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

Live Stream Available @ www.charlottetown.ca/video
Meeting Package posted to the City's website by 9:00 am on Tuesday, November 10th

4 RESOLUTIONS	4 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 – October 13, 2026
   - Special Meetings of Council – October 19, 22 & 27, 2026
   - Public (Planning) Meeting of Council – October 22, 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
- One (1) Resolution
- 2nd Reading to amend the Zoning & Development Bylaw
  - Lot 2019-5 St. Martha's Court (PID# 390740 & New Assigned PID# 1176502)

7.2. Water & Sewer Utility – Councillor Bob Doiron, Chair
- Monthly Report
- Two (2) Resolutions

7.3. Finance, Audit, Tendering & Administration – Councillor John McAleer, Chair
- Monthly Report
- No Resolutions
- 1st Reading to amend the Remuneration Bylaw
  - To reflect Council Members' stipends 2027 – 2030

7.4. Environment & Sustainability – Councillor Trevor MacKinnon, 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
- Summary Page
- No Resolutions
- 1st Reading to Repeal and Replace the Council Code of Conduct Bylaw

7.7. Public Works – Councillor Mitchell Tweel, Chair
- Monthly Report
- No Resolutions

7.8. Protective & Emergency Services – Councillor Julie McCabe, Chair
- Monthly Report
- No Resolutions
- 1st Reading to amend the Dangerous, Hazardous & Unsightly Premises Bylaw
  - Minor Housekeeping edits to Section 9 Non Compliance

7.9. Economic, Tourism & Cultural Development – Councillor Terry Bernard, Chair
- Summary Page
- No Resolutions

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

7.11. New Business Resolutions
- One (1) Resolution

8. Adjournment

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

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Mitchell Tweel**
	Councillor Terry Bernard	**Councillor Kevin Ramsay**
	Councillor Bob Doiron	**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 (T/C)	**David Gundrum, PDM**
	Donna Miller Ayton, PPHM	**Frank Quinn, PRM**
	Wayne Long, EGAM (T/C)	**Tim Jenkins, AFC**
	Darren MacDougall, APC	**Jessika Corkum-Gorrill, ESM**
	Ylber Gashi, PWM	**Joshua McInnis, UM**
	Amy McQuillan, FM	**Jessica Bradley, SCO**
	Charlotte Nicholson, TO	**Brad Vince, PII**
	Sebastian Hall, PIII	**Doug Dumais, CEC**
	Spencer Massiah, IT	**Katie Morello, CS**
	Tracey McLean, PRC	

Regrets: Emilee MacLeod, HRM

- 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 McCabe declared a conflict related to Planning & Heritage Resolution #4 – Major variance 12 Avonlea Drive (PID# 464016).

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

4. **Adoption of Previous Draft Minutes of Council**
   Moved by Councillor Bernard and seconded by Councillor Ramsay that the draft minutes of the following open meetings of Council be adopted.

   - Regular Meeting of Council – September 8, 2026
   - Special Meeting of Council – September 22, 2026
   - Public (Planning) Meetings of Council – September 3 & 24, 2026

CARRIED

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5. Business Arising out of the Minutes
No business arose.

6. Council Inquiries to be taken Under Consideration
No inquires raised.

7. REPORTS OF COMMITTEES/RESOLUTIONS/BYLAW READING

7.1. Planning & Heritage – Deputy Mayor Alanna Jankov, Chair
Deputy Mayor Jankov indicated her Committee report was included in the weekend package.

Moved by Councillor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

WHEREAS the City of Charlottetown adopted the existing Zoning and Development Bylaw, PH-ZD.2, on October 1, 2018, pursuant to the Planning Act of Prince Edward Island;

AND WHEREAS Council adopted the City of Charlottetown Official Plan, PH-OPA.2, on July 22, 2025, and the Minister responsible for the Planning Act confirmed the Official Plan on March 13, 2026, pursuant to section 15 of the Planning Act;

AND WHEREAS section 16 of the Planning Act authorizes Council to make bylaws for the implementation of an Official Plan and requires such bylaws to conform with the Official Plan;

AND WHEREAS the proposed City of Charlottetown Zoning and Development Bylaw, PH-ZD.3, has been prepared to implement the policies and land-use framework established by Official Plan PH-OPA.2 and to replace the existing Zoning and Development Bylaw, PH-ZD.2 (Revision 053);
AND WHEREAS the Planning Board declined to support staff's recommendation to approve the proposed Zoning and Development Bylaw, PH-ZD.3, in its current form, citing concerns with the proposed regulatory approach to future waterfront development; the provision for up to four dwelling units as-of-right, where appropriate; the proposed reduction in as-of-right building heights within the downtown area; and matters associated with the Housing Accelerator Fund, including the implications of contingent funding requirements;

BE IT RESOLVED THAT the City of Charlottetown Zoning and Development Bylaw, PH-ZD.2 (Revision 053), remain in usage as is and that the request to repeal and replace it with the proposed City of Charlottetown Zoning and Development Bylaw, PH-ZD.3, as attached, be rejected.

Significant discussion took place on the item. As noted in the committee report, Planning Board's concerns include the approach to future waterfront development, allowing up to four units as of right, reduced as-of-right building heights downtown, and risks tied to the Housing Accelerator Fund. Some Councillors voiced that they did not have enough time to work through the lengthy draft together and feel that residents need more engagement in affected neighbourhoods.

Councillor Tweel moved a deferral to postpone the process until the new year when the new Council is in place; seconded by Councillor Doiron. The vote on the deferral was 5-5; Mayor Brown voted against to break the tie. Deferral lost 6-5 with Mayor Brown, DM Jankov, Councillors Beck, McAleer, McCabe & Muttart opposed.

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A second deferral was then moved by Councillor McCabe to allow further discussion by the current Council, beginning with a dedicated meeting on the outstanding issues; seconded by Councillor Beck. The vote on the deferral was 5-5; Mayor Brown voted in-favour to break the tie. Deferral carried 6-5 with Mayor Brown, Councillors Beck, Ramsay, MacKinnon, McCabe & Muttart in-favour.

Moved by Councillor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to allocate $45,946.22, plus HST, from existing budget lines to fund the annual renewal of the Maintenance Agreement related to the Land Management (LAMA) software Permit system.

CARRIED 10-0

Moved by Councillor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the following Major Variance for the subject property identified as 644 University Avenue (PID# 387852) to allow for the following:

To allow for the proposed commercial building to project into the rear yard setback by 1.7 metres (5.57 feet).

