sensitive information. The work will not affect public access, and the reception and tourism area will remain open during regular business hours.

The Request for Tender was posted on December 19, 2025, and closed January 22, 2026, with two submissions received as outlined below.

Firm Name	Total Submission Price
Wilson's Security	Disqualified
Hansen Electric	94,300 plus applicable taxes

Hansen Electric submitted the only compliant bid at $94,300 plus applicable taxes. Given their history of successful projects with the City, staff are confident in their ability to deliver the work in accordance with the required specifications and standards. In accordance with the new procurement policy, the contract has been awarded to Hansen Electric by the Department. This decision aligns with the recommendation of the engineering consultants who prepared the drawings and specifications, as outlined in the attached letter of recommendation.

3. 2026 Sidewalk and Multi-Use Pathway Design

Please note that the public Request for Proposals for "Engineering Services – 2026 Sidewalk and Multi-Use Pathway Design" has been awarded to EXP Services Inc. This project was publicly advertised, with a closing of February 13th, 2026. A total of four (4) submissions were received, each of which were evaluated on the basis of technical criteria prior to the financial evaluation being factored in. The results are as follows:

Firm Name	Technical Score (/85)	Fee Proposal	Financial Score (/15)	Overall Score (/100)
CBCL Limited	77	$94,900.00 (plus all applicable taxes)	15	92
Coles Associates Ltd.	69.5	$113,500.00 (plus all applicable taxes)	12	81.5
EXP Services Inc.	80.5	$106,741.00 (plus all applicable taxes)	13	93.5
Harbourside Transportation	73.5	$120,850.00 (plus all applicable taxes)	10	83.5

EXP Services scored the highest technical proposal score, and was the second lowest bid price, which resulted in the highest overall score, at 93.5 out of 100. We are pleased to have received four quality proposals for this work and thank all proponents for their interest in the project.

This work is a budgeted item, and will be paid out of the department's Sidewalk and Multi Purpose Trails – New Construction capital budget account. This award is in alignment with the new procurement policy.

This work generally includes the surveying and engineering design work required to facilitate the future construction of sidewalk and multi-use pathways at seven (7) sites:

1. **Connoly Street** from Queen Street to the existing sidewalk (concrete sidewalk)
2. **Woodlawn Drive** from Mount Edward Road to Maple Avenue (concrete sidewalk)
3. **Lincolnwood Drive** from Maple Avenue to Brackley Point Road (concrete sidewalk)
4. **Rosemount Drive** from Nassau Street to Belvedere Avenue (concrete sidewalk)
5. **Norwood Road** from Friar Drive to the apartment buildings (multi-use pathway)
6. **Poplar Avenue** from Pine Drive to Oak Drive (concrete sidewalk)
7. **Royalty Road** from Upton Road to Nanak Avenue (concrete sidewalk)

Council or Committee History:
Monthly updates.

Financial Implications:
Budgeted expenditures as noted.

Public Engagement and Communication:
N/A

Legislative Authority:
Section 180 (b), Part 7, Division 2 of the Prince Edward Island *Municipal Government Act*

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
YG, February 25, 2026	RDM, February 26, 2026

Committee Recommendation: (if differing from staff)

Capital Summary Update - Public Works

February 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
Land/Property Acquisitions					
Removal of Structures from the City of Charlottetown	Project Awarded - Construction in Progress	90%	All structures have been removed. Awaiting final site inspection.	In Progress - February 2026	$ 45,400.00
Street Reconstruction Projects					
Exhibition Drive Reconstruction	Tender Posted	n/a	Tender closing Feb. 27, 2026	Spring 2026 - October 2026	TBD
University Avenue - Phase 1.1	Design In Progress	25%	Design work and Utility coordination in progress	TBD	TBD
Roads - Street Resurfacing	Package A - Complete	100%	-	Complete	$ 1,874,367.53
	Package B - Complete	100%	-	Complete	$ 1,857,593.00
	Package C - Complete	100%	-	Complete	$ 484,338.00
Sidewalks & Multi-Use Paved Pathway Construction Projects					
Westcomb Crescent - Glenview Lane to Andrews Court	Sidewalk Package B - Construction in Progress	40%	Construction complete for 2025. To resume and finish Spring 2026	September 2025 - Spring 2026	
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	September 2025 - Spring 2026	
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	September 2025 - Spring 2026	
Elizabeth Street and Parkview Drive - MacKay Drive to Christie Drive	Sidewalk Package A - Construction in progress	100%	Construction complete.	Complete	$ 3,899,411.50
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	September 2025 - Spring 2026	
Angus Drive - St Peters Rd to Croker St	Project Awarded - Construction Complete	100%	Carry over from 2024 sidewalks, pushed to 2025. Construction complete.	Complete	
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.	Complete	
Municipal Buildings					
West Royalty Community Center - Building Condition Report	Project Complete	100%	Project Complete.	Complete	$ 8,945.00
West Royalty Community Center - Priority 1 upgrades	Tender Posted	n/a	Tender for priority 1 upgrades resulting from the Building Condition Report is posted and is closing March 5, 2026. This generally includes safety and accessibility related upgrades.	March 2026-TBD	TBD
Heartz Hall Building Upgrades - Phase 2 (Interior Renovation)	Project Awarded - Construction in Progress	15%	Construction underway.	In Progress - May 2026	$ 988,464.00
12 MacAleer Upgrades	Upgrades in Progress	<10%	Various building projects, such as garage door and oil separator replacements, aerosol cabinets, sign shelving, and the building condition report, are in different stages of completion.	In Progress-March 2026	TBD
Mt. Edward Road Transit Building Upgrades	Project Awarded	n/a	Construction is underway.	In Progress-March 2026	$ 126,290.00
Station 1 Upgrades	Project Awarded - Construction Complete	100%	Bunk room and platoon office renovations are now complete.	Complete	$ 25,814.31

Capital Summary Update - Public Works

February 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
Sherwood Rec Hall - Space Needs Assessment	Project Awarded	65%	Space needs review in progress.	September 2025 - Spring 2026	$ 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 upgrades, dispatch cable management upgrades, etc.); other upgrades deferred to next fiscal year.	In Progress	$ 119,932.70
City Hall - Security Upgrades	Project Awarded	n/a	Project has been awarded to Hansen Electric in the amount of $94,300 + HST. Awaiting project schedule.	TBD	$ 94,300.00
70 Kent Street (Planning) Upgrades	Tender Posted	n/a	The tender for the accessible entrance upgrade to the Planning Building reception area has been posted and will close on March 6, 2026. The Building Condition Report is currently underway.	TBD	TBD
Parkades Major Repairs & Parking					
Pownal Parkade Concrete Restoration	Project Awarded - Construction in Progress	25%	Construction underway.	In Progress-July 2026	$ 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 late February.	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 has been installed, and minor concrete patching will be completed while the report is underway.	TBD	TBD
Master Plans & Studies					
Parking Study	In Progress	95%	Presented to council in January 2026.	In Progress - Spring 2026	$ 68,790.00
Queen Street -Storm Water Modelling Plan	Consultant Services Awarded	100%	Final Report complete.	In Progress	$ 60,000.00
Municipal Design Guidelines	Consultant Services Awarded	75%	Draft chapters are in review.	In Progress - Late Fall 2026	$ 265,512.00
Urban Beautification					
Event Safety Barricades	Tender Closed - Project Awarded	100%	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).	Complete	$ 430,477.86
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.	Complete	$ 106,174.00

City of Charlottetown - Public Works Department

Public Works Operational Report: February 2026

Public Works staff continue to work diligently across all divisions. Crews are currently focused on responding to weather events and cleaning up after the significant snowfall we received on February 22nd and 23rd.

Winter Events and Cleanup

We want to remind elected officials and residents that at this part of the season, the department is focused on maintaining safe and accessible pedestrian routes throughout the City. Crews operate 24/7 during the season to clear City-maintained sidewalks and multi-use paved pathways as conditions allow following snow and ice events. The City maintains more than 177 kilometres of sidewalks and pathways across 13 routes, and work begins as soon as weather and safety permit.

Roadways for emergency services are a top priority during major storms, but sidewalk clearing always occurs in parallel. High-pedestrian areas, transit connections, and key destinations are prioritized, with supervisors and senior management actively monitoring conditions and redeploying resources as needed.

Charlottetown's older neighbourhoods present unique winter challenges, including narrow sidewalks, limited snow storage, and vehicles parked illegally. In these areas, crews often rely on smaller equipment, walk-behind snow blowers, and hand salting to maintain access where larger machines cannot operate.

Road Conditions and Potholes

Potholes are a common occurrence as a result of natural freeze-thaw cycle, and the number and severity depend on weather conditions of a given year. So far, this has been a typical year in terms of pothole-related complaints.

Every year staff go out and assess streets and develop the resurfacing program based on a worst-first approach.

The city approved $5.1 million for its resurfacing program this fiscal year, as well as an additional $525,000 for spot repairs on streets that are not under the resurfacing program this year. The Street Resurfacing Program covers about 5% of the city's road network for this fiscal year – which is in keeping with a 20-year resurfacing cycle.

Crews have been actively patching since January, weather permitting with available materials. Asphalt plants open mid-May, at that point crews will begin larger scale patching and maintenance work, and the capital street resurfacing program will begin for the season.

The department would like to remind everyone that the fastest and most efficient way to report a pothole or snow related concern is through the **general line at 902-894-5208.**

February 11, 2026

City of Charlottetown Department of Public Works
12 MacAleer Dr.
Charlottetown, PE
C1E 2A1

Attention: Sophie Hayes

Dear Sophie,

Re: 25-132 City of Charlottetown Access Control 2025

The tenders received were as follows:

Contractor	Tender Amt
Hansen Electric	$94,300.00
Wilsons Security	Disqualified

After evaluation of the tender documents received for City of Charlottetown Access Control, we would recommend awarding to Hansen Electric as Wilson Security did not include any bid security.

If you have any questions or comments don't hesitate to contact me.

Sincerely,

Craig MacIntyre

Craig MacIntyre, P.Eng.

EA Engineering
PO Box 594
Charlottetown, PE C1A 7L1
craig@eaeng.ca
(902) 394-0881

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Civic Board for Persons with Disabilities
Tuesday, February 17, 2026
3:30 pm

Present: Chair Glen Flood
Amber Robb (Staff)
Anthony Welsh
Jeannie Poole
Alison Galley
Mayor Philip Brown
Steve Brousseau (Guest)
Mike Cochrane (Guest)

Regrets: Linda Clark
Judith Bayless

1. Call to Order
Chair, Glen Flood called the meeting to order at 3:30 PM

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

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

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 heard back from Devon Broome and was told that ResourceAbilities is planning a spring expo during National Accessibility Week and the Seniors Secretariat wants to partner with them. They have yet to confirm a location for the event.

6. Discussion Items
a.) Accessible Taxi Update
Guest Steve Brousseau (Board President - Pat and the Elephant) presented via Teams and informed us that Pat and the Elephant provides 30,000+ rides yearly throughout PEI and the business is moving towards outfitting their fleet with smaller hybrid vans that can accommodate two wheelchairs each.

- Pat and the Elephant submitted two (2) Accessible Taxi Proposals to Shelly Cole, Director of Social Programs and Services, with the aim to extend their services to offer 24 hour and emergency services to the public. Both proposals are based on them serving 15 calls a day. He noted that the existing grant from ResourceAbilities of $50,000 does not adequately cover the cost of acquiring an accessible vehicle (which is estimated to be at least $70,000) and it would not cover any of the operational costs which would be considerable. This is likely why local taxi services are reluctant to apply for

the grant. ResourceAbilities would need to change their guidelines and criteria to include operational costs to make accessible taxi's a feasible option in Charlottetown. A proposal follow-up meeting with Shelly Coles has been scheduled for this Thursday, Glen is attending and will provide an update at the next Civic Board Meeting in March.

- During the discussion it was noted that T3 Transit claims to be accessible, but the service is still unreliable due to poor ramp maintenance and ramp availability to rural routes.
- Jeannie reported that regular taxi services are not always accommodating to riders with mobility aids, she herself has been refused a regular taxi ride because of her walker.

Guest Mike Cochrane (CEO Charlottetown Port Authority) expressed agreement with Steve Brousseau regarding the operational costs of maintaining accessible transportation. He said that they do reach out to Pat and the Elephant to assist passengers but noted that they cannot always accommodate the number of service requests. Some passengers may remain on the ship because of the inability to access accessible transportation and indicated that an accessible taxi would be utilized and welcomed.

- The Port Authority has purchased a golf cart to assist mobility challenged passengers to and from dockside.
- Passenger demographics tend to be older in age with 5% having mobility challenges.
- He noted that cruise passengers are usually able to disembark with little difficulty as there is level access with the seaport, but tides can present challenges. Recent engineering projects undertaken will improve waterside to dockside access for those with accessibility challenges.
- Finding accessible rides for passengers is not easy.
- Many businesses withing walking distance from Port Charlottetown are not fully accessible which further limits the experiences of passengers with accessibility needs.
- Mike indicated that passenger surveys have been conducted in the past but couldn't recall if any questions were geared towards accessibility needs, he will follow-up if any information is available that could be beneficial to the advisory board.

b.) 2026 Expo Discussion

Committee discussed the possibility of collaborating with ResourceAbilities and Seniors Secretariat at their Expo during National Accessibility Week in May. This would make sense as the future of our existing board is uncertain due to the upcoming fall election.

7. Introduction of New Business

There was no new business discussed.

8. Adjournment

Meeting adjourned at 4:30

Next meeting will be held at Tremploy on March 24, 2026, at 3:15PM and will include a tour of the new facility.

ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
March 10, 2026

The Environment & Sustainability Committee met on March 2, 2025. The draft meeting minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Trevor MacKinnon, Chair

ENVIRONMENT & SUSTAINABILITY COMMITTEE
Monday, March 2, 2026, 12:00 PM
Parkdale Room, 199 Queen Street

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PRESENT: **Councillor Trevor MacKinnon, Chair**
Councillor Mitchell Tweel
Councillor Normal Beck
Mayor Philip Brown

ALSO: **Richard MacEwen, Director of Community Services**
Jessika Corkum-Gorrill, Manager of Environment and Sustainability
Anna Keenan, Sustainable Transportation Officer
Elmira Moghimi, Program Administrative Assistant
Morgan Laverty, Urban Forest Technician
Simon Wilmot, Forest & Environmental Officer
Brad MacConnell, CAO – arrived at 12:38 PM

REGRETS: **None**

Order of Business: Open Session

1) **Call To Order**
Chair MacKinnon 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**
It as moved by Mayor Brown that the agenda be approved and seconded by Councillor Tweel. Carried.

4) **Approval of Minutes**
It was moved by Mayor Brown and seconded by Councillor Tweel, that the minutes from December 17, 2025, be approved. Carried.

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

6) **Reports/Discussions**

a. 2026 Charlottetown Urban Forest Update - ES 26-02

Simon Wilmot presented the 2026 Charlottetown Urban Forest Update, outlining plans to plant between 3,000 and 4,000 trees and shrubs in 2026, supported through the capital budget and external funding programs. The spring planting program includes 147 large caliper trees, with 96 requested by residents for placement along streets and in parks.

Approximately 76% of the plantings will consist of native species suitable for the Wabanaki-Acadian forest region. Restoration work will focus on several areas across the city, including Victoria Park, which continues to experience canopy decline following Hurricane Fiona and the spread of invasive pests such as beech canker and beech leaf mining. Additional planting projects are planned along Wrights Creek, Ellen's Creek, Hermitage Creek, and Windsor Park through an FCM-supported initiative, as well as a major naturalization effort at River Ridge Park.

During the discussion, Councillor Tweel raised several questions regarding the proposed tree planting along Queen Street, particularly the plan to replant trees in existing parking spaces where previous plantings had failed. He asked whether staff had considered relocating the trees to alternate areas along the street or sidewalk to free up potential parking spaces and improve long-term success of the plantings. Simon Wilmot, responded to informing the Committee that this project was being completed in partnership with Public Works and included reviews of strategy documents and infrastructure and aligns with the Queen Street aesthetic. Councillor Tweel also questioned whether sufficient investigation had been conducted into soil conditions and infrastructure constraints, noting that previous tree plantings in these locations had faced challenges. Simon Wilmot explained the approach to council and identified how it would provide space for tree growth in a manor that did not impact infrastructure.

Mayor Brown focused his questions on the broader urban forestry inventory and long-term maintenance of the city's tree canopy. He asked staff to clarify the number of trees included in the city's official inventory and how newly planted trees would be maintained as the program expands. Simon Wilmot explained that the inventory currently tracks more than 13,000 standalone and street trees, although this number does not include trees within forested areas such as Victoria Park, meaning the total number of trees across the city is significantly higher.

Councillor MacKinnon asked about the City's ongoing management of Dutch elm disease, including the effectiveness of preventative treatments. Simon Wilmot reported that the city continues to monitor elm trees annually and has removed over 560 diseased or dead elms since the program began, with 619 elm trees currently documented in the city's inventory. Preventative fungicide treatments are being applied to select trees, with research indicating a success rate of approximately 95–98% in preventing the spread of the disease.

The report was received for information, and staff will continue implementing the urban forestry strategy and restoration initiatives throughout 2026.

b. Annual State of Transit Update, year-end 2025 - ES 26-03

Anna Keenan presented the Annual State of Transit Update for year-end 2025, summarizing system performance and progress under the City's 10-Year Transit Plan. The report highlighted key developments including fleet renewal, infrastructure improvements, and operational planning for future service expansion. Keenan noted that overall transit ridership declined by approximately 1% in 2025, primarily due to federal immigration policy changes

affecting international student enrollment. This same trend of declining student transit ridership is observed nationally, with larger effects in cities with large universities. However, the system saw increased adult ridership, indicating greater adoption of transit among lifelong residents. Significant progress has also been made in renewing the bus fleet, with new vehicles ordered and delivered to replace aging buses and improve system reliability.

During the discussion, Councillor Tweel asked whether the goals set for the previous year had been achieved and requested an assessment of the system's strengths and weaknesses. Keenan responded that most objectives from the transit plan are either completed or progressing as scheduled. She identified fleet renewal as a major achievement, as it addresses reliability concerns and supports future service expansion. At the same time, she acknowledged that evening and weekend service remain key weaknesses, as these gaps continue to be the most frequently raised concerns from transit users.

Councillor Tweel also asked about community feedback and whether residents were satisfied with recent improvements. Anna Keenan explained that with the exception of the East Royalty service expansion, many improvements completed in 2025 occurred behind the scenes, such as fleet procurement and operational planning, and may not yet be fully visible to riders. Public consultation through the 10-Year Transit Plan indicated strong demand for expanded evening services, weekend services, and improved transit infrastructure, which are priorities reflected in upcoming service expansion proposals.

Councillor Beck raised a question about the design of benches and bus shelters, specifically whether installations follow a standard model or vary by location. Anna Keenan explained that most shelters currently use a standard design, typically accommodating a small number of passengers. However, locations with higher ridership may require larger or custom shelter designs to accommodate more users. She added that designs have already been prepared for additional bus stop improvements, which will be implemented over the coming years as funding becomes available.

The report was received for information.

c. Proposed 2026 T3 Transit Service Expansions - ES 26-04 (Anna Keenan)

Anna Keenan presented the proposed 2026 T3 Transit Service Expansions, outlining operational improvements jointly recommended by staff and the transit operator to enhance service coverage and reliability. The proposal will be included as a New Initiative for Council to consider under the 2026-27 operational budget. The recommended new initiative is structured into three priority levels based on service demand and expected impacts on ridership.

The first priority focuses on expanding service of the City's core transit routes on weekends and evenings. Core transit routes are routes 1, 2, 3, and 23, which serve major corridors on University Avenue, North River Road, St. Peters Road, and Kensington Road respectively. Currently, only Route 1 operates on Sundays, leaving much of the city without transit access

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on that day. The proposed Sunday service would operate from approximately 10:00 a.m. to 6:00 p.m. and is expected to significantly improve accessibility for residents. Additional priority 1recommendations include extending evening service hours on weekdays so residents can rely on transit later in the evening for work, recreation, and daily activities. A small additional service increase on Route 1 is also proposed to reduce congestion on the system's busiest route.

The second priority addresses transit coverage in growing residential and employment areas. Staff and the transit operator jointly recommend introducing weekend service for Routes 10 (East Royalty) and Route 11 (Winsloe and the airport and Sherwood industrial area). Another recommendation involves splitting the current Route 11 into two routes (11 and 12) on weekday mornings, to improve travel times and reliability, separating service between the airport and industrial area on one hand, and the Winsloe/Hidden Valley residential neighborhood on the other. The proposal also includes an allocation of flex service hours, allowing the City to respond to emerging transit needs throughout the year, such as seasonal service adjustments or special events.

The third priority focuses on operational improvements that would split Route 11 into two routes in afternoons, aligning morning and afternoon changes for greater consistency and rider clarity. Anna Keenan noted that splitting certain routes during both peak periods would simplify understanding of the transit system for passengers.

During the discussion, committee members considered the financial implications of the proposed expansions and the anticipated changes in ridership patterns, particularly as international student numbers decline in the coming years. Anna Keenan emphasized that expanding service availability, particularly evenings and weekends, will help broaden the transit user base among lifelong residents and strengthen long-term ridership growth.

The report was received for information.

7) <u>New Business</u>

A new item was raised under New Business. Mayor Brown noted that a proposal had been received from Duncan Shaw, who is associated with a company based in Georgia that develops battery systems for storing solar energy. Mayor indicated that Mr. Shaw had already forwarded information regarding the proposal to Nick Walker, the City staff member responsible for this area, and requested that staff follow up on the matter and connect with the Chair to see if a presentation should be arranged.

<u>Adjournment</u>

It was moved by Councillor Beck and seconded by Councillor Tweel that the meeting be adjourned. Carried.
The meeting adjourned at 01:08 PM.

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City of Charlottetown Committee Report

Report No: ES 26-02

Date: March 2, 2026

Directed to Council through the following Committee:
E&S Standing Committee

Reporting Department: Environment and Sustainability

Other Associated Departments:
Public Works
Parks and Recreation

Prepared by:
Simon Wilmot, Forestry and Environment Officer
Taylor Dall, Environmental Project Coordinator
Morgan Laverty, Urban Forest Technician
Julia Brown, Urban Forest Technician Assistant

Attachments:
- N/A

Report Title:
2026 Charlottetown Urban Forest Update

Report Purpose:
Update Council on 2026 urban forestry planned plantings and operations

Staff Recommendation:
That Council receives this report as information.

Report Details:

2026 Planting Plans

Environment and Sustainability anticipate planting approximately 3,000–4,000 trees and shrubs in 2026. This projection is based on currently secured external funding, continuation of City funding at 2025 levels, and approval of the proposed Restoring Victoria Park new initiative.

Spring Trees – Capital Budget

In spring 2026, a total of 147 trees will be purchased using the 2026–27 proposed capital budget. Approximately 65% (96 trees) are resident requests for street or park trees that staff anticipate fulfilling. Approximately 76% (112 trees) are native to either the Wabanaki–Acadian Forest Region or the Eastern Deciduous Forest. The purchase includes 136 large-caliper (60 mm) balled-and-burlapped trees and 10 large potted trees.

Memorial Trees
Two memorial trees have been requested and are planned for planting in Victoria Park in 2026.

FCM GCCC Tree Planting
As part of the City's ongoing FCM Green Municipal Fund – Growing Canada's Community Canopies (GCCC) project, approximately 1,400 trees and shrubs are anticipated to be planted in the following locations:
- Wrights Creek (220)
- Ellen's Creek (229)
- Hermitage Creek (240)
- Windsor Park (711)

Victoria Park Restoration
Restoration of Victoria Park will continue to be a priority in 2026. The City has secured a commitment for external funding from Trees for Life to support the proposed Restoring Victoria Park initiative, submitted to Council as a priority project addressing urgent ecological restoration needs.

The initiative proposes hiring two additional casual staff in the spring to address extensive canopy loss, invasive species spread, and habitat degradation caused by Hurricane Fiona. Immediate intervention is required to prevent restoration from becoming prohibitively costly. The initiative advances Climate Action Plan goals related to heat mitigation and stormwater management while supporting the Strategic Plan through investment in culturally significant and high-use public spaces.

Currently, two Parks and Recreation funded casual summer staff dedicate approximately 50% of their time to parkland restoration. Should the initiative be approved, and with continued support from Trees for Life and existing operational funds, staff anticipate planting approximately 600–1,000 trees and shrubs in Victoria Park in 2026.

J. Frank McAulay Park
Restoration work is anticipated to continue in J. Frank McAulay Park in 2026, focusing on areas previously impacted by Japanese knotweed and on improving riparian conditions along the park swale. This work was supported by Trees for Life in 2025, and similar support is anticipated in 2026.

River Ridge Park
In 2026, E&S staff will plant in River Ridge Park, adding at least 40 trees and shrubs, funded through compensation payments received from developers for the removal of City-owned trees in 2025. We have also submitted applications for external funding to further enhance the site.

Other Tree Planting Projects
Additional funding applications are being prepared and submitted. If successful, staff would further increase the number of trees and shrubs planted across the city in 2026.

Queen Street Planting
Staff are planning to reintroduce several trees to Queen Street in locations where previous plantings underperformed due to soil compaction from brick paving and above ground tree damage. E&S staff are collaborating with Public Works on a cost-effective design that enhances soil conditions and uses raised curbs to protect trees while maintaining the established aesthetic of Queen Street.

Residential, Business, and Institutional Urban Forestry Program

Urban forest management is a shared responsibility between municipalities, homeowners, businesses, and institutions. Achieving tree canopy restoration and climate adaptation goals requires growth not only on City-owned land but also on residential, commercial, and institutional properties.

Building on the success of the ReLeaf and Dutch Elm Disease programs, this proposed initiative that will be presented to Council would support tree planting on private lands. The proposed project responds to repeated requests from Council and Charlottetown residents to support planting on private property and supports several Climate Action Plan actions.

If funded, staff anticipate relaunching the Operation ReLeaf program and working with local businesses and institutions, with a target of planting at least 800 trees and shrubs in the first year.

Tree Operations – 2026

Tree Maintenance

Public Work's hiring of the City's first arborists in 2026 is expected to significantly increase capacity for proactive tree maintenance. E&S staff will work very closely with arborists to provide data and information on tree inspection and maintenance needs. This will shift tree work from reactive responses to a more scheduled maintenance approach across the City's inventory of more than 13,000 trees. This will also allow for a healthier tree canopy that is more prepared for storm events.

Stump Management

Approximately 580 stumps remain from post-tropical storm Fiona on City property. In 2026, Environment and Sustainability has funding to remove 267 stumps through contracted services and is dependent on Public Works capacity to support operations. Stump removals are prioritized by location and safety considerations.

Dutch Elm Disease Management

The Dutch Elm Disease (DED) management program, initiated in 2015, will continue in 2026. Since inception, 563 diseased or dead elms have been removed, and 619 elms are currently documented in the City's tree inventory on public and private land. All elms are assessed for the disease annually throughout the growing season.

In 2025, only one elm was identified with DED and will be removed in 2026. Since 2015, 20 elms have received treatment, though several were lost during Hurricane Fiona.

The City continues to plant DED-resistant elm cultivars throughout streets and parklands. In 2026, protective fungicide treatment of two elms is anticipated.

Council or Committee History:
The following reports have been shared through Council meetings in 2024/25:
ES 25-37 2025 Charlottetown Urban Forest Update
ES 25-12 Climate Action Plan
ES 24-06 Fiona Restoration Plan
ES 24-35 Fall Events Update
ES 24-36 Provincial Tree Planting Support
ES 25-26 2025 Spring Planting Update

Financial Implications:
Tree planting projects described below are within the E&S 2026-2027 budget and supported by the FCM and Trees for Life

Public Engagement and Communication:
2026 Community and school plantings will be key elements of the plantings identified in this report.

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:
Guiding Principles: Collaborating, Accountable, Safety
Commitments: Sustainability, Collaboration and partnership, Growth, Commitment to ongoing community engagement.
Pillars: Community-Building and Placemaking, Infrastructure and the Environment

Reviewed By:

Manager	**Director/CAO**
JCG February 12, 2026	RDM February 18, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: ES 26-03

Date: March 2, 2026

Directed to Council through the following Committee:
E&S Standing Committee

Attachments:
- N/A

Reporting Department:
Environment and Sustainability

Other Associated Departments: (N/A)

Prepared by:
Anna Keenan, Sustainable Transportation Officer

Report Title:
Annual State of Transit update, year-end 2025

Report Purpose:
The CATCC's Terms of Reference require reports to Council on the state of transit operations. Further, when the 10-year Capital Area Transit Plan was adopted, Council requested that staff provide an annual update on the progress of its implementation.

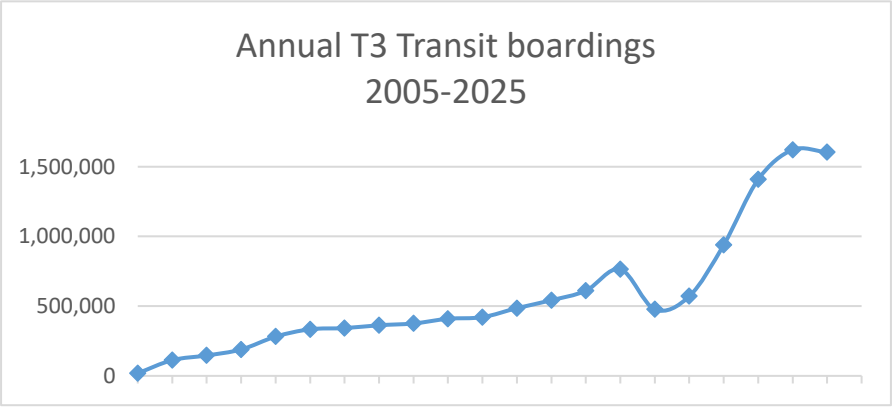
Staff Recommendation:
That Council receive the report as information.

Report Details:

Transit Ridership decreased 1% in 2025

Figure 1 compares favourably to the average 3-4% decrease in transit ridership nationally (up to 20% in some municipalities), driven by lower international student numbers after federal immigration policy changes. Had the City not increased service levels in the last two seasons, a larger drop would have been experienced. The levelling-off of ridership is not of concern for long-term trends; per-capita, the PEI Capital Area still has significant room for ridership growth to meet national averages, and staff are forecasting conservative ridership growth, especially if service is continued to be improved on.

Figure 1:



Part 1 - State of Transit

Strengths:

- **High average ridership per service hour** (41, national average 17), driven by very high ridership on Route 1.
- **High demand** – the City regularly receives customer requests for additional service at different times of the week (evenings and weekends).
- **Low cost to the rider** ($20 or $10 for monthly passes), free transit use for youth, low fare rates at $2, thanks to provincial fare subsidies.
- **Route 1, 2, 3, 23 serve well as the network core,** Monday to Saturday until 6:45pm, plus 3 evening 'drop off only' services between 7:15pm and 9:30pm.
- **Bus Stop improvement plans** are in progress, with a contract issued for construction of shelters at six stops, and upgrades (benches, concrete pads) at a further 12.
- Bus Fleet renewal is well underway, supported by ICIP funding:
  - **Full-size buses:** Last year we reported that 12 of 21 full-size buses were operating beyond end of life, urgently needing replacement. At December 2026, thanks to new bus purchases, we will have retired all aged buses and will be operating a fleet of 22 full-size buses. No retirements are then forecast until 2034, however five additional bus purchases would be necessary in that time, to accommodate operational growth in line with the 10-year plan.
  - **Minibuses:** We currently have two diesel minibuses, and have ordered four electric minibuses, to arrive in 2026 and 2027. This will temporarily increase our minibus fleet to six, before the two diesel minibuses retire (anticipated in 2027).
  - **Net effect on total fleet:** Increasing from 23 vehicles to 26 (temporarily 28), with younger/more reliable vehicles, enabling operational growth in the coming two years, to bring our service hours in line with comparable municipalities and the City's 10-year Public Transit Plan. Further purchases in 2027-2029 would facilitate further operational growth, rather than fleet renewal.
- **Dedicated transit operator and staff team** (including drivers and mechanics).
- **Physical accessibility:** All buses include wheelchair access ramps, 'kneeling bus' capability, and bike racks (now year-round, including winter).
- **Governance improvements:** Productive and collaborative negotiations between the municipalities and the operator have brought us close to signing amendments to the Transit Agreement which will significantly improve and simplify administration; increase clarity of roles and responsibilities and create opportunities for growth and evolution in the coming years.

