CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, APRIL 14, 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, April 14th

9 – RESOLUTIONS	5 - 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 – March 10, 2026
   - Special Meetings of Council – March 4, 16, 19, 23, & 31, 2026
   - Public (Planning) Meeting of Council – March 26, 2026

5. **Business Arising out of the Minutes**

6. **Council Inquiries to be taken Under Consideration**

7. **Reports of Standing Committees of Council**

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

- Monthly Report
- Six (6) Resolutions
- Two (2) 1st Reading(s) to amend the Zoning & Development Bylaw & OPA
  - King & Dorchester Sts. (PID#s 336974, 336909, 336917,336966 and 1172915) DMUN to DMS Zone
  - 231 Brackley Point Road (PID# 623090) Rezone I Zone to M-3 Zone
- Three (3) 2ND Readings to amend the Zoning & Development Bylaw
  - 66 McGill Avenue (PID# 355057) Rezone R-1S to R-3T Zone
  - 16-18 Hemlock Court (PID# 452672) To permit up to 3 dwelling units in semi-detached bldg.
  - Lot 8, Violet Circle (PID# 1187913) Rezone R-2S to R-3 Zone

7.2. Public Works – Councillor Mitchell Tweel, Chair

- Monthly Report
- No Resolutions

7.3. Environment & Sustainability – Councillor Trevor MacKinnon, Chair

- Monthly Report
- One (1) Resolution

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

- Monthly Report
- No Resolutions

7.5. Human Resources – Councillor Norman Beck, Chair
- Monthly Report
- No Resolutions

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

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

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

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

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

7.11. New Business
- One (1) Resolution

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

119(1)(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

a) Housing Accelerator Fund (HAF) Contract Update

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

10. Adjournment

CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
PARKDALE ROOM, CITY HALL, 199 QUEEN STREET
WEDNESDAY, MARCH 4, 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**
	Jessica Bradley, SCO	**Brad Vince, Planner II**
	Cindy MacMillan, ERPC II	
Guests:	**Jacob Ritchie, Fathom Studios**	
Regrets:	**Tracey McLean, PRC**	

T/C indicates attended via teleconference.

- Due to technical issues in the Chamber, the Council meeting was held in the Parkdale Room.

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

- Mayor Brown paid tribute to Catherine Hennessey who passed away at the age of 93. She was a renowned heritage activist, historian, and author known as a "steadfast guardian" of Charlottetown's architectural history. She founded the PEI Museum and Heritage Foundation, was awarded the Order of Canada, and championed the "Know it, love it, protect it" mantra to preserve local history. A moment of silence was held.

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

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

3. Approval of Agenda
Moved by Councillor Ramsay and seconded by Deputy Mayor Jankov that the agenda be approved (Item 4b Planning & Heritage Resolution re: 68 Queen Street deferred to the Regular Meeting of Council of March 10). Carried.

4. Presentation/Discussion Item

a) City of Charlottetown Draft Zoning & Development Bylaw Presentation
Deputy Mayor Jankov, Chair of Planning & Heritage Committee, provided a brief overview of the item. She indicated this is the first draft of the City's Zoning and Development Bylaw, noting that it is a preliminary

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document and not a final direction from Council. She highlighted that the bylaw is intended to implement the City's Official Plan, which is still awaiting ministerial approval, and suggested Council may need to discuss the timing of public engagement given that approval has not yet been received. She emphasized that the session should be viewed as an initial discussion with further opportunities for review, questions, and refinement as the process continues. The Deputy Mayor then introduced Fathom Studios and asked them to begin the presentation.

Jacob Ritchie thanked Council for the opportunity to present and noted that his partner, Rob LeBlanc, would not be partaking in this evening's presentation. He explained that the draft bylaw is designed to implement the policy direction of the City's new Official Plan and respond to growth, housing demand, and federal housing initiatives. Major points referenced included the following:

Population Growth and Housing Demand - Growth pressures remain despite some slowing immigration trends. Planning regulations must allow the City to accommodate future population growth. Increasing housing supply is critical for affordability and economic growth.

Housing and Fiscal Sustainability - Development in areas with existing infrastructure is more financially sustainable. Denser housing generates more tax revenue per acre. Expanding infrastructure to new areas is costly for municipalities.

Housing Accelerator Fund Commitments - Allow additional housing units in residential areas. Support "missing middle" housing (townhouses and small apartments). Reduce parking requirements in some areas. Encourage higher density development in key areas. Remove exclusionary zoning practices.

Simplifying the Zoning Structure – Draft bylaw proposes reducing the number of zones from 35 to 20 with the goals to simplify administration of the bylaw, make zoning easier to understand, and reduce the need for site-specific amendments. Existing uses would continue under the new system, and no property owners would lose current rights.

New Growth Framework - The bylaw introduces a planning framework that directs development to residential neighbourhood zones to allow single detached homes, duplexes and semi-detached homes, accessory dwelling units (ADUs). Allow for higher density mixed-use development along major roads such as Brackley Point Road, St. Peters Road, Capital Drive and University Avenue.

Increased Building Heights in Key Areas - Potential heights of 8–12 storeys in some locations. Up to 18 storeys in select areas; these areas are mainly located around major corridors and commercial zones with the intent to concentrate taller buildings where they are most appropriate.

"Four Units as-of-Right" Housing - This approach is intended to increase housing supply while maintaining neighbourhood character. Standards would include minimum lot size requirements, parking requirements, maximum bedroom limits, owner occupancy requirements.

"Missing Middle" Housing – These forms are intended to increase density without requiring large high-rise developments. Examples include townhouses, small apartment buildings, and three-storey residential buildings.

Parking Requirement Changes - Reduced parking requirements in some circumstances are being proposed. Examples include fewer parking spaces required for higher-density developments, reduced requirements near transit and lower parking requirements for affordable housing projects.

Streamlining Development Approvals - The bylaw introduces changes to make development approvals more efficient with the goal to reduce delays and increase predictability for developers and staff. Two-stage building permit review, administrative variances for small adjustments, clearer development standards.

Urban Design Standards – Introduce new design requirements to maintain community character and to ensure that higher density development fits within neighbourhoods. Building setbacks and step-backs, architectural variation on building facades, restrictions on garage placement and requirements for active street-level uses.

Environmental and Climate Considerations - The draft also addresses environmental issues such as flood resilience and sea level rise, restrictions on residential uses in flood-risk areas and requirements for infrastructure protection.

Following the presentation as well as Q&A, key concerns raised by members of Council included potential neighbourhood impacts, parking pressures and traffic congestion, could larger lots allow multiple units and change neighbourhood density. It was noted that interpretation by residents of the bylaw may be difficult, particularly regarding the "four units as-of-right" concept. Additional concerns raised included drainage, infrastructure capacity and impact on existing neighbourhood services.

Several Councillors expressed concern that until the policy framework for the bylaw was finalized, the upcoming public engagements (scheduled for March 11 & 12) would be premature. It was the consensus of Council that the engagement meetings be postponed until the Province signed off on the Official Plan. Communications Department to notify the public with regard to the change in process with respect to the public engagements.

Mayor Brown thanked Mr. Ritchie for the presentation.

5. Adjournment

Moved by Councillor Ramsay and seconded by Councillor Muttart that the meeting be adjourned. Carried.
The meeting concluded at 8:10 PM

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CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBER, CITY HALL, 199 QUEEN STREET
MONDAY, MARCH 16, 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 (T/C)**
	Councillor Norman Beck	**Councillor Trevor MacKinnon**
	Councillor John McAleer	**Councillor Justin Muttart**
Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG**
	Richard MacEwen, DCS	**Frank Quinn, PRM**
	Tim Mamye, FC	**Jessika Corkum-Gorrill, ESM**
	Joshua McInnis, UM	**Wayne Long, EGAM (T/C)**
	Ylber Gashi, PWM	**Amy McQuillan, FM**
	Sean Coombs, APC	**Isaac Ewuah, FAM**
	Jessica Bradley, SCO	**Anna Keenan, STO**
	Riley Taweel, PWE	**Rory Chaisson, IT**
	Tracey McLean, PRC	

T/C indicates attended via teleconference.

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

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

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

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

4. Discussion Item:

a) 2026-2027 City of Charlottetown and Water & Sewer Corporation Capital Budgets
The Mayor asked Amy McQuillan, Finance Manager, to provide an overview of both the City and Water & Sewer Corporation capital budgets. She presented departmental information outlining amounts carried forward from 2025-2026 budget, 2026-2027 budget/partner funding/net capital and total requests. City's net capital request is $64.8M and Water & Sewer Corporation net capital request is $6.8M.

In response to a question regarding the inclusion of proposed projects in the Capital Budget, the Finance Manager advised that such additions are permissible; however, they would have an overall impact on the City's Operating Budget.

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The Mayor then invited the respective department heads to provide commentary on their budget. A question-and-answer period followed each presentation.

Environment & Sustainability (E&S Manager & Sustainable Transportation Officer)
Budget line items referenced included bike racks, water refill stations, community vegetable planters, street and park trees, downtown tree pits/planters, EV charger, bikeshare program, City building solar project and transit. Net capital request - $4.68M.

Q&A – Bike Share program carried over from 2025/2026 budget due lack of funding. Transit operator is supportive of the proposed investments (i.e. busses and infrastructure).

Fire Department/Emergency Preparedness (Fire Chief)
Budget line items referenced included new fire station design, firefighter turnout gear, small equipment, fast response craft, engine 4 replacement, breathing apparatus and off-road response vehicle. Net capital ask - $9.5M.

Q&A – $6M allocation for Fire Hall Design includes $2M from the previous year's budget (land procurement & design work) but the project is still progressing through stages.

Information Technology (Senior Information Technology Officer)
Budget line items referenced included computers, fiber network cabling, network modernization, domain controllers, CPS camera server, Simmons cellular extension and new website. Net capital ask - $830,000.

Q&A – Simmons cellular extension is only within the facility. Technology in the Chamber is generally up to date; however, the rooms size/layout/heritage features present some limitations.

Parks & Recreation (Parks & Recreation Manager)
Budget line items referenced included arena repairs/upgrades, park development/playgrounds, Victoria Park, sports field development/upgrades, sports facilities/buildings, trails/pathways and upgrades at Confederation Landing. Net capital ask - $7M.

Q&A - Deficiencies related to the Victoria Park Tennis Courts are covered under contractor holdback; new funding is intended for additional upgrades to courts 1-3. $1.1 million carryover for the Elmer MacFadyen Memorial Recreational Complex (multi-sport facility) is for a full overhaul, which includes a new surface, chiller system and boards/infrastructure upgrades. $500K funding has not yet been secured for the artificial turf field project but options continue to be explored.

Police (Acting Police Chief)
Budget line items referenced included vehicle/specialized/communication equipment, investigative tools & tech and community safety. Net capital ask - $494,000.

Q&A – Police station is aging and space is inadequate for current staffing levels. Potentially to share space within the future fire station. Clarification was provided on the Community Safety line item ($14,000); includes speed enforcement (LIDAR), equipment for mobile command unit and roadside screening devices.

Public Works (Public Works Manager & Public Works Traffic Engineer)
Budget line items referenced included Urban Beautification, Municipal Buildings, Traffic and Pedestrian Signals, Street Lighting, Parkades Major Repairs, Land/Property Acquisitions, Street Rehabilitation/ Intersection Upgrades, Sidewalks and Multipurpose Trails, Storm Water Management and Public Works Fleet. Net capital ask - $2,6M.

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Q&A – Street rehabilitation is not just paving; full road reconstruction encompasses water, sewer, base and curb requiring coordination with other City departments. With respect to a proposed development (three (3) apartment buildings) on Mount Edward Road and the concerns raised at a recent public meeting related to traffic calming in the area, the Public Works Manager indicated those concerns were received by Public Works for consideration but not necessarily committed in the current budget cycle. $11.5M for Spencer Drive project is to extend beyond the current terminus toward Mount Edward Road and includes upgrades to Capital Drive, multi-use pathway, water & sewer infrastructure, street lighting, and stormwater work.

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

Bell Aliant Centre (CARI)
The Finance Manager referenced the line items. Allan Wood, General Manager, joined the meeting via teleconference for any questions. Net capital ask - $855K

Water and Sewer Utility (Utility Manager)
Budget line items referenced included (but not limited to) upgrades, reconstruction, rehabilitation, wellfield protection, water supply contingency, capital equipment, and motor vehicles. Net capital ask - $6.9M.

Q&A – A "holdback" was explained as is typically 15% retained on contracts until deficiencies are resolved and when the project is completed satisfactorily.

Eastlink Centre (CCCMI)
The Finance Manager referenced the line items. John Abbott, General Manager, joined the meeting via teleconference for any questions. Net capital ask - $1.1M.

Q&A – Funding is being sought to repair rigging points in the Centre's ceiling to enhance event hosting.

In closing, the Finance Manager and Department Heads were commended for their excellent work in preparing the capital budget. The following resolution was brought forward for Council's consideration.

Moved by Councillor John McAleer
Seconded by Deputy Mayor Alanna Jankov

RESOLVED:

That the 2026-2027 City of Charlottetown and Charlottetown Water and Sewer Corporation Capital Budgets be approved, and

That upon approval of the financial plan, staff be authorized to tender projects and the necessary long-term debt associated with expenditures authorized in the 2026-2027 Capital Budgets for the City of Charlottetown and Charlottetown Water and Sewer Corporation.

CARRIED 9-1
Councillor Beck opposed

5. Adjournment

Moved by Councillor Ramsay and seconded by Councillor Muttart that the meeting be adjourned. Carried. The meeting concluded at 8:34 PM.

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CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBER, CITY HALL, 199 QUEEN STREET
THURSDAY, MARCH 19, 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 (T/C)**
	Councillor Norman Beck	**Councillor Trevor MacKinnon**
	Councillor John McAleer	**Councillor Justin Muttart**

Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG**
	Richard MacEwen, DCS	**Frank Quinn, PRM**
	Tim Mamye, FC	**Jessika Corkum-Gorrill, ESM**
	Joshua McInnis, UM	**Wayne Long, EGAM (T/C)**
	Ylber Gashi, PWM	**Donna Miller-Ayton, PPHM**
	Shane Jones, BIM	**Amy McQuillan, FM**
	Sean Coombs, APC	**Isaac Ewuah, FAM**
	Emilee MacLeod, HRM	**Anna Keenan, STO**
	Melanie Bailey, SIO	**Charlotte Nicholson, TO (T/C)**
	Doug Dumais, CEC	**Stephanie Mitchell, CO**
	Rory Chaisson, IT	**Tracey McLean, PRC**

T/C indicates attended via teleconference.

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

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

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

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

4. Discussion Item:

a) 2026/2027 City of Charlottetown Operational Budget Review
The Mayor asked Amy McQuillan, Finance Manager, to provide an overview of both the City and Water & Sewer Corporation operational budgets. The Finance Manager indicated the City's operating expenses for 2026–2027 is ~$99.43M and Water & Sewer Utility is just over $17M. She noted that department managers would provide more in-depth breakdowns, if required.

Economic Development, Tourism & Culture ($5.8M Budget)
Councillor Bernard, Chair of ET & CD Committee, reported a status quo budget but with an increase of $200,000 tied specifically to the City hosting the Scottie Tournament of Hearts in 2027.
In response to a question of an increase in the Tourism Accommodation Levy, Councillor Bernard indicated the levy is industry-funded for marketing, not a direct taxpayer cost.

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City Government/Strategic Priorities/Communications ($4.8M Budget)
~5% increase from last year's budget. Strategic Planning work, CAO Innovation Task Force and general corporate cost are the key drivers in the increase.

Staff clarified that the new council will ultimately lead and finalize the strategic plan; however, the ground work would take place beforehand.

Environment & Sustainability/Transit ($6.8M Budget)
2025-2026 budget was $4.3M; the increase is primarily due to the new transit contract.

Finance, Audit & Fiscal Services ($27.3M Budget)
The Finance Manager noted general drivers of rising costs are due to an increase in depreciation and interest expenses linked to recent long-term debt taken on by the City. She further noted the finance department is currently understaffed but the budget assumes the department will be fully staffed in 2026–2027.

Fire Services ($6.5M Budget)
Status quo budget with minimal change.

Human Resources ($1.6M Budget)
Increase in budget mainly driven by contract negotiations and payroll software costs.

Some Councillors thought particular line items were unclear or too broadly categorized and requested more transparency/detail.

Parks & Recreation ($5.97M Budget)
Primarily a status quo budget, with inflationary adjustments built in.

Planning & Heritage ($3.1M Budget)
Concerns raised related to staffing shortages, recruitment challenges and impact on development and revenue. It was noted the Planning department is not unique and that other City departments are also struggling t hire.

Police Services ($15.6M Budget)
Budget slightly down in forecast due to vacant positions (assumes positions will be filled). Like other City departments, Police Services is encountering staffing and recruitment challenges.

Public Works & Municipal Buildings ($21M Budget)
Increase in budget mainly due to under-expenditures in prior year and vacant positions (believe to be fully staffed going forward).

Water & Sewer Services ($17M Budget)
Water & Sewer Corporation is structured as a utility (rate-supported, not tax-supported). Revenues and expenses are largely balanced.

Following the completion of department operational budget reviews, it was moved that the meeting be adjourned (until March 23, 2026) to allow Council sufficient time to review the proposed New Initiatives. Moved by Councillor Beck and seconded by Councillor Tweel. Carried 5-4 with Councillors MacKinnon, Muttart, Ramsay and Tweel opposed.

5. Adjournment
The meeting adjourned at 8:26 PM.

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CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBER, CITY HALL, 199 QUEEN STREET
MONDAY, MARCH 23, 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	**Tim Mamye, FC**
	Jessika Corkum-Gorrill, ESM	**Joshua McInnis, UM**
	Wayne Long, EGAM (T/C)	**Sean Coombs, APC**
	Ylber Gashi, PWM	**Amy McQuillan, FM**
	Emilee MacLeod, HRM	**Christopher Drummond, PRAM**
	Isaac Ewuah, FAM	**Anna Keenan, STO**
	Melanie Bailey, SIO	**Stephanie Mitchell, CO**
	Doug Dumais, CEC	**Rory Chaisson, SITO**
	Tracey McLean, PRC	
Regrets:	**Donna Miller-Ayton, PPHM**	

T/C indicates attended via teleconference.

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

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

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

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

4. Discussion Items:

a) One (1) New Business Resolution

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Terry Bernard

RESOLVED:

That, effective immediately, the City of Charlottetown appoint Lacey MacLauchlan and Clifford Lee as the City's nominees to the Charlottetown Airport Authority Board of Directors, as recommended by His Worship Mayor Philip Brown.

CARRIED 10-0

b) 2026/2027 City of Charlottetown Operational Budget Review (New Initiatives)

Councillor McAleer, Chair of the Finance, Audit, Tendering & Administration Committee, introduced the item, he thanked Staff and Council for their hard work and dedication in bringing the 2026–27 budget to this point. He noted that while not all new initiatives were recommended, it does not diminish the appreciation for the work of staff; it reflects the realities of a growing community that must continue to live within its means. He then turned the presentation over to the Finance Manager.

The Finance Manager reviewed the New Initiative sheet, which was included the meeting package, provided a brief overview of each item, followed by questions.

New Initiatives

City of Charlottetown - New Initiatives Summary - Operating Budget 2026-27

Department	DH Priority	New Initiative Description	Funding/ Revenue	Annual Operating Cost	Net Cost	Recommended by Senior Leadership (Y/N)	Notes
Environment & Sustainability	1	Restoring Victoria Park: Seasonal Staff	14,000	61,000	47,000	Yes	
Environment & Sustainability	2	Transit Service Expansion	79,010	464,239	385,229	Yes	This is anticipated revenue from fares, not funding
Environment & Sustainability	3	Food Strategy		25,000	25,000	No	
Environment & Sustainability	4	Transit Consulting - Depot Cost Share Solution		25,000	25,000	Yes	
Environment & Sustainability	6	Microgrants Program Expansion		10,000	10,000	Yes	
Environment & Sustainability	7	Private Lands Forestry Program		190,000	190,000	No	
Environment & Sustainability	5	Accesible Taxi Pilot Project		41,902	41,902	Yes	
Economic Development, Tourism and Culture	1	Economic Development Officer FTE		81,721	81,721	Yes	
Government & Strategy	1	New Strategic Plan		138,500	138,500	Yes	This includes consultant cost and cost for one session in FY27
Government & Strategy	2	Community Survey 2026		33,300	33,300	Yes	
Fire	1	Hire Six (6) Firefighter II Career Members		750,000	750,000	No	
Fire	2	Complete Communications System Review		125,000	125,000	Yes	
Fire	3	Records Management System Replacement		75,000	75,000	Yes	
Fire	4	Increase in Volunteer FF Recruitment and Retention Benefits		50,000	50,000	Yes	
Fire	5	Training Officer		130,000	130,000	No	
Information Technology	2	IT Research and Advisory Services		50,000	50,000	Yes	
Information Technology	5	Geospatial strategy		40,000	40,000	No	
Information Technology	1	Cybersecurity/Critical Infrastructure Security		180,000	180,000	Yes	
Information Technology	4	Agenda Management Software		50,000	50,000	No	
Information Technology	3	IT Specialist		85,000	85,000	Yes	
Parks and Recreation	1	Simmons Artificial Turf Field Attendants		20,000	20,000	Yes	
Parks and Recreation	2	Simmons Artificial Turf - Maintenance & Electrical		10,000	10,000	Yes	
Parks and Recreation	3	Full Time Assistant Ice Maker / Maintenance Staff - Simmons		38,850	38,850	Yes	
Police	4	Techical Services Specialist		91,659	91,659	No	
Police	2	Dispatch		74,689	74,689	Yes	
Police	1	Constable - Tech Crime Unit		109,904	109,904	Yes	
Police	3	Records Clerk		56,237	56,237	Yes	
Police	5	Policy and Governance Coordinator		81,722	81,722	No	
Planning & Heritage	1	Bylaw Enforcement Manager		132,815	132,815	Yes	Presented to Council March 10
			$ 93,010	$ 3,221,538	$ 3,128,528		
		Total of SL recommended Initiatives			$ 1,770,147		

There was significant discussion regarding the proposed six (6) career firefighter positions. While some Councillors expressed support for adding the positions, others were not in favour. The Fire Chief provided the rationale, noting that the request is driven by operational needs, including maintaining service levels,

supporting safe staffing requirements, and addressing increasing call volumes and workload pressures within the Fire Department.

Councillors opposed to these six positions raised concerns related to budget pressures and the need to prioritize other initiatives within existing financial constraints. The CAO stressed that the positions were not recommended at this time in order to maintain fiscal balance and ensure that current resources are aligned with broader corporate priorities.

Some Councillors suggested that other new initiatives, such as the New Strategic Plan and/or an IT Specialist position, could be reduced or deferred to accommodate funding for firefighters. In response, the Strategic Initiative Officer provided the rationale for the New Strategic Plan, noting that it is intended to establish clear priorities, guide decision-making, and align resources with the City's long-term goals. She emphasized that the plan serves as a framework to ensure consistency across departments, improve accountability, and respond to emerging community needs. The Senior Information Technology Officer's rationale was that the Specialist role is intended to support increasing technological demands, enhance system reliability and security, and improve internal service delivery. He emphasized that IT support particularly for Fire and Police services places additional demands on the department, highlighting the need for dedicated capacity to maintain critical systems, ensure reliability, and support emergency response operations.

Councillors discussed the possibility of reallocating funding from external or community grants to support the addition of career firefighter positions. Concerns were raised, however, regarding the potential impact such reductions could have on community organizations and the services they provide. No consensus was reached.

Following review and discussion, the Mayor asked Council if they were in favour of the New Initiatives recommendations as presented. Majority (7-3) of Council were supportive of the recommendations as noted above. Councillors Doiron, McCabe, and Tweel expressed that they were not in support, citing the exclusion of six career firefighter positions.

5. Adjournment

Moved by Deputy Mayor Jankov and seconded by Councillor Ramsay that the meeting be adjourned. Carried. The meeting concluded at 7:09 PM.

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Public Meeting of Council
Thursday, March 26, 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

Chair Phillip Brown Presiding

Council Members present:	Mayor Brown-Chair Councillor Norman Beck Deputy Mayor Alanna Jankov Councillor Justin Muttart Councillor Mitchell Tweel	Councillor Julie McCabe Councillor Trevor MacKinnon Councillor Kevin Ramsay Councillor John McAleer Councillor Robert Doiron*
Staff:	David Gundrum, Mgr, PD Laurel Palmer, Senior Planner, PIII Michael Fraser, PII	Jason Doucette, IO/AA**
Applicants/ Representatives:	Jason Doyle, PEI Housing Corp Robert Haggis, Sable Arc Studios Quentin Bevan, Weymouth Properties	
Also present:	Brad MacConnell, CAO Dave Essery, RM, Planning Board	
Regrets:	Councillor Terry Bernard	

*Participated via Teams
**Minute Taker

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

The deadline for submission of written comments is Friday, March 27th at 12:00pm Noon

1. **Call to Order**
   Mayor Brown 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 Deputy Mayor Jankov and seconded by Councillor Ramsay that the Agenda for the public meeting on March 26, 2026 be approved.

CARRIED (9-0)

4. Rezoning – 231 Brackley Point Road (PID# 623090)

Michael Fraser, Planner II

Request: This is a request to amend Appendix A – Future Land Use Map of the City of Charlottetown Official Plan from Institutional to Industrial; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone to facilitate the future development of commercial condo buildings on the subject property.

Property Information: Institutional (I) Zone
Staff Presenter: Michael Fraser, PII
Applicant: Breakwater Development Inc.
Reference: Public Meeting Package

Summary:

Staff stated that a rezoning application was submitted by Breakwater Development Inc. on behalf of the property owners for a property currently zoned Institutional (I) and developed with a place of worship.

It was also stated that the applicant is seeking to rezone the property to allow for a future commercial building, as commercial uses are not permitted in the Institutional zone under Section 22 of the Zoning & Development Bylaw.

Staff noted that properties to the north are zoned Business Park Industrial (M-3), and the proposed rezoning would align the subject property with surrounding land uses. The applicant advised that the rezoning is part of a broader redevelopment plan, which would include a future lot consolidation with the adjacent parcels to the north.

Comments:

Councillor Ramsay asked whether there were any specific plans for the subject properties at this time and whether that was an appropriate question to ask at the current stage.

Mr. Fraser responded that it was a reasonable question; however, the applicant is not yet at the design stage and has not determined what will be constructed, including access points or building layout. He also advised that the development is intended to be consistent with the Business Park Industrial zone and would typically allow for retail-style plazas that support light industrial uses. While no access points or detailed design information are available at this time, the most likely form of development would be a plaza-style project with a mix of industrial and retail-type uses.

Councillor Tweel asked whether any conceptual designs had been provided and questioned why an industrial zoning designation was being requested if the development resembled a business plaza.

Staff also explained that the Business Park Industrial (M-3) zone is designed for a limited type of industrial development and excludes heavier industrial uses such as factories and large warehouses. The zone is intended for service-oriented and drive-up uses rather than large industrial parcels.

Staff further explained that conceptual designs are not required at the rezoning stage, as rezoning occurs earlier in the development process than detailed planning. Applicants often defer design work until zoning and related approvals, such as lot consolidation, are confirmed.

Staff advised that lot consolidation applications do not require public circulation or a public meeting; however, they do require approval by Planning Board and Council and would return for future consideration.

In response to further discussion, staff confirmed that the M-3 zone excludes heavier industrial uses and is limited to light industrial and related commercial uses.

The Deputy Mayor noted that although details are not confirmed, the applicant has indicated a long-term vision similar to existing light-industrial condominium-style developments along Brackley Point Road, which would be consistent with surrounding land uses if realized.

5. <u>Rezoning – 68 Queen Street (PID# 336982)</u>
Laurel Palmer, RPP, MCIP, Planner III (Senior Planner)

Request: This is a request to amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Downtown Main Street (DMS) Zone to the Downtown Mixed Use Neighbourhood (DMUN) Zone to facilitate the future development of a 7-storey multi-use residential and commercial building on the subject property in the 500 Lot Area. The proposed future development would also overlap with nearby parcels identified as PID#s 336974, 336966, 336909, 336917 and 1172915. The proposed development is also subject to applications for Design Review, Variance and future Lot Consolidation.

Property Information: Downtown Main Street (DMS) Zone
Staff Presenter: Laurel Palmer, RPP, MCIP, Senior Planner, PIII
Applicant: Sable Arc c/o Weymouth Properties
Reference: Public Meeting Package

Summary:

Staff stated that the application is a request to rezone lands located along King and Dorchester Streets, with a total land area of approximately 1,480 square metres.

Staff advised that the purpose of the rezoning request is to facilitate the construction of a proposed seven-storey mixed-use building on the subject property, consisting of commercial and multi-unit

residential uses and that parking is proposed to be located on the first and second floors of the building.

Staff further noted that the application also involves requests for variances, lot consolidation, bonus height, and cash-in-lieu of parking.

Staff described the subject properties as being located within the Downtown 500-Lot Area and consisting of a group of lots bounded by Queen Street, Dorchester Street, and King Street. It was noted that the lands share an interior lot line with the Bishop's Palace.

Staff advised that development in the surrounding area includes a mix of commercial office buildings, single-detached dwellings, institutional uses, multi-unit apartment buildings, and commercial retail uses.

Staff also reviewed the requirements of the Zoning and Development Bylaw related to amendments and rezonings, noting that Section 3.10.3 requires Council to hold a public meeting to receive input from the public and the applicant prior to making a decision and confirmed that Council approved proceeding to public consultation by resolution on March 10, 2026.

Staff advised that, in accordance with the bylaw, notices of the public meeting were circulated on March 18, 2026 to 120 surrounding property owners within 100 metres of the subject property. Notice was also posted on site and published in The Guardian newspaper on March 14 and March 21, 2026.

Staff confirmed that, as of the date of the meeting, eleven written responses had been received, all in support of the rezoning request.

Staff then summarized the Design Review process, noting that the proponents submitted a design package including façade drawings, elevation drawings, and a proposed site plan.

Staff also advised that the Design Reviewer provided generally positive comments and support for the project, while raising concerns regarding stepback variance requests for the fifth, sixth, and seventh storeys along King and Dorchester Streets.

Staff advised that the Design Review Board did not agree with the Design Reviewer's comments related to the stepback variances but did support all other recommendations.

Staff noted that Council approved the design submission on March 2, 2026, subject to the applicant entering into a Development Agreement should the rezoning and variances be approved.

Staff outlined the requested variances applicable to the proposal, including a height variance to permit a seven-storey building, reduced stepbacks above the fourth storey and above the seventh storey on King and Dorchester Streets, a reduced interior yard stepback adjacent to the Bishop's Palace, reduced lot frontage and depth requirements to qualify for bonus height, and an increased maximum floor plate area.

Staff also identified a request for cash-in-lieu of approximately six parking spaces.

Staff advised that the applicant will be required to consolidate the subject parcels into one property to facilitate development of the building and further noted that approval of bonus height under the Zoning and Development Bylaw will be required, and that the applicant has identified a proposed public benefit consisting of a new activated alleyway that would provide space for public art murals, seasonal food vendors, and potential pedestrian access to commercial properties along Queen Street.

Staff advised that the public benefit component of the bonus height application would be deferred to Planning Committee for recommendation if the rezoning is approved.

Staff outlined the next steps in the process, advising that input received from the public meeting and written submissions would be compiled into a staff report for Planning Board consideration on April 7, 2026, and tentatively forwarded to Council for consideration on April 14, 2026.

Staff introduced the project architect and the property owner, noting that both were present at the meeting and available to answer questions, and advised that the architect would provide a brief presentation to Council.

Sable Arc Studios-Robert Haggis Presentation:

Summary:

Robert presented details of the proposed seven-storey mixed-use development. He advised that the project includes approximately 3,000 square feet of commercial space fronting Queen Street, along with residential units on multiple floors and additional commercial uses on the upper levels.

The architect explained that the building form was intentionally designed to maintain compatibility with the existing streetscape. The portion of the building facing Queen Street is similar in height to adjacent buildings, while the structure steps up toward the rear and east side of the site to reach the full seven storeys.

His presentation highlighted two-metre stepbacks along King Street, Dorchester Street, and the side adjacent to St. Dunstan’s University. Rooftop deck areas were identified, and an activated alleyway running between the buildings was illustrated as part of the site design.

The architect reviewed the floor layout, noting that the first level contains parking with approximately 20 stalls and ground-floor commercial space facing Queen Street and additional parking is provided on the second level with access from Dorchester Street.

Residential units occupy the mid-levels of the building, while the top floors are dedicated to commercial use.

Elevation drawings were presented to illustrate the proposed appearance of the building and the architect noted that portions of the exterior were reduced in height to better address adjacent properties and that care was taken to ensure the building height does not obstruct views of the Basilica or exceed the ridge height of nearby rooflines.

Various building elevations were shown, including views from King Street, Dorchester Street, and toward the St. Dunstan's University property. Entrances for both the residential and commercial components of the building were identified.

With respect to materials, the architect stated that brick would be used extensively to reflect the character of downtown Charlottetown. Metal panel cladding in grey and light-grey tones, including faux wood accents, was also proposed, with a predominantly glass curtain wall treatment at the uppermost level.

It was explained that the material selections transition from heavier materials at the lower levels to lighter materials toward the top of the building in order to reduce the perceived mass of the structure.

Perspective renderings were shared showing views along Queen Street toward the waterfront, illustrating that the taller portions of the building are largely set back and not prominent from street level. Additional views demonstrated how the building would appear under different lighting conditions.

He also described the concept for the activated alleyway, noting that it is intended to function as a public amenity with space for public art, potential food vendors, and pedestrian connections between Queen, Dorchester, and King Streets. The alleyway was also described as a design feature that would contribute to site safety and activity.

The presentation concluded with images of the building's rear, where a green wall feature is proposed to provide visual interest and break up the brick façade.

Comments:

Steve Dunn addressed Council and advised that he was one of the eleven individuals who submitted written correspondence in support of the application. He stated that he is a downtown property owner with interests on Sydney Street, Water Street, and Queen Street, including the Gahan House property. Mr. Dunn expressed strong support for the proposed development at 68 Queen Street, noting that he has observed downtown development over the past twenty years and believes the project represents a very positive investment for the City. He stated that this type of mixed-use development supports a vibrant and economically resilient downtown. Mr. Dunn commended the architect and development team for a thoughtful design that respects the existing streetscape and indicated that projects of this size and complexity require vision, particularly in the current high-cost construction environment. He encouraged Council to support the requested rezoning and thanked the property owners and development team for advancing the project.

Charles spoke on behalf of Mr. Wilson Joe an owner of a nearby property. Mr. Charles advised that Mr. Joe supports the proposed development and believes it will contribute positively to responsible growth and development in downtown Charlottetown.

Reg McCarville, representing St. Dunstan's Basilica, addressed Council and inquired about the relative height of the proposed building compared to the Basilica steeples, noting that the renderings appeared distorted. In response, the project architect, Mr. Robert Haggis, confirmed that the images were to scale and advised that the proposed building height would be

approximately 84 feet and would remain below the ridge height of the Basilica, whose steeples exceed that height.

Andrea Battison addressed Council remotely via Teams and thanked Council for the opportunity to comment. She expressed support for the activation of the alleyway and for incorporating art, culture, and unique commercial spaces, noting that these elements align with objectives of the new Official Plan. Andrea suggested that the Dorchester Street entrance could be more strongly emphasized to draw people into the site and stated that the corner treatment at Queen and Dorchester Streets is generally consistent with the 500-Lot Development Standards.

Ms. Battison also raised several concerns. She stated that she supported the recommendations of the external Design Reviewer regarding reducing upper-level massing and incorporating additional stepbacks at the seventh storey and expressed concern that these recommendations were not supported by the Design Review Board or Council.

She stated that amending zoning and massing provisions so soon after adoption of the new Official Plan undermines the extensive planning work undertaken for the 500-Lot Area and creates a precedent and identified concerns regarding the appearance and safety of parking garage entrances, the treatment of parking façades, potential impacts on views of church spires, and the extent to which above-grade parking was driving the requested variances. She encouraged Council to explore alternative parking solutions, including off-site, shared, underground, or non-traditional parking arrangements, and cautioned that blank parking façades negatively impact the pedestrian realm.

Mr. Quentin Bevan, on behalf of the applicant, thanked Andrea for her comments and noted that several design changes were made as a direct result of her feedback. He stated that the alleyway was originally designed as a dead-end and was revised to provide through-access from Dorchester Street to King Street based on her suggestions.

Robert Haggis, project architect, addressed the concerns raised. He stated that the design team began the project by working within the Zoning and Development Bylaw requirements and that variances were requested only where necessary to maintain project viability. Mr. Haggis advised that the difference between a two-metre and three-metre stepback at the upper floors would have minimal visual impact. He explained that parking garage doors are proposed to be flush with the brick façade and that safety measures, such as cameras and interior monitoring, could be implemented. He also referenced the proposed green wall treatment along the rear elevation as a means of breaking up the façade and animating the space.

During Council discussion, the Deputy Mayor clarified that variances and site-specific planning approvals are reviewed on an individual basis and are not precedent-setting, noting that each application is evaluated on its own merits. Planning staff further confirmed that a common-law precedent approach is not applied in planning decisions or appeals.

Further discussion clarified that the development would meet approximately 86 percent of the required parking on site, with a request for cash-in-lieu for six spaces. It was also confirmed that residential and commercial uses have separate entrances and circulation, with residential access from King Street and commercial access from Dorchester Street, each served by its own elevator system.

Councillor Tweel and other members of Council spoke in support of the proposal, noting the scale, complexity, and economic significance of the project. Council members acknowledged the current challenges associated with construction costs and stated that the proposed development represents a major investment and long-term benefit to downtown Charlottetown. Council thanked the developer, architect, and staff for their collaboration and engagement throughout the process.

Staff advised that the public comment period would remain open until noon the following day, after which staff would review all submissions and prepare a report for Planning Board consideration. The application is expected to return to Council for final consideration at a regular Council meeting in April.

6. <u>Site-Specific Amendment – 147 Hillsborough Street (PID# 342907)</u>
David Gundrum, RPP, MCIP, Manager of Development Planning

Request: This is a request to amend Appendix C – Approved Site-Specific Exemptions of the City of Charlottetown Zoning and Development Bylaw to allow for a transitional housing facility as an additional permitted use on the subject property that is not otherwise permitted in the Downtown Mixed Use Neighbourhood (DMUN) Zone. The proposed transitional housing facility would have capacity to accommodate eleven (11) individual residents on-site with staff supervision.

Property Information: Downtown Mixed Use Neighbourhood (DMUN) Zone
Staff Presenter: David Gundrum, RPP, MCIP, Manager Planning Development
Applicant: Jason Doyle c/o Prince Edward Island Housing Corporation
Reference: Public Meeting Package

Summary:

Staff said that the final application for the evening's public meeting was a site-specific zoning amendment request for the property located at 147 Hillsborough Street (PID 342907).

Staff explained that the request is for a site-specific amendment to the existing Downtown Mixed-Use Neighbourhood (DMUN) zoning to permit the development of a transitional housing facility within an existing three-storey building. The proposed transitional housing facility would provide accommodation for eleven individuals (eleven beds).

Staff advised that the interior of the existing three-storey structure would be renovated under a future Building Permit to accommodate the proposed use should the site-specific amendment be approved. Staff noted that the application has been submitted by the Prince Edward Island Housing Corporation.

Staff identified the subject property on the air photo displayed and advised that the lot is currently developed with a three-storey residential structure and is located within the DMUN zone. The subject property is a corner lot bounded by Hillsborough Street to the east and Clark Street to the south.

Staff explained that the purpose of the site-specific amendment is to facilitate the renovation and redevelopment of the interior of the existing building to operate as a transitional housing facility with eleven beds and supervisory staff. Staff noted that a transitional housing facility is not a permitted use within the existing DMUN zone.

Staff referenced Section 3.10.3 of the Zoning and Development Bylaw, which requires Council to hold a public meeting to receive the views and opinions of the public and the applicant prior to amending the bylaw or rezoning any parcel of land. Staff further advised that Council approved proceeding to public consultation by resolution on March 10, 2026.

Staff advised that, in accordance with the Zoning and Development Bylaw, notice of the public meeting was circulated on March 18, 2026, to sixty-seven surrounding property owners within 100 metres (328 feet) of the subject property. The notice advised recipients of the public meeting being held on March 26, 2026, and requested comments and feedback regarding the proposed site-specific zoning amendment for 147 Hillsborough Street.

Staff reported that, as of the date of the meeting, one written response had been received in opposition to the proposed site-specific amendment and that this correspondence was circulated to Council in advance of the meeting.

Staff further advised that on-site posting of the property occurred on March 18, 2026, and that public notices were published in The Guardian newspaper on March 14 and March 21, 2026.

Staff outlined the next steps in the process, advising that following the public meeting, staff will prepare a recommendation for consideration by Planning Board on April 7, 2026, followed by consideration of a resolution by Council at its regular meeting scheduled for April 14, 2026.

Staff concluded by advising that representatives of the Prince Edward Island Housing Corporation were in attendance to speak to their application and returned the matter to the Chair for further discussion.

Comments:

Sharon Dalrymple, Charlottetown, addressed Council regarding the proposed site-specific zoning amendment at 147 Hillsborough Street for transitional housing and advised that she and her husband, Mr. Doug, have lived at 218 Kent Street since 1981 and that she has operated the Duchess of Kent Inn for over forty years.
She noted that guest parking for the bed and breakfast is located at 27 Clark Street, less than 30 feet from the rear of the subject property.

She also expressed strong opposition to the rezoning, citing concerns related to personal safety and security for her guests, their vehicles, and her property, as well as increased stress. She raised concerns about the potential increase in people congregating along Clark Street and Hillsborough Street due to the lack of outdoor amenity space at the proposed facility and she described the surrounding area as a diverse mixed-use neighbourhood and stated that approval could negatively impact the safe use of King Square.

She also stated that while she and her husband have supported other nearby developments when concerns were addressed, they do not support this proposal. She expressed concern that

approval could jeopardize her livelihood, tourism business reputation, and property value, particularly through negative guest perceptions and social-media commentary and advised that she and her husband are strongly opposed to the rezoning and that a detailed written submission would be provided to Planning Staff.

Mr. Jason Doyle, Prince Edward Island Housing Corporation, responded by acknowledging the concerns raised. He advised that the proposed facility would be operated by a qualified non-profit organization, staffed 24 hours per day, and supported by participation agreements, case management, and programming. He stated that the ultimate objective of the project is to provide safe transitional housing and support individuals experiencing homelessness to move toward more independent living.

Mr. Doyle advised that PEI Housing would issue a request for proposals to select an experienced non-profit operator and that accountability, incident reporting, and safety requirements would be embedded in the operating agreement. He noted that security measures such as exterior cameras and on-site staff monitoring would be considered to address neighbourhood concerns.

The Deputy Mayor asked whether there was any green space on the subject property. Staff confirmed that the site has no existing green space and has historically been fully built out.

It was asked whether programming would be provided on site. Mr. Doyle responded that the non-profit operator would provide both housing management and case-management services and connect residents to additional mental-health, addictions, and social supports as required.

Councillor Ramsay asked why the downtown area was selected for the facility. Mr. Doyle responded that proximity to services, existing ownership of the building, and the transitional nature of the model made the site suitable. He advised that residents typically stay for approximately 12 to 18 months before transitioning to independent housing.

Andrea Battison, Charlottetown, addressed Council remotely via Teams. She acknowledged the need for transitional housing but opposed the proposal, citing concerns about the loss of existing rental units, net housing gain, spot zoning, and consistency with existing zoning policy. Ms. Battison questioned whether tenants had been displaced and asked how transitional housing would be addressed under the future Zoning and Development Bylaw and planning Staff clarified that the application is a site-specific zoning amendment under the current bylaw and advised that other referenced projects on Weymouth Street and Richmond Street are permanent supportive housing and not transitional housing.

Councillors raised questions regarding security requirements, behavioural expectations, accountability of non-profit operators, and existing transitional-housing models in Charlottetown. Mr. Doyle advised that PEI Housing maintains oversight through formal funding agreements, safety plans, and ongoing monitoring of operators.

Doug Dalrymple addressed Council, reiterating concerns regarding exterior security, long-term accountability, and potential impacts on their tourism business and retirement. He questioned whether PEI Housing was aware of the adjacent bed and breakfast at the time the property was acquired and suggested that the building be used as subsidized housing rather than transitional housing.

Mr. Doyle responded that the building has been vacant for two to three years and requires significant repairs. He stated that the property was not originally acquired for transitional housing but was later identified as a suitable opportunity. He noted that a comparable transitional housing facility operates near a tourism property with limited issues and committed to providing ongoing communication and designated points of contact if the project proceeds.

Councillors McCabe and Tweel commented on the broader need for supportive and transitional housing, acknowledging the concerns raised by residents while emphasizing the importance of addressing homelessness in a structured and accountable manner. Council members stressed the need for consistency, oversight, and continued engagement with neighbouring property owners.

7. New Business

There was no new business that arose.

8. 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 CHAMBER, CITY HALL, 199 QUEEN STREET
TUESDAY, MARCH 31, 2026 AT 12 NOON

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Terry Bernard**
	Councillor Kevin Ramsay	**Councillor Bob Doiron (T/C)**
	Councillor Julie McCabe	**Councillor Norman Beck**
	Councillor Trevor MacKinnon	**Councillor John McAleer**
	Councillor Justin Muttart	
Also:	**Brad MacConnell, CAO**	**Richard MacEwen, DCS**
	Tim Mamye, FC	**Frank Quinn, PRM**
	Jessika Corkum-Gorrill, ESM	**Sean Coombs, APC**
	Ylber Gashi, PWM	**Emilee MacLeod, HRM**
	Shane Jones, BIM	**Amy McQuillan, FM**
	Christopher Drummond, PRAM	**Isaac Ewuah, FAM**
	Melanie Bailey, SIO	**Charlotte Nicholson, TO**
	Stephanie Mitchell, CO	**Doug Dumais, CEC**
	Rory Chaisson, SITO	**Tracey McLean, PRC**
Regrets:	**Councillor Mitchell Tweel**	**Michael Ruus, DIG**

T/C indicates attended via teleconference.

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

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

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

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

4. Discussion Item:

a) Presentation of the City of Charlottetown and Water & Sewer Corporation 2026-2027 Operational Budgets and Associated Resolutions.
The Mayor asked Councillor McAleer, Chair of Finance, Audit, Tendering & Administration, to address and present the 2026-2027 budget for the City of Charlottetown.

Councillor McAleer acknowledged Mayor, Council, staff and public attendees. He began by noting this year's budget is a responsible financial plan focused on maintaining services and supporting growth. The balanced

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budget has no change to property tax rate and focuses on protecting core services, strategic investments and financial responsibility amid economic uncertainty.

Financial overview - Capital Budget: $97.3 million (including $32.8 million in partner funding) and Operating Budget: $118.3 million. Major projects and investments includes $6M allocated for a new fire station (Ph. 1), $25M for street rehabilitation/upgrades, continued water and sewer infrastructure improvements, $1.1M for multi-sport outdoor facility, $3.3M for Simmons artificial turf field, expansion of public transit services and development of a new City website.

In closing, Councillor McAleer recognized and thanked CAO, Senior Leadership, Finance Team and staff in contributing to the success of the budget process.

Moved by Councillor John McAleer
Seconded by Councillor Terry Bernard

RESOLVED:

That the 2026-2027 City of Charlottetown Operational Budget and the 2026-27 Charlottetown Water & Sewer Corporation Operational Budget as presented by Councillor John McAleer, Chair of Finance, Audit, Tendering & Administration Committee, be approved.

Councillor McCabe, Chair of Protective & Emergency Services Committee, expressed concern regarding the exclusion of the Fire Services new initiative for six (6) full-time career firefighters. She noted that this initiative is an important priority for the City as it plans for continued growth while maintaining sustainable development and strong financial stability. She indicated that the matter would remain part of ongoing discussions and, in her role as Chair, she will continue to advocate for this priority.

CARRIED 9-0

Moved by Councillor John McAleer
Seconded by Councillor Terry Bernard

RESOLVED:

That the Charlottetown Water and Sewer Corporation water, sewer and combined water and sewer rates and fees effective April 1, 2026, as detailed on the attached rate schedule, be approved, and

That the City of Charlottetown Parks & Recreation rates and fees effective April 1, 2026, as detailed on the attached rate schedule, be approved,

And Further that Schedules 'C' and 'E' as part of the City of Charlottetown Fees Bylaw be updated to reflect these changes.

CARRIED 9-0

Moved by Councillor John McAleer
Seconded by Councillor Terry Bernard

RESOLVED:

That a Municipal Tax Rate of $0.67 per $100 of assessment be levied against all non-commercial property in the City of Charlottetown for the period of January 01, 2026 to December 31, 2026 as per the provisions of the Real Property Tax Act, save and except:

(1)The non-commercial component of property which is owned by a non-resident person or non-resident corporation where the Municipal Tax Rate shall be $1.33 per $100 of assessment;

DRAFT

(2)The non-commercial component of hotels and motels where the Municipal Tax Rate shall be:

a. $0.91 per $100 of assessment where the owner is a resident person or a resident corporation; or

b. $1.57 per $100 of assessment where the owner is a non-resident person or a non-resident corporation;

(3)The non-commercial component of apartment buildings containing four or more units where the Municipal Tax Rate shall be:

a. $0.91 per $100 of assessment where the owner is a resident person or a resident corporation; or

b. $1.57 per $100 of assessment where the owner is a non-resident person or a non-resident corporation; and

(4)The non-commercial component of properties located in the Parkwood Estates and the Riverview Estates Mobile Home Parks where the Municipal Tax Rate shall be:

a. $0.42 per $100 of assessment where the owner is a resident person or a resident corporation; or

b. $1.08 per $100 of assessment where the owner is a non-resident person or a non-resident corporation;

For the purposes of this resolution, "non-resident person" and "non-resident corporation" applies to property owners as described in Section 24 of the Real Property Tax Act Regulation

THEREFORE BE IT RESOLVED that a Municipal Tax Rate of $2.36 per $100 of assessment be levied against all commercial property located in the City of Charlottetown for the period of January 01, 2026 to December 31, 2026 as per the provisions of the Real Property Tax Act.

AND BE IT FURTHER RESOLVED that the City of Charlottetown request the Province of PEI to collect an additional $0.18 per $100 of assessment on all commercial properties within the Business Improvement Area (BIA), as per the attached map, for the period of January 01, 2026 to December 31, 2026. The monies collected from this shall be transferred to Downtown Charlottetown Inc. for the purpose of marketing and enhancing the downtown core of the City of Charlottetown.

CARRIED 9-0

5. Adjournment

Moved by Deputy Mayor Jankov and seconded by Councillor Ramsay that the meeting be adjourned. Carried. The meeting concluded at 12:22 PM.

DRAFT

PLANNING AND HERITAGE
REPORT TO COUNCIL

April 14, 2026

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

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

The Affordable Housing Advisory Committee met on Tuesday, March 10, 2026; a copy of the minutes are included in your package.

The Planning & Heritage Committee met on Tuesday, April 7, 2026; copies of the minutes are included in your package.

The Planning Board met on Tuesday, April 7, 2026; copies of the minutes and reports are included in your package.

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

Resolutions: Six (6)

Planning Board:

1. **191 Cumberland Street (PID# 346718):** This is a request for Major Variance to allow for allow for an addition (covered exterior basement entry) to project into the rear yard setback by 4.03 m (13.22 ft) and for the eaves to project into the rear yard setback by 5.4 m (17.72 ft) for an existing single-detached dwelling in the Downtown Neighbourhood (DN) Zone.

2. **28 Lewis Point Road (PID# 586800):** This is a request for Major Variance to allow for a Garden Suite to exceed the maximum height by 2.34 m (7.69 ft). whereas a Garden Suite is capped at a maximum building height of 4.6 metres (15.1 feet) as per Section 5.7 of the Zoning & Development Bylaw.

3. **68 Queen Street (PID# 336982):** This is 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. The proposed future development would also overlap with nearby parcels identified as PID#s 336974, 336966, 336909, 336917 and 1172915. The proposed development is also subject to applications for Design Review, Major Variance and Lot Consolidation.

4. **147 Hillsborough Street (PID# 342907):** This is 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.

5. **231 Brackley Point Road (PID# 623090):** This is a request to rezone the subject property from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone and to change the land-use designation in the Official Plan from Institutional to Workscapes in order to allow for the development of commercial condo buildings on the subject property that would involve future lot consolidation with neighbouring and abutting parcels identified as 235 Brackley Point Road (PID# 885269), 241 Brackley Point Road (PID# 437616) and unaddressed parcel identified as PID# 523073.

6. **600 North River Road (PID#s 444679 & 600817):** This is a request to consolidate portions of PID #444679 (two parcels) and PID #600817 (two parcels) at 600 North River Road, comprising a total of four parcels, in order to construct a five-storey, 48-unit mixed-use commercial building in the Shopping Centre Commercial (C3) Zone.

Reading Papers:

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

Respectfully submitted,

Deputy Mayor Alanna Jankov, *Chair*

Planning and Heritage: Affordable Housing Advisory Committee

Tuesday March 10, 2026, 12:00pm

Present: Ryan Cooke- Chair, Anne Macrae-Townsend, Andrew Rose, Bill Campbell, Ahmed Ahmed

Also: Mike Ruus, Dir Int Growth, Digen Mavani, Planner 1, Mayor Philip Brown, Deputy Mayor Alanna Jankov, Jason Doucette, IO/AA

1.Call to Order

Chair Ryan called the meeting to order at 12:05 pm

2. Declaration of Conflicts

Chair Ryan asked if there were any conflicts. There were none.

3. Approval of Agenda

Moved by Anne and seconded by Ahmed that the agenda for Tuesday, March 10 be approved. CARRIED

4. Adoption of Minutes

Moved by Ahmed and seconded by Anne that the minutes of the last meeting held on Tuesday, July 15, 2025 as circulated, be approved. CARRIED

5. Business arising from Minutes

None

6. Discussions:

Review of Committee Terms of Reference. IT support not offered for advisory committees, therefore attend in person or send regrets. Interest expressed in being able to attend virtually, via Teams or other options. Deputy Mayor explained the service is not currently available, will check in to see whether that can be changed.

If Anne can not attend a meeting, either Ryan or Bill will take notes.

Still working with the old official plan and the city is waiting for official sign off from the province before getting into zoning and development.
A meeting is set with the Minister to get that official approval.
The committee will need to look at the zoning and development bylaw carefully. It will be available and public. A draft is available on the city website

Staff is working on where progress sits with eight different initiatives. The Committee will look at that. (Housing Accelerator Fund)

The Committee is encouraged to attend public sessions. Lists of sessions and upcoming events can be found at Charlottetownhall.ca Running a bit behind on target dates. There is also a facebook post with a list.

Discussion of Committee focus: Affordable housing, social housing, co-op housing. What can the city bylaws do to help address a shortage of affordable housing.

7. Introduction of New Business:

Beech St lots update: waiting for legal leg work to move forward.

Pre-approved housing would need enabling regulation. The work has been paused until provincial sign-off on official plan.

Ryan asked if there is an opportunity to share developments with other municipalities. Not really due to individual zoning rules, there is some current attempt to align regulations that is being worked on.

8. Adjournment of Meeting:

Moved by Ahmed and seconded by Bill. Meeting adjourned at 1:00 pm

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PLANNING & HERITAGE: COMMITTEE MINUTES **OPEN SESSION**
TUESDAY, APRIL 7, 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**	**Councillor Norman Beck**
	Mayor Philip Brown	**Councillor Julie McCabe**
Also:	**Brad MacConnell, CAO**	**Jessica Bradley, Senior Comms Officer**
	Michael Ruus, Director, Int. Growth	**Jason Doucette, IO/AA***
	David Gundrum, Mgr, Dev Planning	**Minute taker*
	Shane Jones, Mgr, Bld Inspections	
Regrets:	**Donna Miller-Ayton**	

1. **Call to Order**
   Chair Jankov called the meeting to order at 3:35 PM

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

3. **Approval of Agenda**
   Moved by Councillor McCabe and seconded by Councillor Beck that the agenda for Tuesday, April 7, be approved.

4. **Adoption of Minutes**
   Moved by Councillor McCabe and seconded by Councillor Beck that the minutes of the last meeting held on March 3, 2026, as circulated, be approved.

   CARRIED
   (3-0)

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

6. **Moved by Councillor McCabe and seconded by Councillor Beck to move into closed session as per the Municipal Government Act Section 119 (1) (e)**

   (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.

   - Housing Accelerator Fund Contract Update

7. **Business Arising From Closed Session**

Following the closed session discussion on the HAF Contract Update, Chair Jankov stated there would be follow-up in a closed session at the next Regular Meeting of Council on Tuesday, April 14, 2026

8. <u>Introduction of New Business</u>

There was no new business

9. Adjournment of Public Session

Moved by Councillor Beck and seconded by Councillor McCabe that the meeting be adjourned. The meeting was adjourned at 4:29 PM

CARRIED
(3-0)

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Deputy Mayor Alanna Jankov, Chair

DRAFT

Public Meeting of Council
Thursday, March 26, 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

Chair Phillip Brown Presiding

Council Members present:	Mayor Brown-Chair Councillor Norman Beck Deputy Mayor Alanna Jankov Councillor Justin Muttart Councillor Mitchell Tweel	Councillor Julie McCabe Councillor Trevor MacKinnon Councillor Kevin Ramsay Councillor John McAleer Councillor Robert Doiron*
Staff:	David Gundrum, Mgr, PD Laurel Palmer, Senior Planner, PIII Michael Fraser, PII	Jason Doucette, IO/AA**
Applicants/ Representatives:	Jason Doyle, PEI Housing Corp Robert Haggis, Sable Arc Studios Quentin Bevan, Weymouth Properties	
Also present:	Brad MacConnell, CAO Dave Essery, RM, Planning Board	
Regrets:	Councillor Terry Bernard	

*Participated via Teams
**Minute Taker

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

The deadline for submission of written comments is Friday, March 27th at 12:00pm Noon

1. **Call to Order**
   Mayor Brown 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 Deputy Mayor Jankov and seconded by Councillor Ramsay that the Agenda for the public meeting on March 26, 2026 be approved.

CARRIED (9-0)

4. Rezoning – 231 Brackley Point Road (PID# 623090)

Michael Fraser, Planner II

Request: This is a request to amend Appendix A – Future Land Use Map of the City of Charlottetown Official Plan from Institutional to Industrial; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone to facilitate the future development of commercial condo buildings on the subject property.

Property Information: Institutional (I) Zone
Staff Presenter: Michael Fraser, PII
Applicant: Breakwater Development Inc.
Reference: Public Meeting Package

Summary:

Staff stated that a rezoning application was submitted by Breakwater Development Inc. on behalf of the property owners for a property currently zoned Institutional (I) and developed with a place of worship.

It was also stated that the applicant is seeking to rezone the property to allow for a future commercial building, as commercial uses are not permitted in the Institutional zone under Section 22 of the Zoning & Development Bylaw.

Staff noted that properties to the north are zoned Business Park Industrial (M-3), and the proposed rezoning would align the subject property with surrounding land uses. The applicant advised that the rezoning is part of a broader redevelopment plan, which would include a future lot consolidation with the adjacent parcels to the north.

Comments:

Councillor Ramsay asked whether there were any specific plans for the subject properties at this time and whether that was an appropriate question to ask at the current stage.

Mr. Fraser responded that it was a reasonable question; however, the applicant is not yet at the design stage and has not determined what will be constructed, including access points or building

layout. He also advised that the development is intended to be consistent with the Business Park Industrial zone and would typically allow for retail-style plazas that support light industrial uses. While no access points or detailed design information are available at this time, the most likely form of development would be a plaza-style project with a mix of industrial and retail-type uses.

Councillor Tweel asked whether any conceptual designs had been provided and questioned why an industrial zoning designation was being requested if the development resembled a business plaza.

Staff also explained that the Business Park Industrial (M-3) zone is designed for a limited type of industrial development and excludes heavier industrial uses such as factories and large warehouses. The zone is intended for service-oriented and drive-up uses rather than large industrial parcels.

Staff further explained that conceptual designs are not required at the rezoning stage, as rezoning occurs earlier in the development process than detailed planning. Applicants often defer design work until zoning and related approvals, such as lot consolidation, are confirmed.

Staff advised that lot consolidation applications do not require public circulation or a public meeting; however, they do require approval by Planning Board and Council and would return for future consideration.

In response to further discussion, staff confirmed that the M-3 zone excludes heavier industrial uses and is limited to light industrial and related commercial uses.

The Deputy Mayor noted that although details are not confirmed, the applicant has indicated a long-term vision similar to existing light-industrial condominium-style developments along Brackley Point Road, which would be consistent with surrounding land uses if realized.

5. Rezoning – 68 Queen Street (PID# 336982)

Laurel Palmer, RPP, MCIP, Planner III (Senior Planner)

Request: This is a request to amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Downtown Main Street (DMS) Zone to the Downtown Mixed Use Neighbourhood (DMUN) Zone to facilitate the future development of a 7-storey multi-use residential and commercial building on the subject property in the 500 Lot Area. The proposed future development would also overlap with nearby parcels identified as PID#s 336974, 336966, 336909, 336917 and 1172915. The proposed development is also subject to applications for Design Review, Variance and future Lot Consolidation.

Property Information: Downtown Main Street (DMS) Zone
Staff Presenter: Laurel Palmer, RPP, MCIP, Senior Planner, PIII
Applicant: Sable Arc c/o Weymouth Properties
Reference: Public Meeting Package

Summary:

Staff stated that the application is a request to rezone lands located along King and Dorchester Streets, with a total land area of approximately 1,480 square metres.

Staff advised that the purpose of the rezoning request is to facilitate the construction of a proposed seven-storey mixed-use building on the subject property, consisting of commercial and multi-unit residential uses and that parking is proposed to be located on the first and second floors of the building.

Staff further noted that the application also involves requests for variances, lot consolidation, bonus height, and cash-in-lieu of parking.

Staff described the subject properties as being located within the Downtown 500-Lot Area and consisting of a group of lots bounded by Queen Street, Dorchester Street, and King Street. It was noted that the lands share an interior lot line with the Bishop's Palace.

Staff advised that development in the surrounding area includes a mix of commercial office buildings, single-detached dwellings, institutional uses, multi-unit apartment buildings, and commercial retail uses.

Staff also reviewed the requirements of the Zoning and Development Bylaw related to amendments and rezonings, noting that Section 3.10.3 requires Council to hold a public meeting to receive input from the public and the applicant prior to making a decision and confirmed that Council approved proceeding to public consultation by resolution on March 10, 2026.

Staff advised that, in accordance with the bylaw, notices of the public meeting were circulated on March 18, 2026 to 120 surrounding property owners within 100 metres of the subject property. Notice was also posted on site and published in The Guardian newspaper on March 14 and March 21, 2026.

Staff confirmed that, as of the date of the meeting, eleven written responses had been received, all in support of the rezoning request.

Staff then summarized the Design Review process, noting that the proponents submitted a design package including façade drawings, elevation drawings, and a proposed site plan.

Staff also advised that the Design Reviewer provided generally positive comments and support for the project, while raising concerns regarding stepback variance requests for the fifth, sixth, and seventh storeys along King and Dorchester Streets.

Staff advised that the Design Review Board did not agree with the Design Reviewer's comments related to the stepback variances but did support all other recommendations.

Staff noted that Council approved the design submission on March 2, 2026, subject to the applicant entering into a Development Agreement should the rezoning and variances be approved.

Staff outlined the requested variances applicable to the proposal, including a height variance to permit a seven-storey building, reduced stepbacks above the fourth storey and above the seventh storey on King and Dorchester Streets, a reduced interior yard stepback adjacent to the Bishop's Palace, reduced lot frontage and depth requirements to qualify for bonus height, and an increased maximum floor plate area.

Staff also identified a request for cash-in-lieu of approximately six parking spaces.

Staff advised that the applicant will be required to consolidate the subject parcels into one property to facilitate development of the building and further noted that approval of bonus height under the Zoning and Development Bylaw will be required, and that the applicant has identified a proposed public benefit consisting of a new activated alleyway that would provide space for public art murals, seasonal food vendors, and potential pedestrian access to commercial properties along Queen Street.

Staff advised that the public benefit component of the bonus height application would be deferred to Planning Committee for recommendation if the rezoning is approved.

Staff outlined the next steps in the process, advising that input received from the public meeting and written submissions would be compiled into a staff report for Planning Board consideration on April 7, 2026, and tentatively forwarded to Council for consideration on April 14, 2026.

Staff introduced the project architect and the property owner, noting that both were present at the meeting and available to answer questions, and advised that the architect would provide a brief presentation to Council.

Sable Arc Studios-Robert Haggis Presentation:

Summary:

Robert presented details of the proposed seven-storey mixed-use development. He advised that the project includes approximately 3,000 square feet of commercial space fronting Queen Street, along with residential units on multiple floors and additional commercial uses on the upper levels.

The architect explained that the building form was intentionally designed to maintain compatibility with the existing streetscape. The portion of the building facing Queen Street is similar in height to adjacent buildings, while the structure steps up toward the rear and east side of the site to reach the full seven storeys.

His presentation highlighted two-metre stepbacks along King Street, Dorchester Street, and the side adjacent to St. Dunstan's University. Rooftop deck areas were identified, and an activated alleyway running between the buildings was illustrated as part of the site design.

The architect reviewed the floor layout, noting that the first level contains parking with approximately 20 stalls and ground-floor commercial space facing Queen Street and additional parking is provided on the second level with access from Dorchester Street.

Residential units occupy the mid-levels of the building, while the top floors are dedicated to commercial use.

Elevation drawings were presented to illustrate the proposed appearance of the building and the architect noted that portions of the exterior were reduced in height to better address adjacent properties and that care was taken to ensure the building height does not obstruct views of the Basilica or exceed the ridge height of nearby rooflines.

Various building elevations were shown, including views from King Street, Dorchester Street, and toward the St. Dunstan's University property. Entrances for both the residential and commercial components of the building were identified.

With respect to materials, the architect stated that brick would be used extensively to reflect the character of downtown Charlottetown. Metal panel cladding in grey and light-grey tones, including faux wood accents, was also proposed, with a predominantly glass curtain wall treatment at the uppermost level.

It was explained that the material selections transition from heavier materials at the lower levels to lighter materials toward the top of the building in order to reduce the perceived mass of the structure.

Perspective renderings were shared showing views along Queen Street toward the waterfront, illustrating that the taller portions of the building are largely set back and not prominent from street level. Additional views demonstrated how the building would appear under different lighting conditions.

He also described the concept for the activated alleyway, noting that it is intended to function as a public amenity with space for public art, potential food vendors, and pedestrian connections between Queen, Dorchester, and King Streets. The alleyway was also described as a design feature that would contribute to site safety and activity.

The presentation concluded with images of the building's rear, where a green wall feature is proposed to provide visual interest and break up the brick façade.

Comments:

Steve Dunn addressed Council and advised that he was one of the eleven individuals who submitted written correspondence in support of the application. He stated that he is a downtown property owner with interests on Sydney Street, Water Street, and Queen Street, including the Gahan House property. Mr. Dunn expressed strong support for the proposed development at 68 Queen Street, noting that he has observed downtown development over the past twenty years and believes the project represents a very positive investment for the City. He stated that this type of mixed-use development supports a vibrant and economically resilient downtown. Mr. Dunn commended the architect and development team for a thoughtful design that respects the existing streetscape and indicated that projects of this size and complexity require vision, particularly in the current high-cost construction environment. He encouraged Council to support the requested rezoning and thanked the property owners and development team for advancing the project.

Charles spoke on behalf of Mr. Wilson Joe an owner of a nearby property. Mr. Charles advised that Mr. Joe supports the proposed development and believes it will contribute positively to responsible growth and development in downtown Charlottetown.

Reg McCarville, representing St. Dunstan's Basilica, addressed Council and inquired about the relative height of the proposed building compared to the Basilica steeples, noting that the renderings appeared distorted. In response, the project architect, Mr. Robert Haggis, confirmed that the images were to scale and advised that the proposed building height would be approximately 84 feet and would remain below the ridge height of the Basilica, whose steeples exceed that height.

Andrea Battison addressed Council remotely via Teams and thanked Council for the opportunity to comment. She expressed support for the activation of the alleyway and for incorporating art, culture, and unique commercial spaces, noting that these elements align with objectives of the new Official Plan. Andrea suggested that the Dorchester Street entrance could be more strongly emphasized to draw people into the site and stated that the corner treatment at Queen and Dorchester Streets is generally consistent with the 500-Lot Development Standards.

Ms. Battison also raised several concerns. She stated that she supported the recommendations of the external Design Reviewer regarding reducing upper-level massing and incorporating additional stepbacks at the seventh storey, and expressed concern that these recommendations were not supported by the Design Review Board or Council.

She stated that amending zoning and massing provisions so soon after adoption of the new Official Plan undermines the extensive planning work undertaken for the 500-Lot Area and creates a precedent and identified concerns regarding the appearance and safety of parking garage entrances, the treatment of parking façades, potential impacts on views of church spires, and the extent to which above-grade parking was driving the requested variances. She encouraged Council to explore alternative parking solutions, including off-site, shared, underground, or non-traditional parking arrangements, and cautioned that blank parking façades negatively impact the pedestrian realm.

Mr. Quentin Bevan on behalf of the applicant, thanked Andrea for her comments and noted that several design changes were made as a direct result of her feedback. He stated that the alleyway was originally designed as a dead-end and was revised to provide through-access from Dorchester Street to King Street based on her suggestions.

Robert Haggis, project architect, addressed the concerns raised. He stated that the design team began the project by working within the Zoning and Development Bylaw requirements and that variances were requested only where necessary to maintain project viability. Mr. Haggis advised that the difference between a two-metre and three-metre stepback at the upper floors would have minimal visual impact. He explained that parking garage doors are proposed to be flush with the brick façade and that safety measures, such as cameras and interior monitoring, could be implemented. He also referenced the proposed green wall treatment along the rear elevation as a means of breaking up the façade and animating the space.

During Council discussion, the Deputy Mayor clarified that variances and site-specific planning approvals are reviewed on an individual basis and are not precedent-setting, noting that each

application is evaluated on its own merits. Planning staff further confirmed that a common-law precedent approach is not applied in planning decisions or appeals.

Further discussion clarified that the development would meet approximately 86 percent of the required parking on site, with a request for cash-in-lieu for six spaces. It was also confirmed that residential and commercial uses have separate entrances and circulation, with residential access from King Street and commercial access from Dorchester Street, each served by its own elevator system.

Councillor Tweel and other members of Council spoke in support of the proposal, noting the scale, complexity, and economic significance of the project. Council members acknowledged the current challenges associated with construction costs and stated that the proposed development represents a major investment and long-term benefit to downtown Charlottetown. Council thanked the developer, architect, and staff for their collaboration and engagement throughout the process.

Staff advised that the public comment period would remain open until noon the following day, after which staff would review all submissions and prepare a report for Planning Board consideration. The application is expected to return to Council for final consideration at a regular Council meeting in April.

6. Site-Specific Amendment – 147 Hillsborough Street (PID# 342907)

David Gundrum, RPP, MCIP, Manager of Development Planning

Request: This is a request to amend Appendix C – Approved Site-Specific Exemptions of the City of Charlottetown Zoning and Development Bylaw to allow for a transitional housing facility as an additional permitted use on the subject property that is not otherwise permitted in the Downtown Mixed Use Neighbourhood (DMUN) Zone. The proposed transitional housing facility would have capacity to accommodate eleven (11) individual residents on-site with staff supervision.

Property Information: Downtown Mixed Use Neighbourhood (DMUN) Zone
Staff Presenter: David Gundrum, RPP, MCIP, Manager Planning Development
Applicant: Jason Doyle c/o Prince Edward Island Housing Corporation
Reference: Public Meeting Package

Summary:

Staff said that the final application for the evening's public meeting was a site-specific zoning amendment request for the property located at 147 Hillsborough Street (PID 342907).

Staff explained that the request is for a site-specific amendment to the existing Downtown Mixed-Use Neighbourhood (DMUN) zoning to permit the development of a transitional housing facility within an existing three-storey building. The proposed transitional housing facility would provide accommodation for eleven individuals (eleven beds).

Staff advised that the interior of the existing three-storey structure would be renovated under a future Building Permit to accommodate the proposed use should the site-specific amendment be approved. Staff noted that the application has been submitted by the Prince Edward Island Housing Corporation.

Staff identified the subject property on the air photo displayed and advised that the lot is currently developed with a three-storey residential structure and is located within the DMUN zone. The subject property is a corner lot bounded by Hillsborough Street to the east and Clark Street to the south.

Staff explained that the purpose of the site-specific amendment is to facilitate the renovation and redevelopment of the interior of the existing building to operate as a transitional housing facility with eleven beds and supervisory staff. Staff noted that a transitional housing facility is not a permitted use within the existing DMUN zone.

Staff referenced Section 3.10.3 of the Zoning and Development Bylaw, which requires Council to hold a public meeting to receive the views and opinions of the public and the applicant prior to amending the bylaw or rezoning any parcel of land. Staff further advised that Council approved proceeding to public consultation by resolution on March 10, 2026.

Staff advised that, in accordance with the Zoning and Development Bylaw, notice of the public meeting was circulated on March 18, 2026, to sixty-seven surrounding property owners within 100 metres (328 feet) of the subject property. The notice advised recipients of the public meeting being held on March 26, 2026, and requested comments and feedback regarding the proposed site-specific zoning amendment for 147 Hillsborough Street.

Staff reported that, as of the date of the meeting, one written response had been received in opposition to the proposed site-specific amendment and that this correspondence was circulated to Council in advance of the meeting.

Staff further advised that on-site posting of the property occurred on March 18, 2026, and that public notices were published in The Guardian newspaper on March 14 and March 21, 2026.

Staff outlined the next steps in the process, advising that following the public meeting, staff will prepare a recommendation for consideration by Planning Board on April 7, 2026, followed by consideration of a resolution by Council at its regular meeting scheduled for April 14, 2026.

Staff concluded by advising that representatives of the Prince Edward Island Housing Corporation were in attendance to speak to their application and returned the matter to the Chair for further discussion.

Comments:

Sharon Dalrymple, Charlottetown, addressed Council regarding the proposed site-specific zoning amendment at 147 Hillsborough Street for transitional housing and advised that she and her husband, Mr. Doug, have lived at 218 Kent Street since 1981 and that she has operated the Duchess of Kent Inn for over forty years.

She noted that guest parking for the bed and breakfast is located at 27 Clark Street, less than 30 feet from the rear of the subject property.

She also expressed strong opposition to the rezoning, citing concerns related to personal safety and security for her guests, their vehicles, and her property, as well as increased stress. She raised concerns about the potential increase in people congregating along Clark Street and Hillsborough Street due to the lack of outdoor amenity space at the proposed facility and she described the surrounding area as a diverse mixed-use neighbourhood and stated that approval could negatively impact the safe use of King Square.

She also stated that while she and her husband have supported other nearby developments when concerns were addressed, they do not support this proposal. She expressed concern that approval could jeopardize her livelihood, tourism business reputation, and property value, particularly through negative guest perceptions and social-media commentary and advised that she and her husband are strongly opposed to the rezoning and that a detailed written submission would be provided to Planning Staff.

Mr. Jason Doyle, Prince Edward Island Housing Corporation, responded by acknowledging the concerns raised. He advised that the proposed facility would be operated by a qualified non-profit organization, staffed 24 hours per day, and supported by participation agreements, case management, and programming. He stated that the ultimate objective of the project is to provide safe transitional housing and support individuals experiencing homelessness to move toward more independent living.

Mr. Doyle advised that PEI Housing would issue a request for proposals to select an experienced non-profit operator and that accountability, incident reporting, and safety requirements would be embedded in the operating agreement. He noted that security measures such as exterior cameras and on-site staff monitoring would be considered to address neighbourhood concerns.

The Deputy Mayor asked whether there was any green space on the subject property. Staff confirmed that the site has no existing green space and has historically been fully built out.

It was asked whether programming would be provided on site. Mr. Doyle responded that the non-profit operator would provide both housing management and case-management services and connect residents to additional mental-health, addictions, and social supports as required.

Councillor Ramsay asked why the downtown area was selected for the facility. Mr. Doyle responded that proximity to services, existing ownership of the building, and the transitional nature of the model made the site suitable. He advised that residents typically stay for approximately 12 to 18 months before transitioning to independent housing.

Andrea Battison, Charlottetown, addressed Council remotely via Teams. She acknowledged the need for transitional housing but opposed the proposal, citing concerns about the loss of existing rental units, net housing gain, spot zoning, and consistency with existing zoning policy. Ms. Battison questioned whether tenants had been displaced and asked how transitional housing would be addressed under the future Zoning and Development Bylaw and planning Staff clarified that the application is a site-specific zoning amendment under the current bylaw

and advised that other referenced projects on Weymouth Street and Richmond Street are permanent supportive housing and not transitional housing.

Councillors raised questions regarding security requirements, behavioural expectations, accountability of non-profit operators, and existing transitional-housing models in Charlottetown. Mr. Doyle advised that PEI Housing maintains oversight through formal funding agreements, safety plans, and ongoing monitoring of operators.

Doug Dalrymple addressed Council, reiterating concerns regarding exterior security, long-term accountability, and potential impacts on their tourism business and retirement. He questioned whether PEI Housing was aware of the adjacent bed and breakfast at the time the property was acquired and suggested that the building be used as subsidized housing rather than transitional housing.

Mr. Doyle responded that the building has been vacant for two to three years and requires significant repairs. He stated that the property was not originally acquired for transitional housing but was later identified as a suitable opportunity. He noted that a comparable transitional housing facility operates near a tourism property with limited issues and committed to providing ongoing communication and designated points of contact if the project proceeds.

Councillors McCabe and Tweel commented on the broader need for supportive and transitional housing, acknowledging the concerns raised by residents while emphasizing the importance of addressing homelessness in a structured and accountable manner. Council members stressed the need for consistency, oversight, and continued engagement with neighbouring property owners.

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, APRIL 7, 2026, 4:30 PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Mayor Phillip Brown***	**Dave Essery, RM**
	Deputy Mayor Jankov, Chair	**Bobby Kenny, RM**
	Councillor Norman Beck	**Lea MacDonald, RM**
	Councillor Julie McCabe	**Jacqui Scaman, RM**
Also:	**Brad MacConnell, CAO**	**Sonia Kamal, PII**
	Mike Ruus, Director, Int. Growth	**Michael Fraser, PII**
	David Gundrum, Mgr, PH	**Stephanie MacDonald, PI**
	Laurel Palmer, PIII, Senior Planner	**Jason Doucette, IO/AA****
		***minute taker*

Regrets: **Paul Connolly, RM**
Satyajit Sen, RM

1. **Call to Order**
   Chair called the meeting to order at 4:42 PM

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

3. **Approval of Agenda**
   Moved by Jacqui Scaman and seconded by Bobby Kenny that the order of the agenda for Tuesday, April 7, be approved.

   CARRIED

4. **Adoption of Minutes**
   Moved by Dave Essery and seconded by Councillor McCabe that the minutes of the Planning Board meeting held on Tuesday, March 3, 2026, as circulated, be approved.

   CARRIED

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

6. **Reports:**

1. 191 Cumberland Street (PID# 346718)

Stephanie MacDonald, Planner I

Property Information: Downtown Neighbourgood (DN) Zone
Staff Presenter: Stephanie MacDonald, Planner I
Applicant: Blaine Gauthier c/o Shad Wei Zhang
Reference: Planning Board Meeting Package

Request:

This is a request for Major Variance to allow for allow for an addition (covered exterior basement entry) to project into the rear yard setback by 4.03 m (13.22 ft) and for the eaves to project into the rear yard setback by 5.4 m (17.72 ft) for an existing single-detached dwelling in the Downtown Neighbourhood (DN) Zone.

Summary:

Stephanie presented a Major Variance request for the property at 191 Cumberland Street (PID #346718), seeking approval for a proposed addition to project into the rear yard setback. The proposal involves a covered exterior basement entrance projecting 4.03 metres (13.22 feet) into the rear yard setback, as well as eaves projecting 5.4 metres (17.72 feet). The subject property is an interior lot located within the Downtown Neighbourhood (DN) Zone, developed with a single-detached dwelling and surrounded by a mix of commercial, residential, and industrial uses. In accordance with Section 3.9 of the Zoning & Development Bylaw, notice of the Planning Board meeting was circulated on March 13, 2026, to 82 surrounding property owners within 100 metres of the site, and one objection was received. Stephanie stated that while the objection raised concerns related to emergency access, privacy, shadowing, and proximity to neighbouring parcels, these matters were reviewed and it was determined that the planning-related impacts would be minimal. The planning analysis identified limited to no impacts on surrounding properties, noted that the neighbouring parcel most affected is a parking lot, and confirmed that Fire Services had no concerns despite limited space between the façade and the rear property line. As the proposal does not comply with the current Zoning & Development Bylaw, a Major Variance is required, and the recommendation is that Council approve the requested variance.

Discussion:

Councillor Beck asked for the purpose of the proposed covered basement entrance, noting that the requested encroachment represents a significant reduction of the required rear yard setback. He asked why the addition was necessary and whether it was related to basement development.

Planner Stephanie explained that the application is limited to a covered exterior basement entrance only, with the cover required to meet building code requirements. She confirmed that no proposal related to basement use is included in the current application and emphasized that any future renovation, change of use, or development would require separate permits and approvals.

Stephanie outlined the planning rationale for supporting the variance, noting that staff considered privacy, shadowing, emergency access, and surrounding land uses. Fire Services were consulted and identified no concerns. She explained that the stairs descend into the ground, limiting impacts, and that the most affected neighbouring property is a parking lot, resulting in minimal planning impacts.

Wendy Paynter, a neighbouring resident raised concerns regarding drainage, soil conditions, and foundation stability, questioning the recommendation to approve a major variance.

Stephanie responded that drainage and structural matters are addressed during the building permit phase, including review of stamped engineering drawings, and that approval of the variance does not authorize construction beyond what was submitted.

Councillor McCabe and staff clarified that responsibility for construction compliance rests with the engineer of record once plans are approved and stamped. The City does not monitor construction beyond standard inspections, and any drainage disputes would be civil matters rather than enforcement issues related to the variance.

Blaine Gauthier, the applicant, explained that the home's foundation is deteriorating and that interior basement access is poor due to steep stairs. The exterior entrance was described as necessary for safe access and future repairs.

MOTION:

Moved by Lea Macdonald and seconded by Jacqui Scaman that Planning Board recommend that Council approve the proposed Major Variance for the subject property addressed as 191 Cumberland Street (PID# 346718) to allow for:

1. **An addition (covered exterior basement entry) to project into the rear yard setback by 4.03 m (13.22 ft); and**

2. **Eaves to project into the rear yard setback by 5.4 m (17.72 ft)**

CARRIED
(7-0)

2. **28 Lewis Point Road (PID# 586800)**
   Stephanie MacDonald, Planner I

Property Information: Single Detached Residential (R-1L)
Staff Presenter: Stephanie MacDonald, Planner I
Applicant: Stuart Wright
Reference: Planning Board Meeting Package

Request:

This is a request for Major Variance to allow for a Garden Suite to exceed the maximum height by 2.34 m (7.69 ft). whereas a Garden Suite is capped at a maximum building height of 4.6 metres (15.1 feet) as per Section 5.7 of the Zoning & Development Bylaw.

Summary:

Planner Stephanie presented a Major Variance request for the property located at 28 Lewis Point Road (PID #586800), seeking approval for an over-height accessory building intended to accommodate a future garden suite. The variance is required to allow the proposed structure to exceed the maximum permitted height of 4.6 metres (15.1 feet) by 2.34 metres (7.69 feet).

Stephanie explained that the subject property is a corner lot located within the Single Detached Residential (R-1L) Zone and currently contains a single-detached dwelling. Surrounding properties are also primarily zoned (R-1L), with land zoned Open Space (OS) and owned by the City abutting the rear of the subject property.

The proposal consists of an accessory building designed as a garage that can accommodate a future garden suite above and Stephanie noted that the requested height variance is necessary to achieve the design and functionality of the garden suite while remaining appropriate to the size and context of the lot.

Stephanie also stated that in accordance with Section 3.9 of the Zoning & Development Bylaw, notice of the Planning Board meeting was circulated on March 13, 2026 to 34 surrounding property owners within 100 metres of the subject property. No objections were received.

Planner Stephanie also advised that the analysis identified positive factors including adequate lot space and limited to no impact on surrounding properties. The sole shortcoming identified was non-compliance with the Zoning & Development Bylaw, requiring a Major Variance.

Discussion:

Chair Jankov questioned whether the property already contained two accessory buildings and whether one would need to be removed, noting limits on the number of buildings permitted on a residential lot. Planner Stephanie responded that, based on the submitted site plan, there is a small shed on the property in addition to the dwelling and that she was not aware of any additional structures beyond what was shown on the plans.

Councillor Beck asked for clarification on the location of the proposed garage and garden suite in relation to the existing house. Stephanie explained that the accessory building would be located entirely behind the house in the rear yard, near the treed area shown on the plans, and would not be positioned on the side of or in front of the dwelling.

MOTION:

Moved by Councillor McCabe and seconded by Lea MacDonald that Planning Board recommend that Council approve the proposed Major Variance for the subject property addressed as 28 Lewis Point Road (PID# 586800) to allow for a proposed Accessory Building (Garden Suite) to exceed the maximum height by 2.34 m (7.69 ft).

CARRIED
(7-0)

b) Rezonings & Site Specific Amendments

1. 68 Queen Street (PID# 336982)

Laurel Palmer, Planner III

Property Information: Downtown Main Street (DMS) Zone
Staff Presenter: Laurel Palmer, Planner III
Applicant: Weymouth Properties
Reference: Planning Board Meeting Package

Request:

This is 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. The proposed future development would also overlap with nearby parcels identified as PID#s 336974, 336966, 336909, 336917 and 1172915. The proposed development is also subject to applications for Design Review, Major Variance and Lot Consolidation.

Summary:

Senior Planner Laurel Palmer presented an application to rezone multiple properties located along King and Dorchester Streets. The request proposes rezoning the subject lands from the Downtown Mixed-Use Neighbourhood Zone to the Downtown Main Street Zone and amending Appendix A of the Official Plan map.

The purpose of the rezoning is to enable the development of a seven-storey mixed-use building containing commercial space and multi-unit residential use, with parking located on the first and second floors. The application also includes requests for variances, lot consolidation, bonus height, and cash-in-lieu of parking.

Staff advised that the lands are situated within the Downtown 500 Lot Area, bounded by Queen, King, and Dorchester Streets, and share an interior lot line with Bishop's Palace. One parcel fronting Queen Street is already zoned Downtown Main Street, while the remaining parcels are zoned Downtown Mixed-Use Neighbourhood. The surrounding area contains a mix of uses including commercial, institutional, residential, and retail buildings.

Council authorized the application to proceed to public consultation by resolution on March 10, 2026, and a public meeting was held on March 26, 2026. Notice was circulated to 120 surrounding property owners within 100 metres of the site, on-site signage was posted, and advertisements were published in The Guardian. Planning staff received 18 submissions in total, the majority of which were supportive, with several identifying concerns, and one submission in opposition.

Concerns raised through public consultation included the extent of requested stepback reductions, overall building height and massing, potential impacts on views toward the cathedral spires, safety

related to parking access and egress, and suggestions for alternative parking approaches in the downtown core.

Staff explained that the proposal underwent the design review process and generally received positive feedback. While concerns were raised by the design reviewer regarding stepbacks on the upper storeys along King and Dorchester Streets, the Design Review Board did not agree with those comments and supported the remaining recommendations. Council approved the design submission on March 2, 2026, subject to the applicant entering into a development agreement if the rezoning and variances are approved.

The bonus height request was approved through the design review process, subject to confirmation of public benefits. The applicant proposed an activated alleyway as the public benefit, intended to improve pedestrian connectivity and support public art and seasonal activity. Staff noted that the proposed public benefit will be reviewed by the Planning Committee and that alternative options or a height variance would be required if the benefit is not supported.

Staff outlined that several variances are required, including reduced stepbacks on upper storeys, reduced interior yard setbacks adjacent to Bishop's Palace, increased allowable floor plate area, reduced frontage requirements for bonus height eligibility, cash-in-lieu of parking for six spaces, and consolidation of the subject properties to allow appropriate building placement.

In conclusion, planning staff advised that the proposal is supported by relevant Official Plan policies related to downtown vitality, housing supply, and development within the 500 Lot Area.

Staff indicated that the project would contribute additional housing, support economic activity, and enhance vibrancy in the downtown core, and therefore recommended approval of the rezoning and Official Plan amendment, the requested variances, cash-in-lieu of parking, and lot consolidation to facilitate the proposed development at 68 Queen Street.

Discussion:

Resident member Bobby Kenny asked for clarification regarding the cash-in-lieu of parking and inquired about the cost per parking space. Staff responded that the exact amount would need to be confirmed through the City's fee schedule but advised that it is approximately five to six thousand dollars per space.

Resident member Bobby Kenny expressed concern about parking availability downtown, and staff noted that the project provides a substantial amount of on-site parking and is deficient by only six spaces, which prompted the cash-in-lieu request.

His Worship asked the applicant to confirm whether redevelopment would occur solely at the corner of Queen and Dorchester Streets. The applicant, Robert Haggis confirmed that the former Allied building at the corner has been removed and that the remaining buildings extending south have already been renovated and will remain. His Worship thanked the applicant, design team, and planning staff for advancing the project through the review process.

Councillor Beck questioned the applicant regarding pedestrian safety and vehicle access associated with the parking garages, particularly given increased downtown activity and the proposed public alleyway. The applicant explained that safety measures include either convex mirrors or a CCTV camera system with visual displays, with the project leaning toward the CCTV option. The applicant further stated that the garage doors are set back to improve visibility and

that additional warning measures, such as flashing lights or audible alerts, could be incorporated if required.

Further clarification was provided on parking circulation within the building. The applicant explained that residential parking is accessed from King Street at grade, while commercial parking is accessed from Dorchester Street via a slight ramp due to existing grade changes. Residential users would access parking from King Street, while commercial vehicles would enter and exit from Dorchester Street.

Councillor Beck also raised broader questions regarding long-term downtown parking solutions, including underground or shared facilities. Staff advised that such initiatives fall outside the scope of the current application and would involve multiple municipal departments, including planning, public works, utilities, and sustainability, and are addressed through broader City strategies.

Board members discussed the proposed activated alleyway as a public benefit related to the bonus height request.

Resident member Jacqui Scaman asked how the alleyway concept was developed and how its suitability is assessed. Staff explained that while the bonus height and building design were approved through design review, the public benefit component must be reviewed separately by the Planning Committee based on criteria in the Zoning and Development Bylaw.

The applicant explained that the alleyway concept evolved through design discussions and public feedback and that extending the corridor through to Dorchester Street created opportunities for pedestrian connectivity, public art, seasonal activity, and access to existing and proposed commercial spaces fronting Queen Street.

MOTION:

Moved Mayor Brown and seconded by Councillor McCabe that Planning Board recommend to Council for the request to amend Appendix "A" the Future Land Use Map of the City of Charlottetown from Downtown Mixed-Use Neighbourhood to Downtown Main Street 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).

And further to approve the following:

A lot consolidation of PID#'s 336982, 336974, 336909, 336917, 336966 and 1172915 subject to a final pinned survey plan.

- Payment of cash-in-lieu of parking for 6 parking spaces and;

- Approval of the following Variances:

- Stepback 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.

- Stepback 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 the Bylaw requires a minimum 10m (32.8ft) interior Yard Setback. A 2m (6.5ft.) stepback is proposed. Therefore, an 8 meter variance is required.

- Frontage or lot width requirement for bonus height on Queen St. The Bylaw requires 41 m (135 ft) and minimum Lot Depth of 36m (118ft) for Buildings taller than 21.3m (69.9 ft). The proposed lot frontage is 13 meters (42.6feet). Therefore, a 28 meter (91.8ft.) variance is required for frontage.

- Increase to the allowable floor plate from 750 m2 (8, 072 sq ft.) to 1,096 m2 (11,797 sq ft.) Therefore, a variance of 346 m2 (3,724.3 sq ft.) is required.

CARRIED
(7-0)

2. **147 Hillsborough Street (PID# 342907)**
   David Gundrum, Manager of Development Planning

Property Information: Downtown Mixed-Use Neighbourhood (DMUN)
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: PEI Housing Corporation
Reference: Planning Board Meeting Package

Request:

This is 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:

Manager David Gundrum presented a site-specific zoning amendment request for the property located at 147 Hillsborough Street (PID #342907), which is currently zoned Downtown Mixed-Use Neighbourhood (DMUN). The application, submitted by PEI Housing Corporation, seeks to permit the development of a transitional housing facility within the existing three-storey residential building. The proposed use would accommodate 11 individuals on site, with interior renovations to be completed through a future building permit. Transitional housing is not currently a permitted use within the DMUN Zone, and therefore a site-specific amendment is required.

Staff explained that the subject property is a corner lot developed with an existing three-storey residential structure and is bounded by Hillsborough Street to the east and Clarke Street to the south. The proposed amendment would facilitate internal redevelopment only, with no changes proposed to the building's exterior massing or footprint.

Manager David stated that in accordance with Section 3.10.3 of the Zoning and Development Bylaw, Council authorized the application to proceed to public consultation by resolution on March 10, 2026. Notice of the public meeting was circulated on March 18, 2026, to 67 surrounding property owners within 100 metres of the subject property, advising them of the public meeting held on March 26, 2026. On-site signage was posted and notice was published in The Guardian on March 14 and March 21, 2026.

Staff also advised that five written submissions were received during the circulation period, all in opposition. Concerns raised at the public meeting included neighbourhood safety and security, potential loitering associated with the proposed use, lack of outdoor amenity space, potential impacts on nearby property values, neighbourhood perception, and the loss of existing rental units.

As part of the planning evaluation, staff referenced the new Official Plan policies related to housing, particularly Section 4.5.1, which emphasizes the need to provide housing options across the full housing spectrum and to enable transitional and supportive housing in locations close to transit, mixed-use areas, and the downtown. Transitional housing is defined in the Official Plan as housing that bridges the gap between homelessness and permanent housing while providing supports that foster self-reliance and stability.