Concern was raised that the proposed drive-through layout and traffic flow could affect nearby existing businesses and a deferral was moved/seconded so Council could review a full development plan, including the drive-through and its traffic and vehicle-stacking impacts. The Planning & Development Manager explained that Council is considering only the setback variance this evening. The drive-through proposal would come back separately for Council's approval, with traffic impacts and vehicle stacking reviewed at that stage. Councillor McCabe withdrew her deferral, and a vote was taken on the original resolution.

CARRIED 10-0

- Councillor McCabe in conflict with the following resolution and left the Chamber.

Moved by Councillor Alanna Jankov
Seconded by Councillor Justin Muttart

RESOLVED:

That Council approve the following Major Variance for the subject property identified as 12 Avonlea Drive (PID# 464016) to allow for the following:

To allow for a reduced minimum lot size of 0.14 hectares (0.34 acres) for a proposed new Garden Suite and also to allow for the Garden Suite to be located within the front yard of the subject property, subject to the following condition:

That the Garden Suite not be located closer to Avonlea Drive than the front wall of the existing single-detached dwelling facing north towards the street.

CARRIED 9-0

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• Councillor McCabe returned to the Chamber.

Moved by Councillor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the Phase 3 Development Concept Plan for Lot 2019-5 (Parent Parcel PID# 390740 new assigned PID #1176502) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with three (3) apartment buildings with a total density of one hundred eighty-six (186) units and to approve the working site drawings as submitted; and

To approve the request to amend Appendix "B" Comprehensive Development Area (CDA) Parcels and Permitted Uses of the Zoning and Development Bylaw subject to the signing of a Development Agreement.

It was questioned if one access into the development was adequate and why this development could proceed with one driveway when another nearby proposal had been required to provide two. The Planning & Development Manager indicated a second connection was planned through an extension of St. Martha's Court to the west, but it had not yet been completed.

CARRIED 9-1
Councillor Doiron opposed

Moved by Councillor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to proceed to public consultation for the request to amend Appendix "G" – Zoning Map of the Zoning and Development Bylaw from Low Density Residential Single (R-2S) Zone to Medium Density Residential Townhouse (R-3T) Zone for the property located at 151 Kensington Road (PID# 385872).

CARRIED 10-0

Moved by Councillor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to proceed to public consultation for the request to rezone the subject property identified as 9 Kirkwood Drive (PID# 370932) from the Low Density Residential Single (R-2) Zone to Mixed Use Corridor (MUC) Zone to allow for veterinary services and accessory office use on the property in future.

CARRIED 10-0

Moved by Councillor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to proceed to public consultation for the request to rezone the subject property identified as PID# 368803 from the Parking (P) Zone to the Medium Density

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Residential (R-3) Zone to allow for future medium density residential development on the property in future.

CARRIED 10-0

Moved by Councillor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to consolidate two (2) abutting lots identified as 307 and 311 Patterson Drive (PID# 676585) to form one new parcel being 1,206 square metres in area, subject to a final pinned survey plan.

CARRIED 10-0

Moved by Councillor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to consolidate five (5) consecutive abutting lots identified as 375 University Avenue (PID# 368589) to form one new parcel being 0.55 hectares (1.36 acres) in area, subject to a final pinned survey plan.

CARRIED 10-0

Moved by Councillor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to sever a 0.05 hectare (0.13 acre) portion of property belonging to 30 Dunkirk Street (PID# 370833) within the Institutional (I) Zone and consolidate it with abutting property identified as 8 Newland Crescent (PID# 370528) within the Low Density Residential (R-2) Zone to form a new parcel having a lot area of approximately 0.16 hectares (0.40 acres), subject to a final pinned survey plan.

CARRIED 10-0

Moved by Councillor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to sever and consolidate Parcel A (307.2 square metres) and Parcel D (340.9 square metres) with property identified as Lot 154A (PID# 1194620) and to also sever and consolidate Parcel B (299.1 square metres) and Parcel D (0.2 hectares) with property identified as Lot 155A (PID# 1194638), subject to a final pinned survey plan for all lots.

CARRIED 9-1
Councillor MacKinnon opposed

1st Reading to amend the Zoning & Development Bylaw - To adopt Bylaw PH-ZD.2-116, A Bylaw to amend the Zoning & Development Bylaw, By approving Phase 3 of the Development Concept Plan and Appendix B. Comprehensive Development Area (CDA) Parcels and Permitted uses, in order to facilitate future development of the site with three (3) apartment buildings with a total density of one hundred eighty-six (186) units and to approve the working site drawings as submitted, as it pertains to Lot 2019-5 St. Martha's Court (Parent Parcel PID# 390740, new assigned PID #1176502)."

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Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Bylaw to amend the City of Charlottetown Zoning and Development Bylaw (PH-ZD.2-116, as it pertains to Lot 2019-5 St. Martha's Court (Parent Parcel PID# 390740, new assigned PID #1176502))", be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

CARRIED 10-0

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

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

Moved by Councillor Kevin Ramsay
Seconded by Councillor Terry Bernard

RESOLVED:

That Council does not approve the renaming of the Coop Sports Field to the Alysha Corrigan Sports Field location in the Queen Elizabeth Park in accordance with the City's Municipal Property Naming Policy (P-Admin-03).

Some Councillors argued that Ms. Corrigan's achievements were exceptional: she represented Canada at the Olympics and Pan American Games, plays professionally in England, and has strong ties to Charlottetown. They felt naming the field after her now would recognize her while she is still active in the sport. Other Councillors agreed she deserved recognition but argued that Council should follow the newly adopted policy consistently and consider renaming the field after her career ends. It was moved by Councillor Tweel and seconded by Councillor Bernard to defer the resolution and ask staff to explore other ways to recognize her.

DEFERRED 6-4
Councillors Doiron, McAleer, McCabe & Muttart opposed

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

Councillor Doiron indicated that his Committee did not meet since the previous Regular Meeting of Council.

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

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

With regard to a committee report in Finance's package, concern was raised if it was appropriate to place proposed Habitat for Humanity affordable homes on two Beach Street parcels beside the provincial outreach centre, given residents' ongoing concerns about safety and quality of life in the area. Staff noted that the City could work with Habitat and the Province on safeguards.

7.5. Environment & Sustainability – Councillor Trevor MacKinnon, Chair

Councillor MacKinnon indicated his Committee report was included in the weekend package. He reported that staff launched a "Get Involved" page linked to the Climate Action Tracker which would give residents one place to find related events, programs and volunteer opportunities; year-to-date transit ridership is approximately 1.06 million rides, down 6% from the same point in 2025.

7.6. Human Resources – Councillor Norman Beck, Chair

Councillor Beck indicated his Committee did not meet since the previous Regular Meeting of Council.