Areas for improvement:

- **Fare system:** Fares are paid using paper passes, coins, or digital passes in the Hotspot app, that are associated with the calendar month, rather than '30 day' passes or rechargeable cards. Modern transit systems today allow for credit and bank card payments directly on the bus to remove a key barrier to ridership, which is the need to plan in advance to buy passes, tickets or have correct change.
- **Data limitations:** Ridership counts are only available to municipalities per route per day (not per stop or per hour), and on-time performance is not yet measured due to lack of transit technology. Other than informal driver

observations, we have no accurate way to quantify what stops are getting the most/least use.

- **Information and digital accessibility**
  - Design of paper and PDF schedules and maps (work is in progress, led by the operator).
  - Difficulty accessing purchase of monthly paper tickets.
  - Lack of audible stop announcements on board (accessibility concern for the blind community).
  - Limited snow clearing from bus stops in the winter (started last winter at 18 stops, improved upon this season (31 stops), further improvements and snow-clearing coverage expected annually).

- **Bus stop conditions**
  - City staff have designs for improvements to a further 47 bus stops in Charlottetown (seven more shelters, 40 other stop improvements), which will be rolled out over the next three years as capital budget allows. These improvements are critical to improving the safety, accessibility and ease of using T3 Transit.
  - Identifying and informational/schedule signage at bus stops needs design and implementation – likely a few years away, given other more urgent priorities.

- **Level of Service:** Lower service hours per capita (0.6) than comparable Canadian cities (1.0 hours per capita), resulting in schedule/coverage limitations:
  - No Sunday services outside of Route 1.
  - No Saturday services outside of core routes (1,2,3,23 in Charlottetown, Route 7 in Stratford, Route 9 in Cornwall).
  - Low ridership on peripheral or occasional routes (North Collector, East Royalty, Seniors Bus, QEH in Charlottetown. Some times of the day/week in Stratford and Cornwall).
  - Limited evening service – After 6:45pm, only Route 1 and the following evening drop-off services operate:
    - Charlottetown – from Royalty Crossing Mall at 7:15, 8:45 and 9:30pm)
    - Stratford - from downtown Charlottetown at 8pm
    - Cornwall - from Royalty Crossing Mall at 9:15pm

Part 2 – Implementation of 10-year plan:

The vision of the 10-year Public Transit Plan was accepted in August of 2024, with implementation pending future funding streams and City budget approvals. The following table shows the actions prioritized for the first two years of the plan, and progress towards each of these goals:

Goal	Progress report
Service Expansions	
Expand service hours on existing routes as budget allows.	**2024 and 2025 expansions complete** - $100,000 annual expansions were implemented in the last two fiscal years, resulting in significant clarification of the route map (2024), and the addition of service to East Royalty, as well as other minor route and schedule adjustments recommended by the operator. These expansions received positive feedback from riders. It should be noted that ridership per hour in East Royalty remains low six months after launch; new routes typically take two to three years to reach peak ridership, and future improvements to frequency, directness and service model may improve ridership per service hour. The 10-year plan recommended operational expansions of $400,000 per year for the next 10 years, to reach the Canadian-average level of transit service. The opportunity to increase the rate of expansion was limited last year due to the aged fleet, however fleet renewal as described presents the opportunity to pursue the recommended growth.
Weekend Service enhanced as budget allows.	**Planned for 2026, proposal included in City operational budget -** Staff have recommended an expansion of transit services in the 26-27 operational budget that reflects the rate of growth recommended in the Transit Plan, focused primarily on delivering evening and weekend service improvements.
Restructure routes in **Sherwood/ Hillsborough**.	**Expected in 2027 –** New route alignments have been discussed with the operator for the eastern end of the city (including the QEH), however fleet constraints delayed implementation in 2025, and in 2026, City staff and operator agree that addition of weekend service is a higher priority.
Restructure routes in **Stratford.**	**Complete** – Stratford worked with the operator to implement, in 2025, an internal route within Stratford (that does not cross the Hillsborough Bridge), Mon-Fri during off-peak daytime hours.
Fleet	
Add **three new full-size diesel buses** into service. (2024)	**Complete** – Delivery of three (3) new diesel buses in October 2024.
Retire 10 full-size buses, and add **eight new full-size buses** (diesel and BEB) into service (2025 & 2026)	**Orders complete, goal is set to be exceeded** – Decision was made to redirect ICIP funding into investing in a larger fleet of diesel buses (enabling higher ambition operational expansion) instead of pursuing full-size electric buses. This winter, three (3) buses were received. By December 2026, the system will have a further 10 full-size buses and retired all 12 aged buses. In addition, four electric mini buses will be delivered by March 2027 (replacing two retiring diesels).
On-demand transit	

Complete an **on-demand feasibility study**.	**Planned for 2026 –** This study for the capital region was included in the 2025-26 capital budget, however this has not yet been initiated, and has been rolled over into 2026-27 capital budget (Transit Infrastructure). The study would include low-ridership areas of Cornwall, Stratford and Charlottetown as recommended by the Transit Plan, to explore whether On Demand could be a more efficient and effective service model.
Procure on-demand scheduling **software**.	**Planned for 2026 or 2027** – Procurement should take place after a feasibility study has been completed. It is expected to be a competitive bid, with multiple technology providers reaching out to the City. Staff will collaborate with CATCC so that the RFP speaks to all municipal interests and staff will reach out to the Province to gauge their interest, as On-Demand technology could begin in the Capital Area, and later be useful in the provincial rural system.
Electrification	
New Garage facility construction	**Redirected –** It was decided to pursue a more rapid expansion of diesel fleet, rather than invest in a new garage to support battery-electric bus charging. Operators and staff are currently in discussions regarding anticipated future need for an additional service bay to accommodate the growing fleet. This need will be assessed in 2026-27, with potential design and construction included in a future fiscal year's capital budget request.
Bus Stops	
Improve **bus stop amenities**.	**In Progress** – An inventory of all T3 stops was completed in 2024. Significant deficiencies in bus stop accessibility, spacing, comfort and information access were identified. In 2025, 65 stops had design work completed for improvements (concrete pads, connecting sidewalks), and 18 of these stops have recently been constructed; six will receive new shelters by the spring of 2026. Further improvements will be rolled out over the coming years.
Downtown bus transfer hub upgrades (Grafton St, Confederation Centre)	**Delayed –** An initial minor upgrade to the transfer hub (to bring buses to the existing curb) was proposed to be a 'quick win' during the 2024 construction season, however, the proposal change was made significantly more complex and expensive due to the desire of downtown stakeholders to compensate for the loss of 14 on-street parking spaces, which created delays in implementation. Then, the area was studied and a more comprehensive conceptual design (including widening of the sidewalk to reduce pedestrian congestion in the area) was proposed as part of the Grafton Street Master Plan. The timeline of implementation will depend on decisions made within the Public Works department about how to proceed.
Governance	
Negotiate a **new operating model contract**	**In progress, nearing completion –** CATCC, staff and operator have been making steady progress on negotiations to modernize the Transit Agreement and are nearing completion. The Agreement is currently in legal review. It is hoped to have the new agreement in place early in the 2026-27 fiscal year.
Deploy a new **fare structure**	**Preliminary stages** –A new Transit Agreement must be in place before initiating changes to fare structures. Additionally, procurement of digital fare systems (tap to ride, bank cards as fare cards, fare capping) has also been recommended as part of the 2026-27 capital budget (Transit Infrastructure) and will be an important step towards a new fare structure. Staff have had productive discussions regarding both fare systems and fare structures with provincial counterparts and all agree that fare strategies need

	to be aligned.
Technology	
Procure new **Automatic Passenger Count** system to enable more granular data insights for route planning.	**Recommended in 2026-27** capital budget (Transit Infrastructure). Staff have received technology demonstrations at Canadian Urban Transit Association trade shows.
Procure new **CAD/AVL (Computer-Aided Dispatch with Automatic Vehicle Location)** and supporting systems.	**Expected in 2027 or later –** In 2024, transit operators began using the Swiftly, a 'CAD-AVL lite' technology. Further research will be needed to determine the technology features needed to achieve growth goals, and the budget required. This is currently considered to be a lower technology priority than the three technology elements staff have recommended to Council in the 26-27 capital budget: Automatic Passenger Counters, Fare systems, and On-Demand service.
Other	
Keep **bike racks** on all buses year round (typically removed November to April).	**Complete** – Bike racks have remained on buses the last two winter seasons. Observations indicate that they continue to be used year-round, albeit at a lower rate. It is yet to be seen whether this results in a significantly lower lifespan. The operators are glad to save the effort required to remove and re-fit the bike racks annually.

Council or Committee History:

- April 23, 2024 – Left Turn Right Turn presented the 10-year Transit Plan to a Special Meeting of Council, for their consideration.
- August 2, 2024 – Council votes to accept the vision of the 10-year plan with implementation pending future funding streams and budget approvals, and requests staff provide an annual progress report on implementation of the plan.
- December 19, 2024 – First annual report against the 10-year plan to Council via Environment and Sustainability Committee, staff report ES 24-49.

Financial Implications:

Recommendations will be outlined in the 2026-27 capital and operational budgets to address the areas identified above.

Public Engagement and Communication:

- N/A

Legislative Authority:

MGA – Part 7 Municipal Jurisdiction

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

Reviewed By:

Manager	**Director/CAO**
JCG Feb 12, 2026	RDM February 18, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: ES 26-04

Date: March 2, 2026

Directed to Council through the following Committee: E&S Standing Committee

Attachments:
- N/A

Reporting Department: Environment and Sustainability

Other Associated Departments: N/A

Prepared by: Anna Keenan, Sustainable Transportation Officer

Report Title:
Proposed 2026 T3 Transit Service Expansions

Report Purpose:
To inform Council of transit service expansions jointly recommended by staff and T3 operator as New Initiatives in the 2026-2027 operational budget.

Staff Recommendation:
That Council receives this report as information.

Report Details:

The November 25, 2025, Environment and Sustainability Committee meeting, presented Councillors with a New Initiatives proposal for Transit Service Expansions, which identified a number of known priorities, as well as some concepts for expansion that still required further discussion with the operator. After further discussion to specify and refine the proposal, City staff and the T3 Transit operating team are now bringing forward the following joint recommendations for 2026-2027 service expansions.

To begin in August 2026:

Priority	New Service hrs per week	Cost of service hours	Service description	Est. Fuel cost	Expected Ridership impact
1	24hrs Sundays	$89,000	Sunday services on core routes 2/3/23	$13,500	**High ridership growth** – adds another day of service to core routes. Strongly demanded during 10 year plan consults.
	20 (4hrs M-F)	$75,000	Evening services (fixed and drop-off only) on core routes, plus East Royalty.	$11,000	
	1.25 (0.25 M-F)	$5,000	Additional Route 1 service 5:50pm to relieve passenger congestion.	$5,500	
	TOTAL 45.25hrs	**$169,000**	**Core services, Sundays and weekends**	**$29,000**	

2	11hrs Saturdays 8hrs Sundays 22.5 (4.5 M-F) 10hours **TOTAL 51.5hrs**	$41,000 $30,000 $84,000 $37,000 **$191,000**	10 (East Royalty) and 11 (North), Saturdays 10 (East Royalty) and 11 (North), Sundays Separate Route 11 into Airport and Hidden Valley on weekday mornings Flex hours – for needs arising throughout the year (including seasonal services, tests, special events and minor adjustments) **'Complete' weekends, Hidden Valley, operational flexibility.**	$6,000 $4,500 $13,000 $5,500 **$27,000**	**Modest ridership growth** – focuses on improving service for lower-ridership routes in outer neighbourhoods, and adding operational flexibility and responsiveness to new requests.
3	7.5 (1.5 M-F) 1.75hrs **TOTAL 9.25hrs**	$28,000 $6,000 **$34,000**	Separate Route 11 into Airport and Hidden Valley on weekday afternoons (to match mornings from Priority 2 expansions) Additional flex hours **Consistency between AM and PM routes.**	$4,000 $1,000 **$4,000**	**Minor ridership growth** – it is good practice to have consistency between morning and afternoon route patterns.
	TOTAL	**$394,000**		**$60,000**	

Total expense (both service hours and fuel costs) = $454,000

Projected revenue resulting from route expansions:

- $85,500 in first year (19% of service costs; expected to increase to 50% of service costs after 3 years)
- Assumes modest growth of 4%, in response to expansion of hours by 15%
- Note that an estimated 4% growth in ridership will not automatically lead to a 4% growth in fare revenue, because many of the new trips will be taken by people who already purchase a monthly transit pass.
- In future years, staff intend to follow the recommendations of the 10 year Transit Plan, to reform our fare systems (ie, transitioning from paper monthly passes to payment by bank cards with fare capping), and to work with our provincial colleagues to create an appropriate fare strategy. Staff will inform Council when have sufficient information on the impact of these changes. Surveys showed willingness from transit riders to pay increased fares, if the amount and quality of transit service is observed to increase.

Councillors may note that this is a more significant transit expansion than the annual expansions of the past few years, during which it was habitual to invest $100,000 annually in new services. This is in response to the pivot from the fleet electrification project and direction to focus on increased diesel fleet purchases and improved service instead. This more ambitious expansion is now possible due to recent capital investments in fleet renewal, and namely the ordering of 20 new buses in the two years from August 2024 to August 2026, to accommodate the retirement of 16 buses which were operating beyond their expected lifespan.

Service growth of approximately $400,000 annually for the next 5 years was recommended by the 10 year transit plan, to gradually increase service to a level comparable to other similarly-sized municipalities. By following the recommendations of the 10 year transit plan, the following results can be expected for the City:

- Achieving a higher modal share for transit, and a lower modal share for private cars and trucks.
- Reduced congestion and parking pressure, particularly in the summer tourism season.
- Increased economic and community access for those who cannot drive due to age or ability.
- Reduced emissions from transportation, contributing to our municipal and provincial climate action goals.
- Economic benefits from providing a feasible alternative to car ownership (or second-car ownership) for more Charlottetown families, keeping money that would otherwise be spent on fuel and vehicle ownership, in the local economy.

Council or Committee History:
Committee reports:

- November 25, 2025 – New Initiatives presentation
- December 3, 2025 – Discussion of transit budget (in closed session, as contract is still under negotiation)

Financial Implications:
Approving the new initiative, as part of the operational budget process, is estimated to result in a total expense (including service and fuel costs, less anticipated revenue) of **$368,500** to the City in FY26-27 (for 8 months of service starting in August), and approximately **$500,000** in each future year after that, in today's dollars.

Public Engagement and Communication:
N/A

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:
Purpose: provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city; Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.
Guiding Principles: People-focused, Collaborating, Accountable, Safety.
Commitments: Sustainability, Reconciliation, Collaboration and partnership, Inclusion and representation, Engagement, Communication.
Pillars: Community-Building and Placemaking, Governance and Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG February 23, 2026	RM February 23, 2026

Committee Recommendation: (if differing from staff)

CHARLOTTETOWN RIDERSHIP - JANUARY 2026

Sum of Charlottetown Ridershi	Route #																
Date	**Day**	**1**	**2**	**3**	**4**	**5**	**6**	**9**	**11**	**13**	**14**	**23**	**1A**	**123CH**	**6A**		**10**	**Grand Total**
01/01/2026	Thu	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01/02/2026	Fri	565	371	282	286	81	291	296	236	31	0	320	179	24	146	18		3,126
01/03/2026	Sat	397	240	255	0	0	119	36	0	0	0	218	688	0	271	0		2,224
01/04/2026	Sun	370	0	0	0	0	0	0	0	0	0	0	429	0	0	0		799
01/05/2026	Mon	625	381	353	362	175	351	341	225	35	2	468	250	28	270	39		3,905
01/06/2026	Tue	688	493	418	435	172	330	417	264	56	2	563	226	22	213	33		4,332
01/07/2026	Wed	619	434	413	429	143	310	335	225	55	2	486	195	15	231	41		3,933
01/08/2026	Thu	579	508	399	506	157	363	366	272	34	1	463	227	22	233	33		4,163
01/09/2026	Fri	737	481	412	493	166	434	421	290	48	0	496	204	28	294	41		4,545
01/10/2026	Sat	512	283	256	0	0	237	39	0	0	0	288	738	0	378	0		2,731
01/11/2026	Sun	306	0	0	0	0	0	0	0	0	0	0	466	0	0	0		772
01/12/2026	Mon	748	492	419	550	152	356	450	242	40	1	520	212	19	321	37		4,559
01/13/2026	Tue	814	576	480	519	146	448	487	195	55	2	533	267	23	289	43		4,877
01/14/2026	Wed	837	560	492	512	164	445	499	236	51	1	590	217	24	307	35		4,970
01/15/2026	Thu	703	492	386	514	138	388	427	298	55	2	581	225	23	282	24		4,538
01/16/2026	Fri	728	488	455	452	167	325	476	230	43	2	553	228	24	152	45		4,368
01/17/2026	Sat	434	278	305	0	0	167	35	0	0	0	258	715	0	410	0		2,602
01/18/2026	Sun	400	0	0	0	0	0	0	0	0	0	0	652	0	0	0		1,052
01/19/2026	Mon	556	314	265	376	93	351	292	163	29	1	360	227	24	263	31		3,345
01/20/2026	Tue	857	621	408	611	170	417	477	310	37	4	591	287	23	274	40		5,127
01/21/2026	Wed	774	492	512	543	185	382	426	227	59	2	555	234	21	336	39		4,787
01/22/2026	Thu	732	557	383	588	157	331	460	280	41	2	508	235	27	284	33		4,618
01/23/2026	Fri	870	559	458	606	173	393	564	307	44	0	521	268	16	311	41		5,131
01/24/2026	Sat	403	176	115	0	0	230	22	0	0	0	171	356	0	207	0		1,680
01/25/2026	Sun	276	0	0	0	0	0	0	0	0	0	0	331	0	0	0		607
01/26/2026	Mon	609	447	416	416	132	197	365	203	46	0	414	241	18	199	32		3,735
01/27/2026	Tue	297	205	142	188	63	212	149	93	15	3	210	96	19	136	7		1,835
01/28/2026	Wed	913	594	531	545	206	382	527	251	57	3	567	330	33	307	42		5,288
01/29/2026	Thu	793	583	452	520	174	391	485	285	49	5	624	221	18	281	43		4,924
01/30/2026	Fri	866	547	499	585	146	376	523	260	51	1	558	301	20	246	41		5,020
01/31/2026	Sat	477	336	338	0	0	186	37	0	0	0	261	784	0	366	0		2,785
Grand Total		**18,485**	**11,508**	**9,844**	**10,036**	**3,160**	**8,412**	**8,952**	**5,092**	**931**	**36**	**11,677**	**10,029**	**471**	**7,007**	**738**		**106,378**

CHARLOTTETOWN RIDERSHIP - JANUARY 2026

	Values		
	Non		Monthly
Day	**Paying**	**Paying**	**Ridership**
Sun		3230	3,230
Mon		15544	15,544
Tue		16171	16,171
Wed		18978	18,978
Thu		18243	18,243
Fri		22190	22,190
Sat		12022	12,022
Grand Total		**106378**	**106,378**

		2026	**2025**	**2024**	**2023**
Total Ridership		106,378	126,837	124,769	99,368
Monday - Friday	Paying	91,126	110,552	109,201	87,221
	Non - Paying	-	-	-	-
	Working Days	21	22	22	22
	Average	4,339	5,025	4,964	3,965
Saturday	Paying	12,022	12,289	11,354	8,843
	Non - Paying	-	-	-	-
	Working Days	5	4	4	4
	Average	2,404	3,072	2,839	2,211
Sunday	Paying	3,230	3,996	4,214	3,304
	Non - Paying	-	-	-	-
	Working Days	4	4	4	4
	Average	808	999	1,054	826

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

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

There are four (4) resolutions for your consideration.

Respectfully submitted,

Councillor John McAleer, Chair

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

DRAFT

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

Guests: **Richard MacEwen, Director of Community Services**
Sherri McNeill – Procurement Officer
Ylber Gashi – Manager of Public Works
Simon Wilmot – Forest & Environment Officer (Teams)

Regrets: **Mayor Philip Brown**

1. **Call to Order.**
   The Chair called the meeting to order at 12:02 pm.

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

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

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

5. **Business Arising from Minutes.**
   Chair McAleer noted that the minutes stated there would be follow up regarding invoices from PACE. Councillor Bernard confirmed that he will be following up on that item.

6. **Discussions/Reports**
   a. **Report PW-2026-03-04-001 - Public Works Capital Budget Transfer – Ylber Gashi – Manager of Public Works.**

      Report was presented to outline budget transfer of Capital funds to balance per expenditures do date and forecast. Total amount being transferred from various accounts is $367,300.

Councillor Bernard confirmed that there is no change to overall budget, that funds are just being transferred. Ylber Gashi confirmed this to be correct.

Motion to move budget transfer on to Council for approval was moved by Councillor Bernard and seconded by Deputy Mayor Jankov.
Motion Carried.

Action: Resolution will be forwarded to Council for approval.
Lead: Isaac Ewuah – Finance Department.

b. Report PW-2026-03-04-002 - Public Works Operational Budget Transfer – Ylber Gashi – Manager of Public Works.

Report was presented to outline budget transfer of Operational funds to balance per expenditures do date and forecast. Total amount being transferred from various accounts is $80,000.

Motion to move budget transfer on to Council for approval was moved by Councillor Bernard and seconded by Deputy Mayor Jankov.
Motion Carried.

Action: Resolution will be forwarded to Council for approval.
Lead: Isaac Ewuah – Finance Department.

c. Report ES-26-05 – Sustainability Budget Transfer – Simon Wilmot – Forest & Environment Officer.

Report was presented to request a transfer of funds from the FCM GCCC Grant from the Fiona Restoration Budget to Wages – Projects. In the amount of $37,522.68.

Isaac Ewuah noted that currently the account they are transferring from is short about $4,816.26. It is believed that funds have been tracked incorrectly and tracing is underway to locate the funds. Tracing will be completed before being presented to Council.

Motion to move budget transfer on to Council for approval was moved by Councillor Bernard and seconded by Deputy Mayor Jankov.
Motion Carried.

Action: Resolution will be forwarded to Council for approval.
Lead: Isaac Ewuah – Finance Department.

d. Report FIN-05-2026 – Procurement Policy Revisions – Isaac Ewuah – Assistant Manager of Finance & Sherri McNeil – Procurement Officer.

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

Suggested changes summarized below:

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

Revision since February 4, 2026:

Section 6.4 – Changing the Local Preference clause to include a maximum dollar amount of $34,700.00 and to specify the actual percent on the RFQ/RFP/Tender.
Section 6.5 – Describes the criteria required to qualify for the local preference clause by showing evidence of owning or leasing a business in the municipality of Charlottetown.
Section 6.7 – Added a Purchase order is required for amounts over $4000.00

Policy revisions will be moved on to Council for approval

Action: Policy revisions will be forwarded to Council for approval.
Lead: Isaac Ewuah – Finance Department.

e. Report FIN-06-2026 – Update on Operational Matters of Interest – Isaac Ewuah – Assistant Manager.

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

Staffing Update:

Thankfully, with the support of the CAO, HR, and the Committee, we now have a Finance Manager, Amy McQuillan, who officially joined us on March 2, 2026. While we are delighted to welcome her to the team, I regret to inform members that our Senior Accountant, Sabikun Nahar, resigned as of last week.

That said, I am confident that with Amy's arrival, we will be able to work collaboratively to build a strong, stable, and cohesive finance team to support the City's operations effectively.

FY2026-27 Budget Process:

Capital budget hearings and final reviews are currently underway with management and department heads. Key inputs and submissions for the operational budget are also progressing concurrently. We remain optimistic that we will meet the submission deadline of on or before March 30, 2026, as required under Section 150(3) of the Municipal Government Act.

We are, however, still awaiting confirmation of the exact date on which MRSB will assume responsibility for the consolidation and roll-up of the operational budget for presentation to Committee and Council.

Update on Billing:

As previously communicated in our PSA and to both Committee and Council, we successfully returned to the normal billing cycle last month. We are hopeful that the posting of penalties on delayed payments will resume effective this March 2026.

However, 51 properties within the March billing cycle (Cycles 11, 12, 13, and 14) will be placed on hold again in this week's billing run. This is because we are still awaiting feedback on the service orders raised after the last cycle run. These accounts involve meters showing zero or negative readings which required technical investigation.

Missing Customer Payments:

For some time, we have been experiencing issues with missing customer payments within the RBC Receivable App. In January and February 2026 alone, approximately $78,000 in customer payments were omitted from the RBC bank upload. We escalated the issue and got referred to an expert at their end, and we are pleased to report that the matter has now been resolved while we remain optimistic that it does not re-occur.

Interim Audit/Inventory Count:

The auditing cycle is fast approaching and soon with us again. Our auditors MRSB will be in this month ending March 30th 2026 through April 8th to undertake their inventory count and perform their interim assessment. We are coordinating and collaborating with all key departments and stakeholders to ensure a successful process.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Upfit of Various Police Fleet	Closed	December 1, 2025	December 12, 2025	2		Went to PW Feb 27/26
This RFQ is to supply and install items to Upfit of Various Police fleet Units.						
Engineering Services - 2026 Sidewalks and Multi -Use Pathways	Closed	January 21, 2026	February 6, 2026	4		Under review
The City of Charlottetown is issuing this RFP with the goal of hiring an engineering consulting firm to complete the engineering design work for various sidewalks and multi-use pathway projects within the City of Charlottetown. The intention is to tender and construct all projects during the 2026 construction season.						
70 Kent Street Main Entrance Upgrades	Open	February 13, 2026	March 6, 2026			
The purpose of this Tender process is to select a Bidder to construct an addition to the main entrance at 70 Kent Street.						
WRCC Priority 1 Upgrades	Open	February 18, 2026	March 5, 2026			
This project comprised of the miscellaneous Priority 1 Renovations to the WRCC at 1 Kirkdale Road.						
Exhibition Drive Street Reconstruction	Open	February 4, 2026	March 3, 2026	3		With department for review
The Work generally includes the reconstruction of Exhibition drive from Kensington Road to Riverside Drive.						
Kiwansis Dairy Bar New Lift Station	Closed	February 11, 2026	February 25, 2026	3		With department for review
The purpose of this Tender process is to select a Bidder to replace the lift station at the Kiwanis Dairy Bar, located at 50 Victoria Park Roadway						

Action: None. Report was for information purposes only.

7. Introduction of New Business.
None.

8. Adjournment
Motion to adjourn was put forward by Councillor Bernard and seconded by Deputy Mayor Jankov.
Motion Carried.

Meeting adjourned at 12:37 pm

_____
Chair: Councillor John McAleer.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Finance, Audit, Tendering & Administration #1

MOTION CARRIED _____

MOTION LOST _____

Date: March 10th 2026

Moved by Councillor John McAleer

Seconded by Councillor Terry Bernard

RESOLVED:

That Council approves the budget transfer of Capital funds in the amount of $367,300 as per the attached budget transfer form.

This transfer will align the Public Works budget with expenditures based on year-to-date information.

City of Charlottetown Committee Report

Report No: PW-2026-03-04-001

Date: March 4, 2026

Directed to Council through the following Committee:
Finance Committee

Attachments:
- Budget Transfer Form

Reporting Department:
Public Works

Other Associated Departments:
N/A

Prepared by:
Ylber Gashi, Manager Public Works

Report Title:
Transfer of Budget Funds – Capital

Report Purpose:
To approve transfer of budget funds to balance per expenditures to date and forecast.

Staff Recommendation:
Transfer funds as attached to have ability to pay costs incurred and year-end balance of accounts.

Report Details:
To align budget with expenditures based on year-to-date information.

Council or Committee History:
None

Financial Implications:
Budget reallocation.

Public Engagement and Communication:
N/A

Legislative Authority:
Prince Edward Island Municipal Government Act

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
YG, March 2, 2026	RDM, March 2, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown

Transfer of Budget Funds Form

Department: Public Works **Capital Budget**

Date: March 2, 2026

TRANSFER FROM			TRANSFER TO			REASON
Amount	Account No.	Name	Amount	Account No.	Name	
$ 135,000.00	011-4300-54020-5083	Streets - Water St	$ 135,000.00	011-4300-54020-5061	Streets Engineering	Short Funds
$ 13,125.00	011-4600-54005-5017	Various Bldgs Large Maintenance	$ 13,125.00	011-4600-54005-5057	Corporate Energy Upgrades	Short Funds
$ 13,195.00	011-4600-54005-5017	Various Bldgs Large Maintenance	$ 13,195.00	011-4602-54005-5006	City Hall Security	Short Funds
$ 111,494.00	011-4644-54005-5058	Mt Edward Transit Bldg	$ 111,494.00	011-4644-54005-5060	Hillsbrough Park Comm Ctr Upgrades	Short Funds
$ 22,735.00	011-4646-54005-5028	70 Kent St	$ 22,735.00	011-4644-54005-5060	Hillsbrough Park Comm Ctr Upgrades	Short Funds
$ 34,095.00	011-4646-54005-5028	70 Kent St	$ 34,095.00	011-4602-54005-5056	City Hall Upgrades	Short Funds
$ 14,760.00	011-5200-54020-5058	Traffic Calming	$ 14,760.00	011-5200-54020-5061	Adaptive Signals	Short Funds
$ 22,896.00	011-5200-54020-5058	Traffic Calming	$ 22,896.00	011-5200-54020-5024	Roads New Traffic Signals	Short Funds
$ 367,300.00			$ 367,300.00			

Manager

Director Mar 2, 2026

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: March 10th 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 $80,000 as per the attached budget transfer form.

This transfer will align the Public Works budget with expenditures based on year-to-date information.

City of Charlottetown Committee Report

Report No: PW-2026-03-04-002

Date: March 4, 2026

Directed to Council through the following Committee:
Finance Committee

Attachments:
- Transfer of Budget Funds Form

Reporting Department:
Public Works

Other Associated Departments:
N/A

Prepared by:
Ylber Gashi, Manager Public Works

Report Title:
Transfer of Budget Funds – Operational

Report Purpose:
To approve transfer of budget funds to balance per expenditures to date and forecast.

Staff Recommendation:
Transfer funds as attached to have ability to pay costs incurred and year-end balance of accounts.

Report Details:
To align budget with expenditures based on year-to-date information.

Council or Committee History:
None

Financial Implications:
Budget reallocation.