Staff noted that the subject property is located approximately a five-minute walk from the City's primary transit interchange, providing access to the full transit network. Safety concerns were addressed through confirmation that the proposed facility would have 24-hour on-site supervision, exterior lighting, and security monitoring, with screening criteria applied by PEI Housing Corporation to support a harmonious and successful operation. Staff advised that potential impacts on property values are outside the scope of land-use compatibility analysis and cannot be considered.

In conclusion, planning staff advised that while the proposed use is not otherwise permitted within the DMUN Zone, it aligns with multiple objectives of the new Official Plan by addressing gaps in the housing continuum and supporting individuals transitioning out of homelessness. The proposal was found to be consistent with the intent of the Official Plan given the site's location within a mixed-use area near downtown and transit infrastructure.

Accordingly, the Planning and Heritage Department recommended that the Planning Board recommend to Council approval of the request for a site-specific amendment to the DMUN zoning for 147 Hillsborough Street to permit a transitional housing facility with 11 beds within the existing three-storey building.

Discussion:

Councillor McCabe acknowledged the importance of transitional housing as part of the housing continuum, while stressing the need to be responsive to concerns raised by neighbouring residents. She referenced the public meeting discussion regarding safety, accountability, and reassurance for nearby seniors and businesses, and emphasized that the Province, as the property

owner, must remain accountable for ensuring the use does not negatively impact the surrounding community.

Councillor McCabe also suggested that additional measures and expectations could be incorporated through a development agreement accompanying the site-specific zoning amendment.

Staff advised that, should the Board wish to include conditions, direction would be required regarding what a development agreement should address.

Councillor McCabe outlined considerations such as security cameras, expectations regarding loitering and nuisance behaviour, staffing levels, conflict management procedures, emergency response coordination, and clear accountability protocols. She indicated a preference to defer the application to allow these matters to be clearly defined rather than relying on informal commitments.

Councillor Beck echoed the concerns expressed by residents and nearby establishments during the public meeting, noting the emotional and legitimate nature of the feedback received. While expressing support for the objectives of the project and confidence in the applicant's intentions, he emphasized the importance of further dialogue with affected neighbours to identify practical mitigation measures. He supported proceeding in principle while ensuring that remaining issues are addressed through additional consultation and a development agreement.

Manager David Gundrum clarified that the Planning Board may recommend approval subject to conditions and that a development agreement can be broad in scope, with details negotiated between the City and the applicant following Board direction and it was noted that the applicant would be required to have an executed development agreement in place prior to securing a building permit for interior renovations.

Discussion also addressed the feasibility of returning the matter to the Board following further consultation. Staff advised that, subject to coordination between staff and the applicant, the application could reasonably return for consideration at the next Planning Board meeting.

Further comments were provided by Board members regarding the broader housing continuum, the concentration of supportive and transitional housing within the downtown, and the application of new Official Plan policies. While perspectives varied, there was general agreement that additional clarification and engagement would be beneficial before reaching a final decision.

A motion to defer the application was moved and the deferral directs staff to work with the applicant to develop criteria and details for a development agreement addressing safety, accountability, and neighbourhood concerns raised through public input.

MOTION:

Moved by Councillor McCabe and seconded by Lea MacDonald that Planning Board recommend that Council defer decision on the request for site-specific amendment for 147 Hillsborough Street (PID# 342907) concerning proposed establishment of a transitional housing facility (11 beds) on the subject property pending the confirmation of criteria and details for a future Development Agreement to be entered

into with the applicants and property owners (PEI Housing Corporation) regarding the proposed development of the transitional housing facility.

CARRIED
(7-0)

3. 231 Brackley Point Road (PID# 623090)

Michael Fraser, Planner II

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

Request:

This is a request to rezone the subject property from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone and to change the land-use designation in the Official Plan from Institutional to Workscapes in order to allow for the development of commercial condo buildings on the subject property that would involve future lot consolidation with neighbouring and abutting parcels identified as 235 Brackley Point Road (PID# 885269), 241 Brackley Point Road (PID# 437616) and unaddressed parcel identified as PID# 523073.

Summary:

Planner Michael presented a request for a rezoning and Official Plan amendment for the property located at 231 Brackley Point Road (PID #623090). The application seeks to change the Official Plan land-use designation from Institutional to Workscapes and to rezone the subject property from Institutional (I) to Business Park Industrial (M-3). Staff noted that the Workscapes designation replaces the former Industrial designation in the new Official Plan as of March 13, 2026, and that the application is intended to support future business park industrial development on the site.

Staff explained that the subject property is currently developed with a place of worship and that the existing Institutional designation and zoning are uncommon for the surrounding area. Lands to the south are zoned Single-Detached Residential (R-1L), lands to the west are zoned Light Industrial (M-1), lands across Brackley Point Road are within the Airport (A) zone, and lands to the north are already zoned Business Park Industrial (M-3), consistent with what is being proposed through this application.

Planner Michael stated that the property was described as being strategically located near major transportation and logistics infrastructure, including industrial and commercial airport lands directly across the roadway, the Charlottetown Airport entrance within approximately 0.9 kilometres, and the intersection of Brackley Point Road and the Trans-Canada Highway within

approximately 300 metres. Staff noted that Brackley Point Road provides direct access to surrounding industrial areas and to Route 2 via Sherwood Road.

Staff advised that the application has been submitted to support future coordinated Business Park Industrial development on this site together with adjacent lands to the north. It was noted that additional parcels may be included as part of a future development, and that a lot consolidation application would be required if the rezoning is approved. Any future development would be subject to building permit review and compliance with applicable provincial and federal regulations.

As part of the planning evaluation, staff referenced the new Official Plan, which contains significant support for Workscapes land uses. Sections 3.2.7 and 4.6.1 of the Official Plan direct the City to establish and protect lands for light industrial, manufacturing, warehousing, and logistics-oriented uses, particularly in proximity to the Trans-Canada Highway, airport infrastructure, and other employment lands. The policies also encourage buffering employment uses from residential neighbourhoods and clustering Workscapes uses in appropriate locations.

Staff advised that the proposed rezoning and Official Plan amendment are consistent with these policy directions, given the surrounding industrial context and proximity to transportation infrastructure. The Business Park Industrial (M-3) zoning was identified as providing an appropriate transition between existing residential uses to the south and heavier industrial or airport-related uses nearby.

Planner Michael also stated that in accordance with Section 3.10 of the Zoning and Development Bylaw, notice of the public meeting was circulated on March 18, 2026, to 32 surrounding property owners within 100 metres of the site, advising them of the public meeting held on March 26, 2026, and requesting comments on the application. Staff confirmed that no written submissions were received and that no members of the public spoke in relation to the application at the public meeting.

Discussion:

Resident member Dave Essery asked whether the subject property at 231 Brackley Point Road was currently listed for sale and noted that the real estate listing referenced potential uses such as businesses or campgrounds. Staff advised that the property is not currently zoned to permit those uses and confirmed that campgrounds are not permitted within the existing Institutional zoning. It was clarified that the parcel is limited to institutional uses at this time and that the listing language reflects speculative future potential rather than current permissions.

Member Dave further questioned whether the rezoning application was being pursued to facilitate the sale of the property and Planner Michael confirmed that the application is being made on behalf of a prospective purchaser and that the purchase is contingent upon approval of the requested rezoning and Official Plan amendment.

With no further questions from the Board, the Chair called the question. The Planning Board voted unanimously to support staff's recommendation, with no opposition, and the application was forwarded to Council for consideration at the following meeting.

MOTION:

Moved by Mayor Brown and seconded by Lea MacDonald that Planning Board recommend to Council to approve the proposed rezoning for the subject property addressed as 231 Brackley Point Road (PID# 623090) from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone and approve an Official Plan Amendment (OPA) to place the subject property within the Workscapes Future Land Use designation.

CARRIED
(7-0)

c) Lot Subdivisions & Consolidations:

1. **600 North River Road (PID#s 444679 & 600817)**
   Sonia Kamal, Planner II

Property Information: Shopping Centre Commercial (C3) Zone
Staff Presenter: Sonia Kamal, PII
Applicant: Bevan Enterprises Inc.
Reference: Planning Board Meeting Package

Request:

This is a request to consolidate portions of PID #444679 (two parcels) and PID #600817 (two parcels) at 600 North River Road, comprising a total of four parcels, in order to construct a five-storey, 48-unit mixed-use commercial building in the Shopping Centre Commercial (C3) Zone.

Summary:

Planner Sonia presented a lot consolidation request for the property located at 600 North River Road (PIDs #444679 and #600817). The application, submitted by Bevan Enterprises Inc., seeks to consolidate four existing parcels to enable the future development of a five-storey, forty-eight-unit mixed-use building with commercial use at grade. Staff explained that the site is currently developed with Action Car and Truck Accessories, formerly a KIA car dealership, and is located within the Shopping Centre Commercial (C-3) Zone.

Planner Sonia also outlined the surrounding land-use context, noting that large-format commercial lands forming part of a Power Centre are located to the east, light industrial lands to the north, and a mix of commercial and mixed-use corridor zoning to the south along North River Road. The two parcels identified as PID #600817 are landlocked and lack frontage on a public

road, and consolidation of all four parcels would bring the property into compliance with the frontage requirements of the Zoning and Development Bylaw.

She also stated that the purpose of the consolidation was described as facilitating a future mixed-use apartment development. Staff noted that while a major variance was approved in 2023 for a larger six-storey development, that approval has since expired and the current proposal represents a materially different concept. Staff emphasized that approval of the lot consolidation does not constitute approval of the proposed building design and that a new major variance would be required should the applicant pursue a development exceeding the maximum permitted height.

As part of the planning analysis, staff referenced the City's new Official Plan, highlighting policies that support efficient growth, increased housing choice, and higher-density development along commercial corridors with access to services, amenities, and public transit. Staff noted that rental housing is in demand in this area of the city and that the subject property's location supports the creation of a complete, walkable community.

Staff concluded that the proposed consolidation addresses technical requirements, brings landlocked parcels into conformity, and represents an appropriate location for future multi-unit residential development. The Planning and Heritage Department recommended that the Planning Board recommend to Council approval of the consolidation of the four parcels at 600 North River Road, noting that any future development would be subject to additional approvals.

Discussion:

Staff confirmed that the Major Variance approved on June 12, 2023, to support a six-storey mixed-use development has expired and is therefore null and void and it was clarified that should the applicant wish to proceed with a building height exceeding the maximum permitted limit, a new Major Variance application would be required.

Members of the Board acknowledged that the applicant is aware that the variance process would need to be restarted if the proposed height is pursued.

Councillor Beck requested clarification regarding the proposed parking layout and whether commercial and residential parking would be separated. The applicant advised that parking exceeding the minimum bylaw requirements is being provided, with parking facing North River Road dedicated to the commercial component and the majority of parking located in the rear portion of the L-shaped lot serving residential units. It was confirmed that more than one parking space per residential unit would be provided.

Councillor Beck further inquired about unit sizes, noting the reduction from the previously approved ninety-one-unit concept to the current forty-eight-unit proposal. The applicant explained that approximately forty percent of the units are one-bedroom units of roughly 850 square feet, with the remaining units being two-bedroom units of approximately 1,100 square feet, excluding balconies. The applicant advised that the project was scaled back due to economic feasibility and that the previous variance expiration was discovered during the permitting process.

Questions were also raised regarding transportation impacts and staff advised that the previously approved development was subject to a traffic impact study and that a similar requirement would apply if a new Major Variance is pursued. It was noted that the reduced number of units would

result in fewer traffic impacts than the previously approved scheme, subject to review by the Manager of Public Works.

*Mayor Brown left the meeting at 6:20PM

MOTION:

Moved by Dave Essery and seconded by Jacqui Scaman that Planning Board recommend that Council approve the consolidation of PID #444679 (two parcels) and PID #600817 (two parcels) on 600 North River Road subject to a final pinned survey plan.

CARRIED
(7-0)

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 6:32 PM.

_____
Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-APRIL-6A-1

Date:
April 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning & Heritage

Other Associated Departments:
Fire Department

Prepared by:
Stephanie MacDonald, Planner 1

Attachments:

A. Air Photo
B. Zoning Map
C. Proposed Site Plan
D. Circulation Letter (March 13, 2025)
E. Public Comment (objection)

Report Title:
Major Variance to accommodate a proposed addition to project into the rear yard setback of property identified as 191 Cumberland Street (PID# 346718). Application has been made by Blaine Gauthier on behalf of owner Shad Wei Zhang.

Report Purpose:
Request to allow for a proposed addition to an existing single-detached dwelling.

Staff Recommendation:
That Planning Board recommends that Council:

Approve the proposed Major Variance for the subject property addressed as 191 Cumberland Street (PID# 346718) to allow for:

1. an addition (covered exterior basement entry) to project into the rear yard setback by 4.03 m (13.22 ft); and

2. eaves to project into the rear yard setback by 5.4 m (17.72 ft).

Report Details:
The Major Variance application was submitted by the property owner's representative, Blaine Gauthier, on February 25, 2026. The subject property is located on an interior lot within the Downtown Neighbourhood (DN) Zone and is surrounded by a variety of uses including commercial, residential and industrial (Attachment B). The applicant is proposing an addition (covered basement entry) to project into the rear yard setback, requiring a Major Variance. As per Section 29.2 (4) of the *Zoning & Development Bylaw*, a single-detached home must have a minimum setback of 6.0 m (19.7 ft) within rear yard and Section 4.2.2 (b), allows eaves to project a maximum of 0.6 m (2.0 ft) into the rear yard setback. Due to the undersized lot, the applicant is proposing reduced setbacks for both the addition and eaves.

During the review process, planning staff reached out to the Fire Department to determine if there were any safety concerns regarding access and proximity to the rear property line, no concerns or comments were brought forward. Staff also considered the impacts on adjacent properties and the property that would be impacted the most is the parcel that abuts the rear property line. Currently this property is being used as a parking lot for Holland College and did not present any safety, access or privacy concerns. Staff determined shadowing on the neighbouring dwellings is not likely as the addition is proposed on the ground floor and has an adequate setback from the affected side property lines.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
Notification of the proposed development and associated Planning Board meeting was circulated on March 13, 2026, to eighty-two (82) surrounding property owners within 100 m (328.1 ft) of the subject property (Attachment D). The deadline for affected property owners to submit written comments was 4:00pm on March 27, 2026.

One response (Attachment E) was received, objecting to the proposal. The objection cited numerous concerns that are primarily addressed during the Building Permit phase, however, the planning-based concerns regarding emergency service access, privacy, shadowing and the proposed setback in proximity to the neighbouring parcels have been addressed in the details section of this report.

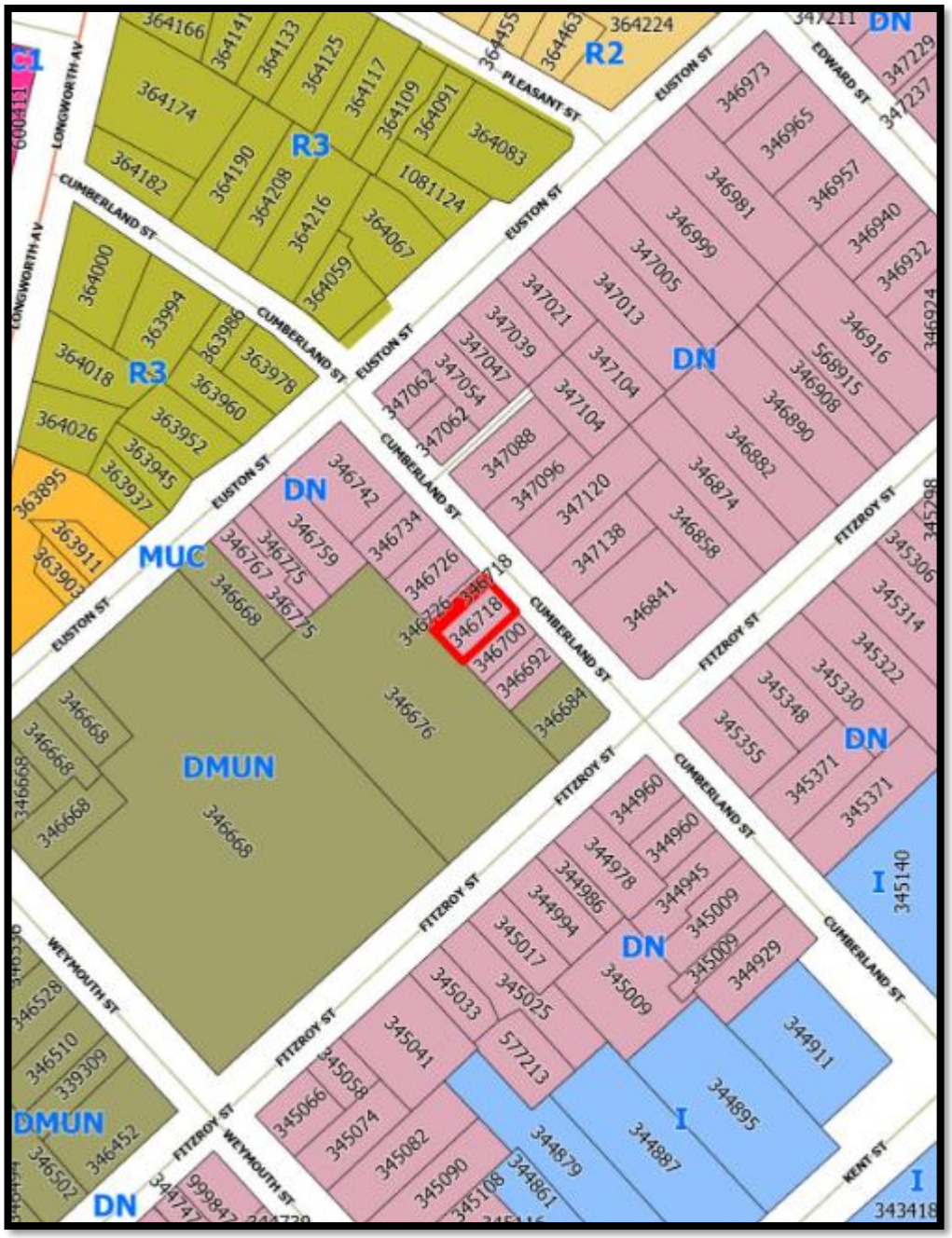
Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

Strategic Alignment: Infrastructure and the Environment Community-Building and Placemaking	
Reviewed By:	
Manager David Gundrum, RPP, MCIP, 03/30/2026	**Director/CAO** Michael Ruus, RPP, MCIP, 04/02/2026
Committee Recommendation: (if differing from staff)	

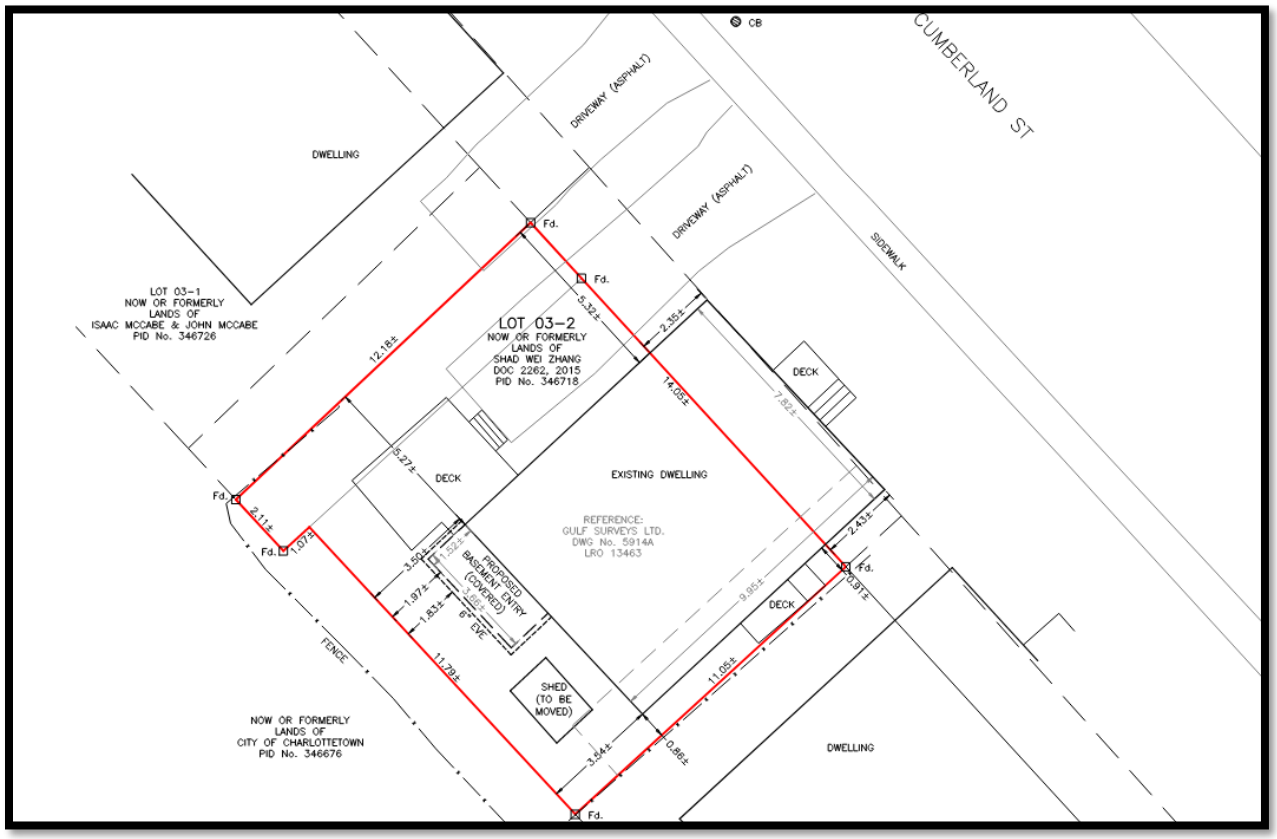
Attachment “A” – Air Photo:



Attachment "B" – Zoning Map:



Attachment "C" – Proposed Site Plan



Attachment "D" – Circulation Letter:

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

March 13, 2026

RE: 191 Cumberland Street (PID# 346718)

Dear Property Owner:

The City of Charlottetown's Planning & Heritage Department has received a request for a Major Variance to accommodate a proposed addition located at 191 Cumberland Street (PID# 346718), a property within the Downtown Neighbourhood (DN) Zone.

The following variances are being requested:

- allow for an addition (covered exterior basement entry) to project into the rear yard setback by 4.03 m (13.22 ft); and
- allow for eaves to project into the rear yard setback by 5.4 m (17.72 ft).

The *Zoning and Development Bylaw* requires single-detached dwellings within the DN Zone to abide by Section 29.2 (4) requiring a minimum setback of 6.0 m (19.7 ft) within rear yard and Section 4.2.2 (b), allowing eaves to project a maximum of 0.6 m (2.0 ft) into the rear yard otherwise a variance is required.

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 stmacdonald@charlottetown.ca, no later than **4:00PM on Friday, March 27, 2025.**

Please be advised that any written comments received will become 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 consider 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 **4:30PM on Tuesday, April 7, 2026, in City Council chambers (2nd Floor) located at City Hall (199 Queen Street)**.

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

Stephanie MacDonald, BSc
Planner I

Attachments:

1. Air Photo
2. Zoning Map
3. Proposed Site Plan

Attachment “E” – Public Comment (Objection):

Subject: Formal Objection to Major Variance – 191 Cumberland Street (PID 346718)

Dear Ms. MacDonald,

I would appreciate written confirmation of receipt of this correspondence for my records.

I am the owner of 183 Cumberland Street, which directly abuts the subject property at 191 Cumberland Street. I am writing to formally object to the requested major variance for the proposed addition.

This proposal represents a structurally invasive form of development with a high potential to adversely impact my property. The magnitude of the requested variance and the nature of the proposed construction are inconsistent with the intent and purpose of the Zoning and Development Bylaw, particularly as it relates to protecting adjacent properties, maintaining adequate separation between structures, and managing drainage, land stability, and safe construction practices.

1. Setback Reduction and Technical Impact
   The Zoning and Development Bylaw requires a minimum rear yard setback of 6.0 metres. The submitted site plan indicates that the proposed addition will reduce this setback to approximately 1.3–1.5 metres from the rear property line, representing an encroachment of over 4 metres and a reduction of approximately 75–80% of the required setback.

Setback requirements exist to provide physical separation between structures, protect neighbouring properties, allow for safe construction practices, maintain emergency access, and manage drainage and grading. A reduction of this magnitude is not minor in nature and represents a substantial departure from the bylaw that transfers risk directly to adjacent property owners.

2. Structurally Invasive Excavation Adjacent to Property Line
   The proposed “covered basement entry” involves excavation directly adjacent to the shared property boundary. This work requires removal of soil, potential installation of retaining structures, and alteration of grading conditions within approximately 1.3 metres of my property.

Such excavation introduces a high likelihood of soil destabilization, ground settlement, and damage to adjacent structures. It also raises concerns regarding loss of lateral soil support, which may compromise the stability of my land, fencing, and any future improvements, including a planned paved driveway.

3. Foreseeable Engineering and Subsurface Risk
   Excavation and construction at this proximity introduce well-recognized and foreseeable risks, including:

• Loss of lateral soil support resulting in ground movement or settlement
• Structural stress or displacement affecting fencing, foundations, and surface structures
• Alteration of surface and subsurface water flow, including increased hydrostatic pressure and water intrusion
• Damage resulting from construction vibration, compaction, or equipment operation
• Long-term impacts associated with frost heave and soil instability due to disturbed ground conditions

These are not speculative concerns; they are established risks associated with excavation and structural work in close proximity to neighbouring properties.

4. Area-Wide Drainage Concerns
   This section of Cumberland Street has known and ongoing drainage issues due to the historical characteristics of the land. The proposed expansion of the building footprint, combined with excavation, will alter both surface and subsurface water flow patterns.

Given the absence of an engineered drainage plan and the property's existing drainage deficiencies, there is a high probability that runoff and groundwater impacts will be transferred onto my property, creating risks of flooding, erosion, and long-term damage.

5. Existing Structural Condition of the Dwelling
   The current dwelling shows visible signs of deterioration. Contractors have raised concerns regarding the stability of the chimney, and the concrete foundation wall closest to my property appears to be degrading. The basement structure appears compromised, and exterior elements such as deck steps near the shared boundary are not maintained and appear unsafe and not up to code.

The presence of existing structural deficiencies raises additional concern that the proposed expansion may not be supported by adequate underlying conditions, further increasing the risk of construction-related failure or impact to adjacent properties.

6. Ongoing Property Maintenance and Risk Implications
   The property has a consistent history of poor maintenance, including unmanaged waste and inconsistent upkeep. Despite raising these concerns directly with the property owners on multiple occasions, there has been no meaningful improvement.

This pattern of inconsistent property management raises concerns regarding the reliability of ongoing maintenance of drainage systems, grading controls, and other mitigation measures that would be required to prevent adverse impact on neighbouring properties.

7. Use as Rental and Short-Term Accommodation
   The property is used as a student rental during the academic year and as a short-term rental during the summer months. This has resulted in repeated high-occupancy use, large gatherings, excessive noise, and ongoing disruption.

There have been multiple incidents of large gatherings occurring in close succession, resulting in bylaw enforcement involvement and police attendance. During one such incident, individuals entered my property by climbing over my fence, causing damage.

The existing pattern of high-intensity use, combined with the proposed expansion, raises concerns regarding further intensification without corresponding mitigation measures.

8. Loss of Privacy, Enjoyment, and Property Value
   The expansion toward the rear yard will reduce privacy, increase overlooking, and may result in shadowing impacts due to increased building mass. Given the existing level of activity on the property, increasing its size will further diminish my ability to enjoy my property.

I am also concerned about the negative impact on my property value resulting from continued intensification and poor maintenance of the neighbouring property.

9. Lack of Project Timeline and Construction Clarity
   The application does not provide any defined timeline for the proposed work. The absence of a construction schedule, duration, or phasing plan introduces uncertainty regarding the length and intensity of potential disruption and risk exposure.

Without a defined timeframe, it is not possible to assess how long adjacent properties may be exposed to construction-related impacts, including excavation, noise, and potential structural risk.

10. Liability and Foreseeable Construction Risk
    Given the nature of the proposed work, including excavation, grading changes, and construction within approximately 1.3 metres of the shared property boundary, there is a clear and foreseeable risk of damage to adjacent property.

Such risks include, but are not limited to:

- Loss of lateral soil support resulting in ground movement or settlement
- Structural stress or displacement affecting fencing, foundations, and surface structures
- Alteration of surface and subsurface water flow, including increased hydrostatic pressure and water intrusion
- Damage resulting from construction vibration, compaction, or equipment operation
- Long-term impacts associated with frost heave and soil instability

These are well-recognized risks associated with construction in close proximity to property boundaries and cannot be considered speculative.

11. Deficiencies in Submitted Application
    The submitted materials do not provide sufficient technical detail to assess the impact of this proposal. Specifically, the application does not include:

- A detailed drainage and stormwater management plan
- Grading and elevation changes resulting from excavation
- Retaining wall design or soil stabilization measures
- Construction methodology for excavation near the property line
- Erosion and sediment control measures
- Contractor identification and proof of qualifications
- Proof of liability insurance and damage mitigation plans
- Impact analysis on adjacent structures and property

Without this information, it is not possible to reasonably assess or mitigate the risks posed to neighbouring properties.

The application does not include sufficient technical evidence to demonstrate that the risks associated with this proposal can be mitigated. In the absence of engineered plans, impact assessments, and construction safeguards, the Planning Board does not have a reasonable basis to conclude that adjacent properties will be protected.

12. Planning and Precedent Considerations
    This application raises broader planning concerns, including precedent-setting implications within the Downtown Neighbourhood zone. Approval of a variance of this magnitude, without comprehensive technical justification and mitigation, risks undermining the integrity of the bylaw framework designed to protect neighbouring properties and ensure responsible development.

13. Required Technical, Legal, and Financial Protections
    Given the proximity of the proposed construction and the foreseeable risks associated with excavation and structural work near a shared property boundary, approval of this application should not be granted unless the following conditions

are formally imposed and incorporated into any development or building permit issued by the City:

• Detailed design drawings stamped by a qualified professional engineer, including structural and geotechnical considerations, demonstrating that the proposed work will not adversely impact adjacent properties

• A drainage and grading plan, prepared and certified by a qualified engineer, demonstrating that both surface and subsurface water will be effectively managed and will not be directed toward neighbouring properties

• A construction methodology plan outlining excavation methods, soil stabilization measures, shoring or retaining systems, and vibration mitigation strategies

• Pre-construction documentation of the existing condition of my property, including fencing, grading, and structures

• Written confirmation of liability, clearly identifying responsibility between the property owner, contractor, subcontractors, and any engaged engineers

• Proof of comprehensive liability insurance covering damage to neighbouring properties

• Independent professional monitoring during construction, with certification that work is proceeding in accordance with approved plans and without adverse impact to adjacent properties

• A legally binding commitment that any damage to my property, whether immediate or latent, will be promptly assessed and fully remediated at no cost to me

• Post-construction verification confirming that no damage or adverse impact has occurred to neighbouring properties

• A requirement that any indicators of risk, including ground movement, water intrusion, or structural stress, trigger immediate suspension of construction activity pending assessment

• A requirement that all construction activity be subject to immediate stop-work enforcement by the City in the event that any adverse impact to my property is observed or reported

In the absence of enforceable conditions, adjacent property owners would be exposed to risk without recourse through the municipal approval process.

14. Legal Rights and Protection of Adjacent Property

Nothing in the approval of this application should be interpreted as limiting or extinguishing the rights of adjacent property owners under applicable law. The proposed work must be carried out in a manner that does not compromise lateral support, alter natural or existing drainage conditions to the detriment of neighbouring properties, or otherwise result in damage or interference with the use and enjoyment of adjacent land.

Conclusion

The requested variance cannot reasonably be considered minor, given the reduction of the required setback from 6.0 metres to approximately 1.3–1.5 metres. The scale of this reduction represents a substantial alteration of the bylaw requirements.

Further, the proposal does not maintain the general intent and purpose of the bylaw, as it introduces foreseeable risks to adjacent properties and fails to demonstrate adequate mitigation measures. Given the identified impacts, the proposal cannot be considered desirable for the appropriate development of the site or compatible with the surrounding area.

This proposal involves structurally invasive excavation and expansion in close proximity to my property in an area already prone to drainage issues. Consideration of a variance of this magnitude, without comprehensive technical justification and enforceable protections, risks undermining the purpose and enforceability of the bylaw itself.

Given the scale of the encroachment, the nature of the proposed construction, the absence of critical technical information, and the foreseeable risks to adjacent properties, I respectfully request that this application be denied.

At a minimum, no consideration of approval should occur unless all technical deficiencies are addressed and enforceable protections for adjacent properties are established.

I request that this objection be entered into the public record and fully considered by the Planning Board.

Sincerely,
Wendy Paynter
183 Cumberland Street
Charlottetown, PE

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage # 1

MOTION CARRIED _____

MOTION LOST _____

Date: April 14, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the Major Variance for the subject property addressed as 191 Cumberland Street (PID# 346718) to allow for:

1. An addition (covered exterior basement entry) to project into the rear yard setback by 4.03 metres (13.22 feet); and

2. Eaves to project into the rear yard setback by 5.4 metres (17.72 feet).

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-APRIL-6A-2

Date:
April 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning & Heritage

Other Associated Departments:

Prepared by:
Stephanie MacDonald, Planner 1

Attachments:
A. Air Photo
B. Zoning Map
C. Proposed Building Plans
D. Circulation Letter (March 13, 2025)

Report Title:
Major Variance to accommodate an over-height Accessory Building (Garden Suite) for subject property identified as 28 Lewis Point Road (PID# 586800). The application has been made by the owner Stuart Wright.

Report Purpose:
Request to allow for a proposed Accessory Building (Garden Suite) to exceed the maximum height of 4.6 m (15.1 ft) by 2.34 m (7.69 ft).

Staff Recommendation:
That Planning Board recommends that Council:

Approve the proposed Major Variance for the subject property addressed as 28 Lewis Point Road (PID# 586800) to allow for a proposed Accessory Building (Garden Suite) to exceed the maximum height by 2.34 m (7.69 ft).

Report Details:
The Major Variance application was submitted by the property owner, Stuart Wright, on February 25, 2026. The subject property is located on a corner lot within the Single Detached Residential (R-1L) Zone and is primarily surrounded by residential uses (Attachment B). The applicant is proposing an Accessory Building (Garden Suite), requiring a variance to the height. As per Section 5.7.2 (e) of the *Zoning & Development Bylaw*, a Garden Suite must not exceed the maximum height of 4.6 m (15.1 ft). The applicant is proposing a height of 6.94 m (22.79 ft), exceeding the maximum height by 2.34 m (7.69 ft) (Attachment C).

Planning staff determined there would be no risk related to the proposed garden suite as it is located on an oversized lot, and its placement will ensure shadowing is not cast onto the neighbouring properties or impede their privacy. The parcel has adequate green space on the lot to accommodate the garden suite and aligns with the *Official Plan* to increase density and housing options within the city.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
Notification of the proposed development and associated Planning Board meeting was circulated on March 13, 2026, to thirty-four (34) surrounding property owners within 100 m (328.1 ft) of the subject property (Attachment D). The deadline for affected property owners to submit written comments was 4:00pm on March 27, 2026.

No responses were received.

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, 30/03/2026	Michael Ruus, RPP, MCIP, 02/04/2026

Committee Recommendation: (if differing from staff)

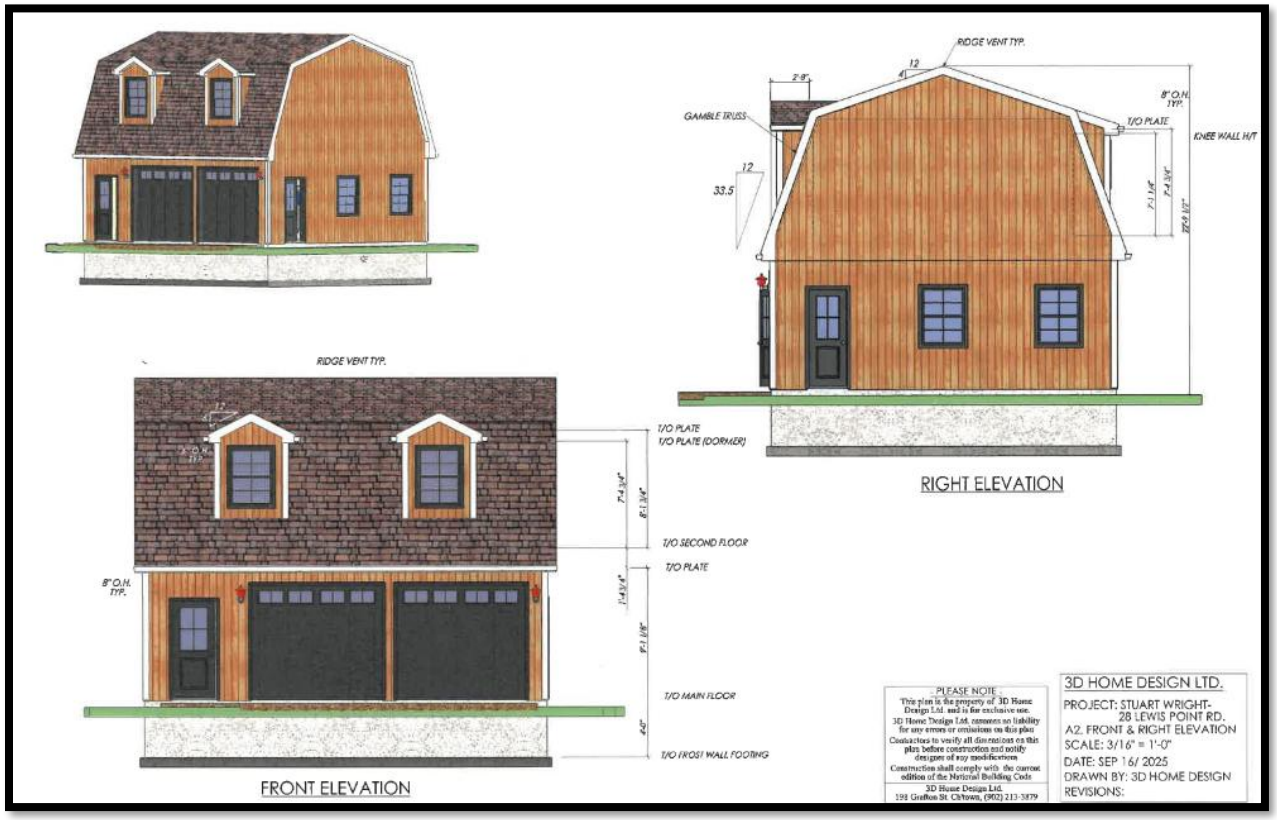
Attachment “A” – Air Photo:



Attachment "B" – Zoning Map:



Attachment “C” – Proposed Building Plans



Attachment "D" – Circulation Letter:

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

March 13, 2026

RE: 28 Lewis Point Road (PID# 586800)

Dear Property Owner:

The City of Charlottetown's Planning & Heritage Department has received a request for a Major Variance located at 28 Lewis Point Road (PID# 586800), a property within the (R-1L) Zone, to accommodate a proposed Garden Suite to exceed the maximum height by 2.34 m (7.69 ft).

Section 5.7.2(e) of the *Zoning and Development Bylaw* permits Garden Suites to have a maximum height of 4.6 m (15.1 ft), if it exceeds this height, a variance is required.

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 stmacdonald@charlottetown.ca, no later than **4:00PM on Friday, March 27, 2025.**

Please be advised that any written comments received will become 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 consider 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 **4:30PM on Tuesday, April 7, 2026, in City Council chambers (2nd Floor) located at City Hall (199 Queen Street)**.

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

Stephanie MacDonald, BSc
Planner I

Attachments:
1. Air Photo
2. Zoning Map
3. Proposed Building Plan

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage # 2

MOTION CARRIED _____

MOTION LOST _____

Date: April 14, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That the Major Variance for the subject property addressed as 28 Lewis Point Road (PID# 586800) to allow for a proposed Accessory Building (Garden Suite) to exceed the maximum height by 2.34 metres (7.69 feet), be approved.

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-APRIL-6B-1
68 Queen Street
(PID#s 336982, 336974, 336909, 336917, 336966 and 1172915)

Date:
April 7, 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's Comments
- D- Response letters received from the public.

Report Title:

Official Plan Amendment, Rezoning, Variance, Lot Consolidation Request – 68 Queen Street (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915). Application has been made by Weymouth Properties Limited on behalf of owner Quentin Bevan.

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 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).

And further to approve the following:

A lot consolidation of PID#'s 336982, 336974, 336909, 336917, 336966 and 1172915 subject to a final pinned survey plan.

- Payment of cash-in-lieu of parking for 6 parking spaces and;
- Approval of the following Variances:
    - *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.)*

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 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.

The application was approved to proceed to public consultation by Council on March 10, 2026. Therefore, staff carried out the procedures as set out in the Zoning and Development Bylaw for public notification.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Section 3.10.4, of the Zoning & Development By-law on March 18, 2026 notice was sent to one hundred-twenty (120) property owners located within 100 meters of the subject property advising them of the request for a rezoning and Official Plan Map amendment and variance requests. The letter advised them of the date, time, and location of the public meeting and solicited their comments, both verbal and written on the rezoning application and variances. The letter also stated the deadline to submit written comments on the application.

Public Feedback

Eighteen (18) written responses were received to the City's notification letter of the 18 letters fourteen (14) letters were in support and two (2) were in support but cited concerns. An additional letter discussed aspects of the application that they supported but discussed portions of the application that concerned them such as parking and stepbacks of the upper levels. One letter was in opposition citing concerns about the requested variances to the stepbacks and massing of the building. The letters cited concerns such as:

- Setback/stepback variances and the additional massing this will create as well as diminishing the setback distance of the upper floors to future buildings.
- Concerns that the Design Reviewer's recommendation should have been followed regarding the height, massing and stepbacks.
- Concerns about the height potentially obscuring the view of the spires on the cathedral.
- Concerns about public safety with access and egress to the parking garages.
- Suggestions for more creative ways to provide parking in the downtown core.

The Public Meeting was held on March 26, 2026, in Council Chambers. Planning Staff presented the details of the application. Following the presentation, the developer's architect, Robert Haggis from Sable Arc Studios gave a brief presentation outlining the building design and requested variances. Both he and developer Quentin Bevan were available to answer questions about the proposed development. Residents were then given an opportunity to comment on the application and the proposed amendments. One resident voiced concerns about the proposed massing, stepbacks and parking garages. Another resident spoke in support of the application and the benefits that the additional density and retail space will contribute to the downtown.

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 agreed with all other recommendations made by the Design reviewer. The Design Review application was forwarded to Council on March 2 for a decision on the design review application. Council agreed with the recommendation as put forth by the Design Review Board.

In the design review report the design reviewer indicated 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.

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.

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 was approved through the Design

Review process. Therefore, the proposed public benefit (activated alley way) will be forwarded to the to the City's Planning Committee for review and approval. 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 cash-in-lieu of 6 parking spaces will be required 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.

Staff supported the recommendation from the Design Reviewer in relation to the requested stepback variances at the 5th, 6th, and 7th stories on the King and Dorchester sides of the building. The Design Review Board and Council have deemed the variances appropriate for the mass and scale of the building on the upper stories. Given the design has been accepted it is reasonable to accept the stepback variances.

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.

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 bonus height and the project design with the exemptions to the stepback requirements. Council approved the overall building 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 and quality retail space within the downtown. Additional residents living and working 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 for the application to rezone the property and support the variances, cash in lieu of parking for 6 spaces and lot consolidation to facilitate the construction of 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

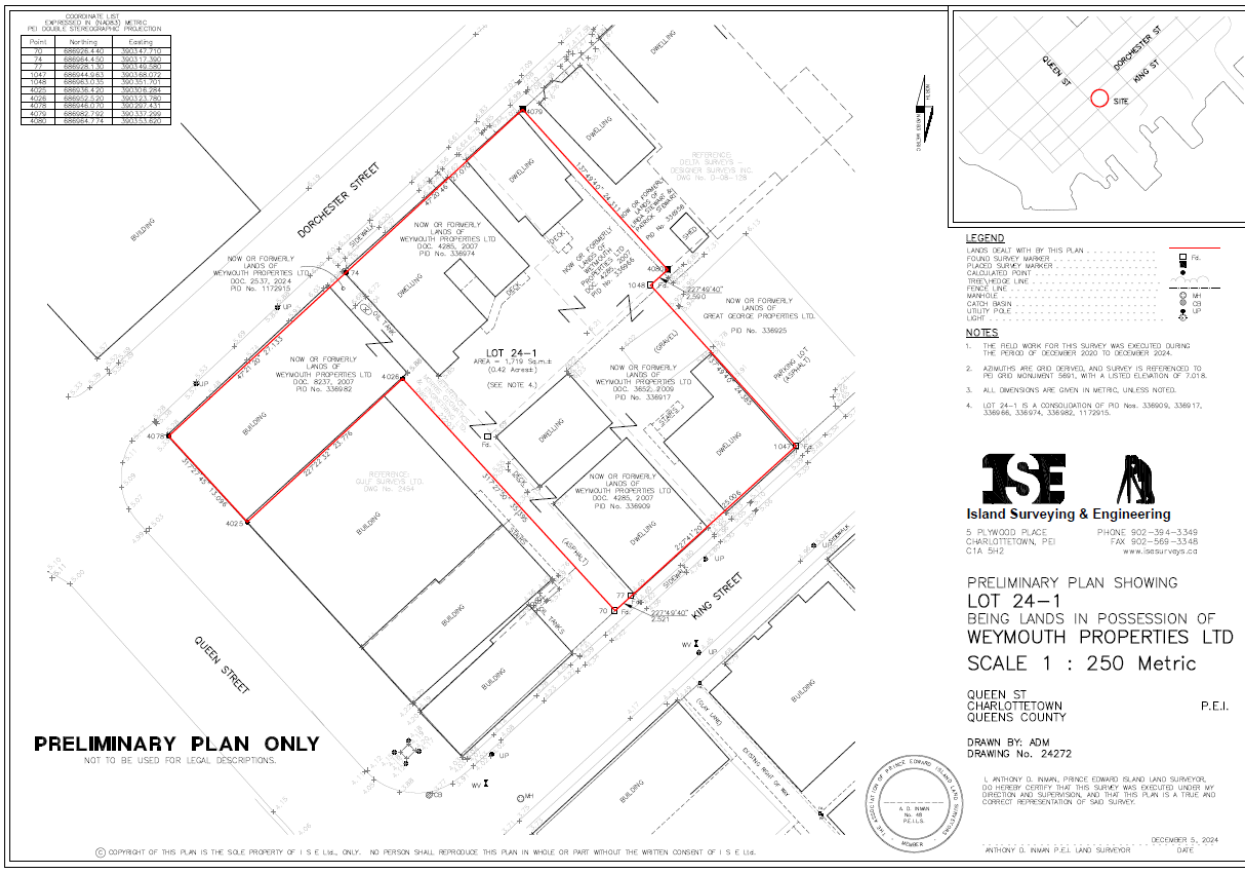
Financial Implications:
N/A

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 500 Lot Area Design Guidelines	
Reviewed By:	
Manager David Gundrum, RPP, MCIP, 04/02/2026	**Director** Michael Ruus, RPP, MCIP, 04/02/2026
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





“THE MONARCH” QUEEN ST. REVITALIZATION PROJECT

CONCEPT PACKAGE

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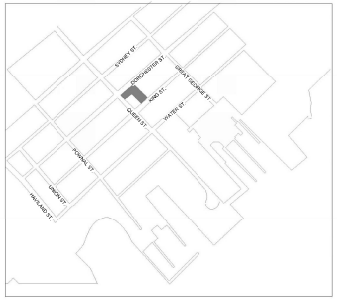
Building Program

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

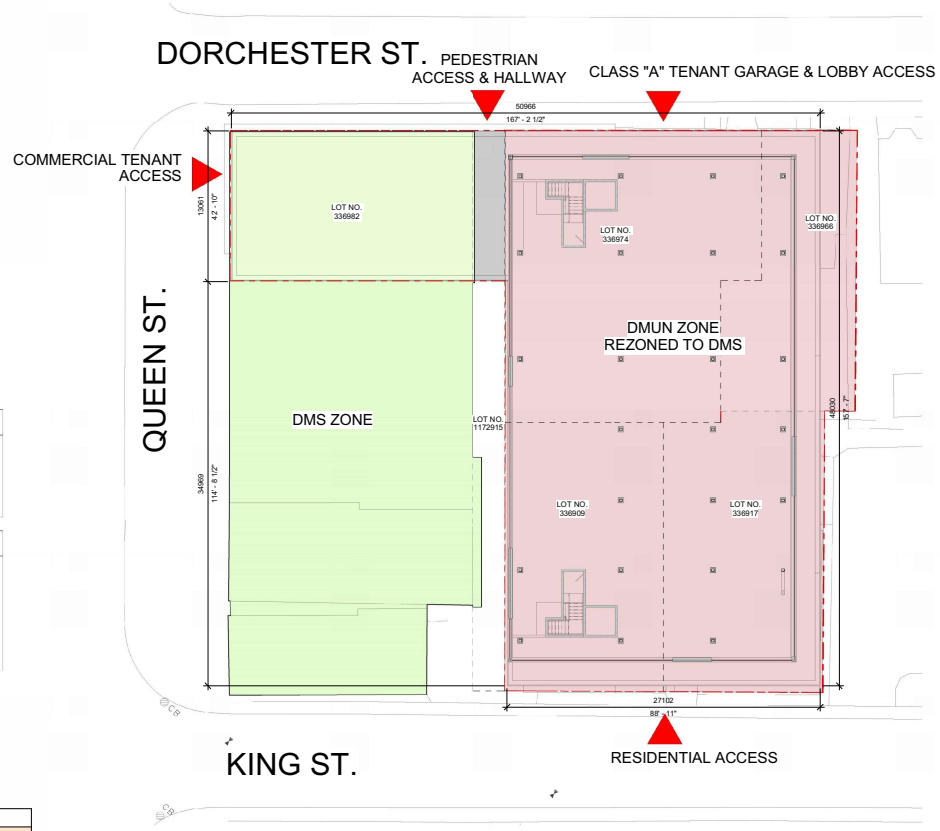


2 KEY PLAN-
Scale: 1 : 2000

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



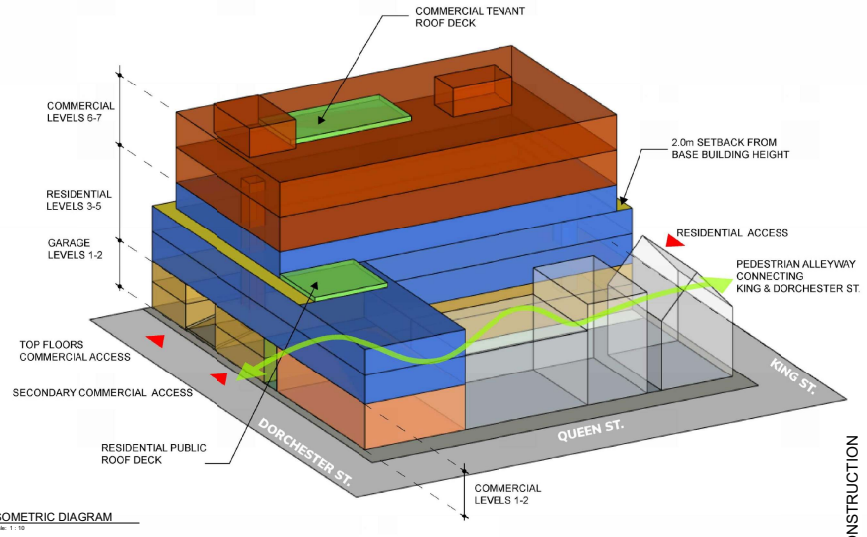
1 LEVEL 02 - SITE PLAN
Scale: 1 : 150 Ref: A4.01

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

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#	DESCRIPTION	DATE
1	SD REVIEW	2025.02.13
3	SD REVIEW	2025.04.02

SEALS:

Queen Street Revitalization Project

Charlottetown

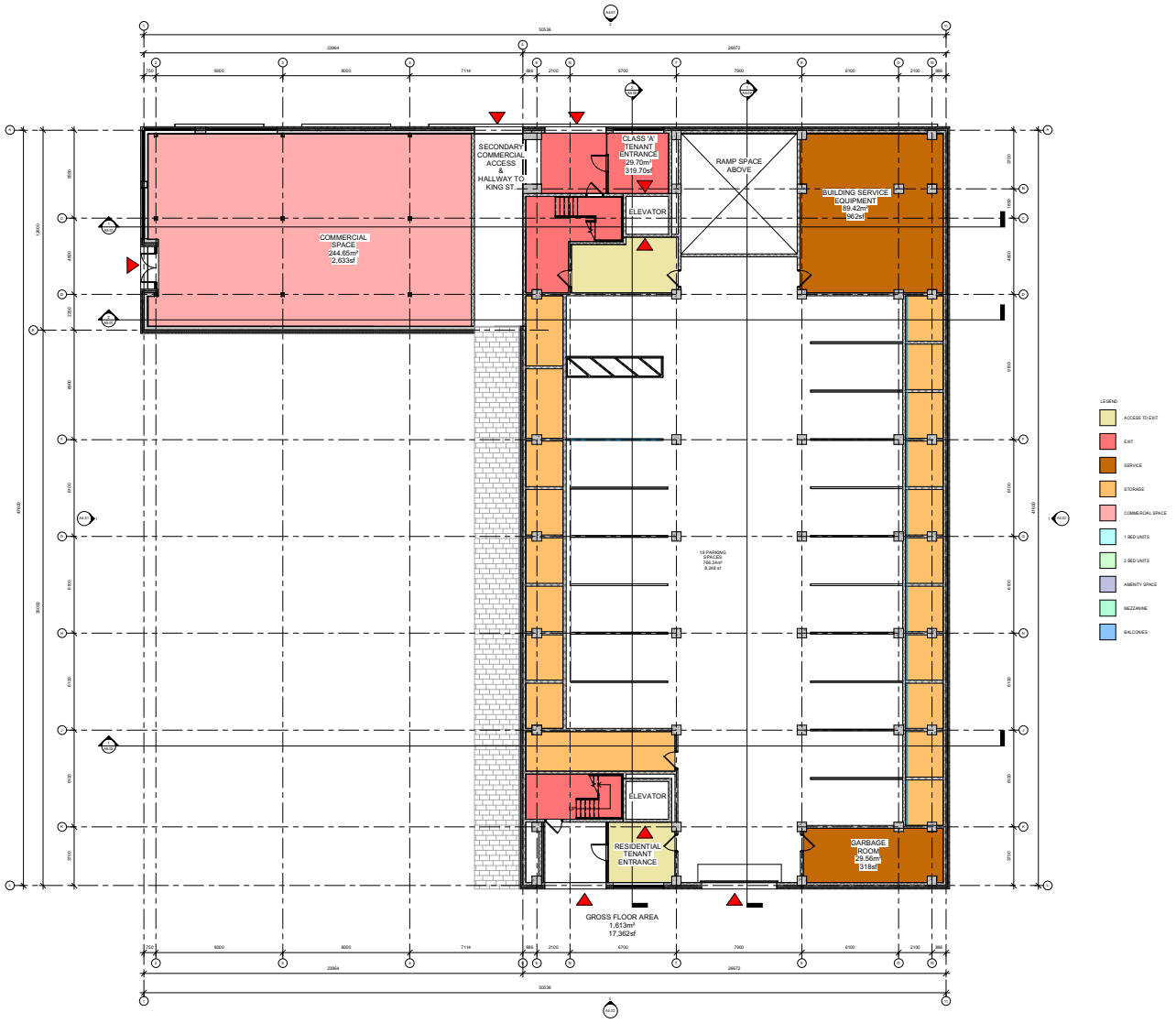
CLIENT:	-
PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	As indicated
DRAWN BY:	DR
CHECKED BY:	-

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
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DRAWING TITLE:

FLOOR PLAN - LEVEL 01

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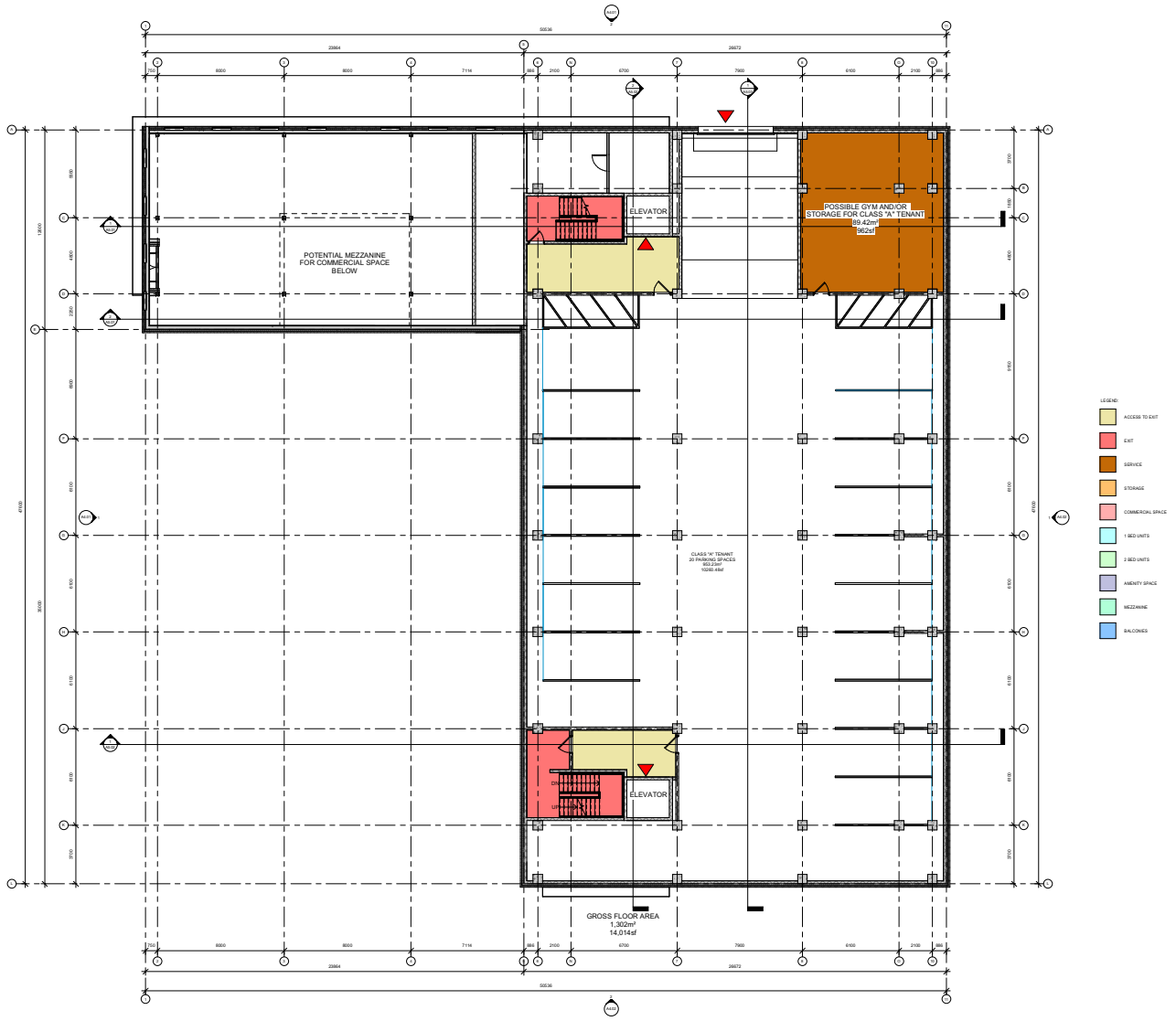
NORTH ARROW:

DRAWING NO:

A2.01



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DRAWING TITLE:

FLOOR PLAN -
LEVEL 02

NORTH ARROW:

DRAWING NO:

A2.03

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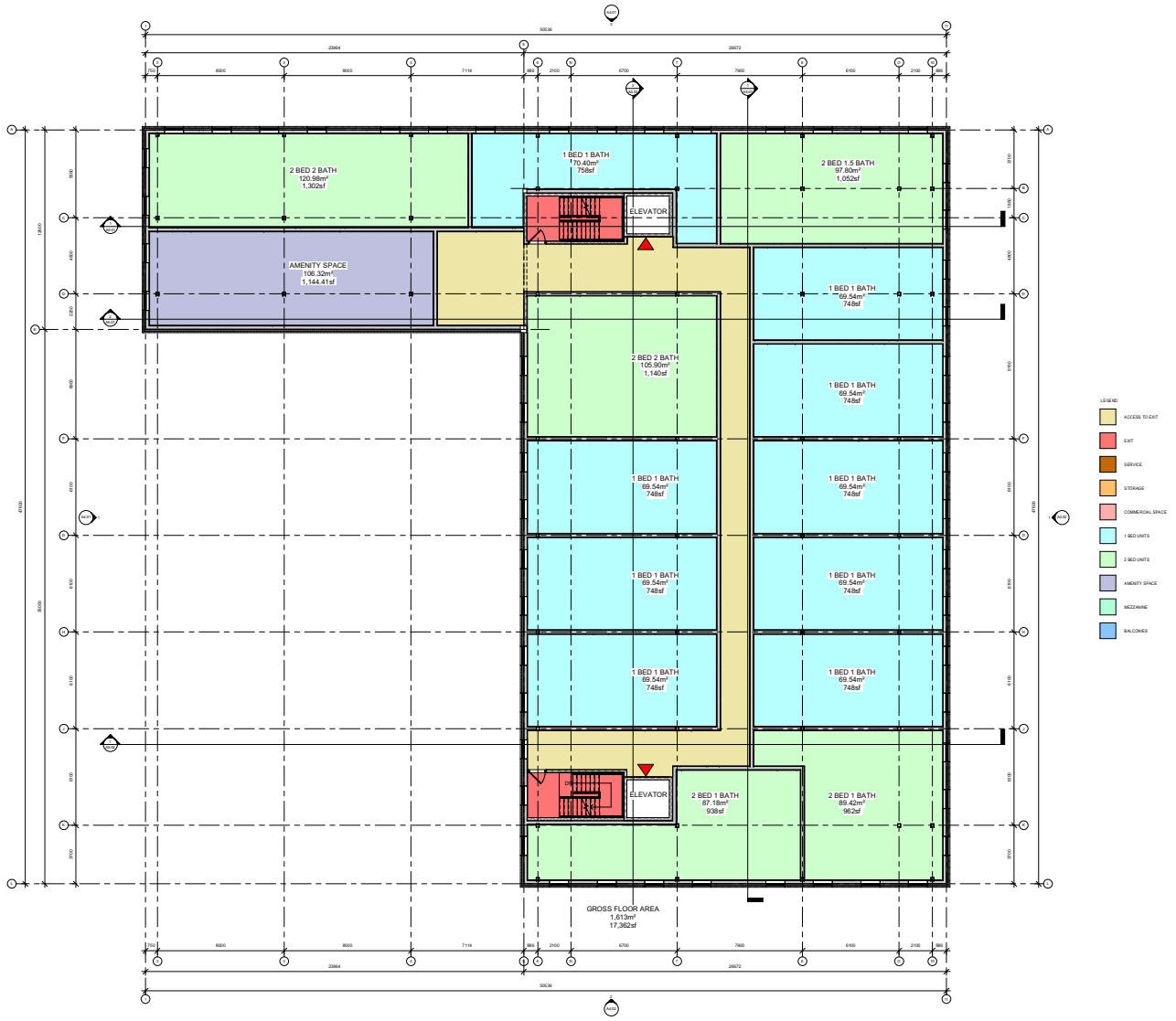

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PROJECT #:	24084
SCALE:	1 : 100
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DRAWING TITLE:

FLOOR PLAN - LEVEL 03

NORTH ARROW:

DRAWING NO:

A2.05

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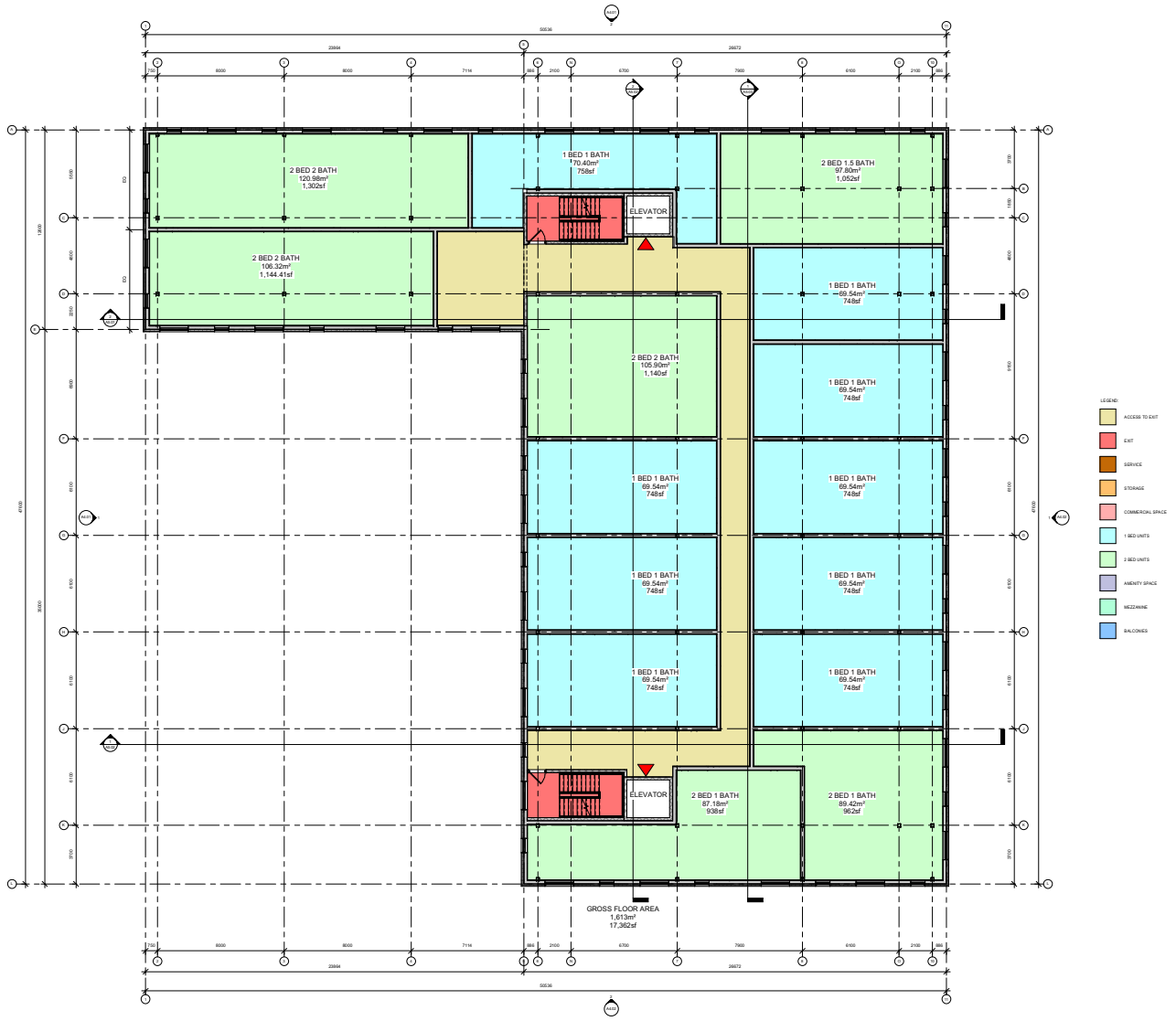

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DRAWING TITLE:

FLOOR PLAN - LEVEL 04

NORTH ARROW:

DRAWING NO:

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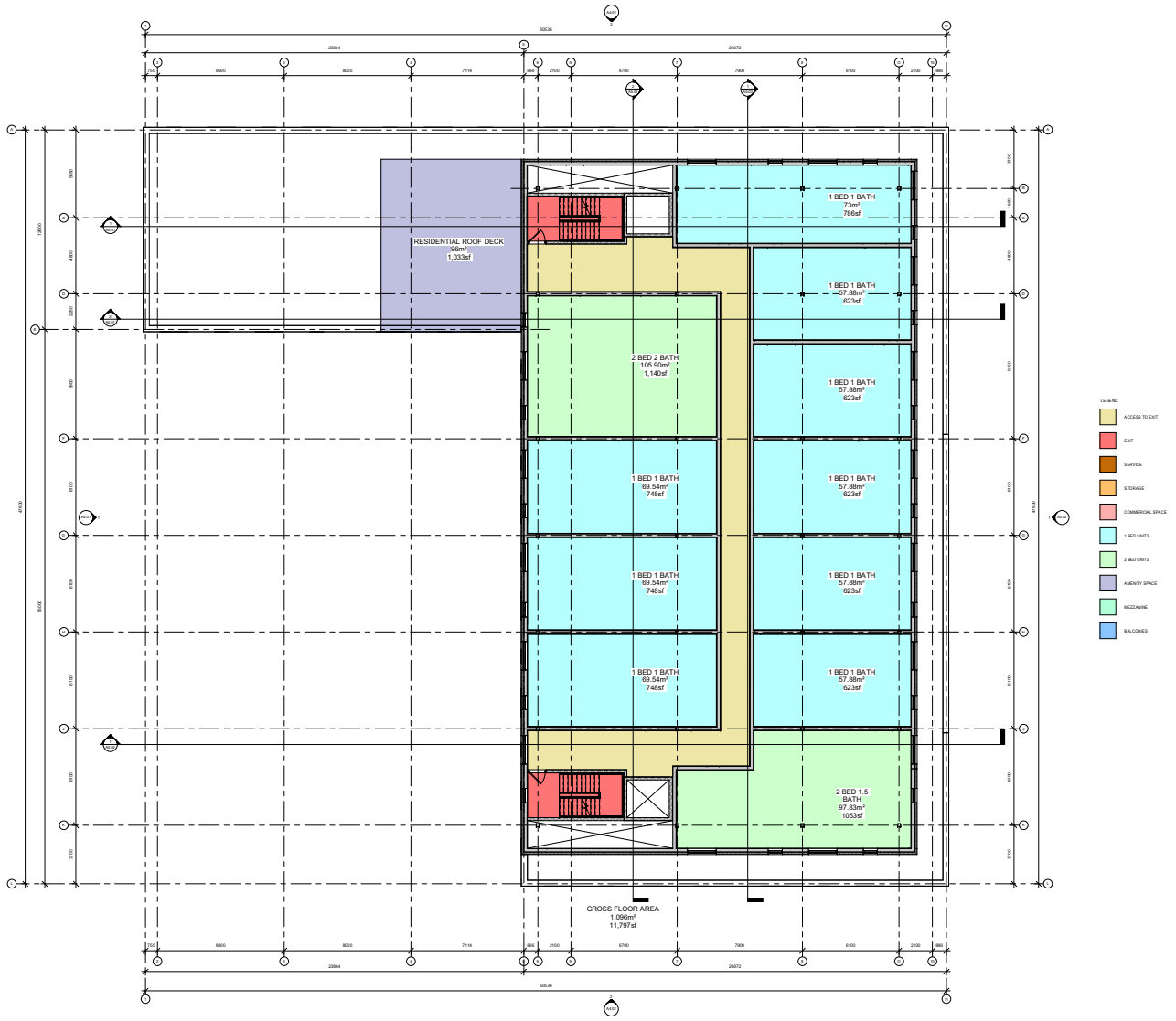

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PROJECT #:	24084
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DRAWING TITLE:

FLOOR PLAN - LEVEL 05

NORTH ARROW:

DRAWING NO:

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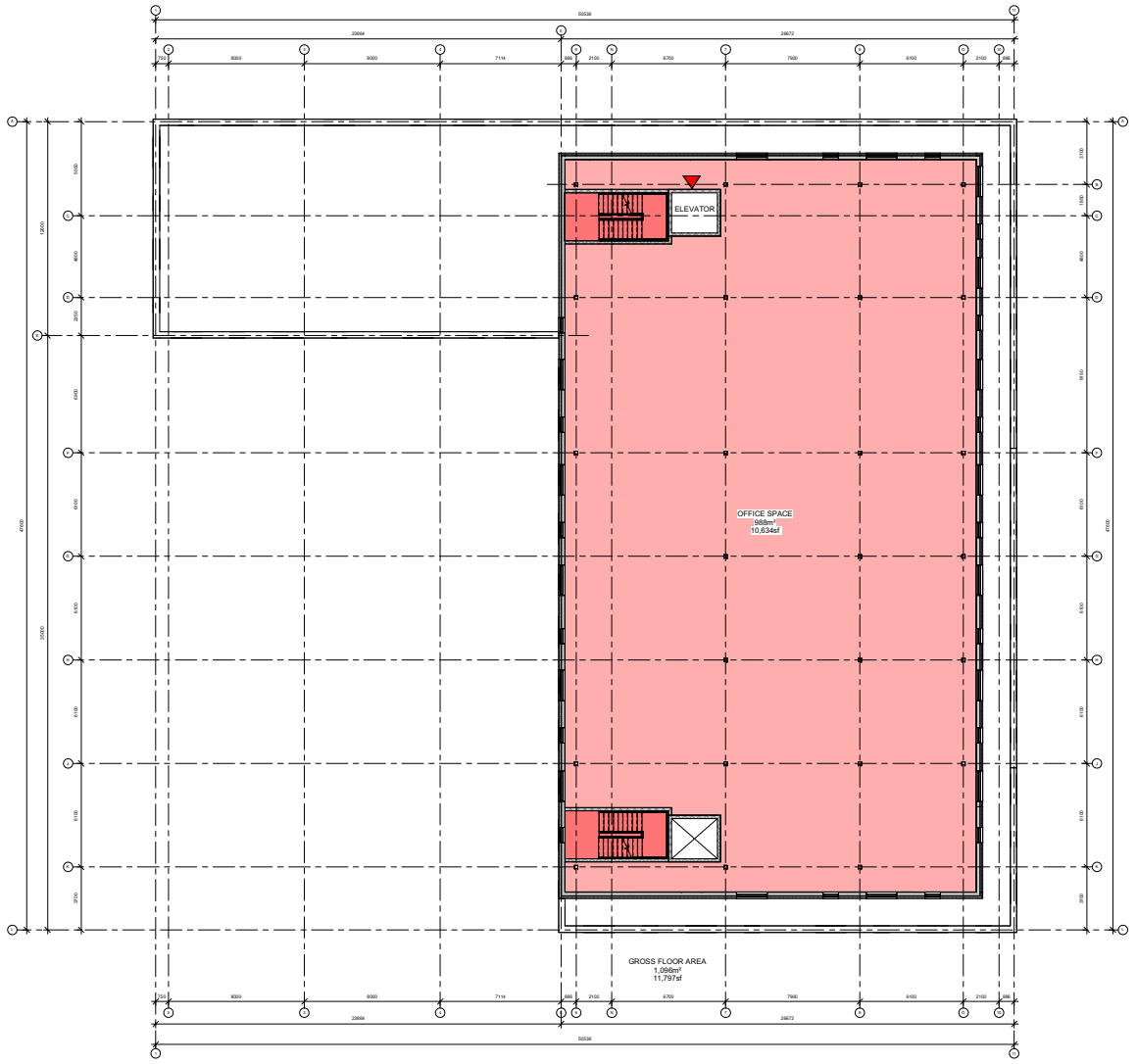

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Charlottetown

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PHASE:	SD
ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
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CHECKED BY:	-

DRAWING TITLE:

FLOOR PLAN - LEVEL 06

NORTH ARROW:

DRAWING NO:

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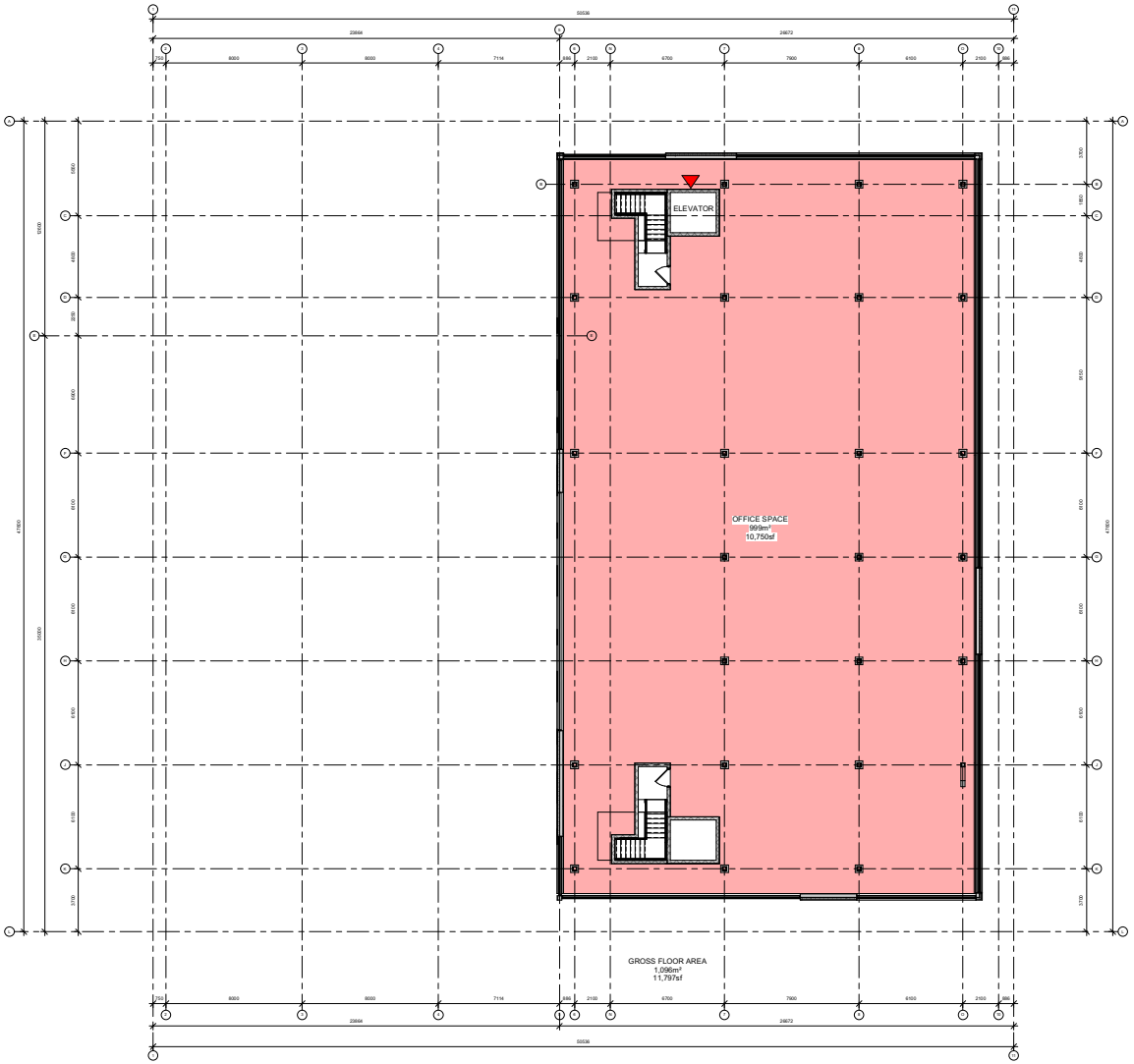

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ISSUE DATE:	2025.09.26
PROJECT #:	24084
SCALE:	1 : 100
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CHECKED BY:	Checker

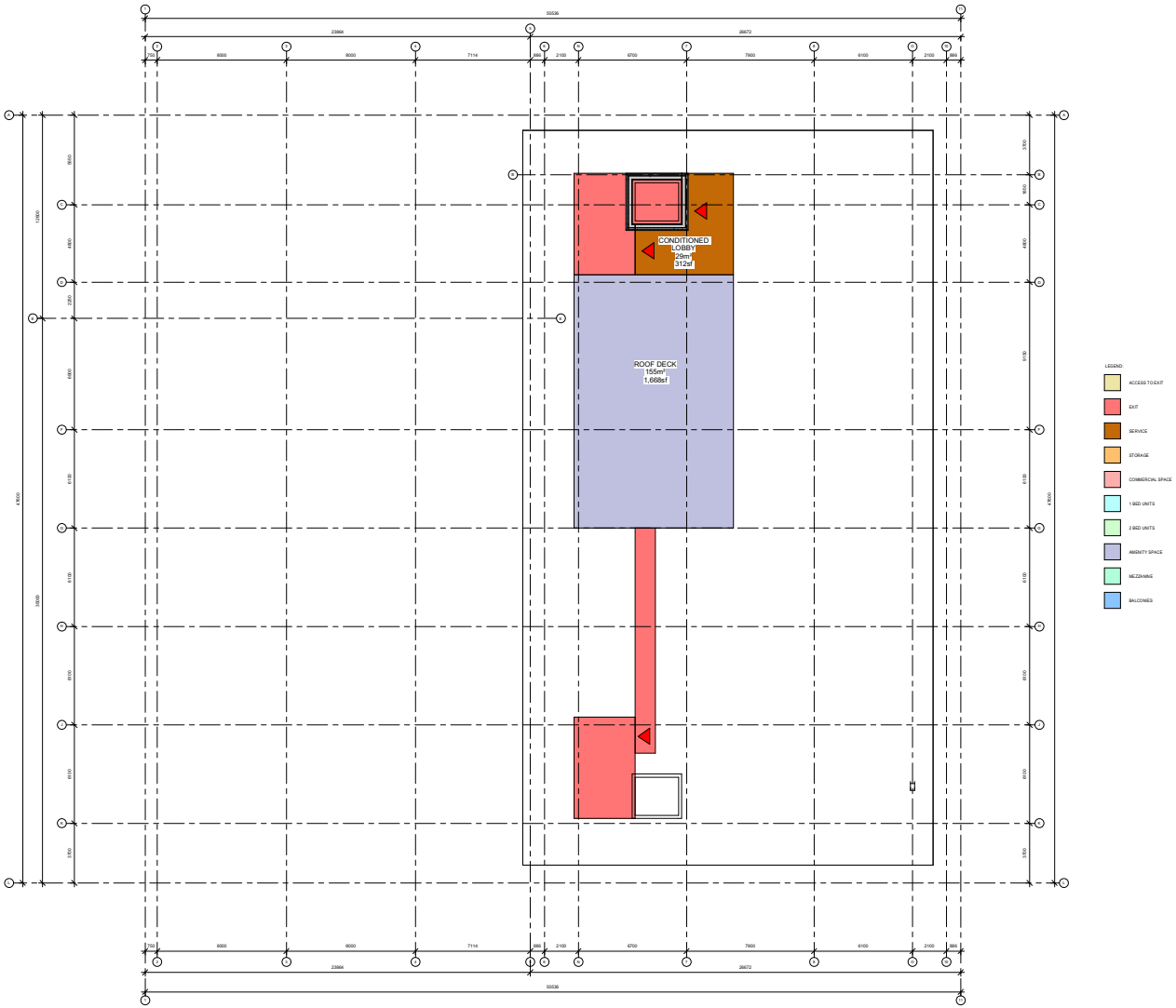
DRAWING TITLE:

FLOOR PLAN - LEVEL 07

NORTH ARROW:

DRAWING NO:

A2.11



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Charlottetown

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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
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JEMS BOUTIQUE
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Silver & Sage
GAIA'S
Urban Eatery
Eastwood Ave.
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COMMERCIAL TENANT
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COMMERCIAL TENANT
GAIA'S
Eastwood Ave.
DOWNTOWN CONVENIENCE
Groceries & ATM
Sable/ARC
sustainable architecture + design


Sable/ARC
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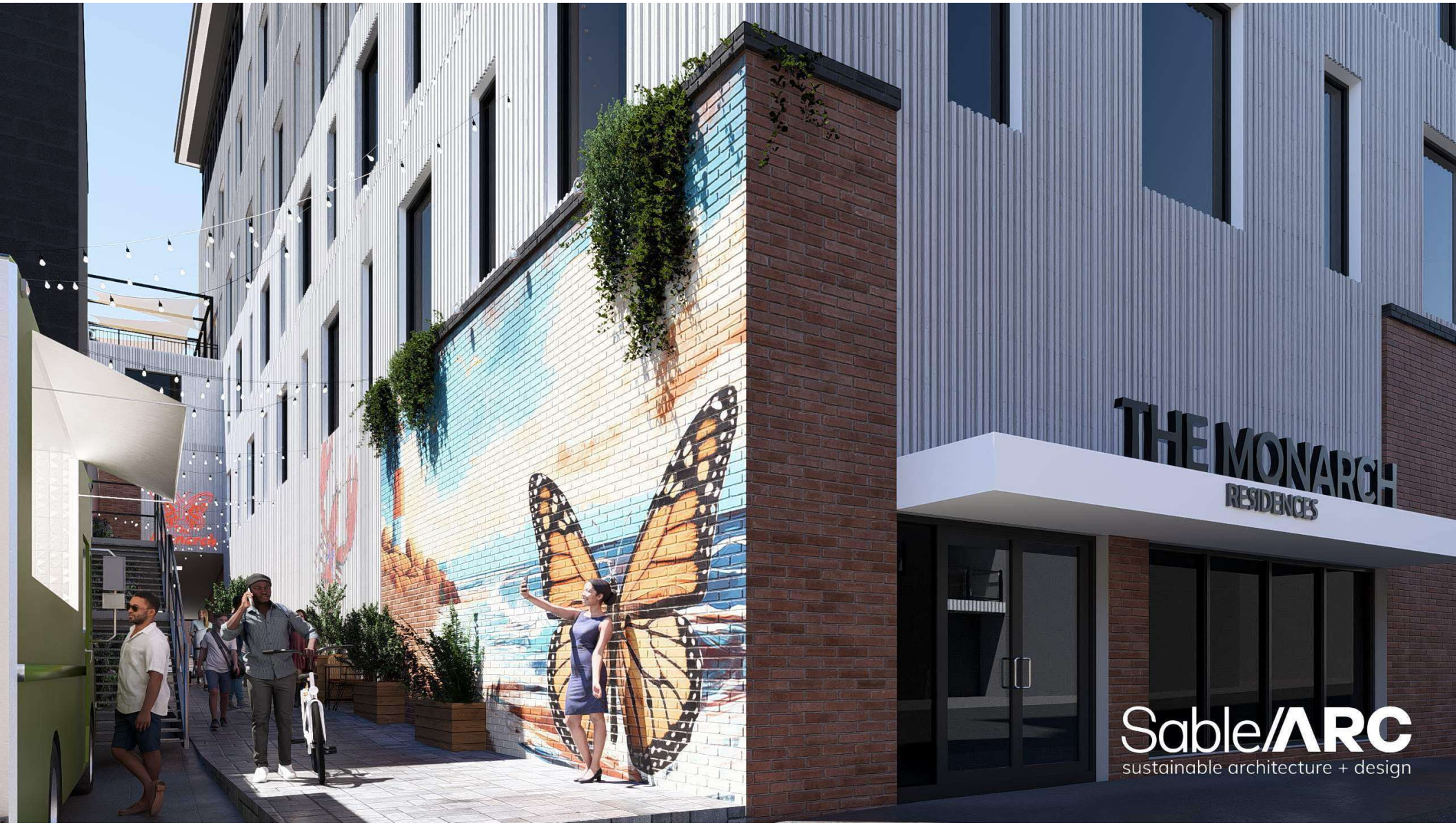
THE MONARCH
RESIDENCES
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THE MONARCH
91 KING ST
Sable/ARC
sustainable architecture + design


LES STOP
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Attachment “C”
External Design Reviewer Comments
(January 23, 2026)
68 Queen Street – The Monarch

MUNN ARCHITECTURE INC.

Greg Munn
Architect ▪ AAPEI ▪ AANB ▪ NSAA ▪ CAHP

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MUNN
ARCHITECTURE

■ 16 Moore Drive ■ PO Box 306 ■ Murray River PE ■ C0A 1W0 ■ 902▪330▪2398 ■ greg@munnarchitecture.ca ■

January 23, 2026

Laurel Palmer

City of Charlottetown Planning and Heritage Department

70 Kent Street, Charlottetown PE

lpalmer@charlottetown.ca

902.629.4108

■ 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.

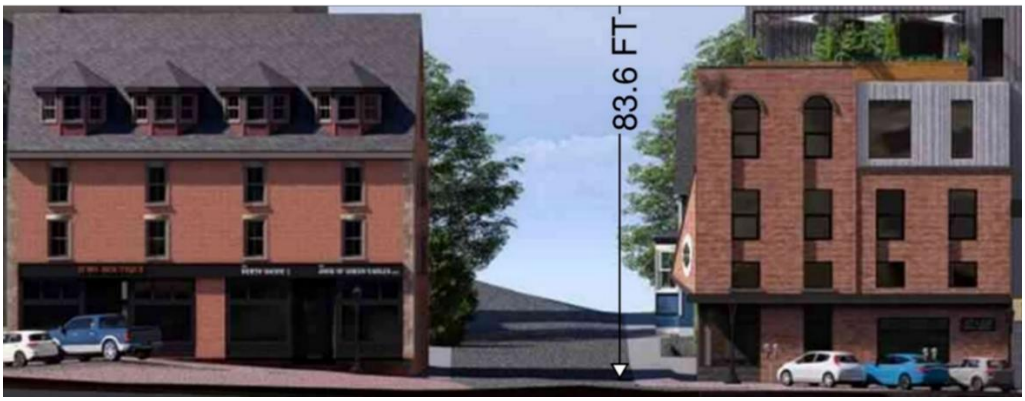
RECOMMENDATIONS

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

Attachment “D”
Response Letters received from the Public

Palmer, Laurel

From:
Sent: Tuesday, March 24, 2026 5:34 PM
To: Palmer, Laurel
Subject: In support of proposed project at 68 Queen

You don't often get email from kalisimmonds@gmail.com. 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 am writing to you in support of the proposed development at 68 Queen St.
I have owned The Root Cellar at 34 Queen since 1999. The business was established in 1972. My business is one of the ones that has thrived despite the dwindling of many downtown businesses. Challenge of limited parking exacerbated by patios and snowfall is one of the most common deterrents we hear from customers or lost potential customers.

Small businesses benefit that much more with local foot traffic. Water, Queen and King streets are in the heart of downtown. Vibrancy attracts more businesses and leaves a good impression with tourists especially those arriving during our lengthening cruise ship season.

The renderings are considerate of the iconic Basilica. It would provide much needed urban residences for newcomers, young people, those who can't afford a home and those wanting to downsize. They are providing 2 levels of parking as well.

Often it is the closest neighbors who oppose development because they don't like change, newer architecture or the inconvenience of construction.
I won't enjoy the construction period but I support the greater goal. Waterfront communities are meant to be bustling focal points and this project contributes to this goal!

Hope it gets approved!

Kali Simmonds
Owner of The Root Cellar

Palmer, Laurel

From: >
Sent: Thursday, March 26, 2026 7:57 PM
To: Palmer, Laurel
Subject: Support for Application — 68 Queen Street

[You don't often get email from wilsonsai@hotmail.ca. Learn why this is important at https://aka.nns/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 Planning & Heritage Department,

My name is Wilson Zhou, and I am the property owner at 83 Water Street.

I am writing to express my support for the application regarding 68 Queen Street and the properties along Dorchester and King Streets.

I believe this proposal represents a positive and appropriate direction for future development in the area. It will contribute to the growth of downtown Charlottetown and help enhance the overall vitality of the neighbourhood.

Thank you for your consideration.

Sincerely,
Wilson Zhou

MT.IZI143 iPhone

Palmer, Laurel

From: Thursday, March 26, 2026 7:52 AM
Sent: Palmer, Laurel
To: Hal Bevan (gbevan@bevanbros.com)
Cc:
Subject: Support Letter - 69 Queen Street
Attachments: Support Letter for 68 Queen Street - March 26, 2026.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.

Hi Laurel,

Please find our letter of support for this project being proposed at 68 Queen Street.

Regards,

Cain Arsenault
Design Technician • APM Commercial

21 John Yeo Drive, Unit 2
Charlottetown, PE, Canada C1E 2A1

provided construction and design-build services that include construction management, engineering and general contracting. Our principles of Service, Trust and Value are our foundation for the delivery of every aspect of your new building or renovation project. **APM** operate across Canada with offices in **Charlottetown, Halifax, Toronto** and **Calgary** providing a host of construction services to local, regional and national clients.

APIA

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Wilding "0 ICTOSS CANADA

March 26, 2026

Subject: Support for the new development at 68 Queen Street.

Dear Laurel,

On behalf of APM Commercial I would like to pass along our resounding support for this project.

Not only do we support this development as a property owner in the area, but also as a developer who has fought tirelessly to make downtown Charlottetown a better place.

Through the years we have invested millions of dollars in the downtown core, including historic restorations at 133 Queen Street and the former Kays Building at 45 Queen Street, where we added a modern glass addition that proudly sits at the corner of Queen and Water, welcoming tourists to a City that not only embraces it's heritage but also appreciates the nuances of modern architecture.

By supporting this project and new development strategies that encourage compact density, you're not only addressing a housing need, but also embracing opportunities for business growth, efficient use of existing infrastructure, and mitigating the need for more urban sprawl.

By increasing the density and livability of the 500-lot area, you are promoting a vibrant city that attracts businesses, entrepreneurs, and investors. Mid-rise developments such as this one and other mixed-use developments offer convenient access to amenities and services, fostering a lively and thriving downtown core that is strikingly attractive to investors. This, in turn, leads to job creation and economic growth, benefiting "all islanders" and the local economy.

There is no preservation without prosperity.