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

• Both Deputy Mayor Jankov and Councillor MacKinnon were absent from the Chamber for the following resolution.

Moved by Councillor Justin Muttart
Seconded by Councillor Trevor MacKinnon

RESOLVED:
That Council approves the attached proposed Monument and Memorial Policy (P-ADMIN-06).

CARRIED 8-0

• Deputy Mayor Jankov returned to the Chamber. Councillor MacKinnon remained absent.

Moved by Councillor Justin Muttart
Seconded by Councillor Trevor MacKinnon

RESOLVED:
That Council support the campaign to establish a Canadian Chinese Heritage Month by authorizing the Mayor to write to the federal Minister of Canadian Identity and Culture requesting that the Government of Canada formally proclaim February as Canadian Chinese Heritage Month nationwide.

Concern was raised that views may differ among groups within the Chinese community. Councillor Beck moved to defer the motion pending receipt of additional background information, and Councillor McCabe seconded the motion.

DEFERRED 9-0

• Councillor MacKinnon returned to the Chamber.

7.8. Public Works – Councillor Mitchell Tweel, Chair
Councillor Tweel indicated his Committee report was included in the weekend package.

In response to a question regarding completion of sidewalk projects before winter, Councillor Tweel referred to the Public Works Manager who indicated work is progressing and expected to finish this year (weather permitted).

In response to a question regarding Kensington Road closure between Beasley Avenue and Exhibition Drive, the Public Works Manager expects the road to reopen by the end of this week, assuming no further unforeseen problems. He explained that three water-main breaks near the intersection had extended the closure and expanded the repair work.

Concern was raised with respect to the Snow Removal tender document and the reference to the maximum age limit for equipment of 25 years. The Public Works Manager explained that age alone does not show a machine's condition; a well-maintained older vehicle may be more reliable than a newer one. He added that contingencies would be in place if the work could not be completed as required and the tender has clear service standards and evaluation criteria.

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

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

Councillor McCabe indicated her Committee report was included in the weekend package.

Moved by Councillor Julie McCabe
Seconded by Councillor Kevin Ramsay

RESOLVED:

That Council amend Schedules "A" and "B" of the City of Charlottetown Enforcement and Summary Proceedings Bylaw to include the Feeding Wild Birds Bylaw and its corresponding offences and penalties, as shown on the attached.

CARRIED 10-0

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

Councillor Bernard indicated his Committee report was included in the weekend package. He highlighted some recent events/festivals in the city such as PEI International Shellfish Festival, PEI Fall Flavours Festival, Moonlight Bazaar, and Farm Day in the City. Upcoming events include the Charlottetown Scarecrow Festival, Picklefest PEI, 2026 Atlantic Collegiate Baseball Championships, and the PEI Marathon. Councillor Bernard congratulated Wayne Long on recently receiving the 2026 Economic Developer of the Year Leadership Award from the Economic Developers Association of Canada.

Moved by Councillor Terry Bernard
Seconded by Councillor Kevin Ramsay

RESOLVED:

That Council supports Downtown Charlottetown Inc.'s (DCI) request to implement a Parking Ticket Forgiveness Program within the Business Improvement Area (BIA) for the period of October 19-December 31, 2026,

And that, the Mayor and Chief Administrative Officer (CAO) be authorized to execute any standard contracts and agreements necessary to implement this resolution.

CARRIED 10-0

Moved by Councillor Terry Bernard
Seconded by Councillor Kevin Ramsay

RESOLVED:

That Council endorses the submission of a bid to host a Federation of Canadian Municipalities Board Meeting in Charlottetown in September or October of 2027, 2028, 2029, or 2030,

And further, if successful and as per the RFP document, that Council agrees to be responsible for costs associated with hosting a welcome reception or dinner, computer equipment/technician, study tours and local transportation, estimated at approximately $40,000 exclusive of study tour expenses,

And further that, the Mayor and Chief Administrative Officer (CAO) be authorized to execute any standard contracts and agreements necessary to implement this resolution.

CARRIED 9-1
Councillor Doiron opposed

7.11. New Business Resolutions

There were no New Business resolutions.

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8. <u>Motion to Move into a Closed Session as per the Municipal Government Act of PEI</u> (8:20 PM)
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) Fire Underwriter Survey Update
b) Lease Agreement

Moved and seconded. Carried.

9. <u>Business Arising from the Closed Session</u> (9:48 PM)

• Councillor Doiron was not present when Council moved back into Open Session.

Following discussion in the Closed Session, Council agreed to present the following resolutions in the Open Session for consideration.

Moved by Councillor Julie McCabe
Seconded by Councillor Kevin Ramsay

RESOLVED:

That Council receive the (FUS) report and endorse its recommendations in principle, with the understanding that this endorsement does not constitute a commitment to implement each recommendation, and that individual recommendations will be subject to further review and consideration as appropriate, and

Further, that Council approve the public release of the report, subject to redactions in accordance with Section 23 of the Freedom of Information and Protection of Privacy Act, where disclosure could reasonably be expected to harm the City's economic interests, including information relating to potential land acquisitions or future negotiations.

CARRIED 9-0

Moved by Councillor John McAleer
Seconded by Councillor Terry Bernard

RESOLVED:

That the City enter into a three year lease agreement with the Federation of Prince Edward Island Municipalities (FPEIM) for office space located within the West Royalty Community Centre, and

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

CARRIED 9-0

10. <u>Adjournment</u>
Moved and seconded that the meeting be adjourned. Carried. Meeting concluded at 9:53 PM.

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CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBER, CITY HALL, 199 QUEEN STREET
MONDAY, OCTOBER 19, 2026 AT 12 NOON

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Terry Bernard (T/C)**
	Councillor Kevin Ramsay	**Councillor Julie McCabe (T/C)**
	Councillor Norman Beck (T/C)	**Councillor Trevor MacKinnon (T/C)**
	Councillor John McAleer	**Councillor Justin Muttart**
Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG**
	Richard MacEwen, DCS	**Cindy MacMillan, ERPC II**
	Chris Stearns, IT	**Tracey McLean, PRC**
Guests:	**Susan Willis, Émile Gallant & Terry Hennessey, Remuneration and Allowances Commission**	
Regrets:	**Councillor Mitchell Tweel**	**Councillor Bob Doiron**

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

4. Discussion Item

a) Council Remuneration & Allowances Commission Report Presentation and Anticipated New Business Resolution

Mayor Brown welcomed Commission members Susan Willis, Émile Gallant and Terry Hennessey and asked them to present the report. Mr. Hennessey indicated the Commission met several times, reviewed previous reports and compensation practices in other municipalities, and spoke with most Councillors, the Mayor and the CAO. Mr. Hennessey then outlined the summary of proposed recommendations:

- Salary adjustments: Continue the existing 2% annual adjustment and applicable CPI framework.
- Deputy Mayor compensation: Maintain the additional annual compensation of $5,000.
- Per diem and mileage: Retain the current per diem and mileage reimbursement arrangements.
- Health, dental and retirement: Maintain current eligibility and contribution arrangements.