Public Engagement and Communication:
N/A

Legislative Authority:
Prince Edward Island Municipal Government Act

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
YG, March 2, 2026	RDM, March 2, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown

Transfer of Budget Funds Form

Department: Public Works **Operational Budget**

Date: March 2, 2026

TRANSFER FROM			TRANSFER TO			REASON
Amount	Account No.	Name	Amount	Account No.	Name	
$ 80,000.00	010-4300-52115-0000	Gas & Oil	$ 80,000.00	010-4325-56149-0000	St Resurfacing - In House Asphalt	Budget Transfer - short funds
$ 80,000.00			$ 80,000.00			

Manager

Director Mar 3, 2026

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: March 10th 2026

Moved by Councillor John McAleer

Seconded by Councillor Terry Bernard

RESOLVED:

That Council approves the budget transfer of Operational funds as per the attached budget transfer form.

Environment & Sustainability are requesting funds in the amount of $37,522.68 to be transferred from Fiona Replanting to Wages - Projects.

City of Charlottetown Committee Report

Report No: 26-05

Date: March 3, 2026

Directed to Council through the following Committee:
Finance Standing Committee

Attachments:
- Budget Transfer Form

Reporting Department:
Environment and Sustainability

Other Associated Departments:
Finance

Prepared by: Simon Wilmot, Forest and Environmental Officer

Report Title:
Budget Transfer – Environment and Sustainability – FCM GCCC Funding for Seasonal Staff

Report Purpose:
To request a transfer of funds from the FCM GCCC Grant from the Fiona Restoration Budget to Wages – Projects.

Staff Recommendation:
That Council approve a budget transfer of $37,522.68 from Fiona Replanting 010-5600-55250-0003 to 010-5600-50050-0000 Wages – Projects.

Report Details:

Environment and Sustainability is requesting Council approval for a budget transfer related to funding received under the Federation of Canadian Municipalities Grow Canada's Community Canopies (GCCC) program. Earlier this year, the City received an initial installment of $182,535 to support eligible expenses in both Year 1 and Year 2 of the project. A second installment will be received at the end of the 2026/27 financial year to top up eligible Year 2 expenditures.

The grant supports operational costs and seasonal staff wages associated with project delivery. The seasonal positions have now concluded, and Payroll has confirmed the final wage costs. With these figures finalized, Environment and Sustainability can accurately allocate expenditures to the appropriate Wages general ledger accounts, from the general program GL where funding was deposited.

Approval is requested to transfer funds from the GCCC operational allocation to the Staff–Projects general ledger account in the amount of the confirmed seasonal staffing costs. This is an internal reallocation of previously received grant funds and does not represent new spending. The transfer will align actual expenditures with the correct accounts and ensure the project remains financially balanced and compliant with grant reporting requirements.

Council or Committee History:

- ES 25-14 Federation of Canadian Municipalities Growing Canada's Community Canopies Funding

Financial Implications:

Budget transfer of $37,522.68 from Fiona Replanting 010-5600-55250-0003 to 010-5600-50050-0000 Wages - Projects

Public Engagement and Communication:

N/A

Legislative Authority:

MGA – Part 7 Municipal Jurisdiction

Strategic Alignment:

Vision: Embracing the Future
Purpose: Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city
Guiding Principles: Accountable
Commitments: Sustainability, Transparency
Pillars: Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG Mar 3/2026	RDM March 3, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown

Transfer of Budget Funds Form

Department: **Environment and Sustainability**

Date: March 2, 2026

TRANSFER FROM			TRANSFER TO			REASON
	Account			Account		
Amount	No.	Name	Amount	No.	Name	
$37,522.68	010-5600-55250-0003	Fiona Replanting	$37,522.68	010-5600-50050-0000	Wages - Projects	FCM funding was deposited into one GL and a portion of the funds were meant to cover wages.
$ 37,522.68			$ 37,522.68			

Manager MAR 2/26

Director Mar 2, 2026

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 #4

MOTION CARRIED _____

MOTION LOST _____

Date: March 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:**
	Date: **January 30, 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 provide 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 6.8 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

Revision since February 4, 2026:

Section 6.4 – Changing the Local Preference clause to include a maximum dollar amount of $34,700.00 and to specify the actual percent on the RFQ/RFP/Tender.
Section 6.5 – Describes the criteria required to qualify for the local preference clause by showing evidence of owning or leasing a business in the municipality of Charlottetown.
Section 6.7 – Added a Purchase order is required for amounts over $4000.00

Council or Committee History:
October 28, 2025 – Procurement Policy was approved by Council. The Procurement Bylaw received its first reading.
February 4, 2026 – Finance Committee approved changes to Procurement Policy. Clarifications post Feb 04, 2026, meeting see Sections 6.4, 6.5 and 6.7.

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**

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, may provide on purchases up to $34,700.00, a preference of up to 10% to businesses located in the Municipality of Charlottetown provided that the preference clause and percentage amount is noted on the RFQ/RFP/Tender.~~where bid submissions are evaluated on price, will reduce the bid price of businesses located in the Charlottetown Area by up to 10% for~~ for ~~the purpose of evaluating the bids~~.

6.5 To qualify for this preference a business must provide evidence when their bid is submitted, that it maintains a place of business by leasing or owning office, commercial, industrial space or where applicable residential space in the Municipality of Charlottetown on an annual basis for the primary purpose of operating the subject business.~~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.~~

6.6 All standard procurement processes must be approved, conducted, and reported in accordance with this Policy and all related procedures and protocols.

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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:

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(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 required over $4000.00.~~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 ~~encouraged~~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;~~

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(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 ~~Inc~~Included~~.~~	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

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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-42-2026

Date: March 04, 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:
- Financial Report – January 2026

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:

Staffing Update:
Thankfully, with the support of the CAO, HR, and the Committee, we now have a Finance Manager, Amy McQuillan, who officially joined us on March 2, 2026. While we are delighted to welcome her to the team, I regret to inform members that our Senior Accountant, Sabikun Nahar, resigned as of last week.
That said, I am confident that with Amy's arrival, we will be able to work collaboratively to build a strong, stable, and cohesive finance team to support the City's operations effectively.

FY2026-27 Budget Process:
Capital budget hearings and final reviews are currently underway with management and department heads. Key inputs and submissions for the operational budget are also progressing concurrently. We remain optimistic that we will meet the submission deadline of on or before March 30, 2026, as required under Section 150(3) of the Municipal Government Act.
We are, however, still awaiting confirmation of the exact date on which MRSB will assume responsibility for the consolidation and roll-up of the operational budget for presentation to Committee and Council.

Update on Billing:
As previously communicated in our PSA and to both Committee and Council, we successfully returned to the normal billing cycle last month. We are hopeful that the posting of penalties on delayed payments will resume effective this March 2026.
However, 51 properties within the March billing cycle (Cycles 11, 12, 13, and 14) will be placed on hold again in this week's billing run. This is because we are still awaiting feedback on the service orders raised after the last cycle run. These accounts involve meters showing zero or negative readings which required technical investigation.

Missing Customer Payments:
For some time, we have been experiencing issues with missing customer payments within the RBC Receivable App. In January and February 2026 alone, approximately $78,000 in customer payments were omitted from the RBC bank upload. We escalated the issue and got referred to an expert at their end, and we are pleased to report that the matter has now been resolved while we remain optimistic that it does not re-occur.

Interim Audit/Inventory Count:
The auditing cycle is fast approaching and soon with us again. Our auditors MRSB will be in this month ending March 30th 2026 through April 8th to undertake their inventory count and perform their interim assessment. We are coordinating and collaborating with all key departments and stakeholders to ensure a successful process.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Upfit of Various Police Fleet	Closed	December 1, 2025	December 12, 2025	2		Went to PW Feb 27/26
This RFQ is to supply and install items to Upfit of Various Police fleet Units.						
Engineering Services - 2026 Sidewalks and Multi -Use Pathways	Closed	January 21, 2026	February 6, 2026	4		Under review
The City of Charlottetown is issuing this RFP with the goal of hiring an engineering consulting firm to complete the engineering design work for various sidewalks and multi-use pathway projects within the City of Charlottetown. The intention is to tender and construct all projects during the 2026 construction season.						
70 Kent Street Main Entrance Upgrades	Open	February 13, 2026	March 6, 2026			
The purpose of this Tender process is to select a Bidder to construct an addition to the main entrance at 70 Kent Street.						
WRCC Priority 1 Upgrades	Open	February 18, 2026	March 5, 2026			
This project comprised of the miscellaneous Priority 1 Renovations to the WRCC at 1 Kirkdale Road.						
Exhibition Drive Street Reconstruction	Open	February 4, 2026	March 3, 2026	3		With department for review
The Work generally includes the reconstruction of Exhibition drive from Kensington Road to Riverside Drive.						
Kiwansis Dairy Bar New Lift Station	Closed	February 11, 2026	February 25, 2026	3		With department for review
The purpose of this Tender process is to select a Bidder to replace the lift station at the Kiwansis Dairy Bar, located at 50 Victoria Park Roadway						

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 ,March 02, 2026**	**CAO/Director** **Brad MacConnell – CAO – March 2nd 2026**

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN

For the Ten Months Ending January 31, 2026

	Original Budget	Current YTD	2025	Funds Available	% of Budget
City Revenues					
Property Taxes	48,781,073	40,990,899	39,229,114	7,790,174	84.03%
Provincial Grant	23,824,902	19,761,541	17,349,483	4,063,361	82.94%
CUSA 1999 Memorandum of Agreement	140,000			140,000	0.00%
Licenses	3,050,300	1,510,817	2,956,255	1,539,483	49.53%
Parking Garages	500,000	322,074	304,752	177,926	64.41%
Parking Meters	895,514	773,561	737,967	121,953	86.38%
Police	2,181,500	724,987	823,701	1,456,513	33.23%
Outside Fire Protection	30,000	30,000			100.00%
Utility Administration Fee	205,000	170,833	170,833	34,167	83.33%
Interest	50,000	187,682	471,961	(137,682)	375.36%
Recreation	876,460	779,280	588,294	97,180	88.91%
Tourism Accommodation Levy Administration Fee	2,000,000	2,097,218	1,736,822	(97,218)	104.86%
Municipal Capital Expenditure Grant	4,500,000	1,035,174	1,899,230	3,464,826	23.00%
Housing Accelerator Fund Revenue	1,777,379	(9,218)		1,786,597	(0.52%)
Other Revenue	1,133,913	2,808,176	946,866	(1,674,263)	247.65%
City Operating Revenue	89,946,041	71,183,024	67,215,278	18,763,016	79.14%
City Expenditures					
General Government Services:					
City Government	3,149,004	2,322,418	2,390,887	826,587	73.75%
Finance and Audit	1,192,229	861,591	704,552	330,639	72.27%
Municipal Buildings	2,360,000	1,815,887	1,774,891	544,113	76.94%
Insurance	1,073,971	652,811	629,390	421,160	60.78%
Communications	46,500	30,724	28,358	15,776	66.07%
Mayor and Council	880,255	664,796	728,151	215,459	75.52%
	8,701,959	6,348,227	6,256,229	2,353,734	72.95%
Protective Services:					
Fire Department	6,407,863	4,938,909	5,412,036	1,468,955	77.08%
Emergency Preparedness - Fiona Funding					0.00%
Emergency Preparedness - Fiona Expenses	47,669	16,157	193,932	31,512	33.89%
Police Department	15,932,370	12,202,373	10,693,783	3,729,996	76.59%
	22,387,902	17,157,439	16,299,751	5,230,463	76.64%
Public Works	18,180,000	12,386,212	12,598,024	5,793,788	68.13%
Fiscal Services	17,981,923	14,212,282	10,736,869	3,769,641	79.04%
Parks and Recreation	5,474,890	4,261,147	3,740,785	1,213,743	77.83%
Environmental Sustainability	1,742,153	1,394,061	509,123	348,092	80.02%
Planning	3,203,172	1,884,154	1,463,459	1,304,018	59.10%
Heritage	228,500	42,253	52,168	201,247	17.35%
Economic Development, Tourism and Culture	3,337,563	2,575,925	2,716,402	759,736	77.22%
Human Resources	1,493,816	1,014,731	769,925	478,646	67.95%
Strategic Priorites & Intergovernmental Cooperation	18,500	5,772	(13,866)	12,728	31.20%
Transit System	2,513,364	1,761,117	1,964,802	752,247	70.07%
Information Technology	1,396,400	877,804	803,459	521,104	62.75%
Other	5,518,085	3,471,308	3,376,135	2,046,777	62.91%
Tourism Accommodation Levy	2,000,000	2,331,958	2,039,920	(331,958)	116.60%
Total City Expenditures	**94,178,227**	**69,724,390**	**63,313,185**	**24,454,005**	**74.03%**
City Revenue less Expenditures	**(4,232,186)**	**1,458,634**	**3,902,093**	**(5,690,989)**	
Prior Year Operating Surplus (Deficit) - City	3,484,425	(1,458,634)	(3,902,093)	5,690,989	
City Surplus (Deficit)	**(747,761)**	**0**	**0**	**0**	
Water and Sewer Annual Operations					
Water and Sewer Operating Revenue	16,052,860	13,322,149	14,421,307	2,730,711	82.99%
Water and Sewer Expenditures					
Administration	1,021,312	371,332	554,322	649,979	36.36%
Works & Engineering	6,726,244	3,387,992	4,444,539	3,338,087	50.37%
Debt Administration	4,855,879	4,047,243	3,955,383	808,636	83.35%
Charlottetown Pollution Control Plant	3,729,771	2,662,658	2,572,928	1,067,114	71.39%
Total Water and Sewer Expenditures	16,333,206	10,469,225	11,527,172	5,863,816	64.10%
Water and Sewer Revenue less Expenditures	**(280,346)**	**2,852,924**	**2,894,135**	**(3,133,105)**	
Prior Year Operating Surplus (Deficit) - Utility	1,172,412	(2,852,924)	(2,894,135)	3,133,105	
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

March 10, 2026

The Human Resources Committee met on March 3rd; 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,

_____

Councilor Norman Beck, Chair

HUMAN RESOURCES COMMITTEE

DRAFT

Tuesday, March 3, 2026

11:30AM – Parkdale Room – City Hall 199 Queen Street

Open Session

PRESENT: **Councilor, Norman Beck, Chair**
Councilor, Julie McCabe
Councilor, Trevor MacKinnon
Mayor Philip Brown

ALSO: **Emilee MacLeod, Manager of Human Resources**
Ashley Dunn, Human Resources Services Officer
Brad MacConnell, CAO

REGRETS:

1) Call to order:

Chair, Norman Beck called the meeting to order at 11:30 am.

2) Declarations of Conflict of Interest:

There were no conflicts of interest declared.

3) Approval of Agenda:

Moved by Councilor Julie McCabe and seconded by Councilor Trevor MacKinnon 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):

- Staffing Numbers HR-03-03-2026-01

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-03-03-2026-02

Manager of Human Resources Emilee MacLeod provided an update on ongoing recruitment efforts for open positions. Councilor Norman Beck inquired about the qualifications required for the Dispatch position. Manager of Human Resources Emilee MacLeod stated that candidates must demonstrate proficiency with technology and strong spelling skills, and that the position includes an estimated three-month training period.

Councilor Julie McCabe asked whether applications are being received for the Building Inspector position. Emilee MacLeod reported that any applications submitted are forwarded to the Manager for review and consideration as they are received.

Manager of Human Resources Emilee MacLeod further reported that two applications have been received for the Chief of Police position, noting that a greater number of applications were received during the initial posting period. Councilor Julie McCabe inquired about the anticipated timeline for filling the position. CAO Brad MacConnell recommended leaving the position open for an additional couple of weeks to allow for additional candidates to apply. Councilor Julie McCabe requested clarification regarding the City's hiring process.

An additional inquiry was raised regarding whether wastewater positions offer training like the Dispatch role. Emilee MacLeod explained that candidates for wastewater positions must possess the required level of certification to be eligible for employment. She further noted that there have been no internal candidates for this position.

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-03-03-2026-03
- Labour Negotiations HR-03-03-2026-04
- Bylaw Enforcement Structure IG-2026-01

8) Business Arising from the Closed Session

Committee agreed to move the CUPE 501 WWTP Collective Agreement matter to Council at the Regular Meeting Mach 10, 2026 (Closed Session)

9) Introduction of New Business

None

10) Adjournment

Moved by Councilor Trevor MacKinnon and seconded by Councilor Julie McCabe**.**

Closed meeting 12:48 pm.

City of Charlottetown

Report No: HR-03-03-2026-01

Date: March 3, 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

February	2025	2026
Permanent	268	277
Contract	10	11
Casual	70	77
Part Time	10	6
Entry Level Seasonal	35	28
Seasonal	36	37
Project Staff	0	0
Total	429	436

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	**Director**
Emilee MacLeod 23-Feb-26	**Mike Ruus 23-Feb-26**

2025												2026	
Jan	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**
264	268	259	266	267	268	251	251	255	254	277	276	275	277
10	10	10	12	12	12	9	10	9	8	12	12	12	11
67	70	74	76	112	114	129	133	101	106	88	70	72	77
10	10	10	3	11	15	14	14	14	15	19	12	12	6
36	35	26	26	72	73	80	82	61	59	40	32	31	28
40	36	39	58	99	96	95	95	90	92	50	36	36	37
0	0	0	0	0	0	0	0	0	0	0	0	0	0
427	**429**	**418**	**441**	**573**	**578**	**578**	**585**	**530**	**534**	**486**	**438**	**438**	**436**

City of Charlottetown

Report No: HR-03-03-2026-02

Date: March 3, 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:

- Interviews were held on February 24th & 26th for the HR Executive Assistant competition.
- Over 50 applications were received for the Part-time Dispatch competition. Applications are currently being screened with a tentative date set for interviews on March 10th.
- The written exam portion of the Relief Firefighter competition was held on February 25th, with the final stage of in-person interviews scheduled to take place on March 18th.
- The external competition for Accounting/Operations Clerk with Finance and Utility closes tomorrow, March 4th.
- The external competitions for Building Inspector II with the Planning Department, Superintendent for the Wastewater Treatment Plant, Assistant Manager for the Utility Department and Chief of Police will remain open until successful candidates are selected.
- The external casual summer student competitions for the Environment & Sustainability and Parks & Recreation Departments closed on February 27th.
- Our Recruitment Coordinator will be attending the UPEI Career Fair and the Rotary Job Fair at Colonel Gray High School next week, along with City staff from the Parks and Recreation and Tourism Departments.

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 23-Feb-26**	**Director** **Mike Ruus 23-Feb-26**

ECONOMIC, TOURISM &
CULTURAL DEVELOPMENT COMMITTEE
REPORT TO COUNCIL
MARCH 10, 2026

The Economic, Tourism & Cultural Development Committee met on February 25, 2026, these minutes have been included in your package. The Arts Advisory Board met on February 26, 2026, these minutes will be included in April's package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Terry Bernard, Chair

DRAFT

Economic, Tourism & Cultural Development Committee Meeting
Wednesday, February 25, 2026
12:00 PM – Council Chamber

Present:	**Chair, Councillor Terry Bernard**	**Councillor Kevin Ramsay**
	Mayor Philip Brown	**Brad MacConnell, CAO**
	Wayne Long, EG&AM	**Charlotte Nicholson, EM&TO**
	Doug Dumais, C&EC	**Cindy MacMillan, ER&PCII**
Regrets:	**Councillor Mitchell Tweel**	

1. Call to Order
Councillor Bernard, Chair, called the meeting to order at 12:05PM.

2. Declarations of conflict of interest
There were no conflicts of interest declared.

3. Approval of Agenda
Chair Bernard requested that New Business be moved ahead of the Closed Session on the agenda. It was moved by Councillor Ramsay and seconded by Mayor Brown that the agenda be approved as amended. Carried.

4. Approval of Minutes
It was moved by Mayor Brown and seconded by Councillor Ramsay that the minutes from December 10, 2025, be approved as circulated. Carried.

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

6. Presentation/Report

a) 2026/27 Annual Estimates – Updated Draft Budget and New Initiative
The Committee originally endorsed the initial draft budget on December 10, 2025, with the understanding that it would continue to evolve and that the budget would be brought back in the new year. The updated draft 2026/27 budget now totals $3,540,228, representing a year-over-year increase of $202,665 and a reduction of $25,585 from the earlier draft presented to Committee. The increase is primarily attributed to Canada Day celebrations, strategic event hosting, arts and cultural initiatives aligned with Council-approved strategies, and salary adjustments. Staff advised that a significant portion of the department's budget is committed to existing agreements, partnerships, and multi-year obligations. The fluid year-end forecast reflects a projected surplus due to position vacancy savings, unallocated event reserve funds, projects coming in under budget or not advancing, and a prior budget adjustment. Staff also outlined refinements to the grant process, including structured intake periods for tourism, event, and cultural funding, aligned with municipal best practices.

Staff further presented a proposed new initiative for consideration: an Economic Development Officer position. The role would support foreign direct investment efforts, business retention and expansion, and local entrepreneur scale-up, including assisting with ongoing growth and attraction files, KPI measurement, and stat data, and addressing current capacity limitations within the

department. The position is not included in the draft budget at this time and would require further administrative and Council approval before proceeding. The draft budget was again supported for forwarding to Finance for further review.

7. New Business – Resident Survey – Curling Facility

The Committee discussed the development of a resident survey to gauge public interest in the potential construction of a curling facility in Charlottetown. The Chair noted the City's recent success in hosting major curling events has elevated community interest, including the Grand Slam of Curling and the upcoming Scotties Tournament of Hearts, and indicated that Charlottetown does not currently have a dedicated curling facility. The intent of the survey is to determine whether residents support further exploration of such a project that would drive economic and tourism activity.

Members discussed creating a neutral and non-bias survey with a maximum of three questions. Discussion included whether the survey should reference Charlottetown specifically or the broader capital region, and clarification that while the matter was introduced under Economic Development due to its economic and tourism impact considerations, any future facility development would fall under Parks and Recreation. The Committee agreed to have staff develop the survey questions and to proceed with preparing the survey for distribution, subject to consultation with the CAO.

8. Motion to move into Closed Session

It was moved by Mayor Brown and seconded by Councillor Ramsay that the Committee move into Closed Session pursuant to Section 119(1)(e) of the PEI Municipal Government Act:

- 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 the municipality's ability to carry out its negotiations, Partnership Negotiations. Carried.

9. Business arising from the Closed Session

Upon returning to Open Session, it was moved by Councillor Ramsay and seconded by Mayor Brown that the negotiated partnership strategy be forwarded to Council for consideration. Carried.

10. Motion to Adjourn

It was moved by Councillor Ramsay and seconded by Mayor Brown that the meeting be adjourned. Carried.

Meeting adjourned 12:50 PM

DRAFT

City of Charlottetown Committee Report

Report No: ETCD 54-26

Date: February 25, 2025

Directed to Council through the following Committee: Economic, Tourism and Cultural Development

Reporting Department: Economic, Tourism and Cultural Development

Other Associated Departments: Finance

Prepared by: Wayne Long, Manager of Economic Growth and Attraction

Attachments:

- 2026-27 Annual Estimates - Economic, Tourism and Cultural Development Updated DRAFT Budget and New Initiative

Report Title:
2026-27 Annual Estimates - Economic, Tourism and Cultural Development Updated DRAFT Budget and New Initiative.

Report Purpose:
To provide the Committee with an updated overview of the proposed 2026–27 operational budget and New Initiative.

Staff Recommendation:
That the Committee support the proposed updated 2026–27 Economic, Tourism, and Cultural Development Operational Budget and New Initiative, and continue to work with departmental staff as the budget moves toward completion.

Background:
The Committee endorsed the initial draft 2026–27 operating budget on December 10, 2025, with the understanding that it would continue to evolve as more detailed information becomes available.

The attached updated documentation outlines the proposed operating budget for Economic, Tourism, and Cultural Development. The total budget is $3,540,228, representing a year-over-year increase of $202,665.

This increase is primarily attributable to rising costs associated with the City's largest civic celebration, Canada Day, as well as ongoing strategic investments in event hosting and arts and culture initiatives.

Additionally, this version of the budget includes a new initiative through a request for consideration to establish a much-needed Economic Development Officer position, with a starting salary of Band 5, Step 1.

Council or Committee History:
Economic, Tourism and Cultural Development Committee meeting on December 10, 2025.

Financial Implications:
The document outlines a proposed budget of $3,540,228 for the 2026-27 fiscal year.

Public Engagement and Communication:
2026-2027 Budget Open House (4) and 2026-2027 Pre-Budget Consultation Survey

Legislative Authority:
PEI MGA, Part 6, Division 1 – Financial Operations

Strategic Alignment:
Inclusive Economic Growth and Community-Building and Placemaking

Reviewed By:

Manager	**CAO/Director**
	R. MacEwen - Director of Community Services - February 23, 2026

Committee Recommendation: (if differing from staff)

CHARLOTTETOWN

CITY OF CHARLOTTETOWN
2026/2027 Operating Budget
Economic Development, Tourism and Culture

	2025/2026 Budget	2025/2026 Forecast	2026/2027 Budget
Economic Development, Tourism and Culture			
Economic Development - Business			
Expenses			
Salaries & Benefits	589,981	549,981	597,000
Fees and Memberships	268,500	264,500	268,500
Staff Development	3,000	2,600	3,000
Travel and Transportation	500	500	500
Equipment Repairs and Rentals	1,500	1,500	1,500
Business Development	121,000	96,000	121,000
Business Improvement Area (BIA)	349,000	351,200	352,000
Marketing & Development	25,000	24,000	25,000
Investment Program	149,863	132,863	62,550
Miscellaneous	3,000	2,150	3,000
Total Business and Growth Expenditures	**1,511,344**	**1,425,294**	**1,434,050**
Economic Development - Tourism and Civic Celebrations			
Expenses			
Memberships & Partnerships	15,000	11,500	15,500
Tourism	5,000	5,000	5,000
Staff Development	14,000	7,400	14,000
Travel & Transportation	500	250	500
Advertising & Communications	18,000	17,350	18,000
Miscellaneous	500	500	500
Equipment Repairs & Rentals	1,500	1,300	1,500
Public Relations/Annual Civic Events	261,200	246,000	290,700
Total Tourism and Civic Celebrations Expenditures	**315,700**	**289,300**	**345,700**
Economic Development - Arts and Culture			
Expenses			
Miscellaneous	750	650	750
Grants	585,869	607,869	658,828
Cultural Initiatives	120,000	118,100	141,000
Total Arts and Culture Expenditures	**706,619**	**726,619**	**800,578**

CHARLOTTETOWN

CITY OF CHARLOTTETOWN
2026/2027 Draft Operating Budget
Economic Development, Tourism and Culture

	2025/2026 Budget	2025/2026 Forecast	2026/2027 Budget
Economic Development - Events Attraction and Hosting			
Expenses			
Staff Development	3,000	3,000	3,000
Travel and Transportation	15,000	12,000	15,000
Miscellaneous	1,000	500	1,000
Equipment Repairs and Rentals	1,500	1,500	1,500
Business/Community Development	783,400	745,400	939,400
Total Events Attraction and Hosting Expenditures	**803,900**	**762,400**	**959,900**
Tourism Accommodation Levy			
Revenue	**2,000,000**	**2,000,000**	**2,250,000**
Expenses			
Grants	1,938,000	1,938,000	2,178,000
Administrative Expenses	60,000	60,000	70,000
Meeting Expenses	1,500	1,500	1,500
Bank Service Charges	500	500	500
Total Tourism Accommodation Levy Expenditures	**2,000,000**	**2,000,000**	**2,250,000**
Net Economic Development, Tourism and Culture Expenditures	**3,337,563**	**3,203,613**	**3,540,228**

2026 Annual Estimates - City of Charlottetown

Detailed Breakdown of Budget Item			Comments
Economic Development - Business			
Salaries & Benefits:			Management Non-Union and UPSE positions and applicable forecasted overtime
Manager of Economic Growth & Attraction			
Event Management & Tourism Officer			
Culture & Economic Coordinator			
Civic Engagement & Events Coordinator			
Civic Events & Tourism Assistant			
VIC Staff (3) - Casual			
	Total	597,000	
Fees and Memberships:			
Charlottetown Islanders	132,000		As per agreement
Eastlink Centre: Game Day Expenses	55,000		As per agreement
Eastlink Centre: Marketing	75,000		As per agreement
EDAC | Chamber | APEC | etc.	6,500		Ongoing partnerships
	Total	268,500	
Staff Development:			
Professional Development | Best Practices			
	Total	3,000	
Travel and Transportation:			
Staff Mileage			
	Total	500	
Equipment Repairs and Rentals:			
	Total	1,500	
Business Development:			
Economic Development Strategy	25,000		
Growth & Attraction Missions and Partnerships	90,000		Federal partner funding pending at 60% matching dollars
Newcomer Events	5,000		
Preparation of Reports, etc.	1,000		
	Total	121,000	
Business Improvement Area (BIA):			
Downtown Charlottetown Inc.			Per Business Improvement Area Bylaw and data provided by the Province
	Total	352,000	
Marketing & Development:			
Destination Initiatives and Creative | Platform Fees | Web Enhancements | etc.			LocalIntel agreement and ongoing partnerships
	Total	25,000	
Investment Program:			
102296 PEI Inc - Year 5 of 5	650		As per agreement
141 Kent Street - Year 10 of 10	3,400		As per agreement
150 | 152 Kent Street - Year 5 of 5	1,700		As per agreement
Arts Hotel - Year 3 of 5	10,800		As per agreement
CADC | BIO - Year 3 of 10	46,000		As per agreement
	Total	62,550	
Miscellaneous:			
Committee Meals | etc.			
	Total	3,000	
Economic Development - Tourism			
Memberships & Partnerships:			
Canadian Capital Cities Organization	7,000		
East Coast Music Association	5,000		
Event Atlantic	2,500		
Tourism Industry Association of PEI	1,000		

	Total	15,500	
Tourism:			
Printing|Signage	4,000		
Staff Uniforms	1,000		
	Total	5,000	
Staff Development:			
National Conferences	7,000		IFEA (1), Tourism Congress
Training Materials & Registration	7,000		IFEA (2), Webinars, FAM Tour participation
	Total	14,000	
Travel & Transportation:			
Staff Mileage			
	Total	500	
Advertising & Communications:			
Discover Charlottetown Travel Guide	3,000		
Social Media Promotional Support	15,000		
	Total	18,000	
Miscellaneous:			
	Total	500	
Equipment Repairs & Rentals:			
	Total	1,500	
Public Relations/Annual Civic Events:			
Annual Civic Events	246,000		Canada Day, Natal Day, Cinema Under the Stars, Christmas Parade, Capital New Year, Islander Day
CIB|Make our Hometown Beautiful	10,000		Annual programming and judging
Floats & Parades	12,200		Christmas Parade Float, Gold Cup Parade Float|Ambassadors, Pride Parade Entry
HMCS Charlottetown	2,500		Run for Wishes
Mascot	3,000		Charlie Town Appearances, Cleaning
Misc. Promotions	5,000		
Student Visits	12,000		Ashibetsu Student Exchange - Japan
	Total	290,700	
Partner Funding:			
	Total	-	
Government Funding:			
Canadian Heritage Celebrate Canada Fund			Canada Day - Pending
	Total	-	
Economic Development - Culture			
Miscellaneous:			
	Total	750	
Grants:			
Cultural Grants	150,000		Renewed Arts & Culture Grant Program
Grant in Lieu of Taxes: Confederation Centre	297,670		3% increase as per Finance
Grant in Lieu of Taxes: The Guild	26,158		3% increase as per Finance
Librarian Support	68,000		Paid directly to Province of PEI as per agreement
Operating Grant: The Arts Guild	117,000		Ongoing partnership through alignment with Innovation PEI funding
	Total	658,828	
Cultural Initiatives:			
Advisory Board Projects	12,500		
Art in the Open	20,000		Ongoing partnership
Arts & Culture Micro-Initiatives	3,500		
Creative City Network of Canada	5,000		Creative Cities Summit, Annual Membership
Public Art Initiatives	50,000		Annual juried projects and partnerships
Reconciliation Roadmap	50,000		As per Strategic Plan

	Total	141,000	

Economic Development - Events Attraction

Staff Development:

Professional Development | Best Practices

	Total	3,000	

Travel & Transportation:

Elected Official Travel	14,000		
Staff Mileage	800		
	Total	15,000	

Miscellaneous:

	Total	1,000	

Equipment Repairs & Rentals:

	Total	1,500	

Business/Community Development:

Community Initiatives	20,000		Experiences, translation, departmental support, underrepresented community events, volunteer appreciations
Event Development & Attraction	55,000		Growth and attraction, prospecting, bid document production, partnerships, etc.
Event Hosting	770,000		Hosting fees and grants
Memberships	9,400		Sport Tourism Canada, IFEA, IAEH, FAME, Event Atlantic
Municipal Partnerships | Birthplace Initiatives	50,000		Forest City, NC | Quebec City | Shediac | FCM | Celebrations and promotions | trade shows & displays
Promotions & Materials	30,000		STC, SpoHox, SCORE Street Banners, Big Fish, Toys for Tots
Web | Video Hosting	5,000		Creative, IT Hosting Fees, Production, etc.
	Total	939,400	

Partner Funding:

	Total	-	

Event Hosting Line			
Item	**Budget**	**2025-26**	**Notes**
Grants	$ 300,000	$ -	
Grants & Hosting Fees	$ -	$ 474,000	New this year - grants program and hosting fees separated
Micro-Events	$ 15,000	$ 15,000	
Staff/Volunteer Meals	$ 10,000	$ 10,000	
Holiday/Winter Programming	$ 60,000	$ 60,000	
Hosting Reserve	$ 50,000	$ 50,000	
SCORE Servicing	$ 5,000	$ 5,000	
Eastlink Centre	$ 100,000	$ -	$125,000 hosting fee in 2025-26 budget
Hosting Fee - 2027 Scotties Tournament of Hearts	$ 140,000	$ -	
Hosting Fee - National Event	$ 5,000	$ -	
Hosting Fee - Canadian Cornhole Classic	$ 12,500	$ -	$12,500 hosting fee in 2025-26 budget
Hosting Fee - Atlantic Gymnastics Championship	$ 10,000	$ -	
Hosting Fee - Wrestling Canada Lutte U23 Championships	$ 5,000	$ -	
Hosting Fee - Atlantic Table Tennis Championships	$ 2,500	$ -	
Hosting Fee: Atlantic U18 Female Hockey Championship	$ 5,000	$ -	
Hosting Fee: International Soccer	$ 35,000	$ -	$35,000 hosting fee in 2025-26 budget
Hosting Fee: Wheelchair Basketball Canada League National Championship	$ 5,000	$ -	
Hosting Fee: Atlantic Planners Institute	$ 5,000	$ -	Hosted by Planning Department
Hosting Fee: Wounded Warriors Conference	$ 5,000		Hosted by Charlottetown Fire Department
Total	***$ 770,000***	***$ 614,000***	

As of 02.23.2026

New Initiative

Department:
Economic, Tourism and Cultural Development

New Initiative:
Economic Development Officer FTE

Description:
The Officer will play an integral role in supporting economic progress and fostering new opportunities within the community, while providing vital support to the Manager of Economic Growth and Attraction and contributing to departmental goals. This role will encompass a range of initiatives, including mining leads and data, assisting with securing project funding, formulating efforts for business retention and expansion, and contributing to community engagement and partnership development.