Yours Truly,
APM commercial

Cain Arsenault

Palmer, Laurel

From: Tuesday, March 24, 2026 10:40 AM
Sent: Palmer, Laurel
To: Bevan Proposal Dorchester and King
Subject:

You don't often get email from kmurphy@mhgpei.com. Learn why this is important

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To whom it may concern:

I would like to have on record with the planning department at The City of Charlottetown that Murphy Hospitality Group, Great George Properties Ltd. along with Chairman Kevin Murphy are very much in support of the development begin proposed by Quentin Bevan/Weymouth Properties Ltd on the corner of Queen St and Dorchester and King St. We have been operating in this district since 2000 with the development of many buildings including The Great Georg Hotel, the Gahan and Sims to name a few. The proposed development will be an added addition to the district not only with the buildings and design of same but the addition of **the** residents and commercial. The heritage district has had major infusions of capital over the past number of years including Confederation Center and Province House along with the new library. This development will only enhance an already vibrant part of Charlottetown. This is exciting and should be fully embraced by the planning board and council and to approve the necessary variances that are being requested to make the project viable.

Thank You

Kevin Murphy
Chairman
Murphy Hospitality Group

Palmer, Laurel

From: >
Sent: Tuesday, March 24, 2026 11:53 AM
To: Palmer, Laurel
Subject: 68 Queen Street development
Attachments: Pollard_Support_Letter_WeymouthProperties.pdf

You don't often get email from kpollard@sprypoint.com. Learn why this is important

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Hi Laurel,
Please find attached a letter supporting the new development at 68 Queen Street.
Regards
-Keir

Keir Pollard
Chief Technology Officer

El ri

March 24, 2026

Laurel Palmer, RPP, MCIP
Senior Planner, Planning & Heritage Department
City of Charlottetown
P.O. Box 98, 199 Queen Street
Charlottetown, PE C1A 7K2
lpalmer@charlottetown.ca

Re: Written Submission in Support of Rezoning Application — 68 Queen Street and Properties along Dorchester and King Streets (PID #s 336982, 336974, 336909, 336917, 336966 and 1172915)

Dear Ms. Palmer and Members of Council,

I am writing as a business owner located directly across the street from the subject properties to express my strong support for the rezoning application submitted by Weymouth Properties Ltd. My company, SpryPoint, operates at 45 Queen Street, Charlottetown, and **I** am present in the downtown core on a daily basis. **I** have a direct and ongoing stake in the health and vitality of this neighbourhood, and I believe this proposed development is exactly the kind of investment our downtown needs.

The properties at 68 Queen Street and along Dorchester and King Streets currently represent a significant gap in the fabric of our downtown. The buildings and vacant land on this site are underutilized and in poor condition. As someone who walks past this site every day, I can attest that these properties detract from the streetscape and do nothing to support the pedestrian activity and economic vibrancy that a downtown core depends on.

The proposed seven-storey mixed-use building represents a thoughtful and appropriate response to this underutilized site. Ground-floor commercial uses will activate the street and support neighbouring businesses, while residential units on the upper floors will bring residents into the downtown core full-time. The concept drawings prepared by SableARC demonstrate a building whose materials — brick masonry and metal cladding — are well-suited to the character of Queen Street and the surrounding heritage context.

Charlottetown, like most Canadian cities, faces a serious shortage of housing supply. Adding residential units in the downtown core is one of the most effective ways to address that shortage while simultaneously supporting local businesses. Residents who live downtown walk to restaurants, shops, and services. They reduce car dependency and contribute to the tax base.

I understand the application requires a number of variances, including relief from height restrictions, stepback requirements, lot frontage, and floor plate size. I would ask Council to consider these variances in light of the constraints of the consolidated site and the goals of the City's Official Plan. The DMS zone designation being sought is consistent with the Downtown Main Street character that this location already embodies. Achieving the density needed to make this project viable requires some flexibility on

technical standards that were written for different circumstances. The variances requested are reasonable and proportionate to the benefit being delivered.

As a business owner who has invested in this city and who relies on a functioning downtown to attract and retain talent, I have a direct interest in seeing Charlottetown succeed. **I** am confident this development will be a net positive for the neighbourhood, for the city's tax base, and for the people who live and work here.

I respectfully urge Council to approve the rezoning application and the associated variances.

Yours sincerely,



Keir Pollard
Founder & CTO, SpryPoint
45 Queen Street
Charlottetown, PE

Palmer, Laurel

From: >
Sent: Tuesday, March 24, 2026 11:52 AM
To: Palmer, Laurel
Cc: qbevan@bevanbros.com
Subject: Downtown development 68 Queen

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To whom it may concern,

My wife and I are and have been residing at 104 Dorchester St. for 18 years. We are supportive of the proposed downtown development at 68 Queen.
We believe it will be beneficial to downtown Charlottetown.

Regards
Patrick and Linda Stewart

Sent from my To whom it may cToncern, Galaxy

Palmer, Laurel

From: >
Sent: Tuesday, March 24, 2026 11:29 AM
To: Palmer, Laurel
Subject: 68 Queen St

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

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Good morning Laurel ,

As a downtown business owner, I have reviewed the proposed development, rezoning and variances at 68 Queen St and we are in full support of this project. It is very encouraging to see this level of investment which will see more people living and working in the downtown core.

Thank you,

Kent Scales
Olde Dublin Pub
Claddagh Oyster House

Palmer, Laurel

From: >
Sent: Tuesday, March 24, 2026 12:05 PM
To: Palmer, Laurel
Cc: Quentin Bevan
Subject: 68 Queen St

You don't often get email from bmurphy@mhgpei.com. Learn why this is important

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Dear Members of Council and Planning Staff,

On behalf of Murphy Hospitality Group, I am writing to express our strong support for the proposed development at 68 Queen Street. As a locally rooted business with a longstanding commitment to the growth and vitality of downtown Charlottetown, we believe this project represents a meaningful and positive step forward for our community.

The proposed development aligns with the continued evolution of Queen Street as a vibrant corridor that supports local business, tourism, and cultural activity. Thoughtful investment in this area not only enhances the aesthetic and functional appeal of the downtown core, but also contributes to its longterm economic sustainability.

We are particularly encouraged by the project's emphasis on enhancing street-level engagement and contributing to a more dynamic urban environment. Developments that prioritize walkability, active storefronts, and increased density in the downtown core help create the kind of energy that benefits residents, visitors, and businesses alike.

As an organization that operates several establishments in the downtown area, we recognize firsthand the importance of continued investment and renewal. Projects such as this help ensure Charlottetown remains competitive, welcoming, and resilient in an evolving economic and tourism landscape.

We respectfully encourage the City of Charlottetown to support the approval of this development proposal. We are confident it will make a valuable contribution to the character and prosperity of our downtown.

Thank you for your consideration.

Sincerely,

BEN MURPHY M1atio

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Palmer, Laurel

From:	Tuesday, March 24, 2026 1:31 PM
Sent:	Palmer, Laurel
To:	Letter of Support - Weymouth Properties Ltd.
Subject:	

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Ms. Palmer:

I am writing to express my support for Weymouth Properties Ltd.'s proposed development at 68 Queen Street (and associated properties located along Dorchester and King Streets) in downtown Charlottetown.

I am a co-owner of various properties in the downtown core including 65 Grafton Street, 140 Pownal Street, 133 Queen Street, 24 Water Street and 27 Water Street. I am also a Director of Downtown Charlottetown Inc. As such, I have a keen interest in maintaining and fostering a vibrant downtown core.

In my view, the proposed development will be a wonderful addition to lower Queen Street. It will provide much-needed Class "A" office space as well as residential housing, both of which are critical for the continued and future success of our City. The design has been carefully considered and is attractive and appropriate for its location. This development, when considered in conjunction with other recent developments and improvements in the area, will serve to further strengthen our downtown community.

The developer is to be commended for their vision and willingness to take on this significant project. I support and encourage Council to provide the necessary approvals to permit construction as soon as possible.

Yours truly,

Spencer Campbell

Spencer Campbell, K.C.
Partner
Stewart McKelvey

* *

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Palmer, Laurel

From:	>
Sent:	Tuesday, March 24, 2026 2:18 PM
To:	Palmer, Laurel
Cc:	Quentin Bevan; Ben Murphy; Kevin Murphy (kmurphy@mhgpei.com)
Subject:	Letter of support for the Monarch project - Lower Queen St.
Attachments:	Dunne Properties - Letter of Support.pdf

You don't often get email from steve@dunnegroup.ca. Learn why this is important

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Hello Laurel,

Please see attached letter of support for a great project.

Regards,

Steve Dunne
LinkedIn

ODunne

Dunne
PROPERTIES

March 24, 2026

Ms. Laurel Palmer
Planning & Heritage Department
City of Charlottetown
199 Queen Street
Charlottetown, PE

Dear Ms. Palmer,

I am writing to express my strong support for the proposed development at 68 Queen Street.

As a downtown property owner associated with properties on Sydney Street, as well as 133 Queen Street and 49-57 Water Street, I have had the opportunity to closely observe the evolution of Charlottetown's downtown core and the importance of thoughtful, high-quality development. In my view, this project represents a significant and positive investment in the continued growth of our capital city.

The proposed mixed-use development is exactly the type of project that supports a vibrant and economically resilient downtown. It introduces new residential density, enhances commercial activity at street level, and contributes to the overall vitality and safety of the area.

I am particularly impressed with the architectural approach. The design thoughtfully integrates modern elements while respecting the existing streetscape, and the scale is appropriate for a downtown main street environment. Projects like this require vision and a willingness to invest in the future of our city, and the developer should be commended for taking that initiative and making a significant financial commitment.

From both an economic development and urban planning perspective, I believe this project will be a strong asset, not only to the immediate neighbourhood, but to Charlottetown as a whole.

I respectfully encourage Council to support the requested rezoning and variances to allow this project to proceed.

Thank you for the opportunity to provide input.

Sincerely,

Stephen Dunne

Palmer, Laurel

From:	Tuesday, March 24, 2026 6:02 PM
Sent:	Palmer, Laurel
To:	68 Queen Street proposed development
Subject:	IMG_3960.jpeg; IMG_3959.jpeg
Attachments:	

You don't often get email from regmccarvill@gmail.com. Learn why this is important

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Hi Laurel: It is my hope as a resident of Charlottetown that the proposed redevelopment at the property at the corner of Queen Street and Dorchester Street will include the removal of the ugly power poles and powerlines along Dorchester Street (see photo) and the incorporation of the nice carriage lantern fixtures like those that run along Queen Street (see photo). Yours truly. Reginald McCarvill,




NO
Silver & Sage
GAIA'S

Palmer, Laurel

From: Thursday, March 26, 2026 8:14 AM
Sent: Palmer, Laurel
To: Rezone Application
Subject:

You don't often get email from gwalsh@westlandinsurance.ca. Learn why this is important

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Re: 68 Queen Street and properties located along Dorchester and King Streets (PID Ws 336982, 336974, 336909, 336917, 336966 & 1172915)

Hi

My name is Gordon Walsh, and I am the property owner of 51, 53, 55, 57 Queen Street and 67, 69 & 75 King Street.

I have no objection to the request to rezone the properties as noted above.

Regards,

Gordon

Gordie Walsh CPA, CA, CFP, CIP
Vice President, Atlantic Canada & Quebec
Westland Insurance Group Ltd.

V1 Westland Insurance

Charlottetown
57 Queen St
Charlottetown I PE I C1A 7L9

el

Westland Insurance acknowledges its Head Office is situated on the unceded lands of the Kwantlen (q'wa:nA'en), Katzie (giaq), Semiahmoo, and Tsawwassen Nations.





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Palmer, Laurel
From: Thursday, March 26, 2026 9:03 AM
Sent: Palmer, Laurel
To: Quintin Bevan Project - Queen Street
Subject:

You don't often get email from wfdow@csmlaw.com. Learn why this is important

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Hi Laurel

I'm writing this letter to express my personal support for Quintin Bevan and his groups development of 68 Queen Street, Charlottetown. I have had an opportunity to see the plans and renderings for this project and, as a member of the Downtown business community, I strongly support this development.

Best regards

Bill

William F. Dow, K.C.
Managing Partner

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Palmer, Laurel

From:	Thursday, March 26, 2026 9:12 AM
Sent:	Palmer, Laurel
To:	Parker Deighan
Cc:	Beaton's Wholesale Letter of support - Weymouth Properties 24084
Subject:	Resp - 24084 Monarch St - Beaton.pdf
Attachments:	

You don't often get email from mike@beatonswholesale.com. Learn why this is important

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Good morning Laurel,

Due to personal reasons, it doesn't look like we will make tonight's meeting regarding the Weymouth Properties - 24084 project, but we wanted to send this letter of support, noting our utmost support for the project.

Please see the attached letter. If anything else is needed, please reach out

Thanks!
Mike LeBlanc

Michael LeBlanc

Owner

O -

Beaton's Wholesale Dry Goods - Response to 24084 - Monarch Street - Weymouth Properties

50 Queen Street
Charlottetown, PEI, C1A 4A4

Mar 24, 2026

City of Charlottetown

Planning & Heritage

Re: Letter of Support - Weymouth Properties - Development Project

To Whom It May Concern,

On behalf of Beaton's Wholesale Dry Goods Ltd., I am writing to express our strong support for the proposed residential and commercial development by Weymouth Properties, located adjacent to our property (50 Queen Street) in downtown Charlottetown.

As a third-generation, family-owned business with deep roots in Charlottetown, we have a vested interest in the continued growth, economic strength, and long-term sustainability of our downtown core. We believe this proposed development represents a meaningful and forward-looking investment in the future of our city.

The addition of high-quality residential and commercial space will contribute directly to increased density, foot traffic, and overall economic activity in the downtown area. Projects of this nature play a critical role in enhancing the value of the city—both from a business and municipal perspective—by strengthening the tax base, supporting local enterprises, and encouraging further private investment.

Importantly, this development will also contribute to Charlottetown's appeal as a tourism destination. As a port city that welcomes a growing number of cruise ship visitors each year, the visual impression and vibrancy of our downtown core are essential. Well-executed developments such as this demonstrate progress, confidence, and growth, while reinforcing Charlottetown as a thriving and evolving capital city.

At the same time, we recognize and value the importance of preserving the historic character that defines Charlottetown. Based on our understanding, this project reflects a thoughtful balance between modern development and the architectural and cultural heritage of the area—an approach that strengthens both community identity and visitor experience.

From our position as a neighboring business, we do not have concerns regarding the project's impact on our operations. On the contrary, we believe it will have a positive influence on the surrounding area and contribute to the continued success of nearby businesses, including our own.

We respectfully encourage the City of Charlottetown to support and approve this development.

Should you require any additional information or wish to discuss our position further, please do not hesitate to contact us.

Sincerely,

Michael LeBlanc
Owner
Beaton's Wholesale Dry Goods Ltd.

Palmer, Laurel

From: Wednesday, March 25, 2026 9:03 AM
Sent: Palmer, Laurel
To: 68 Queen Street Proposal
Subject:

You don't often get email from shawnmurphy51@gmail.com. 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.

On behalf of Regal Holdings Ltd., I am responding to your letter of March 18th rebar this proposal. We own several properties on Victoria Row.

We support fully the project. The proposed design, the seven story construction and believe this will be an excellent addition to downtown Charlottetown. The proposed developers enjoy a good reputation and did complete an excellent project across from this project.

Our only caveat would be set back variances. I hope the City will never forget the mess that was made on Lower Richmond Street when the City allowed one developer to build residential units to the property line. No one has ever been held accountable for this decision.

With this small caveat, I do hope that this proposal proceeds without delay.

Sent from Gmail Mobile

Palmer, Laurel

From: >
Sent: Friday, March 27, 2026 10:21 AM
To: Palmer, Laurel
Subject: 68 Queen Street and properties located along Dorchester and King Streets (PID's 3369823, 336909, 336966 and 1172915

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Good morning,

I write as chair of the Property and Finance Committee of the Board of Governors of St. Dunstan's University Board of Governors ("SDU").

SDU is the owner of PID 336925 which adjoins PID 336917 on King Street.

It is our understanding that according to the existing bylaw the developer is permitted to construct the proposed building on PID 336917 up to the property line. In other words, there is no setback requirement.

It is our further understanding that should SDU, or its successor in title, develop PID 336925 a structure could also be built up to the property line of that parcel with no setback required.

Could you please confirm this is the situation.

If this is the situation SDU, is in no position to object to the development, nor does it wish to frivolously object or impede the project. However, I am sure you can appreciate that should our understanding of the bylaw be correct it is not an ideal situation should two buildings be constructed so close together. Down the road there will be some unhappy people!

We look forward to your response on our understanding of the bylaw and the impact it is having on the SDU property.

John

John McQuaid
Stratford, PE

Gundrum, David

From:	>
Sent:	Monday, March 30, 2026 11:49 AM
To:	Ruus, Michael; Gundrum, David
Subject:	Fw: Copy of submission to council

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FYI

Submission : 68 Queen St-submission letter below

Good morning Councilor;
I ask for your kind indulgence.
'Growth' has mistakenly been identified with squeezing as many people as possible into the downtown core of towns and cities across Canada. Other places consider 'growth' to be increased production of goods and services. Therefore, progressive places around the world use resources and know-how to preserve and enhance important buildings, views and cultural sites for the enjoyment of their people and visitors, and accruing the monetary benefits. Still, while retaining the aura and buildings of earlier times, they meet housing demand by allowing new housing and high rise community development outside the core.
Why this successful concept seem so foreign to current thinking of Canadian planners and Councils is a puzzle.

I am taking the liberty of forwarding below a copy of my submission to the Planning Division re: 68 QUEEN ST.

With regards to that, I am at a loss to understand why the External Design Review report was not accepted. It seems to be relevant to the public's best interest, and appears to be an independent, reasonable assessment. This decision should be revisited.
I am at a loss to understand why a major issue, the protection of the sky view of the City, is being neglected.
It is the peaceful, pleasant horizontal view, that meets the cruise ship guests, and boaters, the view that comforts people coming in from the East, the view board walkers treasurer from Victoria Park. It signals, along with other community heritage buildings, coherence, familiarity and peace, - the comforting sky view, that has become part of who we are.
To drown out and dwarf everything else by allowing tall 'Boxes' to overshadow this beloved sight, is reckless, and this will not be the only one, once a president is set.

There is absolutely no reason to circumvent the rules on the books, regarding building height and set - backs .

Council has fallen victim to the notion, that new developments being proposed will ALWAYS need, - and ALWAYS be granted variances.
Instead of proposed projects meeting the laws of the City (they know them well), the City now provides planning assistance to make the laws fit the projects.
Council and staff should suffer no blame for the length of application/approval time. *Developers* deliberately show up with projects that are in total contravention of the City plans and by-laws. They should be sent packing, - come back when the design fits the laws.
That is how it is supposed to work, variances should be a rare occurrences , instead of a given. Besides that, having the same chair and members of Design Review Board, Heritage and Planning Board could present a narrowness of opinions and conclusions. There is a sense in the community that fairness and orderly administration is on life-support at City Hall.

The slim attendance by the public at the steady, continuous stream of variance application meetings is understandable, and should not be accepted as 'ammunition' by variance applicants to garner points with the Council. People are simply worn down, cannot afford the time, and so, RELY ON and expect their elected officials to guard their interests. I am not in doubt that these sentiments are on your minds, and that your motives for seeking office are rooted in those values.

What you approve should always be in the best interest of the people, that live and work in this City, not just in the interest of the bottom line of individuals. Yours is A LARGER CALLING. You are choosing, for a long time into the future, between an ugly concoction of masses of 'high and low' buildings, or retaining a unique and charming Charlottetown.

In the case of 68 Queen St., this massive building, replacing a heritage neighborhood, will forever change the look of the street scape, but it will also forever extinguish the iconic sky view of the Cathedral and Charlottetown as a whole, and only the minimum allowable height should be approved.
You have it in your power, yes you do, to preserve what we have and approve a height that accommodates the best interest of the citizens and still allows a developer the right to develop WITHIN the established guidelines of the City.
Prosperity of a people is not only found in monetary rewards, but in prosperity in spirit, found in pride and joy, and happiness in community harmony, where people live, and the visual beauty that surrounds them.
At this time, don't let that be ours to loose.
Please accept this in the spirit it was forwarded - and I thank you for your service.
Kirsten Connor
PS: The Scandinavian countries are at the top of the World Happiness scale year after year, - there is a reason. Pleasant visual experiences in society's daily life has been and is of highest consideration by elected officials, evident in 'people first' waterfront developments, green space retention and heritage preservation.

Mayor, Council and Planning experts;
Charlottetown, PEI

Thank you for the opportunity.

SUBMISSION FOR **68 QUEEN ST.**

Having requested, paid for and received External Design Review services, I urge City Council's adaptations of the External Design Review advice given by Greg Munn on the 68 QUEEN St. project.
I question why this advice was rejected and request Council accept his report and act accordingly.
The number of variances asked for in this project is disturbing : height , set-backs, floor plate, parking etc. The External Design Review report gives some relief from the unreasonableness, if not downright cheekiness, of this development proposal.
Further, the massing of this building goes against the old Official Plan as well as the just adopted O.P..
Obviously, a go ahead for this, would require an O.P. Amendment.
With most of those lots not being in the DOWNTOWN CORE but rather in the DOWNTOWN PERIPHERY, policies related to that must be taking into account.
'Ensure development within the Downtown Periphery complies with the design review process and The 500 LOT Area Development Standards & Design guidelines.'
'Require new development to complement the bult form, size, pattern, lot fabric rhythm and building setbacks of existing development in the immediate are.'
'Ensure that new development or redevelopment within the residential areas of the Downtown Periphery is modest and compatible with the adjacent buildings.'

A section of the Official Plan- The 500 lot area -4.2 A VIBRANT DOWNTOWN-4.2.1a Starting Point states eloquently the aim of downtown rejuvenation, and this proposed project is a blatant mockery of that vision. The request for underground power lines being provided by the tax payers could have been entertained, had the developer chosen to replicate the exterior of the buildings he tore down, hereby preserving the heritage street image, a case could have been made. Since the streetscapes are changing to become sunless tunnels, as further tall building permits, steeped in variances, will be allowed, the cost of converting all City streets to underground powerlines would be prohibitive. Therefore the City should make it known, that such infrastructure will be at the cost of the developer, should they wish.

Attempting to preserve the charm of Charlottetown by entertaining and granting endless requests for variances, is subverting the purpose of the already heritage destructive Official Plan,- alike to make a silk purse from a sow's ear, and ending with the City becoming an unsightly mess.

The massiveness and requested height of this colossal enterprise is totally incompatibles with the surrounding area. Please don't allow a height of this building, that overwhelms the beautiful cathedral and its spires, and diminishes the sky-view and horizon for ever. Think of it, Councillors, you hold the power to decide, what people will be looking at for the next 100 years or maybe more.

Kirsten Connor

Charlottetown

Palmer, Laurel

From: Planning Department
Sent: Friday, March 27, 2026 12:47 PM
To: Palmer, Laurel
Subject: FW: comments re 68 Queen Street

Hi Laurel,

This has been saved in the properties folder just FYI.

Thanks,

Jason Doucette
Intake Officer/Administrative Assistant

City of Charlottetown
70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 1M9
Office: 782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him

CHARLOTTETOWN
g r-rAt tItixj.s iticres

From: Planning Department <planning@charlottetown.ca>
Sent: Friday, March 27, 2026 12:43 PM
To: Andrea Battison <andrea@crustipath.com>; Planning Department <planning@charlottetown.ca>
Subject: RE: comments re 68 Queen Street

Thanks for that, I have forwarded the comments to the appropriate staff.

Jason Doucette
Intake Officer/Administrative Assistant

City of Charlottetown
70 Kent Street

Charlottetown, Prince Edward Island
Canada, C1A 1M9
Office: 782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlot ¯!town.ca

Pronouns: He/Him

CHARLOTTETOWN
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From:
Sent: Friday, March 27, 2026 11:59 AM
To: Planning Department <planning@charlottetown.ca>
Cc: Andrea Battison **Subject:** comments re 68 Queen Street

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.

Please see below.

I'd appreciate confirmation of receipt.

68 QUEEN ST- MAJOR VARIANCE REQUESTS AND OFFICIAL PLAN AMENDMENTS
Thank you for the opportunity to comment.
Comments in support of the project:

1. **I** support activation and opening up of the alleyway and restoring the public right of way as n our new official plan and hope to see more of these incorporated into downtown developments going forward. Could be spaces for art and culture and unique commercial environment. A more celebrated entrance from Dorchester might help — masonry, signage

2. The treatment of the corner fagade on Queen and Dorchester is consistent with 500 Lots DS&DG and will contribute positively to the streetscape. The downtown is in desperate need of a full grocery store and this retail space may be a good location and address this need.

Concerns:
I agree with **the recommendations from the External Design Reviewer—**which were also supported by Planning Staff and submitted to Design Review Board for approval **regarding decreasing height, massing and step** backs, especially for the 7th floor. I am quite concerned that these requested changes were disregarded by DR Board and Council. The rationale for why a 7 storey building needs to step away from the street — regardless of which zone it is in- is clearly explained in 500 Lot DS&DG. Every exemption granted encourages the next project to ask for the same.

Building height and massing wrong for this zone and OP
Changing the zoning to allow for extra height goes against the previous and just approved new OP regarding land use and massing for the 500 Lot Area.

The Parking structure presents two problems
In 500 Lot, parking structure facades should be concealed and "provide retail, public or other active uses, as well as provide pedestrian amenities" (7.11.3). It does not appear to do so. Is another variance needed? Could the developer possibly incorporate some sort of seating alcoves, possibly with commissioned artwork with the green wall to animate and activate these facades in some way?
7.11.3 Where a Parking Structure fronts on a Street:
a. The ground-level façade shall incorporate retail, public or other active uses, as well as provide pedestrian amenities such as an Awning, Canopy, or sheltered entryway; and
b. The front façade shall be designed to conceal the parking levels and gives the visual appearance of a multi-Storey Building articulated with bays and window openings

Parking Structure Entrances - Public Safety — two entrances onto sidewalk with limited sightlines for pedestrians. These entrances are hidden from view of pedestrians and any cyclists, scooter etc. that may be on the sidewalk and so present a potential safety hazard— I live close to one of these and experience this. From the drawings it looks like the front end of one of today's vehicles could be on the sidewalk before a driver would see anyone on the sidewalk. These streets are very busy with distracted tourists in summer who will be unfamiliar with them. I hope that some sort of safety mechanisms will be used.

Spires St. Dunstan will be obscured depending on perspective/sightline e.g, a person standing on the street will have to be much further away to be able to view the spires than before when buildings in the centre block were only two to three storeys high. Council may want to consider adding the 'spires' to the list of **protected viewplanes.**

Overall, when you look at this building, the main reason driving all of these variances and an Official Plan amendment is because there are **two levels of above ground parking.** Without that you would have a 5 (or even 6) storey building with the Bonus Height for the laneway as a public benefit - all within what is allowed for in the zone and OP (old and new) which could fit in well with the neighbourhood.

It would be encouraging to see a **more creative solution to the parking problem.** Where else can this parking be accommodated? Nearby lots or parkades (current or planned)? Better public transit? Reduce the minimum parking requirement? Have more spaces under parking in lieu arrangement? Has the city ever considered a **stratified parking arrangement** where the project is allowed to go under the street as in other cities? Queen and other streets are 100' wide and are underused public property.

In this case, I suspect you would be able to get a lot of parking underground and also work in providing easier access to some utilities that are planned to be buried. It might also remove one of the dangerous entry/exits and allow for more creative and safer access to the parking. Street fagade could be used for commercial units and animated streetscape rather than car storage.

It might seem like a big task at first but, as the City seems to be driving toward more housing density in downtown, proposals like these — with 2 or more levels of parking will become the norm and every variance granted sets a precedent for the next request. Blank parkade walls kill the pedestrian realm/streetscape.
Each exemption granted degrades the fabric, character and Official Plan vision for the 500 Lots just that little bit more, slowly diminishing the economically significant tourism industry for the City and the Province.

Sincerely,

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage # 3

MOTION CARRIED _____

MOTION LOST _____

Date: April 14, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That 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) be approved;

And further to approve the following:

A lot consolidation of PID#'s 336982, 336974, 336909, 336917, 336966 and 1172915 subject to a final pinned survey plan.

- **Payment of cash-in-lieu of parking for six (6) parking spaces and;**

Approval of the following Variances:

- **Step back above the 4th and below the 7th floor on King and Dorchester Streets;**

- **The Bylaw requires a 3 metre stepback a 2 metre stepback is proposed. Therefore, a 1 metre 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 (19.7 feet) stepback. A 2 metre stepback is proposed. Therefore, a 4 metre variance is required on both sides;**

- **Step back above 4th floor interior lot line (east side) facing Bishop's Palace requires a minimum 10 metre (32.8 feet) interior yard setback. A 2 metre (6.5 feet) stepback is proposed. Therefore, requires an 8 metre variance;**

- **Frontage or lot width requirement for bonus height on Queen Street. Proposed lot frontage is 13 metres (42.6 feet). The Zoning Bylaw requires 41 metre (135 feet) and minimum lot depth of 36 metre (118 feet) for buildings taller than 21.3 metres (69.9 feet). Therefore, a 28-metre (91.8 feet) variance is required for frontage;**

- **Increase to the allowable floor plate from 8,072 square feet (750 square metres) to 11,797 square feet (1,096 square metres). Therefore, a variance of 3,724.3 square feet (346 square metres) is needed.**

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-APRIL-6B-2
147 Hillsborough Street (PID# 342907)

Date:
April 7, 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)
E. Circulation Letter (March 18, 2026)
F. Public Responses to Circulation
G. Public Meeting Minutes (March 26, 2026)

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 Planning Board to forward a recommendation to Council.

Staff Recommendation:
That Planning Board recommend that Council:

Approve the request for a 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. A Public Meeting to solicit comments and feedback from Council and the general public was held on March 26, 2026 (see Attachment G for copy of meeting minutes).

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)

Public Feedback:

In accordance with Section 3.10 (Amendments to the Bylaw and Rezonings) of the Zoning & Development Bylaw, on March 18, 2026, notice of a Public Meeting was circulated to sixty-seven (67) surrounding property owners within 100 metres of the subject property advising them of the Public Meeting that was held on March 26, 2026 requesting any comments and feedback concerning the proposed site-specific amendment to Zoning for the property identified as 147 Hillsborough Street (PID# 342907).

In response to the City's 100-metre circulation letter, the City received five (5) responses, all in opposition to the application. These responses can be found under Attachment F to this report.

Statements made by members of the public at the March 26, 2026 Public Meeting focused on a couple of themes, notably concerns around safety and security of the surrounding neighbourhood with respect to the proposed introduction of the new use (transitional housing facility) as well as impacts to existing nearby business (bed & breakfasts) and potential negative impacts to local property values.

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. With the Public Meeting concerning this application having been held on March 26, 2026, Planning staff are now in a position to offer an evaluation and recommendation regarding the application for site-specific amendment to the (DMUN) Zone that applies to the subject property.

With regard to the newly established policy framework laid out in the new Official Plan (OP) for the City of Charlottetown that received Provincial ministerial approval on March 13, 2026, Section 4.5.1 (Housing Spectrum) of the new OP states that planning ahead for the needs of all residents means ensuring that Charlottetown has enough supply of places to live along the entire housing spectrum. A sub-section to this main policy section also states that in order to achieve these aims, that the City must enable transitional and supportive housing near multi-modal transportation routes (i.e. transit routes, bike lanes, and/or pathways) and also enable these uses to be located close to mixed-use areas (i.e. nodes, corridors and the downtown).

Under Section 4.5 (Housing) of the new OP, the document defines transitional housing as facilities that bridge the gap between homelessness and permanent housing on a temporary basis that often also involve social and/or skills development to build self-reliance and capability for the residents and individuals receiving services.

As noted by Environment & Sustainability staff, the proposed transitional housing facility is located within an approximate 5-minute walk of the City's major transit interchange from which every bus route in the T3 transit network can be accessed. The proposed use would also be located within an established and mature mixed-use area of the downtown of Charlottetown. On this basis, the use can be said to meet multiple policy objectives of the new Official Plan and therefore can also be said to be consistent with the intent and purpose of the new OP as it applies in this instance.

To help allay neighbourhood concerns around public safety and security, at the Public Meeting held March 26, 2026 it was made clear by the applicants (PEI Housing Corporation) that the proposed transitional housing facility at 147 Hillsborough Street would have round the clock on-site staff supervision and monitoring of residents and that exterior security features such as lighting and cameras would be installed to deter unwanted behaviour and activities. PEI Housing Corporation staff also noted that there would be screening for resident placements to ensure a good mix of residents who would benefit from the programs offered and minimize any neighbourhood impacts.

While it was noted by residents that a significant concern also relates to potential negative impact on local property values, this is not an aspect that the Planning Department can or ever evaluates for with respect to land-use impacts and land-use compatibility as it is out of scope. Property value fluctuations due to development activity exist outside the scope of compatibility analysis for land-use and are not something that can be taken into account either through the local Planning Board and Council discretionary approvals process nor through any related IRAC appeals process.

Planning staff are of the opinion that while the proposed use is not otherwise permitted through the existing (DMUN) Zoning, it does fulfill multiple policy objectives of the new Official Plan to help fill a gap within the housing continuum that can assist individuals experiencing personal hardship transition from homelessness to a more stable, long-term living situation to be positive contributing members of society. On that basis, staff are recommending in favour of the proposed site-specific amendment to Zoning as it would apply to 147 Hillsborough Street.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request for a site-specific amendment to the existing (DMUN) zoning that applies to the subject property identified as 147 Hillsborough Street (PID# 342907) to allow for 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:

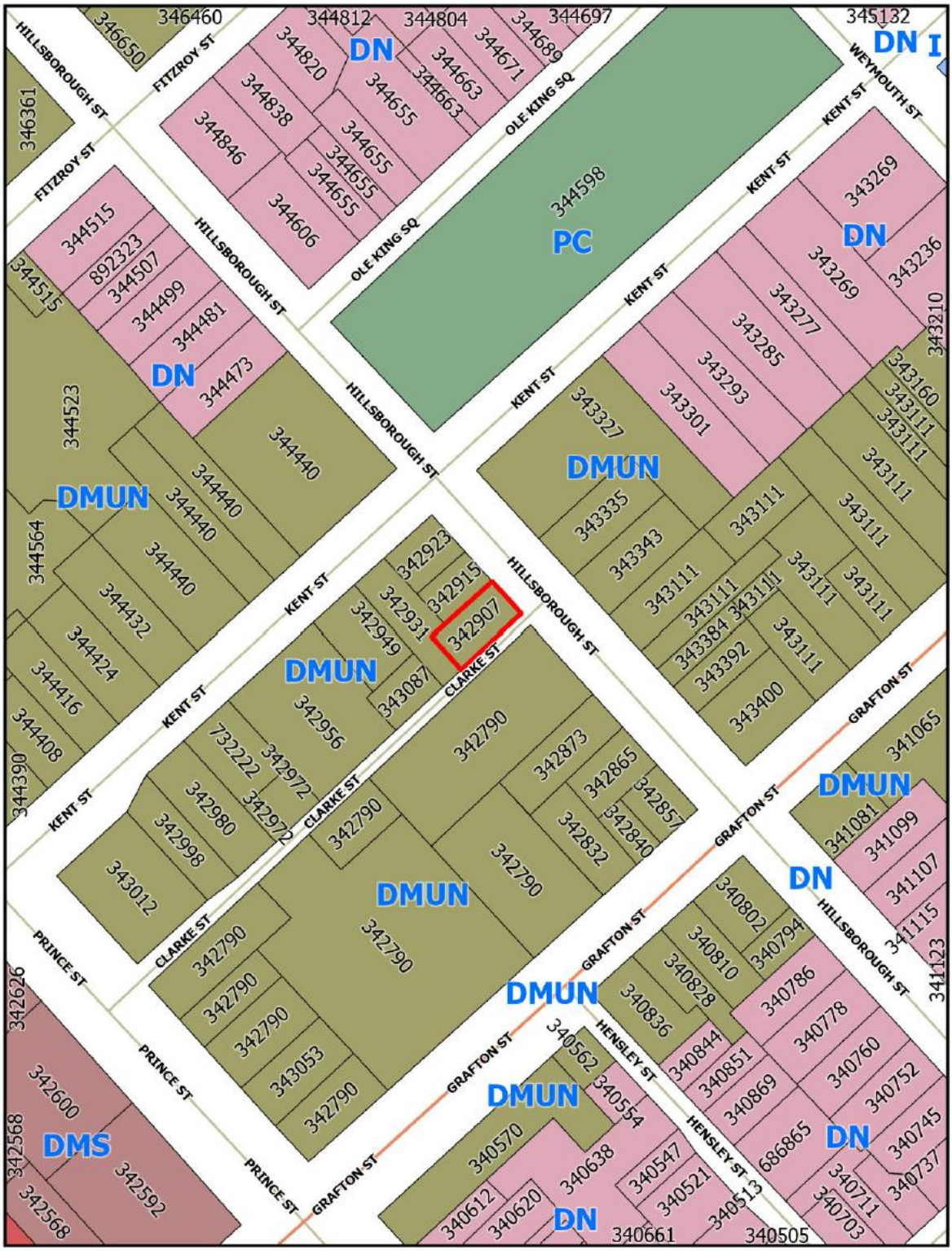
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 04/02/2026

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

Attachment "E" – Circulation Letter (March 18, 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

March 18, 2026

Re: 147 Hillsborough Street (PID# 342907)

Dear Property Owner:

The Planning and Heritage Department has received a request for a 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).

The purpose of the request is to facilitate the renovation of the existing building so that it can be used as a transitional housing facility that would have 11 beds for on-site residents. A transitional housing facility is not otherwise permitted within the existing (DMUN) Zone that applies to the subject property. The applicant and owner of the subject property is PEI Housing Corporation.

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) Thursday, March 26, 2026 @ 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 Tuesday March 24, 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, March 24, 2026, 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 dgundrum@charlottetown.ca on or before **12:00 noon on Friday March 27, 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 required to keep their oral submissions to a maximum of five (5) minutes.

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,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment "F" – Public Responses to Circulation

B.Doyle HOLDINGS INC.

330 University Avenue
Charlottetown, PE
C1A 4M6

City Council
City of Charlottetown

Re: Opposition to Proposed Site-Specific Amendment for Transitional Housing Facility

Dear Members of Council,

I am writing on behalf of B. Doyle Holdings Inc., the owner and operator of Polyclinic Professional Centre, a medical centre located in close proximity to the property subject to the proposed site-specific amendment for use as a transitional housing facility.

While we recognize and appreciate the importance of supporting housing initiatives within our community, we have significant concerns regarding the suitability of this particular location for such a development. Our medical centre serves a wide range of patients, including families, seniors, and individuals requiring a safe, stable, and professional healthcare environment. We believe that the introduction of a transitional housing facility in such close proximity may negatively impact both the perception and functionality of our business.

From a business and economic standpoint, we are concerned that this change could adversely affect surrounding property values and the long-term viability of nearby professional services. We have made substantial investments into our property and operations with the intention of contributing positively to the local community and economy. Developments that may introduce uncertainty or deter patients and clients from accessing our facility could undermine these efforts.

In addition, we have concerns regarding compatibility with the existing neighborhood. This area has developed as a hub for professional and medical services, and the proposed use does not align with the current character or planning intent of the surrounding properties. We believe that transitional housing facilities are best situated in locations that are carefully selected to ensure appropriate support infrastructure, accessibility, and minimal disruption to established uses.

We would respectfully request that Council consider the following:

- Whether this location is appropriate given the existing concentration of medical and professional services;

- The potential economic impact on nearby businesses and property owners;
- The long-term planning vision for this area and whether the proposed use aligns with that vision;
- Alternative locations that may be better suited for transitional housing, where residents can be supported without negatively impacting surrounding uses.

We strongly encourage Council to carefully evaluate the broader implications of this amendment before proceeding. We remain committed to being a positive contributor to our community and would welcome the opportunity to discuss our concerns further.

Thank you for your time and consideration.

Sincerely,

Brett Doyle

Brett Doyle
B. Doyle Holdings Inc.
330 University Avenue
Charlottetown, PE
C1A 4M6
[redacted]

Gundrum, David

From: [redacted]
Sent: Friday, March 27, 2026 11:01 AM
To: Planning Department
Subject: comments re 147 Hillsborough Site-Specific Amendment request

Follow Up Flag: Follow up
Flag Status: Completed

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.

Please see my comments below.
I would appreciate acknowledgement of receipt of this email.

Thank you,

Andrea

~~~~~~

147 Hillsborough – Comments on Site Specific Amendment Request

My understanding is that transitional housing is only allowed in the Institutional Zone which allows other uses so by doing a Site Specific Amendment to the Zoning & Development bylaw, the intent is to limit it to transitional? Is that correct?

I appreciate the need for transitional housing however I am against the current proposal for the following reasons:

1. This change would remove six self-contained, likely reasonable rent, permanent homes from the housing market. Regardless of the fact that the building has been left empty, these could be reasonably priced self-contained units perhaps renovated for family units with multiple bedrooms, and possibly added to the subsidized rental properties and returned to the housing stock. Permanent homes are also a need in this city.

2. The downtown is also a neighbourhood community. It has been eroded by the influx of short term rentals replacing longterm housing. Creating even more transient housing adds to this problem. The PEIHC has been repurposing multiple properties downtown, many in my immediate neighbourhood. Perhaps they can put some of these units elsewhere in the city. I keep hearing that they need to be downtown because of access to services. The closest full service grocery store is the Sobey's on Allen Street. I wouldn't call that easy access.

3. Proposal would create 11 bedrooms with shared bathroom facilities and possibly a shared kitchen (resolution of plans is poor) that I saw and office space – is this really a net gain in housing?
~~~~~~

4. Creating transitional housing in new builds or converting a previous non-residential property or building to housing would make more sense and add to the total number of housing unit available vs switching them around.

5. I have noticed a trend by PEIHC to run transitional housing in the 500 Lot area without getting zoning amended – either rezone or by Site Specific Amendment.

a. Smith Lodge care home was purchased and residents had to leave as building used for transitional housing and/or people moved from McGill Ave facility into it , now New Roots I believe.

b. The new building at 37 Weymouth , (part of New Roots?), was presented as transitional housing with small apartments and office space for staff – neither use allowed in the Downtown Neighbourhood zone. It has been built but I'm unsure if it is operational yet. I'll also remind Planning Staff that a roof was on that building before a building permit was issued.

c. Old MacMillan lodge was converted to short term rental and now part of PEIHC - apparently with office space per comments at Public Meeting – again, not an approved use in Downtown Neighbourhood zone.

d. Are there others? How many and where are they located?

e. **Should we be expecting more requests from PEIHC for spot rezoning for these facilities?**

6. I would appreciate some comments from Planning Staff or Council as to how these types of transitional housing units are going to be handled in the new Z&D Bylaw if possible please? Will this be the new way of approaching this problem or, is this an exception that is being fit in before the new Z&D bylaw is in place?

Sincerely,

Andrea Battison
104 Prince Street

147 Hillsborough – Comments on Site Specific Amendment Request

My understanding is that transitional housing is only allowed in the Institutional Zone which allows other uses so by doing a Site Specific Amendment to the Zoning & Development bylaw, the intent is to limit it to transitional? Is that correct?

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3. Proposal would create 11 bedrooms with shared bathroom facilities and possibly a shared kitchen (resolution of plans is poor) that I saw and office space – is this really a net gain in housing?

4. Creating transitional housing in new builds or converting a previous non-residential property or building to housing would make more sense and add to the total number of housing unit available vs switching them around.

5. I have noticed a trend by PEIHC to run transitional housing in the 500 Lot area without getting zoning amended – either rezone or by Site Specific Amendment.

a. Smith Lodge care home was purchased and residents had to leave as building used for transitional housing and/or people moved from McGill Ave facility into it , now New Roots I believe.

b. The new building at 37 Weymouth , (part of New Roots?), was presented as transitional housing with small apartments and office space for staff – neither use allowed in the Downtown Neighbourhood zone. It has been built but I'm unsure if it is operational yet. I'll also remind Planning Staff that a roof was on that building before a building permit was issued.

c. Old MacMillan lodge was converted to short term rental and now part of PEIHC - apparently with office space per comments at Public Meeting – again, not an approved use in Downtown Neighbourhood zone.

d. Are there others? How many and where are they located?

e. **Should we be expecting more requests from PEIHC for spot rezoning for these facilities?**

6. I would appreciate some comments from Planning Staff or Council as to how these types of transitional housing units are going to be handled in the new Z&D Bylaw if possible please? Will this be the new way of approaching this problem or, is this an exception that is being fit in before the new Z&D bylaw is in place?

Sincerely,

Andrea Battison

104 Prince Street

Gundrum, David

From: David Raynor [redacted]
Sent: Friday, March 27, 2026 11:23 AM
To: Gundrum, David
Subject: 147 Hillsborough Street

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 do not support the request for a site-specific amendment for this property. I make no judgement as to the proposed use of this property in and of itself. My objection to the request for a site-specific amendment is chiefly prudential: I own a rental property (PID#342873) directly in sight of 147 Hillsborough Street, with nothing in between but a parking-lot and Clarke Street. I cannot take the risk that, if 147 were to become a transitional housing facility, it might make renting my property far more difficult than it is at present.

To me it appears that the Housing Corporation has purchased this property with this proposed end in view, assuming that the City and nearby property-owners will go along with it. This strikes me as an arrogant attitude on the part of the Housing Corporation, which should *beforehand* have consulted the City and nearby property-owners. My alternative suggestion would be for the Housing Corporation to remodel the building at 147 Hillsborough Street to house permanent residences for lower-income tenants, which would then be subsidized by it. For I believe it is in the interest of the City to maintain as many residential units as possible, even in an area which is zoned for mixed use.

Yours sincerely,

David Raynor

Post PM. comment.

Charlottetown City Planning & Heritage Dept
70 Kent St.
Charlottetown,PEI
Attn : David Gundrum

PLANNING
Rec'd 03/27/26 Int JL

Re: (PID # 342907)—
147 Hillsborough St. rezoning proposal for transitional housing

Dear Sir:
My name is Sharyn Dalrymple & I am submitting my concerns re: this proposal.
I (& my husband Doug) own & have lived year round since 1981 at 218 Kent St (a designated Heritage property).
In 1982,I opened the Duchess of Kent Inn – a 4 star B&B & have operated it for the past 43 years---2026 is my 44 th season in business.
Our property consists of 2 parcels from 218 Kent St through the block to 27 Clarke St. My B&B guests' off-street parking is located at 27 Clarke St…which is less than 30' away from the back of the building at 147 Hillsborough St.
My major concerns re: this rezoning proposal are:
a)the personal safety & security of my guests & their vehicles as well as that of our own property plus additional mental stress for me
b)my guests' possible negative perception of the increased presence of people outside along Clarke St (my guests' parking area) & along Hillsborough St.---this increase possibly due to no outdoor living space provided at 147 Hillsborough (only 1 car park spot).
Ours is an eclectic neighbourhood… a mix of nightclubs,restaurants & cafes, small businesses (some with apartments above),Talbot House, apartment buildings,my Duchess of Kent Inn B&B,a privately owned & operated care facility,a very active Central Christian Church with its various social programs,Sterns laundry,Co-op housing project,private homes/apartments around Kings Square Park.
Our neighbourhood "reclaimed" our park (Kings Square) after The OutReach Centre on Euston St was relocated to Park St. Now it is again a safe space to walk through or sit on a bench,have a picnic, watch the kids playing…..If this rezoning proposal is passed,it may lead to renewed concerns re: the safe usage of our Square.
We (Doug & I) recently supported (after a few tweaks addressed some concerns)the new apartment complex proposal for the Polyclinic parking lot (again next to our backyard).
We understand & can accept most changes to our neighbourhood…but not this time !
I don't feel it's fair that my current livelihood/tourism business be in jeopardy after 43+ years of hard work nor should our property be subjected to a decrease in value if this rezoning is approved.
Thanks to social media ,any negative comments from my guests due to the new use of the property at 147 Hillsborough St have the power to possibly destroy a thriving business (mine) almost overnight.

Therefore ,I (& Doug) are strongly opposed to this rezoning proposal at 147 Hillsborough St.

I'll be delivering my written submission to you tomorrow morning,Friday,March 27,2026.
Please read it carefully….hear my/our concerns…and say NO to this proposal.

Sharyn Dalrymple
Duchess of Kent Inn
218 Kent St.
Charlottetown C1A 1P2
[redacted]

PS-I presented the above comments at last night's (March 26,2026) public meeting. After the Q & A session ended,I am even more opposed to this rezoning proposal!!

Gundrum, David

From: Zita Roberts [redacted]
Sent: Friday, March 27, 2026 11:53 AM
To: City Planning
Subject: Re; 147 Hillsborough Proposal for Transitional Housing

Follow Up Flag: Follow up
Flag Status: Completed

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.

I wish to express my concern and firm objection to this proposal. My home is at 126 Hillsborough Street. I am a senior citizen who has invested a lot of funds in renovating my home and developing a small tourist business in the 500 Block. We are all familiar with the rules and restrictions that govern this area.

I have lived through many years of unrest with the Outreach Centre on Euston Street. My life was one of noise, thefts and living in fear.

1. Constant noise and folks on the street outside my home roaring very late at night. Often awaken at 2;00 a.m.

2. Unable to leave my windows open at night for safety reasons. People coming into my flower bed and peeking in the windows.

3. Walking through my yard and stealing items.

4. Using my outside tap for water and sometimes leaving it on.

5. One person set up camp in my yard complete with tent and all their supplies.
Police were very helpful and quick to help me and have individual removed.

6. Using my back deck to do drugs and leaving mess behind. Police were quick to respond to my concerns and remove all supplies.

Let'ts be clear of what we want for the Downtown Core and support the property owners who are working hard and investing funds to maintain their properties, develop business, expand tourism and live in peace.

We have moved the Outread Centre to Park Street and invested in housing and are facing much backlash with neighbours. We need to learn from these issues and rather than band-aid issues, look at long term solutions. Are we offering programs for education and solutions to support change?

Please listen to the residents of our City and support us to ensure our safety and that of our visitors.

Attachment "G" – Public Meeting Minutes (March 26, 2026)

DRAFT

Public Meeting of Council
Thursday, March 26, 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

Chair Phillip Brown Presiding

Council Members present:	Mayor Brown-Chair Councillor Norman Beck Deputy Mayor Alanna Jankov Councillor Justin Muttart Councillor Mitchell Tweel	Councillor Julie McCabe Councillor Trevor MacKinnon Councillor Kevin Ramsay Councillor John McAleer Councillor Robert Doiron*
Staff:	David Gundrum, Mgr, PD Laurel Palmer, Senior Planner, PIII Michael Fraser, PII	Jason Doucette, IO/AA**
Applicants/ Representatives:	Jason Doyle, PEI Housing Corp Robert Haggis, Sable Arc Studios Quentin Bevan, Weymouth Properties	
Also present:	Brad MacConnell, CAO Dave Essery, RM, Planning Board	
Regrets:	Councillor Terry Bernard	

*Participated via Teams
**Minute Taker

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

The deadline for submission of written comments is Friday, March 27th at 12:00pm Noon

1. **Call to Order**
   Mayor Brown 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 Deputy Mayor Jankov and seconded by Councillor Ramsay that the Agenda for the public meeting on March 26, 2026 be approved.

CARRIED (9-0)

4. Rezoning – 231 Brackley Point Road (PID# 623090)

Michael Fraser, Planner II

Request: This is a request to amend Appendix A – Future Land Use Map of the City of Charlottetown Official Plan from Institutional to Industrial; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone to facilitate the future development of commercial condo buildings on the subject property.

Property Information: Institutional (I) Zone
Staff Presenter: Michael Fraser, PII
Applicant: Breakwater Development Inc.
Reference: Public Meeting Package

Summary:

Staff stated that a rezoning application was submitted by Breakwater Development Inc. on behalf of the property owners for a property currently zoned Institutional (I) and developed with a place of worship.

It was also stated that the applicant is seeking to rezone the property to allow for a future commercial building, as commercial uses are not permitted in the Institutional zone under Section 22 of the Zoning & Development Bylaw.

Staff noted that properties to the north are zoned Business Park Industrial (M-3), and the proposed rezoning would align the subject property with surrounding land uses. The applicant advised that the rezoning is part of a broader redevelopment plan, which would include a future lot consolidation with the adjacent parcels to the north.

Comments:

Councillor Ramsay asked whether there were any specific plans for the subject properties at this time and whether that was an appropriate question to ask at the current stage.

Mr. Fraser responded that it was a reasonable question; however, the applicant is not yet at the design stage and has not determined what will be constructed, including access points or building

layout. He also advised that the development is intended to be consistent with the Business Park Industrial zone and would typically allow for retail-style plazas that support light industrial uses. While no access points or detailed design information are available at this time, the most likely form of development would be a plaza-style project with a mix of industrial and retail-type uses.

Councillor Tweel asked whether any conceptual designs had been provided and questioned why an industrial zoning designation was being requested if the development resembled a business plaza.

Staff also explained that the Business Park Industrial (M-3) zone is designed for a limited type of industrial development and excludes heavier industrial uses such as factories and large warehouses. The zone is intended for service-oriented and drive-up uses rather than large industrial parcels.

Staff further explained that conceptual designs are not required at the rezoning stage, as rezoning occurs earlier in the development process than detailed planning. Applicants often defer design work until zoning and related approvals, such as lot consolidation, are confirmed.

Staff advised that lot consolidation applications do not require public circulation or a public meeting; however, they do require approval by Planning Board and Council and would return for future consideration.

In response to further discussion, staff confirmed that the M-3 zone excludes heavier industrial uses and is limited to light industrial and related commercial uses.

The Deputy Mayor noted that although details are not confirmed, the applicant has indicated a long-term vision similar to existing light-industrial condominium-style developments along Brackley Point Road, which would be consistent with surrounding land uses if realized.

5. Rezoning – 68 Queen Street (PID# 336982)

Laurel Palmer, RPP, MCIP, Planner III (Senior Planner)

Request: This is a request to amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Downtown Main Street (DMS) Zone to the Downtown Mixed Use Neighbourhood (DMUN) Zone to facilitate the future development of a 7-storey multi-use residential and commercial building on the subject property in the 500 Lot Area. The proposed future development would also overlap with nearby parcels identified as PID#s 336974, 336966, 336909, 336917 and 1172915. The proposed development is also subject to applications for Design Review, Variance and future Lot Consolidation.

Property Information: Downtown Main Street (DMS) Zone
Staff Presenter: Laurel Palmer, RPP, MCIP, Senior Planner, PIII
Applicant: Sable Arc c/o Weymouth Properties
Reference: Public Meeting Package

Summary:

Staff stated that the application is a request to rezone lands located along King and Dorchester Streets, with a total land area of approximately 1,480 square metres.

Staff advised that the purpose of the rezoning request is to facilitate the construction of a proposed seven-storey mixed-use building on the subject property, consisting of commercial and multi-unit residential uses and that parking is proposed to be located on the first and second floors of the building.

Staff further noted that the application also involves requests for variances, lot consolidation, bonus height, and cash-in-lieu of parking.

Staff described the subject properties as being located within the Downtown 500-Lot Area and consisting of a group of lots bounded by Queen Street, Dorchester Street, and King Street. It was noted that the lands share an interior lot line with the Bishop's Palace.

Staff advised that development in the surrounding area includes a mix of commercial office buildings, single-detached dwellings, institutional uses, multi-unit apartment buildings, and commercial retail uses.

Staff also reviewed the requirements of the Zoning and Development Bylaw related to amendments and rezonings, noting that Section 3.10.3 requires Council to hold a public meeting to receive input from the public and the applicant prior to making a decision and confirmed that Council approved proceeding to public consultation by resolution on March 10, 2026.

Staff advised that, in accordance with the bylaw, notices of the public meeting were circulated on March 18, 2026 to 120 surrounding property owners within 100 metres of the subject property. Notice was also posted on site and published in The Guardian newspaper on March 14 and March 21, 2026.

Staff confirmed that, as of the date of the meeting, eleven written responses had been received, all in support of the rezoning request.

Staff then summarized the Design Review process, noting that the proponents submitted a design package including façade drawings, elevation drawings, and a proposed site plan.

Staff also advised that the Design Reviewer provided generally positive comments and support for the project, while raising concerns regarding stepback variance requests for the fifth, sixth, and seventh storeys along King and Dorchester Streets.

Staff advised that the Design Review Board did not agree with the Design Reviewer's comments related to the stepback variances but did support all other recommendations.

Staff noted that Council approved the design submission on March 2, 2026, subject to the applicant entering into a Development Agreement should the rezoning and variances be approved.

DRAFT UNTIL APPROVED BY COUNCIL

Staff outlined the requested variances applicable to the proposal, including a height variance to permit a seven-storey building, reduced stepbacks above the fourth storey and above the seventh storey on King and Dorchester Streets, a reduced interior yard stepback adjacent to the Bishop's Palace, reduced lot frontage and depth requirements to qualify for bonus height, and an increased maximum floor plate area.

Staff also identified a request for cash-in-lieu of approximately six parking spaces.

Staff advised that the applicant will be required to consolidate the subject parcels into one property to facilitate development of the building and further noted that approval of bonus height under the Zoning and Development Bylaw will be required, and that the applicant has identified a proposed public benefit consisting of a new activated alleyway that would provide space for public art murals, seasonal food vendors, and potential pedestrian access to commercial properties along Queen Street.

Staff advised that the public benefit component of the bonus height application would be deferred to Planning Committee for recommendation if the rezoning is approved.

Staff outlined the next steps in the process, advising that input received from the public meeting and written submissions would be compiled into a staff report for Planning Board consideration on April 7, 2026, and tentatively forwarded to Council for consideration on April 14, 2026.

Staff introduced the project architect and the property owner, noting that both were present at the meeting and available to answer questions, and advised that the architect would provide a brief presentation to Council.

Sable Arc Studios-Robert Haggis Presentation:

Summary:

Robert presented details of the proposed seven-storey mixed-use development. He advised that the project includes approximately 3,000 square feet of commercial space fronting Queen Street, along with residential units on multiple floors and additional commercial uses on the upper levels.

The architect explained that the building form was intentionally designed to maintain compatibility with the existing streetscape. The portion of the building facing Queen Street is similar in height to adjacent buildings, while the structure steps up toward the rear and east side of the site to reach the full seven storeys.

His presentation highlighted two-metre stepbacks along King Street, Dorchester Street, and the side adjacent to St. Dunstan's University. Rooftop deck areas were identified, and an activated alleyway running between the buildings was illustrated as part of the site design.

The architect reviewed the floor layout, noting that the first level contains parking with approximately 20 stalls and ground-floor commercial space facing Queen Street and additional parking is provided on the second level with access from Dorchester Street.

Residential units occupy the mid-levels of the building, while the top floors are dedicated to commercial use.

Elevation drawings were presented to illustrate the proposed appearance of the building and the architect noted that portions of the exterior were reduced in height to better address adjacent properties and that care was taken to ensure the building height does not obstruct views of the Basilica or exceed the ridge height of nearby rooflines.

Various building elevations were shown, including views from King Street, Dorchester Street, and toward the St. Dunstan's University property. Entrances for both the residential and commercial components of the building were identified.

With respect to materials, the architect stated that brick would be used extensively to reflect the character of downtown Charlottetown. Metal panel cladding in grey and light-grey tones, including faux wood accents, was also proposed, with a predominantly glass curtain wall treatment at the uppermost level.

It was explained that the material selections transition from heavier materials at the lower levels to lighter materials toward the top of the building in order to reduce the perceived mass of the structure.

Perspective renderings were shared showing views along Queen Street toward the waterfront, illustrating that the taller portions of the building are largely set back and not prominent from street level. Additional views demonstrated how the building would appear under different lighting conditions.

He also described the concept for the activated alleyway, noting that it is intended to function as a public amenity with space for public art, potential food vendors, and pedestrian connections between Queen, Dorchester, and King Streets. The alleyway was also described as a design feature that would contribute to site safety and activity.

The presentation concluded with images of the building's rear, where a green wall feature is proposed to provide visual interest and break up the brick façade.

Comments:

Steve Dunn addressed Council and advised that he was one of the eleven individuals who submitted written correspondence in support of the application. He stated that he is a downtown property owner with interests on Sydney Street, Water Street, and Queen Street, including the Gahan House property. Mr. Dunn expressed strong support for the proposed development at 68 Queen Street, noting that he has observed downtown development over the past twenty years and believes the project represents a very positive investment for the City. He stated that this type of mixed-use development supports a vibrant and economically resilient downtown. Mr. Dunn commended the architect and development team for a thoughtful design that respects the existing streetscape and indicated that projects of this size and complexity require vision, particularly in the current high-cost construction environment. He encouraged Council to support the requested rezoning and thanked the property owners and development team for advancing the project.

Charles spoke on behalf of Mr. Wilson Joe an owner of a nearby property. Mr. Charles advised that Mr. Joe supports the proposed development and believes it will contribute positively to responsible growth and development in downtown Charlottetown.

Reg McCarville, representing St. Dunstan's Basilica, addressed Council and inquired about the relative height of the proposed building compared to the Basilica steeples, noting that the renderings appeared distorted. In response, the project architect, Mr. Robert Haggis, confirmed that the images were to scale and advised that the proposed building height would be approximately 84 feet and would remain below the ridge height of the Basilica, whose steeples exceed that height.

Andrea Battison addressed Council remotely via Teams and thanked Council for the opportunity to comment. She expressed support for the activation of the alleyway and for incorporating art, culture, and unique commercial spaces, noting that these elements align with objectives of the new Official Plan. Andrea suggested that the Dorchester Street entrance could be more strongly emphasized to draw people into the site and stated that the corner treatment at Queen and Dorchester Streets is generally consistent with the 500-Lot Development Standards.

Ms. Battison also raised several concerns. She stated that she supported the recommendations of the external Design Reviewer regarding reducing upper-level massing and incorporating additional stepbacks at the seventh storey, and expressed concern that these recommendations were not supported by the Design Review Board or Council.

She stated that amending zoning and massing provisions so soon after adoption of the new Official Plan undermines the extensive planning work undertaken for the 500-Lot Area and creates a precedent and identified concerns regarding the appearance and safety of parking garage entrances, the treatment of parking façades, potential impacts on views of church spires, and the extent to which above-grade parking was driving the requested variances. She encouraged Council to explore alternative parking solutions, including off-site, shared, underground, or non-traditional parking arrangements, and cautioned that blank parking façades negatively impact the pedestrian realm.

Mr. Quentin Bevan on behalf of the applicant, thanked Andrea for her comments and noted that several design changes were made as a direct result of her feedback. He stated that the alleyway was originally designed as a dead-end and was revised to provide through-access from Dorchester Street to King Street based on her suggestions.

Robert Haggis, project architect, addressed the concerns raised. He stated that the design team began the project by working within the Zoning and Development Bylaw requirements and that variances were requested only where necessary to maintain project viability. Mr. Haggis advised that the difference between a two-metre and three-metre stepback at the upper floors would have minimal visual impact. He explained that parking garage doors are proposed to be flush with the brick façade and that safety measures, such as cameras and interior monitoring, could be implemented. He also referenced the proposed green wall treatment along the rear elevation as a means of breaking up the façade and animating the space.

During Council discussion, the Deputy Mayor clarified that variances and site-specific planning approvals are reviewed on an individual basis and are not precedent-setting, noting that each

application is evaluated on its own merits. Planning staff further confirmed that a common-law precedent approach is not applied in planning decisions or appeals.

Further discussion clarified that the development would meet approximately 86 percent of the required parking on site, with a request for cash-in-lieu for six spaces. It was also confirmed that residential and commercial uses have separate entrances and circulation, with residential access from King Street and commercial access from Dorchester Street, each served by its own elevator system.

Councillor Tweel and other members of Council spoke in support of the proposal, noting the scale, complexity, and economic significance of the project. Council members acknowledged the current challenges associated with construction costs and stated that the proposed development represents a major investment and long-term benefit to downtown Charlottetown. Council thanked the developer, architect, and staff for their collaboration and engagement throughout the process.

Staff advised that the public comment period would remain open until noon the following day, after which staff would review all submissions and prepare a report for Planning Board consideration. The application is expected to return to Council for final consideration at a regular Council meeting in April.

6. Site-Specific Amendment – 147 Hillsborough Street (PID# 342907)

David Gundrum, RPP, MCIP, Manager of Development Planning

Request: This is a request to amend Appendix C – Approved Site-Specific Exemptions of the City of Charlottetown Zoning and Development Bylaw to allow for a transitional housing facility as an additional permitted use on the subject property that is not otherwise permitted in the Downtown Mixed Use Neighbourhood (DMUN) Zone. The proposed transitional housing facility would have capacity to accommodate eleven (11) individual residents on-site with staff supervision.

Property Information: Downtown Mixed Use Neighbourhood (DMUN) Zone
Staff Presenter: David Gundrum, RPP, MCIP, Manager Planning Development
Applicant: Jason Doyle c/o Prince Edward Island Housing Corporation
Reference: Public Meeting Package

Summary:

Staff said that the final application for the evening's public meeting was a site-specific zoning amendment request for the property located at 147 Hillsborough Street (PID 342907).

Staff explained that the request is for a site-specific amendment to the existing Downtown Mixed-Use Neighbourhood (DMUN) zoning to permit the development of a transitional housing facility within an existing three-storey building. The proposed transitional housing facility would provide accommodation for eleven individuals (eleven beds).

Staff advised that the interior of the existing three-storey structure would be renovated under a future Building Permit to accommodate the proposed use should the site-specific amendment be approved. Staff noted that the application has been submitted by the Prince Edward Island Housing Corporation.

Staff identified the subject property on the air photo displayed and advised that the lot is currently developed with a three-storey residential structure and is located within the DMUN zone. The subject property is a corner lot bounded by Hillsborough Street to the east and Clark Street to the south.

Staff explained that the purpose of the site-specific amendment is to facilitate the renovation and redevelopment of the interior of the existing building to operate as a transitional housing facility with eleven beds and supervisory staff. Staff noted that a transitional housing facility is not a permitted use within the existing DMUN zone.

Staff referenced Section 3.10.3 of the Zoning and Development Bylaw, which requires Council to hold a public meeting to receive the views and opinions of the public and the applicant prior to amending the bylaw or rezoning any parcel of land. Staff further advised that Council approved proceeding to public consultation by resolution on March 10, 2026.

Staff advised that, in accordance with the Zoning and Development Bylaw, notice of the public meeting was circulated on March 18, 2026, to sixty-seven surrounding property owners within 100 metres (328 feet) of the subject property. The notice advised recipients of the public meeting being held on March 26, 2026, and requested comments and feedback regarding the proposed site-specific zoning amendment for 147 Hillsborough Street.

Staff reported that, as of the date of the meeting, one written response had been received in opposition to the proposed site-specific amendment and that this correspondence was circulated to Council in advance of the meeting.

Staff further advised that on-site posting of the property occurred on March 18, 2026, and that public notices were published in The Guardian newspaper on March 14 and March 21, 2026.

Staff outlined the next steps in the process, advising that following the public meeting, staff will prepare a recommendation for consideration by Planning Board on April 7, 2026, followed by consideration of a resolution by Council at its regular meeting scheduled for April 14, 2026.

Staff concluded by advising that representatives of the Prince Edward Island Housing Corporation were in attendance to speak to their application and returned the matter to the Chair for further discussion.

Comments:

Sharon Dalrymple, Charlottetown, addressed Council regarding the proposed site-specific zoning amendment at 147 Hillsborough Street for transitional housing and advised that she and her husband, Mr. Doug, have lived at 218 Kent Street since 1981 and that she has operated the Duchess of Kent Inn for over forty years.

She noted that guest parking for the bed and breakfast is located at 27 Clark Street, less than 30 feet from the rear of the subject property.

She also expressed strong opposition to the rezoning, citing concerns related to personal safety and security for her guests, their vehicles, and her property, as well as increased stress. She raised concerns about the potential increase in people congregating along Clark Street and Hillsborough Street due to the lack of outdoor amenity space at the proposed facility and she described the surrounding area as a diverse mixed-use neighbourhood and stated that approval could negatively impact the safe use of King Square.

She also stated that while she and her husband have supported other nearby developments when concerns were addressed, they do not support this proposal. She expressed concern that approval could jeopardize her livelihood, tourism business reputation, and property value, particularly through negative guest perceptions and social-media commentary and advised that she and her husband are strongly opposed to the rezoning and that a detailed written submission would be provided to Planning Staff.

Mr. Jason Doyle, Prince Edward Island Housing Corporation, responded by acknowledging the concerns raised. He advised that the proposed facility would be operated by a qualified non-profit organization, staffed 24 hours per day, and supported by participation agreements, case management, and programming. He stated that the ultimate objective of the project is to provide safe transitional housing and support individuals experiencing homelessness to move toward more independent living.

Mr. Doyle advised that PEI Housing would issue a request for proposals to select an experienced non-profit operator and that accountability, incident reporting, and safety requirements would be embedded in the operating agreement. He noted that security measures such as exterior cameras and on-site staff monitoring would be considered to address neighbourhood concerns.

The Deputy Mayor asked whether there was any green space on the subject property. Staff confirmed that the site has no existing green space and has historically been fully built out.

It was asked whether programming would be provided on site. Mr. Doyle responded that the non-profit operator would provide both housing management and case-management services and connect residents to additional mental-health, addictions, and social supports as required.

Councillor Ramsay asked why the downtown area was selected for the facility. Mr. Doyle responded that proximity to services, existing ownership of the building, and the transitional nature of the model made the site suitable. He advised that residents typically stay for approximately 12 to 18 months before transitioning to independent housing.

Andrea Battison, Charlottetown, addressed Council remotely via Teams. She acknowledged the need for transitional housing but opposed the proposal, citing concerns about the loss of existing rental units, net housing gain, spot zoning, and consistency with existing zoning policy. Ms. Battison questioned whether tenants had been displaced and asked how transitional housing would be addressed under the future Zoning and Development Bylaw and planning Staff clarified that the application is a site-specific zoning amendment under the current bylaw

and advised that other referenced projects on Weymouth Street and Richmond Street are permanent supportive housing and not transitional housing.

Councillors raised questions regarding security requirements, behavioural expectations, accountability of non-profit operators, and existing transitional-housing models in Charlottetown. Mr. Doyle advised that PEI Housing maintains oversight through formal funding agreements, safety plans, and ongoing monitoring of operators.

Doug Dalrymple addressed Council, reiterating concerns regarding exterior security, long-term accountability, and potential impacts on their tourism business and retirement. He questioned whether PEI Housing was aware of the adjacent bed and breakfast at the time the property was acquired and suggested that the building be used as subsidized housing rather than transitional housing.

Mr. Doyle responded that the building has been vacant for two to three years and requires significant repairs. He stated that the property was not originally acquired for transitional housing but was later identified as a suitable opportunity. He noted that a comparable transitional housing facility operates near a tourism property with limited issues and committed to providing ongoing communication and designated points of contact if the project proceeds.

Councillors McCabe and Tweel commented on the broader need for supportive and transitional housing, acknowledging the concerns raised by residents while emphasizing the importance of addressing homelessness in a structured and accountable manner. Council members stressed the need for consistency, oversight, and continued engagement with neighbouring property owners.

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 # 4

MOTION CARRIED _____

MOTION LOST _____

Date: April 14, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council defer decision on the request for site-specific amendment for 147 Hillsborough Street (PID# 342907) concerning proposed establishment of a transitional housing facility (11 beds) on the subject property pending the confirmation of criteria and details for a future Development Agreement to be entered into with the applicants and property owners (PEI Housing Corporation) regarding the proposed development of the transitional housing facility.

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City of Charlottetown Committee Report

Report No:
PLAN-2026-07-APRIL-6B-3
231 Brackley Point Road (PID# 623090)

Date:
April 7, 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. Circulation Letter (March 16, 2026)
D. Public Responses to Circulation
E. Public Meeting Minutes (March 26, 2026)

Report Title:
Proposed Rezoning of 231 Brackley Point Road (PID# 623090) submitted by Breakwater Development Inc. on behalf of the property owners 1332122 Canada LTD.

Report Purpose:
Evaluation of a request for rezoning and Official Plan Amendment (OPA) to place the subject property within the Business Park Industrial (M-3) Zone.

Staff Recommendation:
That Planning Board recommends that Council:

Approve the proposed rezoning for the subject property addressed as 231 Brackley Point Road (PID# 623090) from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone and approve an Official Plan Amendment (OPA) to place the subject property within the Workscapes Future Land Use designation.

Report Details:

The application for a rezoning was submitted by Breakwater Development Inc. on behalf of the property owners 1332122 Canada LTD. The subject property, which is currently developed with a Place of Worship, is located within the Institutional (I) Zone. The applicant is requesting the subject property be rezoned to accommodate the development of a future commercial building.

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

Development Context

The subject property is an interior lot fronting onto Brackley Point Road, currently developed with a place of worship. The property is currently zoned Institutional (I), which is uncommon for the area. The parcels to the north of the subject property are already zoned within the Business Park Industrial (M-3) zone proposed by this application, those to the south are within the Single Detached Residential (R-1L) zone, those to the west are within the Heavy Industrial (M-2) zone and those across Brackley Point Road are zoned Airport (A).

The subject property is situated near several major pieces of transportation and logistics infrastructure. The site is across from commercial and industrial developments on airport land and the airport entrance is within 0.9 km of the subject property. The intersection of Brackley Point Road and the Trans-Canada Highway is within 300m of the subject property.

Policy Analysis

This application was received December 9, 2025, at which time, the 2023 version of the Official Plan was in force, with the subject property designated as Institutional. As a result, an Official Plan Amendment (OPA) is also required.

The proposal aligns with the previous Official Plan, particularly in Section 4 – Encouraging Prosperity and including Subsection 4.8 – Appropriate Industrial Development. Section 4 outlines goals for the City to work with public and private sector partners to promote balanced economic growth, and to position the community to take advantage of opportunities created by economic and social transformation. Subsection 4.8 states that our objective is to continue to support the growth of industry in Charlottetown by directing specific types of development in areas suitable to those uses and to position Charlottetown to compete with other industrial locations in the Maritimes.

The proposal also aligns with Sections 3.2.7 – Workscapes and 4.6.1 – Economic Partnerships of Charlottetown's new Official Plan, which was adopted on March 13, 2026.

Section 3.2.7 emphasizes the importance of commercial and industrial operation's proximity to the airport or ocean to ensure a thriving economy. It is also critical for the long-term success of Charlottetown's economy to have land available for the wide variety of manufacturing, logistics, services, and supporting businesses. Additionally, objectives are outlined to establish a reserve of lands for commercial and light industrial operations and that the City shall apply

the Workscapes designation to lands that are either currently characterized by, or anticipated to accommodate, commercial and light industrial activities of a larger urban footprint or frequent movement of goods.

The intent of Section 4.6.1 is to attract new and expanded industries around the airport, port, and highways by ensuring adequate supply of appropriately zoned and services lands are available within the city. Additionally, the Workscapes locations can be used as a land use buffer between business-oriented uses and residential areas, while locating logistics-heavy businesses in close proximity to the Trans-Canada Highway.

Considering the specifics of the location, many of the pieces of guidance listed within the current and previous Official Plans are met by the proposed zoning. Industrial zoning, including the considerably more intense Heavy Industrial (M-2) zoning and highly specialized Airport (A) zoning, already surrounds the property. The proposed Business Park Industrial (M-3) zoning, which is a more limited commercially focused form of industrial zoning, provides a transition between these uses and the existing residential development to the south of the property, which itself is uncommon in the area. Additionally, the property's easy access to the Trans-Canada Highway and Charlottetown Airport meet the criteria provided by the guidence in both Official Plans regarding locating industrial or workscape uses. In light of these specifics and the policies described above, it is staff's interpretation that both documents are in alignment regarding the appropriateness of this zone and overall support designating land for commercial and industrial operations.

The applicant has indicated that they intend to develop the subject property and the parcels to the north (PIDs 885269, 437616 and 523073) cohesively, requiring approval for a lot consolidation. The Planning and Heritage Department will require that all future development on the subject lands comply with policies and regulations outlined in the Zoning and Development Bylaw, National Building Code and the permitting processes that are adopted at the time of their submission. Any future development will also be subject to provincial environmental standards and the Charlottetown Airport's regulations as set out by the federal government.

Public Feedback

The City sent thirty-two (32) letters informing landowners within 100 metres of the subject property on March 18, 2026, which invited residents to speak at the March 26, 2026 Public Meeting. In response to the City's 100-metre circulation letter, no responses were received. At the Public Meeting, no residents spoke regarding this application.

CONCLUSION:

Based on the information presented in this report, the proposed rezoning of 231 Brackley Point Road from Institutional (I) to Business Park Industrial (M-3), together with the related Official Plan Amendment to the Workscapes designation, is appropriate and supportable. The requested zoning better reflects the surrounding land use pattern, aligns with both the previous and current Official Plan direction to reserve and service lands for commercial and light industrial activity—particularly in proximity to the airport and the Trans-Canada Highway—and provides a more suitable transition between existing industrial and residential zones than the current Institutional designation. Public notification generated no objections and no comments were raised at the Public Meeting. Subject to compliance with applicable bylaw requirements and permitting and environmental regulations at the time of future development, staff recommend approval.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

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

Submitted By Planner:
Michael Fraser,
Planner 2

Reviewed By:

Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 04/01/2026	Michael Ruus, RPP, MCIP, 04/02/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo:



Attachment “B” – Zoning Map:



Attachment "C" – Circulation Letter (March 16, 2026):

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

CHARLOTTETOWN

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e planning@charlottetown.ca
w www.charlottetown.ca

March 16, 2025

Re: 231 Brackley Point Road (PID# 623090)

Dear Property Owner:

The Planning and Heritage Department has received a request to rezone 231 Brackley Point Road (PID# 623090) to:

- Amend Appendix A – Future Land Use Map of the City of Charlottetown *Official Plan* from Institutional to Industrial; and
- Amend Appendix G – Zoning Map of the City of Charlottetown *Zoning and Development Bylaw* from Institutional (I) Zone to Business Park Industrial (M3) Zone.

The purpose of this request is to facilitate future development consistent with the M3 Zone.

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) Thursday, March 26, 2026 at 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 Monday – Friday between 8:00 AM – 4:00 PM. Staff will contact interested participants on Wednesday March 25, 2026, 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 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 mfraser@charlottetown.ca on or before **12:00 noon on Thursday March 26, 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 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 regarding the application, please contact the Planning & Heritage Department at (902) 629-4158.

Sincerely,

Michael Fraser
Planner II

Attachment “D” – Public Responses to Circulation:

None.

Attachment "E" – Public Meeting Minutes (March 26, 2026):

DRAFT

Public Meeting of Council
Thursday, March 26, 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

Chair Phillip Brown Presiding

Council Members present:	Mayor Brown-Chair Councillor Norman Beck Deputy Mayor Alanna Jankov Councillor Justin Muttart Councillor Mitchell Tweel	Councillor Julie McCabe Councillor Trevor MacKinnon Councillor Kevin Ramsay Councillor John McAleer Councillor Robert Doiron*
Staff:	David Gundrum, Mgr, PD Laurel Palmer, Senior Planner, PIII Michael Fraser, PII	Jason Doucette, IO/AA**
Applicants/ Representatives:	Jason Doyle, PEI Housing Corp Robert Haggis, Sable Arc Studios Quentin Bevan, Weymouth Properties	
Also present:	Brad MacConnell, CAO Dave Essery, RM, Planning Board	
Regrets:	Councillor Terry Bernard	

*Participated via Teams
**Minute Taker

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

The deadline for submission of written comments is Friday, March 27th at 12:00pm Noon

1. **Call to Order**
   Mayor Brown 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 Deputy Mayor Jankov and seconded by Councillor Ramsay that the Agenda for the public meeting on March 26, 2026 be approved.

CARRIED (9-0)

4. Rezoning – 231 Brackley Point Road (PID# 623090)

Michael Fraser, Planner II

Request: This is a request to amend Appendix A – Future Land Use Map of the City of Charlottetown Official Plan from Institutional to Industrial; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone to facilitate the future development of commercial condo buildings on the subject property.

Property Information: Institutional (I) Zone
Staff Presenter: Michael Fraser, PII
Applicant: Breakwater Development Inc.
Reference: Public Meeting Package

Summary:

Staff stated that a rezoning application was submitted by Breakwater Development Inc. on behalf of the property owners for a property currently zoned Institutional (I) and developed with a place of worship.

It was also stated that the applicant is seeking to rezone the property to allow for a future commercial building, as commercial uses are not permitted in the Institutional zone under Section 22 of the Zoning & Development Bylaw.

Staff noted that properties to the north are zoned Business Park Industrial (M-3), and the proposed rezoning would align the subject property with surrounding land uses. The applicant advised that the rezoning is part of a broader redevelopment plan, which would include a future lot consolidation with the adjacent parcels to the north.

Comments:

Councillor Ramsay asked whether there were any specific plans for the subject properties at this time and whether that was an appropriate question to ask at the current stage.

Mr. Fraser responded that it was a reasonable question; however, the applicant is not yet at the design stage and has not determined what will be constructed, including access points or building

layout. He also advised that the development is intended to be consistent with the Business Park Industrial zone and would typically allow for retail-style plazas that support light industrial uses. While no access points or detailed design information are available at this time, the most likely form of development would be a plaza-style project with a mix of industrial and retail-type uses.

Councillor Tweel asked whether any conceptual designs had been provided and questioned why an industrial zoning designation was being requested if the development resembled a business plaza.

Staff also explained that the Business Park Industrial (M-3) zone is designed for a limited type of industrial development and excludes heavier industrial uses such as factories and large warehouses. The zone is intended for service-oriented and drive-up uses rather than large industrial parcels.

Staff further explained that conceptual designs are not required at the rezoning stage, as rezoning occurs earlier in the development process than detailed planning. Applicants often defer design work until zoning and related approvals, such as lot consolidation, are confirmed.

Staff advised that lot consolidation applications do not require public circulation or a public meeting; however, they do require approval by Planning Board and Council and would return for future consideration.

In response to further discussion, staff confirmed that the M-3 zone excludes heavier industrial uses and is limited to light industrial and related commercial uses.

The Deputy Mayor noted that although details are not confirmed, the applicant has indicated a long-term vision similar to existing light-industrial condominium-style developments along Brackley Point Road, which would be consistent with surrounding land uses if realized.

5. Rezoning – 68 Queen Street (PID# 336982)

Laurel Palmer, RPP, MCIP, Planner III (Senior Planner)

Request: This is a request to amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Downtown Main Street (DMS) Zone to the Downtown Mixed Use Neighbourhood (DMUN) Zone to facilitate the future development of a 7-storey multi-use residential and commercial building on the subject property in the 500 Lot Area. The proposed future development would also overlap with nearby parcels identified as PID#s 336974, 336966, 336909, 336917 and 1172915. The proposed development is also subject to applications for Design Review, Variance and future Lot Consolidation.

Property Information: Downtown Main Street (DMS) Zone
Staff Presenter: Laurel Palmer, RPP, MCIP, Senior Planner, PIII
Applicant: Sable Arc c/o Weymouth Properties
Reference: Public Meeting Package

Summary:

Staff stated that the application is a request to rezone lands located along King and Dorchester Streets, with a total land area of approximately 1,480 square metres.

Staff advised that the purpose of the rezoning request is to facilitate the construction of a proposed seven-storey mixed-use building on the subject property, consisting of commercial and multi-unit residential uses and that parking is proposed to be located on the first and second floors of the building.

Staff further noted that the application also involves requests for variances, lot consolidation, bonus height, and cash-in-lieu of parking.

Staff described the subject properties as being located within the Downtown 500-Lot Area and consisting of a group of lots bounded by Queen Street, Dorchester Street, and King Street. It was noted that the lands share an interior lot line with the Bishop's Palace.

Staff advised that development in the surrounding area includes a mix of commercial office buildings, single-detached dwellings, institutional uses, multi-unit apartment buildings, and commercial retail uses.

Staff also reviewed the requirements of the Zoning and Development Bylaw related to amendments and rezonings, noting that Section 3.10.3 requires Council to hold a public meeting to receive input from the public and the applicant prior to making a decision and confirmed that Council approved proceeding to public consultation by resolution on March 10, 2026.

Staff advised that, in accordance with the bylaw, notices of the public meeting were circulated on March 18, 2026 to 120 surrounding property owners within 100 metres of the subject property. Notice was also posted on site and published in The Guardian newspaper on March 14 and March 21, 2026.

Staff confirmed that, as of the date of the meeting, eleven written responses had been received, all in support of the rezoning request.

Staff then summarized the Design Review process, noting that the proponents submitted a design package including façade drawings, elevation drawings, and a proposed site plan.

Staff also advised that the Design Reviewer provided generally positive comments and support for the project, while raising concerns regarding stepback variance requests for the fifth, sixth, and seventh storeys along King and Dorchester Streets.

Staff advised that the Design Review Board did not agree with the Design Reviewer's comments related to the stepback variances but did support all other recommendations.

Staff noted that Council approved the design submission on March 2, 2026, subject to the applicant entering into a Development Agreement should the rezoning and variances be approved.

DRAFT UNTIL APPROVED BY COUNCIL

Staff outlined the requested variances applicable to the proposal, including a height variance to permit a seven-storey building, reduced stepbacks above the fourth storey and above the seventh storey on King and Dorchester Streets, a reduced interior yard stepback adjacent to the Bishop's Palace, reduced lot frontage and depth requirements to qualify for bonus height, and an increased maximum floor plate area.

Staff also identified a request for cash-in-lieu of approximately six parking spaces.

Staff advised that the applicant will be required to consolidate the subject parcels into one property to facilitate development of the building and further noted that approval of bonus height under the Zoning and Development Bylaw will be required, and that the applicant has identified a proposed public benefit consisting of a new activated alleyway that would provide space for public art murals, seasonal food vendors, and potential pedestrian access to commercial properties along Queen Street.

Staff advised that the public benefit component of the bonus height application would be deferred to Planning Committee for recommendation if the rezoning is approved.

Staff outlined the next steps in the process, advising that input received from the public meeting and written submissions would be compiled into a staff report for Planning Board consideration on April 7, 2026, and tentatively forwarded to Council for consideration on April 14, 2026.

Staff introduced the project architect and the property owner, noting that both were present at the meeting and available to answer questions, and advised that the architect would provide a brief presentation to Council.

Sable Arc Studios-Robert Haggis Presentation:

Summary:

Robert presented details of the proposed seven-storey mixed-use development. He advised that the project includes approximately 3,000 square feet of commercial space fronting Queen Street, along with residential units on multiple floors and additional commercial uses on the upper levels.

The architect explained that the building form was intentionally designed to maintain compatibility with the existing streetscape. The portion of the building facing Queen Street is similar in height to adjacent buildings, while the structure steps up toward the rear and east side of the site to reach the full seven storeys.

His presentation highlighted two-metre stepbacks along King Street, Dorchester Street, and the side adjacent to St. Dunstan's University. Rooftop deck areas were identified, and an activated alleyway running between the buildings was illustrated as part of the site design.

The architect reviewed the floor layout, noting that the first level contains parking with approximately 20 stalls and ground-floor commercial space facing Queen Street and additional parking is provided on the second level with access from Dorchester Street.

Residential units occupy the mid-levels of the building, while the top floors are dedicated to commercial use.

Elevation drawings were presented to illustrate the proposed appearance of the building and the architect noted that portions of the exterior were reduced in height to better address adjacent properties and that care was taken to ensure the building height does not obstruct views of the Basilica or exceed the ridge height of nearby rooflines.

Various building elevations were shown, including views from King Street, Dorchester Street, and toward the St. Dunstan's University property. Entrances for both the residential and commercial components of the building were identified.

With respect to materials, the architect stated that brick would be used extensively to reflect the character of downtown Charlottetown. Metal panel cladding in grey and light-grey tones, including faux wood accents, was also proposed, with a predominantly glass curtain wall treatment at the uppermost level.

It was explained that the material selections transition from heavier materials at the lower levels to lighter materials toward the top of the building in order to reduce the perceived mass of the structure.

Perspective renderings were shared showing views along Queen Street toward the waterfront, illustrating that the taller portions of the building are largely set back and not prominent from street level. Additional views demonstrated how the building would appear under different lighting conditions.

He also described the concept for the activated alleyway, noting that it is intended to function as a public amenity with space for public art, potential food vendors, and pedestrian connections between Queen, Dorchester, and King Streets. The alleyway was also described as a design feature that would contribute to site safety and activity.

The presentation concluded with images of the building's rear, where a green wall feature is proposed to provide visual interest and break up the brick façade.

Comments:

Steve Dunn addressed Council and advised that he was one of the eleven individuals who submitted written correspondence in support of the application. He stated that he is a downtown property owner with interests on Sydney Street, Water Street, and Queen Street, including the Gahan House property. Mr. Dunn expressed strong support for the proposed development at 68 Queen Street, noting that he has observed downtown development over the past twenty years and believes the project represents a very positive investment for the City. He stated that this type of mixed-use development supports a vibrant and economically resilient downtown. Mr. Dunn commended the architect and development team for a thoughtful design that respects the existing streetscape and indicated that projects of this size and complexity require vision, particularly in the current high-cost construction environment. He encouraged Council to support the requested rezoning and thanked the property owners and development team for advancing the project.

Charles spoke on behalf of Mr. Wilson Joe an owner of a nearby property. Mr. Charles advised that Mr. Joe supports the proposed development and believes it will contribute positively to responsible growth and development in downtown Charlottetown.

Reg McCarville, representing St. Dunstan's Basilica, addressed Council and inquired about the relative height of the proposed building compared to the Basilica steeples, noting that the renderings appeared distorted. In response, the project architect, Mr. Robert Haggis, confirmed that the images were to scale and advised that the proposed building height would be approximately 84 feet and would remain below the ridge height of the Basilica, whose steeples exceed that height.

Andrea Battison addressed Council remotely via Teams and thanked Council for the opportunity to comment. She expressed support for the activation of the alleyway and for incorporating art, culture, and unique commercial spaces, noting that these elements align with objectives of the new Official Plan. Andrea suggested that the Dorchester Street entrance could be more strongly emphasized to draw people into the site and stated that the corner treatment at Queen and Dorchester Streets is generally consistent with the 500-Lot Development Standards.

Ms. Battison also raised several concerns. She stated that she supported the recommendations of the external Design Reviewer regarding reducing upper-level massing and incorporating additional stepbacks at the seventh storey, and expressed concern that these recommendations were not supported by the Design Review Board or Council.

She stated that amending zoning and massing provisions so soon after adoption of the new Official Plan undermines the extensive planning work undertaken for the 500-Lot Area and creates a precedent and identified concerns regarding the appearance and safety of parking garage entrances, the treatment of parking façades, potential impacts on views of church spires, and the extent to which above-grade parking was driving the requested variances. She encouraged Council to explore alternative parking solutions, including off-site, shared, underground, or non-traditional parking arrangements, and cautioned that blank parking façades negatively impact the pedestrian realm.

Mr. Quentin Bevan on behalf of the applicant, thanked Andrea for her comments and noted that several design changes were made as a direct result of her feedback. He stated that the alleyway was originally designed as a dead-end and was revised to provide through-access from Dorchester Street to King Street based on her suggestions.

Robert Haggis, project architect, addressed the concerns raised. He stated that the design team began the project by working within the Zoning and Development Bylaw requirements and that variances were requested only where necessary to maintain project viability. Mr. Haggis advised that the difference between a two-metre and three-metre stepback at the upper floors would have minimal visual impact. He explained that parking garage doors are proposed to be flush with the brick façade and that safety measures, such as cameras and interior monitoring, could be implemented. He also referenced the proposed green wall treatment along the rear elevation as a means of breaking up the façade and animating the space.

During Council discussion, the Deputy Mayor clarified that variances and site-specific planning approvals are reviewed on an individual basis and are not precedent-setting, noting that each

application is evaluated on its own merits. Planning staff further confirmed that a common-law precedent approach is not applied in planning decisions or appeals.

Further discussion clarified that the development would meet approximately 86 percent of the required parking on site, with a request for cash-in-lieu for six spaces. It was also confirmed that residential and commercial uses have separate entrances and circulation, with residential access from King Street and commercial access from Dorchester Street, each served by its own elevator system.

Councillor Tweel and other members of Council spoke in support of the proposal, noting the scale, complexity, and economic significance of the project. Council members acknowledged the current challenges associated with construction costs and stated that the proposed development represents a major investment and long-term benefit to downtown Charlottetown. Council thanked the developer, architect, and staff for their collaboration and engagement throughout the process.

Staff advised that the public comment period would remain open until noon the following day, after which staff would review all submissions and prepare a report for Planning Board consideration. The application is expected to return to Council for final consideration at a regular Council meeting in April.

6. Site-Specific Amendment – 147 Hillsborough Street (PID# 342907)

David Gundrum, RPP, MCIP, Manager of Development Planning

Request: This is a request to amend Appendix C – Approved Site-Specific Exemptions of the City of Charlottetown Zoning and Development Bylaw to allow for a transitional housing facility as an additional permitted use on the subject property that is not otherwise permitted in the Downtown Mixed Use Neighbourhood (DMUN) Zone. The proposed transitional housing facility would have capacity to accommodate eleven (11) individual residents on-site with staff supervision.

Property Information: Downtown Mixed Use Neighbourhood (DMUN) Zone
Staff Presenter: David Gundrum, RPP, MCIP, Manager Planning Development
Applicant: Jason Doyle c/o Prince Edward Island Housing Corporation
Reference: Public Meeting Package

Summary:

Staff said that the final application for the evening's public meeting was a site-specific zoning amendment request for the property located at 147 Hillsborough Street (PID 342907).

Staff explained that the request is for a site-specific amendment to the existing Downtown Mixed-Use Neighbourhood (DMUN) zoning to permit the development of a transitional housing facility within an existing three-storey building. The proposed transitional housing facility would provide accommodation for eleven individuals (eleven beds).

Staff advised that the interior of the existing three-storey structure would be renovated under a future Building Permit to accommodate the proposed use should the site-specific amendment be approved. Staff noted that the application has been submitted by the Prince Edward Island Housing Corporation.

Staff identified the subject property on the air photo displayed and advised that the lot is currently developed with a three-storey residential structure and is located within the DMUN zone. The subject property is a corner lot bounded by Hillsborough Street to the east and Clark Street to the south.

Staff explained that the purpose of the site-specific amendment is to facilitate the renovation and redevelopment of the interior of the existing building to operate as a transitional housing facility with eleven beds and supervisory staff. Staff noted that a transitional housing facility is not a permitted use within the existing DMUN zone.