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- Severance: Continue providing two weeks of remuneration per year of service, to a maximum of 26 weeks.
- Communication and technology: Maintain the existing support arrangements.

The Commission noted that during the review, Councillors generally felt their compensation was fair in relation to the work they do.

Even though the following issues fall outside the Commission's mandate, they felt some concerns raised by Councillors should be noted in the report:

- The workload created by standing committees, including chairing one committee each, attending meetings and preparing for them. Lunchtime meetings worked for some but were difficult for others.
- There is need for more administrative help, research support and communications support.
- Although a space is available at City Hall, Councillors are looking for a suitable place to meet constituents while maintaining confidentiality.

The Commission also discussed ways to encourage women and people from diverse backgrounds to run, including whether meeting schedules and other supports make public service accessible. Few specific suggestions were received for addressing this and hoped Council or a future Council would consider the issue.

Some Councillors suggested the current standing committee structure (10 committees) be reviewed; consolidation would reduce the number of meetings.

Moved by Councillor Kevin Ramsay
Seconded by Councillor Justin Muttart

RESOLVED:

That Council accepts the recommendations in the 2026 Council Remuneration and Allowances Report as presented by members of the Remuneration and Allowances Commission effective December 4, 2026,

And further that, any amendments to the Remuneration Bylaw arising from the report be brought forward through the established bylaw amendment process.

Concern was raised with respect to the scope of the Commission's review, rather than the recommended compensation amounts. The review missed an opportunity to examine whether Council's current structure creates barriers for women, younger people and people from diverse backgrounds who might consider running for office. The Commission agreed that the concerns were important; however, examining these barriers was outside its mandate but Council could decide to address the issue through a separate review, commission or committee.

CARRIED 7-1
Deputy Mayor Jankov opposed

In closing, the Mayor and Council thanked the Commission for its time and work on the report. The Commission, in turn, thanked Cindy MacMillan for her support throughout the process.

5. Adjournment

Moved by Councillor Ramsay and seconded by Councillor Muttart that the meeting be adjourned. Carried. The meeting concluded at 12:29 PM.

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CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
DRAFT
COUNCIL CHAMBER, CITY HALL, 199 QUEEN STREET
THURSDAY, OCTOBER 22, 2026 AT 4:00 PM

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Mitchell Tweel**
	Councillor Terry Bernard	**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**
	Donna Miller Ayton, PPHM	**Sebastian Hall, PIII**
	Dillon Bolger, IT	**Tracey McLean, PRC**
Guest:	**Jacob Ritchie, Fathom Studio**	
Regrets:	**Councillor Bob Doiron**	

T/C indicates attended via teleconference.

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

1. Call to Order
Mayor Brown called the meeting to order at 4:04 PM.

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

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

Councillor Tweel moved to defer consideration of the item until the new year, when the new Council would be in place, consistent with the rationale he had raised at the October 13, 2026 Regular Meeting of Council. The Mayor ruled Councillor Tweel's motion out of order. Motion to approve the agenda was Carried.

4. Discussion Item

a) Additional Review of the Draft Zoning & Development Bylaw
Michael Ruus, Director of Integrated Growth (DIG), indicated the meeting had been convened following the previous Council discussion to allow a fuller discussion of the draft Zoning and Development Bylaw, hear further feedback from Council, and get direction on how to move the project forward. He introduced Jacob Richie of Fathom Studio, who would provide a brief presentation on the work completed to date, and noted that the background materials were in the meeting package.

Mr. Richie noted the presentation would bring Council up to date on the work completed over the previous year and a half to two years. He explained that the draft had changed considerably during that time in response to input from Council, the public, property owners and staff. Revisions included changes to building heights and development allowances, the approach to accessory dwelling units, environmental constraints and the variance process.

Mr. Richie also highlighted the time spent on community engagement, including meetings in East Royalty, West Royalty and downtown, as well as pop-up events. He said the project team had spoken with hundreds of people and described that engagement is important to making the bylaw stronger and more representative of Charlottetown.

Councillor Tweel remarked that many residents have expressed considerable concern related to what is being proposed in this draft Zoning and Development Bylaw. Mr. Ritchie noted that residents would have different levels of awareness of the proposed bylaw. He said staff and planners had a responsibility to share information and that the City had held public meetings, open houses and other engagement events. While he recognized they could not reach every resident or ensure that everyone knew every detail, he said the events had drawn good attendance and the team had responded to everyone who contacted them. Regarding a separate question raised by Councillor Tweel related to the Housing Accelerator Fund, the DIG indicated Council would need to weigh the agreement's requirements alongside the feedback received and that staff had tried to find the best balance.

Councillor Muttart said he supported housing growth and updating the bylaw but raised concerns that four units as of right and increased building heights could affect established neighbourhoods, heritage areas and the waterfront, and that the Housing Accelerator Fund conditions were influencing long-term planning despite community concerns. He said planning should be guided by local needs, with funding supporting that vision, and moved to remove the four-units-as-of-right and building-height provisions from the draft bylaw.

Councillor Bernard's concern was that reduced or eliminated parking requirements could add to existing congestion and on-street parking, especially where homes are converted to include more bedrooms or suites. He described streets with several cars per household and raised concerns about vehicles spilling onto roads and lawns, including in winter. Mr. Ritchie explained that parking requirements were reduced only in some areas with existing density and good T3 service.

Councillor McCabe asked whether the Planning Department had consulted other City departments about the draft bylaw's possible impacts, not simply whether departments had been kept informed. She specifically raised infrastructure, heritage and neighbourhood character, as well as whether the City would need more staff and inspection resources to administer and enforce the bylaw, and what those costs might be over the next five to ten years. The DIG replied that there had been multiple rounds of engagement with internal departments to gather feedback and confirm they could generally support the draft.

Councillor Beck raised concern regarding potentially losing significant funding if four units as a right is not adopted as part of the Zoning & Development Bylaw. The DIG indicated there was no firm amount from the federal government on what the City would lose if Council did not adopt four units as of right. They anticipated a financial penalty, which could mean withholding the Housing Accelerator Fund's final payment or cancelling the agreement; he also stressed that the four-unit requirement was tied to other infrastructure funding.