The Officer will also assist local start-up entrepreneurs and small businesses in their scaling efforts, contribute to the potential expansion of programs, and liaise with educational institutions to create valuable pathways that help sustain talent pipelines. In addition, other key responsibilities include assisting with parking initiatives and tax incentives, supporting talent retention efforts, and aiding in site selection.

With a strong emphasis on delivering tangible results, the Officer will also assist in tracking key performance indicators (KPIs), monitoring benchmarking metrics, and occasionally participate in growth initiatives to support long-term community development.

Projected Cost 2026-27:
$81,721+ (Band 5, Step 1).

Projected Future Budget Impacts:
UPSE salaried staff.

GL Account for Expense:
010-2250-50040-0000 – Permanent – Union: $81,721+

Rating and Priority:
Department Rating Code - B, high public demand/important/SP driven
Department Priority Number - 1

STRATEGIC PRIORITIES, COMMUNICATIONS &
INTERGOVERNMENTAL COOPERATION COMMITTEE
REPORT TO COUNCIL
March 10, 2026

The Strategic Priorities, Communications & Intergovernmental Cooperation Committee did not meet since the last regular monthly meeting of Council.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Justin Muttart, Chair

PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
MARCH 10, 2026

The Protective & Emergency Services Committee met February 17, 2026 and the draft minutes are included in your package.

2nd Reading to Repeal the Emergency Measures Bylaw and Replace with the Emergency Management Bylaw.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Julie McCabe, Chair

DRAFT

Protective & Emergency Services Committee
Tuesday, February 17, 2026
11:30 AM – Parkdale Room

Present: Councillor Julie McCabe, Chair
Councillor Kevin Ramsay, Member at Large
Councillor Bob Dorion, Member at Large (Telecom)

Also: Sean Coombs, APC
Jill Stewart, EA

Regrets: Mayor Philip Brown**,** Member at Large
Brad MacConnell, CAO
Tim Mamye, FC
Kent Mitchell, DFC
Jackie Torraville, EA

1) Call to Order
Councillor Julie McCabe, Chair, called the meeting to order at 11:30 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 Councillor Bob Dorion that the agenda be approved as circulated. Carried.

4) Approval of Minutes
It was moved by Councillor Kevin Ramsay and seconded by Councillor Bob Dorion that the minutes from January 20, 2026 be approved. Carried.

5) Business Arising from Minutes
No business arising from the minutes.

6) Reports/Discussions:

a. Operational Report
Councillor Julie McCabe, Chair 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.

The Relief Firefighter competition has been posted, and applications are currently being accepted. The review and screening process will commence following the application closing date.

The Department is also involved with the upcoming Jack Frost Festival, Change your Clock Change your Batteries on March 7th as well as this year's MD Boot Drive on April 4. The Department will also be on hand with CBC at the P.E.I. Provincial Home Show on March 7th 11 am- 1 pm at the Eastlink Centre.

Congratulations to the Charlottetown Fire Department Curling team which recently won the PEI Firefighters Curling Championship (Members are Lt. Will Callbeck, Fire Inspector Winston Bryan, Platoon Chief Mike MacRae and retired Firefighter Alan Brown.

b. Vacant Building Inventory

Councillor Julie McCabe, Chair presented the report.

The list of current vacant buildings was reviewed; no action was required at this time.

c. Operational Update

Sean Coombs, ACP presented a verbal update.

The department is working diligently to meet the March 11th deadline to submit a document outlining the framework for how the department will fulfill its commitment to comply with the Provincial Policing Standards Act. A report will be presented to the Committee at the next meeting.

The department is currently preparing the 2026–27 Operational and Capital Budgets.

The 2026 hiring competition for the position of Police Constable was completed. Emma Simpson was the successful candidate, effective February 16, 2026.

The department has conducted several successful drug enforcement operations since the last meeting.

Councillor Julie McCabe, Chair requested Sean Coombs, ACP to provide an update on the Cadet Sponsorship Program at the next meeting.

Councillor Julie McCabe, Chair requested Sean Coombs, ACP circulate the budget to Committee.

7) New Business

There was no new business.

8) Adjournment

Moved by Councillor Kevin Ramsay and seconded by Councillor Bob Dorion that the meeting be adjourned. Carried.

The meeting adjourned at 11:38am

City of Charlottetown Committee Report

Report No: 02-2026-01

Date: February 17, 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 receives this report as information.

Report Details:

January 1-31-2026

Total Fire Inspections

General Inspections	9
Inspections with Hazard Compliance Orders Issued	12
Inspections Closed	13
Plan Reviews, Permits, Consults	7
Fire Investigations	6
Education Session, Fire Drills	1

Emergency Responses:

Total number of calls	88
Station 1	9
Engine 1	49
Station 2	30
Inspector call outs	2

Training:
Regular weekly training continued throughout this period, including Defensive Driving Confined space awareness, and Blue Card Incident Command training.

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 Department Activities:
Additionally, we have posted a Relief Firefighter competition and are currently in the process of receiving applications.

The Department is also involved with the upcoming Jack frost festival, change your Clock Change your batteries on March 7th as well as this year's MD Boot Drive on April 4. The Department will also be on hand with CBC at the P.E.I. Provincial Home Show on March 7th 11 am- 1 pm at the Eastlink Centre.

Congratulations to the Charlottetown Fire Department Curling team which recently won the PEI Firefighters Curling Championship (Members are Lt. Will Callbeck, Fire Inspect Winston Bryan, Platoon Chief Mike MacRae and retired Firefighter Alan Brown.

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: 02-2026-02

Date: February 17, 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 receives this report as information.

Report Details:

List of Abandoned (Vacant) Buildings Within the City of Charlottetown:

- **31 Kirkwood Drive** **File Active** PID # 397083
  Building has had work done to it with a new Roof Inspectors are following up with the owner.
  Building Secured March 17-2025

- **54 Maple Ave.** **File Active**

- **15/17 Sydney Street** **File Active** **Building secured. November 28-2024**

- **334/336/338 University Ave.** **File Active** **Building Secured April 10-2025**

- **247 Mount Edward Road** **HCO Issued Feb.4-2026**
  This is a vacant building; the owner's intention is to remove the building in the near future**.**

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 K. Mitchell	**CAO** 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 — X Julie McCabe

Seconded by Councillor Kevin Ramsay — X 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 — X Julie McCabe

Seconded by Councillor Kevin Ramsay — X Kevin Ramsay

Date: February 10, 2026

10-0 Carried

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
#2026-EM-01

DRAFT

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).

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:

(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.

(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.

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;

(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.

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, #2026-EM-01, shall be effective on the date of approval and adoption noted below:

First Reading:
This Emergency Management Bylaw, #2026-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, #2026-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,#2026-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, #2026-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)

DRAFT

EMERGENCY MANAGEMENT PLAN

ALL-HAZARDS

Approved and adopted by Council on:

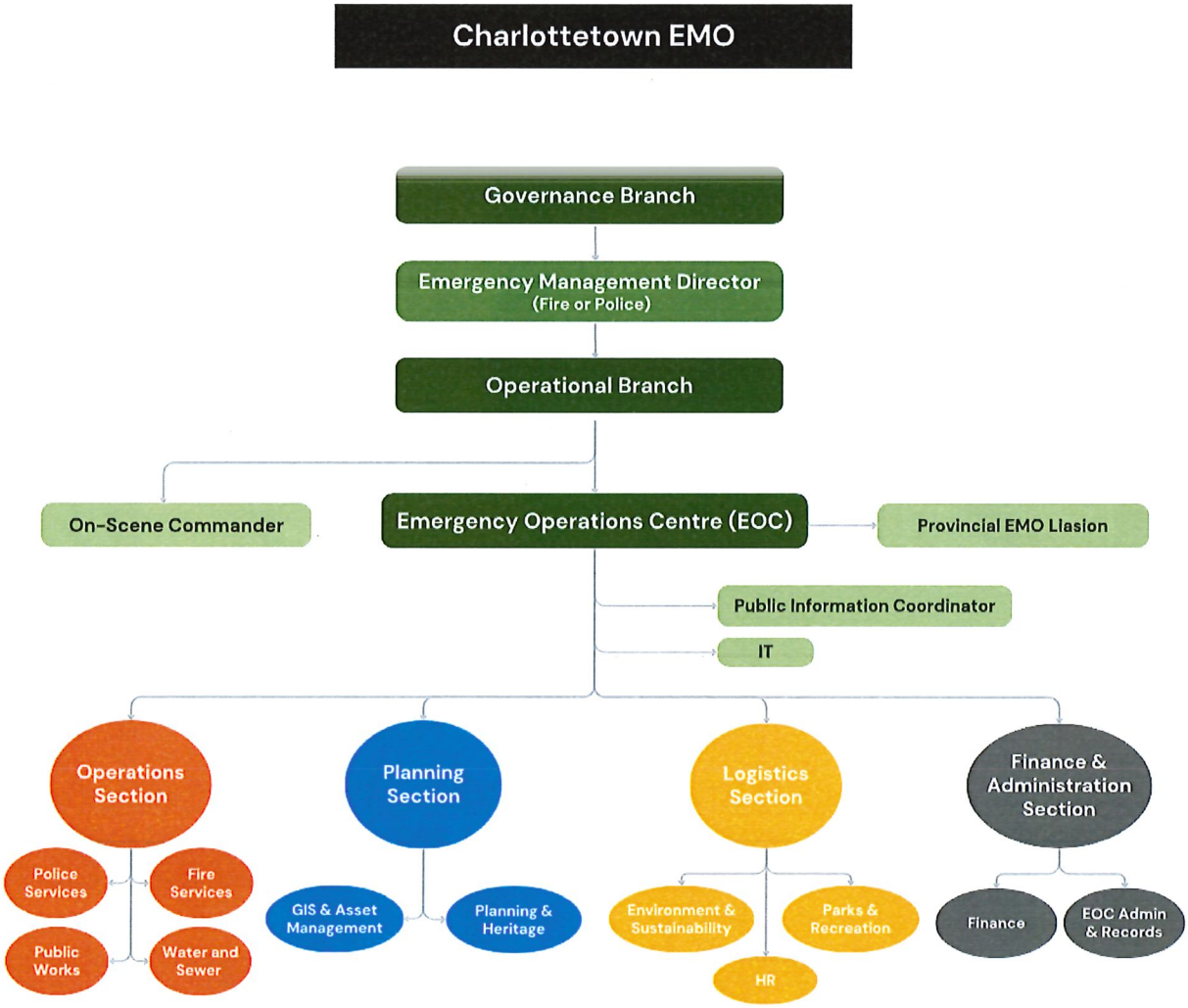
Date: _____

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.



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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 operations;
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: _____

Monthly Council Meeting Statistics - Feb, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Robbery	0	0	0	1	2	-100%	-100%
Serious (Murder)	0	0	0	0	0	#DIV/0!	#DIV/0!
All type Assaults	39	33	68	32	59	3%	15%
Sexual (sex assault, voyeurism)	8	6	11	7	13	-14%	-15%
Sexual Child related	7	4	8	6	11	-33%	-27%
Threats	46	36	62	31	78	16%	-21%
Hate Crimes (new Jan 2026)		1	3	0	0	#DIV/0!	#DIV/0!
Total Crimes Against Persons	**101**	**79**	**149**	**77**	**163**	**3%**	**-9%**

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Break & Enter	8	7	18	12	23	-42%	-22%
Theft Under $5000	30	26	50	20	49	30%	2%
Theft from Motor Vehicles	2	2	11	20	41	-90%	-73%
Theft of Motor Vehicles	1	1	1	3	3	-67%	-67%
Shoplifting	12	12	22	16	36	-25%	-39%
Mischief Under $5000	27	25	50	13	40	92%	25%
Frauds	22	20	40	20	40	0%	0%
All Other Property Crimes		9	30	15	29	-40%	3%
Total Property Crimes	**112**	**102**	**222**	**119**	**261**	**-14%**	**-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		101	203	89	218	-100%	-7%

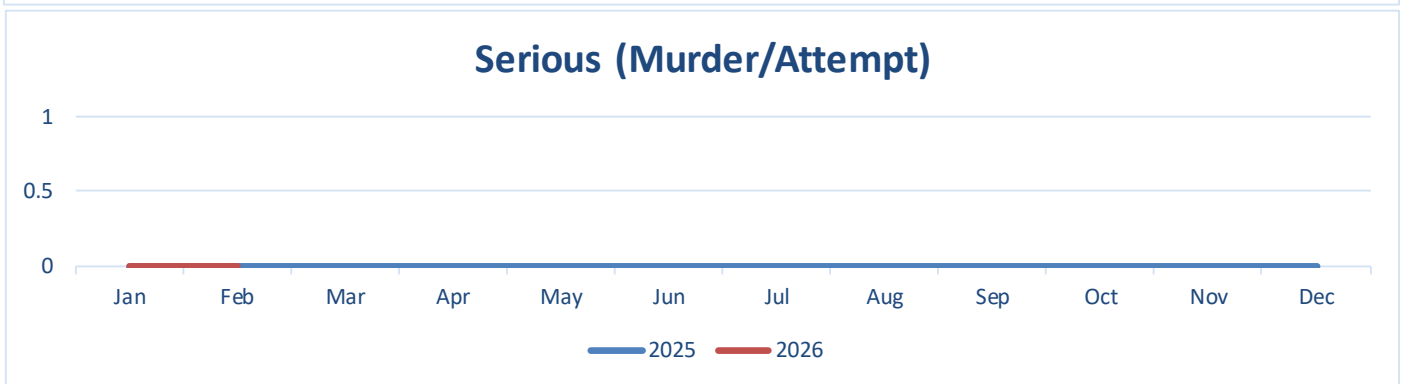
Mental Health	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Attempt/threat of suicide *		30	30	50	50	-40%	-40%
Mental Health Act		98	98	103	103	-5%	-5%
Wellbeing check		77	77	61	61	26%	26%
Total MHA + Wellbeing checks		**175**	**175**	**164**	**164**	**7%**	**7%**

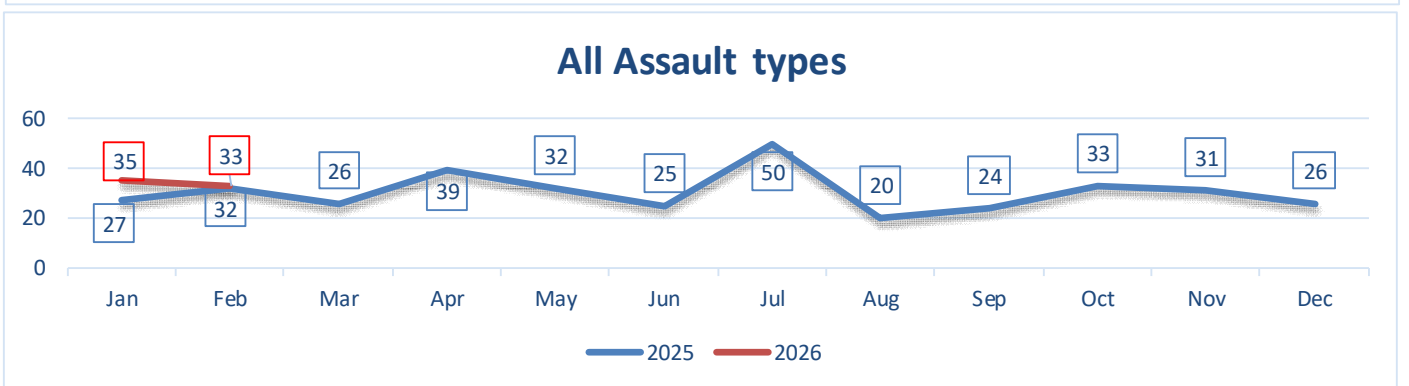
* Attempt/threat of suicide is inclusive with MHA, do not add both results.

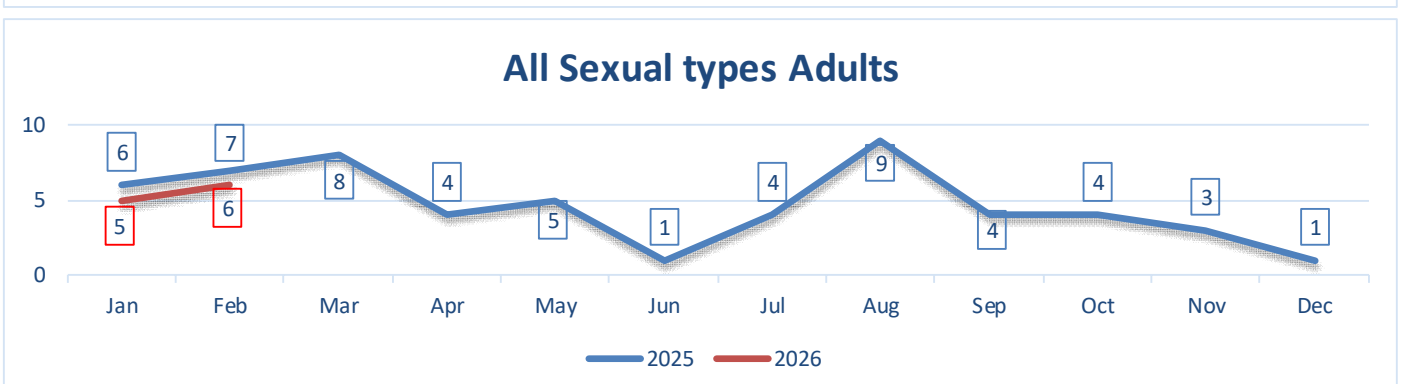
Monthly Council Meeting Statistics - Feb, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Robbery	0	0	0	1	2	-100%	-100%
Serious (Murder)	0	0	0	0	0	#DIV/0!	#DIV/0!
All type Assaults	39	33	68	32	59	3%	15%
Sexual (sex assault, voyeurism)	8	6	11	7	13	-14%	-15%



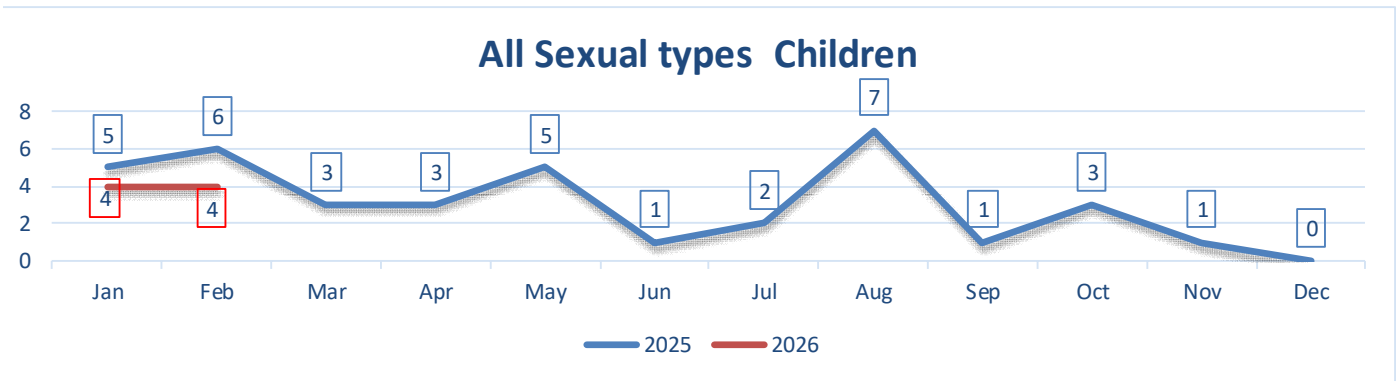




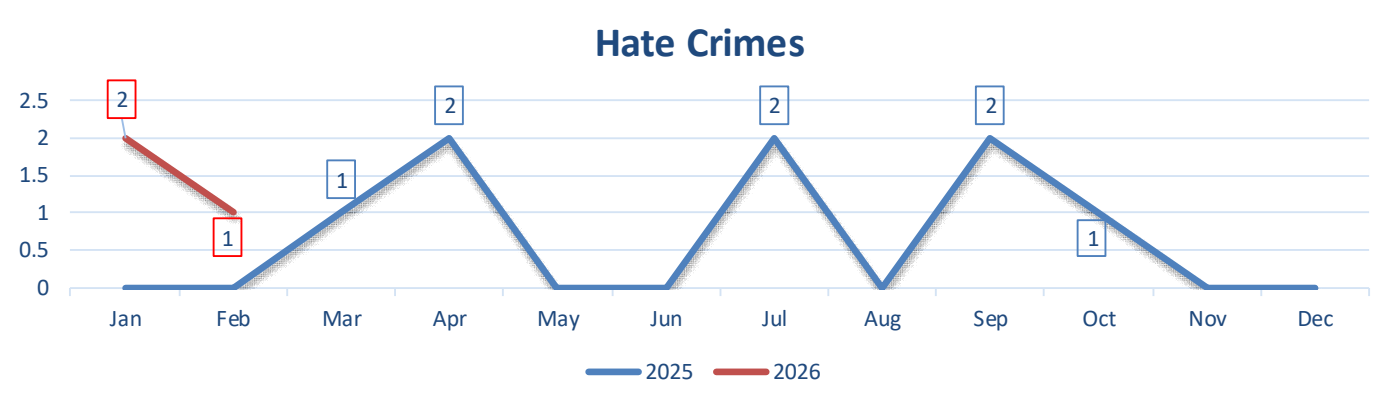


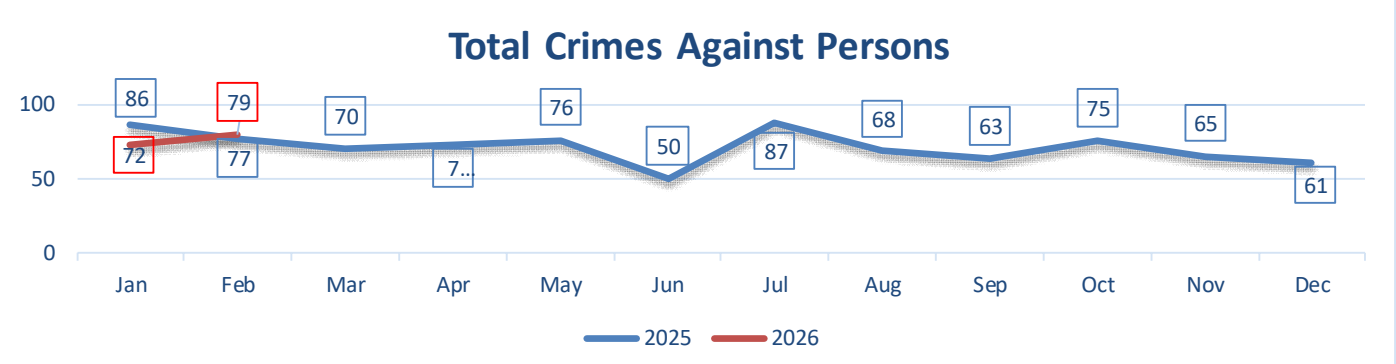
Monthly Council Meeting Statistics - Feb, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Sexual Child related	7	4	8	6	11	-33%	-27%
Threats	46	36	62	31	78	16%	-21%
Hate Crimes (new Jan 2026)		1	3	0	0	#DIV/0!	#DIV/0!
Total Crimes Against Persons	**101**	**79**	**149**	**77**	**163**	**3%**	**-9%**



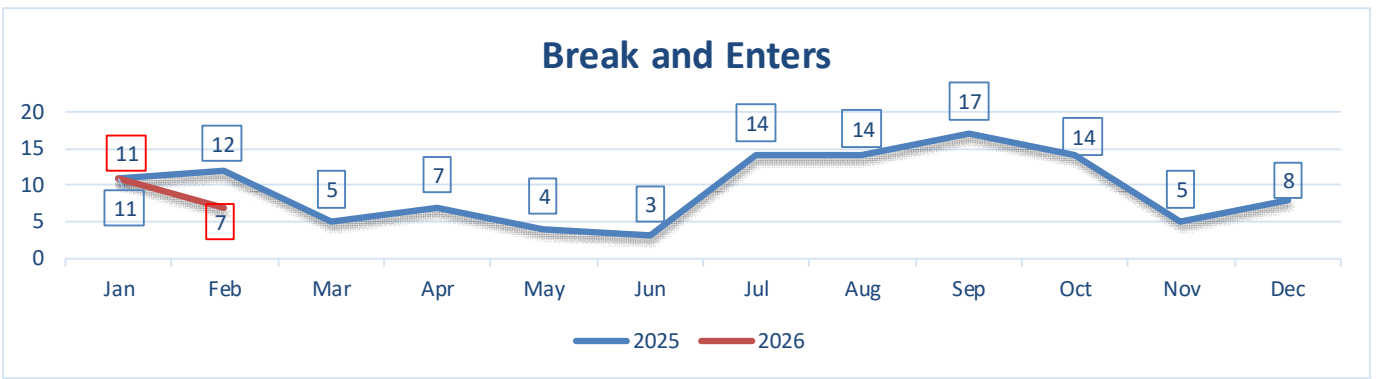


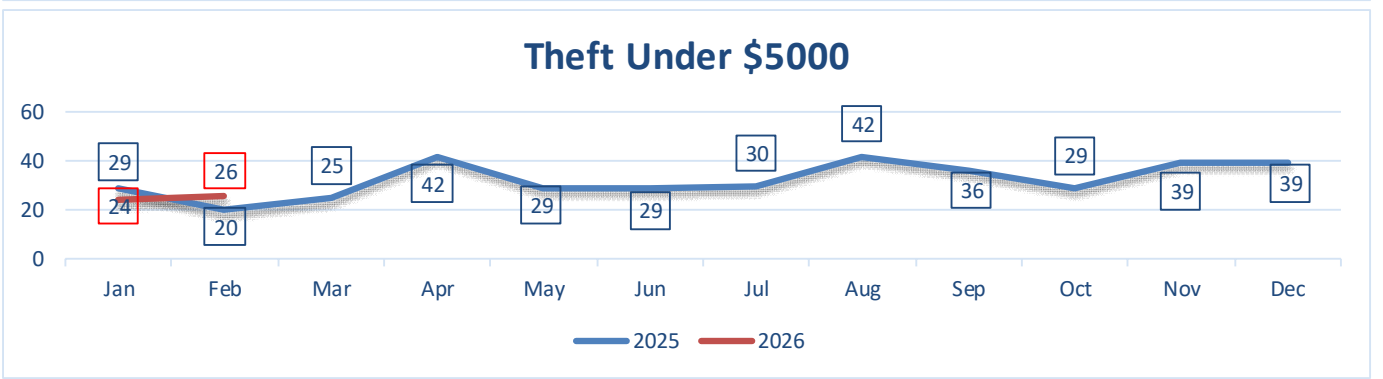


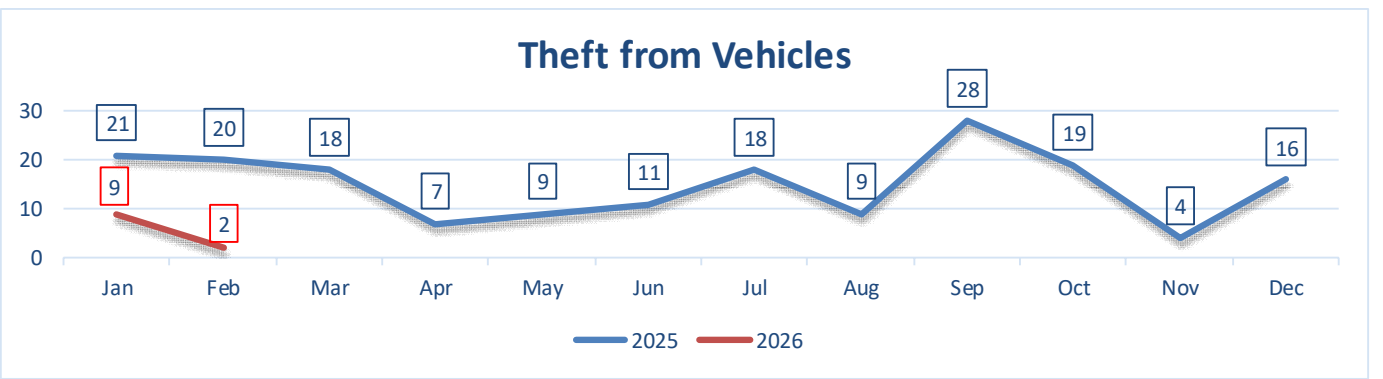


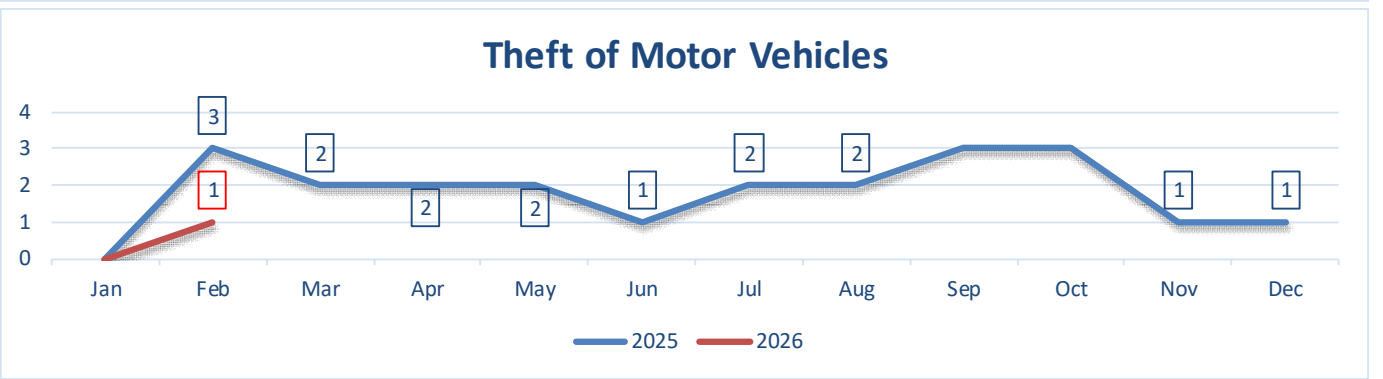
Monthly Council Meeting Statistics - Feb, 2026