Staff referenced Section 3.10.3 of the Zoning and Development Bylaw, which requires Council to hold a public meeting to receive the views and opinions of the public and the applicant prior to amending the bylaw or rezoning any parcel of land. Staff further advised that Council approved proceeding to public consultation by resolution on March 10, 2026.

Staff advised that, in accordance with the Zoning and Development Bylaw, notice of the public meeting was circulated on March 18, 2026, to sixty-seven surrounding property owners within 100 metres (328 feet) of the subject property. The notice advised recipients of the public meeting being held on March 26, 2026, and requested comments and feedback regarding the proposed site-specific zoning amendment for 147 Hillsborough Street.

Staff reported that, as of the date of the meeting, one written response had been received in opposition to the proposed site-specific amendment and that this correspondence was circulated to Council in advance of the meeting.

Staff further advised that on-site posting of the property occurred on March 18, 2026, and that public notices were published in The Guardian newspaper on March 14 and March 21, 2026.

Staff outlined the next steps in the process, advising that following the public meeting, staff will prepare a recommendation for consideration by Planning Board on April 7, 2026, followed by consideration of a resolution by Council at its regular meeting scheduled for April 14, 2026.

Staff concluded by advising that representatives of the Prince Edward Island Housing Corporation were in attendance to speak to their application and returned the matter to the Chair for further discussion.

Comments:

Sharon Dalrymple, Charlottetown, addressed Council regarding the proposed site-specific zoning amendment at 147 Hillsborough Street for transitional housing and advised that she and her husband, Mr. Doug, have lived at 218 Kent Street since 1981 and that she has operated the Duchess of Kent Inn for over forty years.

She noted that guest parking for the bed and breakfast is located at 27 Clark Street, less than 30 feet from the rear of the subject property.

She also expressed strong opposition to the rezoning, citing concerns related to personal safety and security for her guests, their vehicles, and her property, as well as increased stress. She raised concerns about the potential increase in people congregating along Clark Street and Hillsborough Street due to the lack of outdoor amenity space at the proposed facility and she described the surrounding area as a diverse mixed-use neighbourhood and stated that approval could negatively impact the safe use of King Square.

She also stated that while she and her husband have supported other nearby developments when concerns were addressed, they do not support this proposal. She expressed concern that approval could jeopardize her livelihood, tourism business reputation, and property value, particularly through negative guest perceptions and social-media commentary and advised that she and her husband are strongly opposed to the rezoning and that a detailed written submission would be provided to Planning Staff.

Mr. Jason Doyle, Prince Edward Island Housing Corporation, responded by acknowledging the concerns raised. He advised that the proposed facility would be operated by a qualified non-profit organization, staffed 24 hours per day, and supported by participation agreements, case management, and programming. He stated that the ultimate objective of the project is to provide safe transitional housing and support individuals experiencing homelessness to move toward more independent living.

Mr. Doyle advised that PEI Housing would issue a request for proposals to select an experienced non-profit operator and that accountability, incident reporting, and safety requirements would be embedded in the operating agreement. He noted that security measures such as exterior cameras and on-site staff monitoring would be considered to address neighbourhood concerns.

The Deputy Mayor asked whether there was any green space on the subject property. Staff confirmed that the site has no existing green space and has historically been fully built out.

It was asked whether programming would be provided on site. Mr. Doyle responded that the non-profit operator would provide both housing management and case-management services and connect residents to additional mental-health, addictions, and social supports as required.

Councillor Ramsay asked why the downtown area was selected for the facility. Mr. Doyle responded that proximity to services, existing ownership of the building, and the transitional nature of the model made the site suitable. He advised that residents typically stay for approximately 12 to 18 months before transitioning to independent housing.

Andrea Battison, Charlottetown, addressed Council remotely via Teams. She acknowledged the need for transitional housing but opposed the proposal, citing concerns about the loss of existing rental units, net housing gain, spot zoning, and consistency with existing zoning policy. Ms. Battison questioned whether tenants had been displaced and asked how transitional housing would be addressed under the future Zoning and Development Bylaw and planning Staff clarified that the application is a site-specific zoning amendment under the current bylaw

and advised that other referenced projects on Weymouth Street and Richmond Street are permanent supportive housing and not transitional housing.

Councillors raised questions regarding security requirements, behavioural expectations, accountability of non-profit operators, and existing transitional-housing models in Charlottetown. Mr. Doyle advised that PEI Housing maintains oversight through formal funding agreements, safety plans, and ongoing monitoring of operators.

Doug Dalrymple addressed Council, reiterating concerns regarding exterior security, long-term accountability, and potential impacts on their tourism business and retirement. He questioned whether PEI Housing was aware of the adjacent bed and breakfast at the time the property was acquired and suggested that the building be used as subsidized housing rather than transitional housing.

Mr. Doyle responded that the building has been vacant for two to three years and requires significant repairs. He stated that the property was not originally acquired for transitional housing but was later identified as a suitable opportunity. He noted that a comparable transitional housing facility operates near a tourism property with limited issues and committed to providing ongoing communication and designated points of contact if the project proceeds.

Councillors McCabe and Tweel commented on the broader need for supportive and transitional housing, acknowledging the concerns raised by residents while emphasizing the importance of addressing homelessness in a structured and accountable manner. Council members stressed the need for consistency, oversight, and continued engagement with neighbouring property owners.

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 # 5

MOTION CARRIED _____

MOTION LOST _____

Date: April 14, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the proposed rezoning for the subject property addressed as 231 Brackley Point Road (PID# 623090) to rezone from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone and approve an Official Plan Amendment (OPA) to place the subject property within the Workscapes Future Land Use designation of the Official Plan.

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-APRIL-6C-1
600 North River Road (PID#s 444679 & 600817)

Date:

April 7, 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. Zoning Map
B. Survey Plan
C. Proposed Site Plan
D. Proposed Floor Plans
E. Concept 3D Views

Report Title:

Consolidation of portions of PID# 444679 (two parcels) and PID# 600817 (two parcels), comprising a total of four parcels, to be reconfigured into two separate parcels. The application has been submitted by Trevor Bevan on behalf of Bevan Enterprises Inc.

Report Purpose:

Request to consolidate portions of PID# 444679 (two parcels) and PID# 600817 (two parcels), comprising a total of four parcels in order to construct a 5-storey, 48-unit mixed-use commercial building.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the consolidation of PID #444679 (two parcels) and PID #600817 (two parcels) on 600 North River Road be approved.

Report Details:

The proposed consolidation application for the properties located at 600 North River Road (PID# 444679 [two parcels] and PID# 600817 [two parcels]) consists of a total of four parcels. The property, owned by Bevan Enterprises Inc., is located within the Shopping Centre Commercial (C-3) Zone. The purpose of the lot consolidation is to enable the construction of a proposed forty-eight (48) unit mixed-use apartment building containing commercial use on the ground floor. Within the (C-3) Zone, an apartment building is permitted by way of the Apartment Residential (R-4A) Zone. Currently, the property is divided into four (4) separate parcels, and the existing building (Action Car and Truck Accessories, formerly KIA car dealership) is situated on both parcels identified as PID# 444679. In addition, the two parcels identified as PID# 600817 are landlocked and do not have frontage on a public road. Consolidation of all four parcels will bring the property into conformance with the frontage requirements of the Zoning and Development Bylaw for the (C-3) Zone.

It is noted that a Major Variance was approved on June 12, 2023 to permit an increase in the maximum building height in the (R-4A) Zone from 15 metres (49.2 feet) to approximately 21.9 metres (72 feet), to allow for the construction of an "L"-shaped six-storey, 91-unit mixed-use apartment building at the time. The approved development included enclosed main-level parking and underground parking and was subject to the submission of a Traffic Impact Study (TIS) and the completion of any required traffic control upgrades to the satisfaction of the Manager of Public Works. The current proposal associated with the lot consolidation differs materially from that intended through the previously approved Major Variance. The revised design proposes an "I"-shaped, five-storey, 48-unit building with a height of approximately 21.9 metres (72 feet) and no underground parking. The proposed height continues to exceed the maximum permitted height of 15 metres (49.2 feet) and therefore a future variance would be needed beyond the lot consolidation currently being considered.

Development Context

The subject property is currently occupied by Action Car and Truck Accessories what was formerly known as the KIA dealership. Immediately to the east (rear) of the subject property are large-format commercial lands forming part of a Power Centre, zoned C-3 (Highway Commercial). These adjacent lands are developed with big-box retail uses, representing an established and intensive commercial use directly abutting the subject site.

To the north the subject property is flanked by M-1 (Light Industrial) parcels and to the south (C-3) and (MUC) that form part of the same North River Road commercial corridor. These adjacent lands are similarly developed with retail and service commercial uses and provide a consistent commercial edge along the street. Directly across North River Road to the west, the abutting lands are developed with a pharmacy and other commercial service uses, reinforcing the commercial character of the roadway frontage opposite the subject property.

LEGISLATIVE REQUIREMENTS:

Section 48.3.4 of the Zoning & Development By-law explains that the Development Officer may give approval for lot consolidations where a dwelling may be constructed in a (R-1) or (R-2) Zone. In light of the fact that the proposed lot consolidation is in the Shopping Centre Commercial (C-3) Zone, the lot consolidation must be approval by Council.

According to Section 3.9.6, if, after two (2) years from the date of a Major Variance approval, no Development Permit and/or Building Permit has been issued, or if a Development and/or Building Permit has been issued but not acted upon (i.e., construction has not commenced), the Major Variance and any related Permit are automatically deemed null and void. As a result, should the applicant wish to proceed with the proposed development involving a building height exceeding 15 metres (49.2 feet), a new Major Variance application would be required.

ANALYSIS:

The consolidation would result an L-shaped lot where building is proposed to be located on the southern portion of the property. The proposed building is 5 storeys in height with surface parking along all sides. This new proposal has not yet been reviewed by the Manager of Public Works but due to the proposed density and the building's proximity along a collector traffic route (i.e., North River Road) which during peak travel times has congestion issues, it is recommended that the new proposal should be approved by Public Works before the Building Permit process.

Housing rental units are in demand, especially in this area of the city where residents do not have to rely on owning an automobile. Many services and amenities are available in the immediate area within walking distance. Public transit is also readily available within this area. During the current housing crisis, it is challenging for residents to find housing.

When considering the consolidation in question, key points from the Official Plan to be considered include:

Section 1.1 - This Official Plan stresses accommodating growth within the city's existing footprint, expanding housing choice, supporting mobility options, and embracing complete communities. With this focus, Charlottetown can continue to remain A Community For All.

Section 2.2 - To grow efficiently by increasing density and housing choice in locations with existing servicing, transportation and public spaces to provide residents with choices in where they live and how they move.

Section 3.1 - It is an objective of the Official Plan that growth management will Balance infill growth in existing neighbourhoods with higher-density development in nodes and along corridors.

Section 3.2 - The land use strategy is designed to prioritize development that supports the Official Plan's vision which includes encouraging greater housing choice, creating walkable, complete communities and making efficient use of city infrastructure (including roads, sewers, transit and more)

Section 3.2.3 - All residents of Charlottetown share common daily needs, including access to food, public transportation, housing, places of employment and recreational amenities. Providing these amenities within reasonable walking distance is a matter of equity, climate change mitigation and liveability.

Medium and larger-scale commercial and institutional destinations provide some of the best opportunities to foster development that supports day-to-day life for most Charlottetown residents. Located primarily on the city's main arterial roads, these linear clusters form corridors of development that are prime opportunities for increasing residential densities and supporting existing commercial uses.

It is an objective of the Official Plan that growth and change along Corridors: Reflect compact forms of housing and urban amenities bringing them closer to each other

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

Positives	Neutral	Shortcomings
▪ Multi-family dwellings shall use existing underground services. ▪ Additional density is located within a commercial area near a bus route.		▪ The building is considerable higher than the maximum allowable height in the zone. ▪ Landscaping requires detailed solutions including but not limited to one tree per 10 metres of road frontage

- The property is located within a walkable neighbourhood near many services and amenities.
- The property has reasonable parking available onsite which fulfills the parking requirement of the Zoning & Development Bylaw.
- Potential traffic impacts on a congested road during peak travel times.

Conclusion:

Staff recognize the current demand for housing within the City and note that the property's location within a commercial centre, along with its proximity to amenities and a transit route, supports the proposed land assembly and lot consolidation. The consolidation meets many of the technical requirements associated with the creation of a complete neighbourhood. The property represents an appropriate location for a multi-unit development in future, and the consolidation of the parcels would bring the currently landlocked properties into compliance with the Zoning and Development Bylaw. It is also noted that the lot consolidation on its own does not grant any form of approval for the concept design as provided by the applicant. Planning staff therefore encourage that Planning Board recommend to Council that the proposed lot consolidation be approved.

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:

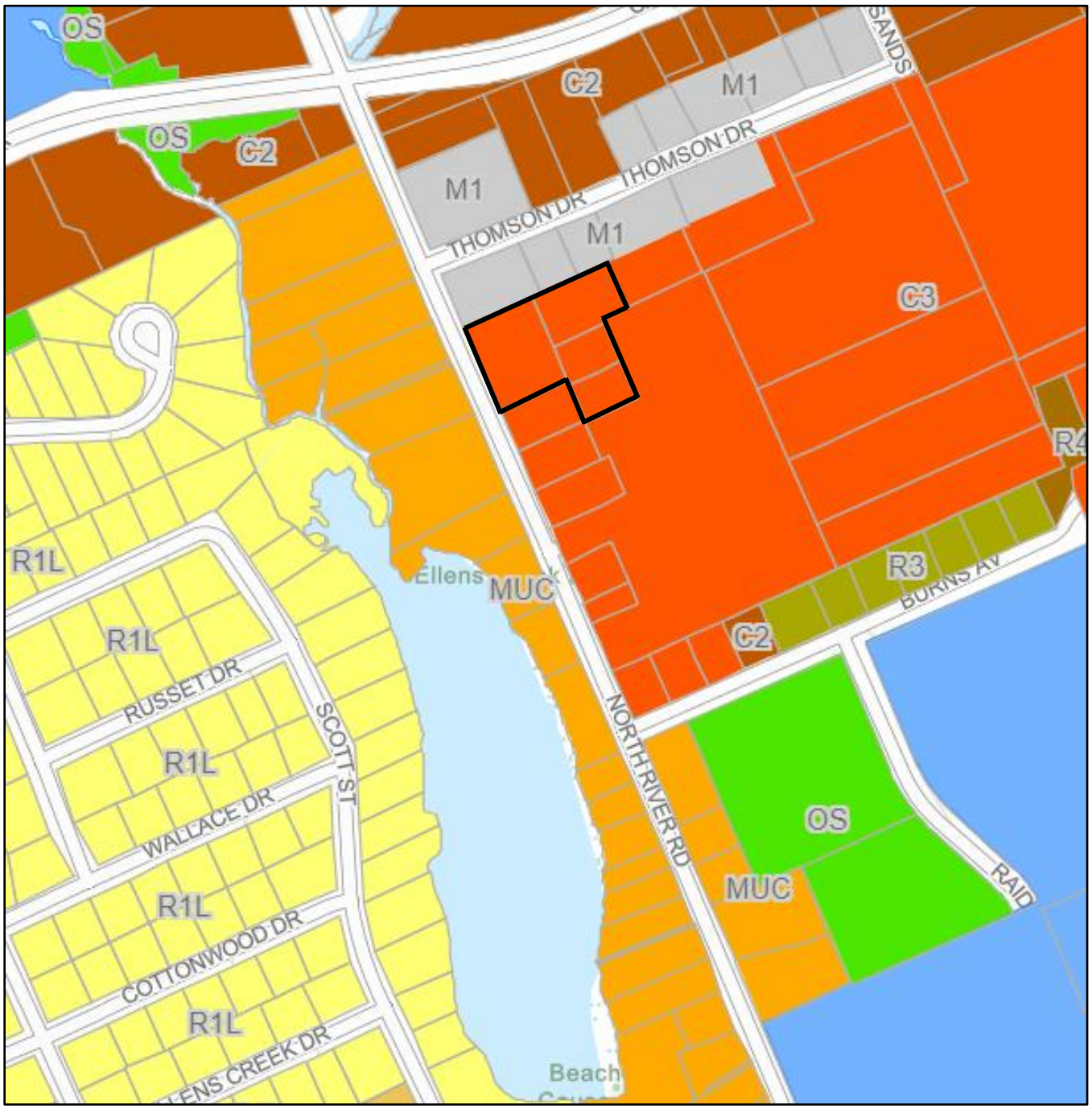
Sonia Kamal, MPlan, B.Arch
Planner 2

Reviewed By:

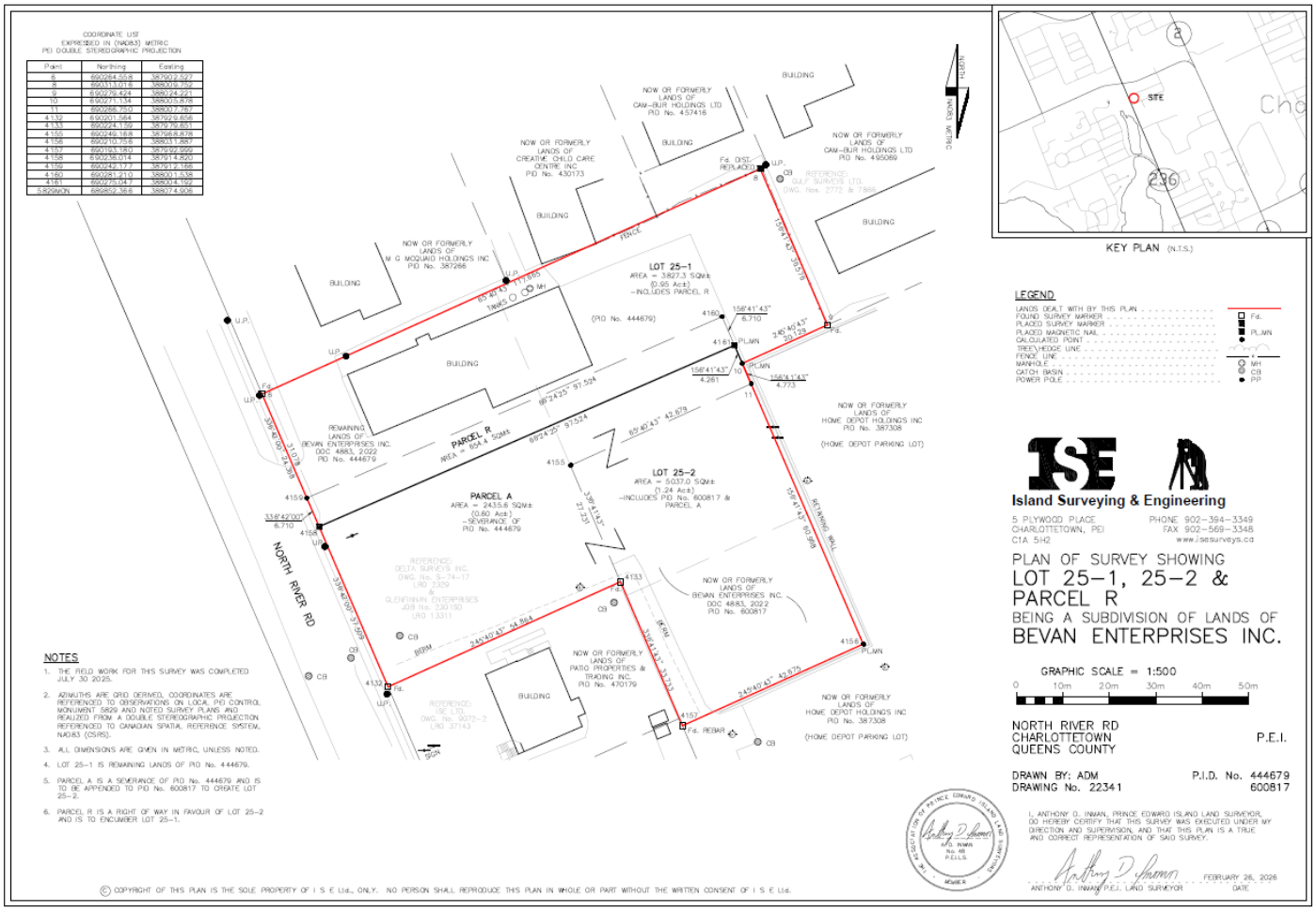
Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 04/02/2026	Michael Ruus, RPP, MCIP, 04/02/2026

Committee Recommendation: (if differing from staff)

Attachment A: Zoning Map



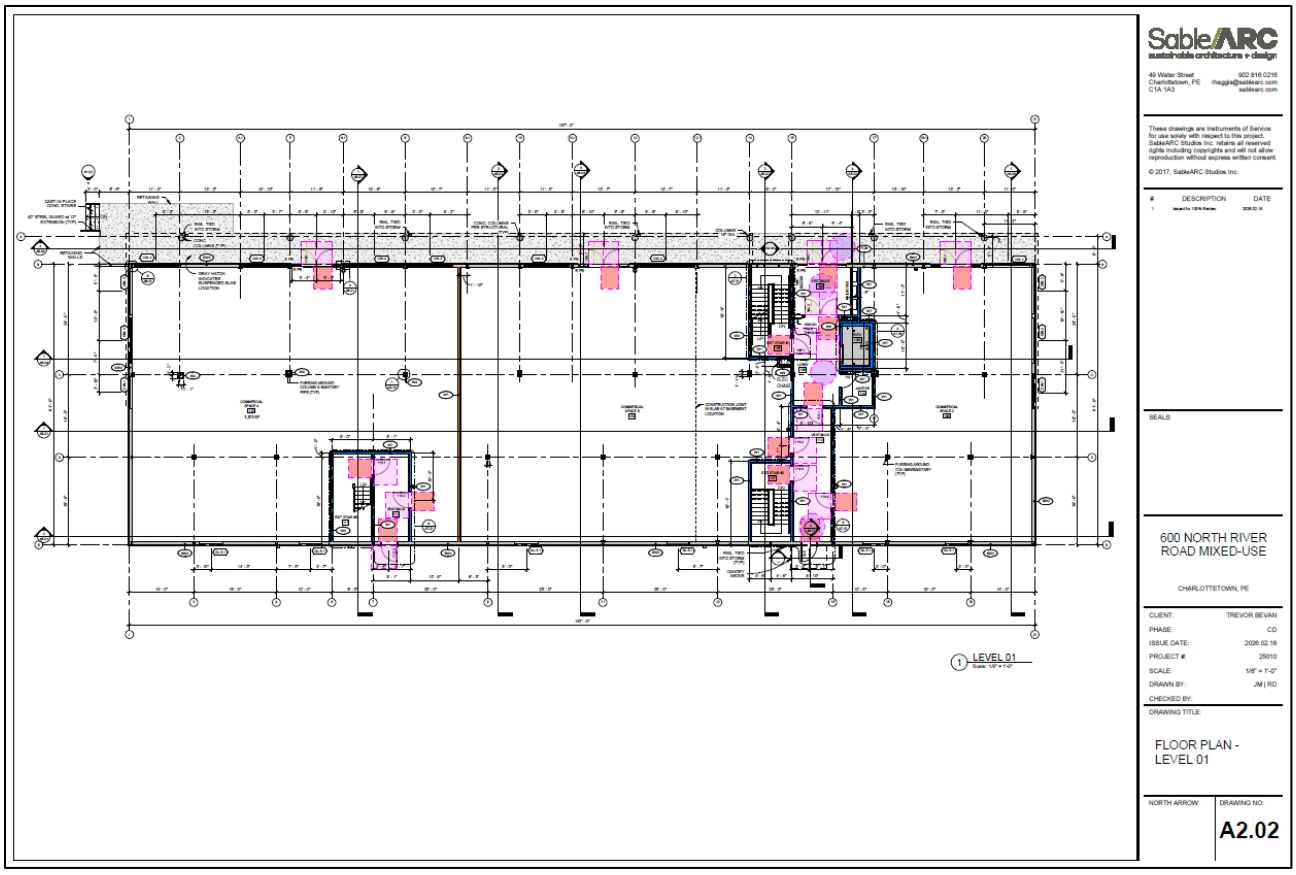
Attachment B: Survey Plan

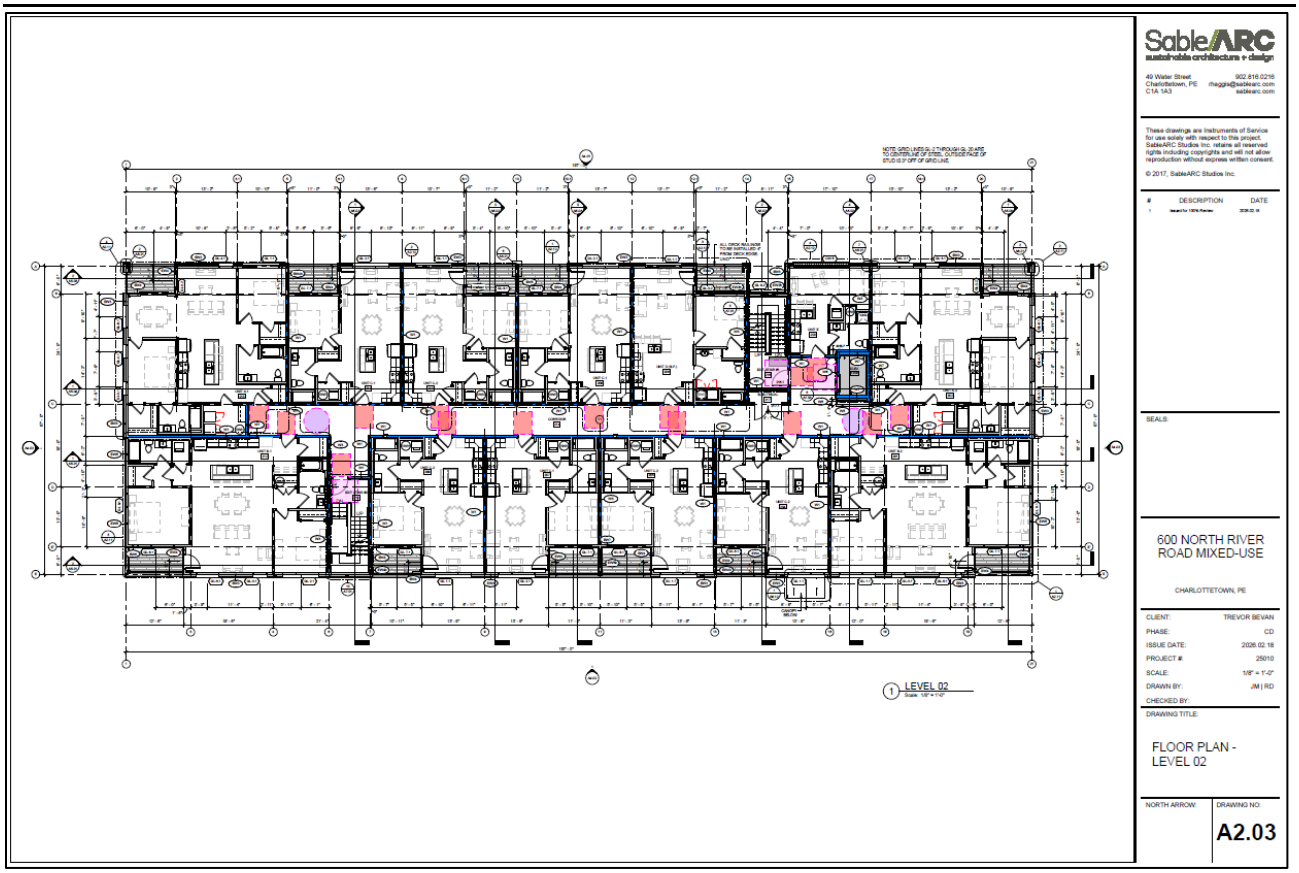


Attachment C: Proposed Site Plan



Attachment D: Proposed Floor Plans





Attachment E: Concept 3D Views






600
600
Sable/ARC
sustainable architecture + design


600
TENANT C
Sable/ARC
sustainable architecture + design

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage # 6

MOTION CARRIED _____

MOTION LOST _____

Date: April 14, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the consolidation of PID# 444679 (two parcels) and PID# 600817 (two parcels) addressed as 600 North River Road, subject to a final pinned survey plan.

CITY OF CHARLOTTETOWN
AMENDMENT

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

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-109, A Bylaw to amend the Zoning & Development Bylaw, "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)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-109, as it pertains to properties located on King and Dorchester Streets being (PID#s 336974, 336909, 336917, 336966 and 1172915))", 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: April 14, 2026

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-109, 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)," as attached, was read and approved a first time on April 14, 2026;

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

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date:

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

Seconded by Councillor:_____ Julie McCabe
Date:

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

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-109

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.2-109"

2. Authority

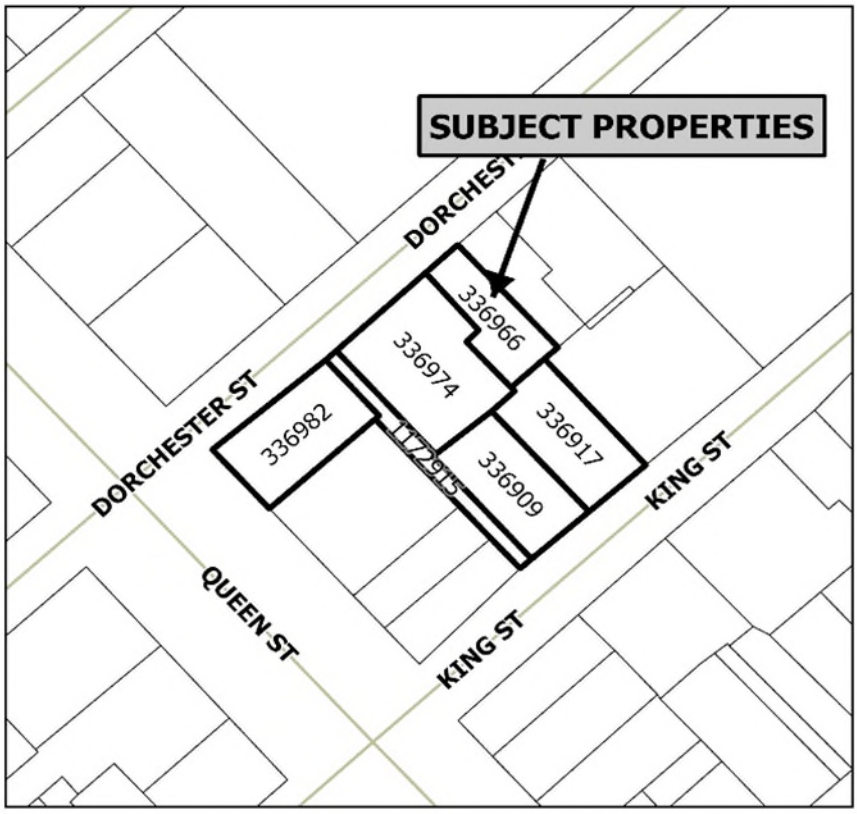
(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

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 properties located on King and Dorchester Streets being (PID#s 336974, 336909, 336917, 336966 and 1172915) as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-109, is Downtown Main Street (DMS) Zone, hereby excluding it from its former designation of Downtown Mixed-Use Neighbourhood (DMUN) 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.2-109, 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.2-109, 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.2-109, 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.2-109, 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.2-109) is hereby approved.

Dated on this __ day of _____, _____.

_____
Honourable Kent Dollar
Minister of Housing and Communities

CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.2):
To adopt the Official Plan Amendment, PH-OPA.2-002, "That the land use for the subject property identified as 231 Brackley Point Road (PID# 623090) as shown on Figures 7, 16 and 18 – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Workscapes, hereby excluding it from its former designation of Neighbourhood."

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

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date: April 14, 2026

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-110, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone for the subject property identified as 231 Brackley Point Road (PID# 623090)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-110, as it pertains to the subject property dentified as 231 Brackley Point Road (PID# 623090))", 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: April 14, 2026

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-110, To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone for the subject property identified as 231 Brackley Point Road (PID# 623090)," as attached, was read and approved a first time on April 14, 2026;

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

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date:

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

Seconded by Councillor:_____ Julie McCabe
Date:

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

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-110

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.2-110"

2. Authority

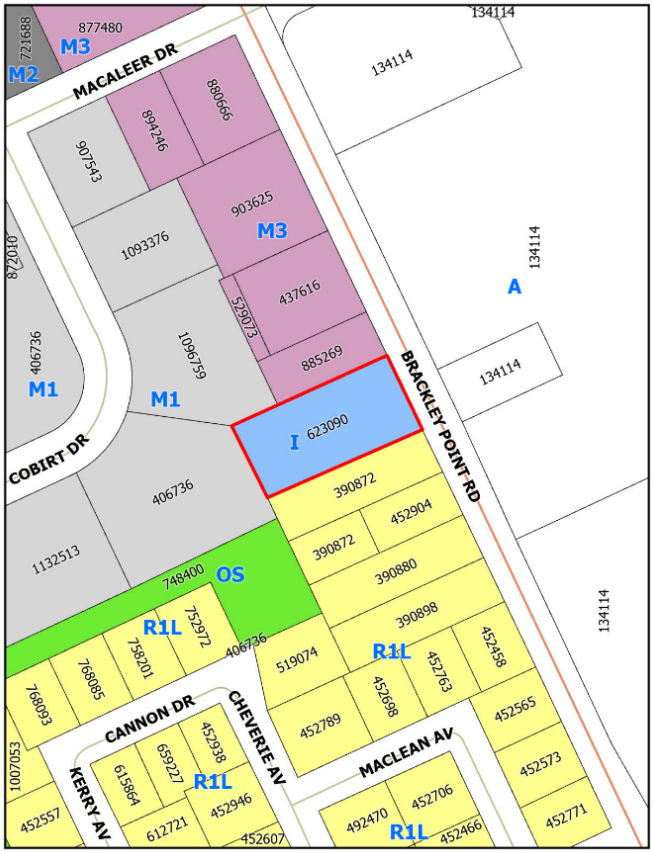
(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

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 the subject property identified as 231 Brackley Point Road (PID# 623090) as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-110, is Business Park Industrial (M-3) Zone, hereby excluding it from its former designation of Institutional (I) 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.2-110, 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.2-110, 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.2-110, 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.2-110, 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.2-110) is hereby approved.

Dated on this __ day of _____, _____.

_____
Honourable Kent Dollar
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 _____, _____.

_____

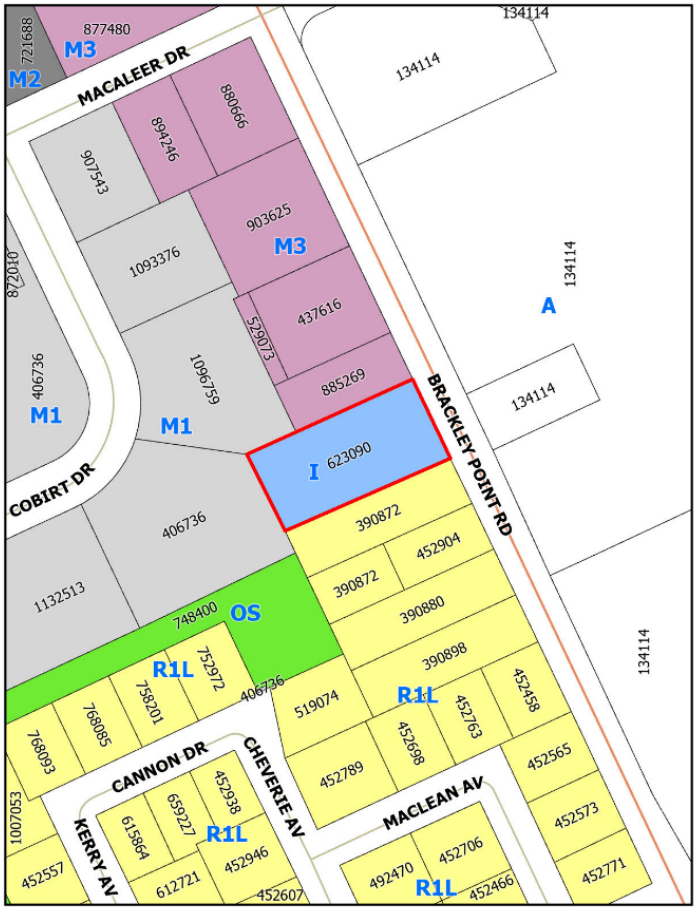
Honourable Kent Dollar
Minister of Housing and Communities

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

Figure 7 – Future Land Use Map

Authority
The Council for the City of Charlottetown under the authority vested in it by Sections 11, 14 and 18 of the Planning Act R.S.P.E.I. 1988 Cap. P-8 hereby enacts as follows:

The land use for the subject property identified as 231 Brackley Point Road (PID# 623090) as shown on Figures 7, 16 and 18 – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Workscapes, hereby excluding it from its former designation of Neighbourhood.



CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.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 (Bernard absent)

Seconded by Councillor: Julie McCabe Julie McCabe

Date: March 10, 2026 6-3 Councillors

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 Julie McCabe

Date: March 10, 2026

Carried Beck McAleer & Tweel approved

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

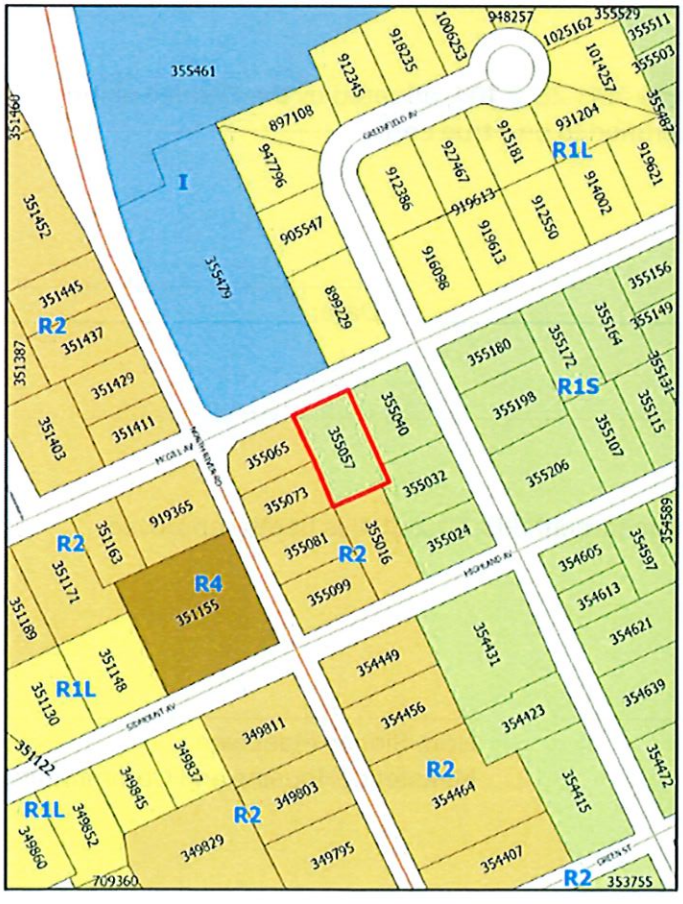
(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

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 _____, _____.

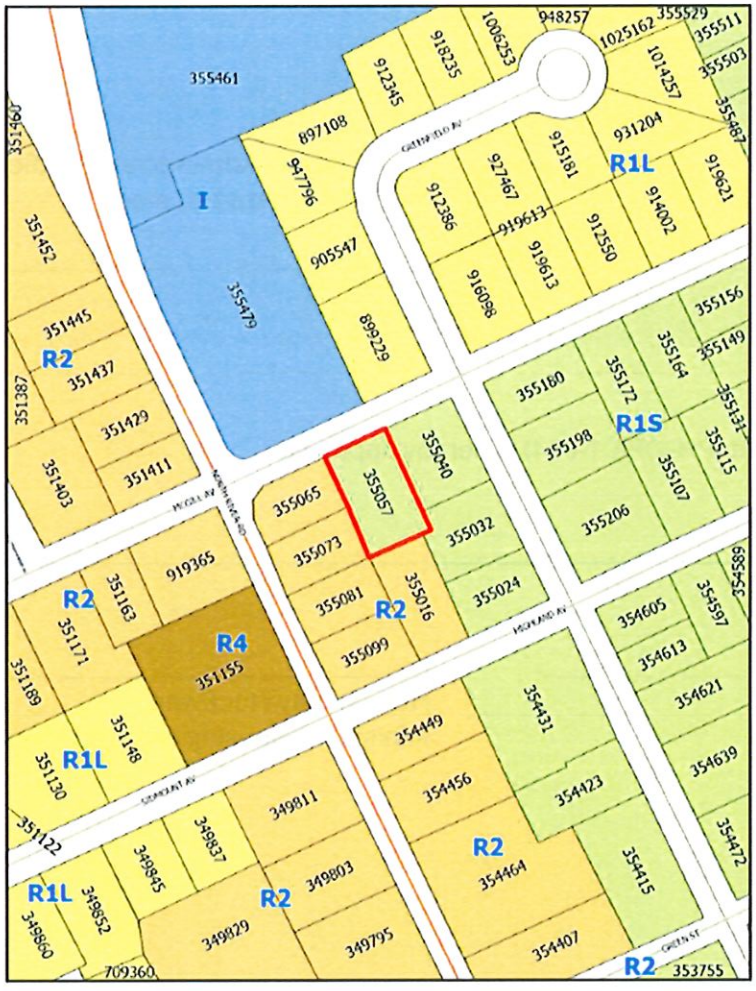
_____
Hon. Sidney MacEwen
Minister of Housing and Communities

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 Julie McCabe

Date: March 10, 2026

CM Carried 8-0 Councillor Beck left the chambers and Councillor Bernard absent

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 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 Julie McCabe

Date: March 10, 2026

Councillor Beck left the Chamber and Councillor Bernard absent)

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

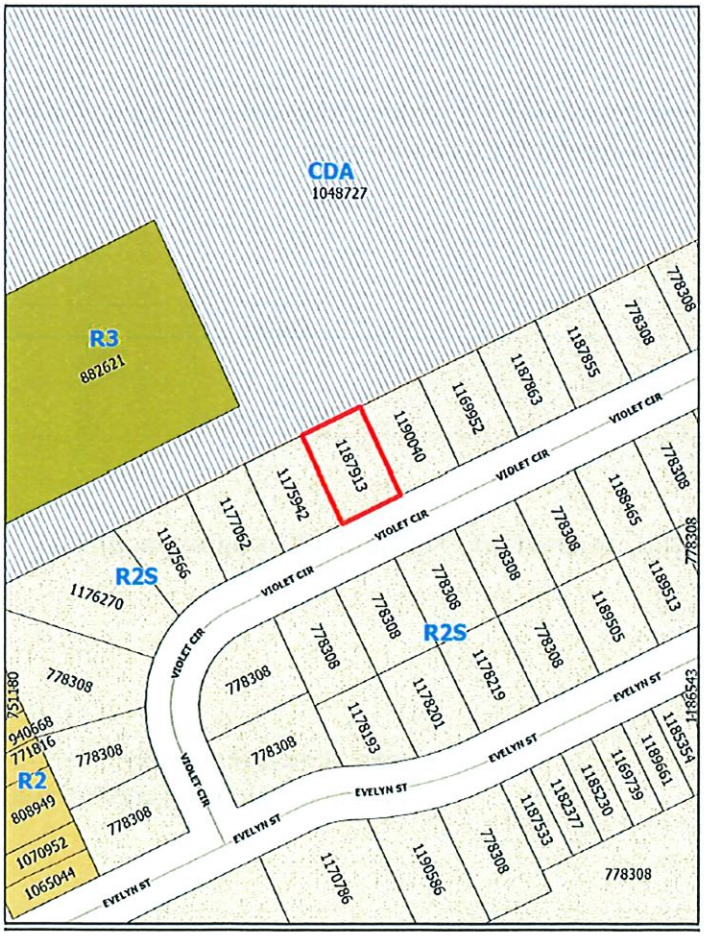
1. **Title**
   (1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-108"

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 _____, _____.

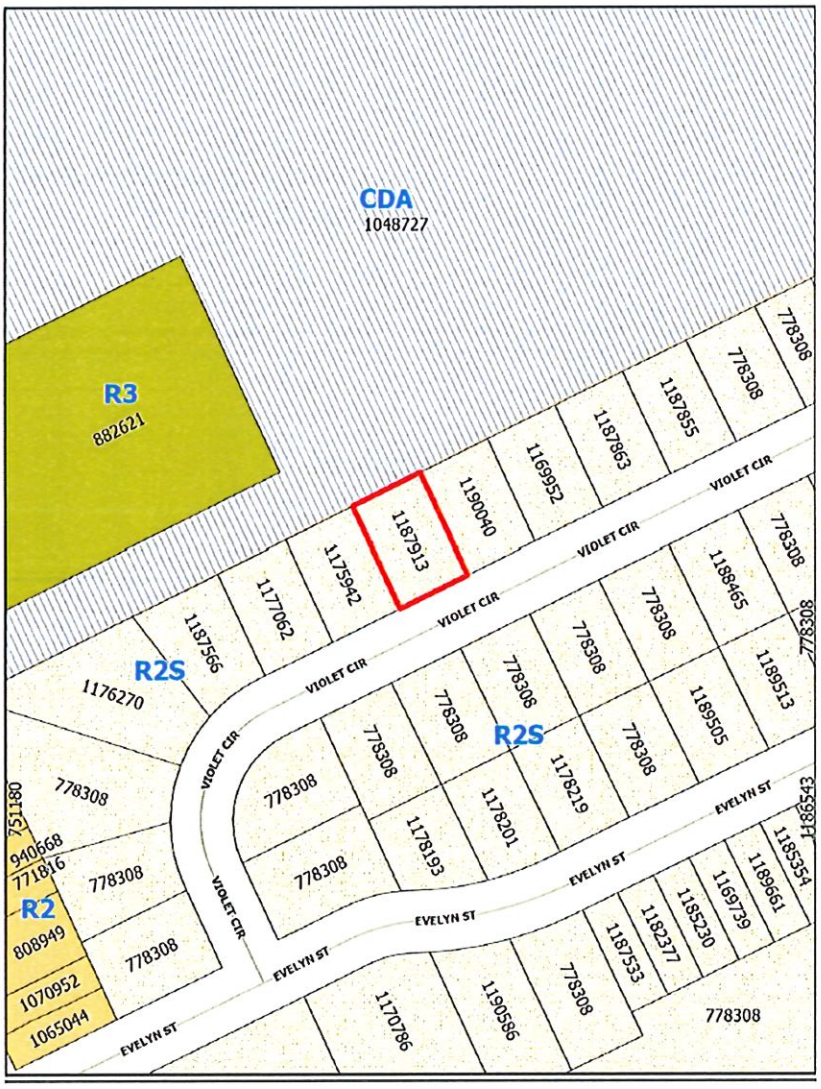
_____
Hon. Sidney MacEwen
Minister of Housing and Communities

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 : _____ X Alanna Jankov

Seconded by Councillor: Julie McCabe X 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 : _____ X Alanna Jankov

Seconded by Councillor: Julie McCabe X 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 : _____ X Alanna Jankov

Seconded by Councillor: Julie McCabe X Julie McCabe

Date: March 10, 2026

Carried 8-0 Councillor Beck left the chambers and Councillor Bernard absent

BE IT RESOLVED THAT the said Bylaw be adopted.

Moved by Deputy Mayor : _____ X Alanna Jankov

Seconded by Councillor: Julie McCabe X 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

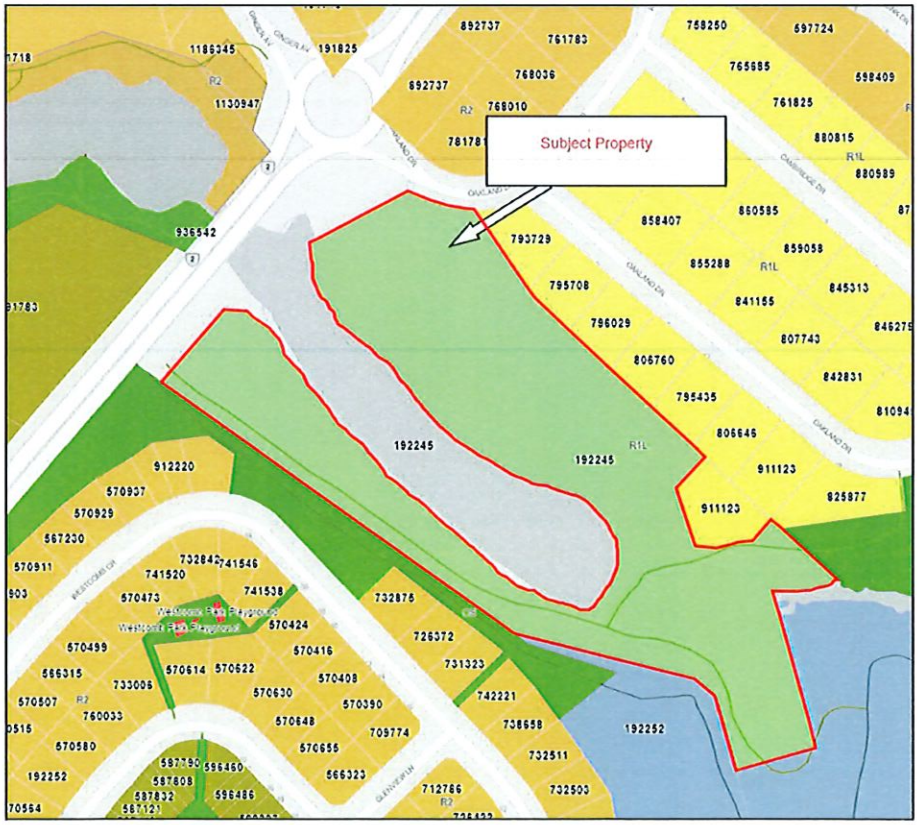
(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

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 _____, _____.

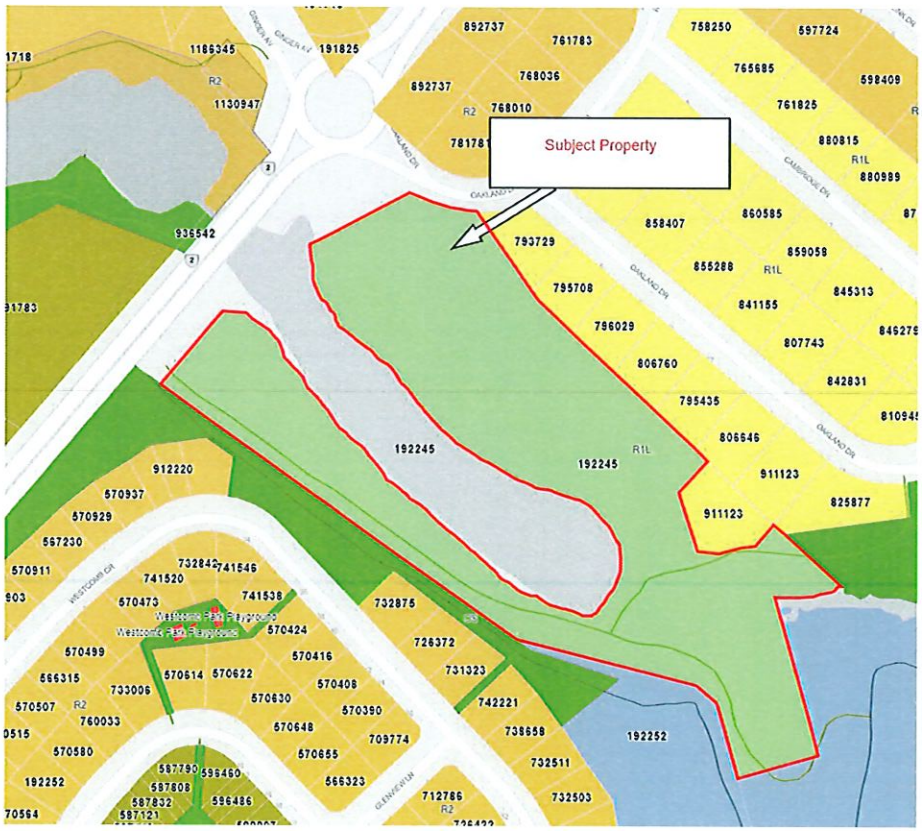
_____
Hon. Cory Deagle
Minister of Housing, Land and Communities

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."

Doiron 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, Mack, Simmons & Tweel opposed)

Moved by Deputy Mayor: _____ X 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: _____ X Alanna Jankov

Seconded by Councillor: Julie McCabe X Julie McCabe

Date: March 2, 2026

CM

6-2

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.

Councillors Mack, Simmons and Beck opposed

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

Moved by Deputy Mayor: _____ X Alanna Jankov

Seconded by Councillor: Julie McCabe X Julie McCabe

Date: March 10, 2026

BE IT RESOLVED THAT the said Bylaw be adopted.

Moved by Deputy Mayor: _____ X Alanna Jankov

Seconded by Councillor: Julie McCabe X Julie McCabe

Date: March 10, 2026

Councillor Bernard absent

Councillor Doiron in conflict

_____ 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

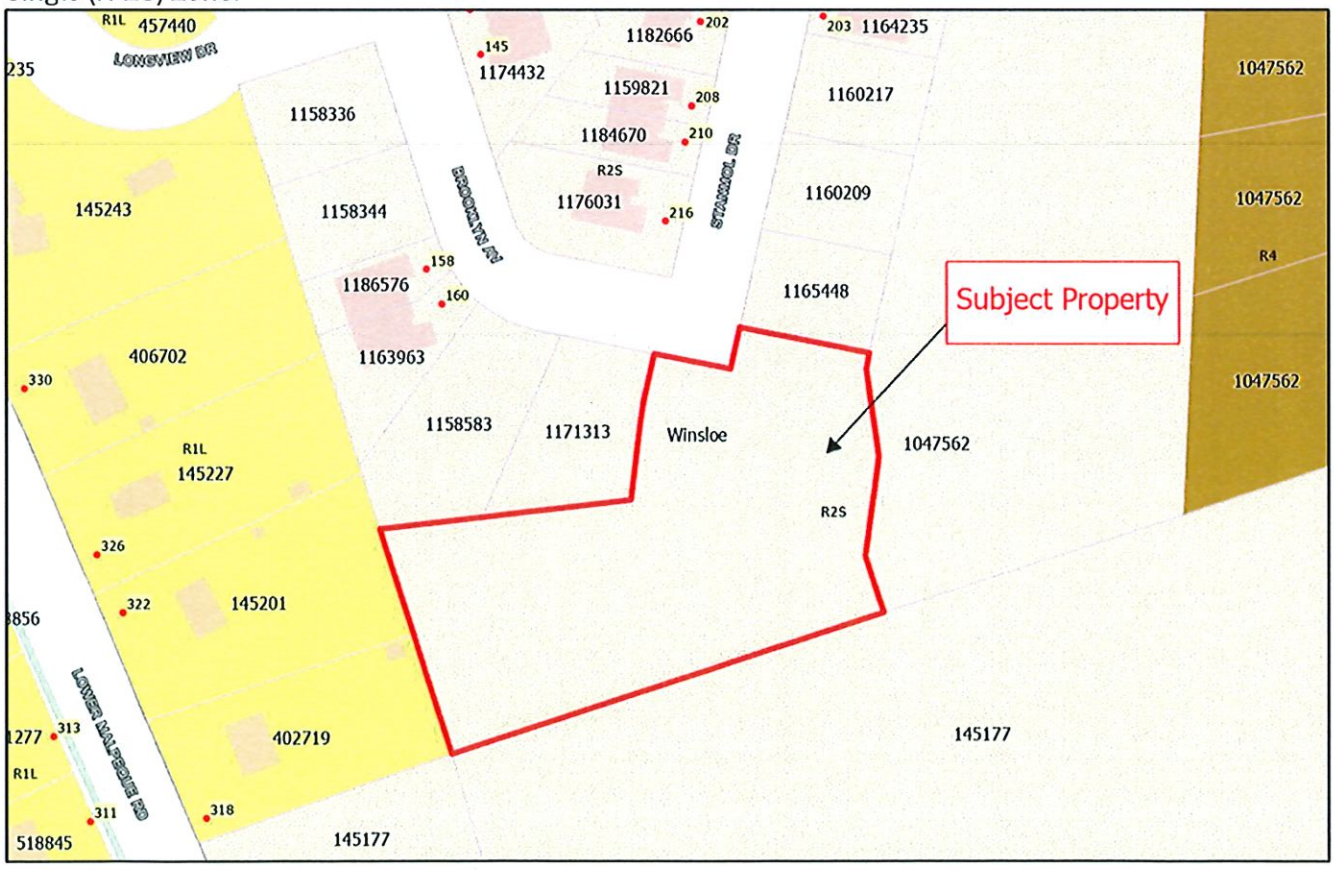
(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

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 _____, _____.

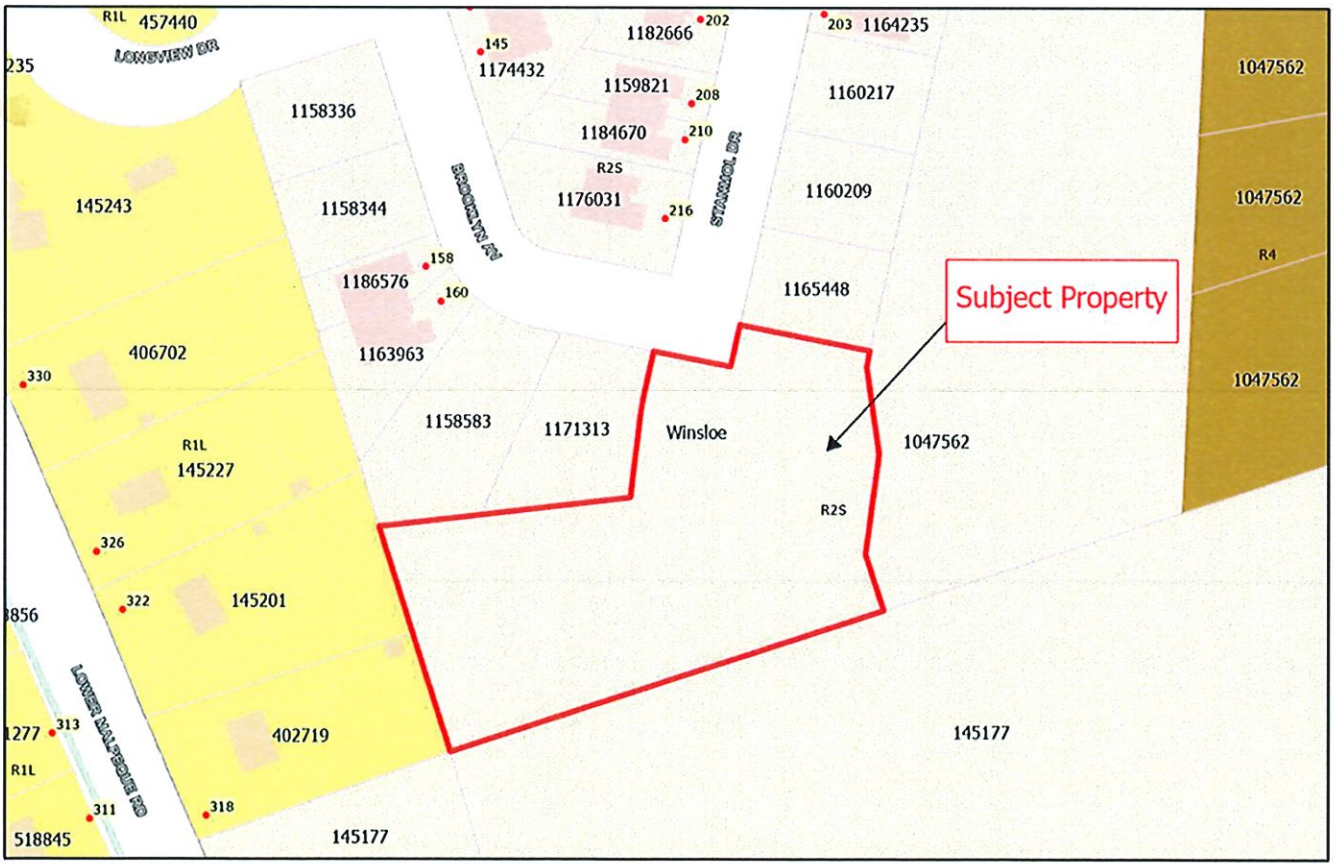
_____
Hon. Cory Deagle
Minister of Housing, Land and Communities

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 MARCH 2025
DOLLAR VALUES

	MAR	Totals
Residential New	$29,229,000.00	$67,641,565.25
Residential Renovations and Additions	$20,165,685.50	$20,455,185.50
Industrial-Commercial New	$0.00	$500,000.00
Industrial-Commercial Renovations	$2,315,000.00	$5,419,492.02
Institutional New	$0.00	$0.00
Institutional Renovations	$1,410,000.00	$2,049,000.00
Signage	$43,870.00	$98,120.00
Other	$7,000.00	$12,000.00
Agriculture	$0.00	$0.00
TOTALS	**53,170,555.50**	**96,175,362.77**

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR MARCH 2026
DOLLAR VALUES

	MAR	Totals
Residential New	$925,000.00	$16,648,000.00
Residential Renovations and Additions	$295,000.00	$1,213,310.00
Industrial-Commercial New	$0.00	$490,000.00
Industrial-Commercial Renovations	$28,005,000.00	$34,502,180.00
Institutional New	$0.00	$0.00
Institutional Renovations	$70,000.00	$70,000.00
Signage	$132,000.00	$190,740.86
Other	$41,960.00	$41,960.00
Agriculture	$0.00	$0.00
TOTALS	**29,468,960.00**	**53,156,190.86**

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

	MAR	Totals
Single Family Dwellings - New	4	12
Two-Family Dwellings - New	2	5
Multi-Family Dwellings - New	2	4
Residential Renovations and Additions	5	14
Industrial-Commercial New	0	1
Industrial-Commercial Renovations	3	14
Institutional New	0	0
Institutional Renovations	1	3
Signage	5	12
Other	1	2
Agriculture Renovations	0	0
TOTALS	**23**	**67**

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

	MAR	Totals
Single Family Dwellings - New	2	6
Two-Family Dwellings - New	0	0
Multi-Family Dwellings - New	1	4
Residential Renovations and Additions	6	23
Industrial-Commercial New	0	1
Industrial-Commercial Renovations	9	21
Institutional New	0	0
Institutional Renovations	3	3
Signage	6	10
Other	6	7
Agriculture Renovations	0	0
TOTALS	**33**	**75**

CHARLOTTETOWN

Planning & Heritage Summary (Week ending March 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
25-1079	339549	337-BLD-25	22-Oct-25	2-Mar-26	APPROVED	289 Sydney St	Renovation to Convert Single Detached Dwelling into 3-Unit Apartment Dwelling	Stacy Driscoll	23-Mar-26
25-1116	511584	358-BLD-25	20-Nov-25	5-Mar-26	APPROVED	21 Lyne Ave	To move existing detached garage to new foundation on same property	Stacy Driscoll	26-Mar-26
26-2	1068170	001-BLD-26	12-Dec-25	3-Mar-26	APPROVED	149 Mount Edward Rd	Interior Fit-up for Medical Offices	Paul Jenkins	24-Mar-26
26-83	356097	028-BLD-26	3-Feb-26	5-Mar-26	APPROVED	319 Queen St	Interior Renovation	Ryan Pineau	26-Mar-26
26-120	346296	001-HOC-26	17-Feb-26	3-Mar-26	APPROVED	194 Great George St	Catering (off-premises deliveries)	Joseph Sammoun	24-Mar-26
26-123	1108398	039-BLD-26	19-Feb-26	5-Mar-26	APPROVED	72 St Peters Rd	Convert one bedroom unit into two studio units	Canadian Mental Health Association-Pei Division	26-Mar-26
26-129	807818	031-STR-26	20-Feb-26	3-Mar-26	APPROVED	25 Lori-Dale Ave	Tourist Home: Short Term Rental	Gerald A & Sharon L Macleod	24-Mar-26
26-136	352716	033-STR-26	25-Feb-26	2-Mar-26	APPROVED	44 Edward St	Tourist Home: Short Term Rental	Alan K Kornelson	23-Mar-26
26-137	342550	005-SGN-26	23-Feb-26	4-Mar-26	APPROVED	156 Queen St	Fascia Sign - Sea House	Dalmac Signs	25-Mar-26
26-138	279257	002-MFT-26	23-Feb-26	4-Mar-26	APPROVED	68 Allen St	Food Truck - ThaiPad PEI	Sumitra & Gary Burke	25-Mar-26
26-139	354977	034-STR-26	25-Feb-26	2-Mar-26	APPROVED	66 Highland Ave	Tourist Home: Short Term Rental	Heather Lynn Kays & Helder Vaz Ferreira	23-Mar-26
26-140	352716	035-STR-26	26-Feb-26	2-Mar-26	APPROVED	46 Edward St	Tourist Home: Short Term Rental	Alan K Kornelson	23-Mar-26
26-142	946442	036-STR-26	26-Feb-26	2-Mar-26	APPROVED	83 Parricus Mead Dr	Tourist Home: Short Term Rental	Dominique Ryan & Brooke Macarthur	23-Mar-26
26-153	357392	037-STR-26	27-Feb-26	3-Mar-26	APPROVED	419 Queen St 2	Tourist Home: Short Term Rental	Van Hoa Pham	24-Mar-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-154	357400	038-STR-26	27-Feb-26	4-Mar-26	APPROVED	421 Queen St	Tourist Home: Short Term Rental	Thu Tran DU Le	25-Mar-26
26-157	1180686	039-STR-26	2-Mar-26	5-Mar-26	APPROVED	36 Emily Dr	Tourist Home: Short Term Rental	Brock & Fallon Richard	26-Mar-26
26-162	358374	040-STR-26	2-Mar-26	4-Mar-26	APPROVED	55 Reserve St	Tourist Home: Short Term Rental	Philip Tweel Inc	25-Mar-26
26-163	358374	041-STR-26	2-Mar-26	4-Mar-26	APPROVED	55.5 Reserve St	Tourist Home: Short Term Rental	Philip Tweel Inc	25-Mar-26
26-165	416131	042-STR-26	2-Mar-26	5-Mar-26	APPROVED	4 Cherry Dr	Tourist Home: Short Term Rental	Robert E & Rhalda E Hood	26-Mar-26
26-168	345116	043-STR-26	3-Mar-26	5-Mar-26	APPROVED	166 Weymouth St	Tourist Home: Short Term Rental	Ambermac Media Inc	26-Mar-26
26-169	347963	044-STR-26	3-Mar-26	5-Mar-26	APPROVED	3 Century Ter	Tourist Home: Short Term Rental	Darlene Pearson	26-Mar-26
26-170	1138080	045-STR-26	3-Mar-26	5-Mar-26	APPROVED	98 MacRae Dr	Tourist Home: Short Term Rental	Brandon Rinneard & Caroline Ruth Leblanc	26-Mar-26
26-171	841536	046-STR-26	3-Mar-26	5-Mar-26	APPROVED	4 Prince St, Unit 205	Tourist Home: Short Term Rental	Terry Hennessey	26-Mar-26
26-172	344606	047-STR-26	3-Mar-26	5-Mar-26	APPROVED	3 Ole King Sq	Tourist Home: Short Term Rental	Terry Hennessey	26-Mar-26
26-173	335059	048-STR-26	4-Mar-26	5-Mar-26	APPROVED	12-14 Water St	Tourist Home: Short Term Rental	102256 PEI Inc	26-Mar-26
26-174	335042	049-STR-26	4-Mar-26	5-Mar-26	APPROVED	10 Water St	Tourist Home: Short Term Rental	102256 PEI Inc	26-Mar-26
26-175	337261	050-STR-26	3-Mar-26	5-Mar-26	APPROVED	25 Hillsborough St C	Tourist Home: Short Term Rental	Terry Hennessey Holdings LTD	26-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 March 13, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
23-543	1047562	136-BLD-23	28-Apr-23	13-Mar-26	APPROVED	46-48 Stanmol Drive (Lot 142)	Occupancy Permit: New semi-detached dwelling	Christopher Baglole	3-Apr-26
24-1224	1177492	393-BLD-24	28-Nov-24	9-Mar-26	APPROVED	100-102-104-106-108-110 Fairdale Dr (Lot 151)	Occupancy Permit: 6-Unit Townhouse Dwelling	Marcus Goodwin	30-Mar-26
24-844	192153	235-BLD-24	27-Jun-24	10-Mar-26	APPROVED	25-27 Fairdale Dr (Lot 129)	Occupancy Permit	Rachel Walsh	31-Mar-26
24-844	192153	235-BLD-24	26-Jun-24	10-Mar-26	APPROVED	25-27 Fairdale Dr (Lot 129)	Occupancy Permit: Construction of a Semi Detached Dwelling	Rachel Walsh	31-Mar-26
24-989	416305	310-BLD-24	29-Aug-25	10-Mar-26	APPROVED	103 Friar Dr	Occupancy Permit: New Modular Home - Single Family Dwelling	PEI Home & RV Centre	31-Mar-26
26-131	339101	007-HRT-26	17-Feb-26	13-Mar-26	APPROVED	162 Richmond St	Window Replacement	Phillip McInnis	3-Apr-26
26-133	339119	009-HRT-26	17-Feb-26	12-Mar-26	APPROVED	154 Richmond St	Window Replacement	Phillip McInnis	2-Apr-26
26-143	342535	006-SGN-26	23-Feb-26	11-Mar-26	APPROVED	172 Queen St	Canopy Sign - Isla Clothing	Dalmac Signs	1-Apr-26
26-184	369546	051-STR-26	6-Mar-26	10-Mar-26	APPROVED	132 Walthen Dr	Tourist Home: Short Term Rental	Peter James & Barbara Leanne Gallant	31-Mar-26
26-185	341206	052-STR-26	6-Mar-26	10-Mar-26	APPROVED	315 Richmond St 3	Tourist Home: Short Term Rental	Boyd J & Corey E & Stacy L Driscoll	31-Mar-26
26-186	338590	053-STR-26	6-Mar-26	10-Mar-26	APPROVED	199 Dorchester St	Tourist Home: Short Term Rental	Terrance (Terry) Hennessey & Stacy Lawrence Driscoll	31-Mar-26
26-187	341214	054-STR-26	6-Mar-26	10-Mar-26	APPROVED	69 Cumberland St	Tourist Home: Short Term Rental	Stacy Driscoll Holdings Inc	31-Mar-26
26-189	344002	055-STR-26	9-Mar-26	10-Mar-26	APPROVED	26 Fitzroy St	Tourist Home: Short Term Rental	102295 PEI Inc	31-Mar-26

CHARLOTTETOWN

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-190	336172	056-STR-26	9-Mar-26	10-Mar-26	APPROVED	181 Water St	Tourist Home: Short Term Rental	Garth & Rebecca Bigelow	31-Mar-26
26-191	348755	057-STR-26	9-Mar-26	10-Mar-26	APPROVED	17 Goodwill Ave	Tourist Home: Short Term Rental	Christopher Gillis & Craig Dauphinee	31-Mar-26
26-192	467613	058-STR-26	9-Mar-26	10-Mar-26	APPROVED	10 Colonel Gray Dr	Tourist Home: Short Term Rental	Mei LI & David McGavin	31-Mar-26
26-194	367953	059-STR-26	9-Mar-26	11-Mar-26	APPROVED	11 Wendy Dr	Tourist Home: Short Term Rental	Wade Dover	1-Apr-26
26-195	338582	060-STR-26	9-Mar-26	11-Mar-26	APPROVED	62 Prince St	Tourist Home: Short Term Rental	Queens County Condo Corp NO 53 (Thomas Alley House	1-Apr-26
26-196	339424	061-STR-26	9-Mar-26	11-Mar-26	APPROVED	75 Hillsborough St	Tourist Home: Short Term Rental	Rory MacPherson & Frank Del-Pinto	1-Apr-26
26-197	1135540	062-STR-26	9-Mar-26	11-Mar-26	APPROVED	36 Keaton Dr	Tourist Home: Short Term Rental	Pui Ying Norris Lam	1-Apr-26
26-201	1166230	063-STR-26	9-Mar-26	11-Mar-26	APPROVED	174 Royalty Rd	Tourist Home: Short Term Rental	Abigail O'Connor	1-Apr-26
TBD	276972	065-STR-26	10-Mar-26	11-Mar-26	APPROVED	47 Kensington Rd (Apt1)	Tourist Home: Short Term Rental	Mark Landrigan	1-Apr-26
TBD	276972	066-STR-26	10-Mar-26	11-Mar-26	APPROVED	47 Kensington Rd (Apt2)	Tourist Home: Short Term Rental	Mark Landrigan	1-Apr-26
TBD	276972	067-STR-26	10-Mar-26	11-Mar-26	APPROVED	47 Kensington Rd (Apt6)	Tourist Home: Short Term Rental	Mark Landrigan	1-Apr-26
TBD	1151034	069-STR-26	10-Mar-26	11-Mar-26	APPROVED	53 Meadow Lane	Tourist Home: Short Term Rental	Jasminder Singh	1-Apr-26
TBD	361964	068-STR-26	10-Mar-26	11-Mar-26	APPROVED	54 Walthen Drive	Tourist Home: Short Term Rental	Thomas & Diane Barnes	1-Apr-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-158	1145663	011-LS-26	26-Feb-2026	9-Mar-2026	APPROVED	14-16 Aiden St	Lot Subdivision (Lots 30BW, 30BE, 31BW and 31BE)	KTLE Holdings Inc	30-Mar-2026
26-198	1187855	015-LS-26	6-Mar-2026	9-Mar-2026	APPROVED	73-75 Violet Circle	Lot Subdivision (Lots 26-12A and 26-12B)	Edgars Construction	30-Mar-2026
26-214	1162627	016-LS-26	10-Mar-2026	11-Mar-2026	APPROVED	Lot 142A & 142B	Lot Subdivision (Lots 142A and 142B)	Christopher Baglole	1-Apr-2026

CHARLOTTETOWN

Council Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
NA	NA	NA	NA	10-Mar-26	APPROVED	NA	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.	City of Charlottetown	31-Mar-2026
26-97	1136563	006-MJV-26	9-Feb-26	10-Mar-26	APPROVED	11 Keaton Drive	Major Variance to permit an appointment-based home occupation (lash service) at 11 Keaton Drive (PID# 1136563) be approved subject to the following conditions: 1) That the approved number of clients permitted to visit per day be five (5) and that the maximum number of business-based visits per week be 25; (5 days a week of service allowed; mon-sat service; and 2) That the required on-site parking for the proposed home occupation be 01.	Gagandeep Kaur	31-Mar-26
25-773	355073	006-RZN-25	4-Jul-25	10-Mar-26	Approved. First Reading done. For 2nd reading	66 McGill Ave	Rezone 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.	SableArc Studios	31-Mar-26
26-87	368142	003-MJV-26	6-Feb-26	10-Mar-26	APPROVED	1 & 3 Summer Street	Major Variance for the subject property identified as 1-3 Summer Street (PID# 368142) in the Low Density Residential (R-2) Zone: 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.	Robert Chang	31-Mar-26
26-25	359638	001-MJV-26	9-Jan-26	10-Mar-26	APPROVED	113 Upper Prince St	Major Variance for the subject property identified as 113 Upper Prince Street (PID# 359638) in the Low Density Residential (R-2) Zone be approved	Kent William Thompson &	31-Mar-26

							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).	Ramona Doyle	
26-89	739128	005-MJV-26	6-Feb-26	10-Mar-26	APPROVED	6 Prince Street	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.	Frank MacEachern	31-Mar-26
25-718	440875	001-SSE-25	24-Jun-25	10-Mar-26	Approved. First Reading done. For 2nd reading	16-18 Hemlock	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.	Tanmoy Saha	31-Mar-26
25-1026	778308	008-RZN-25	3-Oct-25	10-Mar-26	Approved. First Reading done. For 2nd reading	Lot 8 Violet Cir	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.	T & H Properties Ltd	31-Mar-26
26-65	342907	001-SSE-26	29-Jan-26	10-Mar-26	Approved to proceed to public consultation	147 Hillsborough Street	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	PEI Housing Corporation	NA

							accommodating eleven (11) individuals within an existing building on the subject property.		
25-1098	336974, 336909, 336917, 336966 and 1172915	005-RZOP-25	7-Nov-25	10-Mar-26	Approved to proceed to public consultation	68 Queen St	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).	Weymouth Properties LTD	NA
25-981	192245	007-RZN-25	16-Sep-25	10-Mar-26	Approved. Second Reading Done. For Ministerial Approval	3 Oakland Drive	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.	Jonathan Barrett	31-Mar-26
25-999	1047562	004-RZOP-25	24-Sep-25	10-Mar-26	Approved. Second Reading Done. For Ministerial Approval	Stanmol Dr (Lots 32-33)	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 8 stacked townhouse units each on two (2) separate parcels for a total of 16 units.	Falcon Properties Inc.	31-Mar-26

CHARLOTTETOWN

Planning & Heritage Summary (Week ending March 20, 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
25-1009	1131812	311-BLD-25	18-Sep-25	22-Oct-25	APPROVED	15 Tannery Ct	Installation of a 16' x 36' Swimming Pool	Jerry Small	12-Nov-25
25-1046	778308	331-BLD-25	6-Oct-25	20-Mar-26	APPROVED	73-75 Violet Cir (Lot 12)	Temporary Occupancy Permit: Semi-detached Dwelling	Edgar's Construction Inc	10-Apr-26
25-942	341461	037-SGN-25	4-Sep-25	16-Mar-26	APPROVED	90 Cumberland Street	Signage: Monument Style, double sided digital screen mounted on concrete	Dalmac Signs	6-Apr-26
26-105	387761	035-BLD-26	9-Feb-26	19-Mar-26	APPROVED	690 University Ave B	Interior Fit-up - Firehouse Subs	Daniel Murphy	9-Apr-26
26-166	396770	042-BLD-26	25-Feb-26	18-Mar-26	APPROVED	33 Pope Ave (Lot 26-3)	Footing Permit: Single detached dwelling	Livingston Enterprises Inc	8-Apr-26
26-179	1185032	046-BLD-26	26-Feb-26	16-Mar-26	APPROVED	74 Kingsburgh Ave (Lot 175)	Construction of a single detached dwelling with secondary suite	PAL Holdings Inc	6-Apr-26
26-53	345710	017-BLD-26		18-Mar-26	APPROVED	26 Euston St	Interior & Exterior Renovation: Kitchen, downstairs bathroom, rear porch, kitchen windows.	David Brothers	8-Apr-26
26-60	1121409	022-BLD-26	22-Jan-26	17-Mar-26	APPROVED	179 John Yeo Dr	Upfitting current unit with walls and drop ceilings	DJC Construction	7-Apr-26
26-85	1176767	030-BLD-26	4-Feb-26	9-Feb-26	APPROVED	21-23 Paddington Ave (Lot 64B)	Footing Permit: Construction of a semi-detached dwelling	Massey Fine Homes Inc	2-Mar-26
26-218	404731	008-SGN-26	6-Mar-26	18-Mar-26	APPROVED	155 Capital Drive	Fascia Sign - The Root Cellar	Dalmac Signs	8-Apr-26
26-215	345561	072-STR-26	11-Mar-26	17-Mar-26	APPROVED	137 Rochford St	Tourist Home: Short Term Rental	Kevin D & Margaret J Whitrow	7-Apr-26
26-213	359034	071-STR-26	10-Mar-26	17-Mar-26	APPROVED	21 Upper Prince St 1	Tourist Home: Short Term Rental	Matthew Munro	7-Apr-26
26-230	577981	079-STR-26	12-Mar-26	19-Mar-26	APPROVED	33 Birch Hill Dr	Tourist Home: Short Term Rental	Ron & Cindy Carragher	9-Apr-26
26-220	348060	074-STR-26	11-Mar-26	18-Mar-26	APPROVED	23A York Lane	Tourist Home: Short Term Rental	Lisa MacEwen	8-Apr-26
26-246	708537	094-STR-26	13-Mar-26	20-Mar-26	APPROVED	21 Henri Blanchard Drive	Tourist Home: Short Term Rental	Brishika Lama	10-Apr-26

CHARLOTTETOWN

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-245	353508	093-STR-26	13-Mar-26	20-Mar-26	APPROVED	26 Spring Street	Tourist Home: Short Term Rental	Ashlyn Somers MacPherson	10-Apr-26
26-241	748335	089-STR-26	18-Mar-26	20-Mar-26	APPROVED	88 Beach Grove Road	Tourist Home: Short Term Rental	Wayne Simmons	10-Apr-26
26-229	362798	078-STR-26	12-Mar-26	19-Mar-26	APPROVED	9 Birchwood St	Tourist Home: Short Term Rental	102070 PEI Inc	9-Apr-26
26-228	347633	077-STR-26	12-Mar-26	19-Mar-26	APPROVED	120 Brighton Road (Unit A & B)	Tourist Home: Short Term Rental	Kimberly Landry	9-Apr-26
26-236	345777	084-STR-26	17-Mar-26	19-Mar-26	APPROVED	53 Fitzroy Street	Tourist Home: Short Term Rental	Devin Clayton	9-Apr-26
26-234	335588	082-STR-26	10-Mar-26	19-Mar-26	APPROVED	30 King Street	Tourist Home: Short Term Rental	Heather Moyse	9-Apr-26
26-235	335588	083-STR-26	10-Mar-26	19-Mar-26	APPROVED	32 King Street	Tourist Home: Short Term Rental	Heather Moyse	9-Apr-26
26-239	748236	087-STR-26	17-Mar-26	20-Mar-26	APPROVED	74 Maypoint Road	Tourist Home: Short Term Rental	Tanya Veilleux	10-Apr-26
26-237	367243	085-STR-26	18-Mar-26	20-Mar-26	APPROVED	300 North Queen Elizabeth Drive	Tourist Home: Short Term Rental	Tamer Selim - Salwa Properties Ltd	10-Apr-26
26-238	585901	086-STR-26	17-Mar-26	20-Mar-26	APPROVED	258 Patterson Drive	Tourist Home: Short Term Rental	Peggy Murphy	10-Apr-26
26-232	335588	080-STR-26	10-Mar-26	19-Mar-26	APPROVED	25 Pownal Street	Tourist Home: Short Term Rental	Heather Moyse	9-Apr-26
26-233	335588	081-STR-26	10-Mar-26	19-Mar-26	APPROVED	23 Pownal Street	Tourist Home: Short Term Rental	Heather Moyse	9-Apr-26
26-226	354281	075-STR-26	11-Mar-26	18-Mar-26	APPROVED	51 Spring Park Road	Tourist Home: Short Term Rental	Nicholas Hennessey	8-Apr-26
26-240	367920	088-STR-26	18-Mar-26	20-Mar-26	APPROVED	204 Spring Park Road	Tourist Home: Short Term Rental	Cam Van Vu	10-Apr-26
26-203	356204	064-STR-26	9-Mar-26	18-Mar-26	APPROVED	34 Spring Park Road	Tourist Home: Short Term Rental	Jennifer Jennings	8-Apr-26
26-227	360636	076-STR-26	11-Mar-26	19-Mar-26	APPROVED	29 Upper Hillsborough Street	Tourist Home: Short Term Rental	Adam Gallant	9-Apr-26
26-219	353268	073-STR-26	11-Mar-26	18-Mar-26	APPROVED	44 Villa Ave	Tourist Home: Short Term Rental	Shane Ross	8-Apr-26
26-242	335349	090-STR-26	16-Mar-26	20-Mar-26	APPROVED	140 Water Street	Tourist Home: Short Term Rental	Elizabeth Beck	10-Apr-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 March 27, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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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
25-958	1068170	300-BLD-25	9-Sep-25	23-Mar-26	APPROVED	149 Mount Edward Rd	Occupancy Permit: Health Hub Interior Fit-up, Business Occupancy Office Space. Partial 3rd Floor	Open Practice Inc. Aaron Stavert	13-Apr-26
25-1113	370080	357-BLD-25	20-Nov-25	23-Mar-26	APPROVED	104 Nassau St	Replace existing 8' x 8' deck	Solomon G & Vera H Taweel	13-Apr-26
26-176	441725	044-BLD-26	27-Feb-26	23-Mar-26	APPROVED	120 Southdale Ave	Occupancy Permit: Change of use for a secondary suite	Holly Caldwell	13-Apr-26
26-55	1171073	019-BLD-26	21-Jan-26	26-Mar-26	APPROVED	43 Regis Duffy Dr	Phase III: Building envelope, mechanical, plumbing, fire suppression, electrical, interiors and remaining site/landscape	Open Practice Inc	16-Apr-26
26-7	387761	006-BLD-26	17-Dec-25	25-Mar-26	APPROVED	670 University Ave	Occupancy Permit: Interior Fit Up - Seoul Food	Seoul Food	15-Apr-26
26-73	1121409	025-BLD-26	27-Jan-26	24-Mar-26	APPROVED	179 John Yeo Dr	Medical Office and MRI Suite Fit-up - Radiant Medical	FitzGerald and Snow	14-Apr-26
26-91	1076702	033-BLD-26	6-Feb-26	26-Mar-26	APPROVED	61 Towers Rd (2014-6)	Phase I - Foundation Only - 5-Storey, 88-unit apartment building	JCJ Properties Inc	16-Apr-26
26-260	387779	003-TMP-26	21-Mar-26	25-Mar-26	APPROVED	80 Buchanan Drive	Seasonal Garden Centre	Grant Coad	15-Apr-26
26-257	767988	003-MFT-26	20-Mar-26	25-Mar-26	APPROVED	20 Upton Road	Mobile Canteen - JUS Nyam food truck	Lisa Baker-Jackson	15-Apr-26
26-259	1141084	058-BLD-26	21-Mar-26	25-Mar-26	APPROVED	38 Anne Ave	11x13 accessory building	Karen Van Den Brock	15-Apr-26
26-256	392415	057-BLD-26	20-Mar-26	26-Mar-26	APPROVED	12 Oak Drive	10x 21.5 Accesory building/Utility shed (No foundation, on cement blocks)	Andrea Nicole Peters	16-Apr-26
26-202	359596	050-BLD-26	13-Feb-26	23-Mar-26	APPROVED	95 Upper Prince Street	Interior renovation: Addition of half bath; replace kitchen cabinets, windos and rear door entry	Alexandra MacKenzie	13-Apr-26
26-274	387712	064-BLD-26	23-Mar-26	27-Mar-26	APPROVED	690 Univeristy Ave B.	New demising wall for Firehouse Subs	APM Commercial	17-Apr-26
26-285	369561	114-STR-26	25-Mar-26	26-Mar-26	APPROVED	128 Walthen Drive	Tourist Home: Short Term Rental	Sara Kelly	16-Apr-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-279	337204	111-STR-26	24-Mar-26	26-Mar-26	APPROVED	165-167 King Street	Tourist Home: Short Term Rental	Tim Driscoll	16-Apr-26
26-277	1025683	110-STR-26	24-Mar-26	25-Mar-26	APPROVED	135 Essex Crescent	Tourist Home: Short Term Rental	Jennifer Baglole	15-Apr-26
26-276	351213	109-STR-26	24-Mar-26	25-Mar-26	APPROVED	48 McGill Ave	Tourist Home: Short Term Rental	Donna & Andrew Hurry	15-Apr-26
26-267	841536	104-STR-26	20-Mar-26	24-Mar-26	APPROVED	4 Prince Street, Unit 202	Tourist Home: Short Term Rental	Susan McInnis	14-Apr-26
26-271	392365	107-STR-26	23-Mar-26	25-Mar-26	APPROVED	13 Oak Drive	Tourist Home: Short Term Rental	Tracy-Lee F Crosby	15-Apr-26
26-269	773275	106-STR-26	23-Mar-26	24-Mar-26	APPROVED	9 Carr Court	Tourist Home: Short Term Rental	Diana Dai	14-Apr-26
26-268	452805	105-STR-26	20-Mar-26	24-Mar-26	APPROVED	1 Brows Lane	Tourist Home: Short Term Rental	Bonnie May	14-Apr-26
26-266	353763	103-STR-26	20-Mar-26	24-Mar-26	APPROVED	2 Green Street	Tourist Home: Short Term Rental	Yihong (Andy) Xiao	14-Apr-26
26-265	1155480	102-STR-26	19-Mar-26	24-Mar-26	APPROVED	60 Dorchester Street	Tourist Home: Short Term Rental	Scott Spencer	14-Apr-26
26-255	338624	101-STR-26	18-Mar-26	23-Mar-26	APPROVED	238 Sydney Street	Tourist Home: Short Term Rental	Joan Cumming	13-Apr-26
26-254	1144716	100-STR-26	19-Mar-26	23-Mar-26	APPROVED	28 Patrie Lane	Tourist Home: Short Term Rental	Jared Murphy	13-Apr-26
26-253	337873	099-STR-26	19-Mar-26	23-Mar-26	APPROVED	52 Sydney Street, Unit1	Tourist Home: Short Term Rental	Ashley White	13-Apr-26
26-252	337873	098-STR-26	19-Mar-26	23-Mar-26	APPROVED	52 Sydney Street, Unit4	Tourist Home: Short Term Rental	Ashley White	13-Apr-26
26-250	336701	097-STR-26	19-Mar-26	23-Mar-26	APPROVED	51 King Street	Tourist Home: Short Term Rental	Melanie MacPhee Wasmer	13-Apr-26
26-249	337345	096-STR-26	17-Mar-26	23-Mar-26	APPROVED	46 Prince Street	Tourist Home: Short Term Rental	Scott Dickieson	13-Apr-26
26-248	347237	095-STR-26	19-Mar-26	23-Mar-26	APPROVED	106 Edward Road	Tourist Home: Short Term Rental	Mary Whitrow	13-Apr-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-126	192153	008-LS-26	18-Feb-2026	25-Mar-2026	APPROVED	Lots 155A, 156A & 160A Fairdale Dr	Lot Subdivision & Consolidation: Lots 155A, 156A and 160A	Derek French	15-Apr-2026
26-283	350892	018-LS-26	25-Mar-2026	25-Mar-2026	APPROVED	12 Newbery Lane	Lot Subdivision (Lots 26-1 & 26-2)	Robert Likely	15-Apr-2026
26-297	368142	019-LS-26	19-Mar-2026	26-Mar-2026	APPROVED	1-3 Summer Street	Lot Subdivision (Lot 17-1A & Lot 17-1B)	Jen Du	16-Apr-2026
26-300	1164235	020-LS-26	27-Mar-2026	30-Mar-2026	APPROVED	201-203 Stanmol Drive	Lot Subdivision (Lot 26-37A & Lot 26-37-B)	Xiaomeng Xu	20-Apr-2026
26-247	145540, 145532	003-LC-26	19-Mar-2026	23-Mar-2026	APPROVED	21 Sherwood Road	Lot Consolidation (Lot 26-1) PID145540, 145532	Janice Martell	13-Apr-2026

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-258	1153048	017-LS-26	17-Mar-2026	23-Mar-2026	APPROVED	16-18 Beech Hill Ave	Lot Subdivision (Lot 20-33A & Lot20-33B)	Randy Mitchell	13-Apr-2026

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 April 3rd, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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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
25-32	1157254	017-BLD-25	17-Jan-25	30-Mar-26	APPROVED	124-126 Kindred Ave (Lot 73)	Temporary Occupancy Permit: Construction of a Semi-Detached Dwelling	Paul Llewellyn	20-Apr-26
25-834	416305	244-BLD-25	16-Jul-25	2-Apr-26	APPROVED	46 Centurion Cr (Lot 21-54)	Occupancy permit: New Manufactured Home	PEI Home & RV Centre	23-Apr-26
25-964	732669	302-BLD-25	9-Sep-25	30-Mar-26	APPROVED	74 Glenthorn Ave	Occupancy Permit: Interior renovation to create a secondary suite	Hanan Mresh	20-Apr-26
26-119	444695	038-BLD-26	18-Feb-26	2-Apr-26	APPROVED	22 Scott St	Addition of a 25' x 35' garage & 8' x 10' mudroom	Eddie Sledz	23-Apr-26
26-156	274084	041-BLD-26	27-Feb-26	30-Mar-26	APPROVED	20 Mount Edward Rd	Interior renovation and exterior refinish	Laird Ferguson	20-Apr-26
26-20	371062	011-BLD-26	9-Jan-26	30-Mar-26	APPROVED	427 University Ave	Interior renovation: partial modification to the kitchen and service area	MRA Architecture & Design	20-Apr-26
26-272	349191	108-STR-26	24-Mar-26	30-Mar-26	APPROVED	109 North River Rd	Tourist Home: Short Term Rental	Joseph & Kelly Bystryk	20-Apr-26
26-282	748384	113-STR-26	25-Mar-26	30-Mar-26	APPROVED	592 Queen St	Tourist Home: Short Term Rental	Gulang Amu	20-Apr-26
26-210	370304	070-STR-26	10-Mar-26	30-Mar-26	APPROVED	29 Selkirk Cres	Tourist Home: Short Term Rental	Christopher & Michael & Frances Connolly	20-Apr-26
26-304	349811	124-STR-26	30-Mar-26	31-Mar-26	APPROVED	129 North River Rd	Tourist Home: Short Term Rental	Clayton Christensen & Renee Harper	21-Apr-26
26-305	277087	125-STR-26	30-Mar-26	31-Mar-26	APPROVED	16 Linden Ave	Tourist Home: Short Term Rental	Emma Montgomery	21-Apr-26
26-307	347385	127-STR-26	30-Mar-26	31-Mar-26	APPROVED	5 Esher St	Tourist Home: Short Term Rental	John P & Lynn F Butler	21-Apr-26
26-308	347864	128-STR-26	30-Mar-26	31-Mar-26	APPROVED	41 York Ln	Tourist Home: Short Term Rental	Allyson Kane	21-Apr-26

CHARLOTTETOWN

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-309	350959	129-STR-26	30-Mar-26	31-Mar-26	APPROVED	75 Goodwill Ave	Tourist Home: Short Term Rental	Derek Burns & Bonnie Maceachern	21-Apr-26
26-310	345488	130-STR-26	30-Mar-26	31-Mar-26	APPROVED	377 Kent St	Tourist Home: Short Term Rental	Kate Ford	21-Apr-26
26-281	394171	112-STR-26	30-Mar-26	31-Mar-26	APPROVED	22 Maple Ave	Tourist Home: Short Term Rental	Ralph Smith & Suk Mei Fiona Cheung	21-Apr-26
26-306	338574	126-STR-26	30-Mar-26	31-Mar-26	APPROVED	66 Prince St	Tourist Home: Short Term Rental	Amy Martin	21-Apr-26
26-314	341941	131-STR-26	31-Mar-26	1-Apr-26	APPROVED	34 Kent St	Tourist Home: Short Term Rental	Leticia Jones	22-Apr-26
26-315	826487	132-STR-26	1-Apr-26	1-Apr-26	APPROVED	5 Doc Blanchard Cres	Tourist Home: Short Term Rental	Frank John Dow & Marley D McDonald	22-Apr-26
26-316	369223	133-STR-26	1-Apr-26	2-Apr-26	APPROVED	107 Walthen Dr	Tourist Home: Short Term Rental	Liren Zhao & Chunyi MA	23-Apr-26
26-231	1186717	056-BLD-26	3-Mar-26	1-Apr-26	APPROVED	50 Clonhaven Street	Footing Permit: Construction of a 32-Unit Residential Dwelling	Ashish Goel	22-Apr-26
26-275	387761	065-BLD-26	24-Mar-26	2-Apr-26	APPROVED	670 University Ave	New Demising wall for Bath and Body Works	APM Commercial	23-Apr-26
26-278	343665	009-SGN-26	24-Mar-26	2-Apr-26	APPROVED	105 Kent St	Jay Studio Video & Photo Production - Sign	Jie Xu	23-Apr-26
26-287	1136563	003-HOC-26	25-Mar-26	30-Mar-26	APPROVED	11 Keaton Dr	Beautician, 5 Appointments per day, 5 days a week	Gagandeep Kaur Matharu & Inderjit Singh Rakhra	20-Apr-26
26-288	134114	011-SGN-26	23-Mar-26	30-Mar-26	APPROVED	250 Maple Hills Ave	Replace existing pylons with newly designed pylons. Existing 96" x 120" and New proposed 88" x 120"	Dalmac Signs	20-Apr-26
26-289	404491	116-STR-26	26-Mar-26	27-Mar-26	APPROVED	239 East Royalty Rd	Tourist Home: Short Term Rental	Timothy Thomson & Lilianne Cintra Vanterpool	17-Apr-26
26-290	719963	117-STR-26	26-Mar-26	27-Mar-26	APPROVED	19 Brows Ln	Tourist Home: Short Term Rental	William Matthew Lewis	17-Apr-26
26-293	688952	120-STR-26	26-Mar-26	27-Mar-26	APPROVED	6 Trainor St	Tourist Home: Short Term Rental	Ayoub & Ghiwa Abdalla H, Claude	17-Apr-26
26-294	338061	121-STR-26	26-Mar-26	27-Mar-26	APPROVED	86 Sydney St	Tourist Home: Short Term Rental	Sean Dietrich & Gina Nadine Kirkwood	17-Apr-26
26-295	345215	122-STR-26	26-Mar-26	27-Mar-26	APPROVED	67 Edward St	Tourist Home: Short Term Rental	Phuoc Huu DA Bui	17-Apr-26
26-296	345215	123-STR-26	26-Mar-26	27-Mar-26	APPROVED	65 Edward St	Tourist Home: Short Term Rental	Phuoc Huu DA Bui	17-Apr-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
April 14, 2026

The Public Works Committee met jointly with the Parks, Recreation and Leisure Activities Committee on Friday April 10, 2026 and the DRAFT minutes are included in your meeting package.