Councillor Beck asked if the waterfront zoning could be reverted back to a Comprehensive Development Area (CDA), which would reduce development rights and bring back a discretionary approval process. The

DIG recommended getting legal advice about the risks of that change; they also noted that CDA zoning could add uncertainty and red tape for applicants and neighbours and require more staff resources.

Councillor MacKinnon asked whether the proposed $86 million in federal infrastructure funding was part of the Housing Accelerator Fund and how much Charlottetown might receive. The DIG explained they were separate programs, estimated the City might receive about 20% of the provincial allocation, and said there was no guarantee of funding, though one project had been approved. Councillor MacKinnon also felt the map's colours in the draft bylaw were difficult to distinguish, particularly in the north end, and asked for clearer maps, possibly divided into sections.

Other notable topics raised were:

- Narrow the four-units-as-of-right requirement: apply it in new subdivisions or selected areas rather than across all established neighbourhoods. Councillors also asked whether a more limited approach might still meet federal funding requirements; staff would need further discussion with CMHC.

- Keep the existing lot-size threshold: some suggested retaining the half-acre threshold for additional units instead of reducing it to roughly a quarter-acre.

- Revisit downtown and heritage-area heights: suggestions included pausing the 500-lot area changes while the Heritage Preservation Bylaw is developed, keeping as-of-right heights more limited, and requiring Council review for additional height in exchange for public benefits.

It was determined that staff will bring back policy options on the main concerns including four units as of right, downtown heights and the waterfront for Council's further consideration. From there, Council would give direction on any changes it wanted. If changes were directed, the revised bylaw would go to Planning Board for consideration and a recommendation to Council for first reading.

5. Adjournment

Moved by Councillor Beck and seconded by Councillor McCabe that the meeting be adjourned. Carried. The meeting concluded at 6:19 PM.

DRAFT

DRAFT

Public Meeting of Council
Thursday, October 22, 2026, 7:00PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; and
Live streaming at www.charlottetown.ca/video

Mayor Phillip Brown Presiding

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

*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, October 23 at 12:00pm Noon.

1. **Call to Order**
   Mayor Brown called the meeting to order at 7:05 PM.

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

3. **Approval of Agenda**
   Moved by Councillor McCabe and seconded by Councillor Ramsay that the agenda for the Public Meeting on October 22, 2026 be approved.

   CARRIED

4. Discussion Item:

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

Sonia Kamal, Planner II

Request: This is a request concerning a proposed rezoning of three (3) lots identified as Lots 526, 527 and 528 on Essex Crescent to rezone from the existing Low Density Residential Single (R-2S) Zone to the Narrow Single Detached Residential (R-1N) Zone to facilitate future subdivision and development of single-detached dwellings separately on five (5) new lots.

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

Moved by Councillor MacKinnon and seconded by Councillor Beck that the meeting be deferred due to a lack of appropriate time for notification and public input and also that the aerial photo be updated as requested in an earlier meeting.

CARRIED
(8-0)

5. New Business

There was no new business that arose.

6. Adjournment of Public Session

Moved by Councillor McCabe and seconded by Councillor Ramsay that the Public Meeting adjourned. The meeting concluded at 7:20 PM.

CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
DRAFT

COUNCIL CHAMBER, CITY HALL, 199 QUEEN STREET
TUESDAY, OCTOBER 27, 2026 AT 5:00 PM

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Terry Bernard**
	Councillor Kevin Ramsay	**Councillor Julie McCabe**
	Councillor Norman Beck	**Councillor John McAleer**
	Councillor Justin Muttart	
Also:	**Brad MacConnell, CAO**	**Richard MacEwen, DCS**
	Jessika Corkum Gorrill, ESM	**Anna Keenan, STO**
	Chris Oliver, IT	**Tracey McLean, PRC**
Guest:	**Melanie Fix, MNP**	
Regrets:	**Councillor Bob Doiron**	**Councillor Trevor MacKinnon**
	Councillor Mitchell Tweel	

T/C indicates attended via teleconference.

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

1. Call to Order
Mayor Brown called the meeting to order at 5:05 PM.

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

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

4. Motion to Move into a Closed Session as per the MGA of PEI (5:07 PM)

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

- CAO 360 Performance Evaluation

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;

- Transit Agreement

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

.../2

5. Business Arising from the Closed Session (7:48 PM)

Following discussion in the Closed Session, the following resolution was brought into the Open Session for Council's consideration.

Moved by Councillor Kevin Ramsay
Seconded by Councillor Norman Beck

RESOLVED:

That Council approve the attached updates to the Transit Service Agreement with Trius Transit, and

That Mayor and CAO are hereby authorized to execute standard contracts and agreements to implement this resolution

Mayor and Council expressed their appreciation to Jessika Corkum Gorrill, Anna Keenan & Richard MacEwen who worked on this file and helped to achieve an amicable agreement with all parties.

CARRIED 7-0

6. Adjournment

Moved by Deputy Mayor Jankov and seconded by Councillor Ramsay that the meeting be adjourned. Carried. The meeting concluded at 7:51 PM.

DRAFT

PLANNING AND HERITAGE
REPORT TO COUNCIL

November 10, 2026

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

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

The Planning & Heritage Committee has not met since the last Regular Meeting of Council.

The Heritage Board met on Monday, October 26, 2026; copies of the minutes and report are included in your package.

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

A listing of Permit applications issued for September and also October 2026 along with YTD are included in your package.

Resolution: One (1) - Major Variance to permit an appointment-based home occupation (esthetics business) within a single-detached dwelling on the subject property identified as 175 Euston Street (PID# 360107).

Reading Papers:

First Readings: None
Second Readings: One (1) pertaining to Lot 2019-5 St. Martha's Court (PID#39074 & newly assigned PID# 1176502)

Respectfully submitted,

Deputy Mayor Alanna Jankov, *Chair*

PLANNING AND HERITAGE: HERITAGE BOARD MINUTES
MONDAY, OCTOBER 26, at 4:30PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live Streaming: www.charlottetown.ca/video

Present:	**Deputy Mayor Alanna Jankov, Chair**	**Emile Gallant, RM**
	Councillor Julie McCabe	**Lucas MacArthur, RM**
	Councillor Norman Beck	**Sharon Larter, RM**
		Tara Maloney, RM
		Ken McInnis, RM
		Aaron Stavert, RM
Also:	**Donna Miller-Ayton, Mgr Policy & Heritage**	**Jason Doucette, IO/AA****
	Natalie Munn, Heritage Officer	****minute taker**
Applicants:	**Red Dirt Properties (Lucas Welsh and Ryan Trowsdale)**	
Regrets:	**Mike Ruus, Dir. Int. Growth**	
	Mayor Phillip Brown	
	Brad MacConnell, CAO	
	Simon Moore, RM	

1. **Call to Order**

Chair Jankov called the meeting to order at 4:35 PM.