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Break & Enter	8	7	18	12	23	-42%	-22%
Theft Under $5000	30	26	50	20	49	30%	2%
Theft from Motor Vehicles	2	2	11	20	41	-90%	-73%
Theft of Motor Vehicles	1	1	1	3	3	-67%	-67%
Shoplifting	12	12	22	16	36	-25%	-39%





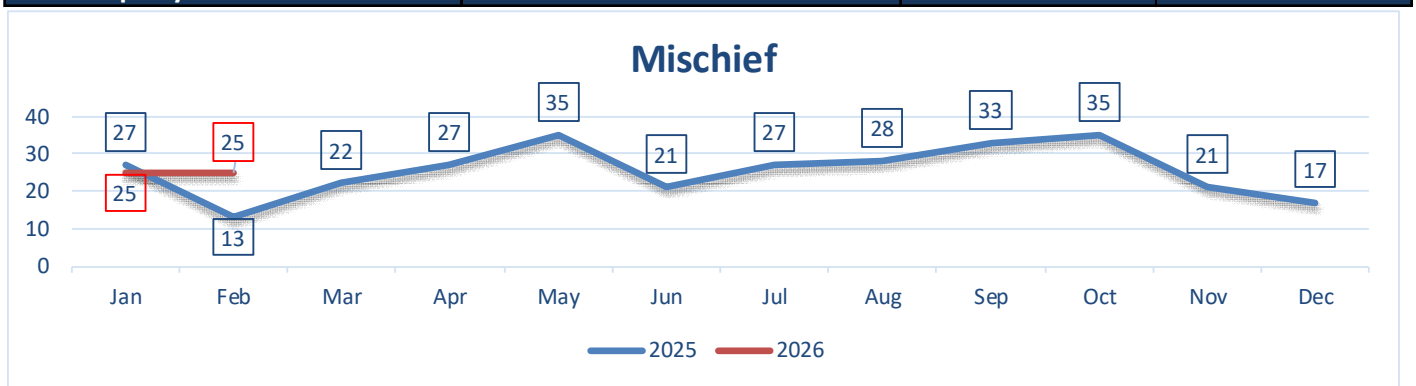


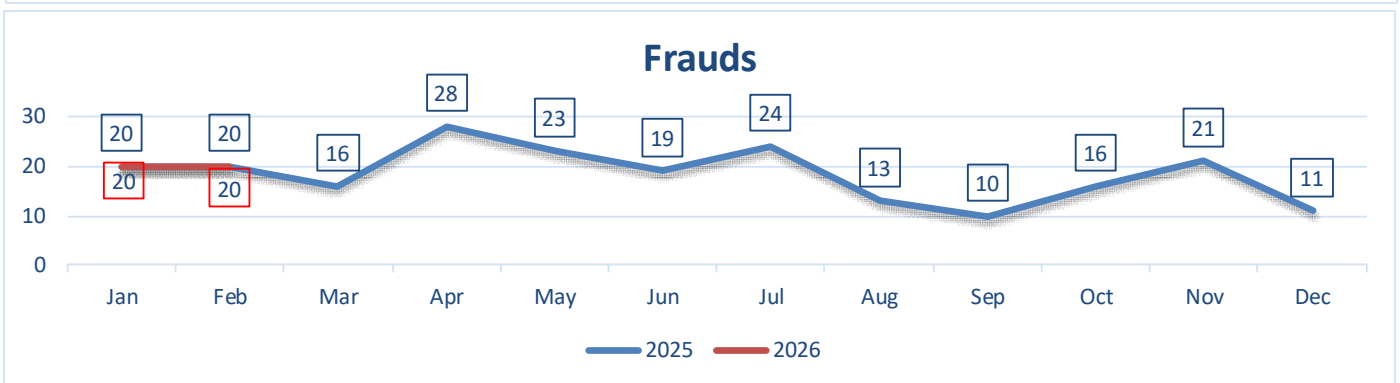


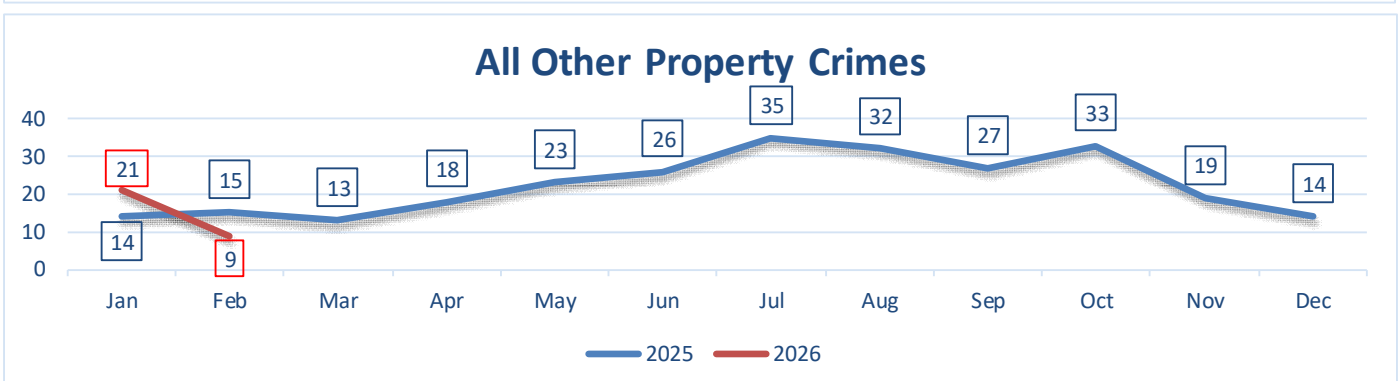


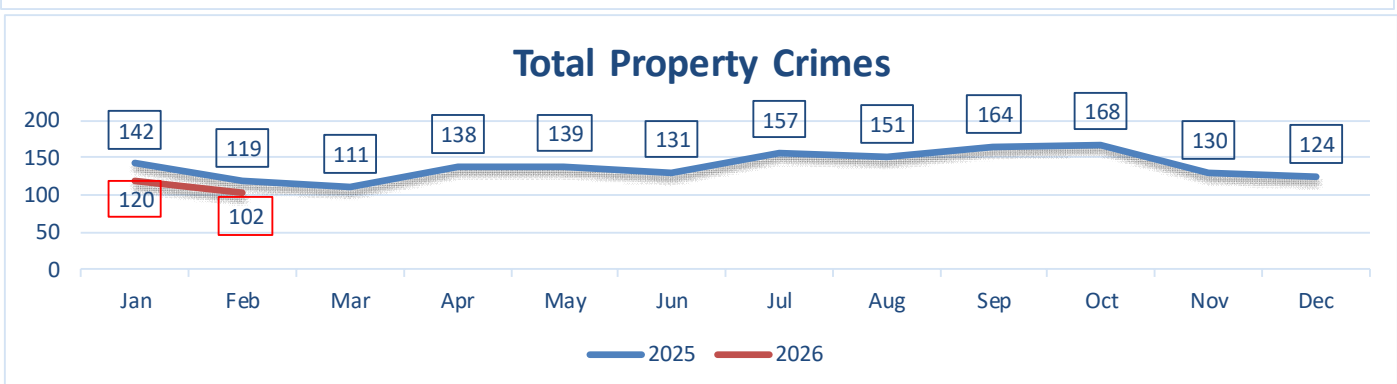
Monthly Council Meeting Statistics - Feb, 2026

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Mischief Under $5000	27	25	50	13	40	92%	25%
Frauds	22	20	40	20	40	0%	0%
All Other Property Crimes		9	30	15	29	-40%	3%
Total Property Crimes	**112**	**102**	**222**	**119**	**261**	**-14%**	**-15%**



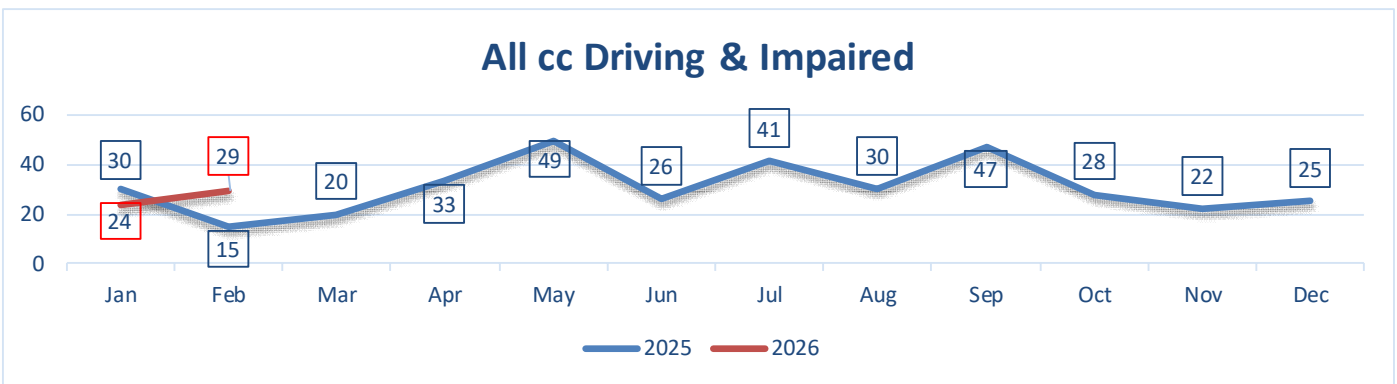


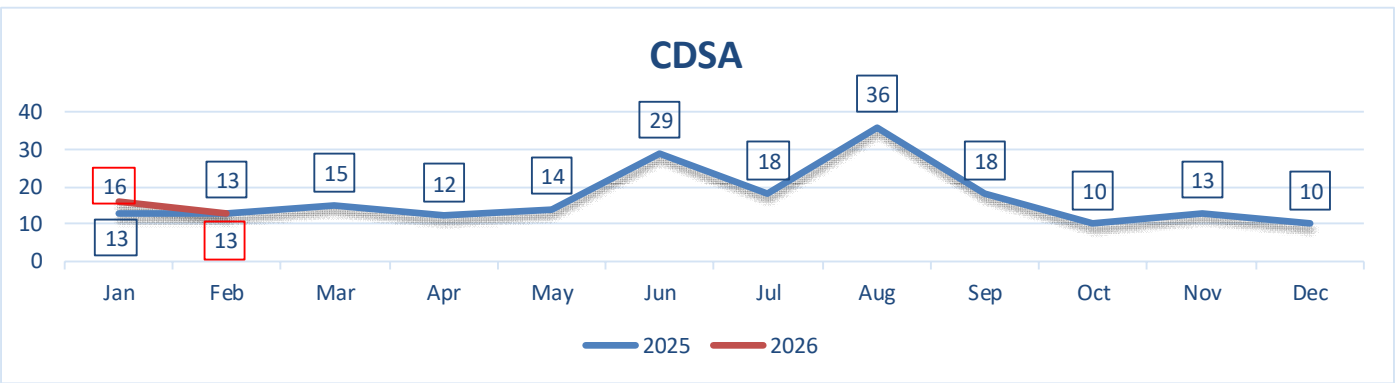


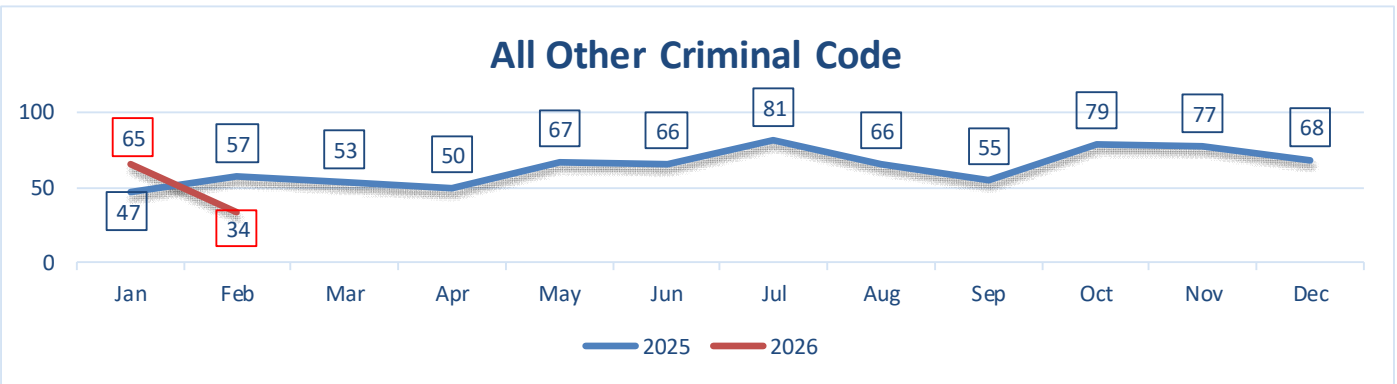


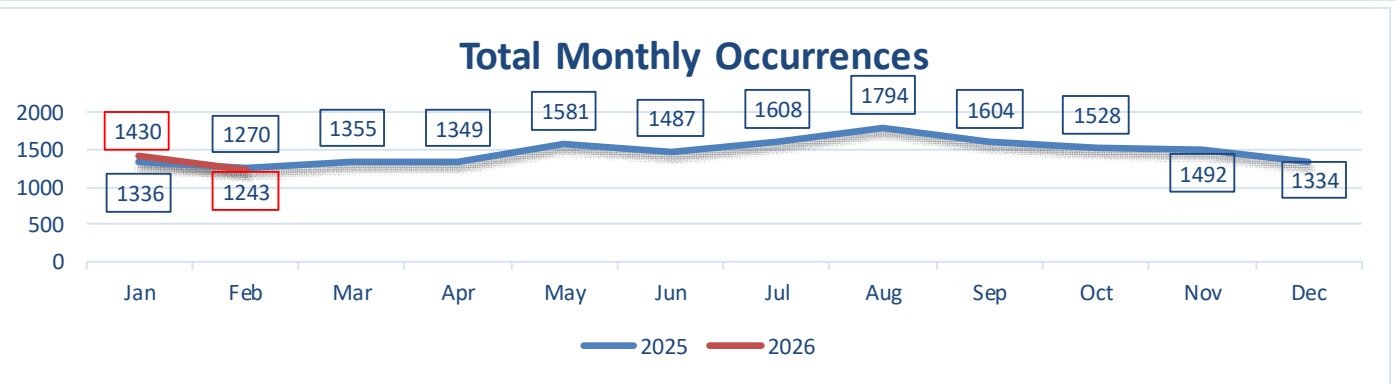
Monthly Council Meeting Statistics - Feb, 2026

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%





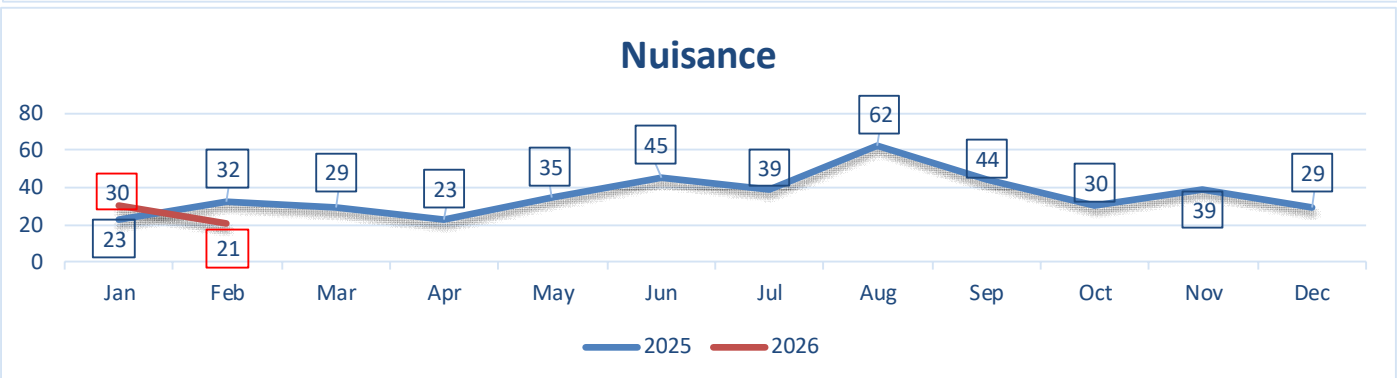


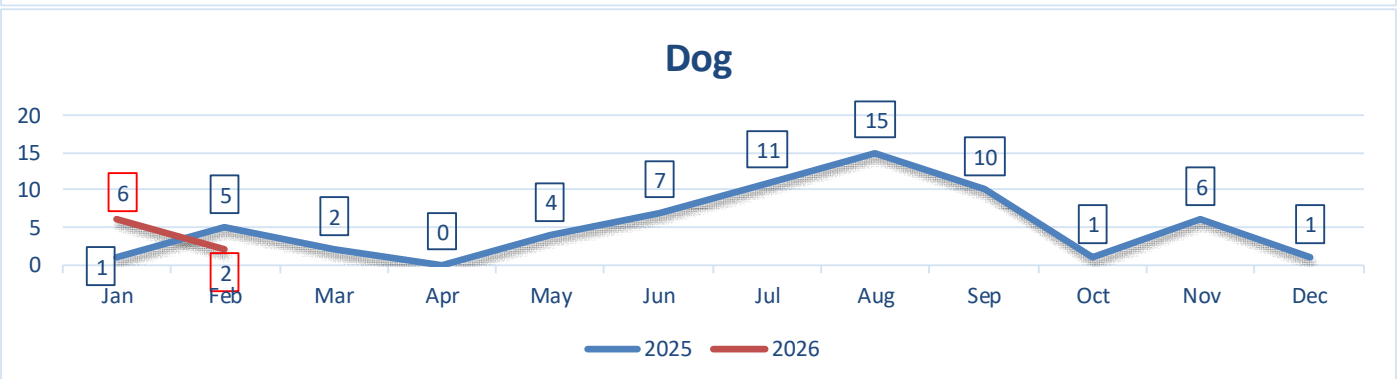


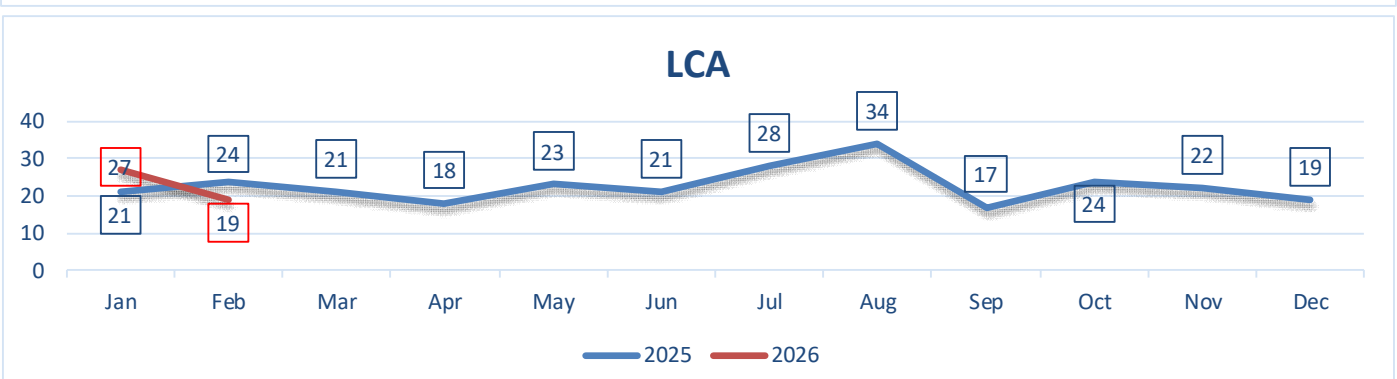
Monthly Council Meeting Statistics - Feb, 2026

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%



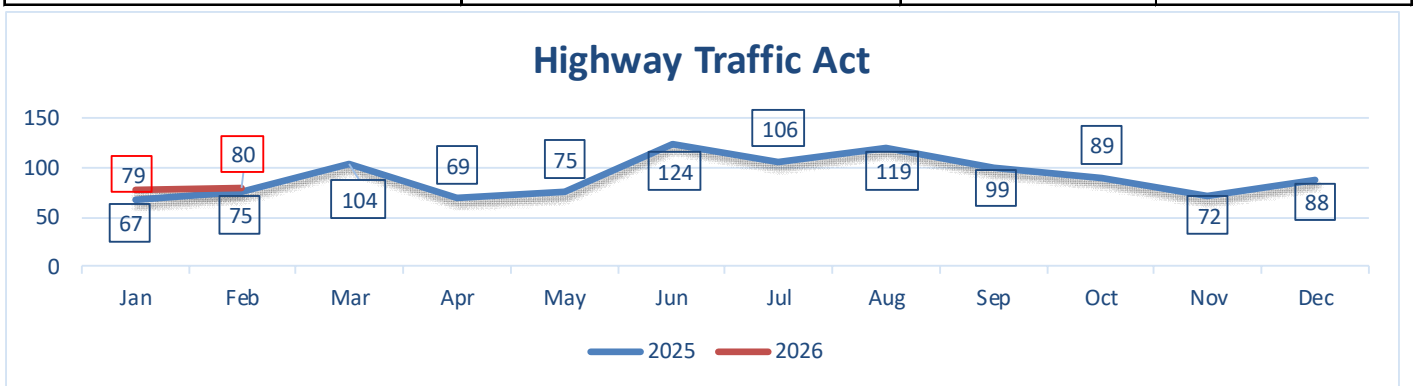


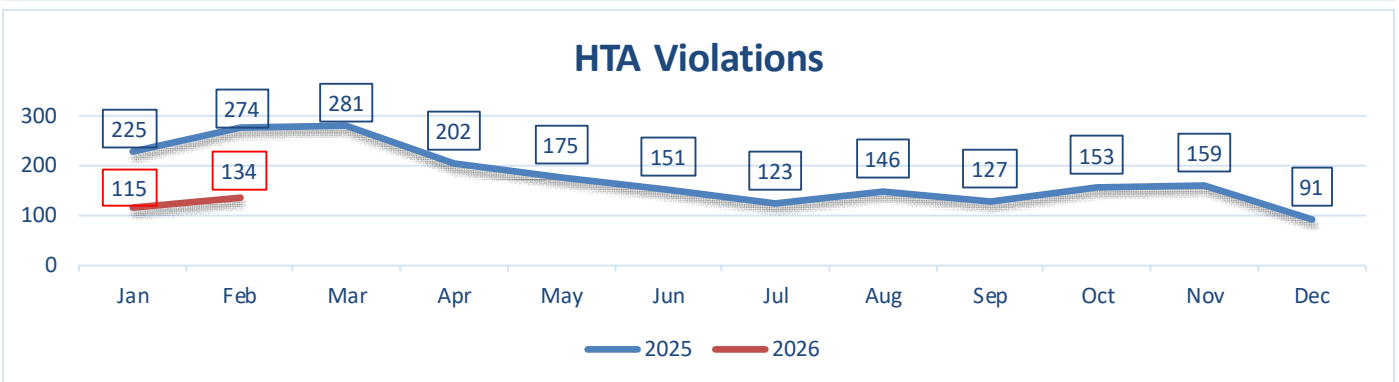


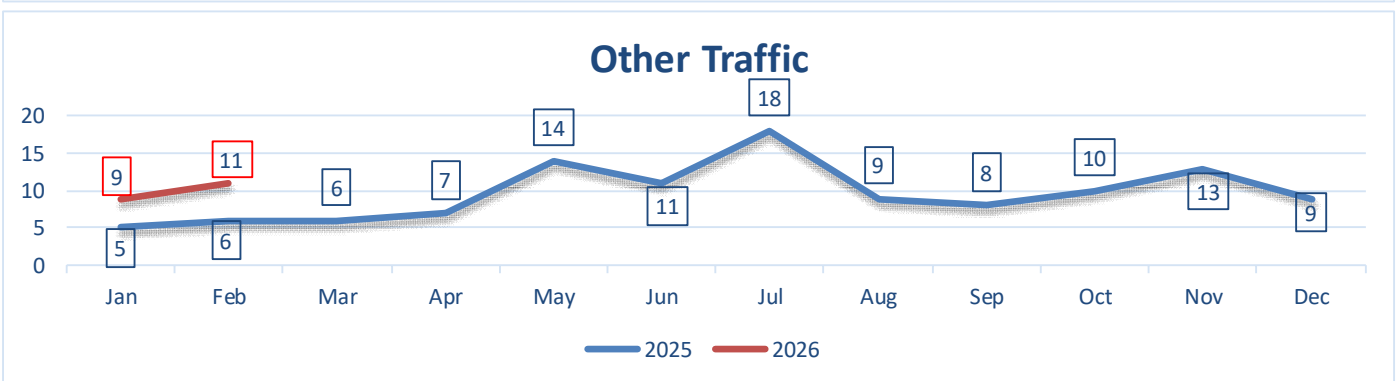


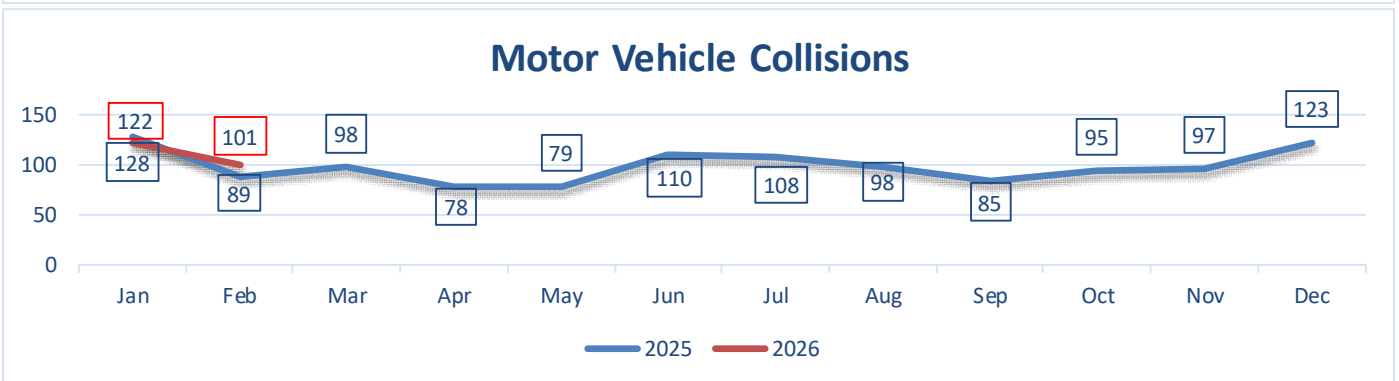
Monthly Council Meeting Statistics - Feb, 2026

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		101	203	89	218	-100%	-7%





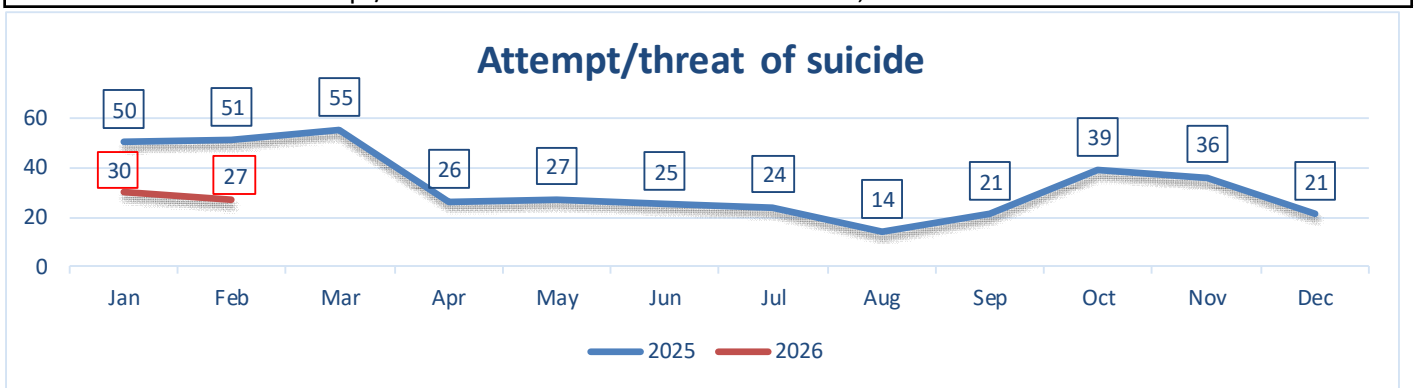


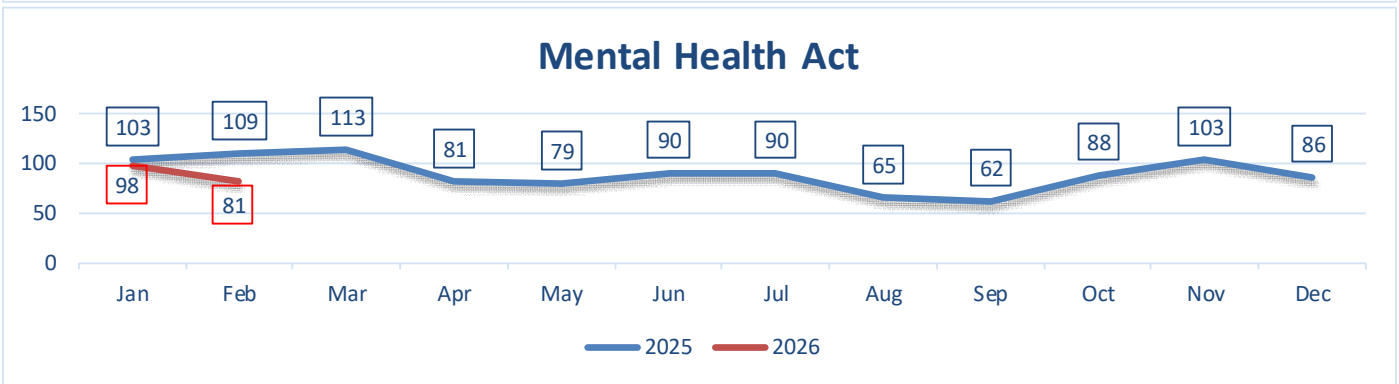


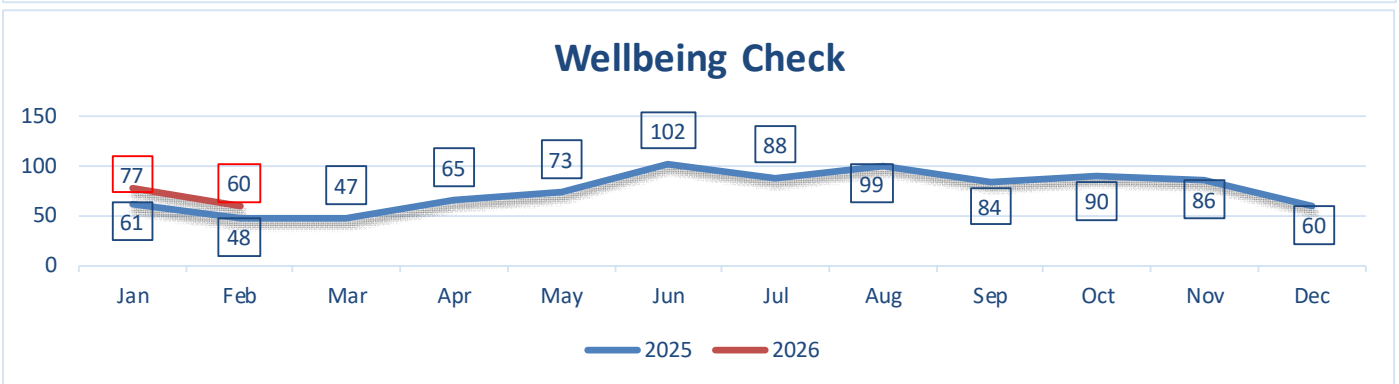
Monthly Council Meeting Statistics - Feb, 2026

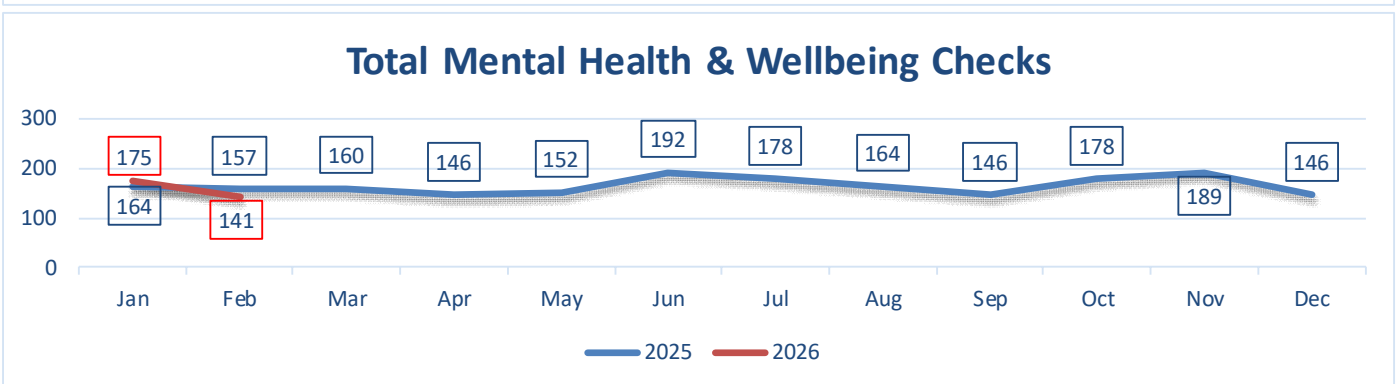
Mental Health	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Attempt/threat of suicide *		30	30	50	50	-40%	-40%
Mental Health Act		98	98	103	103	-5%	-5%
Wellbeing check		77	77	61	61	26%	26%
Total MHA + Wellbeing checks		**175**	**175**	**164**	**164**	**7%**	**7%**

* Attempt/threat of suicide is inclusive with MHA, do not add both results.









PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
March 10, 2026

The Parks, Recreation and Leisure Activities Committee will be meeting on Monday, March 9, 2026. The meeting minutes will be provided at the next regular Council meeting in April.

There will be one (1) resolution for Council's consideration.

The Senior Engagement Committee met on February 5, 2026. The DRAFT minutes have been included in your package.

The Youth Engagement Committee met on February 19, 2026. The DRAFT minutes have been included in your package.

Respectfully submitted,
Councillor Kevin Ramsay, Chair

City of Charlottetown Committee Report

Report No: PR-2026-07

Date: March 9, 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 FQ - March 6, 2026	**CAO/Director** RDM – March 9, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown
Parks and Recreation Department

2025/26 Capital Project Status Report

(March 6, 2026)

Account Budget Name	Project Name or Description	% Completed	Notes	2025/26 Budget
Arenas				
Cody Banks Arena Upgrades	CBA Capital Repairs	85%	Rink boards reinforced, Building Condition Assessment Report 1st Draft under review by staff (expect to receive Final Report in April 2026), remaining funds to be transferred to Simmons.	100,000
Simmons Sports Centre Replacement				400,000
	TP5 - Pool Package	100%	Commissioning was completed early June 2025. Health Inspector Report completed (June 6). Final prep completed, Pool opened on June 22 at 1 PM for grand opening event and free swim.	
	TP6 - Community Building, Arena Interior & Site Works	100%	Completed. New hallway doors going to the ice surface were installed in July.	
	TP7 - Rink Engineering Speciality Package	99%	Completed. Functional testing is well underway. Minor work to be completed to address any deficiencies.	
	Landscaping and fences	100%	Landscaping of lay down area was completed end of June, Install of post and chain fences along service driveway and front parking lot was completed end of June.	
	Front Entrance Improvements	100%	New welcome signs at front entrance (Welcome, Bienvenue, Pjila'si) have been installed, front entrance improvements being considered.	
	Electric Ice Resurfacer	100%	The new Electric Ice Resurfacer arrived in May 2025. Ice leveler was recently installed. Being used by staff.	
	Sidewalks and AT Pathways	33%	Accessibility improvements - New pathway constructed in front of Simmons (end of August), PW planned to install new sidewalk along North River Road to connect QC School to Simmons driveway entrance (deferred to 2026), Replacement and realignment of AT Pathway within Simmons Sport Complex (deferred to 2026, since we did not receive AT Partnership Funding of $75,000)	
Total Arenas				**500,000**

Parks Development and Playgrounds				
Playground Equipment & Park Development	Playground Equipment and Park Development	90%	Evergreen Park - medium play structure has been constructed & installed, Stockman Park - new medium play structure has been installed and new 2-bay swing installed, Meadow Park - new medium play structure installed and new 2-bay swing installed, Montgomery Heights Park - new medium play structure constructed and installed late December and new 2-bay swing to be installed May 2026. Towers Road Park - concept plan is completed, located survey pins, constructed access entrance off Confederation Trail, cut grass, and landscaping. Landscaping completed at 10 plus parks. New sport pad constructed at Meadow Park. Montgomery Heights Park - forest restoration and trail development underway. New Playground Equipment ordered (Debrisary Park - medium structure, Rosedale Park - medium structure, Skyview Park- 2-bay swing, J. Muise Park - independent structure) and expected to arrive late March 2026. Other small upgrades were completed in parks (i.e., benches, garbage cans).	300,000
Recreation, Parks and Facilities Master Plan	RFP, engage professional services, and commence with consultation	3%	Initial research completed and working on RFP, RFP will be posted by middle of March, award in April, consultation to commence in April and be completed by August 2026.	140,000
East Royalty Lagoon - Park Development	Pathways, entrances and building upgrades	99%	Initial planning completed, engaged an engineering firm to complete drawings and tender documents, construction completed on trials and entrances, building upgrades substantially completed by end of February 2026 .	215,000
Install of E-Watch Cameras	2024/25 (3 cameras), 2025/26 (2 cameras)	80%	Police lead is identifying locations & WIFI access. 2024/25 install update - Central 1 and Joe Ghiz Park completed in June, J. Frank McAulay Park completed in December. 2025-26 update - we are purchasing two cameras by March 2026, which will be installed at two new locations in the spring/summer 2026.	20,000
Total Parks Development and Playgrounds				**675,000**

Victoria Park				
Victoria Park Tennis Courts	Courts 4- 8 construction completed, working with engineering firm to confirm deficiencies to be addressed by contractor	90%	Tender awarded on September 10, 2024, construction commenced the week of October 7, 2024, 60% of the project was completed by November 15, 2024. Contractor addressing deficiencies and completing the remaining court construction work (May/June 2025), finish asphalt completed by end of June, 2025. Acrylic painting and lines completed by August 6. Courts opened middle of August. Landscaping completed by end of October. There are some surface and fence deficiencies, which we are discussing with the engineering firm to identify the best solution to address. Contractor to address in the Spring of 2026.	422,000
	Victoria Park Tennis Court Surfacing and Court Lining	100%	RFP for Tennis Courts Surfacing and Court Lining was posted on June 9. RFP awarded July 8, work commence late July and was completed by August 6.	
Victoria Park Development	Tennis Court Accessible Pathway and Kiwanis Dairy Bar Lift Station	40%	Design and tender for the Tennis Courts accessible pathway completed, posting late March, awarding in April,2026 and construction to occur Summer 2026. Kiwanis Dairy Bar Lift Station design, tender and award completed. Work is	120,000
Total Victoria Park				**542,000**

Sports Field Developments & Upgrades				
Simmons Artificial Turf Field	Simmons location approved, planning stage, RFP for engineering services, Tendering, construction to occur May - July 2026	10%	RFP for engineering services awarded October 2026. Working on design drawings, tender documents, posting of tender (March), award of tender (April) and with construction (May - July 2026).	3,400,000
Sport Field Development	Central 1 outfield renovations and fence install.	100%	Completed repairs & upgrades to the infield fence. Central Field 1 expanded outfield & fence install completed by June 20. Drainage next to field and around clubhouse was completed by end of November .	150,000
Total Sports Field Developments & Upgrades				**3,550,000**

Sports Facilities and Buildings				
Victoria Park Skatepark	Identified upgrades required and engaging the services of Skatepark Company	15%	Purchased ramp for WISE skate group, met with skate park experts, sending out Expression of Interest Request by middle of March, expect work to commence in May.	100,000
Disc Golf Course	Reviewed parks and identified suitable location	30%	Research completed, baskets have been received, identified a suitable park location (East Royalty Park), RFP to engage course designer (March), expect to commence with construction May 2026.	40,000
Multi-sport Outdoor Facility	Multi-sport facility at Elmer J. MacFadyen Recreational Complex	3%	Working on RFP to engage engineering services. Expect to post RFP by March 13 and award April 2026. Design drawings, tender documents, posting tender (tbd). Award and construction start (tbd).	1,100,000
Buildings and Clubhouses	Central Field Announcers Booth & Batting Cage	60%	Central Field Announcer Booth Design and Tender posted in December, awarded in January, work underway and scheduled to be completed March 31, 2026. Batting Cage installed at Central Field Complex, partnership with West Royalty Softball Association.	90,000

Outdoor Basketball Court and Pads	J. Frank McAulay Park - Basketball Court partnership with Buckets and Borders, and three sport pads	90%	Buckets and Borders lead the basketball court project at J. Frank McAulay Park in consultation with the Parks and Recreation Department. Donation agreement and MOU approved by Council June 10. The project was completed early September. The new court is called "The Beacon", and was officially opened in September. In Evergreen Park, the multi-sport pad was lined for 3 on 3 basketball and pickleball court, b-ball upright to be installed in the Spring 2026. Skyview Park and Southview Park will be lined in the Spring 2026 and B-ball uprights installed.	150,000
Total Sports Facilities and Buildings				**1,480,000**

Trails and Pathways				
Land Improve - J. Frank McAulay - Pathway Phase 2	Phase 2 Pathway Construction, knotweed removal, planting & drainage work	100%	Phase 2 - Pathway design drawings and tender document completed. Tender posted and closed. Resolution awarded by Council June 10. Construction completed by July 31, 2025. Knotweed removal, plantings and drainage work awarded and completed by middle of November.	190,000
Land Improve - Andrew's Pond Trail Development	completed	100%	Partnership with Wrights Creek Watershed Group	15,000
Land Improve - Acadian Drive Trail Development	completed	100%	Partnership with Cycling PEI	15,000
East Royalty Landfill Old Road Restoration & AT Pathway	Upgrade and resurface a large portion of the Old Roadway and include an AT Pathway	2%	Working with professional services firm to complete design options and tender documents (April/May), posting tender (tbd), tender award (tbd), and work to commence (tbd). Partnership funding of $225,000 approved.	650,000
Trails & Pathways Development and Upgrades	Unable to proceed with upgrades	0%	Southview Park, Evergreen Park, and River Ridge Park trail upgrades and new pathways to be carry-over to 2026/27	30,000
Total Trails and Pathways				**900,000**

Water Access and Beach Development				
Confederation Landing	Creating a defined linkage between Founders Hall and Peakes Wharf through Confederation Landing	0%	CADC was unable to proceed, since partnership funding ($75,000) was not approved	100,000
Total Water Access and Beach Development				**25,000**

Total Parks and Recreation				7,672,000
Less External Partner Funding				-$1,015,000
Net Total Parks and Recreation				**6,657,000**

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Parks, Recreation and Leisure Activities #1

MOTION CARRIED _____

MOTION LOST _____

Date: March 10, 2026

Moved by Councillor Kevin Ramsay

Seconded by Councillor Bob Doiron

RESOLVED:

That Council supports the recommendation from the Seniors Engagement Committee to send a letter to the Minister of Social Development and Seniors asking that they consider providing free, accessible internet and television services in the common areas of seniors' social housing facilities in Charlottetown.

City of Charlottetown Committee Report

Report No: PR-2026-08

Date: March 9, 2026

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities

Attachments:

Reporting Department:
Parks and Recreation

Other Associated Departments:

Prepared by:
Christopher Drummond – Assistant Manager

Report Title:
Seniors Engagement Committee Letter of Recommendation

Report Purpose:
To inform Council of a letter that was received from the Seniors Engagement Committee asking that City Council advocate on their behalf to the Minister of Social Development and Seniors. The request is for the Minister and their department to consider providing free, accessible internet and television services in the common areas of seniors' social housing facilities in Charlottetown.

Staff Recommendation:
That Council supports the recommendation from the Seniors Engagement Committee to send a letter to the Minister of Social Development and Seniors asking that they consider providing free, accessible internet and television services in the common areas of seniors' social housing facilities in Charlottetown.

Report Details:
A letter was received from the Jacinta Campbell who is the Co-Chair of the City's Seniors Engagement Committee. A summary of the letter is included in this detailed report.

In the letter Jacinta explains that the Seniors' Engagement Committee, in partnership with the Parks and Recreation Department, continues to support initiatives that enhance the quality of life for seniors in Charlottetown. Through community consultations and surveys, seniors have provided valuable input that has shaped programming such as the Nourishing Connections meal events, the Golden Wisdom Speaker Series, and the Active Seniors Happy Hearts project. These initiatives promote inclusion, social engagement, and active living.

Since the COVID-19 pandemic, many services have shifted online, while community rooms were closed for extended periods. This has limited seniors' access to programming, information, and social supports, contributing to isolation and underuse of shared spaces. Residents consistently identified improved access to internet and television services in shared areas as a key opportunity to increase engagement and connection.

The Active Seniors Happy Hearts initiative introduced programming in four seniors' residences, resulting in increased social interaction and stronger community connections. While the project funding concludes in March, efforts are underway to sustain activities beyond the funding period.

A significant barrier identified is the cost of internet services within individual apartments, which limits many seniors' ability to access online content and services. Residents expressed interest in shared internet and television access in shared areas to support activities such as virtual fitness programs, news access, religious services, major events, and local programming.

Common rooms have strong potential to function as multi-purpose spaces that promote social inclusion and emotional well-being. However, many facilities lack essential tools—specifically accessible internet and television services—needed to fully activate these spaces.

Recommendation:
The Committee recommends that City Council advocate to the Department of Social Development and Seniors for the provision of free, accessible internet and television services in the shared areas of seniors' social housing facilities. This investment would support meaningful programming, reduce social isolation, and enhance overall resident well-being.

Council or Committee History:
Nil

Financial Implications:
Nil

Public Engagement and Communication:
Parks and Recreation Staff along with members of the Seniors Engagement Committee have met with and communicated with members of the public at events and at seniors social housing facilities to collect feedback comments relating to seniors in Charlottetown.

Legislative Authority:

Strategic Alignment:
Community Building and Placemaking

Reviewed By:

Manager FQ - March 6 , 2026	**CAO/Director** RDM – March 9, 2026

Committee Recommendation: (if differing from staff)

Seniors Engagement Committee February 6, 2026 at 12:17 PM
Sherwood Room – City Hall

Present: Jacinta Campbell, Co-chair
Darlene Hughes
Jay Nogler
Joanne Ings, Co-chair
Diane Smith, (Note Taker)

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
APC noted that the Seniors Secretariat and Meal Grant applications opened this morning and are due March 9. The draft letter that Jacinta and the APC worked on in January was also requested to be added to the agenda, as discussed at the last meeting. Agenda approved by Darlene Hughes with the additions. – CARRIED

4.**Adoption of Minutes**
Minutes approved by Jacinta Campbell, Darlene and seconded by Jay Nogler – CARRIED

5. Business Arising from the Minutes

a. Annual Work Plan and Report Discussion. The Parks & Recreation administrative assistant is working on the final version of that. Jay commented that the value of City advisory boards had been subject to discussion. The APC commented that usually this Committee has been praised for the work that they do. Discussion on the upcoming Municipal Election. The Committee will be dissolved at that time. Members expressed appreciation for and wished to formally acknowledge the department staff for their ongoing support and the work they do to bring the Committee's initiatives to life.

b. Update on Past and Upcoming Events/ Programs (Golden Wisdom Speaker Series, Seniors Community Meals).

Past Events – Roast Beef Dinner was really well received and well attended by Active Seniors Happy Hearts Project. Had a T3 bus pick up and drop off at the 4 seniors homes to allow them to attend the free community meal. Starting to see increased socialization in the homes.

- Active Seniors Happy Hearts Group Outing - Islanders Hockey Game on February 11th
- Golden Spoon Competition Cooking Event on February 15 at the West Royalty Community Centre
- Last Aid Presentation on February 27th
- Fall Prevention on March 13 at Simmons
- Breakfast on March 28 at West Royalty Community Centre

c. Draft Letter Regarding Internet in Common Areas – Seniors Homes

Seniors' Engagement Committee Report and Recommendation

The Seniors' Engagement Committee, with support from the Parks and Recreation Department, continues to play a vital role in improving the quality of life for seniors in Charlottetown. Through community conversations and surveys, seniors have provided valuable insights that have shaped programming and recommendations. Highlights include the *Nourishing Connections* meal events, the *Golden Wisdom Speaker Series*, and the *Active Seniors Happy Hearts* project. These initiatives reflect the Committee's commitment to fostering an inclusive, age-friendly city where seniors remain active, engaged, and connected. Staff and committee members gathered direct feedback during events and distributed surveys to assess participants' needs and preferences.

Since the COVID-19 pandemic, much information and many services have moved online, while community rooms were closed for extended periods. This has limited seniors' access to programming, information, and social supports, contributing to isolation and underutilization of shared spaces. Residents consistently identified access to internet and television in common areas as a key opportunity to increase engagement, support programming, and improve connection to community events and services.

A consistent concern raised is that common spaces largely sit idle. As part of the *Active Seniors Happy Hearts* initiative, funded in part by the New Horizons for Seniors Program, the Parks and Recreation Department introduced programming in four residences these areas, with support from the Committee. Staff observed that residents who participated in these sessions experienced increased social connection and greater interaction among neighbours. While this project is set to conclude in March, staff are working with residents to help sustain activities beyond the funding period, maximizing long-term social, emotional, and community benefits.

Another barrier identified is the cost of internet service within individual apartments, which limits many seniors' ability to access online content, services, and social

opportunities. Residents expressed interest in programming that could be supported through shared internet and television access, including Chair Yoga sessions available on YouTube, local and national news, religious services, major events such as the upcoming Olympics, and local programming such as live horse racing, parades, bingo, and sporting events.

Common rooms have the potential to serve as multi-functional spaces that promote social engagement and provide relief from the isolation of private apartments. These shared environments support mental and emotional well-being by encouraging interaction and community connection. At present, a key gap in many seniors' housing facilities is the lack of essential tools, specifically accessible internet and television services, needed to fully activate these spaces.

Recommendation

The Seniors' Engagement Committee recommends that City Council advocate to the Department of Social Development and Seniors for the provision of free, accessible internet and television services in the common areas of seniors' social housing facilities. This investment would support social inclusion, enable meaningful programming, and enhance the overall well-being of residents.

8. New Business

a. Two grants to work on in the future - Senior Secretariat Grant for the Golden Series and the Meal Grant from the Province. Discussion held on ideas – we can submit two applications for Seniors Secretariat Grant – one is the golden wisdom speaker series and the other would be to increase number of seniors day trips. Suggestions for Day Trips were offered – Orwell, Lighthouses, MacPhail Woods and Island Hill Farms. Suggestions for Golden Wisdom Speaker series topics include Margart Prouse, Power of Attorney – Community Legal. Members can email the APC with other ideas for the grant. The APC will work on this as well as the reporting that is due end of February.

9. Adjournment of Public Session

Meeting adjourned at 1:12 p.m. by Jacinta Campbell – Carried

Youth Engagement Committee
Thursday, February 19, 2026, at 5:00 pm
West Royalty Room, City Hall, 199 Queen Street

Present:	Marina Simon (Notetaker)	Deelle Hines
	Ye Ding	Neveah Murray
Regrets:	Max MacDonald	

1. **Call to Order**

   Deelle called the meeting to order at 5:10pm.

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 promotion for this event has begun on the City's Facebook page and through Tivoli Cinemas. Deelle will drop off a donation box for the UPEI Food Bank. It has been decided that we will cover the cost of the movie, along with a $5 small drink and popcorn for each attendee. Walker at Tivoli will send Deelle the invoice once the movie has concluded. Tivoli will also be accepting UPEI Food Bank donations during their Oscar event on March 15.

UPEI Food Bank

Deelle will collect the food bank donations gathered at Tivoli. Once the items have been sorted and inventoried, the committee will use available funds to purchase any additional items that may be needed. Priority items include canned fish (such as tuna), beans, lentils, chickpeas, peanut butter, pasta, pasta sauce, granola bars, cookies, and crackers. Committee members will deliver the donations to the food

bank once everything has been collected and prepared.

Music PEI Event

Music PEI has provided event tickets to the committee through a registration link. Deelle has extended an invitation to attend the gala to the Mayor's Office and the Chair of the Parks, Recreation and Leisure Activities Committee. Committee members have also been offered the opportunity to attend different events. The invoice for the sponsorship will be sent to Deelle for payment processing.

b. Island Trails PEI Collaboration.

Marina is still looking into this collaboration.

c. Gifts from the Heart Collaboration.

The committee discussed opportunities to collaborate with Gifts from the Heart again, noting that providing bus tickets through this organization was both needed and well received by our target demographic. The committee also explored additional ways to offer support, such as providing taxi vouchers. Gifts from the Heart would help determine whether individuals within our demographic would benefit from this assistance. This discussion is ongoing.

d. Fusion Partnership Ideas

Cecilia Williams, the new Chair of Fusion, reached out to Deelle to explore the possibility of our committee partnering with them for their annual Earth Week celebrations, taking place April 19–26. This year's events are expected to include two Fusion Flavours cooking workshops, a vegetable seed-starting event, and a Confederation Trail clean-up. Fusion recently lost their funding partner for the annual Fusion Flavours cooking classes and is seeking potential partnership opportunities to support this event.

They are also hoping to host a youth mixer in September and will be holding their 11th annual fundraiser, Faces of Fusion, in November. As Fusion is a well-known and established organization that serves our committee's demographic, the committee felt that partnering with them would be a natural fit.

Deelle also shared information about the Seniors Engagement Committee's Golden Spoon Competition, which has been run in partnership with the Culinary School, noting that a similar concept might work well for the Fusion Flavours program. Deelle will look into this idea further.

d. Open Discussion

Max reached out to Deelle regarding an art competition being organized by IRSA for school-aged youth from Kindergarten to Grade 12 in recognition of the **International Day for the Elimination of Racial Discrimination**.

To mark the day on March 21, 2026, IRSA is hosting a youth art contest. Over the next two weeks, students are invited to submit artwork that responds to the question:

"How can young people stand up to racism and help build an inclusive community?"

Submissions will be accepted in three categories:

- Poster and/or Visual Art (digital or traditional media)
- Photography (digital or film)
- Literary Art (poetry, short story, etc.)

Max was hoping that entries could be evaluated by a panel of IRSA members and members from the Town of Stratford and the City of Charlottetown. Prizes will be awarded to the top submission and a runner-up in each category. Submissions will be judged within two age groups: Kindergarten–Grade 6 (ages 5–12) and Grades 7–12 (ages 13–18).

The submission deadline is March 19, and participants must be PEI students between the ages of 5 and 18. Submissions will be submitted through a Google link.

Deelle will explore how the committee may be able to support or contribute to this initiative.

6. Introduction of New Business

None

7. Motion to Adjourn

All members agreed to adjourn the meeting at 6:04 pm.

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

The Water & Sewer Utility Committee met on February 12, 2026, and the minutes have been included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Bob Doiron, Chair

Water & Sewer Utility Committee
Thursday, February 12, 2026
Council Chamber – City Hall, 199 Queen Street
12:00PM

DRAFT

Present: Councillor Bob Doiron, Chair
Councillor Justin Muttart, Vice-Chair
Councillor John McAleer, Member at Large
Mayor Philip Brown, Member at Large
Brad MacConnell, Chief Administrative Officer
Richard MacEwen, Director of Community Services
Joshua McInnis, Water & Sewer Utility Manager
Cindy MacMillan, Executive Resource & Privacy Coordinator II

Regrets: N/A

1. Call to Order
Councillor Bob Doiron, Chair called the meeting to order at 12:00pm.

2. Approval of Agenda
It was moved by Councillor Justin Muttart and seconded by Councillor John McAleer to approve the agenda as circulated. Carried.

3. Declarations of conflict of interest
There were no conflicts declared.

4. Adoption of Minutes
It was moved by Councillor Justin Muttart and seconded by Councillor John McAleer that the minutes of January 8, 2026, be approved. Carried.

5. Business arising from Minutes
The Committee discussed the Miltonvale Wellfield Communication System Project and the status of the Value for Money Audit being conducted by Eagle Engineering. Staff advised that Eagle Engineering has completed an administrative review of documentation but has not yet conducted field verification of the underground vaults and fibre infrastructure due to winter weather conditions and access limitations.

It was noted that access must be coordinated with WM&M, the general contractor, and UCCC, the subcontractor. Field work is anticipated to require approximately seven to eight weeks once access is obtained.

Committee members expressed continued frustration with delays and the lack of final resolution. Direction was given for Administration to engage WM&M to facilitate access for the audit and suggested that invites be extended to have WM&M attend the next Committee meeting.

6. Reports/Discussions

a. Utility Budgets – Capital & Operational

Joshua McInnis presented the draft 2026/27 Operational and Capital budgets.

Updates included adjustments reflecting the 1.4% CPI release, updated projected salary and benefit figures from Human Resources, and refined capital projections. It was noted that forecasted 2025–2026 operating expenses are trending lower than originally budgeted, with discussion regarding salary savings related to the recent labour disruption and the timing of back pay adjustments.

Funding approvals were received for Exhibition Drive and related projects, reducing the overall 2026–2027 capital ask to approximately $8.5 million, inclusive of 2025/2026 capital project carryovers.

Committee members sought clarification regarding salary variances, surplus projections, and the accounting treatment of capital holdbacks and reallocations. Administration advised that final audited statements would reflect any strike-related impacts and that capital reallocations reflect timing of debt drawdowns rather than new borrowing.

Committee supported the draft budgets being forwarded to the Finance, Audit, Tendering & Administration Committee as part of the budget discussions. Carried.

b. Water & Sewer Fees

Joshua McInnis presented the report on Water and Sewer fees.

Staff recommended a 1.4% increase to service rates in line with CPI, an increase to the wastewater treatment plant weekend and holiday call-out fee from $200 to $250 to reflect cost recovery, an increase in the meter installation incentive from $250 to $300 per quarter, and the introduction of a $2 per quarter e-billing incentive.

Committee discussion focused on affordability concerns and the cumulative impact of fees. Clarification was provided that the call-out fee relates specifically to septage receiving at the wastewater treatment plant and reflects collective agreement call-out provisions.

Following discussion, the Committee recommended proceeding with the 1.4% CPI rate increase but maintaining other service fees at status quo.

c. Request for Service – PEI Fire School

Joshua McInnis provided the Committee with a request for service that was received from the PEI Fire School located at 68 Miles Bolger Drive.

The request seeks permission to connect to the City's municipal water system, install approximately 500 meters of 200mm water main and two hydrants, and establish domestic water service.

Staff confirmed that all installation costs would be borne by the applicant and that a 25% surcharge would apply for service outside City boundaries. Ongoing maintenance responsibilities remain under discussion and will return to Committee at a later date.

DRAFT

It was moved by Councillor John McAleer and seconded by Councillor Justin Muttart that the request be forwarded to Council for their consideration. Carried.

d. Budget Reallocations

Joshua McInnis presented several capital budget transfers to address holdback releases and final invoices related to the Miltonvale Wellfield Reservoir, Royalty and Walker Lift Stations, the Pollution Control Plant Storage Building, and the St. Peters Road and Belvedere Avenue project. Clarification was provided that holdbacks represent deferred expenditures and debt timing rather than surplus cash balances.

The transfers will be forwarded to the Finance, Audit, Tendering and Administration Committee for consideration.

7. Introduction to New Business

There was no new business. It was noted that several late reports were not added to the agenda as they did not meet submission deadlines.

8. Adjournment

It was moved by Councillor John MacAleer and seconded by Mayor Philip Brown to adjourn the meeting. Meeting adjourned at 1:25PM

DRAFT

City of Charlottetown Committee Report

Report No: WSC 06-26

Date: February 12, 2026

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

Attachments:
- 2026/2027 Draft Operational & Capital Budgets

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
2026/2027 Draft Operational & Capital Budgets

Report Purpose:
To inform Committee of the 2026/2027 Draft Operational & Capital Budgets

Staff Recommendation:
For Informational Purposes

Report Details:
The Water & Sewer Utility draft 2026/2027 Operational & Capital Budgets are attached. Contained within the Draft Budgets are the approved budget numbers for 2025/2026, current Operational & Capital forecasts and the proposed 2026/2027 budgets.