The Civic Board for Persons with Disabilities met on Tuesday March 24, 2026, and the DRAFT minutes are included in your package.

Capital and Operational Summaries are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,
Councillor Mitchell Tweel, Chair

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE JOINT MEETING WITH PUBLIC WORKS – OPEN MEETING
Friday, April 10, 2026
12:00pm, Parkdale Room

Present:	**Councillor Kevin Ramsay, Co-Chair**	**Councillor Mitchell Tweel, Co-Chair**
	Mayor Philip Brown	**Councillor Bob Doiron (Called In)**
	Councillor Terry Bernard	**Councillor John McAleer**
	Councillor Justin Muttart	**Richard MacEwen, DCS**
	Frank Quinn, PRM	**Christopher Drummond, PRAM**
	Mike White, AS	**Ylber Gashi, PWM**
	Riley Tweel, PWTE	**Berry Gange, PWJE**
	Deelle Hines, AA, Notetaker	**Amber Robb, AA, Notetaker**
Regrets:	**Brad MacConnell, CAO**	

1. CALL TO ORDER
Chair Ramsay & Chair Tweel called the meeting to order at 12:00pm.

Mayor Brown expressed his appreciation to Mike White, AS and staff for their support during the 2026 U18 Female Atlantic Hockey Championships at Simmons Sports Centre.

2. DECLARATIONS OF CONFLICT OF INTEREST
None.

3. APPROVAL OF AGENDA
PW - Moved by Councillor John McAleer and Seconded by Councillor Justin Muttart that the agenda for April 10, 2026, be approved. PW John McAleer second by Justin Muttart

CARRIED

PR - Moved by Mayor Brown and Seconded by Councillor Doiron that the agenda for April 10, 2026, be approved.

CARRIED

Mayor Brown asked for a follow-up on public information session regarding Exhibition Drive. Requested timeline and next steps, including meeting with merchants.

4. ADOPTION OF MINUTES
a. Moved by Mayor Brown and Seconded by Councillor Muttart the Public Works Committee minutes from February 27, 2026, be approved.

CARRIED

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b. Moved by Mayor Brown and Seconded by Councillor Bernard the Parks, Recreation & Leisure Activities minutes for March 9, 2026, be approved.

CARRIED

5. BUSINESS ARISING FROM MINUTES

Chair Tweel requested a status report on snow removal contracts, specifically asking about the current status and how the program will move forward. He inquired about key aspects of the contracts, including timelines, equipment standards, and service expectations. PWM advised that the report was not yet ready but confirmed that a full update will be presented at the upcoming meeting scheduled for April 22, 2026.

6. REPORT

a) Sherwood Sport and Recreation Complex Master Plan Update

The Sherwood Sport and Recreation Complex Master Plan Update was presented as a joint initiative between PW and the PRLA Committees, with staff noting the project is currently at the midpoint stage. To date, public engagement has included: online survey and public open house (December 4, 2025) to obtain feedback from the community. A lot of good feedback was received. The PWM explained that the next open house is scheduled for April 16, 2026, where three design options will be presented in greater detail, along with preliminary cost estimates, to gather further community input. Following this session, DSRA staff will create a "What We Heard" report, outlining the public consultation feedback from both sessions. After this, DSRA and both departments will refine the options, and bring a final report to Council in late spring. Once a final design option is agreed upon, the next steps to build a new Sherwood Recreation Centre will involve detailed engineering design resulting in tendering and construction anticipated in the next fiscal year. It was also noted that this is a complicated site that includes the Cody Banks Arena, Sherwood Rec Hall, and the lawn bowling green, with challenges related to limited space and that there will need to be a phased construction in order to maintain services.

Discussion also focused heavily on the Cody Banks Arena building condition assessment. The PRM advised that a detailed draft report of approximately 145 pages is currently under review and includes structural, mechanical, electrical, and architectural assessments rated as good, fair, or poor. The arena, now 53 years old, is generally in good structural condition but has a mix of components requiring upgrades. The report indicates that an investment of approximately $4.7 million over ten years could extend the building's life by 15 or more years; however, engineers do not guarantee a specific lifespan, as it depends on the level of investment and ongoing maintenance. Critical repairs, estimated at roughly $800,000 in the early stages, would be prioritized first. The PRM emphasized that while the report provides maintenance scenarios and helps mitigate risk, more funds may be required once the building upgrades starts, so further investigation will be required before committing to significant expenditures.

Several questions were raised by members of both committees. Chair Tweel asked for clarity on the remaining lifespan of the arena. The PRM noted that there is no definitive timeline provided. Councillor Ramsay raised concerns about cost escalation, noting that inflation could significantly increase the projected $5 million investment. Discussion also compared repair versus replacement options, with repairs allowing continued operation at a lower cost, while full replacement could cost

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$40+ million and require approximately 30 months with no arena. Councillor Bernard and Councillor Doiron emphasized that the original priority of the project was the replacement of the Sherwood Rec Hall, with the arena considered a secondary component. Staff and Councillors agreed that the Sherwood Rec Hall is the most critical need, particularly due to accessibility requirements and demand for facilities such as a gymnasium identified by community user groups.

Throughout the discussion, it was reiterated that no decisions have been made on any preferred option, and the master plan is intended to guide long-term planning. Staff noted the importance of considering the long-term plan when making decisions and noted that future councils may choose to rebuild, maintain, or expand facilities based on evolving needs and funding opportunities. The key takeaway from the discussion was the importance of continued community engagement, phased planning, and financial sustainability, with a clear consensus that the replacement of the Sherwood Rec Hall remains the top priority moving forward.

b) PRLA – Early Opening of the Victoria Park Active Transportation Pathway

The PRM brought forward a recommendation regarding the early opening of the Victoria Park Active Transportation (AT) Pathway. The PRM explained that the current bylaw governing the pathway needs to be updated and has not yet been done. Therefore, Council approval is still required to open the pathway earlier then May 1. Staff noted that weather conditions were not looking good, but with recent improvements, staff are recommending a resolution be brought forward to open the pathway beginning April 15. It was also highlighted that in five of the past six years, the pathway has opened earlier than scheduled. Future bylaw updates will allow staff to make operational decisions on early openings and potentially extend the season later in the year, weather permitting.

Councillor Bernard asked whether traffic usage of the inside lane during winter months had been monitored and questioned the feasibility of keeping the pathway open year-round. The PRM noted that the roadway is used by traffic during the winter and that usage has been monitored during summer months, though current design limitations make winter maintenance as an active transportation pathway challenging. It was noted that future redesigns of the roadway could better accommodate year-round use.

Moved by Mayor Brown and seconded by Councillor Bernard that the recommendation to proceed with the early opening of the Victoria Park Active Transportation Pathway be forwarded to Council.

CARRIED

c) Public Works Budget Transfer – Operational

Under Public Works Budget Transfer, staff presented a housekeeping item involving the reallocation of funds from surplus accounts in the previous fiscal year to support street patching and in-house asphalt work completed during the fall and winter. Clarification was provided that this was not new spending, but rather a reallocation within the existing budget framework.

Moved by Councillor Muttart and seconded by Councillor McAleer that “Public Works Budget Transfer” be forwarded to Finance.

DRAFT

CARRIED

d) Public Works Update – Capital and Operational Summaries

The Public Works Capital and Operational Update was provided for information purposes. Discussion focused on ongoing challenges with potholes and road conditions, particularly following winter weather. The PWM explained that long-term solutions involve full street reconstruction, including improvements to subgrade, drainage, and infrastructure, as water infiltration and freeze-thaw cycles are the primary causes of deterioration. While temporary patching continues, more permanent repairs will occur once asphalt plants reopen, and weather conditions stabilize. A concern was raised concerns about debris in bike lanes, with staff noting that street sweeping operations will begin as weather permits.

e) Advisory Board Minutes

Public Works

- Civic Board for Persons with Disabilities – March 24, 2026
    - Mayor Brown noted that a joint meeting between Charlottetown, Stratford, and Cornwall would take place on April 16 at Simmons Sports Centre Stu MacFadyen Boardroom to announce a regional accessible taxi initiative.

Parks, Recreation & Leisure Activities

- Seniors Engagement Committee – March 5, 2026, and April 2, 2026
    - Mayor Brown asked for a follow-up on correspondence to the Minister of Seniors regarding Wi-Fi access in senior living facilities, which is currently being prepared by PR staff.
- Youth Engagement Committee – March 26, 2026

7. INTRODUCTION OF NEW BUSINESS

None

8. ADJOURNMENT OF PUBLIC SESSION

Moved by Councillor Muttart and Seconded by Councillor Bernard the meeting be adjourned at 1:08pm.

_____ _____

Co-Chair: Councillor Kevin Ramsay Co-Chair: Councillor Mitchell Tweel

DRAFT

City of Charlottetown Committee Report

Report No: PW-2026-04-10-001

Date: April 10, 2026

Directed to Council through the following Committee:
Joint Committee - Public Works and Parks & Recreation

Attachments:

- Masterplan Option A
- Masterplan Option B
- Masterplan Option C

Reporting Department:
Public Works
Parks & Recreation

Other Associated Departments:
None

Prepared by:
Berry Genge

Report Title:
Update – Sherwood Sport and Rec Complex Master Plan

Report Purpose:
Informational only

Staff Recommendation:
None – informational only

Report Details:

The Public Works Department has been working jointly with the Parks & Recreation Department since October 2025 to produce a plan for the site of the City-owned area of the Sherwood Recreation Hall, Cody Banks Arena, Sherwood Lawn Bowling Club, and the property of 54 Maple Avenue. The aim of this project is to create a plan for redesigning this space to be a comprehensive sport and recreation complex. DSRA Architecture have been the prime consultants of the first phase of this project, completing work related to site planning, community engagement, and building condition reporting for the Cody Banks Arena. Three revised site plan options and a "draft" building condition report have been produced to date. Each design option meets the needs identified by the community as well as needs established by City staff. Preliminary cost estimates are still being calculated but are anticipated to be finalized in time to present at the next public engagement session on Thursday, April 16th, 2026.

Additional information will be presented by DSRA and City staff at the second public engagement session on Thursday, April 16th, 2026, at 6:00PM at the Sherwood Rec Hall. This session will be a presentation-style format to provide updates on project progression since the first public engagement event hosted in December 2025.

All revised site plan options recommend the building of a new community center on site. As the existing recreation hall is insufficient in providing adequate program space due to its limited size and aging condition. The new facility to be recommended to be constructed on site will have greater ability for program offering and provide new amenities for the public to access. The new community center being proposed will feature a gymnasium (single or double court), programming space, meeting rooms, a fitness room, walking track, community social spaces, coffee shop, and a community kitchen. Dedicated space will also remain in the new community center for the Parkdale/Sherwood Lions Club and existing user groups will be accommodated.

A building condition assessment of Cody Banks Arena has been undertaken as part of this project. Through the consultant's review, they have classified the arena's current condition as poor. However, a 10-year maintenance plan was produced as part of this report and provides essential information regarding the ability to repair this facility and extend its lifespan. Parks and Recreation staff are still in the process of reviewing the "draft" building condition assessment report and cannot make a definitive recommendation at this time. One possible recommendation by staff could be that the most sustainable option for this facility would be to recommend completing the critical repairs identified within the report and to extend the current lifespan of the facility. Critical and non-critical repairs are estimated to total $4.77 million CAD over the next 10 years. In doing so, the Cody Banks Arena would remain in good condition and could operate for another 15+ years for a more affordable capital investment that the capital costs of constructing a new arena at this site.

Council or Committee History:

September 9th, 2025 - That, as per the conditions of the Public Request for Proposals for "Design Consulting Services: Sherwood Sport & Recreation Complex Master Plan", the submission of DSRA Architecture in the amount of $83,350.00 (plus all applicable taxes) be accepted, And that funds in the amount of $53,850.00 (plus all applicable taxes) be allocated from the Public Works Capital account for "Sherwood Rec Hall – Updates" and funds in the amount of $29,500.00 (plus all applicable taxes) be allocated from the Parks & Recreation Capital account for "Capital Repairs" be carried out, And further that the Mayor and CAO are hereby authorized to execute standard contracts and agreements to implement this resolution.

Financial Implications:

Future Capital Costs.

Public Engagement and Communication:

December 4th, 2026 – The first public engagement session was held to gather feedback and present information collected from a previous online survey.

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 April 9, 2026 FQ April 9, 2026	RDM April 9, 2026

Committee Recommendation: (if differing from staff)

EMERGENCY GENERATOR (4.5x2.5m)

1500mm

16'9"(5m)

KIDS OUTDOOR PLAYGROUND

6'9"(2m)

MAIN ENTRANCE

EXISTING REC HALL

EXISTING CODY BANKS ARENA

N

COMMUNITY CENTER TOTAL AREA	2824 m2
PARKING SPACE	152
EXISTING CODY'S BANK ARENA	3170 m2

MAPLE AVE

CEDAR AVE

10

10 10

10 10

10 10

5

15

11

11

6

24

EXISTING LAWN BOWLING FIELD

POTENTIAL LOCATION OF GREEN SPACE

EXISTING CLUB HOUSE

SHERWOOD SPORT AND RECREATION COMPLEX

Charlottetown, PEI

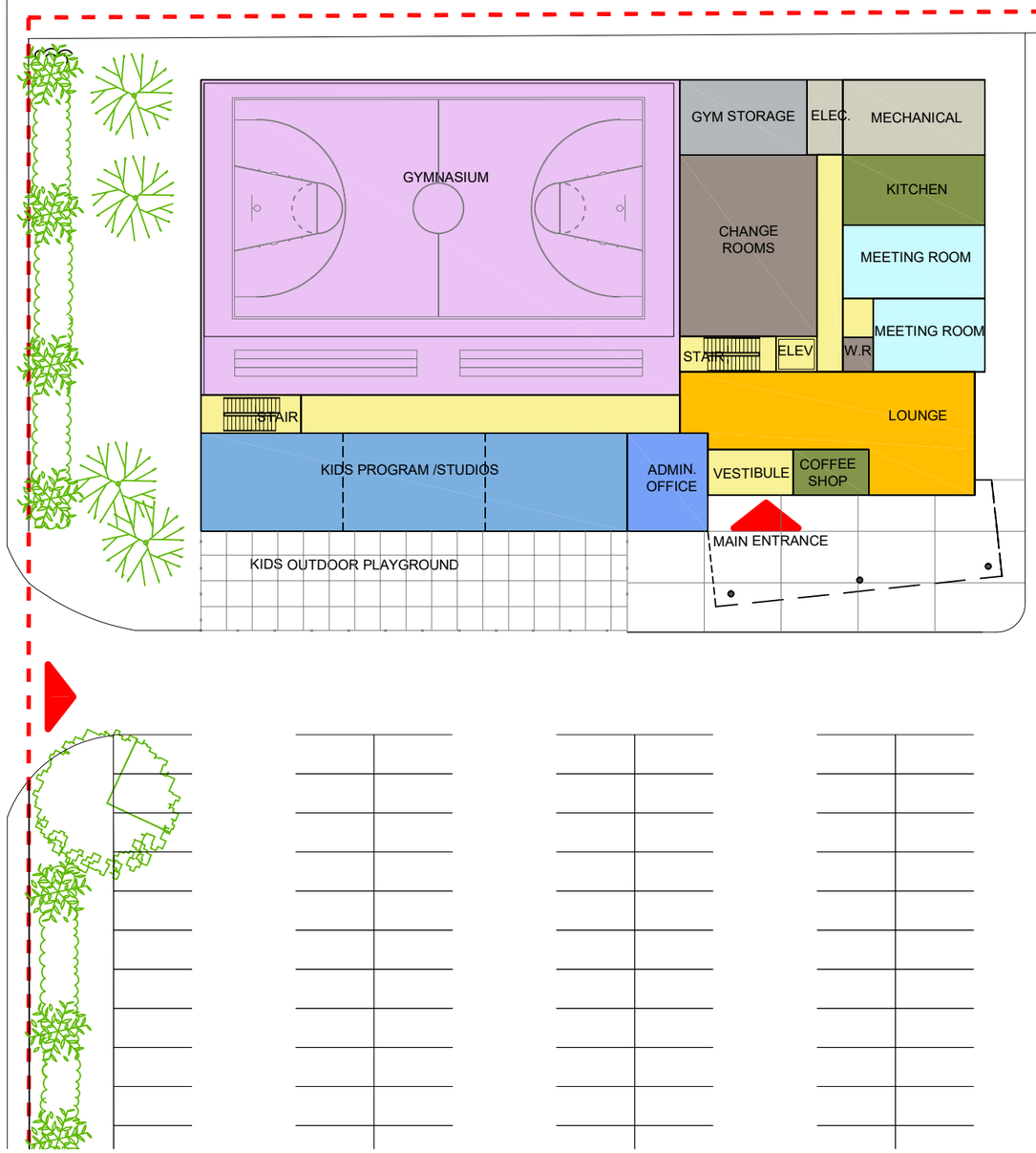
SITE PLAN-OPTION A

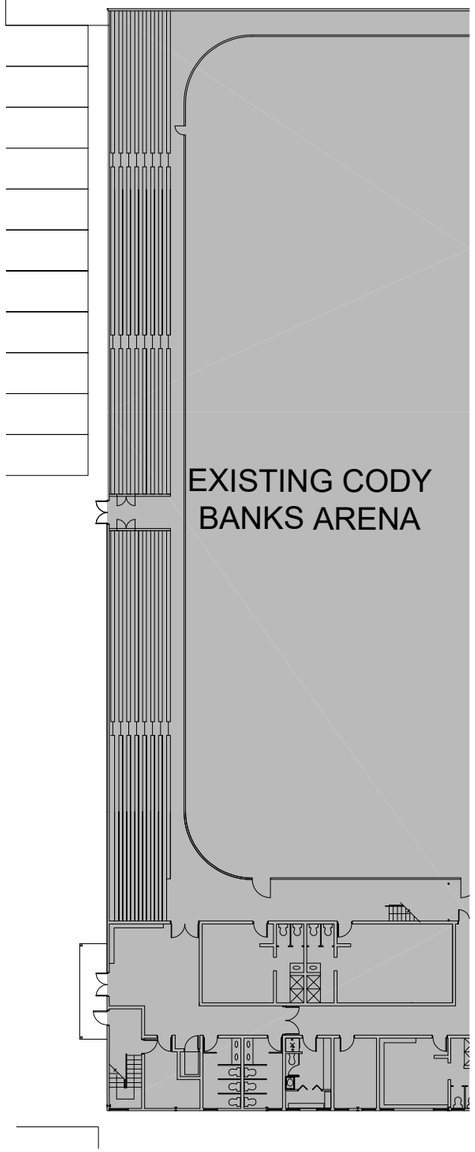
MASTER PLAN OPTIONS

REV. 3

1:750

DSRA ARCHITECTURE





MAPLE AVENUE

TOTAL GROUND FLOOR AREA		1688 m2
GYMNASIUM		743 m2
PROGRAMMING SPACE		309 m2
MEETING ROOMs	103 m2	
STUDIO /KIDS PROGRAM	206 m2	
OFFICE		39 m2
CIRCULATION		161 m2
LOUNGE		134 m2
KITCHEN		49m2
COFFEE SHOP		17 m2
STORAGE		46 m2
UTILITY		66 m2
CHANGE ROOMS		123 m2

SHERWOOD SPORT AND RECREATION COMPLEX

Charlottetown, PEI

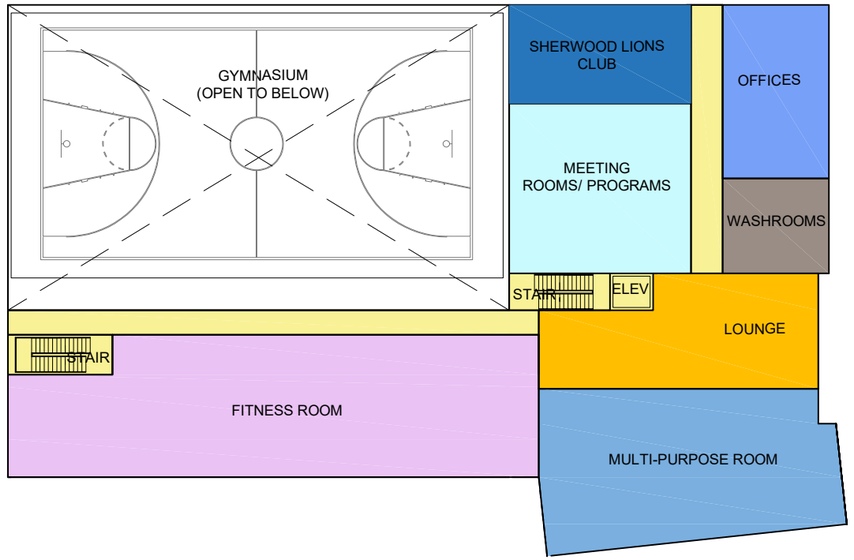
GROUND FLOOR PLAN-OPTION A

REV. 3

MASTER PLAN OPTIONS

1:400

DSRA ARCHITECTURE



TOTAL SECOND FLOOR AREA		1136 m2
FITNESS ROOM		321 m2
PROGRAMMING SPACE		422 m2
MEETING ROOM/PROGRAM	139 m2	
SHERWOOD LIONS CLUB	81 m2	
MULTI-PURPOSE ROOM	202 m2	
OFFICES		83m2
CIRCULATION / LOUNGE		139 m2
LOUNGE		126 m2
WASHROOMS		45 m2

SHERWOOD SPORT AND RECREATION COMPLEX

Charlottetown, PEI

SECOND FLOOR PLAN-OPTION A

REV. 3

MASTER PLAN OPTIONS

1:400

DSRA ARCHITECTURE

COMMUNITY CENTER & ARENA TOTAL AREA	7463 m2
PARKING SPACE	161

MAPLE AVE

CEDAR AVE

EXISTING REC HALL

KIDS OUTDOOR PLAYGROUND

EMERGENCY GENERATOR (4.5x2.5m)

EXISTING LAWN BOWLING FIELD

EXISTING CLUB HOUSE

24 24 24 24 24

6

10

10

15

SHERWOOD SPORT AND RECREATION COMPLEX

Charlottetown, PEI

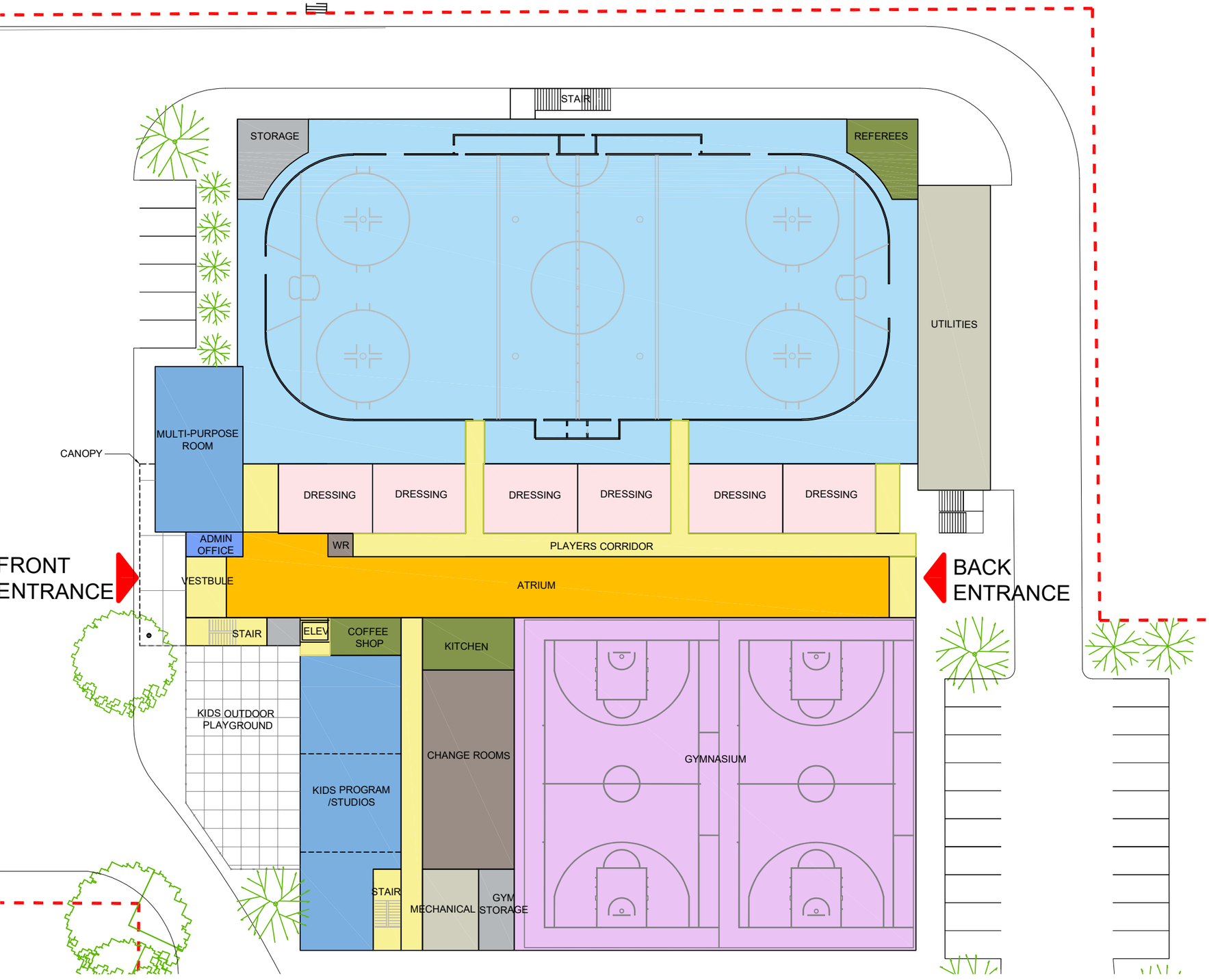
SITE PLAN-OPTION B

MASTER PLAN OPTIONS

REV. 3

1:750

DSRA ARCHITECTURE



COMMUNITY CENTER & ATRIUM

TOTAL GROUND FLOOR AREA	5629 m2
GYMNASIUM	1283 m2
PROGRAMMING SPACE STUDIO /KIDS PROGRAM 264 m2 MULTI-PURPOSE ROOM 140 m2	404 m2
CHANGE ROOMS	175 m2
CIRCULATION	367 m2
ATRIUM	413 m2
ADMIN. OFFICE	14 m2
KITCHEN	46m2
COFFEE SHOP	26 m2
ICE RINK	2148 m2
DRESSING ROOMS	374 m2
STORAGE	79 m2
REFEREES	42 m2
UTILITIES	212 m2

SHERWOOD SPORT AND RECREATION COMPLEX

Charlottetown, PEI

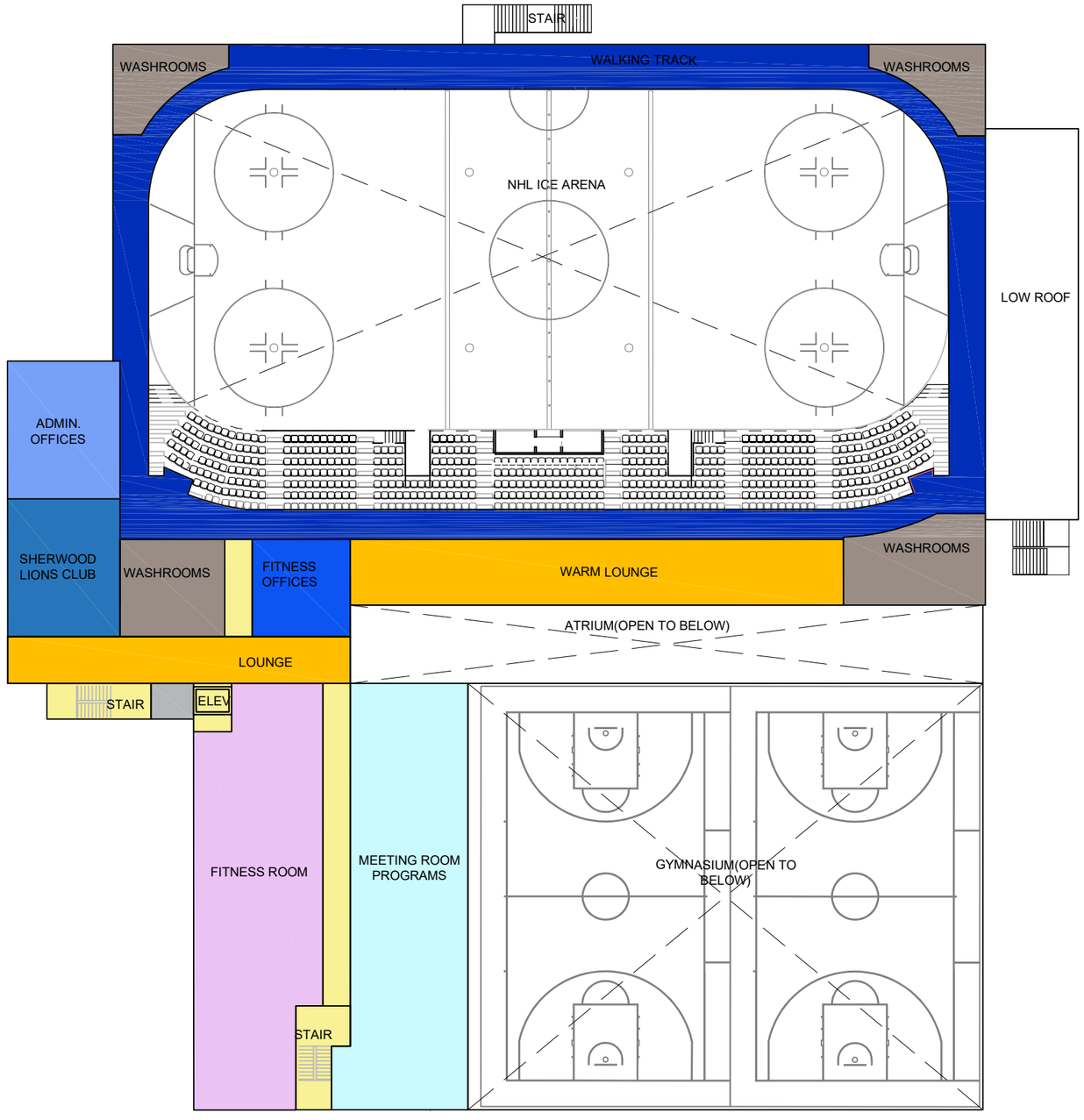
GROUND PLAN-OPTION B

REV. 3

MASTER PLAN OPTIONS

1:400

DSRA ARCHITECTURE



TOTAL SECOND FLOOR AREA	1954 m2
FITNESS ROOM	295 m2
MEETING ROOM/PROGRAMS	300 m2
CIRCULATION	126 m2
LOUNGE	93 m2
WASHROOMS	205 m2
ADMIN. OFFICE	91m2
SHERWOOD LIONS CLUB	91m2
WALKING TRACK	512 m2
WARM LOUNGE	190 m2
STORAGE	9 m2

SHERWOOD SPORT AND RECREATION COMPLEX

Charlottetown, PEI

SECOND FLOOR PLAN-OPTION B

MASTER PLAN OPTIONS

REV. 3

1:400

DSRA ARCHITECTURE



COMMUNITY CENTER TOTAL AREA	2830 m2
PARKING SPACE	165
EXISTING CODY'S BANK ARENA	3170 m2

SHERWOOD SPORT AND RECREATION COMPLEX

Charlottetown, PEI

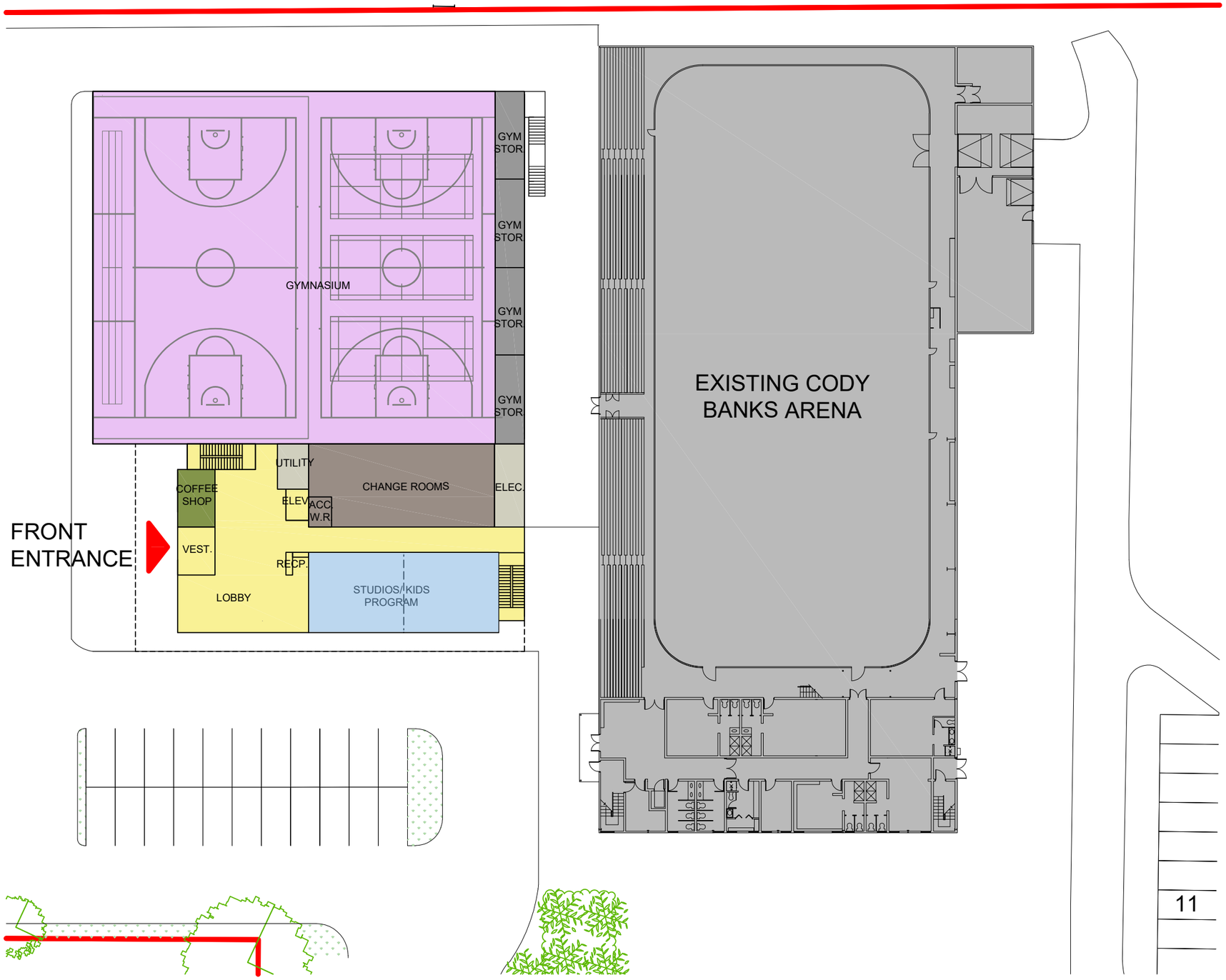
SITE PLAN-OPTION C-PHASE ONE

REV. 3

MASTER PLAN OPTIONS

1:750

DSRA ARCHITECTURE



COMMUNITY CENTER	
TOTAL GROUND FLOOR AREA	1910 m2
GYMNASIUM	1250 m2
STUDIO /KIDS PROGRAM	135m2
CHANGE ROOMS/W.R.	136 m2
CIRCULATION/LOBBY	247m2
STORAGE	91 m2
COFFEE SHOP	19 m2
UTILITY	35 m2

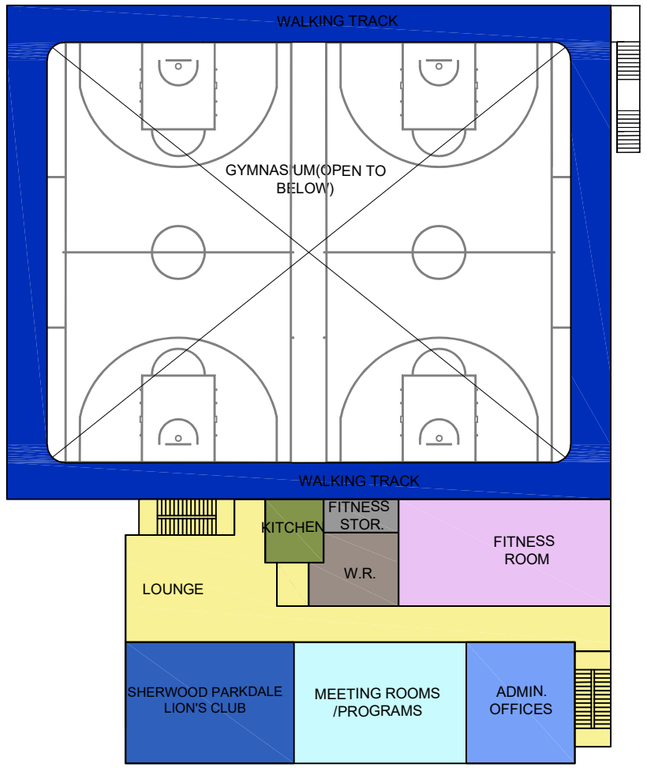
SHERWOOD SPORT AND RECREATION COMPLEX

Charlottetown, PEI

GROUND FLOOR PLAN-OPTION C-PHASE ONE REV. 3

MASTER PLAN OPTIONS **1:400**

DSRA ARCHITECTURE



COMMUNITY CENTER & ATRIUM	
TOTAL SECOND FLOOR AREA	920 m2
FITNESS ROOM	102 m2
ADMIN. OFFICES	59 m2
MEETING ROOMS/ PROGRAMS	94 m2
PARKDALE LION'S CLUB	92 m2
WASHROOMS	28 m2
KITCHEN	17 m2
CIRCULATION/LOUNGE	169 m2

SHERWOOD SPORT AND RECREATION COMPLEX

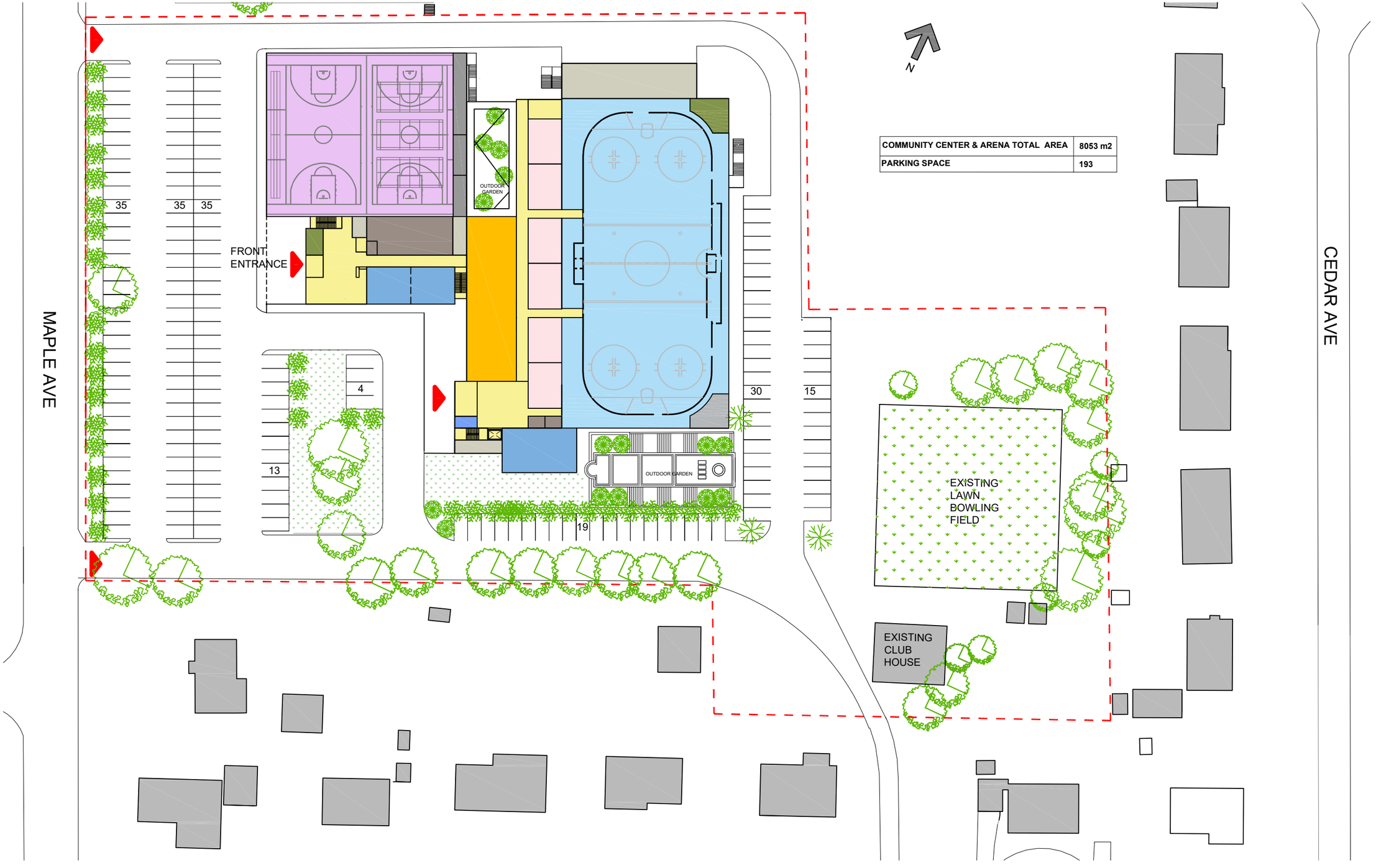
Charlottetown, PEI

SECOND FLOOR PLAN-OPTION C-PHASE ONE REV. 3

MASTER PLAN OPTIONS

1:400

DSRA ARCHITECTURE



SHERWOOD SPORT AND RECREATION COMPLEX

Charlottetown, PEI

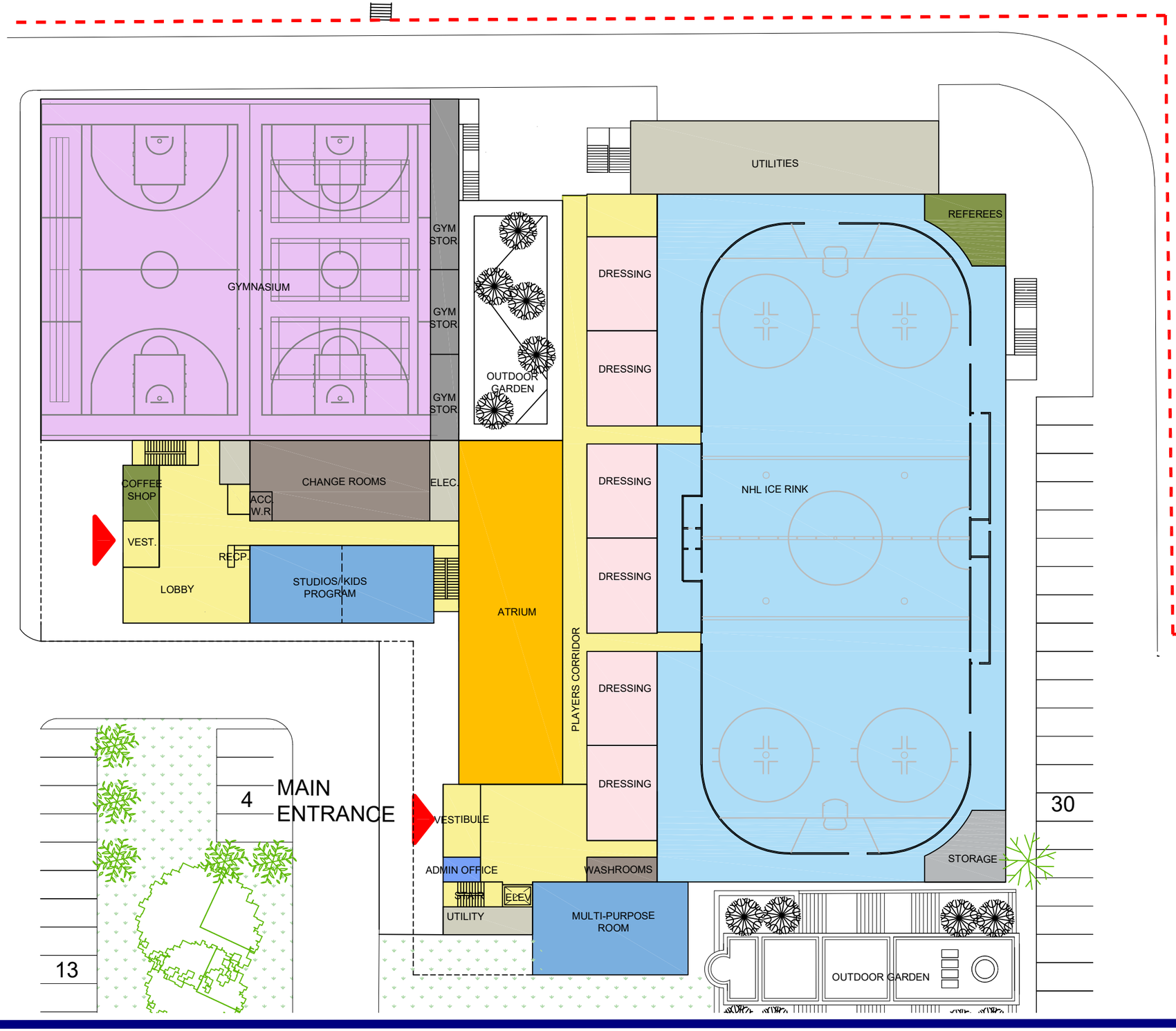
SITE PLAN-OPTION C-PHASE TWO

REV. 3

MASTER PLAN OPTIONS

1:750

DSRA ARCHITECTURE



COMMUNITY CENTER & ARENA	
TOTAL GROUND FLOOR AREA	5695 m2
GYMNASIUM	1250 m2
PROGRAMMING SPACE	271 m2
STUDIO /KIDS PROGRAM	135 m2
MULTI-PURPOSE ROOM	136 m2
CIRCULATION / LOUNGE	605 m2
CHANGE ROOMS	130 m2
COFFEE SHOP	19 m2
ICE RINK	2147 m2
DRESSING ROOMS	374 m2
REFEREES	42 m2
ADMIN. OFFICE	9 m2
UTILITIES	270 m2
STORAGE	133 m2

SHERWOOD SPORT AND RECREATION COMPLEX

Charlottetown, PEI

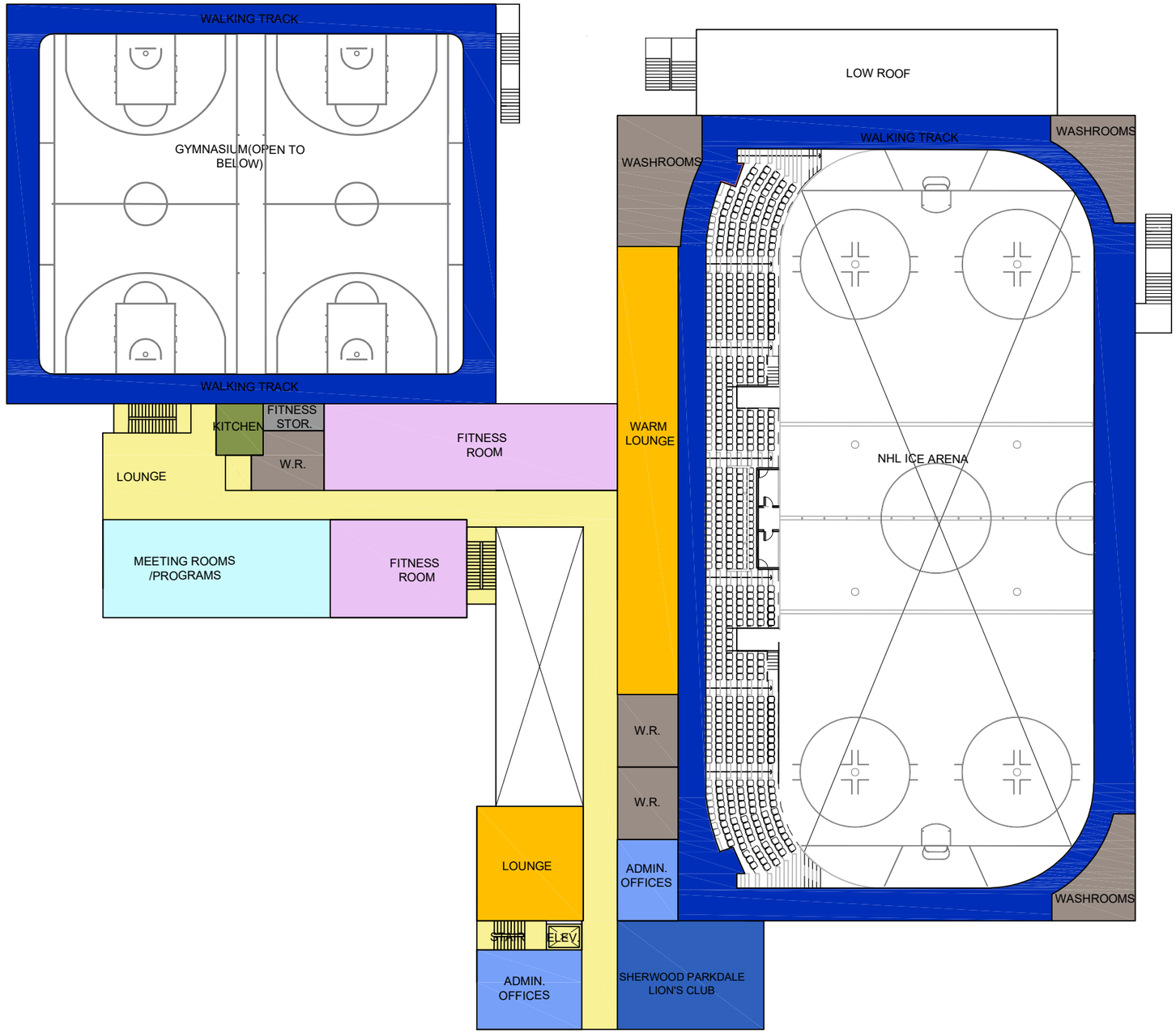
GROUND FLOOR PLAN-OPTION C-PHASE TWO

REV. 3

MASTER PLAN OPTIONS

1:400

DSRA ARCHITECTURE



COMMUNITY CENTER & ARENA	
TOTAL SECOND FLOOR AREA	2358 m2
FITNESS ROOM	266 m2
MEETING ROOMS/PROGRAMS	153 m2
PARKDALE LION'S CLUB	109 m2
WARM LOUNGE	186 m2
CIRCULATION	339 m2
ADMIN. OFFICES	91 m2
WASHROOMS	234 m2
LOUNGE ROOM	83 m2
WALKING TRACK	870 m2

SHERWOOD SPORT AND RECREATION COMPLEX

Charlottetown, PEI

SECOND FLOOR PLAN-OPTION C-PHASE TWO REV. 3

MASTER PLAN OPTIONS

1:400

DSRA ARCHITECTURE

City of Charlottetown Committee Report

Report No: PW-2026-04-10-004

Date: April 10, 2026

Directed to Council through the following Committee:
Public Works Committee

Attachments:

- Capital Summary
- Operational Summary

Reporting Department:
Public Works

Other Associated Departments:
None

Prepared by:
Ylber Gashi / Joey MacKinnon

Report Title:
Department Update – Capital and Operational Summaries

Report Purpose:
Informational only

Staff Recommendation:
None – informational only

Report Details:
The Public Works Department is currently preparing for the upcoming construction season. At the same time, operational staff remain focused on winter operations while preparing for spring cleanup and the return of crews for summer work. Please See summary pages and sections below for further information.

The following provides additional information regarding recent procurement opportunities publicly issued through the City's website in accordance with the City's Procurement Policy.

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, April 9, 2026	RDM April 9, 2026

Committee Recommendation: (if differing from staff)

Capital Summary Update - Public Works

April 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
Street Reconstruction Projects					
Spencer Drive Extension	Consultant Services Awarded - Construction Tender Documents In Progress	90%	Design work is at 90%, waiting for answer on funding	TBD	TBD
Exhibition Drive Reconstruction	Project Awarded	<10%	Project in beginning stages - construction to begin later this month.	April 2026 - October 2026	$ 5,147,333.00
University Avenue - Phase 1.1	Design In Progress	25%	Design work and Utility coordination in progress	TBD	TBD
2025 Sidewalks & Multi-Use Paved Pathway Construction Projects					
Westcomb Crescent from 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	$ 3,899,411.50
Parkside Drive from 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 from 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	
Elena Court (MUP) from 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	
2026 Sidewalks & Multi-Use Paved Pathway Construction Projects					
Connolly Street from Queen Street to the existing sidewalk	Consultant Services Awarded	n/a	Design work to begin April 2026.	TBD	TBD
Woodlawn Drive from Mt Edward Road to Maple Avenue	Consultant Services Awarded	n/a	Design work to begin April 2026.	TBD	
Lincolnwood Drive from Maple Avenue to Brackley Point Road	Consultant Services Awarded	n/a	Design work to begin April 2026.	TBD	
Rosemount Drive from Nassau Drive to Belvedere Avenue	Consultant Services Awarded	n/a	Design work to begin April 2026.	TBD	
Norwood Road from Friar Drive to the apartment buildings	Consultant Services Awarded	n/a	Design work to begin April 2026.	TBD	
Poplar Avenue from Pine Drive to Oak Drive	Consultant Services Awarded	n/a	Design work to begin April 2026.	TBD	
Royalty Road from Upton Road to Nanak Avenue	Consultant Services Awarded	n/a	Design work to begin April 2026.	TBD	
Ash Drive from Maple Avenue to Lilac Avenue, **Shamrock Avenue** from Lilac Ave to Brackley Point Road, and **Lilac Avenue** from Ash Drive to Shamrock Drive.	Consultant Services Awarded	n/a	Design work to begin April 2026.	TBD	
Municipal Buildings					
West Royalty Community Center - Priority 1 upgrades	Tender Closed	n/a	The tender for West Royalty Community Center Priority 1 Upgrades has closed and four submissions were received. Options are currently being assessed.	TBD	TBD
Heartz Hall Building Upgrades - Phase 2 (Interior Renovation)	Project Awarded - Construction in Progress	25%	Construction underway.	In Progress - Late Fall 2026	$ 988,464.00
Mt. Edward Road Transit Building Upgrades	Project Awarded	100%	Project Complete.	Complete	$ 126,290.00
Sherwood Rec Hall - Space Needs Assessment	Project Awarded	90%	Planning for second public engagement session underway.	September 2025 - Spring 2026	$ 53,850.00
City Hall - Security Upgrades	Project Awarded	50%	Project has been awarded to Hansen Electric in the amount of $94,300 + HST.	In Progress - Spring 2026	$ 94,300.00
70 Kent Street (Planning) Upgrades	Tender Closed	n/a	The tender for the 70 Kent Street Main Entrance Relocation has closed, and five submissions were received. Options are currently being assessed.	TBD	TBD

Capital Summary Update - Public Works

April 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
Parkades Major Repairs & Parking					
Pownal Parkade Concrete Restoration	Project Awarded - Construction in Progress	40%	Construction underway.	In Progress - July 2026	$ 1,959,580.00
Pownal Parkade Sprinkler Upgrades	Project Awarded	25%	This project has been awarded in the amount of $187,600 (plus applicable taxes). Initial phases of project underway.	February 2026 - Spring 2026	$ 187,600.00
Queen Street Parkade Upgrades	Consultant Services Awarded	<10%	A demolition/reconstruction feasibility study and an updated condition assessment is nearly complete. Temporary shoring has been installed as an interim measure	TBD	TBD
Master Plans & Studies					
Parking Study	In Progress	95%	Draft final report cmomplete. Presented to council in January 2026.	In Progress - Spring 2026	$ 68,790.00
Municipal Design Guidelines	Consultant Services Awarded	75%	Draft chapters are in review.	In Progress - Late Fall 2026	$ 265,512.00

City of Charlottetown - Public Works Department

Public Works Operational Report: April 2026

Public Works staff continue to work diligently across all divisions. Crews are currently focused on repairing potholes, responding to weather events, and cleaning up after the winter season.

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. Any plow damage caused throughout the winter can be reported through our general line at 902-894-5208. Our landscaping crews will be back and addressing claims in the coming weeks.

Road Conditions and Potholes

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.**

DRAFT

Civic Board for Persons with Disabilities
Tuesday, March 24, 2026
Tremploy Inc. 23 Regis Duffy Drive
3:30 pm

Present: Chair Glen Flood
Amber Robb (Staff)
Linda Clark
Anthony Welsh (teleconference)
Jeannie Poole
Judith Bayless
Mayor Philip Brown

Regrets: Alison Galley

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 Judith that the agenda be approved after changing the order of the discussion items to complete the tour last.

4. Approval of Minutes
Circulated and approved via email.

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

6. Discussion Items

b) Accessible Taxi Update

- The remaining $60K funding from the Accessible Transportation Fund will be added to $59K from the Department of Social Development and Seniors to purchase and upfit a Toyota Sienna Hybrid Van adapted for two wheelchairs.
- Additional funding has been approved from the Province and three Municipalities (Charlottetown, Cornwall and Stratford) as part of a joint two-year project to operate an accessible taxi through Pat and the Elephant within the capital region 7 days a week with extended hours and after hour on call service availability. Essentially a 24/7 service!
- Rates are to be finalized.
- An oversite committee will be established with representation from PEI Spinal Cord Injury Association, Pat and the Elephant, ResourceAbilities as well as representatives from Social Development and Seniors and each of the three municipalities involved.
- Additional funding opportunities will be explored by the oversite committee, including private sponsorship and partnerships with entities including the Charlottetown Airport and the Charlottetown Port Authority.

c) 2025 Accessibility Awards ~ Date to be finalized

Discussion over location with possibility of having it at a venue receiving an award. Depending on the location guests may be limited if cost and space becomes a barrier.

a) Tremploy Facility Tour

Board members were given a comprehensive tour of the new Tremploy building and were impressed with the services available. The facility offers vocational training to develop their client's skills in woodworking, mail and assembly services and kitchen duties. Tremploy offers life enrichment, 1 to 1 support and provides employment assistant services supporting over 50 clients per year in community-based employment placements and partners with the QEH Project SEARCH a transition to work program for young adults 18-25.

The City of Charlottetown purchases winter plow markers from Tremploy clients!

The facility offers community rentals for events and meetings. It has a fully equipped corporate meeting room, kitchen space, classroom style rooms and an exceptional outdoor covered patio attached to the kitchen overlooking North River. The facility is accessible, beautiful and safe for visitors and clients.

7. Introduction of New Business

Committee member Tony Welsh suffered a fall resulting in a broken hip and is unable to take care of himself due to the resulting injury. Tony took part in the meeting via phone, Linda was able to inform him that help is available through Access Support who can provide him with any relevant equipment he needs at no cost to him.

8. Adjournment

Meeting adjourned at 5:15PM

Next meeting will be on April 21, 2026, at 3:30PM

ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
April 14, 2026

The Environment & Sustainability Committee met on April 8, 2026. The draft meeting minutes will be available in your next package on May 12, 2026.

There is one (1) resolution for your consideration.

Charlottetown Transit Ridership for February and March 2026 are attached.

Respectfully submitted,

Councillor Trevor MacKinnon, Chair

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Environment & Sustainability #1

Date: April 14, 2026

Moved by Councillor _____ **Trevor MacKinnon**

Seconded by Councillor _____ **Norman Beck**

RESOLVED:

That Council extends the Trius Transit bridge service rate of $78/hour for 2025 service expansions, until May 1, 2026,

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

City of Charlottetown Committee Report

Report No: ES 26-08

Date: April 8, 2026

Directed to Council through the following Committee:
Environment and Sustainability (E&S)

Attachments:
- N/A

Reporting Department:
Environment and Sustainability

Other Associated Departments:
N/A

Prepared by:
Jessika Corkum-Gorrill, E&S Manager

Report Title:
Transit Service Agreement

Report Purpose:
To update Council and seek support to continue to pay Trius Transit a bridge service rate of $78/hr for 2025 service expansions, until May 1, 2026.

Staff Recommendation:
That Council extend the Transit Service bridge rate for 2025 service expansions until May 1, 2026.

Report Details:

City staff continue to work with the T3 operator to update the Transit Service Agreement. The goal shared with Council was to have the agreement updates completed for April 1, 2026. While work and negotiations are progressing well, there has been a lot of time needed to review this agreement in detail and legal review is still underway. Due to this, the updated agreement is not finalized at this time.

In July 2025, Council approved an hourly rate for 2025 delivered service expansions of $78/hr until April 1, 2026, when the new agreement was projected to come into effect. Staff and the operator are aware that finalizing the contract will take longer and this report is to ask Council to extend this bridge rate for 2025 expansions until May 1, 2026. Trius has communicated to CATCC that if the updated agreement is not in place before May 1, 2026, a higher rate for 2025 service expansions will be requested. Staff anticipate that it is unlikely that the updated agreement will be in effect on May 1, 2026, therefore, Trius's request and next steps are being discussed at an upcoming CATCC meeting and Council will be kept updated.

Council or Committee History:
On January 14, 2025, Council instructed staff to initiate transit contract renegotiations (report ES 24-50).

In July 2025, Council endorsed a bridging service rate for 2025 service expansions (report ES 25-22).

Financial Implications:
Rate in effect until May 1, 2026.

Public Engagement and Communication:
N/A

Legislative Authority:
MGA – Part 7 Municipal Jurisdiction

Strategic Alignment:
Purpose: Provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city; Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.
Guiding Principles: People-focused, Collaborating, Accountable.
Commitments: Sustainability, Collaboration and partnership, Transparency, Engagement, Communication.
Pillars: Governance and Civic Engagement.

Reviewed By:

Manager	**Director/CAO**
JCG March 27, 2026	RDM April 1, 2026

Committee Recommendation: (if differing from staff)

CHARLOTTETOWN RIDERSHIP - FEBRUARY 2026

Sum of Charlottetown R	Route #																
Date	**Day**	**1**	**2**	**3**	**4**	**5**	**6**	**9**	**11**	**13**	**14**	**23**	**1A**	**123CH**	**6A**		**10**	**Grand Total**
02/01/2026	Sun	388	0	0	0	0	0	0	0	0	0	0	509	0	0		0	897
02/02/2026	Mon	723	478	307	456	164	333	473	232	37	0	505	207	22	293		44	4,274
02/03/2026	Tue	789	550	368	502	167	413	459	254	54	0	591	369	21	283		55	4,875
02/04/2026	Wed	790	499	475	486	174	404	472	243	16	1	532	257	22	282		50	4,703
02/05/2026	Thu	794	458	495	565	184	391	471	286	55	0	531	400	21	294		44	4,989
02/06/2026	Fri	799	536	468	505	163	375	480	286	45	0	540	240	18	264		52	4,771
02/07/2026	Sat	526	263	246	0	0	197	45	0	0	0	246	682	0	384		0	2,589
02/08/2026	Sun	260	0	0	0	0	0	0	0	0	0	0	489	0	0		0	749
02/09/2026	Mon	775	537	467	523	154	386	527	260	44	1	553	246	20	305		48	4,846
02/10/2026	Tue	843	537	476	546	169	409	425	219	55	2	502	251	30	302		35	4,801
02/11/2026	Wed	725	567	492	535	153	420	436	229	42	2	559	226	21	261		46	4,714
02/12/2026	Thu	485	333	319	357	106	263	287	193	43	2	359	162	19	187		22	3,137
02/13/2026	Fri	929	555	430	536	188	423	572	270	61	1	560	278	25	298		49	5,175
02/14/2026	Sat	498	322	294	0	0	220	36	0	0	0	323	728	0	323		0	2,744
02/15/2026	Sun	320	0	0	0	0	0	0	0	0	0	0	497	0	0		0	817
02/16/2026	Mon	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
02/17/2026	Tue	835	494	449	474	184	358	444	242	45	1	597	248	26	330		44	4,771
02/18/2026	Wed	650	403	412	382	164	396	362	210	21	1	484	250	24	318		47	4,124
02/19/2026	Thu	697	493	436	506	159	380	344	260	30	0	531	274	21	284		40	4,455
02/20/2026	Fri	819	513	463	504	158	389	488	263	34	0	519	260	22	307		50	4,789
02/21/2026	Sat	444	255	269	0	0	108	37	0	0	0	268	690	0	308		0	2,379
02/22/2026	Sun	364	0	0	0	0	0	0	0	0	0	0	484	0	0		0	848
02/23/2026	Mon	728	487	414	468	151	86	407	168	37	1	450	164	8	128		35	3,732
02/24/2026	Tue	264	164	102	136	31	238	121	83	23	0	178	114	20	96		17	1,587
02/25/2026	Wed	798	550	472	573	172	432	471	202	57	2	546	306	26	346		41	4,994
02/26/2026	Thu	654	535	440	526	184	411	387	312	55	1	528	258	18	340		37	4,686
02/27/2026	Fri	794	573	539	532	159	427	496	272	48	0	561	262	24	324		56	5,067
02/28/2026	Sat	478	328	318	0	0	154	40	0	0	0	318	754	0	408		0	2,798
Grand Total		**17,169**	**10,430**	**9,151**	**9,112**	**2,984**	**7,613**	**8,280**	**4,484**	**802**	**15**	**10,781**	**9,605**	**408**	**6,665**		**812**	**98,311**

CHARLOTTETOWN RIDERSHIP - FEBRUARY 2026

	Values	
Day	**Non Paying**	**Paying**	**Monthly Ridership**
Sun		3311	3,311
Mon		12852	12,852
Tue		16034	16,034
Wed		18535	18,535
Thu		17267	17,267
Fri		19802	19,802
Sat		10510	10,510
Grand Total		**98311**	**98,311**

		2026	**2025**	**2024**	**2023**
Total Ridership		98,311	107,259	106,498	84,385
Monday - Friday	Paying	84,490	91,741	92,553	73,400
	Non - Paying	-	-	-	-
	Working Da	19	19	20	19
	Average	4,447	4,828	4,628	3,863
Saturday	Paying	10,510	11,543	10,273	7,474
	Non - Paying	-	-	-	-
	Working Da	4	4	4	4
	Average	2,628	2,886	2,568	1,869
Sunday	Paying	3,311	3,975	3,672	3,511
	Non - Paying	-	-	-	-
	Working Da	4	4	4	4
	Average	828	994	918	878

CHARLOTTETOWN RIDERSHIP - MARCH 2026

Sum of Charlottetown R	Route #																
Date	**Day**	**1**	**2**	**3**	**4**	**5**	**6**	**9**	**11**	**13**	**14**	**23**	**1A**	**123CH**	**6A**		**10**	**Grand Total**
03/01/2026	Sun	348	0	0	0	0	0	0	0	0	0	0	552	0	0		0	900
03/02/2026	Mon	734	523	441	547	187	353	427	276	33	1	492	258	22	279		49	4,622
03/03/2026	Tue	800	544	492	557	173	372	475	247	37	1	553	224	24	135		33	4,667
03/04/2026	Wed	694	474	452	469	150	387	469	181	21	0	509	192	29	323		35	4,385
03/05/2026	Thu	637	562	484	495	167	391	470	251	41	1	582	330	17	302		55	4,785
03/06/2026	Fri	795	536	448	604	150	404	534	276	32	2	548	245	20	276		51	4,921
03/07/2026	Sat	495	296	351	0	0	197	22	0	0	0	246	726	0	340		0	2,673
03/08/2026	Sun	313	0	0	0	0	0	0	0	0	0	0	443	0	0		0	756
03/09/2026	Mon	773	551	541	533	198	447	490	239	52	0	553	278	26	323		46	5,050
03/10/2026	Tue	802	594	536	574	187	443	447	252	99	1	607	261	33	379		36	5,251
03/11/2026	Wed	778	510	510	501	170	349	478	228	34	1	574	202	22	285		48	4,690
03/12/2026	Thu	604	496	418	537	148	440	387	214	43	1	524	224	25	291		34	4,386
03/13/2026	Fri	661	449	347	375	119	399	368	202	21	0	448	211	28	285		38	3,951
03/14/2026	Sat	453	280	269	0	0	157	38	0	0	0	282	509	0	399		0	2,387
03/15/2026	Sun	415	0	0	0	0	0	0	0	0	0	0	534	0	0		0	949
03/16/2026	Mon	804	513	448	507	149	382	460	213	51	1	552	250	23	296		31	4,680
03/17/2026	Tue	793	436	453	376	151	412	431	220	43	1	522	239	29	309		37	4,452
03/18/2026	Wed	855	500	442	461	168	404	457	206	59	2	541	216	24	323		29	4,687
03/19/2026	Thu	775	566	440	571	188	453	512	257	71	0	586	267	31	330		40	5,087
03/20/2026	Fri	822	483	435	525	119	468	476	127	38	0	544	256	29	367		73	4,762
03/21/2026	Sat	486	249	219	0	0	137	28	0	0	0	254	503	0	310		0	2,186
03/22/2026	Sun	480	0	0	0	0	0	0	0	0	0	0	486	0	0		0	966
03/23/2026	Mon	824	587	531	441	179	442	492	251	55	1	593	271	21	331		34	5,053
03/24/2026	Tue	799	576	504	453	176	428	410	254	34	2	579	283	28	333		42	4,901
03/25/2026	Wed	781	478	486	535	188	384	453	233	53	0	523	252	25	356		37	4,784
03/26/2026	Thu	740	432	484	506	180	442	463	237	47	0	512	254	30	325		50	4,702
03/27/2026	Fri	757	511	507	452	159	482	520	306	60	0	504	260	31	378		38	4,965
03/28/2026	Sat	408	333	283	0	0	229	80	0	0	0	315	741	0	413		0	2,802
03/29/2026	Sun	471	0	0	0	0	0	0	0	0	0	0	596	0	0		0	1,067
03/30/2026	Mon	791	567	519	524	190	474	517	242	54	1	595	267	19	380		45	5,185
03/31/2026	Tue	805	577	551	510	152	420	512	231	56	0	581	229	25	306		30	4,985
Grand Total		**20,693**	**12,623**	**11,591**	**11,053**	**3,648**	**9,896**	**10,416**	**5,143**	**1,034**	**16**	**13,119**	**10,559**	**561**	**8,374**		**911**	**119,637**

CHARLOTTETOWN RIDERSHIP - MARCH 2026

	Values		
Day	**Non Paying**	**Paying**	**Monthly Ridership**
Sun		4638	4,638
Mon		24590	24,590
Tue		24256	24,256
Wed		18546	18,546
Thu		18960	18,960
Fri		18599	18,599
Sat		10048	10,048
Grand Total		**119637**	**119,637**

		2026	**2025**	**2024**	**2023**
Total Ridership		119,637	130,304	125,360	106,699
Monday - Friday	Paying	104,951	109,543	103,003	92,226
	Non - Paying	-	-	-	-
	Working Da	22	21	21	23
	Average	4,771	5,216	4,905	4,010
Saturday	Paying	10,048	15,380	18,052	10,530
	Non - Paying	-	-	-	-
	Working Da	4	5	5	4
	Average	2,512	3,076	3,610	2,633
Sunday	Paying	4,638	5,381	4,305	3,943
	Non - Paying	-	-	-	-
	Working Da	5	5	5	4
	Average	928	1,076	861	986

FINANCE, AUDIT, TENDERING & ADMINISTRATION COMMITTEE
REPORT TO COUNCIL
April 14th, 2026

Finance, Audit Tendering & Administration Committee met on Monday, March 16th & Wednesday, March 18th for Special Meetings, and Wednesday, April 8th for it's regular meeting and those minutes are included in the package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Terry Bernard, Chair

Finance, Audit, Tendering, & Administration Committee
Wednesday, March 16th 2026
12:00 pm. Council Chambers.

DRAFT

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

Guests: **Richard MacEwen, Director of Community Services**
Ylber Gashi – Manager of Public Works

1. **Call to Order.**
   The Chair called the meeting to order at 12:05 pm.

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

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

4. **Adoption of Minutes.**
   Motion to approve minutes from previous open session on March 16th, 2026 was put forward by Mayor Brown and seconded by Councillor Bernard.
   Motion Carried.

5. **Business Arising from Minutes.**
   Mayor Brown noted that there has been confusion regarding finance processes. His understanding was that anything related to financials was to be routed through the Finance, Audit, Tendering & Administration Committee. He asked if we could have clarification on process.

   CAO MacConnell noted that with multiple staff turnover that processes may have gotten lost in the shuffle, he assures that staff is committed to consistency moving forward.

   Mayor Brown asked for clarification regarding the Procurement Policy section 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." It was confirmed that 10% is the maximum preference allowed. The

actual percentage will be at the discretion of the department head and will be outlined in the RFQ/RFP documentation.

6. Discussions/Reports

a. 2026-2027 Capital Budget Review – Isaac Ewuah – Assistant Manager of Finance & Amy McQuillan – Manager of Finance.

Amy McQuillan presented the draft Capital Budget to be discussed and moved on to Council for approval.

	Budget 2025/2026			2025-26 Carry Forward			Budget 2026/2027			Total Request		
	City's Budget	Partner Funding	Net Capital	City's Budget	Partner Funding	Net Capital	City's Budget	Partner Funding	Net Capital	City's Budget	Partner Funding	Net Capital
City Capital Budget												
Environment Sustainability and Transit	10,235,048	7,402,068	**2,832,980**	2,508,278	466,200	**2,042,078**	9,364,133	6,729,712	**2,634,421**	11,872,411	7,195,912	**4,676,499**
Fire Department/Emergency Preparedness	3,230,000	-	**3,230,000**	1,900,000	-	**1,900,000**	7,510,000	-	**7,510,000**	9,410,000	-	**9,410,000**
Information Technology	400,000	-	**400,000**	110,000	-	**110,000**	665,000	-	**665,000**	775,000	-	**775,000**
Parks and Recreation	8,097,000	1,225,000	**6,872,000**	5,509,500	-	**5,509,500**	2,385,000	875,000	**1,510,000**	7,894,500	875,000	**7,019,500**
Police	640,000	-	**640,000**	-	-	-	494,000	-	**494,000**	494,000	-	**494,000**
Public Works:										-	-	-
Urban Beautification	580,000	25,000	**555,000**	480,000	-	**480,000**	155,000	-	**155,000**	635,000	-	**635,000**
Municipal Buildings	5,110,000	1,000,000	**4,110,000**	1,450,000	-	**1,450,000**	6,320,000	500,000	**5,820,000**	7,770,000	500,000	**7,270,000**
Traffic and Pedestrian Signals	1,300,000	-	**1,300,000**	-	-	-	745,000	-	**745,000**	745,000	-	**745,000**
Street Lighting	250,000	-	**250,000**	250,000	-	**250,000**	-	-	-	250,000	-	**250,000**
Parkades Major Repairs	6,175,000	-	**6,175,000**	4,275,000	-	**4,275,000**	100,000	-	**100,000**	4,375,000	-	**4,375,000**
Land/Property Acquisitions	1,630,000	-	**1,630,000**	1,000,000	-	**1,000,000**	630,000	-	**630,000**	1,630,000	-	**1,630,000**
Street Rehabilitation/Intersection Upgrades	6,750,000	-	**6,750,000**	792,002	-	**792,002**	24,550,000	17,440,000	**7,110,000**	25,342,002	17,440,000	**7,902,002**
Sidewalks and Multipurpose Trails	3,525,000	-	**3,525,000**	1,080,000	-	**1,080,000**	5,745,000	-	**5,745,000**	6,825,000	-	**6,825,000**
Storm Water Management	822,000	-	**822,000**	50,000	-	**50,000**	1,120,000	-	**1,120,000**	1,170,000	-	**1,170,000**
Public Works Fleet	5,335,000	-	**5,335,000**	-	-	-	2,625,000	-	**2,625,000**	2,625,000	-	**2,625,000**
CARI	6,362,912	-	**6,362,912**	-	-	-	1,352,200	497,133	**855,067**	1,352,200	497,133	**855,067**
Eastlink	3,000,000	-	**3,000,000**	-	-	-	1,145,000	-	**1,145,000**	1,145,000	-	**1,145,000**
Total City Capital Projects	**63,441,960**	**9,652,068**	**53,789,892**	19,404,780	466,200	**18,938,580**	**72,438,333**	**26,041,845**	**46,396,488**	84,310,113	26,508,045	**57,802,068**
			-			-			-	-	-	-
Water and Sewer Capital Budget			-			-			-	-	-	-
Water and Sewer Utility	6,933,000	-	**6,933,000**	4,544,723	-	**4,544,723**	8,811,029	4,800,000	**4,011,029**	13,355,752	4,800,000	**8,555,752**
			-			-			-	-	-	-
Total City, Water and Sewer Capital Budget 2025-26	**70,374,960**	**9,652,068**	**60,722,892**	**23,949,503**	**466,200**	**23,483,303**	**81,249,362**	**30,841,845**	**50,407,517**	**97,665,865**	**31,308,045**	**66,357,820**

	Total Budget	Partner Fund	Net Capital Budget
2025-26 Budget	70,374,960	9,652,068	60,722,892
2026-27 Budget	97,665,865	31,308,045	66,357,820
Year over Year Variance	27,290,905	21,655,977	5,634,928
YoY %	39%	224%	9%

Councillor Bernard noted that Street Resurfacing seems to be higher than in previous years. Ylber Gashi confirmed that this includes work that was budget and not finished this fiscal year (carry overs) as well as more work scheduled for new fiscal year to keep in line with the 5-year plan.

Deputy Mayor Jankov asked for clarification regarding the Fast Response Craft in the budget. It was previously discussed that we were going to seek out Federal funding for some or all of that expense.

CAO MacConnell confirmed that discussions have happened, but no answer has been given in either direction. Committee decided to lower the budget amount by 50% and push for federal funding since the water ways are technically not City jurisdiction. The City wants to be a good partner and be prepared to assist should an emergency arise but would like to see help from the Federal Government on that front.

Mayor Brown asked if we could ensure that CCBF and CHIF funding amounts be tracked for this fiscal budget. Amy McQuillan confirmed.

Councillor Bernard asked if there have been discussions for expanding/renovating the Eastlink Centre. It was confirmed that it was discussed in meetings in Ottawa, but no concrete decisions have been made. It does seem that there are options available to us that we would need to apply for. We are not factoring those into this years Capital Budget because there is not enough information at this time. Those numbers can change should we find options and funding available for us to apply for.

Committee agrees to move the draft Capital Budget on to Council for discussion at a Special Meeting of Council on March 16th 2026.

Action: Draft Capital Budget moving on to Council for review and discussion.
Lead: Finance Department – Amy McQuillan & Isaac Ewuah.

7. **Introduction of New Business.**
   None.

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

   Meeting adjourned at 1:06 pm

_____

Chair: Councillor John McAleer.

Finance, Audit, Tendering, & Administration Committee
Wednesday, March 18th 2026
5:00 pm. Council Chambers.

DRAFT

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

Guests: **Richard MacEwen, Director of Community Services**
Mike Ruus, Director of Integrated Growth

1. **Call to Order.**
   The Chair called the meeting to order at 5:05 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 March 16th, 2026 was put forward by Councillor Bernard and seconded by Deputy Mayor Jankov.
   Motion Carried.

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

6. **Discussions/Reports**
   a. **2026-2027 Operational Budget Review – Isaac Ewuah – Assistant Manager of Finance & Amy McQuillan – Manager of Finance.**

      Amy McQuillan presented the draft Operational Budget to be discussed and moved on to Council for approval.

CITY OF CHARLOTTETOWN
2026/2027 Operating Budget

	2025/2026 Budget	2025/26 Forecast	2026/27 Budget	New Initiatives Initiatives	Revised Total with Initiatives
City of Charlottetown					
Revenue					
Property Taxes	48,781,073	49,588,058	52,916,036		52,916,036
Provincial Grant	23,824,902	23,842,505	26,122,822	14,000	26,136,822
Planning	4,767,679	3,820,895	3,990,179		3,990,179
Parkades	400,000	400,000	400,000		400,000
Police	3,137,014	3,137,014	3,137,014		3,137,014
Economic Development, Tourism and Culture	2,000,000	2,000,000	2,250,000		2,250,000
Parks and Recreation	876,460	973,545	1,008,293		1,008,293
Municipal Capital Expenditure Grant	4,500,000	4,500,000	6,350,000		6,350,000
Other Revenue	1,658,913	1,704,747	3,649,564	79,010	3,728,574
Total City Operating Revenue	**89,946,041**	**89,966,764**	**99,823,908**	**93,010**	**99,916,918**
Expenses					
City Government	4,610,404	4,885,507	4,824,191	486,800	5,310,990.60
Environment & Sustainability	4,255,517	4,294,517	6,831,836	602,141	7,433,977.00
Economic Development, Tourism and Culture	5,337,563	5,233,613	5,822,569	81,721	5,904,290.00
Finance, Audit and Fiscal Services	25,787,050	24,753,403	28,857,778		28,857,777.74
Fire	6,455,532	6,055,532	5,972,643	250,000	6,222,642.64
Human Resources	1,493,816	1,493,816	1,579,451		1,579,451.00
Mayor & Council	880,255	860,137	830,000		830,000.00
Parks and Recreation	5,474,890	5,452,856	5,970,668	68,850	6,039,518.00
Planning	3,278,172	2,526,688	3,074,602	132,815	3,207,416.76
Police	15,932,370	15,423,370	15,640,106	240,830	15,880,936.25
Public works and Municipal Buildings	20,540,151	18,990,151	20,850,531		20,850,531.50
Total City Operating Expenditures	**94,045,720**	**89,969,590**	**100,254,374**	**1,863,157**	**102,117,531**
City Operating Surplus (Deficit)	**-4,099,679**	**-2,826**	**-2,826**		
Prior Year Operating Surplus	3,484,425	-			
Profit (Loss) after applying Prior Year Surplus	**-615,254**	**-2,826**	**-433,292**	**-1,770,147**	**-2,203,439**
Charlottetown Water and Sewer					
Revenue	16,052,860	16,144,399	17,017,814		17,017,814
Expenses	16,333,206	13,831,387	17,034,703		17,034,703
Water and Sewer Surplus (Deficit)	**-280,346**	**2,313,012**	**-16,889**		**-16,889**
Prior Year Operating Surplus	1,172,412	96,465	2,409,477		2,409,477
Profit (Loss) after applying Prior Year Surplus	**892,066**	**2,409,477**	**2,392,588**		**2,392,588**
Consolidated Operating Surplus (Deficit)	**276,812**	**2,406,651**	**2,389,762**		**189,149**

City of Charlottetown - New Initiatives Summary - Operating Budget 2026-27

Department	DH Priority	New Initiative Description	Funding/ Revenue	Annual Operating Cost	Net Cost	Recommended by Senior Leadership (Y/N)	Notes
Environment & Sustainability	1	Restoring Victoria Park: Seasonal Staff	14,000	61,000	47,000	Yes	
Environment & Sustainability	2	Transit Service Expansion	79,010	464,239	385,229	Yes	This is anticipated revenue from fares, not funding
Environment & Sustainability	3	Food Strategy		25,000	25,000	No	
Environment & Sustainability	4	Transit Consulting - Depot Cost Share Solution		25,000	25,000	Yes	
Environment & Sustainability	6	Microgrants Program Expansion		10,000	10,000	Yes	
Environment & Sustainability	7	Private Lands Forestry Program		190,000	190,000	No	
Environment & Sustainability	5	Accessible Taxi Pilot Project		41,902	41,902	Yes	
Economic Development, Tourism and Culture	1	Economic Development Officer FTE		81,721	81,721	Yes	
Government & Strategy	1	New Strategic Plan		138,500	138,500	Yes	This includes consultant cost and cost for one session in FY27
Government & Strategy	2	Community Survey 2026		33,300	33,300	Yes	
Fire	1	Hire Six (6) Firefighter II Career Members		750,000	750,000	No	
Fire	2	Complete Communications System Review		125,000	125,000	Yes	
Fire	3	Records Management System Replacement		75,000	75,000	Yes	
Fire	4	Increase in Volunteer FF Recruitment and Retention Benefits		50,000	50,000	Yes	
Fire	5	Training Officer		130,000	130,000	No	
Information Technology	2	IT Research and Advisory Services		50,000	50,000	Yes	
Information Technology	5	Geospatial strategy		40,000	40,000	No	
Information Technology	1	Cybersecurity/Critical Infrastructure Security		180,000	180,000	Yes	
Information Technology	4	Agenda Management Software		50,000	50,000	No	
Information Technology	3	IT Specialist		85,000	85,000	Yes	
Parks and Recreation	1	Simmons Artificial Turf Field Attendants		20,000	20,000	Yes	
Parks and Recreation	2	Simmons Artificial Turf - Maintenance & Electrical		10,000	10,000	Yes	
Parks and Recreation	3	Full Time Assistant Ice Maker / Maintenance Staff - Simmons		38,850	38,850	Yes	
Police	4	Technical Services Specialist		91,659	91,659	No	
Police	2	Dispatch		74,689	74,689	Yes	
Police	1	Constable - Tech Crime Unit		109,904	109,904	Yes	
Police	3	Records Clerk		56,237	56,237	Yes	
Police	5	Policy and Governance Coordinator		81,722	81,722	No	
Planning & Heritage	1	Bylaw Enforcement Manager		132,815	132,815	Yes	Presented to Council March 10
			$ 93,010	$ 3,221,538	$ 3,128,528		
		Total of SL recommended Initiatives			$ 1,770,147		

It was noted that the expenses for Mayor and Council were budgeted at $830,000 which is below the forecast for the current fiscal year. It was suggested by Committee that this be raised to $860,000 to keep that number in line with current spending.

The Committee agrees to forward the draft Operational Budget on to Council for discussion and approval.

Action: Draft Operational Budget moving on to Council for review and discussion.
Lead: Finance Department – Amy McQuillan & Isaac Ewuah.

7. Introduction of New Business.

None.

8. Adjournment

Motion to adjourn was put forward by Mayor Brown and seconded by Councillor Bernard.
Motion Carried.

Meeting adjourned at 6:19 pm

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Chair: Councillor John McAleer.

Finance, Audit, Tendering, & Administration Committee
Wednesday, April 8th 2026
12:00 pm. Parkdale Room.

DRAFT

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

Guests: **Richard MacEwen, Director of Community Services**
Wayne Long – Manager of Economic Growth & Attraction
Joshua McInnis – Manager of Water & Sewer

Regrets: **Councillor John McAleer**

1. **Call to Order.**
   The Chair called the meeting to order at 12:01 pm.

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

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

4. **Adoption of Minutes.**
   Motion to approve minutes from previous open session on March 18th, 2026 was put forward by Deputy Mayor Jankov and seconded by Mayor Brown.
   Motion Carried.

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

6. **Discussions/Reports**

   a. **Report WSC 07-26 – Water & Sewer Budget Transfer – Josh McInnis – Manager of Water & Sewer.**

      Report was presented to Finance Committee to request budget reallocations. 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.
Budget transfers are as follows:

$1,519.13 from Capital Planning & Engineering to Miltonvale Wellfield Reservoir.

$135,984.51 from Collector Sewer Lift station Rehabilitation to Waster Water Lift Station Rehabilitation.

$46,494.59 from CPCP Upgrades & Resiliency Improvements to CPCP Storage Building.

$122,097.96 from Water Distribution System Upgrades to St. Peter's Road/Belvedere Avenue.

Total amount of budget transfer $306,096.19.

Josh confirmed that these transfers will affect the 2025-26 budget and not the current fiscal of 2026-27.

The current fiscal budget has accounted for these projects and carry over.

Mayor Brown asked for clarification on current budget item in the Water & Sewer Operational budget Winter River Watershed line item where the draft number was 42 million but the budget document quoted 60 million. He would like to know where the difference came from. Josh confirmed that the difference is due to 2 expected grants for $10,000.

Motion to approve the budget transfer request was moved by Mayor Brown and seconded by Deputy Mayor Jankov.
Motion Passed.

Action: Budget Transfer will be forwarded Finance for action.
Lead: Amy McQuillan – Finance Manager.

b. Report FIN-07-2026 – Bell Aliant Centre – Amy McQuillan – Manager of Finance.

Report was presented to provide members of the Finance, Audit, Tendering & Administration Committee information regarding the proposed solution for the Charlottetown Bell Aliant Center (CARI) to obtain funds to invest in necessary capital for the current facility. RBC requires written approval from Council in order for CARI to obtain their own loan.

The Charlottetown Bell Aliant Center (CARI) has previously presented their 5-year capital plan to address necessary upgrades and replacements for the building to Council. Phase 2 of the project was expected to start during the 2025-26 fiscal year but due to difficulty sourcing necessary items, this did not happen. CARI requires $10.47M in funds to undertake this large investment. It was suggested by both the City of Charlottetown and UPEI for CARI to obtain their own loan in which they will support CARI by providing the funding for the annual debt payments totaling $969,210.84 or $80,767.57 per month.

A copy of the CARO 2025-26 Capital Budget which was presented to Council on December 13, 2024 and approved in the City's Budget (Page 140 in the Budget Document).

An updated budget that was requested by and provided to the former CFO Dan Jenkins in February of 2025, that shows the annual amount needed for the debt service agreement of the CORRA Loan.

According to the schedule provided by RBC for the proposed CORRA loan, the total debt payments for one year would be $80,767.57 per month which totals $969,210.84 per year. This would be split between UPEI based on the existing rate of 87% for the city and 13% for UPEI which would make the total annual cost for the city $843,213.43 The amount of $149K is included in the 2026-27 capital budget for CARI as the equipment will not be obtained until later in the year. Based on the five-year capital plan, the full amount of $969,211 will not be accessed until fiscal 2028-29.

The Finance Committee decided that they would like to bring this matter to a special meeting of Council for further discussion. They recommend inviting Alan Wood from the Bell Aliant Centre so that he can answer any questions that may arise from this discussion.

Action: Item will be moved on to a Special Meeting of Council at a future date.
Lead: Amy McQuillan – Finance Department.

c. Report FIN-08-2026 – Update on Operational Matters of Interest – Amy McQuillan – Manager of Finance.

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

FY2026-27 Budget Process:

Budget was successfully approved and forwarded to Province on March 31, 2026, thanks to Finance Committee and Council for the tremendous support and collaboration. The Finance team is currently working on the upload of the budget into GP and eRequester.