2. **Declaration of Conflicts**

Chair Jankov asked if there were any conflicts, there were no conflicts.

3. **Approval of Agenda**

Moved by Emile Gallant and seconded by Lucas MacArthur that the Agenda for Monday, October 26, 2026, be approved.

CARRIED

4. **Adoption of Minutes**

Moved by Tara Maloney and seconded by Ken McInnis that the minutes of Monday, September 28, 2026, be approved.

CARRIED

5. **Business arising from Minutes**

There was no business arising from the minutes.

6. **Reports:**

a) **9–11 Sydney Street (PID 338988)** – Proposed Exterior Renovations to a Designated Heritage Resource Located Within the City's 500-Lot Area

Summary:

9-11 Sydney Street (PID# 338988) is a Designated Heritage Resource located inside the 500 Lot Area in the Downtown Neighbourhood Zone. The applicant proposed to restore the exterior of the building with a variety of improvements including various repairs and replacements. An interior renovation is taking place at the property and to accommodate these changes, modifications to the exterior of the building were proposed, particularly on the west side and the north side (or back side) of the building. Heritage Board reviewed a previous plan in May 2026, and it was approved, however, through the building and development permitting processes some changes were found to be necessary.

It was noted that the applicants are restoring two historic 'Douse houses' on Sydney Street. It was said that, together with the former Douse sail loft located at 13 Sydney Street, these buildings will strengthen the historic character of the block, which was once associated with shipbuilding activities and a dock during Charlottetown's age of sail. The restoration was presented as an opportunity to preserve an important reminder of the city's history while ensuring the buildings remain viable residential properties for the future.

Staff explained that deteriorated and unsympathetic elements of the building are being repaired or replaced in a manner intended to maintain the heritage integrity of the structure while supporting extensive interior renovations. The presentation stressed that the work is aimed at preserving the building's heritage value rather than altering its historic character.

It was also stated that, although the proposal includes certain modifications to the building, these changes are generally confined to less visible elevations and do not affect character-defining elements. As a result, the alterations were considered to have minimal impact on the property's overall heritage significance.

Staff noted that the applicants have worked closely with heritage planning staff throughout the review process. The presentation indicated that this collaboration helped ensure that the proposed design and renovation approach remain consistent with heritage conservation objectives and the preservation of the building's historic character.

It was concluded that the proposed exterior alterations and renovations would improve both the longevity and long-term viability of the designated heritage resource. Staff recommended that the Heritage Board approve the proposed exterior alterations and renovations to the designated heritage resource located at 9-11 Sydney Street (PID# 338988).

Discussion:

Councillor Beck stated that the recent reopening of Province House demonstrated how a historic and significant building can be modernized while still respecting its heritage character. He

remarked on being impressed by that project and suggested that the proposal under discussion has the potential to achieve a similarly positive result.

It was further noted that the project could significantly enhance that part of the city by preserving an important heritage resource while making it more vibrant and livable. The speaker expressed the view that the proposal represents a strong heritage initiative and that the completed project could become a notable success for the area.

It was said that the long-term outcome has the potential to be exceptional and that, once completed, the value and quality of the project will be readily apparent. It was concluded by expressing enthusiasm for seeing the finished result and indicated that they were looking forward to the project's completion.

MOTION:

Moved by Councillor Beck and seconded by Ken McInnis that Heritage Board approves the proposed exterior alterations and renovations to the designated heritage resource located at 9-11 Sydney Street (PID# 338988).

CARRIED
(8-0)

7. **New Business**
   There was no new business.

8. **Adjournment**
   Moved by Councillor McCabe and seconded by Lucas MacArthur that the meeting be adjourned.

CARRIED
(8-0)

The meeting was adjourned at 4:50 PM

_____
Deputy Mayor Jankov, Chair

City of Charlottetown Committee Report

Report No: HERT-2026-10-10

Date:
October 26, 2026

Directed to Council through the following Committee:
Heritage Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None

Prepared by:
Natalie Munn, Heritage Officer

Applicant:
Red Dirt Properties (Lucas Welsh)

Attachments:

- Appendix A Existing Condition – Photos
- Appendix B Proposed Exterior Renovations

Report Title:
Alterations and Renovations to Designated Heritage Property at 9-11 Sydney Street (PID# 338988)

Report Purpose:
To review proposed exterior alterations and renovations to the designated heritage resource at 9-11 Sydney Street (PID# 338988) that will maintain the heritage character of the property and support interior renovations, and to seek Heritage Board's approval for these alterations to the building.

Staff Recommendation:
That the Heritage Board approves the proposed exterior alterations and renovations to the designated heritage resource located at 9-11 Sydney Street (PID# 338988).

Report Details:

Application

9-11 Sydney Street (PID# 338988) is a Designated Heritage Resource located inside the 500 Lot Area in the Downtown Neighbourhood Zone. The applicant proposes to restore the exterior of the building with a variety of improvements including various repairs and replacements. An interior renovation will be taking place at the property and to accommodate these changes, modifications to the exterior of the building are proposed, particularly on the west side and the north side (or back side) of the building are proposed. Heritage Board reviewed a previous plan in May 2026, and it was approved, however, through the building and development permitting processes some changes were found to be necessary, and a new application was developed.

Report Details Cont'd:

The application includes:

- Demolition of the unsympathetic and deteriorated, shed roofed sunroom extension (built in 1989) and replacement with a new extension that will have a gable roof, concrete footing and foundation wall underneath.

- The addition's current pair of two slider windows will be replaced with a with a larger nine lite, picture window. The other two windows on either side of the addition will be enlarged picture windows. All will match the windows of the south side of the addition and offer more light to the sunroom and differentiate the new structure from the 1805 house. Previously, in May 2026 a tripartite window, eight over eight in the centre and four over four on the sides was approved. The windows on the sides of the addition were smaller.

- The pre-1989 sunroom's brick foundation will be replaced with a new concrete footing and foundation wall. Originally, it was proposed to repair the sunroom's brick foundation wall, and any cracked and missing bricks were to be replaced to match the existing design size and texture, however the bricks were found to be beyond repair.

- Replacement of the asbestos siding with wood 5-inch reveal exposure siding. Wood siding will be applied to the façade and matching horizontal fibre-cement siding with a 5-inch reveal will be applied to the north, east and west sides. Previously the siding was to be wood, however due to building code restrictions, noncombustible siding was required on the east and west sides.

- Replacement of wood fascia and soffit.