The proposed Operational budget for 2026/2027 is slightly greater this year due to increases in wages & benefits, inflation of fuel, oil and electricity costs and the pricing of materials and supplies. The budget document shows the areas of increases and areas where decreases were possible, the main drivers for increases are listed below (rounded to the nearest $1000):

- Wages: $215,000
- Electricity: $43,000
- CPCP Operating Supplies & Expenses: $40,000
- Backhoe Rental: $19,000

Additionally, the Utility is proposing one (1) new position:

1. Technician II – WWTP
    a. Additional Technician for WWTP. Increase capacity for maintenance and repair, decrease overtime, distribute on-call and stand-by duties, succession planning.

The Operational cost for this position is approximately $90,000. This position could be accommodated with no net increase to the budget based upon projected revenues and decreases in other areas of expense.

The Utility will be seeking to increase Water & Sewer rates by CPI, which will is 1.4%. This will allow the Utility to stay abreast of inflation and maintain existing service levels.

The proposed Capital Budget for 2026/2027 will see a greater amount of project carry over than in previous years, this being due to material & equipment delays, pricing uncertainty, and contractor availability during the 2025/2026 fiscal year. Additionally, the Utility and Public Works Department will be proposing a few full street reconstructions/projects for 2026, namely, Exhibition Drive and Spencer Drive Extension.

Council or Committee History:
Annual Budget Discussions.

Financial Implications:
Increased Operational Budget.

Public Engagement and Communication:
Community Outreach evenings and online.

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

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

Reviewed By:	
Manager Joshua McInnis February 10, 2026	**CAO/Director** RDM February 11, 2026
Committee Recommendation: (if differing from staff)	

CITY OF CHARLOTTETOWN

	2025/2026 Current Year Forecast		2026/2027 New Budget with New Initiative Requests				
	Original Budget	MGMT Forecast	Original Budget	Budget Change	Mitigation	Budget	Comments
Water and Sewer							
Revenue							
Water & Sewer:							
020-8000-45005-0000 UR-Administration-Metered Sales	12,596,801	12,800,000	12,596,801	715,000		13,311,801	Increased revenue based on CPI and consumption increases
020-8000-45010-0000 UR-Administration-Unmetered Sales	245,000	270,000	245,000	35,000		280,000	
020-8000-45020-0000 UR-Administration-Penalties	100,000	60,000	100,000			100,000	
020-8000-45050-0000 UR - Property Transfer Service Fees	30,000	25,000	30,000			30,000	
020-8000-45030-0000 UR-Administration-Non-Operating Revenue	38,500	38,500	38,500			38,500	
Total Water & Sewer	13,010,301	13,193,500	13,010,301	750,000	-	13,760,301	
Sludge Handling Fees:							
020-8000-45055-0000 UR-Administration-Sludge Handling Fees	340,000	400,000	340,000	84,000		424,000	Increase by CPI
Total Sludge Handling Fees	340,000	400,000	340,000	84,000	-	424,000	
Wastewater Treatment Plant:							
020-8000-45060-0000 UR-Administration-Wastewater Treatment Fees	541,660	510,000	541,660	(23,500)		518,160	Increase by CPI
Total Wastewater Treatment Plant	541,660	510,000	541,660	(23,500)	-	518,160	
Public Fire Protection:							
020-8000-45015-0000 UR-Administration-Public Fire Protection	1,340,899	1,340,899	1,340,899	21,454		1,362,353	Increase by CPI
Total Public Fire Protection	1,340,899	1,340,899	1,340,899	21,454	-	1,362,353	
Serviced Billed:							
020-8000-45025-0000 UR-Administration-Services Billed	220,000	100,000	220,000	(100,000)		120,000	
Total Serviced Billed	220,000	100,000	220,000	(100,000)	-	120,000	
Municipal Government Expenditure Grant Funding:							
020-8000-40019-0000 UR-Municipal Capital Expenditure Funding	600,000	600,000	600,000			600,000	
Total Municipal Government Expenditure Grant Funding	600,000	600,000	600,000	-	-	600,000	
Investment in Capital Infastructure Progects Funding:							

020-8000-40026-0000 UR-Infrastructure Funding Revenue	-	-		-		-	
Total Investment in Capital Infastructure Progects Funding	-	-		-	-	-	-
Total Revenue	16,052,860	16,144,399		16,052,860	731,954	-	16,784,814
Expenses							
Salaries & Benefits:							
020-8000-50010-0000 UR-Administration-Wages - Permanent - Non-Union	97,513	53,700		97,513	(97,513)	(0)	Senior Finance Officer - Moved to Finance Budget
020-8000-50012-0000 UR-Administration-Wages - Permanent - Non-Union				-		-	
020-8000-50020-0000 UR-Administration-Wages - Permanent - Union - Re	114,642	64,900		114,642	15,500	130,142	
020-8000-50021-0000 UR-Administration-Wages - Permanent - Union - Ov	-	-		-	500	500	
020-8000-50105-0000 UR-Administration-Benefits - Health	15,697	15,697		15,697		15,697	
020-8000-50110-0000 UR-Administration-Benefits - Statutory	14,818	14,818		14,818		14,818	
020-8000-50115-0000 UR-Administration-Benefits - Pension	21,954	21,954		21,954		21,954	
020-8000-50120-0000 UR-Administration-Benefits - WCB	1,934	1,934		1,934	500	2,434	
020-8400-50010-0000 UR-W&E-Wages - Permanent - Non-Union	417,992	317,992		417,992	110,000	527,992	
020-8400-50011-0000 UR-W&E-Wages - Permanent - Non-Union	-	-		-		-	
020-8400-50020-0000 UR-W&E-Wages - Permanent - Union - Re	1,662,250	1,662,250		1,662,250	112,000	1,774,250	
020-8400-50021-0000 UR-W&E-Wages - Permanent - Union - Ov	221,359	221,359		221,359	18,240	239,599	
020-8400-50022-0000 UR-W&E-Wages - Permanent - Union - Ot	7,600	7,600		7,600		7,600	
020-8400-50025-0000 UR-W&E-Wages - Part-timer - Union - R	300,035	300,035		300,035	(100,000)	200,035	
020-8400-50040-0000 UR-W&E-Wages - Casual - Non-Union - R	40,009	40,009		40,009	(5,000)	35,009	
020-8400-50105-0000 UR-W&E-Benefits - Health	172,924	172,924		172,924	(15,000)	157,924	
020-8400-50110-0000 UR-W&E-Benefits - Statutory	177,571	177,571		177,571		177,571	
020-8400-50115-0000 UR-W&E-Benefits - Pension	232,704	232,704		232,704	25,000	257,704	
020-8400-50120-0000 UR-W&E-Benefits - WCB	61,143	61,143		61,143	2,500	63,643	
020-9200-50010-0000 UR-CPCP-Wages - Permanent - Non-Union	143,331	58,331		143,331	20,000	163,331	
020-9200-50020-0000 UR-CPCP-Wages - Permanent - Union - Re	667,932	667,932		667,932	143,000	810,932	Proposed additional Tech. II at WWTP. ~$95,000 for salary & benefits
020-9200-50021-0000 UR-CPCP-Wages - Permanent - Union - Ov	148,227	148,227		148,227	(10,000)	138,227	
020-9200-50022-0000 UR-CPCP-Wages - Permanent - Union - Ot	20,000	20,000		20,000	(5,000)	15,000	
020-9200-50105-0000 UR-CPCP-Benefits - Health	45,689	45,689		45,689	7,500	53,189	
020-9200-50110-0000 UR-CPCP-Benefits - Statutory	58,591	58,591		58,591	13,500	72,091	
020-9200-50115-0000 UR-CPCP-Benefits - Pension	83,941	83,941		83,941	16,000	99,941	
020-9200-50120-0000 UR-CPCP-Benefits - WCB	21,290	21,290		21,290	5,500	26,790	
020-8400-50012-0000 UR-W&E-Wages - Permanent - Non-Union	1,450	1,450		1,450		1,450	
020-8400-50026-0000 UR-W&E-Wages - Part-timer - Union - O	36,005	36,005		36,005		36,005	
020-8400-50027-0000 UR-W&E-Wages - Part-timer - Union - O	1,450	1,450		1,450		1,450	
020-9200-50012-0000 UR-CPCP-Wages - Permanent - Non-Union	250	250		250		250	
Total Salaries & Benefits	4,788,299	4,509,744		4,788,299	257,227	-	5,045,526

Solicitor & Consulting Fees:							
020-8000-50210-0000 UR-Administration-Fees - Solicitor - Administrat	8,000	5,000	8,000			8,000	
020-8400-50265-0000 UR-W&E-Fees - Consulting	3,500	3,500	3,500			3,500	
020-8000-50265-0000 UR-Administration-Fees - Consulting	18,600	18,600	18,600			18,600	
020-9200-50265-0000 UR-CPCP-Fees - Consulting	82,350	82,350	82,350			82,350	
Total Solicitor & Consulting Fees	112,450	109,450	112,450	-	-	112,450	
Office Supplies & Postage:							
020-8000-50305-0000 UR-Administration-Office Supplies - General	9,300	9,300	9,300			9,300	
020-8000-50310-0000 UR-Administration-Office Supplies - Postage	40,000	40,000	40,000			40,000	
020-8400-50305-0000 UR-W&E-Office Supplies - General	36,365	26,365	36,365			36,365	
020-9200-50305-0000 UR-CPCP-Office Supplies - General	12,315	9,315	12,315			12,315	
020-8000-50320-0000 UR-Administration-Office Supplies - Equipment	2,790	2,790	2,790			2,790	
Total Office Supplies & Postage	100,770	87,770	100,770	-	-	100,770	
Professional Auditing Services:							
020-8000-50270-0000 UR-Administration-Fees - Audit - Year End	32,550	32,550	32,550			32,550	
Total Professional Auditing Services	32,550	32,550	32,550	-	-	32,550	
Staff Development:							
020-8000-50505-0000 UR-Administration-Training Materials & Registrat	10,000	9,000	10,000			10,000	
020-8400-50505-0000 UR-W&E-Training Materials & Registrat	47,440	37,440	47,440			47,440	
020-9200-50505-0000 UR-CPCP-Training Materials & Registrat	35,000	15,000	35,000			35,000	
Total Staff Development	92,440	61,440	92,440	-	-	92,440	
Travel & Transportation:							
020-8000-50550-0000 UR-Administration-Travel - Staff	-	-	-	2,500		2,500	
020-8400-50550-0000 UR-W&E-Travel - Staff	35,000	20,000	35,000			35,000	
020-9200-50550-0000 UR-CPCP-Travel - Staff	12,650	9,650	12,650			12,650	
020-8400-50565-0000 UR-W&E-Travel - Elected Officials	5,000	-	5,000			5,000	
Total Travel & Transportation	52,650	29,650	52,650	2,500	-	55,150	
Advertising & Communications:							
020-8000-51005-0000 UR-Administration-Advertising - Media	4,650	2,650	4,650			4,650	
Total Advertising & Communications	4,650	2,650	4,650	-	-	4,650	
Meeting Expenses:							
020-8000-50605-0000 UR-Administration-Meals	-	172					

020-8400-50605-0000 UR-W&E-Meals	4,000	3,128		4,000			4,000	
020-9200-50605-0000 UR-CPCP-Meals	6,000	6,700		6,000	1,000		7,000	
Total Meeting Expenses	10,000	10,000		10,000	1,000	-	11,000	
Clothing:								
020-8400-50915-0000 UR-W&E-Clothing - Uniforms	47,069	30,000		47,069			47,069	
020-9200-50915-0000 UR-CPCP-Clothing - Uniforms	35,855	21,000		35,855			35,855	
Total Clothing	82,924	51,000		82,924	-	-	82,924	
Miscellaneous:								
020-8000-59005-0000 UR-Administration-Miscellaneous	-	-		-			-	
020-8400-59005-0000 UR-W&E-Miscellaneous	2,300	2,300		2,300			2,300	
020-4100-51705-0001 UR-EmergP- Services - Fiona	-	-		-			-	
Services Billed Expenditures	-	-		-			-	
Total Miscellaneous	2,300	2,300		2,300	-	-	2,300	
Insurance:								
020-8000-55705-0000 UR-Administration-General Liability Insurance	865	752		865	(37)		828	•Updated per Policy •Assume 10% Market Increase in 26-27 (LEP)
020-8400-55705-0000 UR-W&E-General Liability Insurance	67,000	58,280		67,000	(2,892)		64,108	•Updated per Policy •Assume 10% Market Increase in 26-27
020-8400-55710-0000 UR-W&E-Vehicle Insurance	19,100	23,875		19,100	7,163		26,263	•Updated per Policy •Assume 10% Market Increase in 26-27
020-8400-55725-0000 UR-W&E-Insur-Cyber Insurance	6,000	5,927		6,000	520		6,520	•Updated per Policy •Assume 10% Market Increase in 26-27
020-8400-55730-0000 UR-W&E-Policy Adjustments	25,000	21,746		25,000	(1,079)		23,921	•Updated per Policy •Assume 10% Market Increase in 26-27
020-9200-55705-0000 UR-CPCP-General Liability Insurance	26,200	22,790		26,200	(1,131)		25,069	•Updated per Policy •Assume 10% Market Increase in 26-27
Total Insurance	144,165	133,371		144,165	2,543	-	146,708	
Heating Fuel:								
020-8400-51205-0000 UR-W&E-Fuel	27,884	20,000		27,884			27,884	
020-9200-51205-0000 UR-CPCP-Fuel	30,000	30,000		30,000			30,000	

Total Heating Fuel	57,884	50,000	57,884	-	-	57,884	
Phones & Radios:							
020-8000-51215-0000 UR-Administration-Phones	5,000	-	5,000			5,000	
020-8400-51215-0000 UR-W&E-Phones	58,618	43,618	58,618			58,618	
020-9200-51215-0000 UR-CPCP-Phones	13,750	8,750	13,750			13,750	
020-8400-51235-0000 UR-W&E-Radios	7,480	-	7,480			7,480	
Total Phones & Radios	84,848	52,368	84,848	-	-	84,848	
Electric:							
020-8400-51220-0000 UR-W&E-Power	428,000	428,000	428,000			428,000	
020-9200-51220-0000 UR-CPCP-Power	140,047	140,047	140,047			140,047	
020-9200-51220-1000 UR-CPCP-18A Riverside Drive - Power	657,210	657,210	657,210	42,790		700,000	
020-8400-51410-0000 UR-W&E-Power - Sewer	103,719	103,719	103,719			103,719	
Total Electric	1,328,976	1,328,976	1,328,976	42,790	-	1,371,766	
Service Contracts:							
020-8000-51705-0000 UR-Administration-Contract Services	93,000	110,000	93,000	17,000		110,000	
020-8400-51705-0000 UR-W&E-Contract Services	55,953	55,953	55,953			55,953	
Total Service Contracts	148,953	165,953	148,953	17,000	-	165,953	
Committee Expenses:							
020-8000-52915-0000 UR-Administration-Stipends - Committees	180,000	180,000	180,000			180,000	
Total Committee Expenses	180,000	180,000	180,000	-	-	180,000	
Property Taxes:							
020-8400-51805-0000 UR-W&E-Property Taxes	31,100	31,100	31,100			31,100	
020-9200-51805-0000 UR-CPCP-Property Taxes	6,300	6,300	6,300			6,300	
Total Property Taxes	37,400	37,400	37,400	-	-	37,400	
Gas & Oil:							
020-8400-52115-0000 UR-W&E-Gas & Oil - Vehicles	105,474	85,474	105,474			105,474	
020-9200-52115-0000 UR-CPCP-Gas & Oil - Vehicles	6,508	4,508	6,508			6,508	
Total Gas & Oil	111,982	89,982	111,982	-	-	111,982	
Equipment Repairs & Rentals:							
020-8400-51105-0000 UR-W&E-New Equipment	-	9,500	-			-	

020-8400-52205-0000 UR-W&E-Repairs - Equipment	85,650	35,650		85,650			85,650
020-8400-52205-0901 UR-W&E-Repairs - Equipment- 88-1 Fmc Sewer Flusher	-	2,223		-			-
020-8400-52205-0903 UR-W&E-Repairs - Equipment- 215-4 '15 Cat Backhoe	-	351		-			-
020-8400-52205-0904 UR-W&E-Repairs - Equipment- 2023 CAT Backhoe 420XE	-	957		-			-
020-9200-52205-0000 UR-CPCP-Repairs - Equipment	601,710	501,710		601,710			601,710
020-8400-52250-0000 UR-W&E-Gas & Oil - Equipment	13,773	7,773		13,773			13,773
020-8400-52265-0000 UR-W&E-Small Tools	12,000	5,000		12,000			12,000
020-9200-52250-0000 UR-CPCP-Gas & Oil - Equipment	8,590	10,000		8,590	1,410		10,000
020-9200-52255-0000 UR-CPCP-Solid Waste Disposal	263,395	193,395		263,395			263,395
020-9200-52260-0000 UR-CPCP-Operating Supplies & Exp.	53,295	84,295		53,295	40,000		93,295
020-9200-52265-0000 UR-CPCP-Small Tools	45,275	45,275		45,275			45,275
020-9200-52275-0000 UR-CPCP-Collection - Pumping Stations	75,525	75,525		75,525			75,525
020-9200-52270-0000 UR-CPCP-Collection Mains	660	660		660			660
020-9200-52285-0000 UR-CPCP-W.R.I.P. Monitoring	1,760	1,760		1,760			1,760
Total Equipment Repairs & Rentals	1,161,633	974,074		1,161,633	41,410	-	1,203,043
Vehicle Repairs & Maintenance:							
020-8400-52105-0000 UR-W&E-R/M-Vehicles	58,400	48,400		58,400			58,400
020-8400-52105-0802 UR-W&E-R/M-Vehicles- 215-1 2016 Dodge Ram 1/2	-	-		-			-
020-8400-52105-0803 UR-W&E-R/M-Vehicles- 215-2 2016 Dodeg Ram 1/2 Ton				-			-
020-8400-52105-0805 UR-W&E-R/M-Vehicles- 2014 Ford 250 (3/4 ton) Crew	-	-		-			-
020-8400-52105-0810 UR-W&E-R/M-Vehicles- 215-3 2016 Dodge Ram 1/2 Ton				-			-
020-8400-52105-0813 UR-W&E-R/M-Vehicles- 2001 Ford F-250 ¾ ton Truck	-	-		-			-
020-8400-52105-0814 UR-W&E-R/M-Vehicles- 21-1 4x4 Sport Vehicle	-	-		-			-
020-8400-52105-0817 UR-W&E-R/M-Vehicles- 24-3 GMC 1/4 Ton	-	-		-			-
020-8400-52105-0818 UR-W&E-R/M-Vehicles-WS219-1 Ford F550 c/w Crane	-	-		-			-
020-8400-52105-0819 UR-W&E-R/M-Vehicles-WS219-2 Ford F550 4x2	-	-		-			-
020-8400-52105-0821 UR-W&E-R/M-Vehicles-2020 Dodge Ram 5500	-	-		-			-
020-8400-52105-0822 UR-W&E-R/M-Vehicles-2021 Chev Cargo Van	-	-		-			-
020-8400-52105-0823 UR-W&E-R/M-Vehicles-2022 Dodge Ram 3500	-	-		-			-
020-8400-52105-0824 UR-W&E-R/M-Vehicles-2022 Dodge Ram Crew Cab	-	-		-			-
020-8400-52105-0825 UR-W&E-R/M-Vehicles-2022 Ford F150 Crew Cab 4X4	-	-		-			-
020-8400-52105-0826 UR-W&E-R/M-Vehicles-2022 Ford F150 Crew Cab 4X4	-	-		-			-
020-8400-52105-0827 UR-W&E-R/M-Vehicles-2022 Dodge Ram Promaster	-	-		-			-
020-8400-52105-0828 UR-W&E-R/M-Vehicles-2024 Weberlane WS224-2	-	-		-			-
020-8400-52105-0829 UR-W&E-R/M-Vehicles-2025 Ford F350 4x4	-	-		-			-
020-9200-52150-0850 UR-CPCP-R/M-Vehicles - 2013 GMC Sierra 3/4 Ton	-	-		-			-
020-9200-52150-0851 UR-CPCP-R/M-Vehicles - 2018 Dodge Ram 2500	-	-		-			-
020-9200-52150-0852 UR-CPCP-R/M-Vehicles - 2024 Ford 250 Super Duty	-	-		-			-
020-8400-52120-0000 UR-W&E-Fuel - PST Road Tax	2,755	2,755		2,755			2,755
Total Vehicle Repairs & Maintenance	61,155	51,155		61,155	-	-	61,155

Water & Sewer Infastructure Repairs & Maintenance:							
020-8400-52235-0000 UR-W&E-R/M -Infrastructure - Water	644,297	444,297	644,297			644,297	
020-8400-52240-0000 UR-W&E-R/M -Infrastructure - Sewer	130,350	70,350	130,350			130,350	
Total Water & Sewer Infastructure Repairs & Maintenance	774,647	514,647	774,647	-	-	774,647	
Repairs & Maintenance - Buildings:							
020-8400-52290-0000 UR-W&E-R/M -Buildings - Water	348,740	248,740	348,740			348,740	
020-8400-52295-0000 UR-W&E-R/M -Buildings - Sewer	185,320	115,320	185,320			185,320	
020-8400-52305-0000 UR-W&E-Maintenance	205,000	205,000	205,000			205,000	
020-9200-52305-0000 UR-CPCP-Maintenance	183,000	90,000	183,000			183,000	
Total Repairs & Maintenance - Buildings	922,060	659,060	922,060	-	-	922,060	
Grants:							
020-8400-52805-0000 UR-W&E-Grants	56,000	56,000	56,000			56,000	
Total Grants	56,000	56,000	56,000	-	-	56,000	
Infastructure Replacement:							
020-8400-58105-0000 UR-W&E-Infrastructure Replacement- Wa	108,403	78,403	108,403			108,403	
020-8400-58110-0000 UR-W&E-Infrastructure Replacement- Se	92,092	77,092	92,092			92,092	
Total Infastructure Replacement	200,495	155,495	200,495	-	-	200,495	
Asphalt:							
020-8400-58150-0000 UR-W&E-Asphalt - Water	24,892	34,892	24,892	10,108		35,000	
020-8400-58155-0000 UR-W&E-Asphalt - Sewer	6,808	5,808	6,808			6,808	
Total Asphalt	31,700	40,700	31,700	10,108	-	41,808	
Backhoe Rental:							
020-8400-58160-0000 UR-W&E-Backhoe Rental - Water	61,120	81,120	61,120	18,880		80,000	
020-8400-58165-0000 UR-W&E-Backhoe Rental - Sewer	11,613	19,613	11,613	7,387		19,000	
Total Backhoe Rental	72,733	100,733	72,733	26,267	-	99,000	
Chemicals:							
020-8400-58175-0000 UR-W&E-Chemicals	170,538	110,538	170,538			170,538	
020-9200-58175-0000 UR-CPCP-Chemicals	243,125	200,000	243,125			243,125	
Total Chemicals	413,663	310,538	413,663	-	-	413,663	
Interest on Long Term Debt:							

020-8800-58520-0000 UR-Debt Administration-Loan & Debt- Interest	1,455,879	1,316,881		1,455,879		1,455,879	Updated per new LTD schedule (RBC)
020-8800-58535-0000 UR-Debt Administration - Service Charges	75,000	75,000		75,000		75,000	
020-8800-58525-0000 UR-Debt Administration-Seriel Bond Loss	2,700	2,700		2,700		2,700	
Total Interest on Long Term Debt	1,533,579	1,394,581		1,533,579	-	- 1,533,579	
Depreciation:							
020-8800-58545-0000 UR-Debt Administration-Depreciation	3,322,300	3,322,300		3,322,300	50,000	3,372,300	
Total Depreciation	3,322,300	3,322,300		3,322,300	50,000	- 3,372,300	
Water Conservation:							
020-8400-59003-0000 UR-W&E-Water Conservation Officer	60,000	60,000		60,000		60,000	
Total Water Conservation	60,000	60,000		60,000	-	- 60,000	
Extraordinary Expenses:							
020-8000-57644-0000 UR-Administration Extraordinary Expense - Reserve	350,000	350,000		350,000		350,000	
Total Extraordinary Expenses	350,000	350,000		350,000	-	- 350,000	
Total Expenses	16,333,206	14,923,887		16,333,206	450,845	- 16,784,051	

YTD's as of Feb 04, 2026

		Budget 2025/2026		2025/2026 Forecast			Carryover from 2025/2026		2026/2027 Budget			5 Year Capital Expenditure Plan							Comment
		City's Budget	Partner Funding	Actual	Purchase Order (Commited)	MGMT Forecast	City's Budget	Partner Funding	City Budget	Partner Funding	City Budget (Net of P.F.)	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Project Total	Funding Total	
Water and Sewer Utility:																			
021-8400-57704-4210	Miltonvale Wellfield Reservoir	-	-	1,519	-	-	-	-	135,000	-	135,000	135,000	-	-	-	-	135,000	-	
021-8400-57704-4223	Mount Edward Road Booster	200,000	-	-	-	113,949	-	-	-	-	-	-	-	-	-	-	-	-	
021-8400-57704-4224	Eastern Gateway Water and Sewer	100,000	-	6,596	901	15,000	35,000	-	-	-	35,000	-	-	-	-	-	-	-	
021-8400-57704-4225	St. Peter's Road / Belvedere Ave.					123,000			-		-	-	-	-	-	-	-	-	-
021-8400-57704-4228	Seaview Reconstruction	100,000	-	275	-	1,000	99,000	-	25,000	-	124,000	25,000	-	-	-	-	25,000	-	
021-8400-57704-4229	Passmore Reconstruction	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
021-8400-57756-0000	Lift Station Rehab	-	-	135,985	-	135,985	-	-	-	-	-	-	-	-	-	-	-	-	
021-8400-57780-0000	Tangible Capital Asset Purchase	247,500	-	9,924	-	97,500	150,000	-		-	150,000	-	200,000	200,000	200,000	200,000	800,000	-	
021-9200-57706-4316	CPCP Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
021-9200-57780-0001	Primary Digester Roof Rehabilia	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
021-9200-57780-0002	Control System Upgrades	60,000	-	-	-	60,000	-	-	20,000	-	20,000	20,000	-	-	-	-	20,000	-	
021-8400-57705-0000	Residential Metering	395,500	-	130,865	11,064	150,000	245,500	-	150,000	-	395,500	150,000	395,500	395,500	395,500	395,500	1,732,000	-	routine replacement
021-8400-57770-0000	Motor Vehicles - W&E	290,000	-	205,924	215,108	215,108	74,892	-	215,108	-	290,000	-	240,000	240,000	240,000	240,000	960,000	-	
021-8400-57785-0000	Harley Street Rehabilitation	-	-	-	-	-	-	-	154,302	-	154,302	154,302	-	-	-	-	154,302	-	
021-9200-57705-4316	CPCP Upgrades - Resiliency	200,000	-	13,162	-	100,000	100,000	-	300,000	-	400,000	300,000	1,000,000	-	-	-	1,300,000	-	
021-9200-57770-0000	Motor Vehicles - CPCP	-	-	-	-	-	-	-	-	-	-	-	70,000	85,000	-	-	155,000	-	
021-9200-57780-0000	Other Capital Equipment	-	-	46,495	-	46,495	-	-	740,000	-	740,000	740,000	600,000	500,000	500,000	500,000	2,840,000	-	
021-8400-57703-0000	Water Supply - Contingincy	-	-	-	-	-	-	-	200,000	-	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000	-	
021-8400-57704-4227	University Avenue Reconstructio	30,000	-	-	-	-	30,000	-	-	-	30,000	-	-	3,000,000	-	-	3,000,000	-	
021-8400-57704-4230	Wellfield Protection	1,000,000	-	164,669	-	164,669	835,331	-	164,669	-	1,000,000	164,669	500,000	500,000	500,000	500,000	2,164,669	-	
021-8400-57704-4231	Malpeque Station Refurbishment	200,000	-	-	-	-	200,000	-	-	-	200,000	-	100,000	50,000	-	-	150,000	-	Structural repairs.
021-8400-57704-4232	Capital Planning Engineering	250,000	-	5,220	13,229	100,000	150,000	-	-	-	150,000	-	250,000	250,000	250,000	250,000	1,000,000	-	
021-8400-57704-4233	Spencer Drive Extension	-	-	-	-	-	-	-	2,500,000	2,500,000	-	2,500,000	200,000	-	-	-	2,700,000	2,500,000	
021-8400-57704-4234	Water Distribution System Upgra	1,335,000	-	-	-	335,000	700,000	-	-	-	700,000	-	700,000	700,000	700,000	700,000	2,800,000	-	
021-8400-57706-4321	Collector Sewer Liftstations Re	700,000	-	-	628,590	-	700,000	-	500,000	-	1,200,000	500,000	1,000,000	1,000,000	1,000,000	1,000,000	4,500,000	-	Lower Malpeque & Beach Grove Road lift station upgrades. Lwr Malpeque is ICIP funded. Both carried over to 2026 Spring.
021-9200-57003-0000	CPCP Contingency	-	-	-	-	-	-	-	200,000	-	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000	-	
219,200,577,064,316	Charlottetown Pollution Control Plant								31,950		31,950								
021-9200-57706-4317	Sewer Liftstation Rehab & Enhan	250,000	-	4,816	27,724	100,000	150,000	-	100,000	-	250,000	100,000	100,000	100,000	100,000	100,000	500,000	-	
021-9200-57706-4318	Aeration Tank Rehab	625,000	-	15,950	75,111	125,000	500,000	-	750,000	-	1,250,000	750,000	-	-	-	-	750,000	-	
021-9200-57706-4319	Polymer and Dewatering Upgrades	400,000	-	5,500	20,700	100,000	300,000	-	100,000	-	400,000	100,000	-	-	750,000	250,000	1,100,000	-	
021-8400-57704-4235	Water Street Reconstruction	200,000	-	-	-	-	200,000	-	-	-	200,000	-	2,000,000	200,000	-	-	2,200,000	-	
	Exhibition Drive Reconstruction		-	-	-	-	-	-	1,900,000	1,900,000	-	1,900,000	-	-	-	-	1,900,000	1,900,000	
021-8400-57704-4236	North River Road Phase 1	350,000	-	-	-	-	300,000	-	-	-	300,000	-	-	-	-	-	-	-	
Total Water and Sewer Utility		**6,933,000**	**-**	**746,897**	**992,426**	**1,982,706**	**4,769,723**	**-**	**8,186,029**	**4,400,000**	**8,555,752**	**7,938,971**	**7,755,500**	**7,620,500**	**5,035,500**	**4,535,500**	**32,885,971**	**4,400,000**	

City of Charlottetown Committee Report

Report No: WSC 04-26

Date: February 12, 2026

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

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Attachments:
- Water & Sewer Fees Table
- Water & Sewer Service Rates Table

Report Title:
Proposed Water & Sewer Service Rates & Fees

Report Purpose:
To inform Committee of the proposed increase to Water & Sewer Service Rates & Fees

Staff Recommendation:
That Council approves the proposed increase to Water & Sewer Service Rates & Fees

Report Details:
The Water and Sewer Utility is proposing a 1.4% increase to the 2025 Water and Sewer service rates. The Utility endeavors to minimize major rate increases and has in recent history followed CPI. This increase follows that of CPI and is necessary to stay abreast of inflation while maintaining a high level of service.

Additionally, the Utility is proposing increases to the following fees:

- Callout – Weekend, Holiday - $250
  - Previous all callouts were billed at $200, creating a separate fee for weekend and holiday work will simply recoup the increased cost of personnel during these times.
- Meter Installation Incentive $/Quarter - $300
  - Previously $250, this fee is for flat rate customers to incentivize water meter installation
- E-billing Incentive - $2 credit per quarter
  - To Incentivize the use of E-billing, the Utility will offer a $2 credit per quarter for customers using E-billing.