Interim Audit/Inventory Count:
The MRSB team commenced their interim audit and inventory count effective April 7, 2026. We are coordinating and collaborating with all key departments and stakeholders to ensure a successful process leading to the year-end audit.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Utility Backhoe Rental	Open	March 30, 2026	April 14,			
Utility Grass Cutting	Open	March 30, 2026	April 14,			
70 Kent Street Main Entrance Upgrades	Closed	February 13, 2026	March 6, 2026	8		Under review
WRCC Priority 1 Upgrades	Closed	February 18, 2026	March 6, 2026			Under review
Municipal Buildings Garbage Removal	Upcoming		March 5, 2026			
Charlottetown Skatepark Revitalization	Upcoming					
CPCP Pre-Purchase of Dry Polymer Preparation System	Upcoming					

Action: None. Report is for information purposes only.

7. **Introduction of New Business.**
   None.

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

   Meeting adjourned at 12:43 pm

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Chair: Councillor John McAleer.

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 9, 2026

TRANSFER FROM		
Amount	Account No.	Name
$ 1,519.13	021-8400-57704-4232	Capital Planning Engineering
$ 135,984.51	021-8400-57706-4321	Collector Sewer Liftstation Rehabilitation
$ 46,494.59	021-9200-57705-4316	CPCP Upgrades (Resiliency Improvements)
$ 122,097.96	021-8400-57704-4234	Water Distribution System Upgrades
$ 306,096.19		

TRANSFER TO		
Amount	Account No.	Name
$ 1,519.13	021-8400-57704-4210	Miltonvale Wellfield Reservoir
$ 135,984.51	021-8400-57756-0000	Waste Water Lift Station Rehabilitation
$ 46,494.59	021-9200-57780-0000	CPCP Storage Building
$ 122,097.96	021-8400-57704-4225	St. Peter's Road / Belvedere Avenue
$ 306,096.19		

REASON
Legal fees - fibre project & Value-for-money audit
Lift station project holdback release - Royalty and Walker Stations
Storage building holdback release
Holdback release / final invoice for outstanding deficiencies. 2022/2023 project.

Manager

Director

City of Charlottetown Committee Report

Report No: FIN-07-2026

Date: April 8, 2026

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

Reporting Department: Finance

Other Associated Departments: None

Prepared by: Amy McQuillan, Manager of Finance

Attachments:

- Capital Budget 2025-26 5 Year Plan
- RBC Package for Stakeholders

Report Title:

- Bell Aliant Center – Approval for Capital Funding

Report Purpose:

- To provide members of the Finance, Audit, Tendering & Administration Committee information regarding the proposed solution for the Charlottetown Bell Aliant Center (CARI) to obtain funds to invest in necessary capital for the current facility. RBC requires written approval from Council in order for CARI to obtain their own loan.

Staff Recommendation:

- That the Finance Committee supports this request, provides guidance and direction and recommends the request through to Council, as required, for final approval.

Report Details:

The Charlottetown Bell Aliant Center (CARI) has previously presented their 5-year capital plan to address necessary upgrades and replacements for the building to Council. Phase 2 of the project was expected to start during the 2025-26 fiscal year but due to difficulty sourcing necessary items, this did not happen. CARI requires $10.47M in funds to undertake this large investment. It was suggested by both the City of Charlottetown and UPEI for CARI to obtain their own loan in which they will support CARI by providing the funding for the annual debt payments totaling $969,210.84 or $80,767.57 per month.

Council or Committee History:

- A copy of the CARO 2025-26 Capital Budget which was presented to Council on December 13, 2024 and approved in the City's Budget (Page 140 in the Budget Document).
- An updated budget that was requested by and provided to the former CFO Dan Jenkins in February of 2025, that shows the annual amount needed for the debt service agreement of the CORRA Loan.

Financial Implications:
According to the schedule provided by RBC for the proposed CORRA loan, the total debt payments for one year would be $80,767.57 per month which totals $969,210.84 per year. This would be split between UPEI based on the existing rate of 87% for the city and 13% for UPEI which would make the total annual cost for the city $843,213.43 The amount of $149K is included in the 2026-27 capital budget for CARI as the equipment will not be obtained until later in the year. Based on the five-year capital plan, the full amount of $969,211 will not be accessed until fiscal 2028-29.

Public Engagement and Communication:

- Not required at this time

Legislative Authority:
(MGA section 158 (5) – Inclusion in capital debt

Strategic Alignment:
Our Purpose:
To provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city

Reviewed By:

Manager	**CAO/Director**
Amy McQuillan April 7, 2026	**CAO Brad MacConnell – April 7th 2026**

Committee Recommendation: (if differing from staff)

Committee moves to bring this item to a future Special Meeting of Council for further discussions.

Capital Budget - 5 Year Plan - DRAFT

YEAR	1 2026-2027	2 2027-2028	3 2028-2029	4 2029-2030	5 2030-2031	
ASSET						
Arena Compressors (annual)	$ 60,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	
Other minor Capital/Emergency Repairs (annual)	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	
Phase 2 - Refrigeration & Dehumidification Systems Replacement (Debt Service)*	$ 149,000	$ 785,373	$ 969,211	$ 969,211	$ 969,211	Con'd to 2039-2040
Arena A - DasherBoards & Glass	$ 393,200					
Arena A - Seating Replacement	$ 315,000					
Heat Pump Replacement (5 Units)	$ 120,000					
Merchandise Desk - Millwork	$ 75,000					
Hoist to Penthouse	$ 50,000					
Expansion Joint Replacement in Concourse	$ 45,000					
Overhead Doors - Rink A&B	$ 45,000					
Exhaust Fans (2) (Filter Room)	$ 20,000					
Water Pumps (Filter Room)	$ 20,000					
Arena B DasherBoards & Glass		$ 400,000				
Arena B - Drywall Replacement		$ 190,000				
Heat Pump Replacement (5 Units)		$ 120,000				
Aquatic Changeroom HRV		$ 80,000				
New Lockers for Aquatics Change Rooms		$ 50,000				
Aquatics Digital Board		$ 50,000				
Exterior Door Replacement - Filter, Compressor Rooms, Penthouse		$ 30,000				
Fire Alarm Control Panel		$ 15,000				
Ceramic Tile Replacement Pool Deck			$ 2,200,000			
Comp Pool & Arena Roof Recap & New Membrane			$ 800,000			
Waterslide Replacement			$ 400,000			
Arena A - Millork (Drywall Replacement)			$ 125,000			
Arena Dressing Room HRV			$ 100,000			
UV Water Filtration System			$ 75,000			
Suspended Infrared Heaters Rinks			$ 30,000			
Additional Security Cameras			$ 25,000			
Aquatic Parking Lot Fence			$ 15,000			
Solar Panels on Arena Roof				$ 500,000		
Bench Seating Rink B				$ 200,000		
Zamboni Replacement				$ 160,000		
Staff Lot Resurfacing				$ 125,000		
Fire Alarm Controls System					$ 150,000	
Storage Space addition - Professional Fees for design					$ 100,000	
Air Curtains for Arena and Aquatics Entrance Doors					$ 50,000	
UV Window Film for Pool Windows					$ 30,000	
Door Replacement throughout Facility					$ 25,000	
Total	**$ 1,352,200**	**$ 1,800,373**	**$ 4,819,211**	**$ 2,034,211**	**$ 1,404,211**	
Revenue						
External Funding	$ 270,000	$ -	$ -	$ -	$ -	
CARI - Commercial Tenant Fund (Estimate)	$ 99,394	$ 100,000	$ 100,000	$ 100,000	$ 100,000	
City of Charlottetown (87%)	$ 855,041	$ 1,479,325	$ 4,105,713	$ 1,682,763	$ 1,134,663	
UPEI (13%)	$ 127,765	$ 221,048	$ 613,497	$ 251,447	$ 169,547	
Total	**$ 1,352,200**	**$ 1,800,373**	**$ 4,819,211**	**$ 2,034,211**	**$ 1,404,211**	

*Note: Debt Service Agreement to repay principal and interest on loan payments from $10,500,000 loan from RBC over 15 year term beginning ~ October 2027. City of Charlottetown to pay 87% & UPEI to pay 13%

Capital Area Recreation

Swap Details	
Swap Effective Date	1-Apr-26
Payment Frequency	Monthly
Notional	$10,470,000
Term	15-years
Amortization	15-years
RBC Murex ID	3492454
Indicative Swap Rate	3.67%
Credit Spread (1-Year)	0.95%
Indicative All-in Rate	4.62%

Monthly Payment:	$80,767.57

Annual Summary (prepared by CARI)

	Principal	Interest (swap+spread)	Annual Payments
Year 1	$ 495,773.68	$ 473,437.16	$ 969,210.84
Year 2	$ 515,550.70	$ 453,660.14	$ 969,210.84
Year 3	$ 544,882.16	$ 424,328.68	$ 969,210.84
Year 4	$ 570,377.82	$ 398,833.02	$ 969,210.84
Year 5	$ 596,096.93	$ 373,113.91	$ 969,210.84
Year 6	$ 623,349.60	$ 345,861.24	$ 969,210.84
Year 7	$ 653,674.05	$ 315,536.79	$ 969,210.84
Year 8	$ 683,031.26	$ 286,179.58	$ 969,210.84
Year 9	$ 717,653.76	$ 251,557.08	$ 969,210.84
Year 10	$ 750,694.30	$ 218,516.54	$ 969,210.84
Year 11	$ 786,046.75	$ 183,164.09	$ 969,210.84
Year 12	$ 823,141.00	$ 146,069.84	$ 969,210.84
Year 13	$ 861,985.00	$ 107,225.84	$ 969,210.84
Year 14	$ 902,383.11	$ 66,827.73	$ 969,210.84
Year 15	$ 945,359.88	$ 23,849.47	$ 969,209.35
TOTAL	**$ 10,470,000.00**	**$ 4,068,161.11**	**$ 14,538,161.11**

Capital Area Recreation

Swap Details	
Swap Effective Date	01-Apr-26
Payment Frequency	Monthly
Notional	$10,470,000
Term	15-years
Amortization	15-years
RBC Murex ID	3492454
Indicative Swap Rate	**3.67%**
Credit Spread (1-Year)	0.95%
Indicative All-in Rate**	**4.62%**

*** All-in Rate assumes credit spreads don't change over the life of the swap*

				Principal Cost	Interest Cost		
Period Begin Date	**Period End Date**	**Days**	**Principal O/S**	**Principal Repayment**	**Swap Interest**	**Credit Spread**	**Total Payment**
01-Apr-26	01-May-26	30	$ 10,470,000.00	$41,010.25	$31,582.11	$8,175.21	**$80,767.57**
01-May-26	01-Jun-26	31	$ 10,428,989.75	$39,845.93	$32,507.02	$8,414.62	**$80,767.57**
01-Jun-26	02-Jul-26	31	$ 10,389,143.82	$40,002.28	$32,382.82	$8,382.47	**$80,767.57**
02-Jul-26	04-Aug-26	33	$ 10,349,141.54	$37,539.35	$34,339.30	$8,888.92	**$80,767.57**
04-Aug-26	01-Sep-26	28	$ 10,311,602.19	$44,222.12	$29,030.69	$7,514.76	**$80,767.57**
01-Sep-26	01-Oct-26	30	$ 10,267,380.07	$41,779.66	$30,970.92	$8,017.00	**$80,767.57**
01-Oct-26	02-Nov-26	32	$ 10,225,600.41	$39,349.69	$32,901.22	$8,516.66	**$80,767.57**
02-Nov-26	01-Dec-26	29	$ 10,186,250.73	$43,377.05	$29,701.99	$7,688.53	**$80,767.57**
01-Dec-26	04-Jan-27	34	$ 10,142,873.68	$37,117.09	$34,674.73	$8,975.75	**$80,767.57**
04-Jan-27	01-Feb-27	28	$ 10,105,756.59	$44,951.66	$28,451.17	$7,364.74	**$80,767.57**
01-Feb-27	01-Mar-27	28	$ 10,060,804.93	$45,110.97	$28,324.61	$7,331.98	**$80,767.57**
01-Mar-27	01-Apr-27	31	$ 10,015,693.95	$41,467.63	$31,218.78	$8,081.16	**$80,767.57**
01-Apr-27	03-May-27	32	$ 9,974,226.32	$40,367.85	$32,092.41	$8,307.30	**$80,767.57**
03-May-27	01-Jun-27	29	$ 9,933,858.46	$44,303.51	$28,966.04	$7,498.02	**$80,767.57**
01-Jun-27	02-Jul-27	31	$ 9,889,554.96	$41,962.58	$30,825.61	$7,979.38	**$80,767.57**
02-Jul-27	03-Aug-27	32	$ 9,847,592.38	$40,880.77	$31,684.97	$8,201.83	**$80,767.57**
03-Aug-27	01-Sep-27	29	$ 9,806,711.60	$44,770.22	$28,595.30	$7,402.05	**$80,767.57**
01-Sep-27	01-Oct-27	30	$ 9,761,941.38	$43,698.94	$29,446.29	$7,622.34	**$80,767.57**
01-Oct-27	01-Nov-27	31	$ 9,718,242.44	$42,634.78	$30,291.63	$7,841.16	**$80,767.57**
01-Nov-27	01-Dec-27	30	$ 9,675,607.66	$44,026.77	$29,185.87	$7,554.93	**$80,767.57**
01-Dec-27	04-Jan-28	34	$ 9,631,580.89	$39,317.47	$32,926.81	$8,523.29	**$80,767.57**
04-Jan-28	01-Feb-28	28	$ 9,592,263.42	$46,771.54	$27,005.51	$6,990.53	**$80,767.57**
01-Feb-28	01-Mar-28	29	$ 9,545,491.88	$45,729.08	$27,833.61	$7,204.88	**$80,767.57**
01-Mar-28	03-Apr-28	33	$ 9,499,762.81	$41,087.19	$31,520.99	$8,159.39	**$80,767.57**
03-Apr-28	01-May-28	28	$ 9,458,675.62	$47,244.99	$26,629.41	$6,893.17	**$80,767.57**
01-May-28	01-Jun-28	31	$ 9,411,430.63	$43,838.66	$29,335.30	$7,593.61	**$80,767.57**
01-Jun-28	04-Jul-28	33	$ 9,367,591.97	$41,639.27	$31,082.44	$8,045.86	**$80,767.57**
04-Jul-28	01-Aug-28	28	$ 9,325,952.70	$47,715.37	$26,255.75	$6,796.45	**$80,767.57**
01-Aug-28	01-Sep-28	31	$ 9,278,237.33	$44,361.29	$28,920.14	$7,486.14	**$80,767.57**
01-Sep-28	03-Oct-28	32	$ 9,233,876.04	$43,366.58	$29,710.31	$7,690.68	**$80,767.57**
03-Oct-28	01-Nov-28	29	$ 9,190,509.46	$47,032.11	$26,798.52	$6,936.95	**$80,767.57**
01-Nov-28	01-Dec-28	30	$ 9,143,477.35	$46,047.41	$27,580.74	$7,139.43	**$80,767.57**
01-Dec-28	02-Jan-29	32	$ 9,097,429.95	$43,919.24	$29,271.29	$7,577.04	**$80,767.57**
02-Jan-29	01-Feb-29	30	$ 9,053,510.71	$46,389.03	$27,309.36	$7,069.18	**$80,767.57**
01-Feb-29	01-Mar-29	28	$ 9,007,121.67	$48,845.34	$25,358.13	$6,564.09	**$80,767.57**
01-Mar-29	02-Apr-29	32	$ 8,958,276.33	$44,482.87	$28,823.56	$7,461.14	**$80,767.57**
02-Apr-29	01-May-29	29	$ 8,913,793.46	$48,047.84	$25,991.64	$6,728.08	**$80,767.57**
01-May-29	01-Jun-29	31	$ 8,865,745.62	$45,979.84	$27,634.41	$7,153.32	**$80,767.57**
01-Jun-29	03-Jul-29	32	$ 8,819,765.78	$45,043.89	$28,377.90	$7,345.78	**$80,767.57**
03-Jul-29	01-Aug-29	29	$ 8,774,721.88	$48,558.33	$25,586.13	$6,623.11	**$80,767.57**
01-Aug-29	04-Sep-29	34	$ 8,726,163.55	$43,213.99	$29,831.53	$7,722.06	**$80,767.57**
04-Sep-29	02-Oct-29	28	$ 8,682,949.56	$49,994.25	$24,445.48	$6,327.85	**$80,767.57**
02-Oct-29	01-Nov-29	30	$ 8,632,955.32	$47,985.99	$26,040.78	$6,740.80	**$80,767.57**
01-Nov-29	03-Dec-29	32	$ 8,584,969.33	$45,994.92	$27,622.43	$7,150.22	**$80,767.57**
03-Dec-29	02-Jan-30	30	$ 8,538,974.41	$48,342.86	$25,757.29	$6,667.42	**$80,767.57**
02-Jan-30	01-Feb-30	30	$ 8,490,631.55	$48,526.43	$25,611.47	$6,629.67	**$80,767.57**
01-Feb-30	01-Mar-30	28	$ 8,442,105.12	$50,847.82	$23,767.42	$6,152.33	**$80,767.57**
01-Mar-30	01-Apr-30	31	$ 8,391,257.29	$47,841.66	$26,155.43	$6,770.48	**$80,767.57**
01-Apr-30	01-May-30	30	$ 8,343,415.64	$49,085.45	$25,167.40	$6,514.72	**$80,767.57**
01-May-30	03-Jun-30	33	$ 8,294,330.19	$46,122.27	$27,521.27	$7,124.03	**$80,767.57**
03-Jun-30	02-Jul-30	29	$ 8,248,207.92	$50,491.00	$24,050.87	$6,225.70	**$80,767.57**
02-Jul-30	01-Aug-30	30	$ 8,197,716.92	$49,638.71	$24,727.91	$6,400.96	**$80,767.57**

01-Aug-30	03-Sep-30	33	$	8,148,078.22	$46,733.16	$27,035.99	$6,998.42	**$80,767.57**
03-Sep-30	01-Oct-30	28	$	8,101,345.06	$52,055.52	$22,808.06	$5,903.99	**$80,767.57**
01-Oct-30	01-Nov-30	31	$	8,049,289.54	$49,183.48	$25,089.53	$6,494.56	**$80,767.57**
01-Nov-30	02-Dec-30	31	$	8,000,106.06	$49,376.47	$24,936.22	$6,454.88	**$80,767.57**
02-Dec-30	02-Jan-31	31	$	7,950,729.59	$49,570.21	$24,782.32	$6,415.04	**$80,767.57**
02-Jan-31	03-Feb-31	32	$	7,901,159.38	$48,764.63	$25,422.25	$6,580.69	**$80,767.57**
03-Feb-31	03-Mar-31	28	$	7,852,394.75	$52,937.82	$22,107.18	$5,722.57	**$80,767.57**
03-Mar-31	01-Apr-31	29	$	7,799,456.93	$52,138.22	$22,742.36	$5,886.99	**$80,767.57**
01-Apr-31	01-May-31	30	$	7,747,318.71	$51,348.98	$23,369.31	$6,049.28	**$80,767.57**
01-May-31	02-Jun-31	32	$	7,695,969.73	$49,595.73	$24,762.05	$6,409.79	**$80,767.57**
02-Jun-31	02-Jul-31	30	$	7,646,374.00	$51,732.30	$23,064.82	$5,970.46	**$80,767.57**
02-Jul-31	01-Aug-31	30	$	7,594,641.70	$51,928.74	$22,908.77	$5,930.06	**$80,767.57**
01-Aug-31	02-Sep-31	32	$	7,542,712.96	$50,216.48	$24,268.94	$6,282.15	**$80,767.57**
02-Sep-31	01-Oct-31	29	$	7,492,496.48	$53,264.98	$21,847.30	$5,655.30	**$80,767.57**
01-Oct-31	03-Nov-31	33	$	7,439,231.50	$49,694.00	$24,683.98	$6,389.59	**$80,767.57**
03-Nov-31	01-Dec-31	28	$	7,389,537.50	$54,578.24	$20,804.08	$5,385.25	**$80,767.57**
01-Dec-31	02-Jan-32	32	$	7,334,959.26	$51,057.97	$23,600.48	$6,109.12	**$80,767.57**
02-Jan-32	02-Feb-32	31	$	7,283,901.29	$52,186.74	$22,703.82	$5,877.01	**$80,767.57**
02-Feb-32	01-Mar-32	28	$	7,231,714.55	$55,137.58	$20,359.75	$5,270.24	**$80,767.57**
01-Mar-32	01-Apr-32	31	$	7,176,576.97	$52,607.86	$22,369.29	$5,790.42	**$80,767.57**
01-Apr-32	03-May-32	32	$	7,123,969.11	$51,912.57	$22,921.61	$5,933.39	**$80,767.57**
03-May-32	01-Jun-32	29	$	7,072,056.54	$54,808.28	$20,621.34	$5,337.95	**$80,767.57**
01-Jun-32	02-Jul-32	31	$	7,017,248.26	$53,233.04	$21,872.67	$5,661.86	**$80,767.57**
02-Jul-32	03-Aug-32	32	$	6,964,015.22	$52,560.45	$22,406.96	$5,800.17	**$80,767.57**
03-Aug-32	01-Sep-32	29	$	6,911,454.77	$55,397.80	$20,153.04	$5,216.73	**$80,767.57**
01-Sep-32	01-Oct-32	30	$	6,856,056.98	$54,733.34	$20,680.87	$5,353.36	**$80,767.57**
01-Oct-32	01-Nov-32	31	$	6,801,323.64	$54,080.29	$21,199.63	$5,487.64	**$80,767.57**
01-Nov-32	01-Dec-32	30	$	6,747,243.34	$55,146.53	$20,352.64	$5,268.40	**$80,767.57**
01-Dec-32	04-Jan-33	34	$	6,692,096.81	$51,967.72	$22,877.80	$5,922.05	**$80,767.57**
04-Jan-33	01-Feb-33	28	$	6,640,129.09	$57,234.22	$18,694.24	$4,839.11	**$80,767.57**
01-Feb-33	01-Mar-33	28	$	6,582,894.87	$57,437.07	$18,533.10	$4,797.40	**$80,767.57**
01-Mar-33	01-Apr-33	31	$	6,525,457.80	$55,162.75	$20,339.76	$5,265.06	**$80,767.57**
01-Apr-33	02-May-33	31	$	6,470,295.05	$55,379.20	$20,167.82	$5,220.55	**$80,767.57**
02-May-33	01-Jun-33	30	$	6,414,915.86	$56,408.46	$19,350.20	$5,008.91	**$80,767.57**
01-Jun-33	04-Jul-33	33	$	6,358,507.39	$54,208.17	$21,098.05	$5,461.35	**$80,767.57**
04-Jul-33	02-Aug-33	29	$	6,304,299.22	$57,626.47	$18,382.65	$4,758.45	**$80,767.57**
02-Aug-33	01-Sep-33	30	$	6,246,672.75	$57,047.33	$18,842.70	$4,877.54	**$80,767.57**
01-Sep-33	03-Oct-33	32	$	6,189,625.42	$55,697.04	$19,915.33	$5,155.19	**$80,767.57**
03-Oct-33	01-Nov-33	29	$	6,133,928.38	$58,251.85	$17,885.86	$4,629.86	**$80,767.57**
01-Nov-33	01-Dec-33	30	$	6,075,676.53	$57,696.64	$18,326.90	$4,744.02	**$80,767.57**
01-Dec-33	03-Jan-34	33	$	6,017,979.88	$55,630.55	$19,968.15	$5,168.87	**$80,767.57**
03-Jan-34	01-Feb-34	29	$	5,962,349.33	$58,881.66	$17,385.56	$4,500.35	**$80,767.57**
01-Feb-34	01-Mar-34	28	$	5,903,467.67	$59,845.03	$16,620.28	$4,302.25	**$80,767.57**
01-Mar-34	03-Apr-34	33	$	5,843,622.63	$56,358.84	$19,389.62	$5,019.11	**$80,767.57**
03-Apr-34	01-May-34	28	$	5,787,263.79	$60,256.87	$16,293.13	$4,217.57	**$80,767.57**
01-May-34	01-Jun-34	31	$	5,727,006.92	$58,295.74	$17,851.00	$4,620.83	**$80,767.57**
01-Jun-34	04-Jul-34	33	$	5,668,711.18	$57,089.44	$18,809.25	$4,868.88	**$80,767.57**
04-Jul-34	01-Aug-34	28	$	5,611,621.74	$60,879.37	$15,798.64	$4,089.57	**$80,767.57**
01-Aug-34	01-Sep-34	31	$	5,550,742.38	$58,987.37	$17,301.59	$4,478.61	**$80,767.57**
01-Sep-34	03-Oct-34	32	$	5,491,755.01	$58,523.71	$17,669.91	$4,573.95	**$80,767.57**
03-Oct-34	01-Nov-34	29	$	5,433,231.30	$60,823.89	$15,842.71	$4,100.97	**$80,767.57**
01-Nov-34	01-Dec-34	30	$	5,372,407.41	$60,367.14	$16,205.54	$4,194.89	**$80,767.57**
01-Dec-34	02-Jan-35	32	$	5,312,040.27	$59,251.62	$17,091.67	$4,424.27	**$80,767.57**
02-Jan-35	01-Feb-35	30	$	5,252,788.65	$60,821.36	$15,844.71	$4,101.49	**$80,767.57**
01-Feb-35	01-Mar-35	28	$	5,191,967.28	$62,366.67	$14,617.17	$3,783.74	**$80,767.57**
01-Mar-35	02-Apr-35	32	$	5,129,600.61	$59,990.58	$16,504.67	$4,272.32	**$80,767.57**
02-Apr-35	01-May-35	29	$	5,069,610.03	$62,158.63	$14,782.43	$3,826.51	**$80,767.57**
01-May-35	01-Jun-35	31	$	5,007,451.41	$61,119.15	$15,608.16	$4,040.26	**$80,767.57**
01-Jun-35	03-Jul-35	32	$	4,946,332.25	$60,732.89	$15,914.99	$4,119.68	**$80,767.57**
03-Jul-35	01-Aug-35	29	$	4,885,599.36	$62,834.07	$14,245.87	$3,687.62	**$80,767.57**
01-Aug-35	04-Sep-35	34	$	4,822,765.29	$60,012.50	$16,487.25	$4,267.82	**$80,767.57**
04-Sep-35	02-Oct-35	28	$	4,762,752.78	$63,887.85	$13,408.78	$3,470.94	**$80,767.57**
02-Oct-35	01-Nov-35	30	$	4,698,864.93	$62,924.76	$14,173.84	$3,668.98	**$80,767.57**
01-Nov-35	03-Dec-35	32	$	4,635,940.17	$61,990.11	$14,916.30	$3,861.17	**$80,767.57**
03-Dec-35	02-Jan-36	30	$	4,573,950.07	$63,399.09	$13,797.04	$3,571.44	**$80,767.57**
02-Jan-36	01-Feb-36	30	$	4,510,550.98	$63,639.83	$13,605.80	$3,521.94	**$80,767.57**
01-Feb-36	03-Mar-36	31	$	4,446,911.14	$63,318.62	$13,860.96	$3,587.99	**$80,767.57**
03-Mar-36	01-Apr-36	29	$	4,383,592.52	$64,676.78	$12,782.08	$3,308.71	**$80,767.57**
01-Apr-36	01-May-36	30	$	4,318,915.74	$64,367.52	$13,027.74	$3,372.30	**$80,767.57**
01-May-36	02-Jun-36	32	$	4,254,548.21	$63,534.90	$13,689.15	$3,543.51	**$80,767.57**

02-Jun-36	02-Jul-36	30	$	4,191,013.31	$64,853.20	$12,641.93	$3,272.44	**$80,767.57**
02-Jul-36	01-Aug-36	30	$	4,126,160.11	$65,099.47	$12,446.31	$3,221.80	**$80,767.57**
01-Aug-36	02-Sep-36	32	$	4,061,060.65	$64,318.61	$13,066.60	$3,382.36	**$80,767.57**
02-Sep-36	01-Oct-36	29	$	3,996,742.04	$66,096.79	$11,654.06	$3,016.72	**$80,767.57**
01-Oct-36	03-Nov-36	33	$	3,930,645.25	$64,349.32	$13,042.20	$3,376.05	**$80,767.57**
03-Nov-36	01-Dec-36	28	$	3,866,295.93	$67,064.99	$10,884.95	$2,817.63	**$80,767.57**
01-Dec-36	02-Jan-37	32	$	3,799,230.94	$65,379.12	$12,224.16	$3,164.29	**$80,767.57**
02-Jan-37	02-Feb-37	31	$	3,733,851.82	$66,116.55	$11,638.36	$3,012.66	**$80,767.57**
02-Feb-37	02-Mar-37	28	$	3,667,735.27	$67,768.71	$10,325.93	$2,672.92	**$80,767.57**
02-Mar-37	01-Apr-37	30	$	3,599,966.55	$67,097.56	$10,859.08	$2,810.93	**$80,767.57**
01-Apr-37	01-May-37	30	$	3,532,868.99	$67,352.35	$10,656.68	$2,758.54	**$80,767.57**
01-May-37	01-Jun-37	31	$	3,465,516.65	$67,169.45	$10,801.97	$2,796.15	**$80,767.57**
01-Jun-37	02-Jul-37	31	$	3,398,347.19	$67,433.01	$10,592.60	$2,741.95	**$80,767.57**
02-Jul-37	04-Aug-37	33	$	3,330,914.18	$66,854.39	$11,052.25	$2,860.94	**$80,767.57**
04-Aug-37	01-Sep-37	28	$	3,264,059.79	$69,199.38	$9,189.45	$2,378.74	**$80,767.57**
01-Sep-37	01-Oct-37	30	$	3,194,860.41	$68,635.85	$9,637.10	$2,494.62	**$80,767.57**
01-Oct-37	02-Nov-37	32	$	3,126,224.55	$68,105.08	$10,058.73	$2,603.76	**$80,767.57**
02-Nov-37	01-Dec-37	29	$	3,058,119.48	$69,542.18	$8,917.14	$2,308.25	**$80,767.57**
01-Dec-37	04-Jan-38	34	$	2,988,577.30	$67,906.04	$10,216.84	$2,644.69	**$80,767.57**
04-Jan-38	01-Feb-38	28	$	2,920,671.26	$70,416.39	$8,222.69	$2,128.49	**$80,767.57**
01-Feb-38	01-Mar-38	28	$	2,850,254.87	$70,665.95	$8,024.44	$2,077.17	**$80,767.57**
01-Mar-38	01-Apr-38	31	$	2,779,588.91	$69,860.92	$8,663.94	$2,242.71	**$80,767.57**
01-Apr-38	03-May-38	32	$	2,709,727.99	$69,792.06	$8,718.64	$2,256.87	**$80,767.57**
03-May-38	01-Jun-38	29	$	2,639,935.93	$71,077.20	$7,697.76	$1,992.61	**$80,767.57**
01-Jun-38	02-Jul-38	31	$	2,568,858.74	$70,687.79	$8,007.10	$2,072.68	**$80,767.57**
02-Jul-38	03-Aug-38	32	$	2,498,170.95	$70,648.95	$8,037.95	$2,080.67	**$80,767.57**
03-Aug-38	01-Sep-38	29	$	2,427,522.00	$71,856.90	$7,078.39	$1,832.28	**$80,767.57**
01-Sep-38	01-Oct-38	30	$	2,355,665.09	$71,822.50	$7,105.72	$1,839.35	**$80,767.57**
01-Oct-38	01-Nov-38	31	$	2,283,842.60	$71,806.15	$7,118.71	$1,842.72	**$80,767.57**
01-Nov-38	01-Dec-38	30	$	2,212,036.45	$72,367.89	$6,672.47	$1,727.21	**$80,767.57**
01-Dec-38	04-Jan-39	34	$	2,139,668.56	$71,559.37	$7,314.74	$1,893.46	**$80,767.57**
04-Jan-39	01-Feb-39	28	$	2,068,109.18	$73,437.96	$5,822.44	$1,507.17	**$80,767.57**
01-Feb-39	01-Mar-39	28	$	1,994,671.22	$73,698.24	$5,615.68	$1,453.65	**$80,767.57**
01-Mar-39	01-Apr-39	31	$	1,920,972.98	$73,229.99	$5,987.65	$1,549.94	**$80,767.57**
01-Apr-39	02-May-39	31	$	1,847,742.99	$73,517.33	$5,759.39	$1,490.85	**$80,767.57**
02-May-39	01-Jun-39	30	$	1,774,225.66	$74,030.37	$5,351.84	$1,385.35	**$80,767.57**
01-Jun-39	04-Jul-39	33	$	1,700,195.29	$73,665.88	$5,641.39	$1,460.30	**$80,767.57**
04-Jul-39	02-Aug-39	29	$	1,626,529.41	$74,797.09	$4,742.78	$1,227.70	**$80,767.57**
02-Aug-39	01-Sep-39	30	$	1,551,732.32	$74,875.24	$4,680.70	$1,211.63	**$80,767.57**
01-Sep-39	03-Oct-39	32	$	1,476,857.08	$74,785.69	$4,751.84	$1,230.04	**$80,767.57**
03-Oct-39	01-Nov-39	29	$	1,402,071.39	$75,621.01	$4,088.29	$1,058.28	**$80,767.57**
01-Nov-39	01-Dec-39	30	$	1,326,450.38	$75,730.69	$4,001.16	$1,035.72	**$80,767.57**
01-Dec-39	03-Jan-40	33	$	1,250,719.69	$75,543.33	$4,149.99	$1,074.25	**$80,767.57**
03-Jan-40	01-Feb-40	29	$	1,175,176.36	$76,453.87	$3,426.69	$887.02	**$80,767.57**
01-Feb-40	01-Mar-40	29	$	1,098,722.49	$76,734.51	$3,203.75	$829.31	**$80,767.57**
01-Mar-40	02-Apr-40	32	$	1,021,987.99	$76,628.10	$3,288.28	$851.19	**$80,767.57**
02-Apr-40	01-May-40	29	$	945,359.89	$77,297.45	$2,756.57	$713.55	**$80,767.57**
01-May-40	01-Jun-40	31	$	868,062.43	$77,361.44	$2,705.74	$700.40	**$80,767.57**
01-Jun-40	03-Jul-40	32	$	790,701.00	$77,564.91	$2,544.11	$658.56	**$80,767.57**
03-Jul-40	01-Aug-40	29	$	713,136.09	$78,149.87	$2,079.43	$538.27	**$80,767.57**
01-Aug-40	04-Sep-40	34	$	634,986.22	$78,034.87	$2,170.78	$561.92	**$80,767.57**
04-Sep-40	02-Oct-40	28	$	556,951.35	$78,793.67	$1,568.01	$405.89	**$80,767.57**
02-Oct-40	01-Nov-40	30	$	478,157.68	$78,951.88	$1,442.33	$373.36	**$80,767.57**
01-Nov-40	03-Dec-40	32	$	399,205.80	$79,150.62	$1,284.46	$332.49	**$80,767.57**
03-Dec-40	02-Jan-41	30	$	320,055.18	$79,552.24	$965.43	$249.91	**$80,767.57**
02-Jan-41	01-Feb-41	30	$	240,502.94	$79,854.32	$725.46	$187.79	**$80,767.57**
01-Feb-41	01-Mar-41	28	$	160,648.62	$80,198.21	$452.28	$117.08	**$80,767.57**
01-Mar-41	01-Apr-41	31	$	80,450.41	$80,450.41	$250.76	$64.91	**$80,766.08**
			$	0.00				

Interest Rate Swaps Overview

Capital Area Recreation Inc.

This Discussion Paper ("Summary") and the rates contained herein have been prepared for educational purposes only. This Summary is not an exhaustive description of the terms and conditions of the financing which would be set out in the Credit Agreement and the International Swap and Derivatives Association Master Agreement (the "Agreements"). In the event of a conflict between this Summary example and a real set of Agreements, the latter shall govern. This Summary is for educational purposes only, is subject to further due diligence, and should not be construed as a potential commitment to finance.

Our Understanding

RBC Royal Bank understands Capital Area Recreation Inc. ("the Client") is considering financing options to fund term debt.

We are pleased to present a financial solution that will allow the Client to lock in a fixed interest rate on the term financing with the following features:

- Superior contractual terms relative to a traditional term loan
- Ability to 'custom tailor' financing to include prepayment options or extension options
- Provide the Client the ability to hedge their interest rate exposure by locking in a fixed rate on a future-starting loan
- Ability to make changes to the loan structure at market rates with two-way breakage costs

The financial solution consists of a combination of a CORRA Loan and an Interest Rate Swap that we believe the Client will find extremely flexible and cost-effective relative to traditional fixed-rate term and lease products.

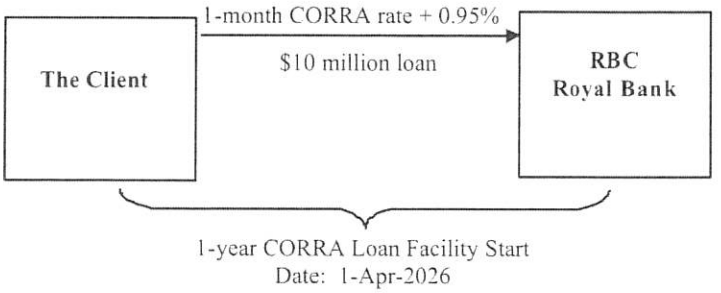
What are CORRA Loans and Interest Rate Swaps?

CORRA Loans

In order to create a fixed interest rate financing structure, RBC would provide the Client with a CORRA Loan. A CORRA Loan is a floating-rate loan that has a rate of interest based on a market-driven 'CORRA rate' plus a Credit Spread[1].

For illustrative purposes only, the indicative 1-year Credit Spread would be 0.95% over the prevailing CORRA rate. A 1-year CORRA Loan can be illustrated as follows:

[1] CORRA loan terms and spreads would be specified in the credit agreement



The CORRA Loan above simply provides the Client with a floating rate loan. In order to fix the interest rate, RBC would also provide an Interest Rate Swap.

Interest Rate Swaps

An Interest Rate Swap is a contract between RBC Royal Bank and a Client. The two parties involved in the Interest Rate Swap contract agree to exchange fixed rate interest payments for floating interest rate payments on a predetermined notional amount and term.

- *Interest Rate Swaps effectively enable a client to transform a floating interest rate loan into a fixed rate loan and vice-versa.*

In Canada, the floating "leg" of an Interest Rate Swap contract is the CORRA rate (usually the 1- or 3- month CORRA rate). Therefore, a Client that borrows by way of a CORRA Loan option can enter into a Pay-Fixed Interest Rate Swap and synthetically create a fixed interest rate loan from a floating interest rate loan.

The Client can achieve, *for example,* up to a 15-year fixed cost-of-funds through the use of a renewable CORRA Loan facility overlaid with a 15-year Interest Rate Swap (the "Term Facility").

The Credit Spread charged on the CORRA facility will be evaluated by RBC upon maturity of the facility, and could be adjusted higher or lower. **In the case of the 1-year CORRA Loan facility, it will be reevaluated annually.** However, the 15-year Interest Rate Swap will immunize the Client from all market interest rate exposure for the 15-year period.

In order to create the Term Facility, the Client would enter into the following transactions:

- Borrow $10 million with a renewable 1-year floating rate CORRA Loan facility priced at a Credit Spread of + **0.95%** over the 1-month CORRA rate, and

- Enter into a 15-year Interest Rate Swap (assuming a 15-year amortization) where the Client would pay the fixed interest rate. The Interest Rate Swap rate will not change and is not influenced by credit considerations.

For further information refer to Appendix A: The Mechanics of a CORRA and Interest Rate Swap

Principal repayments on the Term Facility would be made on a monthly basis.

TERM FINANCING ASSUMPTIONS (FOR INDICATIVE PURPOSES ONLY)

Cost-of-Funds Protection

Start Date of Financing: 31-Jan-2025

Start Date	Swap Term	Amortization	CORRA Loan Facility	Credit Spread	Swap Rate	All-in Rate
31-Jan-2025	5-year	15-year	1-year	0.95%	3.34%	4.29%
	10-year				3.52%	4.47%
	15-year				3.58%	4.53%

Start Date of Financing: 1-Apr-2026

Start Date	Swap Term	Amortization	CORRA Loan Facility	Credit Spread	Swap Rate	All-in Rate
1-Apr-2026	5-year	15-year	1-year	0.95%	3.42%	4.37%
	10-year				3.61%	4.56%
	15-year				3.67%	4.62%

NOTES ON SWAP RATE PRICING

- Swap rate is indicative only as of 16-Jan-2025
- All-in rates assume no change in Credit Spread upon the renewal of the selected CORRA Loan facility term
- Swap rate is fixed for the entire term selected, while the Credit Spread on the CORRA Loan facility is evaluated upon the maturity of the selected CORRA Loan facility term
- Please note the above pricing is subject to credit risk approval

ADVANTAGES OF THE SWAP-CORRA COMBINATION VERSUS A TRADITIONAL TERM LOAN

Superior Breakage Costs Calculation

With a traditional term loan product, there are two components underlying a loan:

- Spread anticipated to be earned by a lending institution
- Cost-of-funds (i.e. a fixed-rate hedge)

By disaggregating these two components through the use of CORRA borrowing and an Interest Rate Swap, the Client will be able to achieve more **flexible** funding and potentially **lower** its funding costs when compared to a traditional term loan.

SPREAD PENALTY - NONE

The combination of a CORRA Loan facility and the Pay-Fixed Interest Rate Swap will allow the Client to prepay the CORRA Loan Facilities without penalty. Under a traditional term the Client would be required to prepay the spread earned by RBC Royal Bank over the life of the term loan (i.e. 0.95% Credit Spread) as an up-front payment if it wished to prepay the loan.

BREAKAGE COSTS (ON COST-OF-FUNDS) – Interest Rate Swap Facility

An interest rate swap uses two-way interest rate differential, whereas a traditional match funded term loan uses a one-way calculation. The calculation for the breakage costs associated with the cost-of-funds is the same for either a traditional term loan or an Interest Rate Swap.

The Interest Rate Swap can be unwound at any time subject to a two-way interest rate differential calculation. A two-way calculation implies that if prevailing swap rates have decreased (compared to the original swap rate) the Borrower will owe the Lender the Net Present Value ("NPV") of the change in swap rates for the outstanding period of the notional amount of the loan. If prevailing swap rates have increased (compared to the original swap rate), the Lender will pay the Borrower the NPV of the change in swap rates for the outstanding period of the notional amount of the loan.

EXAMPLE:

A client entered into a **traditional term loan** with RBC Royal Bank for a 5-year term with an all-in interest rate of 5.00%, comprised of a 2.00% Credit Spread and a 3.00% cost-of-funds.

After 1 year the client requests to break the 5.00% Term Loan with RBC Royal Bank. Suppose under current market conditions a 4-year cost-of-funds is at 2.00%. RBC Royal Bank would have to be compensated for the net present value of the 1.00% differential between the existing 3.00% cost-of-funds associated with the Term Loan and the current market rates.

If current market rates for cost-of-funds were higher than 3.00%, under a traditional term loan RBC Royal Bank would not be obligated to pay the client for the difference.

The breakage costs of an Interest Rate Swap contract would also be calculated in a similar manner. However, if market rates were **higher** at the time of the Interest Rate Swap contract's cancellation, RBC Royal Bank would be obligated to pay the client the difference.

	Fixed Rate Loan	**CORRA Loan & Interest Rate Swap**
Interest Rate Differential	One-Way (In favour of RBC)	Two-Way
Partial Breakage	No	Yes

REQUIREMENTS

In order to complete the Interest Rate Swap transaction, the Client must sign an International Swap and Derivatives Association ("ISDA") Master Agreement.

An ISDA Agreement is a globally recognized set of standards designed to protect both parties involved in a swap transaction. This is achieved by outlining the various terms and conditions of the Interest Rate Swap transaction.

NOTES

- The Client can terminate the swap at any time at the prevailing market cost. RBC has the option to terminate the swap if it ceases to be a lender to the Client.
- In accordance with applicable accounting standards in Canada, an interest rate swap is typically recorded at fair value on the balance sheet, with changes in fair value recorded each period in earnings. RBC would strongly encourage you to consult with your auditors/accountants to ensure that they are comfortable with the accounting of the CORRA Loan and Interest Rate Swap product.
- Legal Entity Identifier ("LEI"): To enter into an over-the-counter ("OTC") derivative, a LEI is required as per new regulations implemented by Canadian regulators. This is not an RBC requirement, but is required for all clients with OTC derivatives transacted in Canada. The LEI can be obtained from the RapidLEI website: https://rapidlei.com/. RBC is pleased to work with the Client to obtain the LEI. It is a relatively straightforward process
- U.S. Cross-Border Representation and Canadian. Representation Letters are also required to enable regulatory compliance related to trade-reporting and business conduct requirements, as applicable.

Please note that all pricing contained in this proposal is indicative only and subject to changing market conditions. For more information, including on material risks and characteristics of transactions, please refer to RBC's Dodd Frank Disclosures available online at: https://www.rbccm.com/en/legal/dodd-frank-disclosures.page

FOR FURTHER INFORMATION PLEASE CONTACT:

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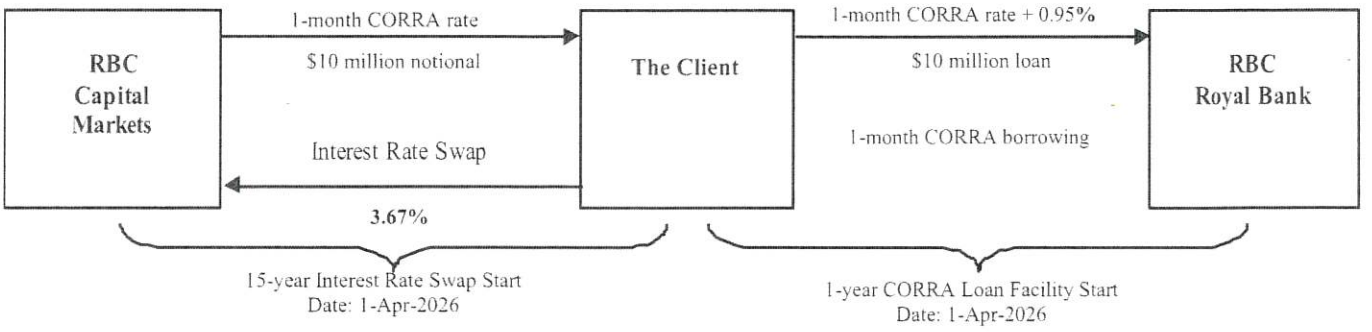
APPENDIX A: MECHANICS OF A CORRA FACILITY AND INTEREST RATE SWAP

Every month, the Client will service its CORRA Loan facility with payments to RBC Royal Bank on the principal outstanding. These payments will be made at the 1-month CORRA rate plus a 0.95% Credit Spread.

Throughout the 15-year duration of the Interest Rate Swap, RBC Capital Markets ("RBC CM") will pay the Client the floating rate cost on the bank financing (i.e. 1-month CORRA rate, not including the Credit Spread) and the Client will pay RBC CM a fixed rate of 3.67%.

Since the 1-month CORRA rate is essentially a "wash" every month, the Term Facility is economically equivalent to entering into a traditional fixed-rate term loan at an all-in rate of **4.62%** assuming the Credit Spread does not change.

The diagram below illustrates the monthly cash flows of the proposed structured financing solution:



Payments on the Interest Rate Swap portion of the transaction are offset so that only the net payment of both the fixed and floating rate cash flow is provided to the party that is owed. Therefore, at the end of each month:

- If the 1-month CORRA rate setting is greater than the fixed rate of 3.67% then RBC CM will make a payment to the Client (equal to 1-month CORRA minus 3.67%)
- If the 1-month CORRA rate setting is less than the fixed rate of 3.67% then the Client will make a payment to RBC CM (equal to 3.67% minus 1-month CORRA rate)

  ❖ **Assuming that the Credit Spread does not change, the net result of this strategy is that the Client achieves an all-in fixed rate of 4.62%.**

City of Charlottetown Committee Report

Report No: FIN-08-2026

Date: April 08, 2026

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

Reporting Department: Finance

Other Associated Departments: None

Prepared by:
- Amy McQuillan, Manager of Finance

Attachments:
- Financial Report – February 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:

FY2026-27 Budget Process:
Budget was successfully approved and forwarded to Province on March 31, 2026, thanks to Finance Committee and Council for the tremendous support and collaboration. The Finance team is currently working on the upload of the budget into GP and eRequester.

Interim Audit/Inventory Count:
The MRSB team commenced their interim audit and inventory count effective April 7, 2026. We are coordinating and collaborating with all key departments and stakeholders to ensure a successful process leading to the year end audit.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Utility Backhoe Rental	Open	March 30, 2026	April 14,			
Utility Grass Cutting	Open	March 30, 2026	April 14,			
70 Kent Street Main Entrance Upgrades	Closed	February 13, 2026	March 6, 2026	8		Under review

WRCC Priority 1 Upgrades	Closed	February 18, 2026	March 6, 2026			Under review
Municipal Buildings Garbage Removal	Upcoming		March 5, 2026			
Charlottetown Skatepark Revitalization	Upcoming					
CPCP Pre-Purchase of Dry Polymer Preparation System	Upcoming					

Financial Implications:

- All items are budgeted.

Public Engagement and Communication:

- The Tendering and RFP information is posted on the City's website.

Legislative Authority:

- In accordance with Section 93(3)(m) of the Municipal Government Act, the chief administrative officer shall ensure that the financial statements and information that the Council may request are provided to the Council.

Strategic Alignment:

Our Purpose:

To provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city.

Reviewed By:

Finance Manager **Amy McQuillan, April 08, 2026**	**CAO/Director**

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN

For the Eleven Months Ending February 28, 2026

	Original Budget	Current YTD	2025	Funds Available	% of Budget
City Revenues					
Property Taxes	$48,781,073	$45,077,347	$43,857,575	$3,703,726	92.41%
Provincial Grant	23,824,902	21,729,091	19,239,982	2,095,811	91.20%
CUSA 1999 Memorandum of Agreement	140,000			140,000	0.00%
Licenses	3,050,300	1,502,909	3,465,437	1,547,391	49.27%
Parking Garages	500,000	322,074	316,703	177,926	64.41%
Parking Meters	895,514	788,851	819,938	106,663	88.09%
Police	2,181,500	746,957	907,268	1,434,543	34.24%
Outside Fire Protection	30,000	30,000			100.00%
Utility Administration Fee	205,000	187,917	187,917	17,083	91.67%
Interest	50,000	264,268	482,657	(214,268)	528.54%
Recreation	876,460	904,591	694,243	(28,131)	103.21%
Tourism Accommodation Levy Administration Fee	2,000,000	2,180,939	1,783,599	(180,939)	109.05%
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	3,044,274	1,052,029	(1,910,361)	268.48%
City Operating Revenue	89,946,041	77,805,174	74,706,578	12,140,867	86.50%
City Expenditures					
General Government Services:					
City Government	3,149,004	2,626,244	2,621,430	522,760	83.40%
Finance and Audit	1,192,229	937,354	773,999	254,875	78.62%
Municipal Buildings	2,360,000	2,004,120	1,920,771	355,880	84.92%
Insurance	1,073,971	715,750	692,329	358,221	66.65%
Communications	46,500	31,329	28,775	15,171	67.37%
Mayor and Council	880,255	714,323	770,949	165,933	81.15%
	8,701,959	7,029,120	6,808,253	1,672,841	80.78%
Protective Services:					
Fire Department	6,407,863	5,416,989	5,750,977	990,874	84.54%
Emergency Preparedness - Fiona Funding					0.00%
Emergency Preparedness - Fiona Expenses	47,669	16,157	193,952	31,512	33.89%
Police Department	15,932,370	13,310,866	11,701,492	2,621,503	83.55%
	22,387,902	18,744,012	17,646,421	3,643,889	83.72%
Public Works	18,180,000	14,214,250	13,428,065	3,965,750	78.19%
Fiscal Services	17,981,923	15,777,011	11,631,418	2,204,912	87.74%
Parks and Recreation	5,474,890	4,564,632	4,032,718	910,258	83.37%
Environmental Sustainability	1,742,153	1,472,400	623,321	269,753	84.52%
Planning	3,203,172	2,024,266	1,606,988	1,163,605	63.50%
Heritage	228,500	43,140	52,168	200,360	17.72%
Economic Development, Tourism and Culture	3,337,563	2,735,263	2,842,101	600,398	82.00%
Human Resources	1,493,816	1,090,353	857,127	403,023	73.01%
Strategic Priorites & Intergovernmental Cooperation	18,500	8,896	(13,564)	9,604	48.08%
Transit System	2,513,364	1,965,612	2,176,777	547,752	78.21%
Information Technology	1,396,400	1,024,709	860,040	374,499	73.23%
Other	5,518,085	3,600,693	3,428,492	1,917,392	65.25%
Tourism Accommodation Levy	2,000,000	2,414,292	2,108,169	(414,292)	120.71%
Total City Expenditures	**94,178,227**	**76,708,649**	**68,088,494**	**17,469,744**	**81.45%**
City Revenue less Expenditures	**(4,232,186)**	**1,096,525**	**6,618,084**	**(5,328,877)**	
Prior Year Operating Surplus (Deficit) - City	3,484,425	(1,096,525)	(6,618,084)	5,328,877	
City Surplus (Deficit)	**(747,761)**	**0**	**0**	**0**	
Water and Sewer Annual Operations					
Water and Sewer Operating Revenue	16,052,860	13,941,913	15,155,964	2,110,947	86.85%
Water and Sewer Expenditures					
Administration	1,021,312	405,334	584,552	615,978	39.69%
Works & Engineering	6,726,244	3,874,911	5,019,999	2,851,168	57.61%
Debt Administration	4,855,879	4,476,135	4,354,443	379,744	92.18%
Charlottetown Pollution Control Plant	3,729,771	2,852,944	2,783,889	876,827	76.49%
Total Water and Sewer Expenditures	16,333,206	11,609,324	12,742,883	4,723,716	71.08%
Water and Sewer Revenue less Expenditures	**(280,346)**	**2,332,589**	**2,413,081**	**(2,612,769)**	
Prior Year Operating Surplus (Deficit) - Utility	1,172,412	(2,332,589)	(2,413,081)	2,612,769	
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

April 14, 2026

The Human Resources Committee met on April 7th, 2026; the minutes of the meeting are included in your package.

The Staffing Numbers report and Recruitment update are also included for information purposes only.

There are no resolutions for Council's consideration.

Respectfully submitted,

_____

Councillor Norman Beck, Chair

HUMAN RESOURCES COMMITTEE

DRAFT

Tuesday, April 7, 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 Trevor MacKinnon and seconded by Councilor Julie McCabe that the agenda be approved. Carried.

4) Adoption of the Minutes:

Moved by Councilor Trevor MacKinnon and seconded by Councilor Julie McCabe that the minutes be approved. Carried.

5) Business Arising from Minutes:

None

6) Discussion(s)/Reports (s):

- Staffing Numbers HR-04-07-2026-01

Manager of Human Resources Emilee MacLeod presented the staffing numbers update to the committee and invited questions. No questions were raised.

- Recruitment Update - HR-04-07-2026-02

Manager of Human Resources Emilee MacLeod presented the recruitment report with the committee, she also noted that two dispatchers have been hired for the police department. Councilor Trevor MacKinnon asked about the status of the Bylaw Officer position. The mayor requested clarification on the role of a relief firefighter. Mayor Philip Brown inquired about the Chief of Police competition and the interview panel process. Emilee MacLeod confirmed that the same panel as previously used will be maintained for consistency. Additional questions were raised regarding the Chief of Police competition and interview process. Councilor Norman Beck asked about the duration of casual positions. Emilee MacLeod explained that the duration depends on operational needs and may vary accordingly. The Committee continued discussing the Chief of Police hiring process, particularly in relation to the appointment process and the Police Act. It was emphasized that Council is responsible for appointing the candidate and should rely on the work of the hiring panel. It was also noted that at the March 10 Council meeting, there was discussion regarding appointing candidates at Council meetings and updating the Staffing Bylaw.

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 - HR-04-07-2026-03

8) Business Arising from the Closed Session

None

9) Introduction of New Business

None

10) Adjournment

Moved by Councilor Julie McCabe and seconded by Councilor Trevor MacKinnon**.**

Closed meeting 12:13 pm.

City of Charlottetown

Report No: HR-04-07-2026-01

Date: April 7, 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

March	2025	2026
Permanent	259	277
Contract	10	10
Casual	74	74
Part Time	10	6
Entry Level Seasonal	26	22
Seasonal	39	37
Project Staff	0	0
Total	418	426

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:

- Municipal Government Act: Section 147(1) Access to Information: A council shall, within 12 months after the coming into force of this section, enact and maintain a bylaw that provides for access in accordance with the regulations to information that was created or collected on and after the coming into force of this section by or otherwise under the control of the municipality.

Strategic Alignment:

Governance and Civic Engagement: to create a high performance and responsive local government.

- Serve as leaders in creating a culture of community safety by protecting people, property and the environment.
- Develop new systems to strengthen annual monitoring to enhance the accountability framework.

Reviewed By:	
Manager / Director **Emilee MacLeod 26-Mar-26**	**CAO** **Brad MacConnell 27-Mar-26**

	2025												2026		
	Jan	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Permanent	264	268	259	266	267	268	251	251	255	254	277	276	275	277	277
Contract	10	10	10	12	12	12	9	10	9	8	12	12	12	11	10
Casual	67	70	74	76	112	114	129	133	101	106	88	70	72	77	74
Part Time	10	10	10	3	11	15	14	14	14	15	19	12	12	6	6
ELS	36	35	26	26	72	73	80	82	61	59	40	32	31	28	22
Seasonal	40	36	39	58	99	96	95	95	90	92	50	36	36	37	37
Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	**427**	**429**	**418**	**441**	**573**	**578**	**578**	**585**	**530**	**534**	**486**	**438**	**438**	**436**	**426**

City of Charlottetown

Report No: HR-04-07-2026-02

Date: April 7, 2026

Directed to Council through the following Committee:
Human Resources Committee

Department: Human Resources

Prepared by: Emilee MacLeod, Human Resources Manager

Attachments:

Report Title:
Recruitment Update

Report Purpose:
The purpose of this report is to provide an update to Committee on recent recruitment activities.

Recommendation:
Recruitment Update – For information purposes only.

Report Details:

Recruitment:

- We received 25 applications for the Parks Maintenance Summer Student competition and 51 applications for the Entry Level Seasonal Parks Maintenance competition. Interviews were held during the last two weeks of March. There are five Summer Student positions available and three ELS positions available.
- The internal UPSE competition for Tourism and Events Coordinator closed on March 27th. Interviews are scheduled to take place this week.
- Interviews are scheduled to take place on April 14th for the Chief of Police competition.
- Two interviews were held recently for the Assistant Manager of Utility.
- Four new Relief Firefighters joined the Fire Department through a successful competition which consisted of physical fitness testing, a written exam and in-person interviews.
- The external competition for HR Executive Assistant is scheduled to close on April 13th.
- The external competitions for Building Inspector II with the Planning Department and Superintendent for the Wastewater Treatment Plant will remain open until successful candidates are selected.
- There are several casual summer employment opportunities for the Parks & Recreation Department and Economic, Tourism and Cultural Development Department set to close in the next couple of weeks, including:
    - Certified Lifeguard
    - Day Camp Counsellor
    - Sports Coordinator
    - Gate Attendant
    - Visitor Information Coordinator
    - Jr. Lifeguard

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 26-Mar-26**	**CAO** **Brad MacConnell 27-Mar-26**

STRATEGIC PRIORITIES, COMMUNICATIONS &
INTERGOVERNMENTAL COOPERATION COMMITTEE
REPORT TO COUNCIL
APRIL 14, 2026

The Strategic Priorities, Communications & Intergovernmental Cooperation Committee met on March 26, 2026, and the minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,
Councillor Justin Muttart, Chair

DRAFT

Strategic Priorities, Communications & Intergovernmental Cooperation Committee
Thursday, March 26, 2026
12:00 PM – Parkdale Room

Present: Councillor Justin Muttart, Chair
Mayor Philip Brown, Member at Large
Deputy Mayor Alanna Jankov, Member at Large
Councillor Trevor MacKinnon, Member at Large

Also: Richard MacEwen, DCS
Mike Ruus, DIG
Rory Chaisson, SITO
Melanie Bailey, SIO
Stephanie Mitchell, CO
Chantal Matheson, ERPC I

Regrets: Brad MacConnell, CAO
Jessica Bradley, SCO

1) Call to Order
Councillor Justin Muttart, Chair, called the meeting to order at 12:05 PM.

2) Declarations of conflict of interest
There were no conflicts of interest declared.

3) Approval of Agenda
It was moved by Councillor Trevor MacKinnon and seconded by Deputy Mayor Alanna Jankov that the agenda be approved. Carried.

4) Approval of Minutes
It was moved by Councillor Trevor MacKinnon and seconded by Mayor Philip Brown that the minutes of January 29, 2026, be approved. Carried.

5) Business Arising from the minutes
There was no business arising from the minutes.

6) Discussion Items/Reports:

a) Boulder Park
Mike Ruus, DIG presented the report. Council requested an update on the permitted uses of Bpulder Park and the site and clarification on what the respective parties are responsible for. This report responds to questions raised by Councillor Tweel regarding Boulder Park, specifically the governing framework for Boulder Park, existing agreements affecting its use, clarification of authority, responsibilities, and permitted activities and understanding "who has what right to do what" within the space.

Under the Legislative Assembly Act, the Legislative Assembly has jurisdiction over the Legislative Assembly Precinct, which includes the grounds defined as the area bounded by Grafton, Richmond, Prince, and Queen Streets in Charlottetown, including the land surrounding Province House and

associated buildings. Since Boulder Park falls within the precinct, authority over the property is impacted in three areas: The deed for Boulder Park carries a restrictive covenant requiring that the property remain zoned as green space or parkland. Any change to this designation must receive written consent from the Executive Council of the Province of Prince Edward Island. Authority of all properties withing the precinct rests with the Speaker of the Legislative Assembly and the Standing Committee on Legislative Assembly Management. In 2025, the Province adopted the Grounds Use Policy which governs activities permitted within the precinct.

As a municipal-owned property, any use of the site also must be approved by the City of Charlottetown. The Grounds Use Policy (2025) governs activities within the precinct (inclusive of Boulder Park). Temporary displays, demonstrations, and events are permitted so long as they respect other users, maintain a safe environment, and uphold standards of respectful conduct free from bullying, harassment, intimidation, or discrimination. These activities cannot involve any structures such as tents, tarps, or other forms of shelter that could constitute or contribute to an encampment; any such items may be dismantled and removed without notice.

The policy also establishes clear prohibitions applying throughout the precinct. For-profit, commercial, personal, private, or political/election-related events or signage are not permitted. Users may not sell goods, memberships, food, or beverages, nor solicit donations in any form. Advertising of a commercial nature, including signs or banners, is prohibited, as are admission fees for any activity.

To better understand the parameters for acceptable uses, City staff discussed possible flexibility within the policy with the Clerk of the Legislative Assembly. It is understood that any proposed use of Boulder Park—other than those uses identified within the policy—will be evaluated by the Standing Committee on Legislative Assembly Management on a case-by-case basis.

b) CAO Innovation Task Force

The CAO Innovation Task Force is an interdepartmental group formed to better align technology, data, business practices, and strengthen organizational awareness and efficiency. It serves as a forum for identifying challenges, exploring solutions, testing ideas, piloting innovation, and determining recommendations and solutions for recurring or complex challenges and opportunities. The goals include, strengthening interdepartmental collaboration, supporting integration of systems and processes, reducing redundancies and risk, enhancing data and systems sharing, and testing innovative ideas and practices.

The Task force met March 18, 2026, and updates include: research for post-secondary student placements and projects. Asset Management hosted a CityWorks interdepartmental workshop with Esry. Planning is currently underway for a workshop on municipal digital transformation/AI integration.

c) Federal Meetings in Ottawa

Mayor Philip Brown presented the report for information purposes. On February 25 and 26, 2026, the Mayor and Chief Administrative Officer met with federal officials in Ottawa to advance Charlottetown's priorities related to infrastructure, housing, economic development, and intergovernmental collaboration. A consistent theme across meetings was the forthcoming Build Communities Strong federal funding strategy, which is expected to play a central role in infrastructure and housing-enabling investments. Federal officials encouraged municipalities to align capital planning, zoning modernization, and infrastructure readiness with this emerging framework.

Discussions reinforced strong federal interest in continued collaboration, including support for defense related investments, digital and AI workforce development, sport and recreation infrastructure, and housing policy reform. The City highlighted progress under the Housing Accelerator Fund, including planning and zoning modernization, while emphasizing the urgency of timely decisions on its Canada Housing Infrastructure Fund (HAF) applications. Overall, meetings were constructive, with federal partners expressing a willingness to continue working collaboratively with the city on shared priorities.

7) Introduction of New Business

There was no new business.

8) Adjournment

It was moved by Mayor Philip Brown and seconded by Councillor Trevor MacKinnon that the meeting be adjourned. CARRIED.

Meeting adjourned at 1:00 PM

DRAFT

City of Charlottetown Committee Report

Report No: SPC&IC-03-26-001

Date: February 26, 2026

Directed to Council through the following Committee: N/A

Reporting Department: Strategic Priorities, Communications & Intergovernmental Cooperation

Other Associated Departments:

Prepared by: Michael Ruus, Director of Integrated Growth

Attachments:

- *Legislative Assembly Act*
- Legislative Assembly of Prince Edward Island *Grounds Use Policy (2025)*
- *Schedule "B" Restrictive Covenants*

Report Title:
Programming of Boulder Park

Report Purpose:
To update Committee and Council on Provincial *Grounds Use Policy* relating to Boulder Park

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

Background:
Following Council's March 25, 2025 resolution to purchase a portion of PID 340422 (Boulder Park) to support the renovation of the Confederation Centre of the Arts, staff have continued to navigate logistics related to the site's future use and ongoing maintenance.

More recently, Council requested an update on the permitted uses on the site and clarification on what the respective parties are responsible for. This report responds to questions raised by Councillor Tweel regarding Boulder Park, specifically:

- The governing framework for Boulder Park
- Existing agreements affecting its use
- Clarification of authority, responsibilities, and permitted activities
- Understanding "who has what right to do what" within the space

Discussion:

Under the *Legislative Assembly Act*, the Legislative Assembly has jurisdiction over the Legislative Assembly Precinct, which includes the grounds defined as the area bounded by Grafton, Richmond, Prince, and Queen Streets in Charlottetown, including the land surrounding Province House and associated buildings.

Because Boulder Park falls within the precinct, authority over the property is impacted in three areas:

1. The deed for Boulder Park carries a restrictive covenant requiring that the property remain zoned as green space or parkland. Any change to this designation must receive written consent from the Executive Council of the Province of Prince Edward Island.
2. Authority of all properties withing the precinct rests with the Speaker of the Legislative Assembly and the Standing Committee on Legislative Assembly Management. In 2025, the Province adopted the *Grounds Use Policy* which govern activities permitted within the precinct.
3. As a municipal-owned property, any use of the site also must be approved by the City of Charlottetown.

The Grounds Use Policy (2025) governs activities within the precinct (inclusive of Boulder Park). Temporary displays, demonstrations, and events are permitted so long as they respect other users, maintain a safe environment, and uphold standards of respectful conduct free from bullying, harassment, intimidation, or discrimination. These activities cannot involve any structures such as tents, tarps, or other forms of shelter that could constitute or contribute to an encampment; any such items may be dismantled and removed without notice.

The policy also establishes clear prohibitions applying throughout the precinct. For-profit, commercial, personal, private, or political/election-related events or signage are not permitted. Users may not sell goods, memberships, food, or beverages, nor solicit donations in any form. Advertising of a commercial nature, including signs or banners, is prohibited, as are admission fees for any activity.

To better understand the parameters for acceptable uses, City staff discussed possible flexibility within the policy with the Clerk of the Legislative Assembly. It is understood that any proposed use of Boulder Park—other than those uses identified within the policy—will be evaluated by the Standing Committee on Legislative Assembly Management on a case-by-case basis.

Council or Committee History:

SPC&IC – June 26, 2025

Financial Implications:

None

Public Engagement and Communication:

None

Legislative Authority:

Legislative Assembly Act
Grounds Use Policy (2025)

Strategic Alignment:

Community-Building and Placemaking
Inclusive Economic Growth
Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
	Mike Ruus, DIG - March 25, 2026

Committee Recommendation: (if differing from staff)



PRINCE EDWARD ISLAND
ÎLE-DU-PRINCE-ÉDOUARD

LEGISLATIVE ASSEMBLY ACT

PLEASE NOTE

This document, prepared by the ***Legislative Counsel Office***, is an office consolidation of this Act, current to December 1, 2022. It is intended for information and reference purposes only.

This document is ***not*** the official version of the Act. The Act and the amendments as printed under the authority of the King's Printer for the province should be consulted to determine the authoritative statement of the law.

For more information concerning the history of this Act, please see the ***Table of Public Acts*** on the Prince Edward Island Government web site (www.princeedwardisland.ca).

If you find any errors or omissions in this consolidation, please contact:

Legislative Counsel Office
Tel: (902) 368-4292
Email: legislation@gov.pe.ca

LEGISLATIVE ASSEMBLY ACT

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CHAPTER L-7.1

LEGISLATIVE ASSEMBLY ACT

INTERPRETATION

1. Definitions

In this Act

(a) "**Clerk**" means the Clerk of the Legislative Assembly appointed or deemed to have been appointed pursuant to section 42;

(b) "**commission**" means the independent commission appointed pursuant to section 53;

(c) "**declaration day**" means the day following a general election on which candidates are declared officially elected in accordance with the *Election Act* R.S.P.E.I. 1988, Cap E-1.1;

(d) "**Deputy Speaker**" means the Deputy Speaker elected or deemed to have been elected pursuant to section 40;

(e) "**fiscal year**" means the period beginning on April 1 in one year and ending on March 31 in the next year;

(f) "**former Act**" means the *Legislative Assembly Act* R.S.P.E.I. 1988, Cap. L-7;

(g) "**Government Caucus Chair**" means the member who is designated by the Premier to organize business in the government caucus;

(h) "**Government House Leader**" means the member who is designated by the Premier to lead government business in the Legislative Assembly;

(i) "**Government Whip**" means the member who is designated by the Premier to ensure government members are present for votes in the Legislative Assembly;

(j) "**Leader of the Official Opposition**" means the member who is designated by the official opposition as its leader and who is recognized as leader of the official opposition by the Speaker;

(k) "**Leader of the Third Party**" means the member who is designated by the third party as its leader and who is recognized as leader of the third party by the Speaker;

(l) "**Legislative Assembly precinct**" means

(i) the land and buildings utilized by the members, officers and employees of the Legislative Assembly for the purposes of the Legislative Assembly, located within the area bounded by Grafton Street, Richmond Street, Prince Street and Queen Street in the City of Charlottetown, including but not limited to the following buildings and the land on which they are located:

(A) Province House,

(B) the Coles Building,

(C) the building located at 197 Richmond Street,

(ii) the J.A. MacLean Building and the land on which it is located, and

(iii) other land and buildings utilized by the members, officers and employees of the Legislative Assembly for the purposes of the Legislative Assembly, which are identified by the Speaker and designated by minute of the Standing Committee on Legislative Assembly Management,

but does not include constituency offices of members of the Legislative Assembly;

(m) "**legislative security officer**" means a person designated as a legislative security officer pursuant to subsection 39(1);

(n) "**member**" means a member of the Legislative Assembly, except where otherwise stated;

(o) "**member of the Executive Council**" means a member who holds one or more of the following offices:

(i) Premier,

(ii) Deputy Premier,

(iii) Minister, other than the Premier or Deputy Premier;

(p) "**office holder**" means a member who holds one of the following offices:

(i) Speaker,

(ii) Deputy Speaker,

(iii) Leader of the Official Opposition,

(iv) Leader of the Third Party,

(v) Government House Leader,

(vi) Official Opposition House Leader,

(vii) Government Whip,

(viii) Official Opposition Whip,

(ix) leader of any other recognized opposition party;

(q) "**officer of the Legislative Assembly**" means the Clerk, Deputy Clerk, Clerks Assistant, Sergeant-at-Arms and Deputy Sergeant-at-Arms;

(r) "**official opposition**" means the largest caucus sitting in the Legislative Assembly in opposition to the Government;

(s) "**Official Opposition House Leader**" means the member who is designated by the Leader of the Official Opposition to lead official opposition business in the Legislative Assembly;

(t) "**Official Opposition Whip**" means the member who is designated by the Leader of the Official Opposition to ensure members of the official opposition are present for votes in the Legislative Assembly;

(u) "**ordinary polling day**" means the day fixed under section 5 of the *Election Act* for holding the poll at an election;

(v) "**remuneration**" includes salary, indemnities, allowances, pension and benefits;

(w) "**session**" means a session of the Legislative Assembly, beginning on the first day of the first sitting following the prorogation or dissolution of the Legislative Assembly and ending on the day on which the Legislative Assembly is next prorogued or dissolved;

(x) "**Speaker**" means the member elected or deemed to have been elected as Speaker pursuant to section 35;

(y) "**Standing Committee on Legislative Assembly Management**" means the Standing Committee provided for in subsection 45(1);

(z) "**third party**" means the second largest caucus sitting in the Legislative Assembly in opposition to the Government. *2020,c.89,s.1.*

LEGISLATURE

2. Composition of the Legislature

(1) The Legislature of this province shall be composed of the Lieutenant Governor and one House to be called the Legislative Assembly.

Powers and functions of Legislature

(2) The Legislature has all the powers and shall exercise all the functions vested in the Legislature of this province on or before the coming into force of this section. *2020,c.89,s.2.*

LEGISLATIVE ASSEMBLY

Composition and Duration

3. Composition of Legislative Assembly

The Legislative Assembly shall be composed of 27 members elected pursuant to the *Election Act* to represent each of the electoral districts established pursuant to the *Electoral Boundaries Act* R.S.P.E.I. 1988, Cap. E-2.1. *2020,c.89,s.3.*

4. New parliament

Each general election of members shall make a new parliament. *2020,c.89,s.4.*

5. Maximum term of Legislative Assembly

No Legislative Assembly shall continue for longer than five years from the date of the return of the writs for a general election of members. *2020,c.89,s.5.*

6. Demise of Sovereign

(1) The Legislative Assembly is not dissolved by the demise of the Sovereign and may meet, convene, sit, proceed and act, in the same manner as if the demise had not happened.

Crown, power to prorogue or dissolve

(2) Nothing in subsection (1) alters or abridges the power of the Crown to prorogue or dissolve the Legislative Assembly. *2020,c.89,s.6.*

7. Date of next meeting not required

At the prorogation of the Legislative Assembly, it is not necessary for the Lieutenant Governor to name any day to which it is prorogued or to issue a proclamation for a meeting of the Legislative Assembly, unless it is intended that the Legislative Assembly shall meet for the dispatch of business on a certain date. *2020,c.89,s.7.*

8. Required sittings

(1) Subject to subsection (2), there shall be in each calendar year at least one sitting of the Legislative Assembly during the six-month period beginning on January 1 and one sitting of the Legislative Assembly during the four-month period beginning on September 1.

Exception following election

(2) Subsection (1) does not apply during the six months immediately following ordinary polling day of a general election.

Additional sittings

(3) Nothing in subsection (1) prevents the Legislative Assembly from having a sitting, in addition to those required under subsection (1), at any time during a calendar year.

Sitting following election

(4) Nothing in subsection (2) prevents the Legislative Assembly from having a sitting during the six months immediately following ordinary polling day of a general election.

Crown, power to prorogue or dissolve

(5) Nothing in this section alters or abridges the power of the Crown to prorogue or dissolve the Legislative Assembly. *2020,c.89,s.8.*

9. Summoning the Legislative Assembly

(1) The Lieutenant Governor shall summon and call together the Legislative Assembly by proclamation.

Content of proclamation

(2) A proclamation issued under subsection (1) shall require the Legislative Assembly to meet and commence a sitting on the date specified in the proclamation, which date shall not be earlier than 30 days after the proclamation is issued.

Emergency sitting

(3) Despite subsection (2), the Lieutenant Governor may, in circumstances the Lieutenant Governor considers to be an emergency, summon and call together the Legislative Assembly to commence a sitting as of a date that is less than 30 days after the date the proclamation is issued. *2020,c.89,s.9.*

Privileges, Immunities and Powers

10. Privileges, immunities and powers: House of Commons

(1) In addition to the privileges, immunities and powers conferred by this Act, the Legislative Assembly and its committees and members hold and enjoy the same privileges, immunities and powers that are held, enjoyed and exercised by the House of Commons of Canada and its committees and members.

Exclusive internal jurisdiction of Legislative Assembly

(2) The Legislative Assembly has exclusive jurisdiction in respect of the determination of the lawfulness of its proceedings, the regulation of its proceedings and the conduct of its business and affairs. *2020,c.89,s.10.*

11. Legislative Assembly commanding attendance

(1) The Legislative Assembly may, by order at any time, command and compel the attendance of the persons, and the production of the records and things, before the Legislative Assembly or a committee of the Legislative Assembly that the Legislative Assembly or committee considers necessary.

Warrant or subpoena

(2) For the purpose of subsection (1), the Speaker or the committee chair, as the case may be, may issue a warrant or subpoena directed to a person named in an order of the Legislative Assembly requiring the attendance of that person, and the production of any records and things ordered, before the Legislative Assembly or committee.

Administration of oath or affirmation

(3) The Legislative Assembly may cause an oath or affirmation to be administered by any of the following persons to a witness examined at the bar of the Legislative Assembly:

(a) the Speaker;

(b) a person appointed for that purpose by an order of the Legislative Assembly;

(c) a person appointed for that purpose by the Speaker.

Oath or affirmation by committee witness

(4) The Legislative Assembly may order that an oath or affirmation be administered by the committee chair, or a person appointed for that purpose by the committee chair, to a witness examined by a committee of the Legislative Assembly. *2020,c.89,s.11.*

12. Committee commanding attendance

(1) A committee of the Legislative Assembly may, by order at any time, command and compel the attendance of the persons, and the production of the records and things, before the committee that the committee considers necessary.

Warrant or subpoena

(2) For the purpose of subsection (1), the committee chair may issue a warrant or subpoena directed to the person named in the warrant or subpoena requiring the attendance of that person, and the production of any records and things indicated in the warrant or subpoena, before the committee.

Administration of oath or affirmation

(3) A committee of the Legislative Assembly may cause an oath or affirmation to be administered by the committee chair, or a person appointed for that purpose by the committee chair, to a witness examined by the committee. *2020,c.89,s.12.*

13. Aid or assistance of peace officer

(1) A warrant or subpoena issued under the authority of the Legislative Assembly or a committee of the Legislative Assembly may command the aid and assistance of a peace officer or other person.

Refusal or failure is contravention of Act

(2) A refusal or failure to aid and assist the Legislative Assembly or a committee of the Legislative Assembly in accordance with a warrant or subpoena issued under the authority of the Legislative Assembly or committee is a contravention of this Act. *2020,c.89,s.13.*

Breach of Privilege or contempt

14. Legislative Assembly may inquire, judge and punish

The Legislative Assembly has all the rights and privileges of a court of record for the purpose of summarily inquiring into, judging and punishing as a breach of privilege or as contempt, without prejudice to the liability of the offenders to prosecution and punishment criminally or otherwise, acts, matters and things including the following:

(a) assaulting, insulting or libelling a member while the member is conducting parliamentary business under the authority of the Legislative Assembly;

(b) obstructing, threatening or attempting to force or intimidate a member;

(c) the offer to, or acceptance by, a member of a bribe to influence the member in proceedings;

(d) the offer to, or acceptance by, a member of any fee, compensation or reward for drafting, advising upon, revising, promoting or opposing any bill, resolution, matter or thing submitted to, or intended to be submitted to, the Legislative Assembly or a committee of the Legislative Assembly;

(e) assaulting or interfering with an officer of the Legislative Assembly while in the execution of the officer's duties;

(f) tampering with a witness with regard to evidence to be given by the witness before the Legislative Assembly or a committee of the Legislative Assembly;

(g) giving false evidence or prevaricating or otherwise misbehaving in giving, or refusing to give, evidence or producing, or refusing to produce, records before the Legislative Assembly or a committee of the Legislative Assembly;

(h) disobeying a subpoena or warrant issued under the authority of this Act;

(i) presenting to the Legislative Assembly or a committee of the Legislative Assembly a forged or false document with intent to deceive the Legislative Assembly or committee;

(j) forging, falsifying or unlawfully altering any of the records of the Legislative Assembly or a committee of the Legislative Assembly or any document or petition presented or filed, or intended to be presented or filed, before the Legislative Assembly or a committee of the Legislative Assembly, including the setting or subscribing by any person of the name of another person to any such document or petition with intent to deceive;

(k) bringing a civil action or prosecution against a member for any matter or thing brought by the member by petition, bill, regulation, motion or otherwise, or said by the member, before the Legislative Assembly or a committee of the Legislative Assembly. *2020,c.89,s.14.*

15. Penalties

(1) A person who is found by the Legislative Assembly to have committed a breach of privilege or contempt under section 14, in addition to any other penalty or punishment to which the person may be subject by law, is liable to the following:

(a) in the case of a member, the suspension of the member's right to sit and vote in the Legislative Assembly and to receive any remuneration as a member or office holder for a stated period or until the fulfilment of a condition determined by order of the Legislative Assembly;

(b) a fine in an amount determined by order of the Legislative Assembly;

(c) imprisonment for any period of time during the session of the Legislative Assembly then being held, determined by order of the Legislative Assembly.

Fine, recovery

(2) A fine imposed by an order of the Legislative Assembly is a debt due to the Legislative Assembly and may be recovered on behalf of the Legislative Assembly in a court of competent jurisdiction by a person appointed by the Legislative Assembly for that purpose.

Imprisonment

(3) Where the Legislative Assembly makes an order for the imprisonment of a person, the Speaker shall issue a warrant to the Sergeant-at-Arms or a peace officer to take the person into custody and keep the person in custody in accordance with the order. *2020,c.89,s.15.*

16. Determination of Assembly, effect

The determination of the Legislative Assembly upon any proceeding under this Act is final and conclusive. *2020,c.89,s.16.*

Assistance to Legislative Assembly

17. Assistance to Legislative Assembly

A peace officer shall aid and assist the Legislative Assembly and its officers in the exercise of the jurisdiction of the Legislative Assembly whenever required to do so. *2020,c.89,s.17.*

18. No liability for acting under authority of Legislative Assembly

No person is liable in damages or otherwise for any act done under the authority of the Legislative Assembly or a committee of the Legislative Assembly or pursuant to any warrant or subpoena issued under the authority of the Legislative Assembly or a committee of the Legislative Assembly. *2020,c.89,s.18.*

19. Persons not eligible as members

(1) Subject to subsections (2) and (3), the following persons are not eligible to be members and are disqualified from sitting or voting in the Legislative Assembly:

(a) a person who is a member of

(i) the Senate of the Parliament of Canada,

(ii) the House of Commons of Canada, or

(iii) a provincial or territorial Assembly, other than the Legislative Assembly of Prince Edward Island;

(b) a person who accepts or holds an office, commission or employment, to which an annual salary is attached, with, by, from, through or under the Government of Prince Edward Island or the Government of Canada.

Offices not affected

(2) Nothing in subsection (1) renders a person ineligible to be a member, or disqualifies a person from sitting or voting in the Legislative Assembly, because the person is a member of the Executive Council or a member of any board or committee established under the *Executive Council Act* R.S.P.E.I. 1988, Cap. E-12.

Receipt of remuneration not affected

(3) Nothing in subsection (1) renders a member ineligible, or disqualifies a member from sitting or voting in the Legislative Assembly, because the member accepts the remuneration payable to members or office holders in accordance with this Act. *2020,c.89,s.19.*

20. Corrupt practice under Controverted Elections Act

A candidate at an election who is proved guilty on the trial of an election petition of any corrupt practice under the *Controverted Elections (Provincial) Act* R.S.P.E.I. 1988, Cap. C-22, or is held guilty of corrupt practices under that Act due to his or her conviction by a court of competent jurisdiction of bribery or undue influence at his or her election, is not eligible to be a member and is disqualified from sitting or voting in the Legislative Assembly during the five years after being proved or held guilty. *2020,c.89,s.20.*

21. Corrupt practice, other proceeding

A candidate at an election who is found guilty of any corrupt practice within the meaning of the *Controverted Elections (Provincial) Act* in any proceeding in which, after notice of the charge, he or she has had an opportunity of being heard, is not eligible to be a member and is disqualified from sitting or voting in the Legislative Assembly during the five years after being found guilty. *2020,c.89,s.21.*

22. Ineligible person elected, effect

If a person who is not eligible to be a member is, nevertheless, elected to represent an electoral district of the province and returned as elected by the returning officer in accordance with the *Election Act*, the person's election and return are null and void. *2020,c.89,s.22.*

23. Prohibition

(1) A person who is not eligible to be a member or is disqualified from sitting or voting in the Legislative Assembly shall not sit or vote in the Legislative Assembly.

Penalty for contravention

(2) A person who contravenes subsection (1) forfeits the sum of $1,000 for each day on which he or she sits or votes while he or she is not eligible or is disqualified, and any other person may sue to recover the forfeited sum in any court of competent jurisdiction.

Deposit

(3) No action under this section shall be commenced until the person suing deposits the sum of $1,000 with the officer issuing the process as security for costs that may become payable by the person suing to the person sued. *2020,c.89,s.23.*

Membership and Oath

24. Commencement of membership

A person commences his or her term of office as a member when that person has been elected to represent an electoral district of the province and returned as elected by the returning officer in accordance with the *Election Act*, unless the person's election and return are null and void under section 22. *2020,c.89,s.24.*

25. Oath or affirmation

A member shall not sit or vote in the Legislative Assembly until the member has taken and subscribed before the Lieutenant Governor, or a person authorized by the Lieutenant Governor, either the oath or affirmation that follows:

(a) oath:

I, A.B., swear that I will be faithful and bear true allegiance to His Majesty King Charles III, his heirs and successors, according to law. So help me God.

(b) affirmation:

I, A.B., solemnly, sincerely, and truly declare and affirm that I will be faithful and bear true allegiance to His Majesty King Charles III, his heirs and successors, according to law. *2020,c.89,s.25; 2022,c.92,s.1.*

Vacancies and Resignations

26. Vacancy by disqualification

(1) If a member, by accepting any office, commission or employment referred to in subsection 19(1), becomes disqualified from sitting or voting in the Legislative Assembly, his or her election becomes void and his or her seat is vacated.

May be re-elected

(2) A member referred to in subsection (1) may be re-elected if he or she is eligible under the *Election Act* and not ineligible under this Act. *2020,c.89,s.26.*

27. Absence from seat, forfeiture

If any member of the Legislative Assembly is absent from his or her place for one entire session without leave of the Speaker given on behalf of the Legislative Assembly, his or her seat shall be declared vacant on the first day of the next ensuing session if the member is then absent. *2020,c.89,s.27.*

28. Notice of vacancy

The Clerk shall promptly notify the Lieutenant Governor in writing of a vacancy under section 26 or 27. *2020,c.89,s.28.*

29. Resignation of seat before sitting

(1) A person returned as elected to the Legislative Assembly may resign his or her seat before the first meeting of the Legislative Assembly subsequent to the person's election by making and

signing a declaration in writing before two subscribing witnesses of his or her intention to resign and delivering it to the Clerk.

Notice to Lieutenant Governor

(2) Upon receiving the declaration under subsection (1), the Clerk shall promptly notify the Lieutenant Governor in writing of the declaration. *2020,c.89,s.29.*

30. Resignation during sitting

(1) A member may resign his or her seat during a sitting of the Legislative Assembly by giving notice in the member's place in the Legislative Assembly of his or her intention to resign.

Record on Journal and notice to Lieutenant Governor

(2) When a member gives notice under subsection (1), the Clerk shall enter the notice on the Journals of the Legislative Assembly and the Speaker shall notify the Lieutenant Governor in writing of the member's notice. *2020,c.89,s.30.*

31. Resignation during session or between sessions

(1) A member may resign his or her seat during a session or in the interval between two sessions by making and signing a declaration in writing before two subscribing witnesses of his or her intention to resign and delivering it to either the Speaker or the Clerk.

Notice to Lieutenant Governor

(2) Upon receiving a declaration under subsection (1), the Speaker or the Clerk, as the case may be, shall promptly notify the Lieutenant Governor in writing of the member's declaration.

Record on Journal

(3) Where the member delivers the declaration under subsection (1) during a session, the Clerk shall enter the declaration on the Journals of the Legislative Assembly. *2020,c.89,s.31.*

32. Seat vacated

A member tendering his or her resignation under section 29, 30 or 31 shall be held to have vacated his or her seat and ceases to be a member of the Legislative Assembly immediately on giving notice or delivering a declaration, as the case may be, unless a date of resignation is specified in the notice or declaration. *2020,c.89,s.32.*

33. Notice of vacancy, death or other reasons

If any vacancy occurs in the Legislative Assembly due to the death of a member or for any reason not enumerated in this Act, the Clerk, on being informed of the vacancy, shall promptly notify the Lieutenant Governor in writing of the vacancy. *2020,c.89,s.33.*

OFFICE OF THE SPEAKER

Composition

34. Office of the Speaker

(1) There is hereby established the Office of the Speaker, which shall consist of the Speaker, the Deputy Speaker and such employees as may be required by the Speaker for the proper conduct of the business of the Office of the Speaker.

Office not dissolved

(2) The Office of the Speaker is not dissolved on the prorogation or dissolution of the Legislative Assembly. *2020,c.89,s.34.*

Speaker

35. Speaker election

(1) The Legislative Assembly shall, on first assembling and within 30 days after declaration day following each general election, conduct as its first order of business the election by secret ballot of one of its members as Speaker.

Vacancy

(2) If a vacancy occurs in the office of Speaker, the Legislative Assembly shall, as soon as possible, elect by secret ballot another of its members as Speaker.

Duration of office

(3) The person who is the Speaker at the time of the dissolution of a Legislative Assembly continues to hold office as the Speaker until the next election for the office of Speaker is held.

Transitional

(4) The person who, immediately before the coming into force of this section, held the office of Speaker under the former Act is deemed to have been elected as Speaker under this section. *2020,c.89,s.35.*

36. Duty to preside

The Speaker shall preside at all meetings of the Legislative Assembly. *2020,c.89,s.36.*

37. Administration of Act

The Speaker is responsible for the administration of this Act. *2020,c.89,s.37.*

38. Legislative Assembly precinct

(1) The Speaker has the control and management of the Legislative Assembly precinct.

Actions respecting precinct

(2) The Speaker may, subject to direction from the Standing Committee on Legislative Assembly Management or an order of the Legislative Assembly, take any action the Speaker considers necessary for the control and management of the Legislative Assembly precinct. *2020,c.89,s.38.*

39. Legislative Security officers

(1) The Speaker may, in writing, designate an officer or employee of the Office of the Legislative Assembly, either by name or class, as a legislative security officer for the preservation and maintenance of the public peace and the provision of security services in accordance with the directions of the Speaker within the Legislative Assembly precinct.

Scope of authority

(2) A legislative security officer is a peace officer and has, while carrying out the duties and functions of a legislative security officer under this Act, all the powers, authority, privileges, rights and immunities of a peace officer and constable under the Criminal Code (Canada) and any other federal or provincial enactment.

Weapons prohibited

(3) No person, other than a peace officer, shall possess a weapon in a building within the Legislative Assembly precinct unless authorized to do so by a legislative security officer.

Powers

(4) A legislative security officer may

(a) require a person entering a building within the Legislative Assembly precinct to verify his or her identity and be screened for weapons;

(b) refuse a person entry to a building within the Legislative Assembly precinct or evict a person from the building if the person refuses to verify his or her identity, refuses to be screened for weapons, or is in possession of a weapon without authorization from a legislative security officer;

(c) seize a weapon from a person in a building within the Legislative Assembly precinct if the person has not been authorized to possess the weapon by a legislative security officer;

(d) evict a person from the Legislative Assembly precinct if the person is engaging in conduct that threatens the safety of persons in the Legislative Assembly precinct or interferes with the operation of the Legislative Assembly;

(e) refuse a person entry to the Legislative Assembly precinct or evict a person from the Legislative Assembly precinct if the legislative security officer has reasonable grounds to believe that the person may threaten the safety of persons in the Legislative Assembly precinct or interfere with the operation of the Legislative Assembly;

(f) evict a person from the Legislative Assembly precinct if the person fails to comply with a reasonable request from a legislative security officer that is intended to ensure the safety of persons in the Legislative Assembly precinct or the operation of the Legislative Assembly;

(g) use reasonable force in refusing a person entry to a building within the Legislative Assembly precinct or to the Legislative Assembly precinct, or in evicting a person from the building or the Legislative Assembly precinct; and

(h) take any other action that is reasonable and necessary to preserve and maintain the public peace and ensure the safety of persons within the Legislative Assembly precinct.

Legislative security officer shall not be convicted

(5) A legislative security officer who is charged with an offence under a provincial enactment shall not be convicted if it is made to appear to the judge of the Provincial Court or Supreme Court before whom the offence is being prosecuted that the legislative security officer

(a) committed the offence while discharging his or her responsibilities;

(b) was reasonably justified in committing the offence having regard to the responsibilities being discharged; and

(c) conducted himself or herself in a reasonable manner having regard to all the circumstances.

Protection from Liability

(6) No action or other proceeding for damages lies or shall be instituted against a legislative security officer for anything done by the legislative security officer in good faith in the performance or intended performance of a duty or in the exercise or in the intended exercise of a power under this Act, or for any neglect or default of the legislative security officer in the performance or exercise in good faith of the duty or power. *2020,c.89,s.39.*

Deputy Speaker

40. Deputy Speaker election

(1) The Legislative Assembly shall, on first assembling after a general election and within 30 days after declaration day, elect one of its members as Deputy Speaker.

Vacancy

(2) If a vacancy occurs in the office of Deputy Speaker, the Legislative Assembly shall, as soon as possible, elect another of its members as Deputy Speaker.

Transitional

(3) The person who, immediately before the coming into force of this section, held the office of Deputy Speaker under the former Act is deemed to have been elected as Deputy Speaker under this section.

Powers and duties

(4) When the Speaker is absent from the Legislative Assembly, the Deputy Speaker has all the powers, privileges and duties of the Speaker.

Validity of orders or actions

(5) Each order made and action taken by the Deputy Speaker when the Speaker is absent from the Legislative Assembly is as valid as if it were made or taken by the Speaker.