- Repair, and if necessary, replace existing exterior woodwork, at windows, skirt boards, corner boards and trims to match existing profile and detail. It will be painted white for contrast.

- Replacement of all windows with wood/fiberglass windows to match existing profile, configuration and style except where noted below.

- On the east side, second floor, a new window opening will be cut and a new six over six window to match adjacent windows inserted.

- On the north/rear of the building, due to a change in the interior renovation and Building Code requirements, three windows on the main floor will be closed in and the door will move to the west slightly. On the second floor, one window will be closed in. It had been previously proposed that two main floor windows be moved and reduced in size and on the second floor one window was to be removed and replaced with a door, and a new six over six window inserted near the western end of the building.

- On the west side, two second floor six over six windows will be replaced and the openings enlarged to accommodate two tripartite windows that will match the main floor windows.

- Replacement of all doors with fiberglass doors.
- Replacement of the railing on the front porches to meet the National Building Code.
- Replacement of the back deck with a larger wood deck that runs to the western edge of the building. The previously proposed deck was larger and included stairs.
- Addition of a small deck on the back of the sunroom
- Replacement of the roof with gray asphalt shingles, the brick chimney will remain, and the metal chimney will be removed.

PROPERTY HISTORY

9-11 Sydney Street is a Georgian influenced home situated near the Charlottetown waterfront. Samuel May Williams (1774-1827), a local builder, built the home in 1805. It was home to the William Douse family for a time as well. The designation encompasses the building's exterior and parcel; it does not include the building's interior.

Heritage Value

The heritage value of 9-11 Sydney Street lies in its Georgian influenced architecture, its association with local builder Samuel May Williams, its association with Member of the Legislative Assembly, shipbuilder and land agent, William Douse (1800-1864) and its importance to the Sydney Street streetscape.

According to a letter written by Thomas Dawson, a resident of Charlottetown in the 1800s, local builder Samuel May Williams built 9-11 Sydney Street in 1805. The home was probably a log home that had been enlarged first with a plank, and later a frame addition. During a renovation all the construction materials were found within the home's walls. The renovation also revealed two cannon balls embedded in the home's sandstone foundation, likely from its former neighbour, George's Battery. Williams mortgaged the property in 1815, and the home is specifically mentioned in this document. In 1823, the home was also offered for sale. Samuel May Williams was a multi-talented man. He worked as a builder, an engraver and a merchant. The Georgian house is one of the earliest in the city and is notable for its symmetrical and balanced facade, prominent corner boards, and wooden construction.

Williams built Charlottetown's first Market House in 1813, which was described as a "framed and picketed" building. Williams passed away in 1827, however his wife, Maria (Allen) Williams, continued to live in the home until she sold it to William Douse in 1835.

Williams built Charlottetown's first Market House in 1813, which was described as a "framed and picketed" building. Williams passed away in 1827, however his wife, Maria (Allen) Williams, continued to live in the home until she sold it to William Douse in 1835.

William Douse was a prominent shipbuilder, land agent and Member of the Legislative Assembly. He came to Prince Edward Island from England in the early 1820s and soon became involved in farming,

shipbuilding, brewing and auctioneering. In 1833, he was named land agent by the 6th Earl of Selkirk and given power of attorney of an estate of over 100 000 acres. Douse was also active politically. He was first elected to the Legislative Assembly for Queens County in 1834 and was successful in all but two elections until his retirement in 1862.

One of the oldest homes in Charlottetown, the Williams Douse House is an important part of the Sydney Street streetscape and the Charlottetown waterfront.

Character-Defining Elements

The following Georgian influenced character-defining elements illustrate the heritage value of 9-11 Sydney Street:

- The overall massing of the home
- The placement and style of the windows, including the rectangular, multi-paned windows of the ground floor, the six over six windows and the arched window of the second floor, as well as the dormer windows
- The placement and style of the doors on either side of the porch
- The porch with its gable roof
- The contrasting white trim around the windows and doors, as well as the corner boards and belt course
- The rounded dormer
- The pitch of the gable roof
- The placement and style of the chimney

Other character-defining elements of 9-11 Sydney Street include:

The location of the building near the water at the end of Sydney Street

POLICY FRAMEWORK

Bylaw Requirements

In accordance with Section 4.2.4 of the Heritage Preservation By-law, this application is considered a Non-Substantive Application, ss. a. ii. New window or door opening, or Alterations to existing window or door openings; iii. Decks and other projections;

In accordance with the Heritage Preservation Bylaw Section 5, Evaluation Criteria for Heritage Permits, the Heritage Officer and Heritage Board will review the compatibility of the proposed renovations in relation to the criteria listed in Section 5.1.1., listed below, and provisions listed in Section 6 which includes:

a. The Standards and Guidelines for the Conservation of Historic Places in Canada, as may be amended from time to time;

b. The original character, construction and architectural details;

c. The original or existing materials;

d. The scale of a proposed Development in relation to the scale and proportions of the original or existing Building or Structure;

e. The size and alignment of existing doors and windows;

f. The material and style of existing windows and doors, including details such as the casements, sashes, mullions, muntins, trims, and glazing;

g. The pitch, direction and arrangement of the roof and any associated chimney;

h. The significance of the accessory Building to the historic nature of the property and the original design elements of the accessory structure; and

i. Any other historical elements or architectural design considerations as deemed relevant by the Heritage Officer.

Official Plan

Section 4.3.2 of the Official Plan, Heritage Development:

> c) Investigate options for adopting flexible development regulations for heritage properties, understanding that conservation and maintenance of heritage character is of primary importance.

The Standards and Guidelines for the Conservation of Historic Places in Canada ***https://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf***

Standard 10

Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.

Standard 11

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.

Standard 12

Create any new additions or related new construction so that the essential form and integrity of an historic place will not be impaired if the new work is removed in the future.

Standard 13

Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.

Standard 14

Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.

MATERIALS GUIDELINES:

Recommended:
Accommodating new functions and services in non-character defining interior spaces as an alternative to constructing a new addition.

Not Recommended:
Constructing a new addition where the proposed functions and services could be accommodated by altering existing, non-character-defining interior spaces. The former addition had no foundation and was in bad condition.

ANALYSIS:

Since the original heritage permit was approved by the heritage Board in May 2026, the project has advanced through the building and development permit process. Revisions to the interior plans, together with building-code requirements, have resulted in corresponding exterior changes. Although the façade will remain unchanged, modifications to the north and west elevations require a new heritage application.

The changes to window openings on the east and west elevations, approved by the Heritage Board, will remain unchanged. On the east elevation, one new opening will be added and, on the west, two second-floor windows will be enlarged to match the existing windows. All new and enlarged windows will match the style and profile of the adjacent windows.