Council or Committee History:
Water and Sewer rates and fees are discussed and approved annually during Operational Budgeting.

Financial Implications:
N/A

Public Engagement and Communication:
N/A

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

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

Reviewed By:

Manager	**CAO/Director**
February 10, 2026 Joshua McInnis	RDM February 11, 2026

Committee Recommendation: (if differing from staff)

2026 Water and Sewer Rates

	2026 Annual Flat Rate
Water & Sanitary Sewerage Service	$ 782.75
Water Service	$ 259.09
Sewer Service	$ 523.66

Application: The following rates and charges apply to metered services provided to customers within the City of Charlottetown

Water & Sanitary Sewerage Service

Meter Size	Demand Charge Daily	Monthly	Bi-Monthly	Quarterly	Commodity Charge
16 mm	1.088	32.648	65.297	97.945	$1.551 per cubic meter
19 mm	1.624	48.727	97.455	146.182	
25 mm	2.696	80.885	161.770	242.655	
37 mm	5.376	161.279	322.559	483.838	
50 mm	8.592	257.753	515.505	773.258	
75 mm	17.167	515.015	1,030.030	1,545.044	
100 mm	26.814	804.435	1,608.869	2,413.304	
150 mm	53.613	1,608.378	3,216.757	4,825.135	
200 mm	96.490	2,894.689	5,789.377	8,684.066	

Water Service

Meter Size	Daily	Monthly	Bi-Monthly	Quarterly	
16 mm	0.401	12.031	24.061	36.092	$0.455 per cubic meter
19 mm	0.593	17.801	35.601	53.402	
25 mm	0.978	29.341	58.681	88.022	
37 mm	1.940	58.191	116.382	174.572	
50 mm	3.094	92.811	185.622	278.433	
75 mm	6.171	185.131	370.262	555.393	
100 mm	9.633	288.991	577.983	866.974	
150 mm	19.250	577.492	1,154.984	1,732.476	
200 mm	34.636	1,039.093	2,078.186	3,117.279	

Sewer Service

Meter Size	Daily	Monthly	Bi-Monthly	Quarterly	
16 mm	0.687	20.618	41.235	61.853	$1.096 per cubic meter
19 mm	1.031	30.927	61.853	92.780	
25 mm	1.718	51.544	103.089	154.633	
37 mm	3.436	103.089	206.177	309.266	
50 mm	5.498	164.942	329.884	494.826	
75 mm	10.996	329.884	659.767	989.651	
100 mm	17.181	515.443	1,030.887	1,546.330	
150 mm	34.363	1,030.887	2,061.773	3,092.660	
200 mm	61.853	1,855.596	3,711.192	5,566.787	

Minimum Bill: The minimum bill is the demand charge.

Surcharges for water or sewer service outside city limits: 25%

Annual Fire Protection Charge: $ 1,359,671.59

Effective Date: April 1, 2026

		2026 Rate	Tax
Sewer service charges	$	50.00	U-EXEMPT
Faucet Aerator	$	2.00	U-HST-15
Collection Fee	$	60.00	U-EXEMPT
Meter Installation	$	75.00	U-HST-15
Sewer Turn On Fee	$	30.00	U-EXEMPT
Property Transfer Service Fee	$	50.00	U-EXEMPT
Rain Barrel	$	65.00	U-HST-15
Remove water meter	$	60.00	U-HST-15
Showerhead	$	5.00	U-HST-15
Water turn on fee	$	75.00	U-HST-15
Water Conservation Kit	$	10.00	U-HST-15
CALLOUT - Weekday	$	200.00	U-HST-15
CALLOUT - Weekend, Holiday	$	250.00	U-HST-15
INSPECTION	$	75.00	U-EXEMPT
Cheque Returned NSF	$	30.00	U-EXEMPT
CPCP Septage Receiving ($/m3)	$	18.85	U-HST-15
Wastewater Treatment Fees ($/m3)	$	0.593	U-HST-15
Water Off and On for Repairs	$	75.00	U-EXEMPT
Meter Installation Incentive $/Quarter	$	300.00	U-EXEMPT
Hourly Labour Rates for Utility work orders	$	50.00	plus HST where applicable
Hourly City Backhoe	$	55.00	plus HST where applicable
Materials	$	Cost plus 10%	plus HST where applicable
Equipment Rentals	$	Cost plus 10%	plus HST where applicable

City of Charlottetown Committee Report

Report No: WSC 05-26

Date: February 12, 2026

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

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Attachments:
- Email request for service

Report Title:
Provincial Firefighting School – Request for Service

Report Purpose:
To inform Council of the Request for Service at the Provincial Firefighting School.

Staff Recommendation:
That council approves the Request for Service at the Provincial Firefighting School.

Report Details:
A request for water service has been received from Greg Shaw, Project Lead, for the Provincial Firefighting School located at 68 Miles Boulter Drive in Milton Station, PID No. 283200 & 1054949.

The Firefighting School is undergoing facility upgrades and desires to improve their hydrant-based training. Currently, the school uses a portable hydrant being supplied with water via an above ground tank, this system has not provided the desired training simulation. To improve this system, the Firefighting School has requested a water service to facilitate the installation of a 200mm water main and two (2) fire hydrants.

Additionally, the Firefighting School has requested a domestic water service. The customer will be charged a 25% surcharge for service outside the City.

All costs for the development would be borne by the property owner.

Council or Committee History:
N/A

Financial Implications:
All construction costs will be borne by the owner.

Public Engagement and Communication:
N/A

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

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

Reviewed By:

Manager	**CAO/Director**
Joshua McInnis February 10, 2026	RDM February 11, 2026

Committee Recommendation: (if differing from staff)

P.E.I. Firefighters Association
P.O. Box 1173
Charlottetown, P.E.I.
C1A 7M8

January 09, 2026

Joshua McInnis
Manager of Water and Sewer Utility
City of Charlottetown

Dear Josh,

I am writing to formally follow up on our discussion prior to Christmas regarding proposed water service upgrades at the Provincial Firefighting School located in Milton Station.

The PEI Firefighters Association operates the Provincial Firefighting School at the former Sleepy Hollow Landfill site. The Association has received provincial funding to undertake several critical upgrades to the facility, including the installation of a propane live fire simulator, site improvements, and enhancements to the water system to support hydrant-based training.

At present, training at the facility relies on a portable hydrant supplied by a 100 cubic metre above-ground tank fed by a single submersible pump. This system provides insufficient water pressure and does not meet current fire service training standards, particularly for effective pump operations training.

The proposed scope of work includes the installation of a 200 mm water main from Sleepy Hollow Road along Miles Boulter Drive to the fire school, with two hydrants installed on site. A separate domestic water service would also be extended to the building to supply washroom and kitchen facilities. Subject to approval, a qualified consultant would be engaged to design, tender, and oversee the project.

Due to the limitations of the existing system, it is difficult to determine historical water usage. However, based on current and anticipated training demands—including the Holland College Fire Service Program and Firefighter Levels I and II training—estimated water usage is expected to be in the range of 200 to 250 cubic metres. The Charlottetown Fire Department, with over 100 members, has a significant and ongoing reliance on this facility, as all volunteer and career firefighters are required to complete this training. In addition, a substantial number of career firefighters participate in the accredited Holland College program delivered at this site.

The requested upgrades will further strengthen the facility's role in supporting the delivery of safe and reliable fire services to the residents and visitors of Charlottetown. Completion of this project will also provide long-term benefits to the City by reducing future costs associated with the development of a new fire station in the West Royalty area, as access to adequate training facilities within close proximity is a key consideration in station planning. This possible savings would be substantial.

The presence of a $7 million training facility within close proximity to the City is of considerable value. The Charlottetown Fire Department currently utilizes the site approximately 10 to 12 times annually for training purposes, a figure that is expected to increase once hydrants are installed. At present, water supply training frequently occurs within residential areas, often involving water runoff onto private property and associated public safety concerns. On-site hydrants would eliminate these impacts.

For these reasons, the PEI Firefighters Association is respectfully requesting permission to connect the facility to the municipal water system and install an approximately 500-metre, 200 mm water main to the fire school, as outlined in the attached sketch. Given the direct operational benefit to the Charlottetown Fire Department, we further request that
the City assume responsibility for ongoing maintenance and water supply costs associated with the line following installation.

For transparency, I note that I serve as a volunteer District Chief with the Charlottetown Fire Department. This proposal has been reviewed and is fully supported by the City's Fire Department Management Team and Chief Mamye, who is available to provide additional information or clarification as required.

A sketch showing the approximate location of the waterline is attached.

Thank you for your consideration of this request. I would welcome the opportunity to discuss this matter further at your convenience.

Yours sincerely,

Greg Shaw
Project Leader
902-330-6615

Enclosure:

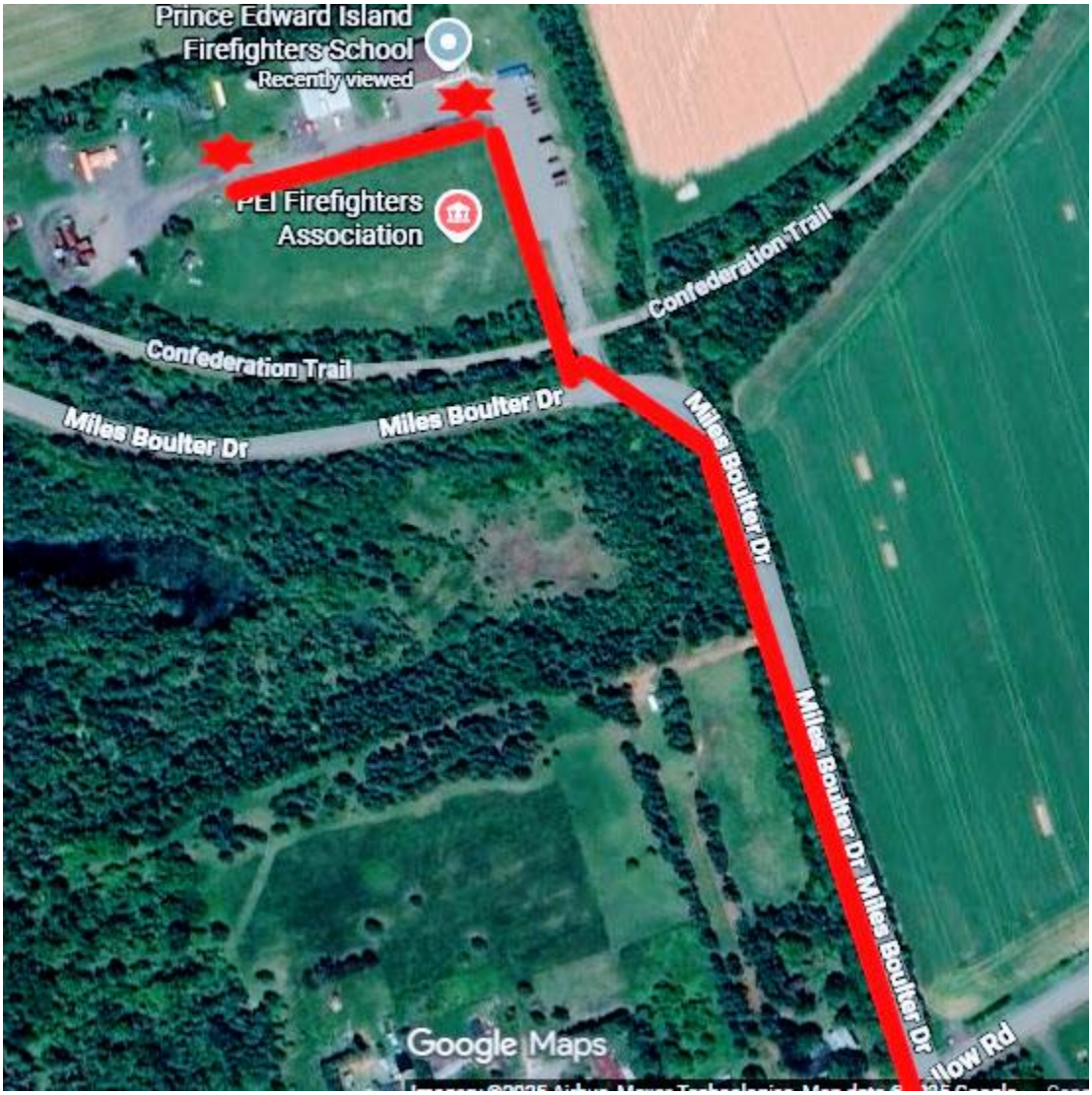
Sketch of approximate waterline location

Cc:

Fire Chief Tim Mamye, City of Charlottetown

President Gerard McMahon, PEI Firefighters Association

Sketch of Proposed Waterline. PEI Fire School



City of Charlottetown Committee Report

Report No: WSC 07-26

Date: February 12, 2026

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

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Attachments:
- Budget Transfer Request

Report Title:
Budget Reallocations – Capital

Report Purpose:
To inform the Committee of budget transfer requests.

Staff Recommendation:
For informational purposes. Budget transfer requests will be presented to Finance Committee for action.

Report Details:
As part of the budget preparation process, the Water & Sewer Utility has reviewed Utility holdbacks and has identified several Capital accounts that will require budget reallocations to balance budget vs. expense.

The attached budget transfer request provides further detail.

Council or Committee History:
Project expenditures were originally approved in previous fiscal years' Capital Budgets.

Financial Implications:
The Utility has Capital budget available to be reallocated, no new funding is required.

Public Engagement and Communication:
N/A

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

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

Reviewed By:	
Manager February 10, 2026 Joshua McInnis	**CAO/Director** RDM February 11, 2026
Committee Recommendation: (if differing from staff)	

City of Charlottetown

Transfer of Budget Funds Form

Department: **Water and Sewer Department**

Date: February 10, 2026

TRANSFER FROM			TRANSFER TO			REASON
Amount	Account No.	Name	Amount	Account No.	Name	
$ 1,519.13	021-8400-57704-4232	Capital Planning Engineering	$ 1,519.13	021-8400-57704-4210	Miltonvale Wellfield Reservoir	Legal fees - fibre project & Value-for-money audit
$ 135,984.51	021-8400-57706-4321	Collector Sewer Liftstation Rehabilitation	$ 135,984.51	021-8400-57756-0000	Waste Water Lift Station Rehabilitation	Lift station project holdback release - Royalty and Walker Stations
$ 46,494.59	021-9200-57705-4316	CPCP Upgrades (Resiliency Improvements)	$ 46,494.59	021-9200-57780-0000	CPCP Storage Building	Storage building holdback release
$ 122,097.96	021-8400-57704-4234	Water Distribution System Upgrades	$ 122,097.96	021-8400-57704-4225	St. Peter's Road / Belvedere Avenue	Holdback release / final invoice for outstanding deficiencies. 2022/2023 project.
$ 306,096.19			**$ 306,096.19**			

Manager

Director

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

New Business #1

MOTION CARRIED _____

MOTION LOST _____

Date: March 10, 2026

Moved by

Seconded by

RESOLVED:

WHEREAS the City of Charlottetown received a proposal to establish a Business Improvement Area (BIA) encompassing the West Royalty Business Park and the BioCommons Research Park; and

WHEREAS Council held a public meeting and accepted written submissions regarding the proposed BIA; and

WHEREAS feedback received through the consultation process raised concerns regarding demonstrated majority support, the financial impact of the proposed levy, governance and communication surrounding the proposal, and the suitability of the BIA model within an industrial and bioscience park environment;

THEREFORE BE IT RESOLVED that Council pause the current process and not proceed at this time with the establishment of the proposed BIA; and

BE IT FURTHER RESOLVED that, should proponents wish to revisit the proposal in the future, they undertake broader engagement with property owners and tenants, demonstrate majority support prior to submitting a formal application, and provide a detailed implementation plan outlining programs, measurable benefits, and a transparent financial framework appropriate to the industrial and bioscience park environment.

City of Charlottetown Committee Report

Report No: CAO-2026-03-01

Date: March 10, 2026

Directed to Council through the following Committee:
Economic, Tourism & Cultural Development

Reporting Department: CAO's Office

Other Associated Departments:
Economic, Tourism & Cultural Development

Prepared by: Brad MacConnell, CAO

Attachments:
- Feedback Submissions

Report Title:
Proposed West Royalty Business & Bioscience Business Improvement Area (WRBB BIA)

Report Purpose:
The purpose of this report is to provide Council with an overview of the proposal to establish a Business Improvement Area (BIA) in West Royalty and the BioCommons Research Park, summarize key themes arising from consultation and written submissions, identify issues requiring consideration, and provide a recommendation on next steps.

All written submissions received are attached to this report for Council's review.

Staff Recommendation:
After careful consideration of the public meeting, written submissions, legislative requirements, and the absence of demonstrated majority support, it is my recommendation that:

Council pause the current process and not proceed at this time with establishment of the proposed West Royalty Business & Bioscience Business Improvement Area.

Further, should proponents wish to revisit the proposal in the future, it is recommended that they:
- Undertake more extensive engagement with property owners and tenants;
- Clearly demonstrate majority support prior to formal application;
- Provide a detailed implementation plan outlining specific programs, measurable benefits, and a transparent financial framework tailored to the industrial and bioscience context.
- Further understand the City and Province's responsibilities with respect to roads and infrastructure within the park(s).

In addition, staff will conduct internal work to evaluate the current City of Charlottetown Business Improvement Area Bylaw and bring forward a recommendation to more clearly define the parameters identified above to support further applications.

Report Details:
The City was first approached by Doug and Nick Wright in mid-2025 with a proposal to establish a Business Improvement Area (BIA) encompassing the West Royalty Business Park and the BioCommons Research Park.

Report Details Continued:

While Business Improvement Areas are widely recognized as highly beneficial for enhancing collaboration, advocacy, and area improvements in many municipalities, particularly in retail and downtown settings, it remains unclear at this time how the traditional BIA model would translate to a predominantly industrial and bioscience park. The anticipated benefits, such as beautification initiatives, coordinated marketing, and shared services may not align as directly with the operational priorities of export oriented, manufacturing, and research-based businesses. Further clarity would be required to demonstrate how a levy-funded structure would provide measurable, sector-specific value within an industrial context.

Identified priorities as presented by the proposed by Doug and Nick Wright include infrastructure advocacy and capital project coordination, shared services initiatives, organizational support, network development, and enhanced government relations.

A public meeting, pursuant to the BIA Bylaw, was held to present the proposal and receive feedback, and written submissions were accepted following the meeting. Through the consultation process, a number of consistent issues and concerns were raised:

- **Level of Support:** Questions were raised as to whether there is sufficient demonstrated majority support among affected property owners to proceed.
- **Governance and Process:** A number of attendees indicated they had limited awareness of the proposal prior to the public meeting and suggested that additional communication and engagement would be necessary before moving forward.
- **Financial Impact:** Many attendees expressed concern regarding the proposed levy and the cumulative impact of additional costs and risk on property owners and tenants, particularly in the current economic climate. Some indicated uncertainty regarding how the levy would translate into measurable value for their operations.
- **Clarity of Benefits:** Participants sought greater detail regarding how funds would be allocated, what specific projects would be undertaken in the short and long term, and how benefits would differ from existing engagement directly with the City.
- **Industrial Context:** Several comments focused on whether the traditional BIA model, commonly associated with retail or downtown environments, is well suited to a predominantly industrial and bioscience park.
- **Infrastructure Responsibilities:** There was confusion expressed regarding responsibility for roads, buried services, maintenance, and capital upgrades within the park. Clarification was requested on what falls within the City's mandate versus what could be addressed through a BIA.

BIAs can be effective in driving economic development and coordinated advocacy. However, successful implementation depends on clear majority support, strong communication, and a well-defined value proposition for the impacted membership.

At this time, those foundational elements are not sufficiently established to support proceeding. A pause will allow time for further dialogue, clarification, and consensus-building should stakeholders wish to advance the concept in the future.

Council or Committee History:

December 10, 2025 – Economic, Tourism & Cultural Development Committee
February 3, 2026 – Public Meeting of Council

Financial Implications:

N/A

Public Engagement and Communication:
Notice of Intent to Establish | Public Notice issued January 16, 2026 – City's Social Media & Website
Letters of Notice Issued – January 22, 2026

Legislative Authority:
City of Charlottetown Business Improvement Area Bylaw
Section 180(c) of the Municipal Government Act, RSPEI 1988, Cap M-12.1, A council may pass bylaws and provide services for municipal purposes respecting businesses, business activities and persons engaged in business, including but not limited to the regulation and prohibition of business and business activities.

Strategic Alignment:
N/A

Reviewed By:

Manager	**Director/CAO**
N/A	B. MacConnell – March 3, 2026

Committee Recommendation: (if differing from staff)

Archived: Thursday, February 19, 2026 10:17:00 AM
From: [redacted]
Mail received time: Thu, 5 Feb 2026 14:41:04
Sent: Thu, 5 Feb 2026 14:40:49
To: Biafeedback@charlottetown.ca
Subject: 94 Watts Avenue- West Royalty Business Park
Importance: High
Sensitivity: None

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.

To whom this may concern,

I am writing to present my opinion on this proposed BIA. I am a new building owner in this park, and I was unaware of this public meeting nor do I have the needed information to make a educated decision for my business.

At this time, I am opposed to this rushed application and the financial implications to my childcare business.

Reagrds,
Patti Larkin
94 Watts Avenue

Archived: Thursday, February 19, 2026 10:16:15 AM
From: David Trainor
Mail received time: Thu, 5 Feb 2026 09:05:43
Sent: Thu, 5 Feb 2026 09:04:20
Cc: Biafeedback@charlottetown.ca
Subject: Re: West Royalty proposed BIA
Importance: Normal
Sensitivity: None

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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.

Good morning

My company owns 3 properties in the industrial park (8197130 Canada Inc)

We also oppose this BIA at this time. There has never been a meeting to disclose what the funds will be used for to make an informed decision

Until we are given more details we are against paying any additional fees

Dave

On Feb 4, 2026, at 3:51 '[redacted]> wrote:

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

Greetings;

A quick note of opposition to the proposed BIA for the West Royalty Industrial Park area; traditionally under the governance of the Province of Prince Edward Island.

As a property owner in this area for over a decade, I only heard of this concept on CBC radio last week. Upon investigation, I was surprised to realize the significant cost and burden to tenancy with no clarity on any perceived benefit or containment of cost escalation. I have advised all tenancy in over 35,000 sq/ft that they can expect an additional line-item expense on their rents of closet to $2,000 to offset this unanticipated financial burden.

I participate in BIA's in other jurisdictions in which I operate. While an unavoidable cost and not relevant to my operations I do have clarity on the benefit to the greater community, a clarity absent this proposal.

I would vehemently oppose what appears to be a very rushed application, and a significant financial deterrent to the West Royalty business community, and I would encourage my colleagues blind copied on this message to reply to the recipient above **not later than Friday February 6th** should you also have a

concern about additional bureaucratic oversight and expense.

Regards,
Blake Doyle
Watts Avenue

Archived: Thursday, February 19, 2026 10:17:47 AM
From: Lauren Ledwell
Sent: Thu, 5 Feb 2026 19:40:22
To: Biafeedback@charlottetown.ca
Cc: Jason Cleaversmith
Subject: WRBB BIA Feedback Submission
Importance: Normal
Sensitivity: None
Attachments:
WRBB BIA_PEI BioAlliance_Feedback Feb 5 2026_vF.pdf;

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.

Hello,

Thank you for hosting the public consultation on Tuesday, February 3 regarding the proposed WRBB BIA.

We have consolidated feedback from our membership for your consideration; please find the attached letter, signed by ***PEI BioAlliance, Auxley Group, Agilent (BioVectra), Canada's Island Garden, Island Abbey Nutritionals, Merck Animal Health, Sekisui Diagnostics, Somru Biosciences***. We would welcome the opportunity to meet at any point during your review process to discuss the contents and provide any additional context that may be helpful.

As part of our review, we also examined differences between the Burnside BIA proposal and the proposed WRBB BIA. The following information from Scott Doncaster may be useful context for the broader discussion:

"The proposal was voted down in late 2022 to form the BDI in Burnside. The proponent was the GBBA and they are still the Burnside business advocacy group.

I attached the result of the vote and materials from 2022/23. The Levy proposed was $0.091 per $100 assessed, with a $50 minimum and a $3000 maximum.

FYI – Our overall Property tax rate in the WRIP is $3.86 per $100, our current rate in Burnside is $3.29 per $100. For a new $65m facility, there is a difference of ~ $250K per year in the tax expense to consider for site selection between Charlottetown and HRM. Site selection is a competition."

We look forward to continued dialogue as the City considers next steps.

Best regards,
Lauren

Lauren Ledwell
CEO
PEI BioAlliance
lauren@peibioalliance.com

PRINCE EDWARD ISLAND
BioAlliance
next generation prosperity

04FEB2026

Re: Proposed West Royalty Business & Bioscience BIA

Dear Mayor Brown and Members of City Council,

The PEI BioAlliance, on behalf of the undersigned bioscience companies operating within the geographic area proposed for inclusion in the West Royalty Business & Bioscience Inc. (WRBB) Business Improvement Area are writing to express our concerns. This letter constitutes our formal response to that proposal from those companies' party to this letter, who represent approximately 750,000sqft of infrastructure in the proposed geography.

We came to this conclusion after careful review and consultation with our member companies that would be impacted based on the information shared to date. This includes the BIA's stated objectives, governance model, levy structure, and proposed activities, the undersigned bioscience companies do **not support the establishment of a Business Improvement Area, as currently proposed**.

The WRBB Inc model outlines a levy of **$0.18 per $100 of assessed property value**, subject to approval by the City of Charlottetown. For bioscience companies, this levy represents a material, ongoing cost that is not offset by clear, proportional, or sector-specific benefits. Unlike retail or service-based enterprises, bioscience organizations are capital-intensive, research-driven, and operate on long commercialization timelines where additional fixed costs directly impact investment capacity, hiring, and research activity.

Further, the proposal identifies a broad scope of activities—including capital project coordination, shared services procurement, beautification, signage, network building, and advocacy— that simply would not be practical with the operational and strict regulatory realities (e.g. GMP related requirements) of bioscience firms. However, our member companies have indicated that it is important to note that the City of Charlottetown and the Province of PEI will have to consider including the West Royalty Industrial park in their capital plans on a go forward basis as the road infrastructure, absence of the recommended fire station and maintenance of key services has languished over the last 30 years.

The proposed BIA also positions itself as a mechanism to consolidate engagement with municipal, provincial, and federal governments. While effective government relations are important, bioscience companies already engage directly with multiple levels of government through established sector-specific channels related to innovation, research funding, regulatory compliance, and commercialization. A generalized BIA governance structure risks diluting the distinct policy priorities and strategic objectives of the bioscience sector.

Importantly, the BioCommons Research Park was established with a clear mandate to support bioscience research, innovation, and commercialization. The undersigned companies are concerned that inclusion within a mandatory BIA framework—regardless of its non-retail characterization—does not adequately recognize the unique role, development model, and economic function of the bioscience sector within Charlottetown and Prince Edward Island more broadly.

PRINCE EDWARD ISLAND
BioAlliance
next generation prosperity

We remain supportive of collaboration with the City and Provincial leadership on infrastructure planning, transportation access, public safety, utilities, and long-term land use decisions that directly affect our operations. However, we believe these outcomes can be more effectively achieved through targeted, sector-specific engagement rather than through participation in a Business Improvement Area as proposed in the WRBB Inc proposal.

For these reasons, we respectfully request that City Council not proceed with the establishment of the proposed WRBB Business Improvement Area, and that alternative approaches be considered in consultation with the relevant bioscience stakeholders.

Thank you for your consideration of this joint submission. We would welcome the opportunity to engage further with Council or City staff as this matter is deliberated.

Respectfully submitted,

Lauren Ledwell

CEO, PEI BioAlliance

The undersigned bioscience companies representing circa 750,000 sqft of infrastructure operating within the proposed WRBB BIA area:

Company	Authorized Signatory	Signature
Auxly Group	Steve Mackenzie, GM	
Bioscience Manufacturing Incubator / BioAccelerator	Wade Arsenault, CEO	
Agilent (Biovectra)	Scott Doncaster, VP	
Canada's Island Garden Inc	Alex Smith, CEO	
Island Abbey Nutritional's	Dean Williams, CEO	
Merck Animal Health	Charmaine Noonan, GM	
Sekisui Diagnostics	Eugene Howatt, VP	
Somru Bioscience	Mohammed Moin, CEO	

From: Pinballorama
Mail received time: Fri, 6 Feb 2026 22:42:28
Sent: Friday, February 6, 2026 6:43:58 PM
To: Biafeedback@charlottetown.caMcAleer, JohnMayor of Charlottetown (Philip Brown)Bradley, Jessica
Subject: West Royalty Business Park - BIA Improvement Proposal
Importance: Normal
Sensitivity: None
Archived: Thursday, February 19, 2026 10:18:44 AM

[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.

Hello,

I have a business in the West Royalty Business Park called 7s Pinballorama and we lease the space at 67 Watts Ave.

Today I was informed by our property owner of a proposal named "A case for a Non-Retail Business Improvement Area in Charlottetown". The area targeted is for the entirety of the West Royalty business park as well as the area to the west called the BioCommons Research Park.

The West Royalty business park itself already has unique and specific rules and guidelines. I don't agree that adding more rules, guidelines, and an additional management layer are beneficial for the zone - especially if the board in charge doesn't have every business in mind. A review of many residential HOAs and their behaviour is evidence that this can happen. Over the years I have had a business - or attempted to open a business - in an area with an extra management layer (IE; Downtown Business Committee, Neighbourhood Business Association, etc). While these associations usually start with good intentions, they often shift into a nepotistic management style which ultimately degrade the experience for many falling under the umbrella and only benefit the few larger or more powerful companies.

The proposal also suggests a levy structure - which for my business would amount to an additional $1800 of overhead. The charge would be passed down to us from our building owner. The economics of North America are currently in turmoil due to the behaviour of the United States, and Canadian businesses are constantly under pressure if we're going to be subject to new or increasing tariffs (which have hurt ours and other business already). The general speculation is that we are on the cusp of an economic downswing. The last thing I want is even more overhead with an unclear benefit.

The building I'm in is uniquely zoned M3. Another small section in the south of the West Royalty Business Park, and the entirety of the BioCommons Research Park in the proposal are zoned M3. The remainder of

the West Royalty Business Park is zoned M2. Both M2 and M3 allow for retail operations. Given that, I'm not sure why the proposal specifically states "A case for a Non-Retail Business Improvement Area" as there are a number of retail shops in the West Royalty Business Park, including mine. This was instantly a red flag that the proposal doesn't have our businesses in mind.

While I notice the West Royalty business park itself might benefit from a few improvements like proper sidewalks, these are things businesses can individually or jointly communicate to the city directly without an additional proposed management layer. That is the entire purpose of the city government.

Most of the goals specified in the proposal can be achieved without additional mandated management layers and levy structures.

The proposal itself actually states "here are hundreds of BIAs across the country". With so few of these across the country, to me, it makes their need suspect.

If this were a new development and the owner/creator desired a BIA, then that could make sense. People wishing to open a business in that zone and enter under the BIA can decide if that fits for their business. To alter an established neighbourhood into a BIA with many properties privately owned - and some being forced into it - seems unwieldy, problematic and unnecessary.

For the record, this company is completely opposed to the formation of a BIA.

I can be contacted by telephone at 902-[redacted], by this email address, or by post at 67 Watts Ave, Charlottetown.

Thank you for your time.

Mr. Seven Graylands