Validity of bills and orders

(6) Each bill passed and order made by the Legislative Assembly when the Deputy Speaker presides at a meeting of the Legislative Assembly is as valid as if it were passed or made with the Speaker presiding. *2020,c.89,s.40.*

41. Temporary absence from chair

(1) When the Speaker or the Deputy Speaker finds it necessary to leave the chair during any part of a sitting on any day, he or she may call upon any member to take the chair and act as Speaker during the remainder of the day or until the Speaker or the Deputy Speaker resumes the chair before the close of the sitting for that day.

Acting Speaker election

(2) When both the Speaker and the Deputy Speaker are absent from the Legislative Assembly, the Legislative Assembly shall elect one of its members to be Acting Speaker.

Powers and duties

(3) A member called upon to act as Speaker pursuant to subsection (1) or the Acting Speaker has, during the absence of the Speaker and the Deputy Speaker, all the powers, privileges and duties of the Speaker.

Validity of orders or actions

(4) Each order made and action taken by a member called upon to act as Speaker pursuant to subsection (1) or the Acting Speaker when the Speaker and Deputy Speaker are absent from the Legislative Assembly is as valid as if it were made or taken by the Speaker.

Validity of bills and orders

(5) Each bill passed and order made by the Legislative Assembly when a member called upon to act as Speaker pursuant to subsection (1) or the Acting Speaker presides at a meeting of the Legislative Assembly is as valid as if it were passed or made with the Speaker presiding. *2020,c.89,s.41.*

OFFICE OF THE LEGISLATIVE ASSEMBLY

Composition

42. Legislative Assembly Office

(1) There is hereby continued the Office of the Legislative Assembly which shall consist of the Clerk, the Deputy Clerk, the Clerks Assistant, the Sergeant-at-Arms, the Deputy Sergeant-at-Arms and any other employees that are, in the opinion of the Standing Committee on Legislative Assembly Management, required for the proper conduct of the business of the Office of the Legislative Assembly.

Office not dissolved

(2) The Office of the Legislative Assembly is not dissolved on the prorogation or dissolution of the Legislative Assembly.

Appointment of Clerk and other officers of the Legislative Assembly

(3) The Legislative Assembly shall, on the recommendation of the Standing Committee on Legislative Assembly Management, appoint the Clerk, the Deputy Clerk, the Clerks Assistant, the Sergeant-at-Arms and the Deputy Sergeant-at-Arms, all of whom shall serve at pleasure.

Clerks Assistant and employees

(4) The Standing Committee on Legislative Assembly Management may appoint the employees of the Office of the Legislative Assembly, all of whom shall serve at pleasure.

Committee to regulate pay, terms and conditions of employment

(5) The Standing Committee on Legislative Assembly Management shall determine and regulate the pay and other terms and conditions of employment of the officers and employees of the Office of the Legislative Assembly.

Transitional – Clerk

(6) The person who, immediately before the coming into force of this section, held the office of Clerk under the former Act is deemed to have been appointed as Clerk pursuant to subsection (3).

Transitional – Sergeant-at-Arms

(7) The person who, immediately before the coming into force of this section, held the office of Sergeant-at-Arms under the former Act is deemed to have been appointed as Sergeant-at-Arms pursuant to subsection (3).

Transitional – Assistant Sergeant-at-Arms

(8) The person who, immediately before the coming into force of this section, held the office of Assistant Sergeant-at-Arms under the former Act is deemed to have been appointed as Deputy Sergeant-at-Arms pursuant to subsection (3).

Transitional – Clerk Assistant

(9) A person who, immediately before the coming into force of this section, held the position of Clerk Assistant and was appointed to that position by the Standing Committee on Legislative Management under the former Act is deemed to have been appointed as a Clerk Assistant pursuant to subsection (3).

Transitional – other officers and employees

(10) A person who, immediately before the coming into force of this section, was an employee of the Office of the Legislative Assembly under the former Act is deemed to have been appointed to his or her position pursuant to subsection (4). *2020,c.89,s.42.*

Duties of the Clerk

43. Clerk is Chief officer

(1) The Clerk is the chief officer of the Legislative Assembly and is responsible for the management and control of the other officers and employees of the Office of the Legislative Assembly.

Record of debate and discussion

(2) The Clerk shall ensure that a record is kept of debate and discussion in the Legislative Assembly and of the debate and discussion of, or before, the committees of the Legislative Assembly.

Documents and records to be deposited with Clerk

(3) All books, papers, journals, documents or other records belonging, or in any way relating, to the Legislative Assembly shall be deposited with the Clerk. *2020,c.89,s.43.*

Legislative Library

44. Legislative Library

(1) There shall be a library for the Legislative Assembly, which shall consist of the books, papers and other records, furniture, stationery and other articles in the possession of the Legislative Assembly on or after January 1, 2008.

Legislative Library of PEI

(2) The library for the Legislative Assembly shall be known as the Legislative Library of Prince Edward Island.

Purpose of library

(3) The purpose of the Legislative Library of Prince Edward Island is

(a) to serve the information needs of the members and staff of the Legislative Assembly;

(b) to provide a non-partisan research service for the members and staff of the Legislative Assembly; and

(c) to collect, preserve and make accessible the publications of the Legislative Assembly. *2020,c.89,s.44.*

STANDING COMMITTEE ON LEGISLATIVE ASSEMBLY MANAGEMENT

45. Standing Committee on Legislative Management

(1) There shall be a Standing Committee on Legislative Assembly Management composed of

(a) the Speaker, as chair;

(b) the Deputy Speaker;

(c) the Government Caucus Chair;

(d) the Government House Leader;

(e) the Leader of the Official Opposition;

(f) the Official Opposition House Leader; and

(g) the Leader of the Third Party.

Not dissolved by prorogation

(2) The Standing Committee on Legislative Assembly Management is not dissolved by prorogation of the Legislative Assembly, but is dissolved on the dissolution of the Legislative Assembly. *2020,c.89,s.45.*

46. Powers and duties

(1) The Standing Committee on Legislative Assembly Management has jurisdiction respecting

(a) the administration of the Legislative Assembly;

(b) the provision of security, facilities and services, including their allocation to party caucuses and individual members;

(c) the determination and regulation of the pay and other terms and conditions of employment of the officers and employees of the Office of the Speaker and the Office of the Legislative Assembly;

(d) the appointment of the staff of the Legislative Assembly, other than the staff of party caucus offices;

(e) the review of the estimates of expenditure for the Legislative Assembly, including the forecasts and analysis of expenditures and financial commitments of the Legislative Assembly; and

(f) such other matters as the Standing Committee on Legislative Assembly Management considers necessary for the efficient and effective operation and management of the Legislative Assembly.

Bills related to Legislative Assembly

(2) Any bill related to the Legislative Assembly or the administration of its offices shall be committed to the Standing Committee on Legislative Assembly Management for consideration and may be brought before the Legislative Assembly in accordance with the procedures for public bills in the Rules of the Legislative Assembly. *2020,c.89,s.46.*

47. Procedures

The Standing Committee on Legislative Assembly Management may determine its own procedures. *2020,c.89,s.47.*

48. Clerk of the Committee

The Clerk is the clerk of the Standing Committee on Legislative Assembly Management. *2020,c.89,s.48.*

49. Preparation of estimates

(1) Each fiscal year, the Clerk shall prepare the estimates of the sums of money that will be required to be provided for the operations of the Legislative Assembly pursuant to this Act for the ensuing fiscal year and submit the estimates to the Standing Committee on Legislative Assembly Management.

Approval of estimates

(2) Upon receiving the estimates under subsection (1), the Standing Committee on Legislative Assembly Management shall review the estimates, make any alterations it considers proper and approve the estimates, with or without alterations.

Inclusion in request for appropriations

(3) When submitting a request for appropriations for a fiscal year to Treasury Board under subsection 34(1) of the *Financial Administration Act*, the Speaker shall request appropriations for the purposes, and in the amounts, set out in the estimates approved for that fiscal year by the Standing Committee on Legislative Assembly Management.

Estimates to include requested appropriations without change

(4) The Treasury Board, on receipt of a request for appropriations under subsection (3), shall include the requested appropriations, without change, in its budget estimates for the fiscal year in question. *2020,c.89,s.49.*

REMUNERATION

50. Remuneration of members

(1) Each member shall be paid the remuneration determined in accordance with section 53 or 54.

Period of membership

(2) For the purposes of calculating amounts payable under subsection (1), a member shall be deemed to be a member from the polling day on which he or she was elected until the day preceding the polling day in the general election that follows the dissolution of the Legislative Assembly of which he or she is a member, unless the member earlier dies, resigns or otherwise ceases to be a member.

Non-attendance

(3) The Legislative Assembly shall determine by resolution any period of time during which, and the conditions under which, a member is deemed not to have served as a member because of his or her failure to attend the meetings of the Legislative Assembly or its committees. *2020,c.89,s.50.*

51. Salary of office holder and member of Executive Council

(1) Subject to subsection (3), each office holder and each member of the Executive Council shall be paid the remuneration determined in accordance with section 53 or 54.

No dual office holders

(2) A member may not hold more than one of the following offices at any time:

(a) Speaker;
(b) Deputy Speaker;
(c) Leader of the Official Opposition;
(d) Leader of the Third Party;
(e) Government House Leader;
(f) Official Opposition House Leader;
(g) Government Whip;
(h) Official Opposition Whip;
(i) Leader of any other recognized opposition party.

No concurrent remuneration

(3) A member of the Executive Council who is also an office holder shall not be paid remuneration as an office holder. *2020,c.89,s.51.*

52. Payment bi-weekly

Payment of remuneration in the form of salary and allowances shall be made bi-weekly in arrears. *2020,c.89,s.52.*

53. Appointment and mandate of commission

(1) Within 60 days after ordinary polling day in each general election held after this section comes into force, the Speaker shall appoint an independent commission to review and determine the remuneration to be paid to members, office holders, members of the Executive Council and members holding such other positions as the Speaker determines.

Composition

(2) The commission shall be composed of three independent, neutral and knowledgeable persons from private life.

Term of office

(3) The term of office of persons appointed to the commission shall end on the dissolution of the Assembly during which they were appointed.

Appointment of replacement

(4) On the resignation, inability to act or death of a commissioner, the Speaker shall appoint a replacement.

Powers, privileges, immunities

(5) The persons appointed pursuant to subsection (1) have all the powers, privileges and immunities of a commissioner pursuant to the *Public Inquiries Act* R.S.P.E.I. 1988, Cap. P-31.

Review and determination of remuneration

(6) The commission shall, within 90 days of its appointment, carry out a review of the remuneration payable on the day before ordinary polling day to the persons referred to in subsection (1) and deliver a report to the Speaker containing its determination of the remuneration to be paid to the persons referred to in subsection (1) from ordinary polling day until a date determined by the commission.

Transition period

(7) During the period from ordinary polling day until the report of the commission under subsection (6), the remuneration paid to the persons referred to in subsection (1) shall be in the amounts payable on the day before ordinary polling day, subject to retroactive adjustment to ordinary polling day on the report of the commission.

Tabling of report

(8) The Speaker shall, within five sitting days following the receipt of the report of the commission under subsection (6), cause a copy of the report to be laid before the Legislative Assembly.

Effect of determination in report

(9) The report of the commission shall have effect for the purposes of determining the remuneration of the persons referred to in subsection (1) as if the provisions contained in it had been enacted by the Legislative Assembly.

Adjustment of indemnities, allowances, pension and benefits

(10) After the commission makes its report under subsection (6), the commission may, at any time it considers necessary or on the request of the Speaker, carry out a review of the remuneration payable to the persons referred to in subsection (1) and deliver a report to the Speaker containing its determination of the remuneration to be paid to the persons referred to in subsection (1) from the date specified by the commission until it is subsequently adjusted in accordance with this provision or following the next general election.

Authority

(11) For greater certainty, the commission has the authority to determine remuneration including salaries, indemnities, allowances, benefits and pension benefits. *2020,c.89,s.53.*

54. Transitional – commission

(1) On the date this section comes into force, the Indemnities and Allowances Commission appointed pursuant to subsection 46(1) of the former Act is continued for the purposes of this section until the dissolution of the 66th General Assembly.

Review and report for 2021

(2) The Indemnities and Allowances Commission shall carry out a review of the remuneration payable to the persons referred to in subsection 53(1) and, on or before December 1, 2021, deliver a report to the Speaker containing its determination of the remuneration to be paid to the persons referred to in subsection 53(1) from the date specified in the report.

Tabling of report

(3) The Speaker shall, within five sitting days following the receipt of the report of the Indemnities and Allowances Commission under subsection (2), cause a copy of the report to be laid before the Legislative Assembly.

Effect of determination in report

(4) The report of the Indemnities and Allowances Commission shall have effect for the purposes of determining the remuneration of the persons referred to in subsection 53(1) as if the provisions contained in it had been enacted by the Legislative Assembly.

Adjustment of indemnities allowances, pension benefits

(5) After the Indemnities and Allowances Commission makes its report under subsection (2), the Indemnities and Allowances Commission may, at any time it considers necessary or on the request of the Speaker, carry out a review of the remuneration payable to the persons referred to in subsection 53(1) and deliver a report to the Speaker containing its determination of the remuneration to be paid to the persons referred to in subsection 53(1) from the date specified by the Indemnities and Allowances Commission until it is subsequently adjusted in accordance with this provision or following the next general election. *2020,c.89,s.54.*

55. Payments from operating fund

The remuneration payable under this Act shall be paid out of the Operating Fund. *2020,c.89,s.55.*

REPEAL

56. Repeal

The *Legislative Assembly Act* R.S.P.E.I. 1988, Cap. L-7 is repealed. *2020,c.89,s.56.*

CONSEQUENTIAL AMENDMENTS

57 - 63 (These sections make consequential amendments to other Acts. The amendments have been incorporated into those Acts.)

Legislative Assembly of Prince Edward Island

Grounds Use Policy

Objectives

This policy will support the demonstration of democratic values on Legislative Assembly grounds while balancing public access for all and legislative priorities. Advance notice for demonstrations, rallies, protests, etc. on the grounds is appreciated to facilitate the orderly and fair use of the Parliamentary Precinct. The Legislative Assembly supports the right for peaceful assembly in the Parliamentary Precinct as outlined in the Charter of Rights and Freedoms. The grounds outlined in the *Legislative Assembly Act* are under the authority of the Speaker of the Legislative Assembly.

Principles

The Legislative Assembly's *Ground Use Policy* is based on the following principles:

• **Accessibility:** the Legislative Assembly, as the provincial parliament, is a meeting place for residents of the province for all to experience.
• **Fairness:** the Grounds Use Policy is transparent and available to all external users on the Legislative Assembly website – www.assembly.pe.ca.

Application

This policy governs the use of the Parliamentary Precinct for demonstrations, protests and other public activities. The Standing Committee on Legislative Assembly Management and the Speaker of the Legislative Assembly have jurisdiction over the Precinct and have approved this policy.

Definitions

External user: means all users who are not Members of the Legislative Assembly or their staff, and who are not employees of an Office of the Legislative Assembly.

Grounds: means the Legislative Precinct as defined in the *Legislative Assembly Act*:

(i) *the land and buildings utilized by the members, officers and employees of the Legislative Assembly for the purposes of the Legislative Assembly, located within the area bounded by Grafton Street, Richmond Street, Prince Street and Queen Street in the City of Charlottetown, including but not limited to the following buildings and the land on which they are located:*

(A) Province House,

(B) the Coles Building,

(C) the building located at 197 Richmond Street,

(ii) the J.A. MacLean Building and the land on which it is located, and (iii) other land and buildings utilized by the members, officers and employees of the Legislative Assembly for the purposes of the Legislative Assembly, which are identified by the Speaker and designated by minute of the Standing Committee on Legislative Assembly Management,…

Policy requirements

1. General

(1) Temporary displays, demonstrations and events must:

a. Respect other users on the grounds;
b. Not endanger the health or safety of demonstrators or others;
c. Maintain a respectful environment free from bullying, harassment, intimidation, and discrimination.
d. Adhere to the direction provided by the Sergent-at-Arms or Speaker of the Legislative Assembly.
e. Not erect any structure including tents, tarps or other means that may be used as shelter or otherwise become an encampment. Any structure or encampment will be dismantled and removed by staff without notice and disposed of.
f. Not tie or otherwise affix signs or other demonstration materials to any structure or tree in the Parliamentary Precinct.
g. Keep the sidewalks, stairs, and entryways always clear.
h. Not interfere with, intimidate or harass a Member of the Legislative Assembly. Infractions of this nature are a contravention of the *Legislative Assembly Act* and may be actionable.
i. Clean up any debris or materials generated by the event.

(2) Temporary displays, demonstrations and events cannot interfere with access to the grounds or prevent others from enjoying the grounds.

(3) Temporary displays, demonstrations and events that place the Parliamentary Precinct or grounds at risk of physical damage, or that may affect the integrity of the grounds as a historic site are not allowed.

2. Prohibited uses

(1) The following temporary displays, demonstrations and events are prohibited on the grounds:
   a. For-profit;
   b. Commercial;
   c. Personal or private (ex// wedding); and
   d. Political/election events or signage

(2) Temporary displays, demonstrations and events are prohibited from conducting, permitting, or promoting the sale of goods, memberships, or soliciting donations on the grounds.

(3) Advertising of a commercial nature, including the display, mounting, or hanging of commercial signs or banners, is prohibited on the grounds.

(4) Admission fees are strictly prohibited.

(5) The sale of food and/or beverages is not permitted on the grounds.

(6) The Legislative Assembly permits various activities on the parliamentary precinct grounds; however, any events, signs, displays, speeches or activities that involve obscenity, hate propaganda, or flags/symbols associated with a criminal organization are strictly prohibited as determined by the Speaker of the Legislative Assembly.

(7) Overnight activities or anything that could be reasonably understood to be a 24-7 presence is strictly prohibited and will not be allowed to continue under any circumstances.

(8) Any action that contravenes this policy, a provincial or federal statute, or a municipal by-lay may result in the immediate termination and/or cancellation of the activity.

(9) Such other prohibited uses as determined by the Speaker of the Legislative Assembly.

3. Scheduling priority

(1) Public use of the grounds must not interfere or conflict with parliamentary business or activities.

(2) Events that support the functions of the Legislative Assembly have priority over the use by external users.

4. Cost recovery

(1) Defacing or damaging the Legislative Building/Precinct or grounds and its contents it prohibited. In the event of damage, the cost of repair, replacement or cleaning (including excessive garbage) shall be the responsibility of the individual or group using the grounds or who causes the damage.

5. Compliance

The Speaker, Clerk of the Legislative Assembly or Sergeant-at-Arms have the authority to enforce this policy with the assistance of the Charlottetown Police Service if necessary.

6. Other

(1) All organizations holding demonstrations or special events on the parliamentary precinct grounds agree to hold the Legislative Assembly harmless of any liability or loss.

(2) Advance notice for demonstrations, rallies, protests, etc. on the grounds is appreciated to ensure orderly use of the grounds in the Parliamentary Precinct.

(3) Use of the grounds in the Precinct is on a first-come, first-served basis if multiple groups exceed the capacity of the grounds.

7. Contact

To provide advance notice or if you have any questions, please contact:

Gordon Campbell, Sergeant-at-Arms at 902-368-5970 or assembly@assembly.pe.ca

SCHEDULE "B"
RESTRICTIVE COVENANTS

Notwithstanding the closing of this transaction the monuments (gifts of boulders received from the other Canadian Provinces on the opening of the Centre) shall remain the property of the Vendor.

The Vendor shall receive notice of their intended removal by the Purchaser and shall have sixty (60) days from the date of receipt of such notice to remove the monuments or to consent to their being moved or relocated by the Purchaser.

The Property is subject to a right of way in favour of the Vendor's adjacent lands which shall be binding on the Property and run with the lands.

The Deed shall include a restrictive covenant that shall run with the Property, which shall provide that the Property shall remain zoned as green space or park land and shall remain as green space or parkland, and no amendment to the zoning of the Property or a change in its use shall be permitted without the prior written consent of the Grantor and the Executive Council of the province of Prince Edward Island.

City of Charlottetown Committee Report

Report No: SPC&IC-03-26-002

Date: January 28, 2026

Directed to Council through the following Committee: Strategic Priorities, Communications, and Intergovernmental Cooperation (SPCIC)

Reporting Department:
Administration

Other Associated Departments:
N/A

Prepared by:
Brad MacConnell, CAO

Attachments:

1. CAO Innovation Task Force Terms of Reference
2. Members & Roles
3. CAO Innovation Task Force Meeting Summaries

Report Title:
CAO Innovation Task Force Update

Report Purpose:

Information Purposes.

Staff Recommendation:

That Committee receives this report for information purposes.

Discussion:

The CAO Innovation Task Force was created to improve the alignment of technology, data, and business practices across City departments, strengthen situational and organizational awareness, and identify innovative solutions that enhance service delivery, operational efficiency, and organizational resilience.

The Task Force will serve as a cross-departmental forum to identify current-state challenges, explore emerging solutions, and develop practical, scalable recommendations for corporate consideration.

Council or Committee History: Strategic Priorities, Communications & Intergovernmental Cooperation Committee meeting discussions – November 27, 2025, January 5, 2026

Financial Implications: N/A

Public Engagement and Communication: N/A

Legislative Authority: N/A

Strategic Alignment:

Our Guiding Principles: Accountable to residents, ourselves and to each other (Page 7).
Our Commitments - Transparency to strengthen accountability and trust (Page 8).

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

Reviewed By:	
Staff:	**Director/CAO:** Brad MacConnell, CAO - March 25, 2026

Committee Recommendation: (if differing from staff)

CHARLOTTETOWN

Great things happen here.

CAO Innovation Task Force

Terms of Reference

January 22, 2026

Prepared by:
Brad MacConnell, CAO

Revision Date: February 27, 2026

CAO Innovation Task Force
Terms of Reference

1. Purpose

The CAO Innovation Task Force is established to improve the alignment of technology, data, and business practices across City departments, strengthen situational and organizational awareness, and identify innovative solutions that enhance service delivery, operational efficiency, and organizational resilience.

The Task Force will serve as a cross-departmental forum to identify current-state challenges, explore emerging solutions, and develop practical, scalable recommendations for corporate consideration.

2. Mandate and Objectives

The Task Force is mandated to:

- Improve alignment between departmental business processes and corporate technology platforms.
- Identify redundancies, gaps, and risks in existing systems and practices.
- Enhance organizational and situational awareness through improved data sharing and business integration.
- Promote innovation and continuous improvement across departments.
- Identify opportunities where tools, data, or practices in one department could benefit others.
- Develop prioritized recommendations and an implementation roadmap for senior leadership consideration.

3. Scope of Work

The Task Force will:

- Conduct departmental technology and business process inventories.
- Facilitate consultation with frontline staff to identify operational challenges and opportunities.
- Map interdepartmental workflows and data intersections.
- Explore innovative solutions used in other municipalities and organizations.
- Develop preliminary business cases for priority initiatives.
- Recommend short-term improvements and longer-term strategic investments.

Out of Scope:

- The Task Force does not have authority to approve expenditures, select vendors, or direct departmental budgets.

- All recommendations are subject to CAO and Council approval through established governance and budget processes.

4. Membership

- Each City department shall appoint one representative and one alternate. Representatives should have strong operational knowledge and the ability to engage their departmental teams.
- Membership may include ex-officio participation from Corporate Services, IT, and Strategy as appropriate.
- The CAO (or designate) will provide executive sponsorship.

5. Roles and Responsibilities

Chair (CAO or Designate)

- Provide strategic direction and executive oversight.
- Approve work plans and priorities.
- Ensure alignment with corporate objectives and Council priorities.
- Facilitate escalation of issues requiring senior leadership or Council consideration.

Task Force Coordinator (Strategic Priorities - Representative)

- Organize meetings, agendas, and documentation.
- Track action items, milestones, and deliverables.
- Coordinate reporting to the CAO and Senior Leadership Team (SLT).
- Support collaboration between departments and innovation pairs.

Task Force Advisory (IT - Representative)

- The IT Advisor will serve in a technical advisory capacity to support informed and sustainable decision-making.
- Advising the Task Force on corporate IT architecture, cybersecurity, data governance, and integration standards.
- Assessing technical feasibility and scalability of proposed solutions.
- Identifying risks related to system compatibility, security, privacy, and long-term support.
- Providing guidance on vendor management, procurement considerations, and lifecycle costs.
- Ensuring alignment with corporate IT strategies and policies.
- Supporting the development of realistic implementation approaches and sequencing.

The IT Advisor does not act as the sole owner of technology initiatives but provides expertise to ensure recommendations are practical, secure, and sustainable.

Task Force Communication (Communications - Representative)

- Provide a news update to staff following task force meetings to inform and include.
- When there is progress or success, develop communication for elected, public, and staff.
- Assess communication requirements of Task Force activities.
- Support communication requirements when ideas move to action.

Departmental Representatives

- Members are responsible to act as liaison between the Task Force and their department.
- Canvass staff in their department for input on challenges, risks, and opportunities to ensure task force ideas and innovation projects are shaped through broader staff input.
- Compile and maintain inventories of departmental software, hardware, and digital tools.
- Identify where departmental data and business practices intersect with other departments.
- Participate in cross-department innovation pairings and solution scouting.
- Contribute to evaluation of options and prioritization of initiatives.
- Communicate relevant outcomes back to their departments and support change readiness.

6. Innovation Pairing Model

To promote cross-functional collaboration and solution development:

- Task Force members will be paired across departments based on shared needs or complementary functions.
- Each pair will be assigned an innovation theme or problem area.
- Pairs will conduct environmental scans, engage internal users, and explore viable solutions.
- Findings will be reported to the full Task Force for discussion and prioritization.
- Pairings may rotate periodically to broaden organizational learning and collaboration.

7. Meetings

- The Task Force will meet on a regular schedule bi-weekly or monthly as required.
- Sub-groups and innovation pairs will meet as required between full Task Force meetings.

8. Decision-Making and Reporting

- The Task Force operates in an advisory capacity.
- Recommendations will be developed by consensus where possible.
- Formal recommendations and reports will be submitted to the CAO and, where appropriate, to

- Senior Leadership Team (SLT) for consideration.
- Where possible, approved initiatives will be integrated into corporate work plans, capital planning, and budget processes.

9. Deliverables

Key deliverables may include:

- Enterprise technology and business process inventory summary.
- Interdepartmental workflow and data integration assessment.
- Prioritized list of innovation opportunities.
- Preliminary business cases for selected initiatives.
- Innovation and digital enablement roadmap.
- Final report to CAO and SLT with recommendations.

10. Term

The Task Force is established as a time-limited initiative for an initial term of 12 months, subject to extension or transition to a standing committee based on outcomes and organizational needs.

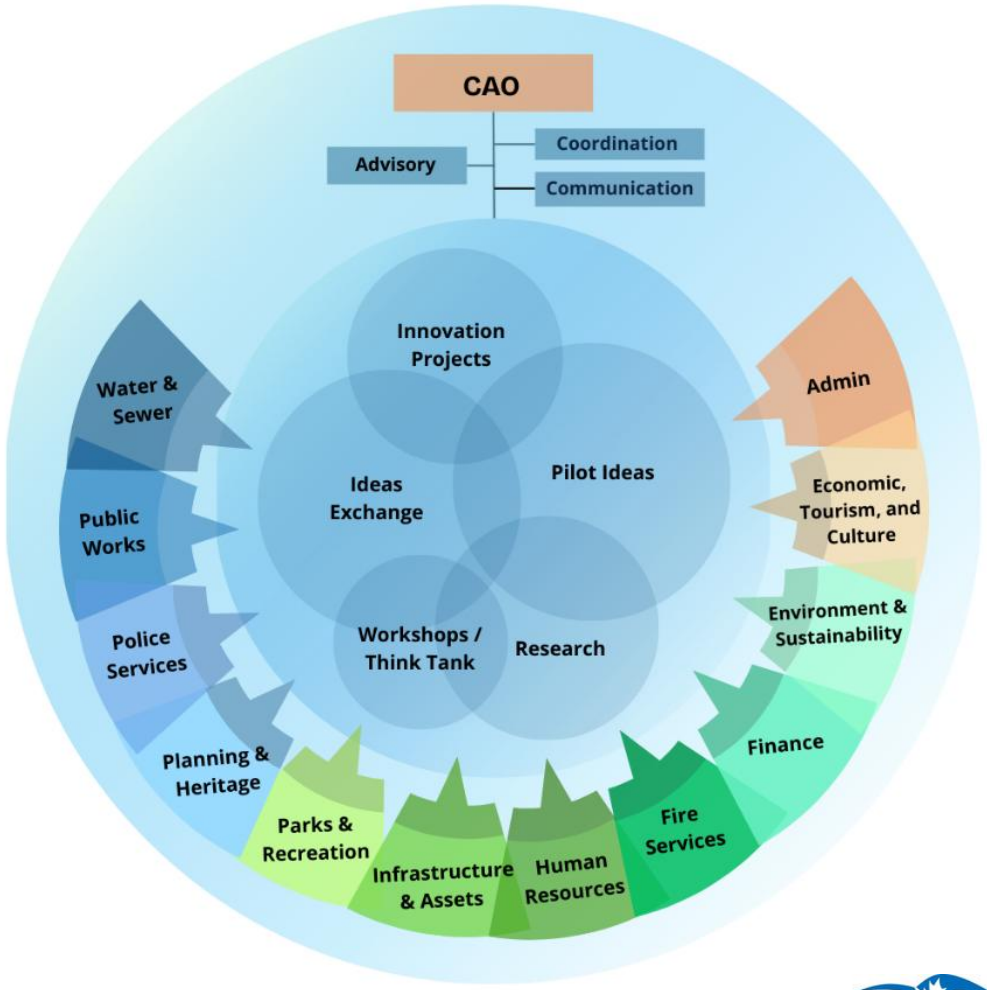
11. Review of Terms of Reference

These Terms of Reference may be reviewed and amended by the CAO as required to ensure continued alignment with organizational priorities.

CAO Innovation Task Force

Members

- **CAO** (chair)
- Administration: **Cindy**
- Comms (communications): **Jessica**
- Economic, Tourism, and Cultural Development: **Doug** (backup Wayne)
- Environment & Sustainability: **Jessika**
- Finance: **Isaac**
- Fire Services: Deputy Chief **Kent**
- HR: **Stephanie** (backup Emilee)
- Infrastructure and Asset Management: **Josh** (backup Steve)
- IT (advisory): **Rory**
- Police Services: **Terry**
- Parks & Recreation: **Christopher** (backup Frank)
- Planning & Heritage: **Donna**
- Public Works: **Riley** (backup Ylber)
- Strategic Initiatives (coordination): **Melanie**
- Water & Sewer: **Josh**



CHARLOTTETOWN

CAO Innovation Task Force

SPCIC Update March 26th, 2026

The CAO Innovation Task Force is an interdepartmental group formed to better align technology, data, business practices, and strengthen organizational awareness and efficiency. It serves as a forum for identifying challenges, exploring solutions, testing ideas, piloting innovation, and determining recommendations and solutions for recurring or complex challenges and opportunities. The goals include strengthening interdepartmental collaboration, supporting integration of systems and processes, reducing redundancies and risk, enhancing data and systems sharing, and testing innovative ideas and practices.

The group provides structure and a channel for collaboration, learning, harnessing opportunities, testing new ideas, finding solutions, and taking action. Task Force members have stepped up to support what is required of our City – fiscal restraint, cost savings, efficiencies, smart resource allocation, find solutions that allow us to do more with less, and enable this response through testing and adopting new ideas and best practices.

ACTION TO DATE:

- Kickoff Planning Session and Member Selection
- Terms of Reference, Member Roles, and Org Chart Finalized
- Monthly meetings scheduled for the year, speakers list developed, and an agenda format designed to balance the focus on progress and action, with learning.
- Asset Management hosted an interdepartmental training session on March 9th with Esry, in preparation for upcoming City Works innovation.
- Task Force members have organized and will be hosting a May 12th learning session on digital transformation and AI Innovation within a municipal context, delivered by those with expertise and practical experience leading this work in other municipalities.
- Task Force members are currently working on a challenge and opportunity activity, to be completed prior to the next meeting, which will lead into prioritizing opportunities and pairing.

RECENT MEETING RECAP – MARCH 18TH:

Updates:

- A **SharePoint folder** has been set up for the Innovation Task Force, task force documents will now be stored in SharePoint – Rory will email the group to ensure everyone has access.
- An **email distribution group** (innovationtaskforce@charlottetown.ca) was created.
- The **prioritization exercise** has been distributed to all members, responses are due **April 7**, to prepare for the **April 15** meeting.
- Research underway regarding post-secondary student placements and projects.
- Asset Management hosted: **March 9 CityWorks interdepartmental workshop** with Esry.
- Planning underway: **May 12 workshop** on municipal digital transformation/AI integration.

Prioritization Activity:

- This exercise is meant to support members and their department in identifying their most significant challenges and opportunities, results will inform upcoming prioritization work.
- Brad's goal is to begin shaping strategic direction based on this input.

Next Steps (following guest speaker)

- Share guest speaker insights and presentation with the group: innovation opportunities and interdepartmental integration solutions through next-level solutions in digitalized operations and data integration (solutions through Motorola, with insights/opportunities to consider).
- Motorola to share their solutions for mass notification (EMO, public alerts, etc.), our capability with current system is limited – interest in hearing about other solutions.

Next Steps (Task Force)

- Complete priorities and opportunities exercise.
- Refine innovation task force priorities at the April 15th meeting.

LOOKING AHEAD

- April 7: Prioritization exercise due.
- April 15: Innovation Task Force meeting, with prioritization and pairing exercise.
- May 12: Learning Session on Municipal Digital Transformation and AI Integration.

"The Task Force is an important part of the City's ongoing commitment to modernizing municipal operations. By proactively seeking efficiencies and smarter ways of working, the city is positioning itself to manage costs responsibly and ensuring resources are used as effectively as possible." – Jessica Bradley, Communications Lead for the City of Charlottetown's Innovation Task Force

City of Charlottetown Committee Report

Report No: SPC&IC-03-26-003

Date: March 25, 2026

Directed to Council through the following Committee:
Strategic Priorities, Communications & Intergovernmental Cooperation Committee

Attachments:
- None

Reporting Department:
Administration

Other Associated Departments:
Office of Mayor & Council

Prepared by:
Brad MacConnell, CAO

Report Title:
Meetings with Federal Officials in Ottawa

Report Purpose:
For Information Purposes.

Councillor Recommendation: That Council receive this report for information purposes.

Report Details:

On February 25 – 26, 2026, the Mayor and Chief Administrative Officer met with federal officials in Ottawa to advance Charlottetown's priorities related to infrastructure, housing, economic development, and intergovernmental collaboration. A consistent theme across meetings was the forthcoming Build Communities Strong federal funding strategy, which is expected to play a central role in infrastructure and housing-enabling investments. Federal officials encouraged municipalities to align capital planning, zoning modernization, and infrastructure readiness with this emerging framework.

Discussions reinforced strong federal interest in continued collaboration, including support for defence related investments, digital and AI workforce development, sport and recreation infrastructure, and housing policy reform. The City highlighted progress under the Housing Accelerator Fund, including planning and zoning modernization, while emphasizing the urgency of timely decisions on its Canada Housing Infrastructure Fund applications. Overall, meetings were constructive, with federal partners expressing a willingness to continue working collaboratively with the City on shared priorities.

Council or Committee History:

Financial Implications:	
Public Engagement and Communication:	
Legislative Authority:	
Strategic Alignment: **Guiding Principles:** **Pillar:** Governance and Civic Engagement	
Reviewed By:	
Manager / Director	**CAO** Brad MacConnell, CAO - March 25, 2025
Committee Recommendation: (if differing from staff)	

PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
April 14, 2026

The Protective & Emergency Services Committee met on March 24, 2026, and the minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Julie McCabe, Chair

DRAFT

Protective & Emergency Services Committee
Thursday, March 24, 2026
11:30 AM – Parkdale Room

Present: Mayor Philip Brown, Member at Large
Councillor Julie McCabe, Chair
Councillor Kevin Ramsay, Member at Large
Councillor Bob Dorion, Member at Large (Telecom)

Also: Brad MacConnell, COA
Sean Coombs, APC
Tim Mamye, FC
Jackie Torraville, EA

Regrets: Jill Stewart, EA
Kent Mitchell, DFC

1) Call to Order
Councillor Julie McCabe, Chair, called the meeting to order at 11:30 AM.

2) Approval of Agenda
Chair Julie McCabe recommended that report C) Next Generation 9-1-1, be moved to A, as we have a guest Terry Polly from the City Police here to present that report. As well as add a section E for an update on the Cadet Program.
It was moved by Councillor Kevin Ramsay and seconded by Councillor Bob Dorion that the agenda be approved as circulated. Carried.

3) Declarations of conflict of interest
There were no conflicts of interest declared.

4) Approval of Minutes
It was moved by Mayor Brown and seconded by Councillor Kevin Ramsay that the minutes from February 17, 2026, be approved. Carried.

5) Business Arising from Minutes

The Committee revisited discussions from the December 19 meeting regarding the draft Fire Operational Budget, specifically the proposed addition of six Firefighter II positions.

At that time, concerns were raised regarding the placement of these positions prior to the completion of the new station. Options discussed included potential placement to District 2 and adjustments to shift structures. It was clarified that, under the current

collective agreement, firefighters operate on 24-hour shifts, which would apply to the proposed positions.

Further discussion addressed accommodation requirements. It was noted that no overnight accommodations would be required during the first year. However, plans are in place to develop temporary accommodations at Station 2 over a two-year period, similar to previous arrangements implemented at Station 1.

The Committee also reviewed the status of the proposal. While some members interpreted the recent decision as a deferral, others noted it should be considered a denial for the current year, with the possibility of revisiting the matter in the future.

It was confirmed that, following the December 19 meeting, the draft budget was approved for submission to the Finance Committee. The Committee acknowledged that the report was advanced accordingly. A request had also been made at the February 17 meeting to have the updated budget recirculated; however, members noted they had not reviewed any revisions prior to the most recent meeting.

The Committee discussed the importance of reviewing updated budget materials prior to Council deliberations and suggested adopting this as a best practice moving forward.

No further business arising from the minutes was identified.

6) Reports/Discussions:

a. Next Generation 9-1-1 (NG9-1-1)

Terry Pauley, with the Police Service, presented the report.

The Committee received an update on the implementation of Next Generation 911 (NG911), involving the Department of Public Safety and key partners, including Metacom Atlantic, Island EMS, municipal police, the RCMP, and provincial departments.
The CRTC has set a deadline of March 31, 2027, for the transition to NG911. Work is already underway, including site reviews, required building upgrades, and coordination with contractors. Installation is expected to be ready by June 30, followed by testing and staff training.
NG911 will improve the current system by providing more accurate location information and allowing new features such as text and multimedia communication, as well as improved accessibility for hearing-impaired users. The system will continue to operate through a central 911 call center (Metacom Atlantic), with Charlottetown acting as a secondary site. The way calls are handled will remain largely the same.

The City's annual cost is estimated at approximately $26,800 for two positions. The City's portion is an annual fee, while the province will manage system support and upgrades.
Discussion included possible future features such as language translation, as well as concerns about service coverage in some areas. It was noted that participation is required to remain aligned with the provincial system.
The Committee also noted that NG911 will connect with the City's planned police technology upgrades. Updates will be provided as the project moves forward.

b. PEI Policing Standards-

Acting Police Chief Sean Coombs – Presented the report

The Committee received an update on the new PEI Policing Standards introduced by the provincial government on December 11, 2025. These standards provide a framework to guide policing across the province and aim to improve consistency, accountability, and service delivery.
The standards include over 300 requirements across key areas such as governance, operations, personnel, and specialized services. It was noted that many of these requirements relate to policy development, agreements, and administrative processes.
Police services were required to submit an initial implementation plan within 90 days, with full compliance expected within 24 months. Charlottetown Police submitted its plan by the deadline and has begun implementation.
Work to date includes reviewing and updating policies, procedures, and reporting processes to meet the new requirements. While many standards are already being met, additional work is required to document and report compliance to the province.
A project lead has been assigned internally to coordinate this work, with support from staff and provincial resources. It was noted that the process will be time-consuming and may require additional resources as implementation progresses.
The Committee discussed the potential administrative workload and associated costs, while acknowledging the overall benefit of having consistent policing standards across the province.
Updates will be provided as work progresses.

c. Hate Crime Training and Engagement

Acting Police Chief Sean Coombs – Presented the report

Sean provided an overview of recent hate crime training and engagement initiatives undertaken by Charlottetown Police. It was noted that hate-related incidents are an increasing concern nationally, and the department is taking a proactive approach to address this trend locally.

In January 2026, members of Charlottetown Police, including both sworn officers and civilian staff, participated in specialized training delivered through the Canada Race Relations Foundation. The training focused on building capacity to recognize, respond to, and investigate hate-motivated crimes and incidents.
As part of this initiative, a community engagement session was also held to provide education and gather input from residents, with a follow-up session planned for the spring.
Two officers have been assigned, in addition to their regular duties, to support ongoing efforts. Their roles include assisting with policy development, acting as internal resources, supporting public education, and liaising with community groups.
The Major Crime Unit continues to be responsible for monitoring and investigating hate-related incidents, as well as identifying trends within the community.
Members noted that while Charlottetown has not experienced significant levels of violent hate crime, there has been an increase in concerning rhetoric and materials. The importance of community awareness, reporting, and continued engagement was emphasized.
Updates will be provided as work progresses.

d. Operational Report Update

Fire Chief Tim Mamye – Presented the report

The Committee received the Fire Department Operational Report for the period of February 1 to 28, 2026. Inspection and response data were provided, with no questions raised.
Public education efforts included the "Change Your Clocks, Change Your Batteries" campaign, where batteries were distributed at community events.
Preparations are underway for the Muscular Dystrophy fundraising drive scheduled for April 4, 2026.
The recent Relief Firefighter competition has concluded, with four successful candidates selected. Congratulations to Emily Reynolds, Ross Martin, Jonathon Pagila and Colby Smith. A promotional event will be scheduled at a later date.
The Department reported the addition of new support vehicles and a fire investigation trailer to enhance operations. Members are also participating in the national firefighter curling championship.
Training activities during the period were extensive and included CPR, first aid, confined space rescue, emergency vehicle operations, hazardous materials, and other operational skills.
Work continues on the new fire station project, with updated designs expected and ongoing team coordination.
It was noted that the Deputy Chief remains off duty due to health reasons, and the Committee extended best wishes for a full recovery.

e. Update on Police Cadet Program

Acting Police Chief Sean Coombs gave an update on this program.
The Committee revisited a June report regarding participation in the police cadet training program, which had identified up to four potential training seats.
It was confirmed that one cadet commenced training in January 2026 under the Charlottetown Police Service. Upon successful completion of academy and field training, the cadet will be offered employment.
The Committee was advised that the previous provincial sponsorship model, which covered training costs, is currently unclear. The City has funded the current cadet's tuition through its operational budget, and clarification has been requested from the Province regarding future funding support.
Updates will be provided as the program continues.

7) New Business

Committee held a detailed discussion regarding the Humane Society contract, with members requesting that a review be brought forward at a future meeting. This review is to include supporting documentation outlining the scope of services provided, associated costs, and an overall assessment for the current agreement. It was noted that the Humane Society delivers a broad range of services on behalf of the city, including animal control enforcement, patrols, impoundment and care of animals, as well as operational support to police in certain situations. Members discussed ongoing concerns related to enforcement of the dog control bylaw, particularly the challenges of responding to incidents in real time and the limitations posed by current staffing levels. It was acknowledged that maintaining a continuous enforcement presence is not feasible. As part of the discussion, consideration was also given to exploring additional off-leash dog park locations as a potential way to mitigate some of the issues being raised.

It was agreed that Fire Chief Mamye will draft a follow-up report to address concerns and clarify items raised during recent budget discussions, including aspects of the process and the information presented. This report will be presented at the next committee meeting for further review. While the upcoming budget vote may limit immediate changes, the report will provide valuable context and information for future discussions.

8) Adjournment

Moved by Councillor Kevin Ramsay and seconded by Mayor Philip Brown that the meeting be adjourned. Carried

The meeting was adjourned at 1:02 PM.

City of Charlottetown Committee Report

Report No: 03-24-03

Date: March 24, 2026

Directed to Council through the following Committee:
Protective & Emergency Services Committee

Attachments:
- n/a

Reporting Department:
Police Services

Other Associated Departments:
N/A

Prepared by:
S. Coombs, Interim Chief of Police

Report Title:
NG9-1-1

Report Purpose:
To provide Council with an update on the federally mandated NG9-1-1 system and CPS' participation in the provincial implementation plan.

Staff Recommendation:
That the Report be received for information.

Report Details:

Next Generation 9-1-1 (NG9-1-1) is a modernized emergency communications infrastructure that is being implemented across Canada. CPS is participating in the provincial NG9-1-1 transition that will implement the new system ahead of the federally mandated deadline (March 31, 2027).

The new system will transition the legacy analog 911 system to a digital IP-Based Network. NG9-1-1 allows digital information such as real-time text messages, streaming video and detailed location data from mobile devices. It can also provide additional data such as vehicle telematics, medic alert and building schematics.

As background, Medacom Atlantic is a subsidiary of Medavie Health Services and operates as Prince Edward Island's Primary Public Safety Answering Point (PSAP). To deliver a local response to emergencies, the City of Charlottetown delivers a Secondary Public Safety Answering Point (SPSAP) through the police department. Based on the initial information provided, the caller is then transferred to CPS's telecoms centre where dispatchers notify the appropriate service(s), be it police and/or fire.

It is important to note that throughout the implementation and transition phases, residents should not anticipate any changes to how they call 9-1-1 or how their call is processed.

NG9-1-1 brings a number of improvements including fast access to more accurate data to help determine the caller's location and phone number, increased reliability, more backup capabilities should a failure within the system occur and new features such as automatic call backs to wireless 9-1-1 hang ups.

Of note, NG9-1-1 integrates with CommandCentral Aware platform, a centralized intelligence system that CPS will launch this year as part of the Real-Time Operations Centre. The integration brings together call-handling data with real-time situational intelligence such as intelligence mapping, real-time responder GPS and both alerts and camera feeds based on the location of an incoming call.

The following chart provides an overview of the PEI NG9-1-1 implementation plan:

January to June 2026	Integrated Project Planning Discovery – current state Site Assessments BCP current site – BIA assessment Risk workshop Roadmap update Detailed Design for NG9-1-1
June to October 2026	Facility upgrades NG9-1-1 Equipment installation
November 2026 to March 2027	Network connectivity testing Bell pre-functional testing PSAP Solacom functional testing PSAP UAT
April 2027	Training Go Live and Transition

CPS has participated in an introductory meeting with provincial staff and other PEI police agencies. We will continue to do so leading up to the launch date.

At CPS Headquarters (10 Kirkwood Drive), updates to both the Server Room and Telecoms Room will need to take place to support this transition. It is our understanding that CPS does not need to budget for these Capital Budget improvements as they are part of the provincial implementation plan. Additional electrical and network cabling is required and has been included within existing budget through Public Works. However, looking ahead to Year 2 to 5, CPS will need to budget $26,854 annually in its Operating Budget to support the two existing dispatcher stations.

As we are in the early stages of the implementation plan, a local launch date has not yet been set. Staff will inform Council once the dates are confirmed and provide further project updates ahead of the launch date.

Council or Committee History:
N/A

Financial Implications:
Operating Budget: $26,854 annually, Year 2 to 5 (2026/27 to 2029/30), to support two existing dispatcher stations.

Public Engagement and Communication:
To be discussed with the province/other agencies and aligned with the PEI NG9-1-1 implementation plan.

Legislative Authority:
N/A

Strategic Alignment: Governance and Civic Engagement

Guiding Principles: Safety in all we do. People-focused always. Accountable to residents, ourselves and each other.

Reviewed By:

Interim Chief	**CAO**
S. Coombs	B. MacConnell

Committee Recommendation: (if differing from staff)

City of Charlottetown

Committee Report

Report No: 03-24-01

Date: March 24, 2026

Directed to Council through the following Committee:
Protective & Emergency Services Committee

Reporting Department:
Police Services

Other Associated Departments:
N/A

Prepared by:
S. Coombs

Attachments:
- Letter to Minister Thompson
- Implementation Plan

Report Title:
PEI Policing Standards

Report Purpose:
To provide Council with an introduction and overview of the new PEI Policing Standards.

Staff Recommendation:
That the Report be received for information.

Report Details:

On December 11, 2025, the Government of PEI introduced the province's first-ever Policing Standards, which provide a comprehensive framework for governing police services on PEI. Of note, Ministerial direction to police services can take the form of standards, guidelines, directives, protocols, and policies depending on the issue.

The PEI Policing Standards aim to modernize policing services, ensure that all agencies are consistent in their practices, and ultimately improve accountability and responsiveness for communities across the province. The standards also make clear that municipal police are overseen from a governance perspective by their respective municipal governments, however operational command remains with chief officers and the chain of command in each police service.

The new PEI Policing Standards include more than 300 individual standards. The individual standards fall within the following five categories, that cover more than 50 areas of policing. The five categories and 50+ areas of policing are noted below for reference, and are fully detailed here:

- Roles and Responsibilities (4%)
    - Legislative Framework
    - Statement of Principles
    - Adequacy and Effectiveness
    - Standards, Guidelines and Directives
    - Shard Services/Liaison with Other Agencies
    - Policing in PEI
    - Accountability and Compliance

- Organizational Management (7%)
    - Community Policing
    - Organization and Direction
    - Planning
    - Financial/Asset Management
    - Quality Assurance
- Personnel (17%)
    - Recruitment and Selection of Police Officers
    - Training
    - Annual Performance Evaluation
    - Promotion
    - Grievances
    - Professional Standards
    - Employment Conditions
    - Volunteers and Auxiliary Constables
- Operations (55%)
    - Preventing and Reducing Crime
    - Promotion of Unbiased Policing
    - Road Safety
    - Primary Response and Patrol
    - Motor Vehicle Pursuits
    - Investigations
    - Supervision of Investigations
    - Intimate Partner Violence
    - Sexual Violence
    - Gender-Based Violence
    - Child Sex Abuse
    - Criminal Intelligence and Management of Human Sources of Intelligence
    - Bringing Evidence Before the Court
    - Restorative Justice and Adult Alternative Measure Program
    - Emergency and Business Continuity Planning
    - School Safe Plans
    - Public Alerting
    - Mental, Health, Substance Use and Addictions
    - Records Management
    - Body Worn Cameras
    - Search and Seizure/Management of Evidence and Property in Police Control
    - Ground Search and Rescue
    - Use of Force
- Specialized Policing and Support Services (17%)
    - Victim and Witness Assistance
    - Communications
    - Crime Analysis
    - High-Risk Incident Response
    - Forensic Identification Services
    - Police Dog Services
    - Collision Reconstruction Services
    - Criminal Intelligence Service of PEI
    - Care and Handling of Persons in Custody
    - Facilities and Equipment
    - Release of Information to the Public

The province estimates that approximately 60 per cent of the standards are related to policy, 20 per cent are related to agreements, support services and specialized services, and 20 per cent are related to administrative processes. The province has indicated that more standards will be added to cover additional police activities and that they are a living document and will be updated as needed.

Police agencies were given ninety (90) days to submit a response and an initial implementation plan to the Department of Justice and Public Safety (JPS), and twenty-four (24) months to operationalize their respective plan.

Specifically, the Ministerial Directive provided the following immediate requirement of police services "Within 90 days of the effective date of this Directive, each police service and the Atlantic Police Academy shall submit to the Minister a written plan outlining how they intend to achieve full compliance within the 24-month period."

CPS's implementation plan was submitted to the Minister on Monday, March 9, 2026. See Attachment 1 and 2.

As a next step, an internal project lead will be assigned to help modernize our existing Operations Manual and ensure that we comply with the new standards. To be successful, the project lead will work closely with internal subject matter experts and internal working groups to identify the key milestones, deliverables, and various stakeholders involved in each of the standards. The project lead and Chief of Police (or designate) will also participate in a working group with representatives from other police agencies in PEI and staff from JPS. Staff from city departments such as Finance and Human Resources will also be engaged by the project lead and/or members of the working group to provide input on standards related to their department.

CPS remains dedicated to ensuring a thorough and proactive response to the PEI Policing Standards introduced by the Ministerial Directive. Our dedicated efforts are aimed at meeting and in many cases exceeding the expectations set out in the new standards. As noted in our implementation plan, we will continue to update Council as we navigate these changes.

Council or Committee History:
N/A

Financial Implications:
None at this time, however cost implications will be identified during the detailed gap analysis that will be completed with internal subject matter experts and internal working groups.

Public Engagement and Communication:
N/A

Legislative Authority:
N/A

Strategic Alignment: Governance and Civic Engagement

Guiding Principles: Safety in all we do. People-focused always. Accountable to residents, ourselves and each other.

Reviewed By:

Interim Chief	**CAO**
S. Coombs	B. MacConnell

Committee Recommendation: (if differing from staff)

Attachment 1

CHARLOTTETOWN POLICE SERVICES

OUR CITY · OUR COMMUNITY · OUR RESPONSIBILITY

Hon. Bloyce Thompson
Minister of Justice and Public Safety, Attorney General and Deputy Premier

Re: PEI Police Standards, Implementation Plan

Minister Thompson,

Charlottetown Police Services (CPS) is pleased to receive the PEI Police Standards and we are committed to an implementation plan that will help us achieve the new standards. Our plan is enclosed and outlines our high-level path forward.

Achieving the new standards will be a significant undertaking, and we look forward to participating in the inter-agency working group. With approximately 60 per cent of the 300+ standards being policy-related, we also appreciate the support that has been offered by JPS in terms of policy writing.

To ensure our work progresses and remains aligned with the direction, CPS will assign a dedicated Project Lead and create internal staff working groups to address the new standards and modernize our existing Operations Manual. The initial gap analysis has been completed on the template provided and has been included with this correspondence.

Based on the scope of this work, we are committed to providing City Council and its senior administrators with regular updates as some of the new standards will have an impact on city departments and our annual budget.

Thank you for the opportunity to address how CPS will work to achieve the new PEI Police Standards. I truly believe these efforts will help move us forward and have a positive impact on the department, but most importantly the community that we serve.

Regards,

Sean Coombs
Interim Chief of Police
Charlottetown Police Services

PO Box 98
Charlottetown, PE
Canada C1A 7K2

IMPLEMENTATION PLAN

TIMING	PHASE	MILESTONES
Q1 2026 (April 2026 to June 2026)	Planning and Analysis	• Establish internal working group • Report to Council • Begin standards review and needs assessment
Q2 2026 (July 2026 to September 2026)	Roadmap	• Update compliance matrix, including prioritization • Develop detailed roadmap • Report to Council
Q3 2026 to Q2 2027 (October 2026 to August 2027)	Policy Development and Training Plan	• Develop / update CPS policies and procedures • Consult staff, stakeholders, city departments, etc. (as needed) • Create role-specific training plan • Report to Council
Q3 2027 (September 2027 to December 2027)	Training and Implementation	• Deliver training • Operationalize standards • Report to Council
2028 and Beyond	Monitoring, Evaluation & Reporting	• Conduct review to ensure alignment and compliance • Obtain feedback and revise as needed • Integrate standards into performance management, supervisor/leadership meetings, etc.

City of Charlottetown Committee Report

Report No: 03-24-02

Date: March 24, 2026

Directed to Council through the following Committee:
Protective & Emergency Services Committee

Attachments:
- n/a

Reporting Department:
Police Services

Other Associated Departments:
N/A

Prepared by:
S. Coombs

Report Title:
Hate Crime Training and Engagement

Report Purpose:
To provide Council with an update on CPS training and community engagement related to hate crime.

Staff Recommendation:
That the Report be received for information.

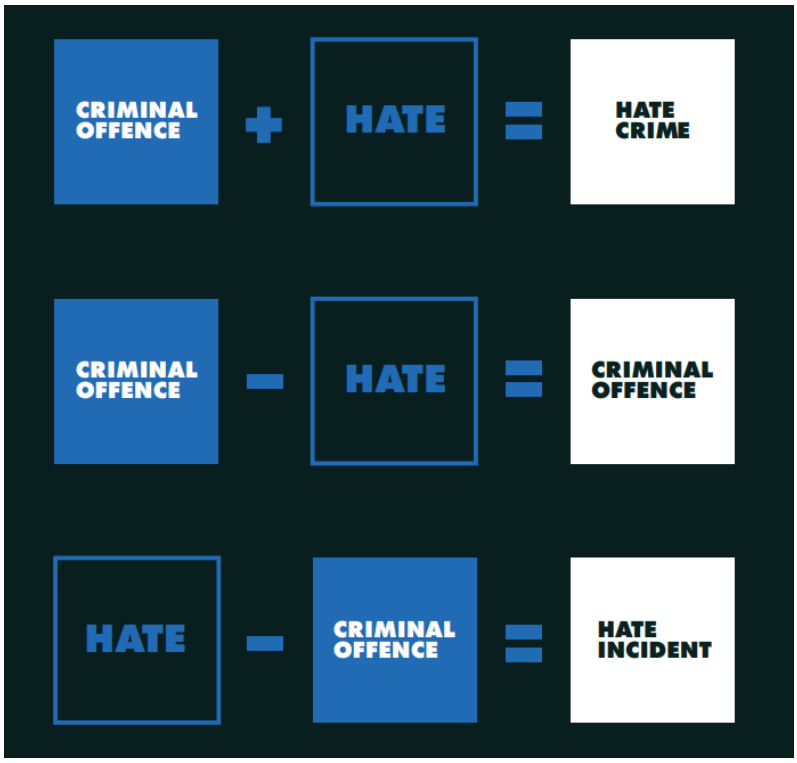
Report Details:

Charlottetown Police Services is committed to combatting hate crimes and incidents and would encourage anyone who believes they have experienced a hate crime or incident to report it. The Major Crime Unit is responsible for monitoring and investigating hate-motivated crimes and incidents, and to identify and address related trends in our community.

A hate crime is a criminal offence committed against a person or property motivated in whole or in part by hate, bias or prejudice against an identifiable group. An identifiable group may be distinguished by race, national or ethnic origin, colour, religion, sex, age, mental or physical disability, sexual orientation, or gender identity or expression. Almost any type of criminal offence can be motivated by hate.

Crimes and incidents, which are motivated by hatred, can be extremely distressing for victims and communities. They attack core personal characteristics which form part of a person's identity, and their effects can have a significant impact on the wider community.

Included below is a diagram, depicting what a hate crime is.



How to report a hate crime or hate incident:

- In an emergency, call 9-1-1.
- Non-emergency (ie, non-urgent or life-threatening), call the non-emergency line at: 902.629.4064

Where possible, protect and document potential evidence if safe to do so, and report exact utterances and relevant details.

In January, several CPS members, including both civilian and sworn members, completed immersive training with a national expert on hate crime policing through the Canada Race Relations Foundation (CRRF). The training, Combatting Hate for Safer Communities: An Immersive Training for Police Services, builds in-house capacity to help address a growing need to respond to hate crimes and incidents.

As part of the training program, the expert trainer also hosted a community session where a number of members of the community came to learn about hate crime and how it can be addressed, but also to provide their input. A follow up session will be scheduled this spring.

As follow up to this training and community session, CPS has designated two officers to support these ongoing efforts. Specifically, they will assist in the development of a new related policy, serve as a resource for all members, contribute to the development of public information and resources, and be a liaison for community groups on this issue. Of note, the PEI Policing Standards mandates that all agencies have a police that governs the investigation of hate/bias motivated crime against a person, organization or property.

CPS remains committed to addressing an combatting hate crimes and incidents, and will continue to strengthen this area of work.

Council or Committee History: N/A
Financial Implications: N/A
Public Engagement and Communication: N/A
Legislative Authority: N/A
Strategic Alignment: Governance and Civic Engagement **Guiding Principles:** Safety in all we do. People-focused always. Accountable to residents, ourselves and each other.
Reviewed By:

Interim Chief S. Coombs	**CAO** B. MacConnell

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: 03-24-04

Date: March 24, 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:
Fire Chief Tim Mamye

Report Title:
Operational Report

Report Purpose:
Provide operational response information and fire prevention activities.

Staff Recommendation:
That Council receive this report as information.

Operational Report
February 1-28, 2026

Fire Inspections	
General Inspections	12
Inspections with HCOs Issued	6
Inspections Closed	9
Fire Investigations	1
Plan Reviews, Permits, Consults	14
Education Sessions, Fire Drills	3
Emergency Responses	
Total Calls	76
Station 1	9
Engine 1 12-8	7
Engine 1 8-4	19
Engine 1 4-12	16
Station 2	25
Fire Inspector Callouts	4

Department Activities & Highlights:

- Engine 1 Visits: 12
- Members participated in the Change Your Clocks, Change your Batteries campaign at McDonald's and at the Island Home Show
- Members are preparing for the MD Boot Drive for April 4th, 2026.
- The recent Relief FF competition has successfully concluded, and there are four members who will be receiving job offers in the coming days. Emily Reynolds, Ross Martin, and Jonathon Paglia from our Volunteer ranks, and Colby Smith from the Atlantic Police Academy's Fire program. Four excellent new members for the Relief FF ranks. A date and time will be provided for their promotional parade.
- The department received two new support vehicles and a new Fire Investigation trailer to help improve operational efficiency.
- Wishing the best of luck to our Firefighter Curling Team from Charlottetown, who will be representing Prince Edward Island at the 64th Canadian Firefighter Curling Championship from March 19th to 28th, 2026, in Truro, Nova Scotia. The team members are Alan Brown, William Callbeck, Mike MacRae, and Winston Bryan. Good luck!

Training: A very busy training period included CPR and First Aid, Saving Your Own, Confined Space Rescue, Emergency Vehicle driver training, Medical First Responder training, ventilation, ropes and knots, ladder use, Naloxone training, Ice and Water Rescue courses, Hazardous Materials Awareness course, and many more department training topics.

It's been a busy time preparing both the Capital and Operational budgets for review and approval in the coming weeks.
Work continues with the New Station build team as 3D renderings are expected in the coming days and will be reviewed by the team, as location and space summary issues remain.

Our Department Deputy Chief Kent Mitchell remains out of the office as he recovers from a recent surgery and additional health challenges. Our entire Department wishes him a very fast recovery and return to duty. Take care, Kent!

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**
Chief T. Mamye	B. MacConnell

Committee Recommendation: (if differing from staff)

Charlottetown Summary of Month & Year to Date
(April 2025 - March 2026)

Category	Last month YTD	December	YTD
By-Law Cases - New	51	1	**52**
By-Law Cases - Closed	44	1	**45**
Humane - New	72	4	**76**
Humane - Closed	53	3	**56**
Stray Dogs to Shelter	17	0	**17**
Stray Dogs Returned to Owner	14	0	**14**
Stray Cats to Shelter	59	6	**65**
Stray Cats Returned to Owner	7	0	**7**
Community Patrols	173	21	**194**
Victoria Park Patrols	152	16	**168**
Licenses Issued	43	4	**47**
For The Record New	12	3	**15**
For The Record Closed	11	2	**13**
Dog Act New	14	1	**15**
Dog Act Closed	14	0	**14**
Health & Wellness - New	16	0	**16**
Health & Wellness - Closed (Bites that break skin)	11	0	**11**
Total	763	62	**825**

Charges for Boarding of Unclaimed Stray Dogs

Five days @ $26 /day	0	dogs @ $130	$0.00
Euthanasia @ $75 /animal	0	dogs @ $75	$0.00
		Total	**$0.00**

Monthly Council Meeting Statistics - Mar, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Robbery	1	1	1	2	4	-50%	-75%
Serious (Murder)	0	0	0	0	0	#DIV/0!	#DIV/0!
All type Assaults	38	29	75	26	85	12%	-12%
Sexual (sex assault, voyeurism)	0	0	7	8	21	-100%	-67%
Sexual Child related	7	7	15	3	14	133%	7%
Threats	44	37	99	31	109	19%	-9%
Hate Crimes (new Jan 2026)		0	3	1	1	-100%	200%
Total Crimes Against Persons	**97**	**81**	**230**	**70**	**233**	**16%**	**-1%**

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Break & Enter	12	9	27	5	28	80%	-4%
Theft Under $5000	32	26	76	25	74	4%	3%
Theft from Motor Vehicles	5	5	16	18	59	-72%	-73%
Theft of Motor Vehicles	4	3	4	2	5	50%	-20%
Shoplifting	10	10	32	10	46	0%	-30%
Mischief Under $5000	23	21	71	22	62	-5%	15%
Frauds	13	10	50	16	56	-38%	-11%
All Other Property Crimes		9	39	13	42	-31%	-7%
Total Property Crimes	**110**	**93**	**315**	**111**	**372**	**-16%**	**-15%**

Impaired/CDSA/Other/Total Occurrences	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
All cc Driving & Impaired	34	22	75	20	65	10%	15%
CDSA	15	14	43	15	41	-7%	5%
All Other Criminal Code	65	64	163	53	157	21%	4%
Total Monthly Occurrences		1323	3996	1355	3961	-2%	1%

MUNICIPAL BYLAWS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Parking	1037	1037	2781	1950	4722	-47%	-41%
Nuissance	31	31	82	29	84	7%	-2%
Dog	4	4	12	2	8	100%	50%
Total	1072	1072	2875	1981	4814	-46%	-40%
LCA	16	16	62	21	66	-24%	-6%

HTA & MVC's	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Highway Traffic Act	96	95	254	104	246	-9%	3%
HTA Violations		250	499	281	780	-11%	-36%
Other Traffic	7	7	27	6	17	17%	59%
Motor Vehicle Collisions		92	315	98	315	-100%	0%

Mental Health	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Attempt/threat of suicide *		19	76	55	156	-65%	-51%
Mental Health Act		76	255	113	325	-33%	-22%
Wellbeing check		53	190	47	156	13%	22%
Total MHA + Wellbeing checks		**129**	**445**	**160**	**481**	**-19%**	**-7%**

* Attempt/threat of suicide is inclusive with MHA, do not add both results.

Monthly Council Meeting Statistics - Mar, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Robbery	1	1	1	2	4	-50%	-75%
Serious (Murder)	0	0	0	0	0	#DIV/0!	#DIV/0!
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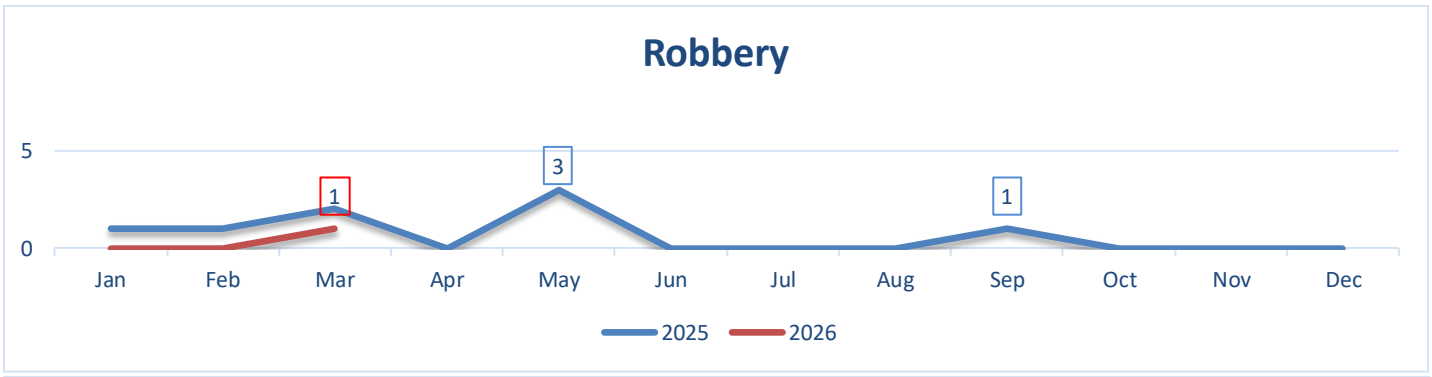

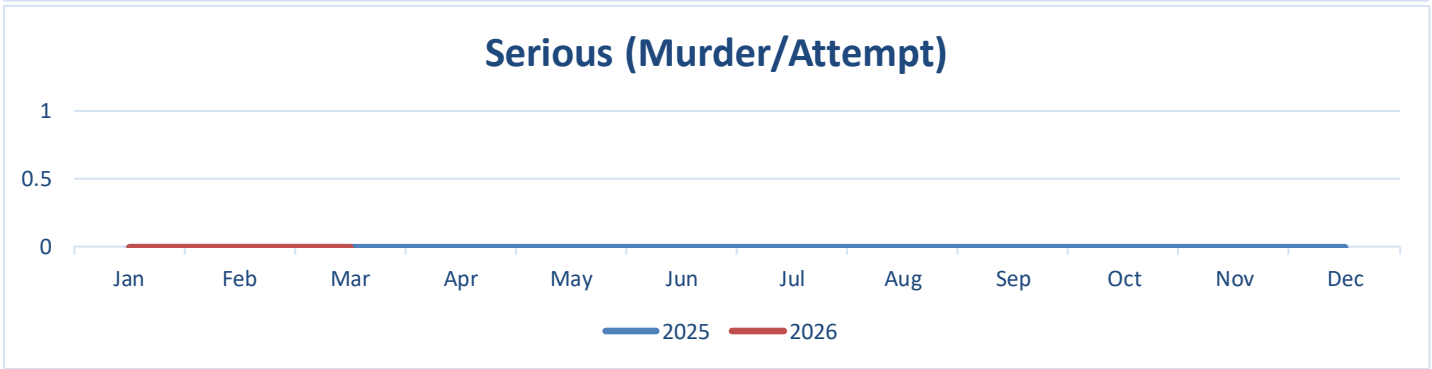

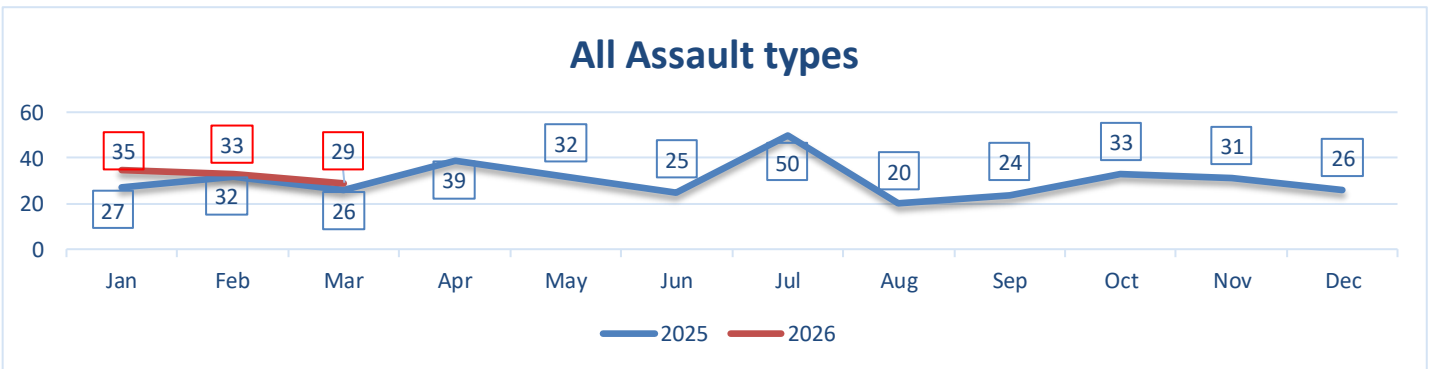

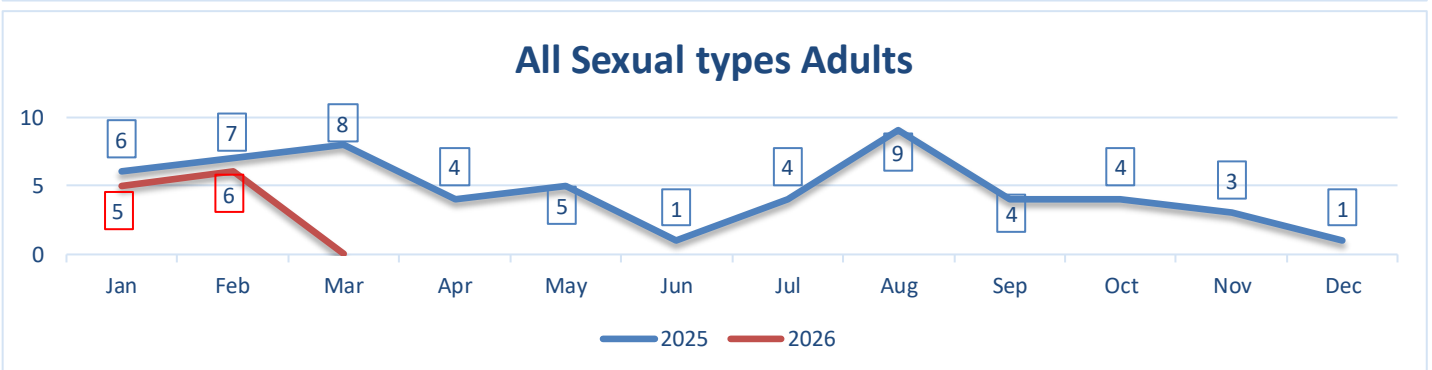

Monthly Council Meeting Statistics - Mar, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Sexual Child related	7	7	15	3	14	133%	7%
Threats	44	37	99	31	109	19%	-9%
Hate Crimes (new Jan 2026)		0	3	1	1	-100%	200%
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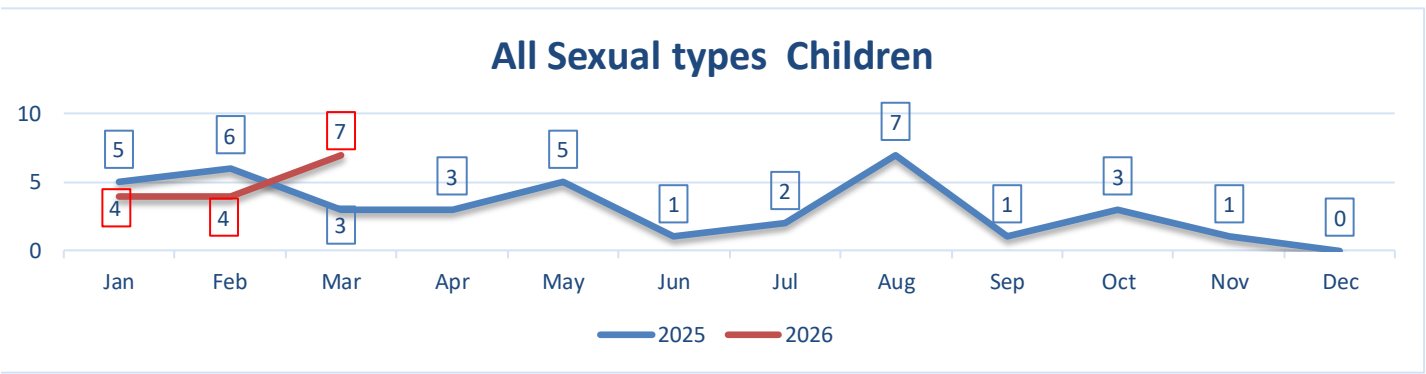
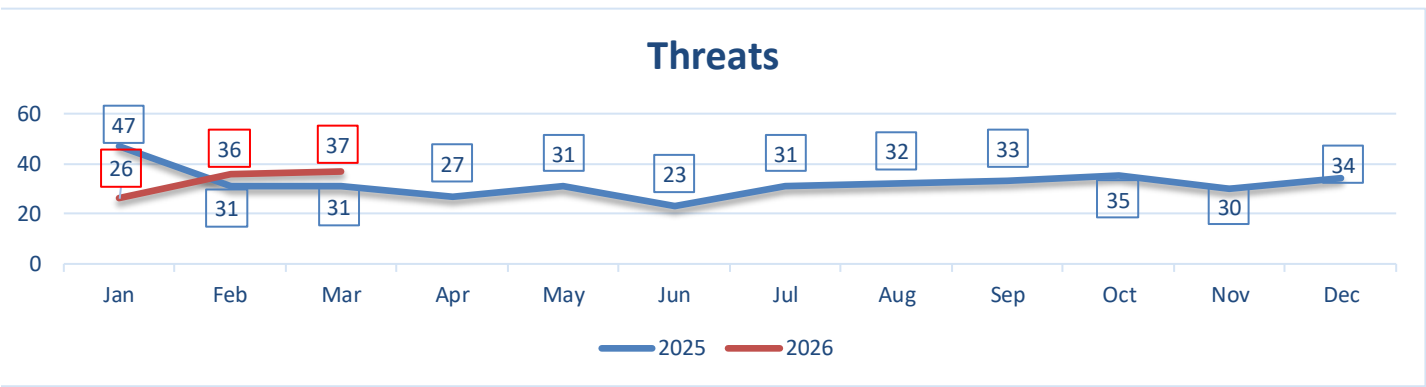
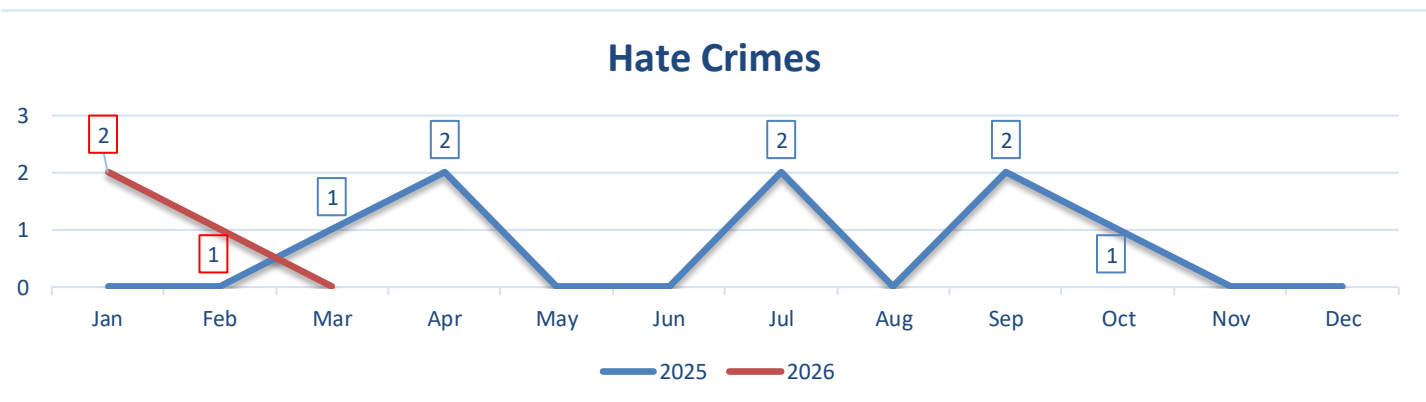
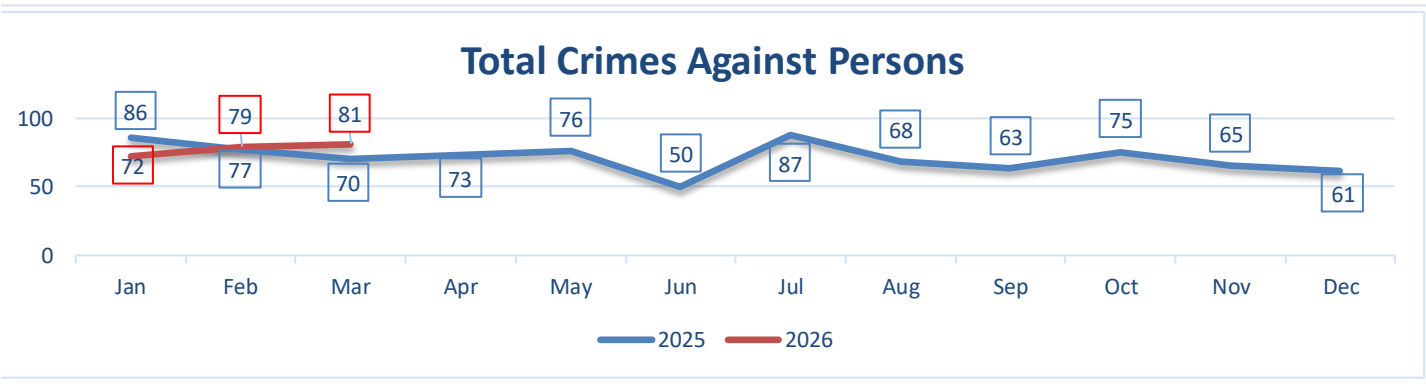


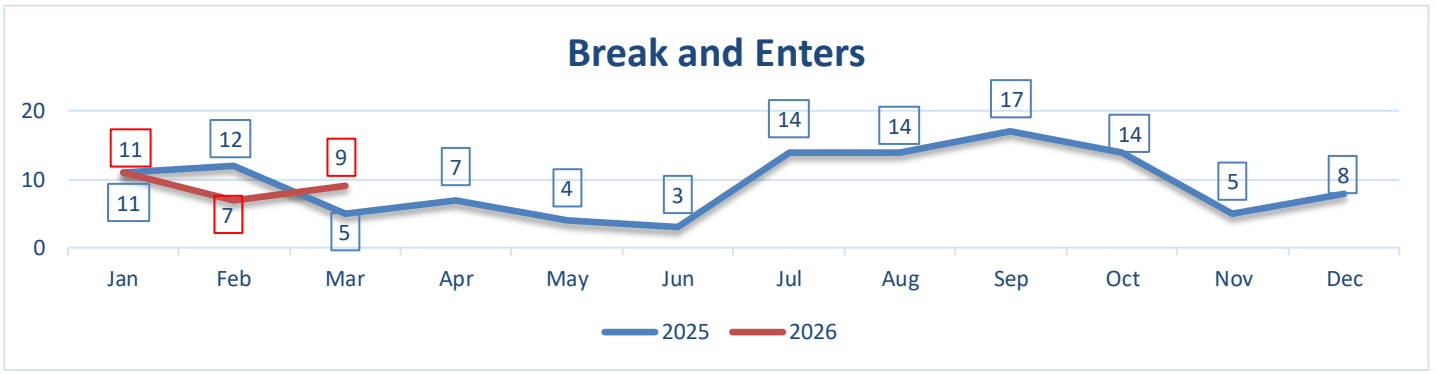


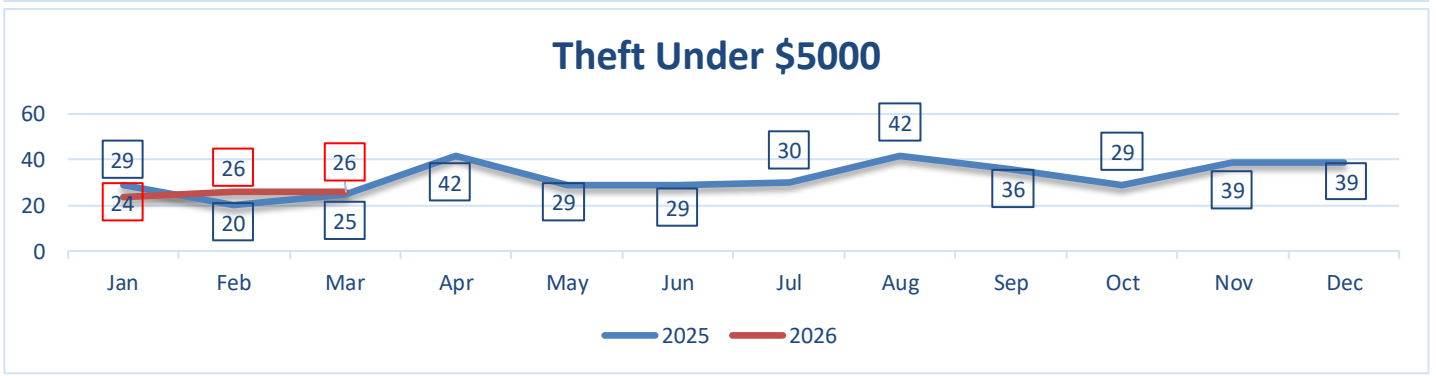


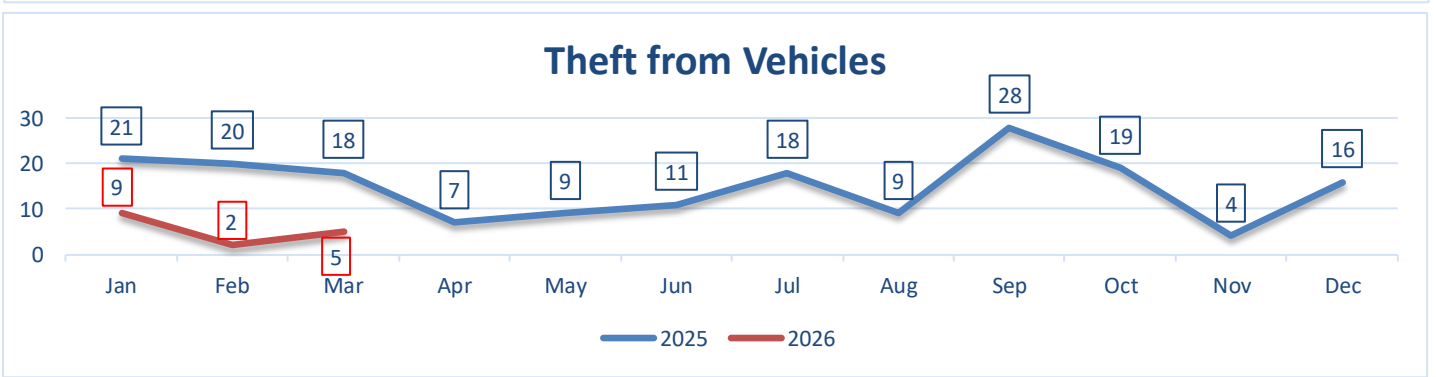


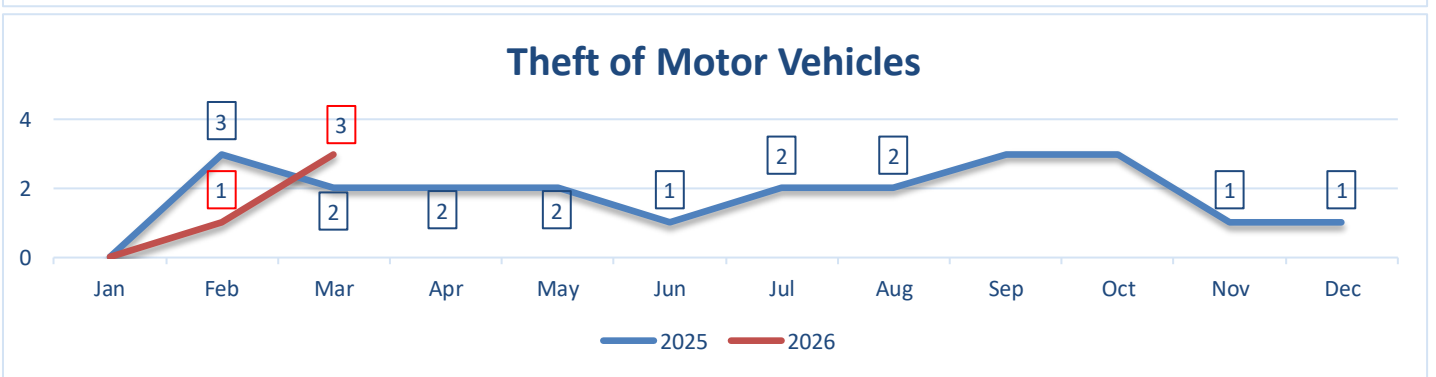
Monthly Council Meeting Statistics - Mar, 2026

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Break & Enter	12	9	27	5	28	80%	-4%
Theft Under $5000	32	26	76	25	74	4%	3%
Theft from Motor Vehicles	5	5	16	18	59	-72%	-73%
Theft of Motor Vehicles	4	3	4	2	5	50%	-20%
Shoplifting	10	10	32	10	46	0%	-30%





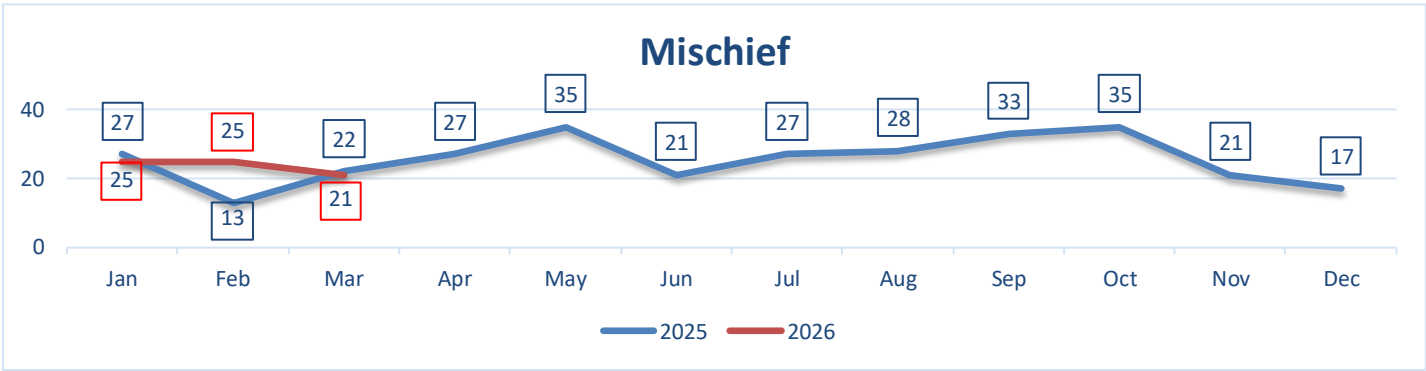


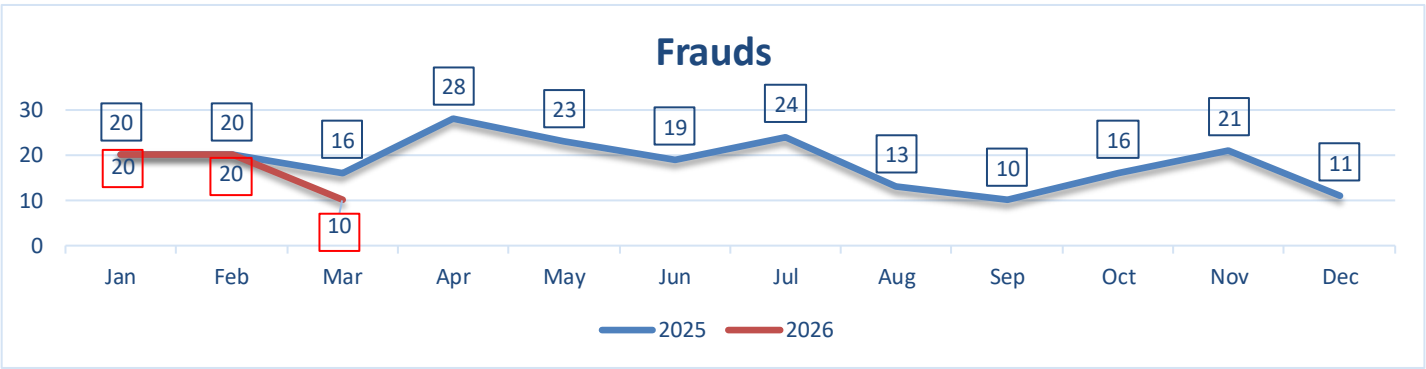


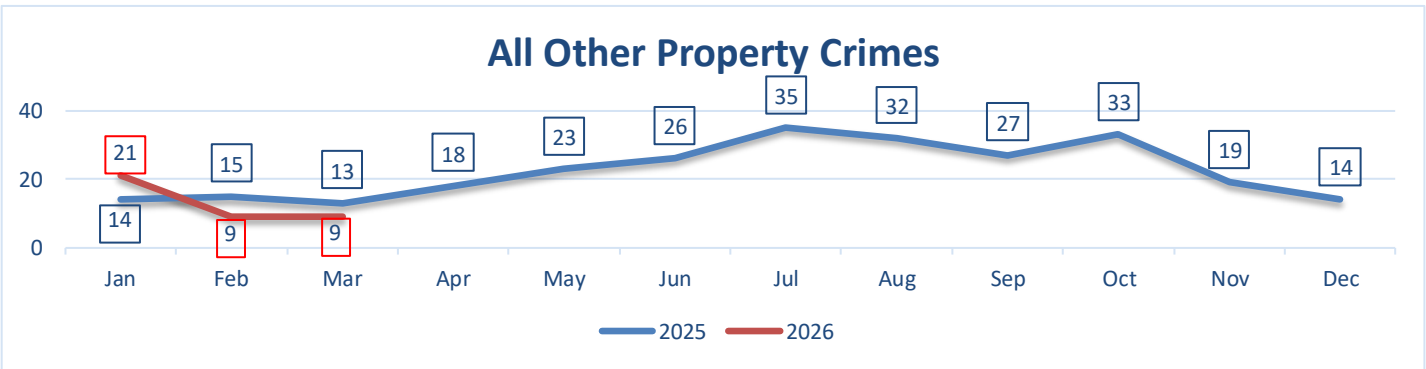


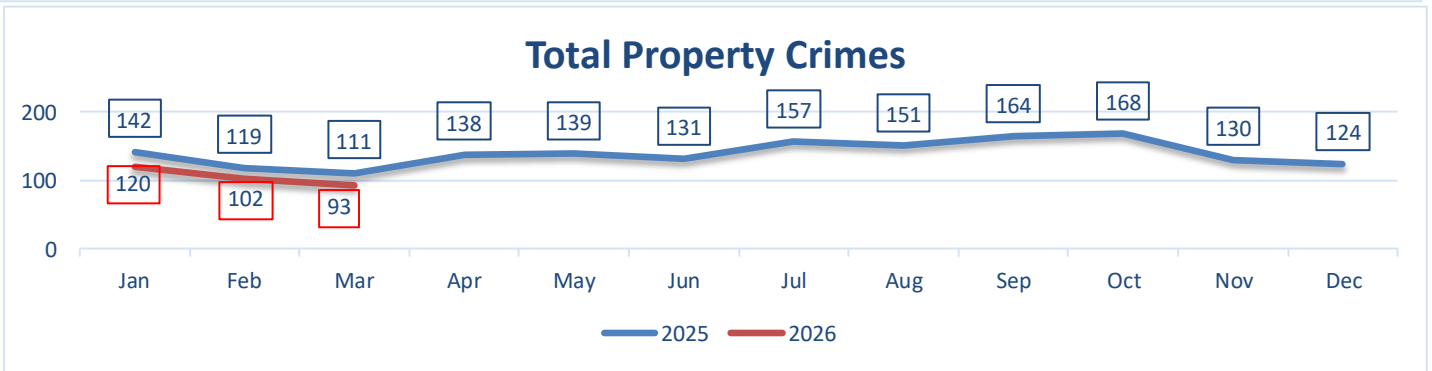
Monthly Council Meeting Statistics - Mar, 2026

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Mischief Under $5000	23	21	71	22	62	-5%	15%
Frauds	13	10	50	16	56	-38%	-11%
All Other Property Crimes		9	39	13	42	-31%	-7%
Total Property Crimes	**110**	**93**	**315**	**111**	**372**	**-16%**	**-15%**



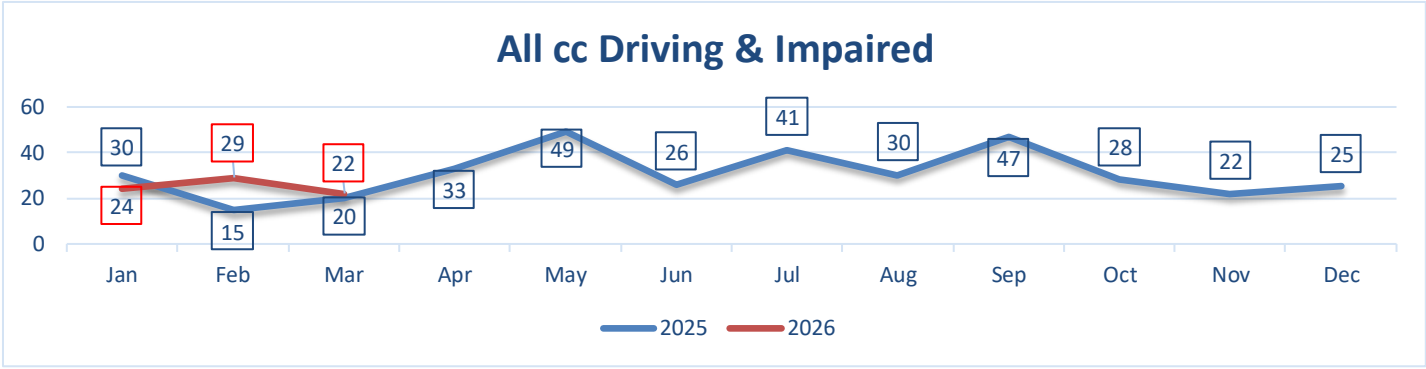


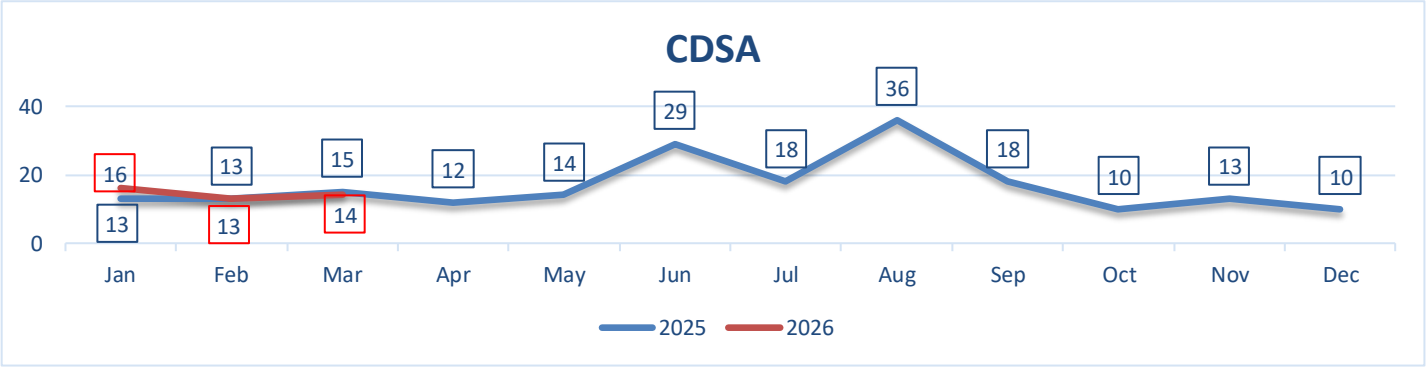


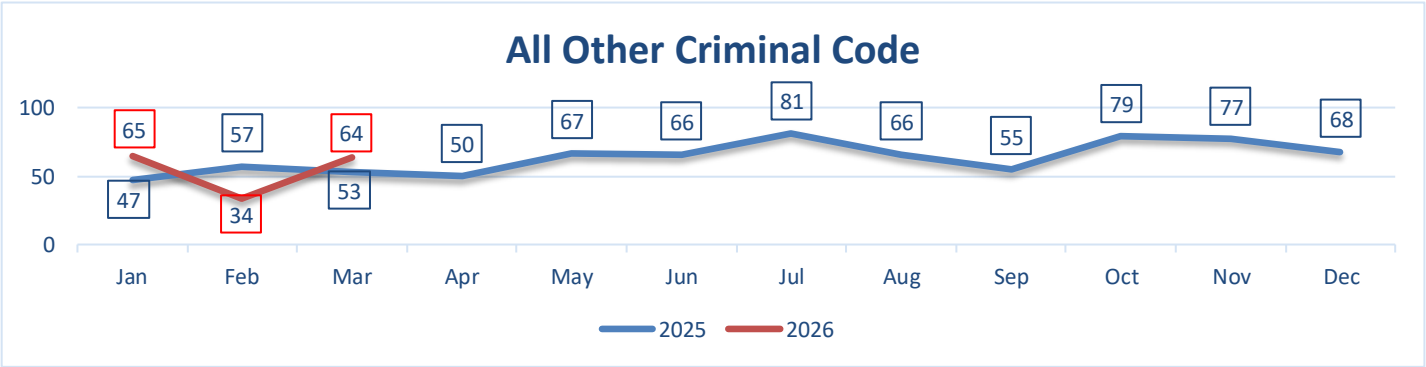


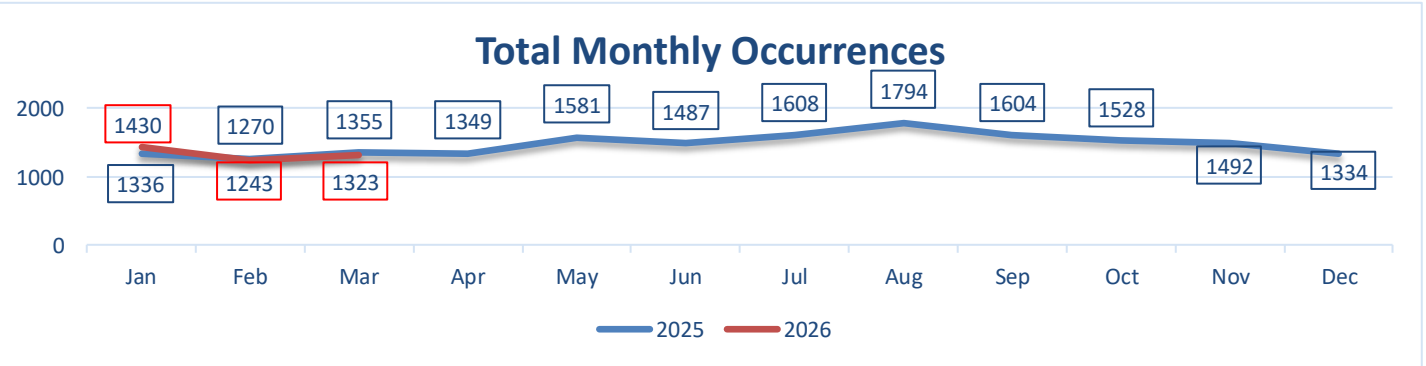
Monthly Council Meeting Statistics - Mar, 2026

Impaired/CDSA/Other/Total Occurrences	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
All cc Driving & Impaired	40	29	53	15	45	93%	18%
CDSA	14	13	29	13	26	0%	12%
All Other Criminal Code	35	34	99	57	104	-40%	-5%
Total Monthly Occurrences		1243	2673	1270	2606	-2%	3%



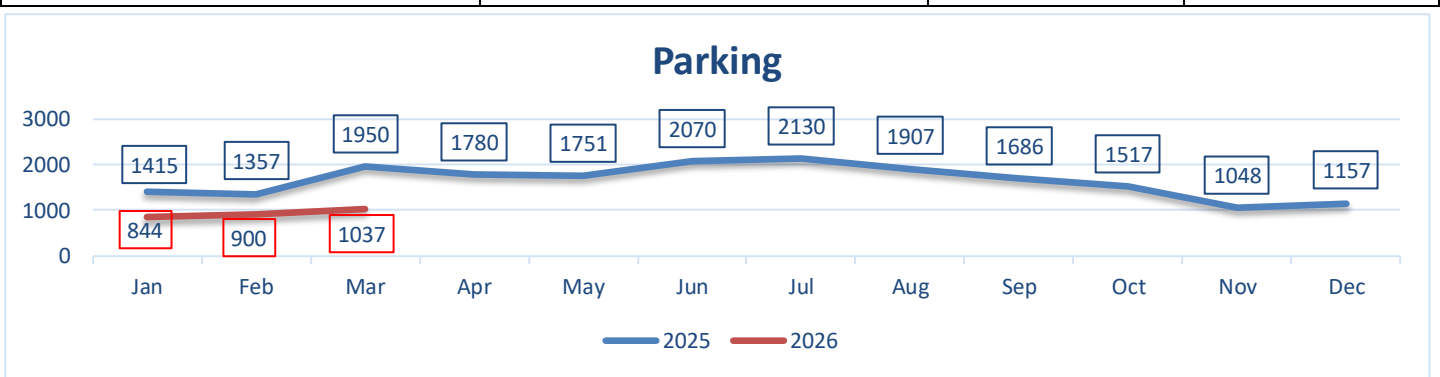


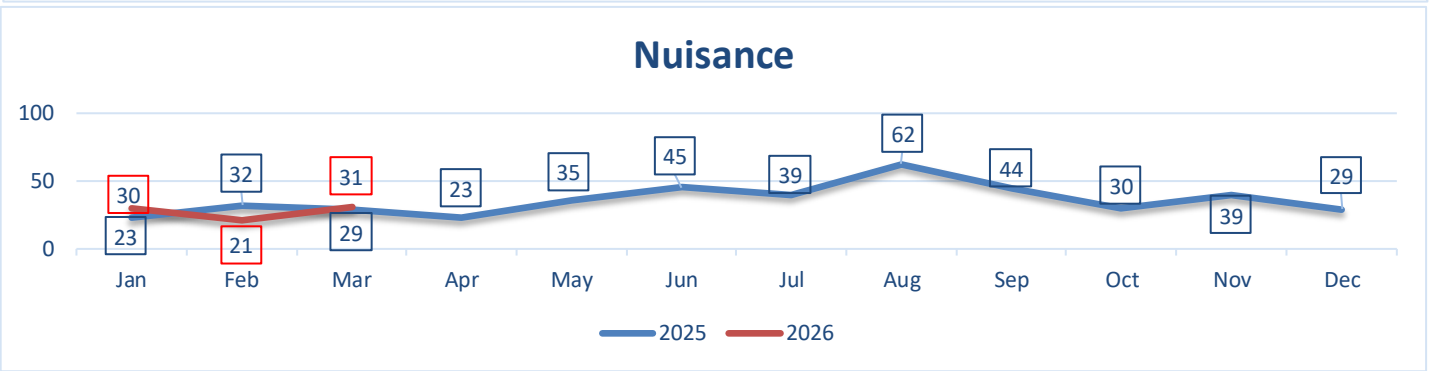


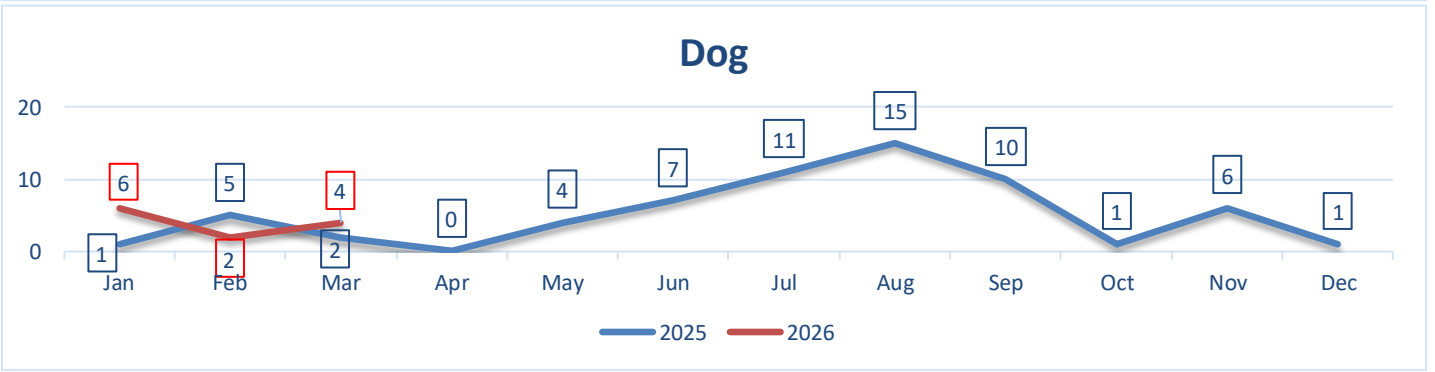


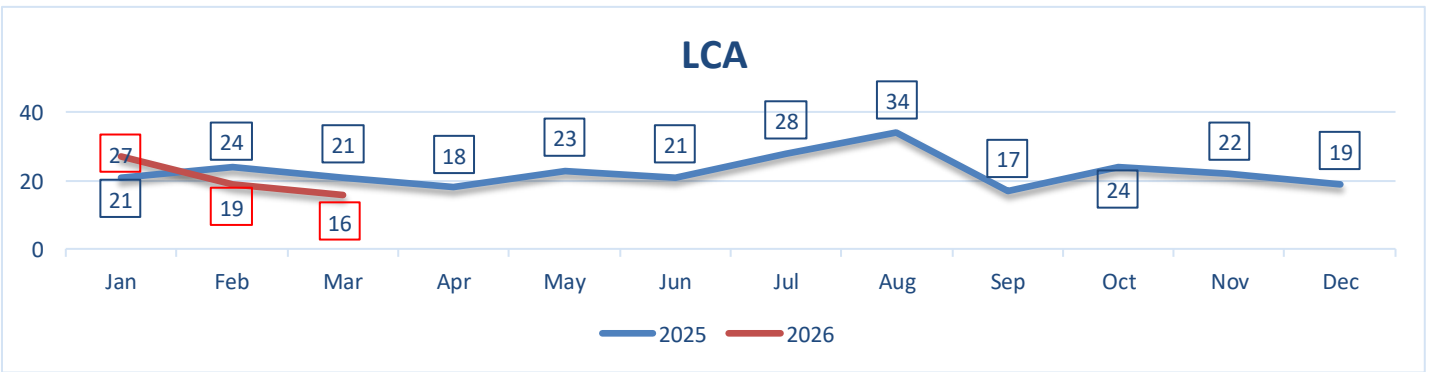
Monthly Council Meeting Statistics - Mar, 2026

MUNICIPAL BYLAWS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Parking	1037	1037	2781	1950	4722	-47%	-41%
Nuissance	31	31	82	29	84	7%	-2%
Dog	4	4	12	2	8	100%	50%
Total	1072	1072	2875	1981	4814	-46%	-40%
LCA	16	16	62	21	66	-24%	-6%



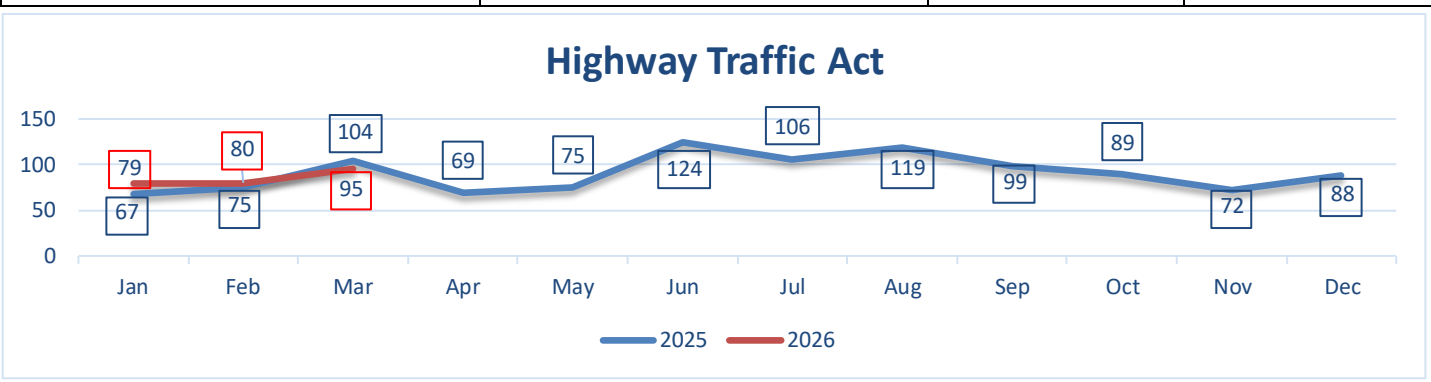


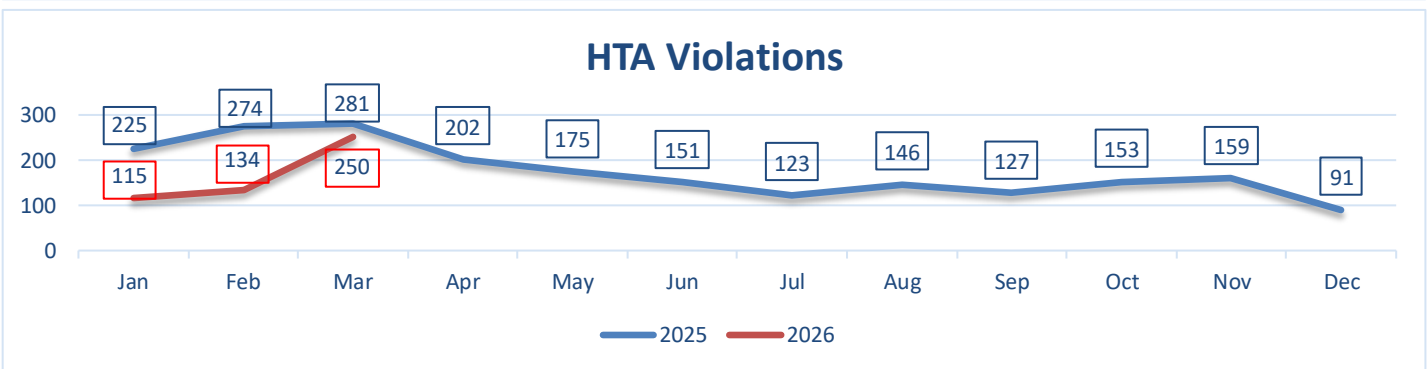


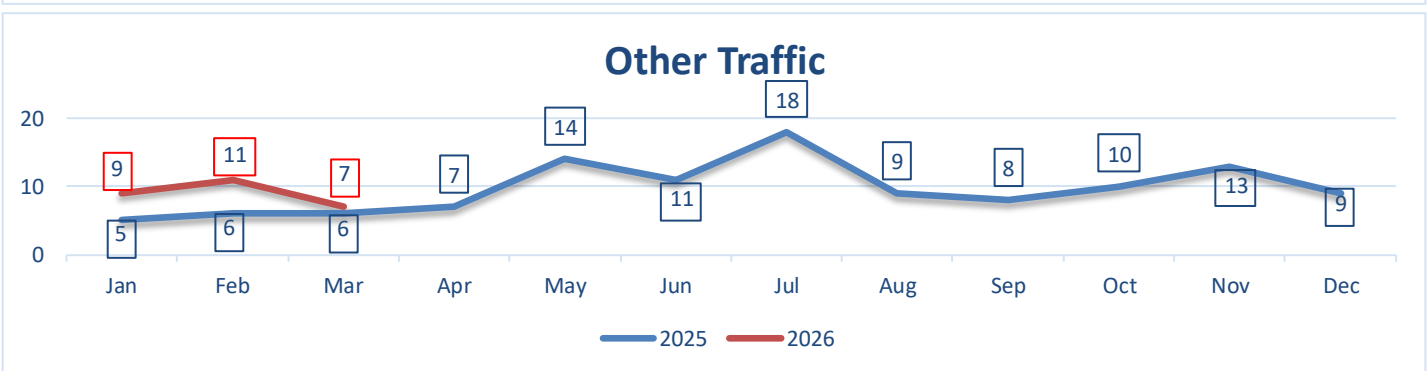


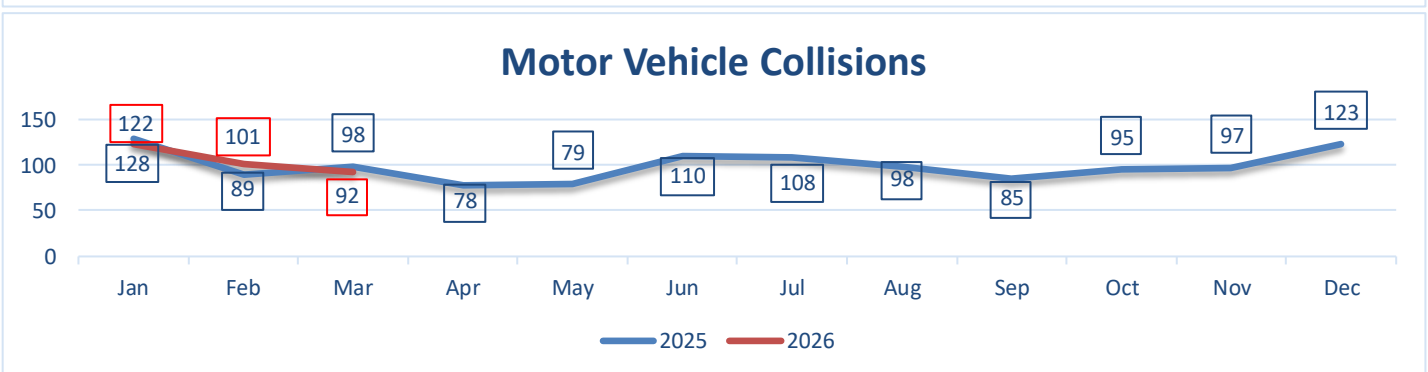
Monthly Council Meeting Statistics - Mar, 2026

HTA & MVC's	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Highway Traffic Act	96	95	254	104	246	-9%	3%
HTA Violations		250	499	281	780	-11%	-36%
Other Traffic	7	7	27	6	17	17%	59%
Motor Vehicle Collisions		92	315	98	315	-100%	0%





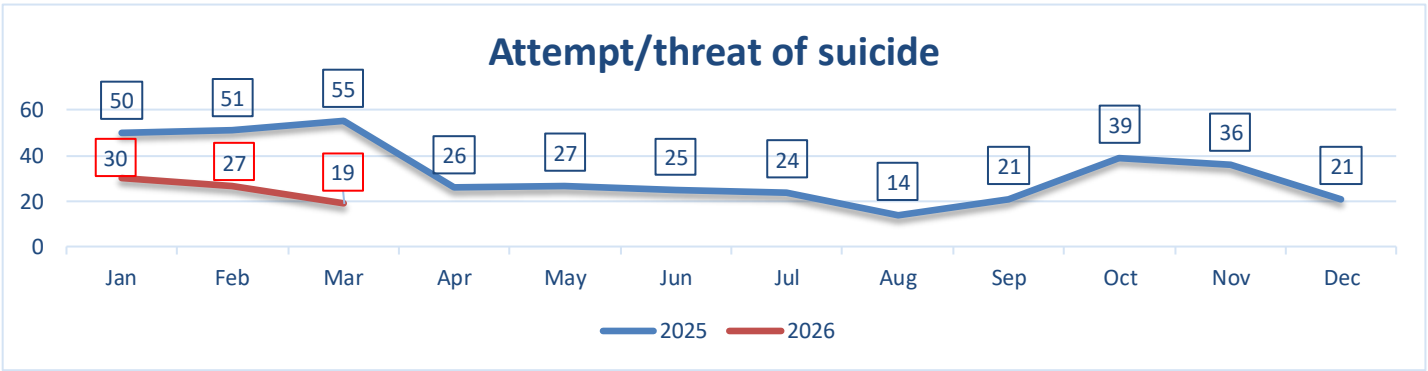


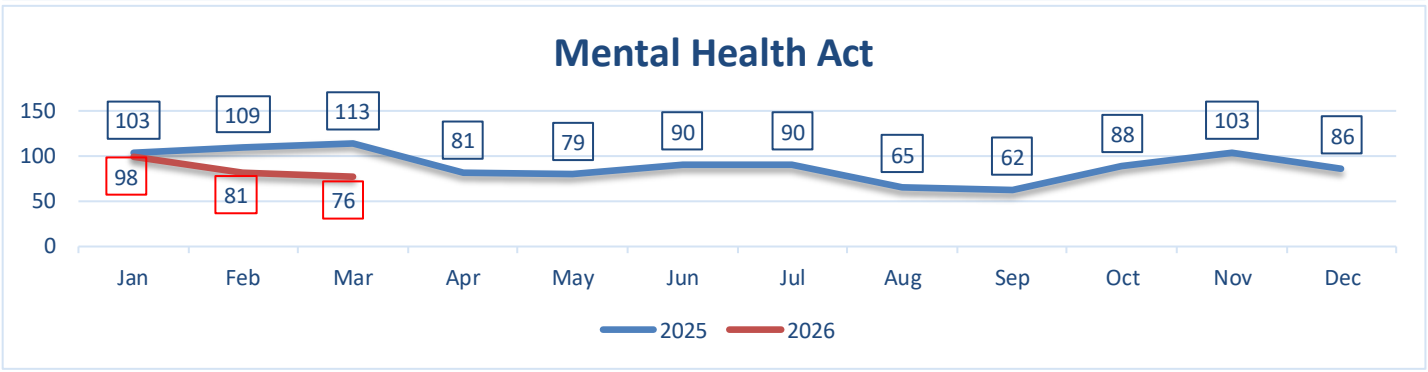


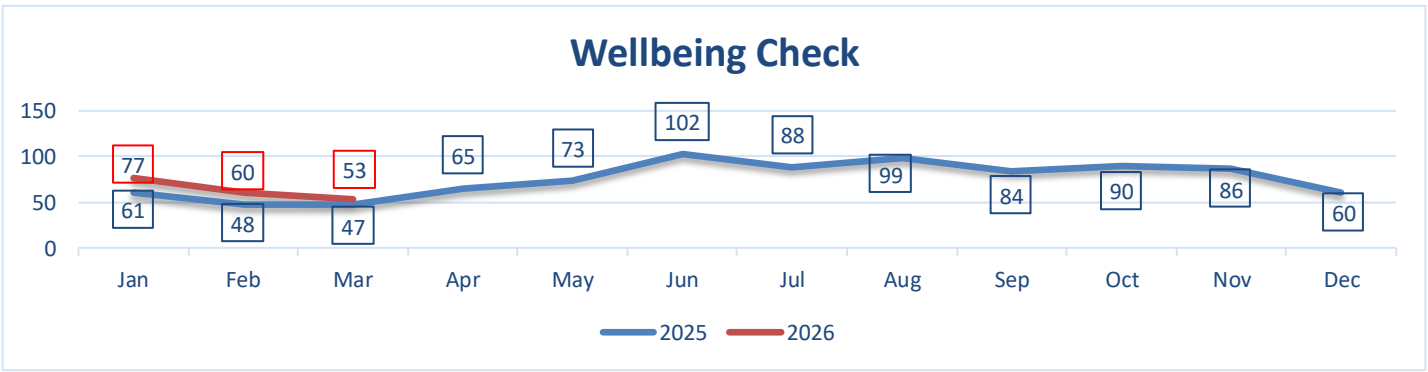
Monthly Council Meeting Statistics - Mar, 2026

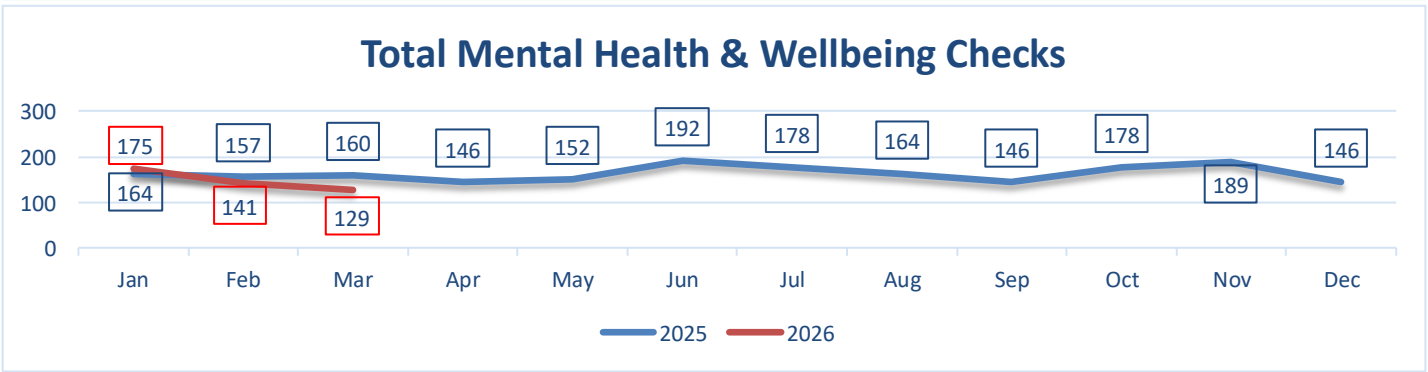
Mental Health	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Attempt/threat of suicide *		19	76	55	156	-65%	-51%
Mental Health Act		76	255	113	325	-33%	-22%
Wellbeing check		53	190	47	156	13%	22%
Total MHA + Wellbeing checks		**129**	**445**	**160**	**481**	**-19%**	**-7%**

* Attempt/threat of suicide is inclusive with MHA, do not add both results.









PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
April 14, 2026

The Parks, Recreation and Leisure Activities Committee met on March 9, 2026. The DRAFT minutes are included in your package.

The Parks, Recreation and Leisure Activities Committee met jointly with Public Works 12 Noon on Friday, April 10, 2026 and the DRAFT meeting minutes are included in your package.

One (1) resolution is attached for Council's consideration.

The Senior Engagement Committee met on March 5, 2026, and April 2, 2026. The DRAFT minutes have been included in your package.

The Youth Engagement Committee met on March 26, 2026. The DRAFT minutes have been included in your package.

Respectfully submitted,
Councillor Kevin Ramsay, Chair

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE REGULAR MEETING – OPEN MEETING
Monday, March 9, 2026
12:00pm, Parkdale Room

Present:	**Councillor Kevin Ramsay, Chair**	**Mayor Philip Brown**
	Councillor Bob Doiron (Called In)	**Brad MacConnell, CAO**
	Richard MacEwen, DCS	**Frank Quinn, PRM**
	Christopher Drummond, PRAM	**Deelle Hines, AA, Notetaker**
Regrets:	**Councillor Terry Bernard**	

1. CALL TO ORDER
Chair Ramsay called the meeting to order at 12:00pm.

2. DECLARATIONS OF CONFLICT OF INTEREST
None.

3. APPROVAL OF AGENDA
Moved by Mayor Brown and Seconded by Councillor Doiron that the agenda for March 9, 2026, be approved.

CARRIED

4. ADOPTION OF MINUTES
Moved by Mayor Brown and Seconded by Councillor Doiron the minutes for February 5, 2025, be approved.

CARRIED

5. BUSINESS ARISING FROM MINUTES

Mayor Brown noted concerns regarding operations and potential leasing options for the Simmons Sports Centre canteen. The PRM reported that a vending machine and a coffee station have been installed. The canteen is open during high-use events but not full-time and options for leasing or alternate operational models are being explored. The PRM noted profitability challenges and that upgrades to the facility may be required depending on the model selected. A pilot option may be considered in Fall 2026.

Mayor Brown requested an update on the Simmons Sports Centre Wall of Memories. The PRM noted he is working with Planning & Heritage staff to develop a "Wall of Memories" recognizing historical items related to the old Simmons Arena. Items such as jerseys, photos, and historical materials are being identified and how they can be framed. This will be worked on during the summer months. Mayor Brown noted that Gordy McCarville could be a great resource for historical items related to Simmons Arena.

Mayor Brown inquired about who is leading the Sherwood Complex Master Plan project. The PRM advised it is being led jointly by Parks and Recreation and Public Works. DRSA has completed a draft building condition assessment of Cody Banks Arena, which is currently under staff review, with a final

DRAFT

report expected in early April to help guide future capital planning and design options for a community centre and arena. Mayor Brown noted concerns about timelines, referencing the 14-year Simmons project, and emphasized the importance of the assessment for capital budget planning. The PRM noted the project is being reviewed with a 10-year outlook, with funding set aside for upgrades to maintain operations while longer-term planning begins for 2027 and beyond. Chair Ramsay noted there are no current plans to demolish Cody Banks Arena. Councillor Doiron raised concerns about delays related to the Sherwood Recreation Centre and requested updates, noting over $300,000 remains from last year's budget.

a) Verbal Update on Dogs Off Leash Concerns

The PRM provided an update on dogs off leash in parks, noting staff are working with the Charlottetown Police Service on enforcement approaches. Updated signage with clearer messaging and a QR code linking to the bylaw has been installed in Victoria Park. Staff will review incident information provided by police and prepare a summary report. No new incidents have been reported to Parks and Recreation; however, public awareness and education remain important. A public education campaign is planned for the spring, with enforcement supported by the Police Service and Humane Society.

6. REPORT

a) 2025-2026 Parks and Recreation Capital Status Report

The PRM provided an update on the 2025–26 Capital Project Status Report that was included in the committee meeting package. The following questions about projects were raised:

Chair Kevin Ramsay asked whether the Victoria Park tennis courts would be closed again this summer while deficiencies are addressed and whether user groups would be given advance notice. PRM stated some courts may be temporarily affected and that user groups will be notified once a repair plan is finalized.

Mayor Brown asked a question regarding the $422,000 budget for the Victoria Park tennis courts and whether the full amount had been spent. The PRM explained that the budget relates to the previous year's project and that some funds are being held back due to deficiencies that are still being addressed.
Mayor Brown asked about the Simmons Sports Turf Field design, specifically whether the field dimensions would follow upcoming CFL rule changes. The PRM noted the field will follow Football Canada regulations, which maintain the existing field dimensions.

Mayor Brown asked about the multi-sport outdoor facility project, which was listed as 3% complete. The PRM advised the project will be a carry over for the next capital budget and is currently in the early design phase, with an RFP for engineering services expected by the end of the month. Staff noted the project is complex and requires detailed design work, including consideration of a chiller system.

Chair Kevin Ramsay asked whether arena boards being replaced at the Bell Aliant Centre could be reused

for a future outdoor rink or other recreation project rather than being discarded. The PRM advised staff are reviewing the condition of the boards and assessing whether they could be used for a future capital project.

Councillor Doiron asked about the basketball court project at Mulberry Park, and whether it remained part of the upcoming capital budget. The PRM noted that work on the basketball pad is being reviewed and funding has been allocated in the 2026–27 budget to address potential upgrades.

Mayor Brown asked about the Confederation Landing pathway project and whether it would proceed. The PRM advised CADC was seeking external funding for the project; however, it has been placed on hold as the funding was not secured. The current budget allocation relates instead to general capital upgrades within Confederation Landing.

b) Seniors Engagement Committee Letter of Recommendation

A letter was received from the Seniors Engagement Committee asking that City Council send a letter on behalf of the committee advocating to the Minister of Social Development and Seniors to consider providing free, accessible internet and television services in the common areas of seniors' social housing facilities in Charlottetown. Mayor Brown noted that the Computers for Success Program, a collaboration between the federal and provincial governments, has provided laptops to some seniors' homes through Susie Dillon.

Moved by Mayor Brown and seconded by Councillor Doiron that the Committee recommend Council send a letter to the Minister of Social Development and Seniors requesting consideration of providing free, accessible internet and television services in the common areas of seniors' social housing facilities in Charlottetown.

CARRIED

c) Seniors Engagement Committee Minutes (February 5, 2026)
None

d) Youth Engagement Committee Minutes (February 19, 2026)
None

7. INTRODUCTION OF NEW BUSINESS

Mayor Brown inquired about the monument policy. The PRM noted this is a cross departmental policy that Parks and Recreation has taken the lead on. The first draft has been presented to the Strategic Priorities Committee. Staff are incorporating feedback from several departments, including Economic Development, Planning, and Communications, and a revised draft will be brought back to departments for further review.

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Mayor Brown asked about naming or identifying parks within the city, specifically about MacPhail Park in West Royalty. He noted that access to the park is located between two homes and residents have questioned whether it is a public park. PRM noted this is a designated neighbourhood park and that the city has a park classification system. Signage for this location can be considered. PRM also clarified that some open spaces do not have formal names but are still maintained as municipal green spaces. PRM noted the concern regarding snow storage blocking access to Katie Moore Park had been addressed. The area had previously been used for snow clearing due to its location at a roadway turn, but measures have now been taken to ensure access to the park remains open.

8. ADJOURNMENT OF PUBLIC SESSION

Moved by Mayor Brown and Seconded by Councillor Dorion the meeting be adjourned at 12:45pm.

_____

Chair: Councillor Kevin Ramsay

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PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE JOINT MEETING WITH PUBLIC WORKS – OPEN MEETING
Friday, April 10, 2026
12:00pm, Parkdale Room

Present:	**Councillor Kevin Ramsay, Co-Chair**	**Councillor Mitchell Tweel, Co-Chair**
	Mayor Philip Brown	**Councillor Bob Doiron (Called In)**
	Councillor Terry Bernard	**Councillor John McAleer**
	Councillor Justin Muttart	**Richard MacEwen, DCS**
	Frank Quinn, PRM	**Christopher Drummond, PRAM**
	Mike White, AS	**Ylber Gashi, PWM**
	Riley Tweel, PWTE	**Berry Gange, PWJE**
	Deelle Hines, AA, Notetaker	**Amber Robb, AA, Notetaker**
Regrets:	**Brad MacConnell, CAO**	

1. CALL TO ORDER
Chair Ramsay & Chair Tweel called the meeting to order at 12:00pm.

Mayor Brown expressed his appreciation to Mike White, AS and staff for their support during the 2026 U18 Female Atlantic Hockey Championships at Simmons Sports Centre.

2. DECLARATIONS OF CONFLICT OF INTEREST
None.

3. APPROVAL OF AGENDA
PW - Moved by Councillor John McAleer and Seconded by Councillor Justin Muttart that the agenda for April 10, 2026, be approved. PW John McAleer second by Justin Muttart

CARRIED

PR - Moved by Mayor Brown and Seconded by Councillor Doiron that the agenda for April 10, 2026, be approved.

CARRIED

Mayor Brown asked for a follow-up on public information session regarding Exhibition Drive. Requested timeline and next steps, including meeting with merchants.

4. ADOPTION OF MINUTES
a. Moved by Mayor Brown and Seconded by Councillor Muttart the Public Works Committee minutes from February 27, 2026, be approved.

CARRIED

DRAFT

b. Moved by Mayor Brown and Seconded by Councillor Bernard the Parks, Recreation & Leisure Activities minutes for March 9, 2026, be approved.

CARRIED

5. BUSINESS ARISING FROM MINUTES

Chair Tweel requested a status report on snow removal contracts, specifically asking about the current status and how the program will move forward. He inquired about key aspects of the contracts, including timelines, equipment standards, and service expectations. PWM advised that the report was not yet ready but confirmed that a full update will be presented at the upcoming meeting scheduled for April 22, 2026.

6. REPORT

a) Sherwood Sport and Recreation Complex Master Plan Update

The Sherwood Sport and Recreation Complex Master Plan Update was presented as a joint initiative between PW and the PRLA Committees, with staff noting the project is currently at the midpoint stage. To date, public engagement has included: online survey and public open house (December 4, 2025) to obtain feedback from the community. A lot of good feedback was received. The PWM explained that the next open house is scheduled for April 16, 2026, where three design options will be presented in greater detail, along with preliminary cost estimates, to gather further community input. Following this session, DSRA staff will create a "What We Heard" report, outlining the public consultation feedback from both sessions. After this, DSRA and both departments will refine the options, and bring a final report to Council in late spring. Once a final design option is agreed upon, the next steps to build a new Sherwood Recreation Centre will involve detailed engineering design resulting in tendering and construction anticipated in the next fiscal year. It was also noted that this is a complicated site that includes the Cody Banks Arena, Sherwood Rec Hall, and the lawn bowling green, with challenges related to limited space and that there will need to be a phased construction in order to maintain services.

Discussion also focused heavily on the Cody Banks Arena building condition assessment. The PRM advised that a detailed draft report of approximately 145 pages is currently under review and includes structural, mechanical, electrical, and architectural assessments rated as good, fair, or poor. The arena, now 53 years old, is generally in good structural condition but has a mix of components requiring upgrades. The report indicates that an investment of approximately $4.7 million over ten years could extend the building's life by 15 or more years; however, engineers do not guarantee a specific lifespan, as it depends on the level of investment and ongoing maintenance. Critical repairs, estimated at roughly $800,000 in the early stages, would be prioritized first. The PRM emphasized that while the report provides maintenance scenarios and helps mitigate risk, more funds may be required once the building upgrades starts, so further investigation will be required before committing to significant expenditures.

Several questions were raised by members of both committees. Chair Tweel asked for clarity on the remaining lifespan of the arena. The PRM noted that there is no definitive timeline provided. Councillor Ramsay raised concerns about cost escalation, noting that inflation could significantly increase the projected $5 million investment. Discussion also compared repair versus replacement options, with repairs allowing continued operation at a lower cost, while full replacement could cost

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$40+ million and require approximately 30 months with no arena. Councillor Bernard and Councillor Doiron emphasized that the original priority of the project was the replacement of the Sherwood Rec Hall, with the arena considered a secondary component. Staff and Councillors agreed that the Sherwood Rec Hall is the most critical need, particularly due to accessibility requirements and demand for facilities such as a gymnasium identified by community user groups.

Throughout the discussion, it was reiterated that no decisions have been made on any preferred option, and the master plan is intended to guide long-term planning. Staff noted the importance of considering the long-term plan when making decisions and noted that future councils may choose to rebuild, maintain, or expand facilities based on evolving needs and funding opportunities. The key takeaway from the discussion was the importance of continued community engagement, phased planning, and financial sustainability, with a clear consensus that the replacement of the Sherwood Rec Hall remains the top priority moving forward.

b) PRLA – Early Opening of the Victoria Park Active Transportation Pathway

The PRM brought forward a recommendation regarding the early opening of the Victoria Park Active Transportation (AT) Pathway. The PRM explained that the current bylaw governing the pathway needs to be updated and has not yet been done. Therefore, Council approval is still required to open the pathway earlier then May 1. Staff noted that weather conditions were not looking good, but with recent improvements, staff are recommending a resolution be brought forward to open the pathway beginning April 15. It was also highlighted that in five of the past six years, the pathway has opened earlier than scheduled. Future bylaw updates will allow staff to make operational decisions on early openings and potentially extend the season later in the year, weather permitting.

Councillor Bernard asked whether traffic usage of the inside lane during winter months had been monitored and questioned the feasibility of keeping the pathway open year-round. The PRM noted that the roadway is used by traffic during the winter and that usage has been monitored during summer months, though current design limitations make winter maintenance as an active transportation pathway challenging. It was noted that future redesigns of the roadway could better accommodate year-round use.

Moved by Mayor Brown and seconded by Councillor Bernard that the recommendation to proceed with the early opening of the Victoria Park Active Transportation Pathway be forwarded to Council.

CARRIED

c) Public Works Budget Transfer – Operational

Under Public Works Budget Transfer, staff presented a housekeeping item involving the reallocation of funds from surplus accounts in the previous fiscal year to support street patching and in-house asphalt work completed during the fall and winter. Clarification was provided that this was not new spending, but rather a reallocation within the existing budget framework.

Moved by Councillor Muttart and seconded by Councillor McAleer that “Public Works Budget Transfer” be forwarded to Finance.

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CARRIED

d) Public Works Update – Capital and Operational Summaries

The Public Works Capital and Operational Update was provided for information purposes. Discussion focused on ongoing challenges with potholes and road conditions, particularly following winter weather. The PWM explained that long-term solutions involve full street reconstruction, including improvements to subgrade, drainage, and infrastructure, as water infiltration and freeze-thaw cycles are the primary causes of deterioration. While temporary patching continues, more permanent repairs will occur once asphalt plants reopen, and weather conditions stabilize. A concern was raised concerns about debris in bike lanes, with staff noting that street sweeping operations will begin as weather permits.

e) Advisory Board Minutes

Public Works

- Civic Board for Persons with Disabilities – March 24, 2026
    - Mayor Brown noted that a joint meeting between Charlottetown, Stratford, and Cornwall would take place on April 16 at Simmons Sports Centre Stu MacFadyen Boardroom to announce a regional accessible taxi initiative.

Parks, Recreation & Leisure Activities

- Seniors Engagement Committee – March 5, 2026, and April 2, 2026
    - Mayor Brown asked for a follow-up on correspondence to the Minister of Seniors regarding Wi-Fi access in senior living facilities, which is currently being prepared by PR staff.
- Youth Engagement Committee – March 26, 2026

7. INTRODUCTION OF NEW BUSINESS

None

8. ADJOURNMENT OF PUBLIC SESSION

Moved by Councillor Muttart and Seconded by Councillor Bernard the meeting be adjourned at 1:08pm.

_____ _____

Co-Chair: Councillor Kevin Ramsay Co-Chair: Councillor Mitchell Tweel

DRAFT

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Parks, Recreation and Leisure Activities #1

MOTION CARRIED _____

MOTION LOST _____

Date: April 14, 2026

Moved by Councillor Kevin Ramsay

Seconded by Councillor Terry Bernard

RESOLVED:

That Council approves the closure of the interior laneway of the Victoria Park Roadway to vehicular traffic, earlier than May 1 to allow for the laneway to be used as an Active Transportation Pathway beginning April 15, 2026,

And that Council authorizes the Manager of the Parks and Recreation Department to make future decisions regarding the opening of the Active Transportation Pathway.

City of Charlottetown Committee Report

Report No: PR-2026-13

Date: April 10, 2026

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities Committee

Attachments:

Reporting Department:
Parks and Recreation

Other Associated Departments:
Public Works

Prepared by:
Christopher Drummond, Assistant Manager

Report Title:
Victoria Park Active Transportation Pathway Early Opening

Report Purpose:
To obtain Council approval to close the interior laneway of the Victoria Park Roadway to vehicular traffic to allow for the laneway to be used as an Active Transportation Pathway earlier than May 1, 2026.

Staff Recommendation:
That Council approves staff recommendation to close the Victoria Park Roadway interior lane to vehicular traffic (earlier than May 1) so that the laneway can be used as an Active Transportation Pathway beginning April 15, 2026.

Report Details:
Since 2009, the Victoria Park Roadway interior lane has been closed each season (May 1 – October 31) to vehicular traffic to allow for the laneway to be used for wheeling activity such as rollerblading, skateboarding and cycling. From 2020-2022 due to the impacts of COVID-19 on our community, Council approved the expanded use to permit all modes of active transportation. In 2023, Council approved the laneway to be used as an Active Transportation Pathway, which expanded the use to any form of self-propelled (non-motorized) transportation that relies on the use of human energy such as walking, jogging, cycling, inline skating, mobility challenged users (i.e., wheelchairs).

Due to improving weather conditions earlier in the spring, the active transportation pathway has been opened earlier than May 1 five out of the last six years. For the 2026 season, department staff are recommending that the interior laneway be closed to vehicular traffic and be opened as an active transportation pathway starting on April 15, 2026.

Department staff indicated last year that they planned to update the Victoria Park and Promenade Bylaw so that it would include provisions to allow the Manager of the Parks and Recreation Department to close the laneway earlier than May 1 of each year, if the weather permitted without Council approval. Currently if the decision is made to close the laneway to vehicular traffic earlier than May 1 it must first be approved by a resolution of Council.

Staff have not yet made the necessary updates to the Victoria Park and Promenade Bylaw but plan to have this completed by the end of 2026. If the updates are approved, then going forward, starting in 2027, the Manager of the Parks and Recreation Department would be able to make the decision to close the laneway in Victoria Park, before May 1, to vehicular traffic without having to bring forward a resolution to Council for approval each year.

Council or Committee History:
Noted above in the report details.

Financial Implications:
Costs associated with this annual initiative are allocated within the department's 2026-27 Operational Budget.

Public Engagement and Communication:
The public will be notified of this change in use on the City's social media platforms and through a Public Service Announcement release.

Legislative Authority:
Victoria Park Promenade and Bylaw

Strategic Alignment:
Community Engagement and Placemaking; Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
FQ – April 9, 2026	RDM April 9, 2026

Committee Recommendation: (if differing from staff)

Seniors Engagement Committee

March 5, 2026, @12:15 PM

Sherwood Room – City Hall

Present:

Jacinta Campbell, Co-chair Joanne Ings, Co-chair / Notetaker

Diane Smith Bruce MacIsaac

Darlene Hughes Jay Nogler

Also Present: Breanna Buell, APC

1. Call To Order

Meeting called to order at 12:15 by Jacinta Campbell.

2. Declarations of Conflict of Interest

None declared.

3. Approval of Agenda

Approved by Darlene Hughes, Jay Nogler – CARRIED

4.Adoption of Minutes

Minutes approved by Joanne Ings, seconded by Bruce MacIsaac – CARRIED

5. Business Arising from the Minutes

a. Updates on past and upcoming events/programs

- Attendance was good for the Islanders hockey game – Feb 11
- Young Chefs event was well received and excellent attendance – Feb 15
- Good feedback from the "Last Aid" presentation – Feb 27
- Other events: Games day at Champion Court, Haviland cooking event stormed out - to be rescheduled, support funding through Active Seniors / Happy Hearts program.

Upcoming events:

- Good response for Falls prevention talk on Friday March 13
- March 28, pancake breakfast at WRCC 8:30-11:30. Some committee members will help out at the event. Breanna to send reminder.

b. Review of project proposals

- Community Meals Grant “Nourishing Connections”, Golden Wisdom series, and additional funding for seniors’ bus day trips. Project proposals were reviewed by the committee and suggestions noted. All to be submitted by late February.

Many thanks to the staff of Parks and Recreation for their work on these proposals.

6. New/Other Business

a. Seniors’ Engagement Committee’s Recommendation to the City Parks and Recreation concerning use of the public spaces in some senior’s homes.

Committee members would like to continue to encourage our recommendation be followed up by the City’s committee. (February 5/26 minutes)

> *“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.”*

7. Adjournment of Public Session

Meeting adjourned at 1:12 p.m. by Jay Nogler.

Seniors Engagement Committee

April 2, 2026@ 12:15

Sherwood Room -City Hall

Present: Joanne Ings Co-Chair, Jacinta Campbell Co-Chair /Notetaker, Jay Nogler, Diane Smith, Bruce Mac Isaac, Darlene Hughes

Breanna Buell APC

Guest: Mayor Philip Brown

1. **Call to Order**:

Meeting called to order at 12.15 by Chair, Joanne Ing

2. **Declaration of Conflict of Interest**

No conflict declared

3. **Approval of Agenda**

Approved by Diane Smith- Carried

4. **Adoption of Minutes of March 5, 2026**

Minutes approved by Jay Nogler and seconded by Jacinta Campbell -Carried

5. **Business Arising from the Minutes**

a) Update on Past and Upcoming Events/Programs- On March 28,2026, Breakfast was held for seniors and was well attended with approximately 140 people enjoying a meal; comments were positive, some seniors attended for the first time and as well three City councillors attended the breakfast and mingled with the crowd.
b) The fall prevention for Seniors presentation delivered by Jenny Affleck, Physiotherapist, was well attended. The program addressed the issue that anyone can fall, but the risk of falling becomes greater with age. The Committee may consider holding another session in the fall.
c) Email list- The number of city residents signing up on the email list is increasing and as a result more citizens are aware of upcoming events. Currently, there are 525 seniors on an email list.

d) The Seniors' Engagement Committee Recommendation to City Council to advocate to the Department of Social Development and Seniors on the provision of free accessible internet and telephones service in seniors 'housing has been approved by Council. The Mayor will follow up to ensure the request was forwarded to Minister Ramsay.

6. Introduction of New Business

a) Request from Haviland Club- New Horizon Funding – The Club has received funding for seniors community meals. They are interested in meeting with our committee. Mary Beth MacLean will be invited to a meeting to explain what activities will be considered with the funding received and as well discuss who from the Senior's Committee can support the Club.
b) New Ideas- The Committee was asked to bring forward new ideas, issues etc.

Ideas put forward included: Golden Speaking series, bus trips, community meals, a trip to watch harness racing and activities to support healthy aging.

c) Transit matters – Barbara Dylla will be invited to the May meeting to discuss organization Transit Matters Charlottetown.

7. The Committee had a general discussion with the Mayor on meaningful activities for seniors to stay engaged in the community.

8. Adjournment of the Public Session – meeting adjourned at 1:17 by Jay Nogler

Youth Engagement Committee
Thursday, March 26, 2026, at 5:00 pm
West Royalty Room, City Hall, 199 Queen Street

Present:	Marina Simon (Notetaker)	Deelle Hines
	Max MacDonald	Neveah Murray
Regrets:	Ye Ding	

1. **Call to Order**

   Max called the meeting to order at 5:04pm.

2. **Declarations of Conflict of Interest**

   Max MacDonald works for IRSA.

3. **Approval of Minutes from February 19, 2026**

   All members approved the minutes from the previous meeting.

4. **Approval of Agenda**

   All members agreed to approve the agenda.

5. **Event Discussions**

   a. **Movie Night at Tivoli Cinema / UPEI Food Bank Donations**

   The movie night at Tivoli was a success. All tickets for the movie were sold out. Deelle is currently awaiting the invoice from Walker for the event. Walker has already delivered the UPEI Food Bank donations to City Hall, and the committee was able to take a photo with the collected items. Deelle will hold onto the donations until further details are confirmed with Ye regarding when and where they should be dropped off. She plans to follow up with Ye by email, though Ye is currently away on a work trip.

   b. **Island Trails PEI Collaboration.**

   Marina shared that Island Trails is developing a Trail Passport initiative. As more details become available, there may be an opportunity for the committee to support promotion efforts—helping encourage more youth to get outdoors and make the

most of PEI's trail network.

c. Gifts from the Heart Collaboration.

This remains an ongoing discussion focused on how we can support youth within our target demographic through this organization, potentially by providing bus tickets or taxi vouchers. Further collaboration with Gifts from the Heart is needed to determine the best approach.

d. Fusion Partnership Ideas

Deelle connected with Tracy Stevenson, Program Coordinator with Parks and Recreation, to explore the possibility of hosting a Golden Spoon Showdown event in partnership with Fusion. Tracy advised that Culinary School students are not available during that time, so this option will not be pursued with Fusion.

Deelle will follow up with Cecilia to discuss how the committee can support upcoming initiatives, including Earth Week, the September Youth Mixer, and Faces of Fusion in November.

e. International Day for the Elimination of Racial Discrimination Art Competition.

Max led this event as part of his work with IRSA. While it was a great idea, the timeline was quite short, which limited participation. Three submissions were received, and winners were selected without the need for committee involvement in the judging process. It was agreed that with more advance planning next year, the committee may have an opportunity to support the event, including assisting with judging.

f. Open Discussion

In the past, the committee has discussed the idea of hosting an event aimed at increasing youth engagement and interest in politics. It was noted that UPEI now has a political science group that may be interested in connecting with a younger demographic.

There was also discussion around hosting events within schools, such as inviting city councillors to speak about municipal politics or organizing panel discussions focused on how youth can get involved.

The committee feels strongly about the importance of encouraging greater youth participation in politics. Deelle also mentioned a group she recently heard about on CBC in PEI. She will find the CBC article and share it with the committee. She will

also connect with the Parks and Recreation Manager to explore whether an event like this could be supported.

Nevaeh shared that Moda Yoga offers free classes on Friday nights. She suggested that the committee could potentially sponsor a free yoga session, as cost can be a barrier and this could be a great way to encourage youth to participate in a healthy activity. She will look into this further and report back with more information.

6. **Introduction of New Business**

   None

7. **Motion to Adjourn**

   All members agreed to adjourn the meeting at 6:00 pm.

WATER & SEWER UTILITY COMMITTEE
REPORT TO COUNCIL
APRIL 14, 2026

The Water & Sewer Utility Committee met on March 12, 2026; these 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, March 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 requested that item 6(g) Winter River Tracadie Bay Watershed Association Funding be moved to the beginning of Discussions/Reports. It was moved by Mayor Philip Brown and seconded by Councillor John McAleer that the agenda be approved as amended. 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 February 12, 2026, be approved. Carried.

5. Business arising from Minutes

The Committee discussed the status of the PEI Fire School water service request. Administration advised that follow-up is ongoing, particularly regarding future maintenance responsibilities, and the matter will return to Committee once clarification is received. Discussion also referenced the Value for Money Audit and prior direction to engage Williams Murphy & MacLeod, which would be addressed later in the agenda.

6. Reports/Discussions

a. Winter River Tracadie Bay Watershed Association Funding

Joshua McInnis presented a report regarding a request from the Winter River Tracadie Bay Watershed Association for increased funding from $32,000 to $45,000.

Representatives from the Association were present and provided additional context, noting that funding levels have remained unchanged since 2011 and that the request reflects increases in operational costs over time. They highlighted the importance of

their work in protecting watershed areas that supply a significant portion of the City's drinking water and expressed interest in more predictable funding and improved communication with the City.

Committee discussion acknowledged the value of the watershed group's work and the importance of maintaining water quality. Members noted the request aligns with inflationary pressures but also emphasized the need to consider all funding requests during the upcoming budget process. Suggestions included indexing funding to CPI going forward and exploring quarterly payments to assist the Association with cash flow management. The item will be considered further during budget deliberations.

b. Utility Vacancies

Joshua McInnis presented a report outlining current staffing vacancies within the Utility.

Several positions remain vacant, including Assistant Manager, Superintendent at the Wastewater Treatment Plant, various technician roles, and administrative positions. Recruitment efforts are ongoing, with interviews in progress for a number of roles.

It was noted that one Wastewater Treatment Plant Technician II position has recently been filled. Committee members acknowledged the challenges associated with recruiting for highly specialized positions and recognized the efforts of staff in advancing the hiring process.

c. Wellfield Protection

Joshua McInnis provided an update on wellfield protection initiatives.

The Utility has been working with the Nature Conservancy of Canada on potential land procurement and protection strategies. Communication materials and parcel listings for lands within the 250-day protection zone are currently being developed.

The Utility will continue to pursue land acquisition opportunities and work with neighboring municipalities and the Province to enhance protection measures. It was noted that the capital budget allocation for wellfield protection is expected to continue.

d. Utility – Value for Money Audit Update

Joshua McInnis provided an update on the communications project and the Value for Money Audit.

A meeting was held on March 5 with UCC to discuss timelines, access requirements, and conditions related to the audit. The proposed timeline includes infrastructure repairs in May, system commissioning in July, testing in August, and audit access in September. Progress remains limited due to the inability to obtain physical access to infrastructure and dependencies on third parties.

Committee members expressed significant frustration with ongoing delays and the evolving conditions surrounding the audit, including requirements related to agreements and liability. Discussion included the possibility of obtaining verification reports from Cole's Associates and seeking clarification on the City's legal position regarding asset ownership. Administration advised that a meeting with UCC and Williams Murphy & MacLeod is anticipated in April, after which a clear recommendation on next steps will be brought back to Committee.

DRAFT

e. Infrastructure Replacements – Downtown Charlottetown

Joshua McInnis presented information on the condition of water and sewer infrastructure in the downtown core.

A significant portion of infrastructure is over 50 to 100 years old, creating increased risk of failure and the need for replacement. Replacement costs were noted to be substantial, and coordination with Public Works is required to maximize efficiency and share costs during street reconstruction projects.

Committee discussion focused on prioritization of infrastructure upgrades and the need for better visualization tools, such as mapping or heat mapping of priority areas. Members emphasized aligning infrastructure work with other City initiatives and ensuring that investment decisions reflect both urgency and broader planning considerations.

f. Utility Vehicles Status

Joshua McInnis presented an update on the Utility's vehicle fleet. Vehicle replacement is based on a typical 10-year lifecycle, with proactive replacement aimed at reducing maintenance costs and downtime. Three half-ton trucks are scheduled for replacement in the 2026/27 fiscal year, with two additional trucks planned for 2027/28. No major concerns were identified.

g. Capital Project Updates

Joshua McInnis provided an overview of current capital projects.

The Utility's approved capital budget for 2025/26 is approximately $6.9 million. Projects underway include lift station upgrades, aeration tank rehabilitation, polymer and dewatering system upgrades, and coordination with Public Works on major reconstruction projects such as Exhibition Drive. Several projects have experienced delays due to equipment availability, consultant capacity, and seasonal constraints.

Committee discussion highlighted the importance of proactive communication with affected businesses and residents, particularly for large projects such as Exhibition Drive. Members suggested that community information sessions be held to provide updates and mitigate impacts during construction.

7. Introduction to New Business

Discussion was held regarding the Utility's use of backhoe rentals. Staff clarified that the Utility currently owns one backhoe and employs a full-time operator. The budget allocation for rentals allows the Utility to meet additional operational demands when required. The rental model was noted to be cost-effective as it includes equipment, operator, fuel, and maintenance, and provides flexibility based on workload.

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 10-26

Date: March 12, 2026

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

Attachments:
- N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Utility Vacancies

Report Purpose:
To inform Committee of the status of staffing vacancies with the Utility.

Staff Recommendation:
For Informational Purposes

Report Details:
The Water & Sewer Utility currently has several staffing vacancies, below are details pertaining to each noted vacancy:

- Assistant Manager
  - Management & Non-Union position – Administrative / Supervisory / Technical role
  - Competition Posted – External
  - Interviews in progress
- Superintendent Wastewater Treatment Plant
  - UPSE position – Administrative / Supervisory / Technical role
  - Competition Posted – External
  - Working with a recruitment firm to find suitable candidates
- Maintenance & Construction Worker – Part Time
  - CUPE 830 position – Field Level / Hands-On role
- Maintenance & Construction Worker – Full Time
  - CUPE 830 Position – Field Level / Hands-On role
  - Internal candidates are expected
- Accounting / Operations Clerk
  - CUPE 830 position – Financial / Technical Role
  - Reports to Senior Finance Officer
  - Interviews in progress
- Technician 1
  - CUPE 830 position – Field Level / Technical
  - Interviews in progress
- WWTP Technician II
  - CUPE 501 WWTP – Field Level / Hands-On role
  - Candidate Recruited.
- Technician Assistant
  - CUPE 501 WWTP – Field Level / Hands-On role
  - Competition Posted – External

The Utility is actively recruiting for all vacancies within the department, some roles require a high level of technical and managerial capability, the availability of qualified and interested candidates has been a challenge.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

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

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

Reviewed By:	
Manager Joshua McInnis March 9, 2026	**CAO/Director** RDM March 10, 2026
Committee Recommendation: (if differing from staff)	

City of Charlottetown Committee Report

Report No: WSC 09-26

Date: March 12, 2026

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

Attachments:
- N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Wellfield Protection – Land Procurements

Report Purpose:
To inform Committee of the Water & Sewer Utility's Plans for Wellfield Protection

Staff Recommendation:
For Informational Purposes

Report Details:
The Utility and the Nature Conservancy of Canada (NCC) have had preliminary discussions concerning wellfield protection and strategic land procurements and land uses. Communication materials are being drafted and reviewed by NCC staff and City personnel including Communications, Sustainability and the Utility.

An updated parcel listing is being drafted, focusing primarily on the 250-day protection zone, this will facilitate a directed approach to communication with landowners and provide information on land use and water protection.

The Utility will continue to seek available lands within the wellfield protection zones, firstly focusing on the 250-day travel zone, and will continue to work with neighboring municipalities and the province to further administrative protections for lands not within the control of the City.

Council or Committee History:
Wellfield Protection Plan past reviews.

Financial Implications:
Capital Budget utilization of Wellfield Protection funds

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 March 9, 2026	RDM March 10, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: WSC 08-26

Date: March 12, 2026

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

Attachments:
N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Communications Project - Value for Money Audit Update

Report Purpose:
To inform Council of the Value for Money Audit progress to date.

Staff Recommendation:
For Informational Purposes.

Report Details:
On March 5th, 2026 City personnel had met with Daniel Mullen – UCC to discuss the communications project. City personnel present were Chief Administrative Officer – Brad MacConnnell, Director of Community Services – Richard MacEwen, and Utility Manager – Joshua McInnis.

During this meeting a number of items were discussed, including the future use / access agreement (IRU), network damages, perceived / actual conflicts of interest (audit), paths forward and timeframes. The path forward and timeframes proposed by UCC are contingent upon several conditions stipulated by UCC, that include a binding use agreement, indemnification clause, and a non-disclosure agreement, among other items.

The timeframe proposed by UCC begins in May with repairs to damaged infrastructure, following with system commissioning in July, system testing and adjustments in August and culminating with physical audit access in September. UCC has expressed a desire to move forward and complete the project, the City is reviewing what was discussed and the communication from UCC regarding the same.

Since the March 5th meeting, the Utility has been in contact with Williams Murphy & MacLeod (WMM) and have discussed the value for money audit, its scope and purpose and UCC's involvement. A meeting between WMM, UCC and the Utility will be scheduled in April; UCC is unavailable any earlier due to being out of the country.

The Utility is reviewing options to move the value for money audit forward; limited progress has been made since the last Water & Sewer Committee meeting. A tabletop review could be completed; this would provide a reasonable assessment of project value but would not verify physical infrastructure until access is granted.

Council or Committee History:
January 3, 2024 – Notice of Motion to Council - recommending an audit
January 11, 2024 – Report to Committee regarding Notice of Motion recommending an audit
January 22, 2024 – Resolution to Council – Initiate procurement process for audit
April 23, 2024 – Resolution to Council – recommending award of RFP – Deferred
October 17, 2025 – Report to Committee – result of RFP
October 28, 2025 – Resolution to Council – recommending award of RFP

Financial Implications:
N/A

Public Engagement and Communication:
N/A

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

Strategic Alignment:
To be fiscally sustainable by maximizing Charlottetown's existing footprint, infrastructure and assets to accommodate a growing and changing population.

Reviewed By:

Manager	**CAO/Director**
Joshua McInnis March 9, 2026	RDM March 10, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: WSC 14-26

Date: March 12, 2026

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

Attachments:
- N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Water & Sewer Infrastructure

Report Purpose:
To inform Committee of the Water & Sewer Utility Infrastructure Plans

Staff Recommendation:
For Informational Purposes

Report Details:
The Infrastructure & Asset Management Department had engaged CBCL and Upland to create a Growth Management Strategy for the City of Charlottetown, inclusive of Water & Sewer Master Plans; this report was delivered in September 2022.

The Growth Management Strategy had primarily focused on the transportation, storm water, sanitary sewer and potable water networks, reviewing system attributes, physical condition, age, operational philosophy, current use and effectiveness. Additionally, a review of potential growth areas was undertaken to better understand future servicing requirements and how existing infrastructure could be affected. Recommendations were provided to facilitate long term goals and to mitigate or prepare for anticipated system demands.

The downtown core had been identified as an area with future high anticipated infrastructure demands; this is primarily due to the age of existing infrastructure and overall physical asset decline associated with extended time in service. Infrastructure South of Euston Street:

- Sewer mains – approximately 22.6 km
  - 100 years or older - ~75%
  - 75 years or older - ~84%
  - 50 years or older - ~92%
- Water mains – approximately 24.7 km
  - 100 years or older - ~31%
  - 75 years or older - ~72%
  - 50 years or older - ~82%

In an effort to maximize the use of available funding, for the replacement of buried infrastructure, the Utility coordinates with the Public Works Department in their street resurfacing program. This coordination allows for cost sharing of excavation, backfill and material costs, whereas if the Utility were to replace infrastructure on their own all cost would be borne by the Utility.

The Utility has over 300 km of watermains and over 280 km of sewer mains, to be proactive the Utility would need to replace several kilometers of infrastructure per year on a year over year basis. This would require significant capital expense, in the realm of 10's of millions per year.

In the absence of significant partner funding (provincial or federal), the Utility would be required to increase their service rates substantially, in order to achieve proactive infrastructure renewal.

Council or Committee History:
Charlottetown Water and Sewer Master Plans within the Charlottetown Growth Management Strategy

Financial Implications:
TBD

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 March 10, 2026 Joshua McInnis	**CAO/Director** RDM March 10, 2026
Committee Recommendation: (if differing from staff)	

City of Charlottetown Committee Report

Report No: WSC 11-26

Date: March 12, 2026

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

Attachments:
- Vehicle Listing

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Utility Vehicles

Report Purpose:
To inform Committee of the status of Utility Vehicles

Staff Recommendation:
For Informational Purposes

Report Details:
The Water & Sewer Utility has numerous vehicular assets, including work trucks, cargo vans, and one backhoe.

The Utility bases vehicular replacements on asset age and condition, typically operating vehicles for a 10-year period. Proactive replacements are performed to minimize reoccurring repair costs and the associated downtime with having a vehicle out of service.

The attached listing details the existing vehicle fleet and flags vehicles that are due for replacement. Currently, there are three (3) ½ ton work trucks flagged for replacement in the 2026/27 fiscal year, with an additional two (2) ½ ton work trucks flagged for replacement in the 2027/28 fiscal year.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

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

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

Reviewed By:

Manager	**CAO/Director**
Joshua McInnis March 9, 2026	RDM March 10, 2026

Committee Recommendation: (if differing from staff)

YEAR	MAKE	MODEL	Condition
2022	DODGE	PROMASTER	Good
2022	FORD CREW CAB(4X4)	F150	Good
2021	Chevrolet	Express Cargo Van	Good
2016	Dodge	1/2 T 1500 4x4	Poor (replace 2026)
2022	FORD CREW CAB(4X4)	F150	Good
2016	Dodge	1/2 T 1500 4x4	Poor (replace 2026)
2016	Dodge	1/2 T 1500 4x4	Poor (replace 2026)
2017	Dodge	1/2 T Ram 1500 2WD V8	Poor (replace 2027)
2017	Dodge	1/2 T Ram 1500 2WD V8	Poor (replace 2027)
2019	Ford	5500 Crew Cab	Good
2019	Ford	5500 Crew Cab	Good
2020	Dodge	5500 Crew Cab	Good
2022	Dodge	3500 Crew Cab	Good
2022	Dodge	1500 Crew Cab 4x4	Good
2024	Dodge	5500 Crew Cab Dump Body Lift Crane	Good
2025	Ford	3500 Regular Cab 4 x 4	Good
2025	Dodge	1500 Crew Cab 4x4	Good
2025	Dodge	1500 Crew Cab 4x4	Good
2025	Dodge	1500 Crew Cab 4x4	Good
2018	Dodge	2500 Crew Cab 4x4	Good
2013	GMC	2500 Crew Cab	Poor
2024	Ford	F-250 Super Duty 4x4	Good

City of Charlottetown Committee Report

Report No: WSC 12-26

Date: March 12, 2026

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

Attachments:
- N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Capital Project Updates

Report Purpose:
To inform Committee of the status to date of Capital Projects

Staff Recommendation:
For Informational Purposes.

Report Details:
For the 2025 / 2026 fiscal year, the Water & Sewer Utility had an approved budget of $6.9 million for Capital projects and improvements.

The approved Capital Projects that are underway are:

- Collector Sewer Liftstations Rehabilitation
  - Beach Grove Road Liftstation Upgrades
    - Awarded to Island Coastal Services - $546,600 +HST
    - Anticipated completion date – Summer 2026
    - Project delayed due to equipment availability
  - Lower Malpeque Road Liftstation upgrades
    - Awarded to Island Coastal Services - $492,489.86 +HST
    - Anticipated completion date – Summer 2026
    - Project delayed due to equipment availability
- Aeration Tank Rehabilitation
  - Diffusers and appurtenances purchased / received
  - Installation contract secured
    - Awarded to Precision Mechanical - $97,000 +HST
    - Anticipated completion date – Spring 2026
    - Project delayed due to early onset of winter conditions
  - Aeration blower replacement budgeted for 2026 / 2027 fiscal year, to be approved by Council
- Polymer & Dewatering Upgrades, Control System Upgrades
  - Design / engineering underway
    - Anticipated completion date – Summer 2026
    - Project delayed due to consultant capacity
- Exhibition Drive, Water Street Reconstruction & University Avenue Reconstruction
  - Collaborating with the Public Works Department
  - Exhibition Drive Tendered. Water Street and University Avenue are in the design phase
  - Street prioritization has moved these projects into future fiscals
- Treatment Plant Resiliency Upgrades
  - Grit Classifier / Dewatering screw
    - Awarded to Veolia - $119,650 +HST
    - Currently being manufactured
    - Anticipated delivery - Summer 2026
    - Partial expense carryover to 2026 / 2027

Council or Committee History:
Capital budgets were approved by Council for the 2025 / 2026 fiscal year. Carryover amounts to be approved by Council for the 2026 / 2027 fiscal year.

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**
Joshua McInnis March 9, 2026	RDM March 10, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: WSC 13-26

Date: March 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:

- Winter River Tracadie Bay Watershed Association Request Letter

Report Title:
Winter River Tracadie Bay Watershed Association Funding

Report Purpose:
To inform Committee of the request for increased funding for the Winter River Watershed Group

Staff Recommendation:
For Informational Purposes.

Report Details:
A letter has been received from the Winter River-Tracadie Bay Watershed Association (WRTBWA) asking the City for its consideration to provide funding in the amount of $45,000 in order to carry out its work. Funding of $32,000 has been provided to the watershed group for the past number of years.

The WRTBWA has been very active within the watershed and has worked on numerous projects to enhance the watershed where a large proportion of the City's water is extracted. The requested funding will enable projects to continue as it is primarily used for the core expenses that are not eligible for grant funding.

The funding received aided in the completion of numerous projects including but not limited to:

- Continued water monitoring methods including v-notch weirs, depth loggers, collection of TSS samples, monitoring nitrate levels, and headwater surveys.
- Improved water quality by creating brushmats in low flow, silt heavy areas.
- Stream and roadside cleanups were conducted near pumping stations and wellfields.
- Continued with recording crops grown within the watershed (for example looking at crop rotations near Union wellfield) and monitoring priority agricultural fields for erosion issues.
- Aided with the implementation of Water School in March 2025.

Council or Committee History:
Discussed in previous years Council discussions concerning City Grants.

Financial Implications:
$13,000 increase to the Operational budget.

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 March 9, 2026	RDM March 10, 2026

Committee Recommendation: (if differing from staff)

WINTER RIVER - TRACADIE BAY WATERSHED ASSOCIATION

Mailing Address:
P.O. Box 87
York, PE
C0A 1P0

Office Location:
13977 St. Peter's Rd
Marshfield, PE

City of Charlottetown
PO Box 98
Charlottetown PEI
C1A 7K2

September 29, 2025

Dear Councillor Bob Doiron and Mayor Philip Brown,

We would like to thank the City of Charlottetown for the financial support in recent years. This letter is a formal request to continue that financial support in the 2025-26 fiscal year.

We have used City funding to help pay for many projects of mutual concern over the years, including forest enhancement work on land around the municipal wellfields, water conservation, student education initiatives, and water quality monitoring. In 2024-25, the funding we received from the City of Charlottetown helped us to complete several projects:

- Over 3,050 trees and shrubs planted on City-owned land, including in patch cuts made within spruce and balsam fir stands, to create diversity and resiliency in a changing climate.
- Continued with water monitoring methods including v-notch weirs, depth loggers, collection of TSS samples, monitoring nitrate levels, and headwater surveys.
- Improved water quality by creating brushmats in low flow, silt heavy areas.
- Shrubs and trees were planted along an active field that neighbours the Union Pumping Station to act as a buffer from silt infiltration.
- Stream and roadside cleanups were conducted near pumping stations and wellfields.
- Conducted invasive species removal on various areas located near Union pumping station, collecting a total of 170 kg of glossy buckthorn plants.
- Continued with recording crops grown within the watershed (for example looking at crop rotations near Union wellfield) and monitoring priority agricultural fields for erosion issues.
- Data sharing on Atlantic DataStream (https://atlanticdatastream.ca/). This is an open-source platform to share water quality data, allowing other researchers and government scientists to incorporate our data into their work. For example, the PEI Government uses our data to inform their Water Quality Report Cards. Our dataset can be found here: https://doi.org/10.25976/k85m-pv46
- Hosted a tree planting event on City land in partnership with Tree Canada, Home Hardware and L.M. Montgomery School. This event included children from both grade 5 and 6 classes.
- Hosted an educational winter hike in February 2025 in partnership with the City of Charlottetown.
- Aided with the implementation of Water School in March 2025.

Your funding is critical, because it can be used for general operating expenses that are rarely covered by external project grants. City funding was primarily used for core expenses, such as equipment for nitrate testing, rental of office space, mileage costs for staff to complete work and professional fees such as an accountant. Following a request from the past chair of Water and Sewer, City funding was not used for any salary related expenses in 2024. Additional funding is always used as leverage to access additional project funds, which multiplies the impact of your funds.

Moving Forward into 2025-26

We would like to formally request funding for the 2025-26 fiscal year. Should we receive this funding, it supports work such as the following:

- Planting 500 trees within land owned by the City of Charlottetown and surrounding pumping stations and wellfields. This is part of the EcoAction funding we have been approved for. Planting will be done in patch cut areas and on invasive species removal sites to decrease chances of erosion near waterways.
- Site preparation on City wellfield properties for tree planting. This includes, patch cuts, thinning, etc.
- Invasive species management on or near City properties and wellfields/pumping stations. Our goal is to remove over 450 Kg of invasive plant material.
- Continue water quality monitoring such as nitrate monitoring and conducting assessments.
- Continue with water quality improvement projects and activities.
- Collecting garbage from streams and roadsides within the watershed, with emphasis on the Brackley and Union Road areas.
- Ongoing landowner engagement and monitoring of potential problems that we discover while our crews work throughout the community.
- Continue partnering with the City of Charlottetown on educational public events.
- Resume educational programs for school children in Charlottetown, in partnership with the City.
- Explore options to work with the City on public awareness campaigns for water conservation.
- Start forest enhancement work as advised by MacPhail Woods' Forest Management Plan
- Other similar projects as resources allow.

Exact activities to be completed may vary based on which grant applications to other funding partners are approved.

We are in the second of a three-year EcoAction project that will allow us to continue our regular work on City land with a focus on the management of invasive species, which is a major focus of the Forest Management Plan created by MacPhail Woods Ecological Forestry Project.

The $32,000 first allocated to WRTBWA in 2011, and for which we have continued to receive in following years, falls short of the value of our current work on City lands due to inflation and the increase in ongoing projects. Therefore, we request the City of Charlottetown to provide our group with $45,000 for the 2025-26 fiscal year.

Going forward, we are interested in receiving feedback on what information you would like in this annual report/request for funding, and what activities the City of Charlottetown would like prioritized. We believe a meeting to discuss these matters would best guide our organization to use these funds to benefit both parties. Please let us know at your earliest convenience when we can meet for this discussion.

If you would like more detailed information on work activities, or budgets, you may contact our Watershed Coordinator, Raena Parent at 782-377-8806 or at info@WinterTracadie.ca

Thank you for helping us to help the watershed.

Sincerely,



Dwayne McNeill, Chair of Board of Directors



Raena Parent, Watershed Coordinator

ECONOMIC, TOURISM &
CULTURAL DEVELOPMENT COMMITTEE
REPORT TO COUNCIL
APRIL 14, 2026

The Economic, Tourism & Cultural Development Committee has not met since the last regular meeting of Council. The Arts Advisory Board met on February 26, 2026; these minutes have been included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Terry Bernard, Chair

DRAFT

Minutes
Charlottetown Arts Advisory Board Meeting
February 26, 2026
12:00 pm Charlottetown City Hall, West Royalty Room

Present: Stephen MacInnis
Monica Lacey (virtual)
Patricia Bourque
Robert Tsonos (virtual)
Carol Horne
Omar Broderick

Doug Dumais, CEC

Regrets: Renée Laprise

1. Call to Order
The meeting was called to order at 1:06 pm by Monica

2. Declarations of Conflict of Interest
No declarations of conflict of interest were noted.

3. Approval of the Agenda
Monica moved to approve the agenda; seconded by Omar.

4. Approval of the Minutes
It was moved by Carol and seconded by Omar to approve the minutes of the last meeting of AAB.

5. Arts and Culture Awards
Planning for the Charlottetown Arts and Culture Awards evening is ongoing, with the event scheduled for March 11 at The Arts Guild. Robert took part in the selection process, which went well. The AAB discussed the logistics of the event, including the number of RSVPs, awards, attendance by elected officials and protocol, performers, and catering services.

The AAB discussed the Late Great Award. Since there were no nominations for this award category, which can occasionally happen given the nature of the award, the AAB decided to select a recipient for this year's awards. After a discussion, the AAB decided to award the honour to the late Gordon Cobb.

The AAB confirmed that Gordon Cobb will be recognized with the 2026 Late Great Award at the upcoming Charlottetown Arts & Culture Awards.

The CEC would follow up with Gordon's family and friends to discuss the logistics of the recognition.

6. City Update

The "What We Heard" (as part of the Public Art Policy planning) report is now complete and will be published on the City's community engagement platform. The final Public Art Policy should be complete this spring.

Conversations are ongoing with City partners to support a mural at a downtown location. A call will be drafted once confirmation is received from all partners. And the AAB will have the chance to review the call before it is issued by the end of March. The CEC is exploring the use of aluminum panels for the mural's base to ensure longevity and flexibility.

The Connaught Square/Fiona Wood project should be ready for installation in the spring.

Doug shared draft artwork for two of the upcoming traffic control panels.

7. New Business

No new business

8. Adjournment

Meeting adjourned at 1:50 p.m.

DRAFT

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

New Business # 1

MOTION CARRIED _____

MOTION LOST _____

Date: April 14, 2026

Moved by Councillor

Seconded by Councillor

WHEREAS Section 40 of the Municipal Government Act of Prince Edward Island requires Council to appoint a Municipal Electoral Officer for election proceedings;

BE IT RESOLVED THAT the City of Charlottetown requests Elections PEI to oversee and conduct the Municipal Election scheduled for November 2, 2026, and

Further that Tim Garrity be appointed as Municipal Electoral Officer and Stephanie Thorpe be appointed as Deputy Municipal Electoral Officer for this election.

New Business Resolution #1
Backgrounder
April 14, 2026

Municipal Government Act of PEI
Part 3 - Elections

40. Appointment of municipal electoral officer

(1) A council shall by resolution, on or before the second Monday in May in each election year, and at other times as required, appoint a municipal electoral officer and a deputy municipal electoral officer to be responsible for the administration of the election.

Prohibition

(1.1) A serving member of council is not eligible to be appointed, and shall not serve, as the municipal electoral officer, deputy municipal electoral officer or another election official.

Function of deputy

(2) The deputy municipal electoral officer shall act in the place of the municipal electoral officer where the municipal electoral officer is unable, for any reason, to carry out his or her duties under this Act or the regulations. *2016,c.44,s.40; 2020,c.76,s.6.*

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

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Mitchell Tweel**
	Councillor Terry Bernard (T/C)	**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	**David Gundrum, PDM**
	Frank Quinn, PRM	**Jessika Corkum-Gorrill, ESM**
	Joshua McInnis, UM	**Wayne Long, EGAM (T/C)**
	Riley Taweel, PWE	**Amy McQuillan, FM**
	Emilee MacLeod, HRM	**Sean Coombs, APC**
	Isaac Ewuah, FAM	**Jessica Bradley, SCO**
	Melanie Bailey, SIO	**Rory Chaisson, IT**
	Melanie McKenna, CS	**Cindy MacMillan, ERPC II**
Regrets:	**Donna Miller-Ayton, PPHM**	**Tracey McLean, PRC**

(T/C indicates present via teleconference)

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

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

2. **Declarations of Conflict of Interest**
   Councillor Doiron declared a conflict with the 2nd reading of the Zoning & Development Bylaw re: Stanmol Drive (PID# 1047562).

3. **Approval of Agenda**
   It was requested that the Economic, Tourism & Cultural Development and New Business be moved to the beginning of the committee reports, respectively. Moved and seconded that the agenda be approved as amended. Carried.

4. **Adoption of Previous Draft Minutes of Council**
   Moved and seconded that the draft minutes of the following open meetings of Council be adopted.

   - Regular Meeting of Council – February 10, 2026
   - Public (Planning) Meeting of Council – February 19, 2026
   - Special Meeting of Council – March 2, 2026

CARRIED

.../2

5. Business Arising out of the Minutes

● Regular Meeting of Council (February 10, 2026)

A detailed report concerning incidents involving dogs off leash in City parks, particularly Victoria Park, was requested at the February Regular Meeting and an update was requested. Councillor Ramsay, Chair of the Parks & Recreation Committee, indicated that the Committee discussed the matter at its meeting on March 9, and that staff will be preparing a detailed report.

An update was requested on a previously raised matter regarding increasing security coverage in Victoria Park to 24 hours per day. Councillor Ramsey indicated that the matter had not been discussed at the previous Parks and Recreation Committee meeting but would be brought forward for discussion. He noted that expanding security coverage would have budget implications.

It was advised that possible heritage lighting locations should be noted as Upper Prince Street and Walten Drive instead of Upper Hillsborough Street as outlined in the previous minutes; the minutes will be revised.

An update regarding the proposed ground use policy for Boulder Park was requested. Councillor Muttart indicated the item would be brought forward at the next Strategic Priorities, Communications & Intergovernmental Cooperation Committee meeting.

It was asked when the CUPE Local 501 collective agreement (2023–2026) would be formally signed and implemented. It was noted that an update would be provided this evening during the Human Resources Committee report.

6. Council Inquiries to be taken Under Consideration

It was requested that staff review and update the Standing Committees' Terms of Reference (ToR) noting that some existing terms reference bylaws that have since been repealed; a review of the ToR would ensure committees are operating under current governance standards.

7. REPORTS OF COMMITTEES/RESOLUTIONS/BYLAW READINGS

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

Councillor Bernard indicated his Committee report was included in the weekend package. He reported that the curling facility survey had recently launched and had already received 775 responses, with 13 days remaining before the survey closes. Charlottetown staff member Charlotte Nicholson had been named a finalist for the 2026 Sport Tourism Rising Star Award.

Discussion occurred regarding the budget line for travel and transportation for elected officials. It was clarified that travel may occur when an elected official accompanies staff to events or missions where their presence strengthens presentations or partnership discussions.

DRAFT

7.2 New Business

Moved by Councillor Terry Bernard
Seconded by Councillor Norman Beck

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.

Concerns were raised regarding the level of support among business owners, potential financial impacts, and the need for further consultation; therefore, the resolution clearly stated that "Council pause the current process and not proceed…".

CARRIED 9-1
Councillor Tweel opposed

- Councillor Bernard left the meeting prior to the Planning & Heritage report.

7.3 Planning & Heritage – Deputy Mayor Alanna Jankov, Chair

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

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the 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 9-0

DRAFT

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

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

Some Councillors felt the scale of the business was limited and would not significantly impact the neighbourhood. Allowing the business with conditions would address potential traffic or neighbourhood concerns.

LOST 5-4
DM Jankov, Councillors Beck, Doiron, McCabe & Ramsay opposed

The following alternate resolution was then presented for Council's consideration.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Major Variance request to permit an appointment-based home occupation (~~beautician~~ lash service) at 11 Keaton Drive (PID# 1136563) be approved subject to the following conditions:

1) That the approved number of clients permitted to visit per day be five (5) and that the maximum number of business-based visits per week be 25 – five (5) days a week of service allowed; Monday – Saturday service; and

2) That the required on-site parking for the proposed home occupation be one (1).

CARRIED 5-4
Councillors MacKinnon, McAleer, Muttart & Tweel opposed

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

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.

Concerns were raised regarding stormwater drainage due to the steep slope of the property, discrepancies in the number of resident opposition letters received, and the use of planning rationale based on policies that have not yet been formally adopted.

CARRIED 6-3
Councillors Beck, McAleer & Tweel opposed

DRAFT

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

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.

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

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).

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

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 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.

Concern was expressed regarding the appropriateness of placing a shipping container at the waterfront location near Founders' Hall, noting resident concerns about the impact on the character and aesthetics of the historic waterfront area.

CARRIED 8-1
Councillor Doiron opposed

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

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.

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

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 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.

CARRIED 9-0

- Councillor Beck was not in the Chamber during the following vote.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

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.

CARRIED 8-0

- Councillor Beck returned to the Chamber.

DRAFT

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

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).

CARRIED 9-0

OFFICIAL PLAN AMENDMENT (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."

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Official Plan Amendment (PH-OPA.1-054) as it pertains to the property at **66 McGill Avenue (PID# 355057)** be adopted.

CARRIED 6-3
Councillors Beck, McAleer & Tweel opposed

1ST READING OF THE 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)**."

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Bylaw to amend the City of Charlottetown Zoning & Development Bylaw (PH-ZD.2-104), as it pertains to the property at **66 McGill Avenue (PID# 355057)**, 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, McAleer & Tweel opposed

● Councillor Beck left the Chamber prior to the following OPA and Z&D Bylaw readings for 16-18 Hemlock Court, Lot 8 Violet Circle and 3 Oakland Drive.

1ST READING OF THE 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.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Bylaw to amend the City of Charlottetown Zoning & Development Bylaw (PH-ZD.2-107) 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.

CARRIED 8-0

OFFICIAL PLAN AMENDMENT (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."

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

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)**", be adopted.

CARRIED 8-0

1ST READING OF THE 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)**."

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Bylaw to amend the City of Charlottetown Zoning & Development Bylaw (PH-ZD.2-108) 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.

CARRIED 8-0

2ND 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)**."

DRAFT

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:
That the said Bylaw PH-ZD.2-105 be read a second time and approved.

CARRIED 8-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:
That the said Bylaw PH-ZD.2-105 be adopted.

CARRIED 8-0

- Councillor Beck returned to the Chamber.

- Councillor Doiron in conflict and left the Chamber during the following bylaw reading.

2ND 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)**."

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:
That the said Bylaw PH-ZD.2-106 be read a second time and approved.

CARRIED 6-2
Councillors Beck & MacKinnon opposed

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:
That the said Bylaw PH-ZD.2-106 be adopted.

CARRIED 6-2
Councillors Beck & MacKinnon opposed

- Councillor Doiron returned to the Chamber

7.4 Public Works – Councillor Mitchell Tweel, Chair
Councillor Tweel indicated his Committee report was included in the weekend package. He reported draft Public Works operational budgets were presented recently at committee, tenders had been awarded for City Hall access control and the 2026 sidewalk and multi-use pathway design.

DRAFT

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.

CARRIED 9-0

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

Councillor MacKinnon indicated his Committee report was included in the weekend package. He reported Fix a Leak Week in partnership with Stratford and Cornwall has launched, the department received national recognition for the City's battery recycling program, and Trees for Life funding for natural area restoration in several parks has been confirmed.

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

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

Councillor McAleer indicated his Committee report was included in the weekend package. He introduced and welcomed the new Finance Manager, Amy McQuillan.

Moved by Councillor John McAleer
Seconded by Deputy Mayor Alanna Jankov

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.

CARRIED 9-0

Moved by Councillor John McAleer
Seconded by Deputy Mayor Alanna Jankov

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.

CARRIED 9-0

DRAFT

Moved by Councillor John McAleer
Seconded by Deputy Mayor Alanna Jankov

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.

CARRIED 9-0

Moved by Councillor John McAleer
Seconded by Deputy Mayor Alanna Jankov

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.

CARRIED 9-0

7.7 Human Resources – Councillor Norman Beck, Chair

Councillor Beck indicated his Committee report was included in the weekend package. He raised the need to clarify and establish a consistent process for hiring senior City positions that require Council approval. Councillor Beck stressed that a clear and consistent process is needed.

A question was raised regarding the timeline for the formal signing and implementation of the CUPE Local 501 collective agreement (2023–2026). Councillor Beck advised that the agreement had been ratified and would be signed shortly.

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

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

7.9 Protective & Emergency Services – Councillor Julie McCabe, Chair

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

2nd 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:

Be it resolved that the City of Charlottetown Emergency Management Bylaw, #2026-EM-01,

which was read a first time on February 10, 2026 be read a second time and that the said Bylaw be approved and adopted.

CARRIED 9-0

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

Councillor Ramsay indicated his Committee report was included in the weekend package. He indicated that the Committee met on March 9 and the minutes would be included in the April Council package.

Questions were raised regarding enforcement of dogs off leash in Victoria Park and the possibility of expanding park security. It was noted that staff are reviewing signage and enforcement measures and that additional security would require budget consideration.

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.

A friendly amendment was proposed to clarify the wording so that the letter would explicitly be sent from Council. Council was in favour of the amendment, and the following resolution was presented:

That Council supports **sending a letter on behalf of 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.

CARRIED 9-0

7.11 Water & Sewer Utility – Councillor Bob Doiron, Chair

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

8. Motion to Move into a Closed Session as per the MGA of PEI (9:00 PM)

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)]

Moved by Councillor Ramsay and seconded by Councillor MacKinnon. Carried.

9. Business Arising from the Closed Session (9:51 PM)

No business arose from the Closed Session.

10. Adjournment

Moved by Deputy Mayor Jankov and seconded by Councillor Ramsay that the meeting be adjourned. Carried. Meeting concluded at 9:51 PM.

DRAFT