On the rear (north) elevation, the revised plan introduces no new window openings and closes three main-floor windows. The first-floor door will be moved slightly west in place of an existing window, retaining an entrance at this level that is more consistent with the original house.

All other windows and doors throughout the building will be replaced in their existing configurations. The replacements will match the established styles and profiles, thereby preserving the building's heritage character.

The sunroom was originally an open porch that was subsequently enclosed, with a brick foundation added beneath it. The May 2026 proposal called for repairs to the existing foundation and replacement of the brickwork with matching materials. However, a structural assessment determined that the foundation and brickwork were beyond repair and could not be salvaged. The applicant has therefore proposed installing a new footing and foundation to improve the structure's stability.

The unsympathetic 1989 extension to the west-side sunroom will be replaced with a better-constructed and more compatible addition, improving the property's livability and enhancing views to the front and west. The original proposal included a new footing and foundation wall, a tripartite window on the west elevation and smaller side windows. The revised design replaces the windows with larger picture windows on the end and side elevations. These more contemporary windows will complement the existing sunroom, increase natural light, and maintain a clear distinction between the addition and the historic house.

Although the revised addition will be more compatible with the existing sunroom, both will remain distinguishable from the 1805 house. As the addition is not identified as a character-defining element and the proposed work is reversible, the revised proposal is consistent with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

Revisions to the interior design and applicable building-code requirements mean that the proposed rear deck will no longer serve as a means of egress. Accordingly, the deck will be reduced in size, constructed of wood, and built without stairs. As in the original proposal, the deck will not be visible from the front or side elevations. A small deck will also be added off the sunroom, consistent with the previous design, and will be screened from view by the sunroom.

The building is currently clad in asbestos siding with a 10-inch reveal. The siding is damaged in areas and is not historically accurate. The applicant proposes restoring the appearance of the original siding found on the building by installing traditional lap siding with a five-inch reveal. Wood clapboard will be used on the façade, while matching smooth-textured fibre-cement board will be installed on the other three elevations. Although wood siding was initially proposed throughout, revisions to the interior design and building-code requirements now require non-combustible cladding on the east and west elevations. The applicant proposes using the same material on the rear elevation to ensure consistency.

Throughout the restoration, the property's character-defining elements will be retained wherever possible. Where significant deterioration requires replacement, new components will match the original profiles and details. Repairs or matching replacements to the corner boards, eave returns, skirtboards, and window mouldings are consistent with the Standards and Guidelines for the Conservation of Historic Places in Canada.

The new roof will also improve the building's long-term durability. The building's entrance will be enhanced with a new wood railing that complies with current safety standards.

Overall, the revised proposal maintains the property's character-defining elements while accommodating necessary building-code and interior-design requirements. The changes are compatible with the Standards and Guidelines for the Conservation of Historic Places in Canada and are recommended for approval.

Conclusion:

The applicants have been willing to work with staff throughout the process to ensure that the heritage character of the building is maintained. The proposed work to 9-11 Sydney Street, with its changes will improve the longevity and viability of the building in the long term while conserving the character defining elements and heritage integrity of the building. It should be noted that the applicants are also restoring another "Douse House" at 13-15 Sydney Street. The two restored buildings in concert with the former Douse sail loft in the center, will cement the historic nature of the block which was once home to the shipbuilder's operations and dock during the age of sail. They will be tangible reminders of history but made viable housing for years to come.

Council or Committee History:
Heritage Board – May 25, 2026

Financial Implications:
None.

Public Engagement and Communication:
None.

Legislative Authority:
City of Charlottetown Official Plan
City of Charlottetown Heritage Preservation Bylaw
The Standards and Guidelines for Conservation of Historic Places in Canada

Strategic Alignment:
Infrastructure and the Environment
Community Building and Placemaking

Reviewed By:

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

Committee Recommendation: (if differing from staff)

Attachments:

Attachment “A” - Existing Condition



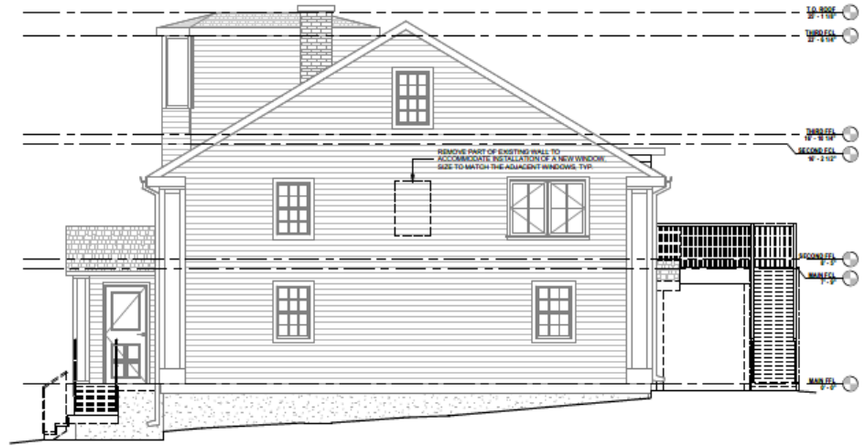




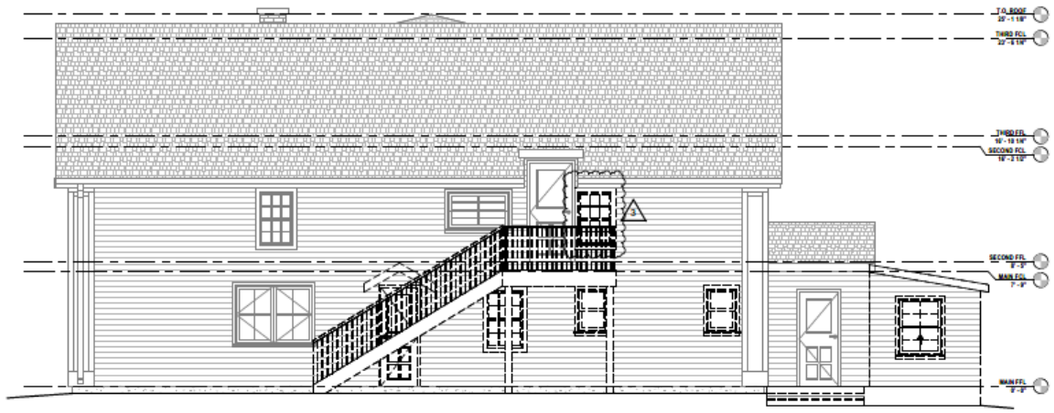
Attachment “B’ – Proposed Exterior Renovations



1 FRONT ELEVATION - DEMOLITION



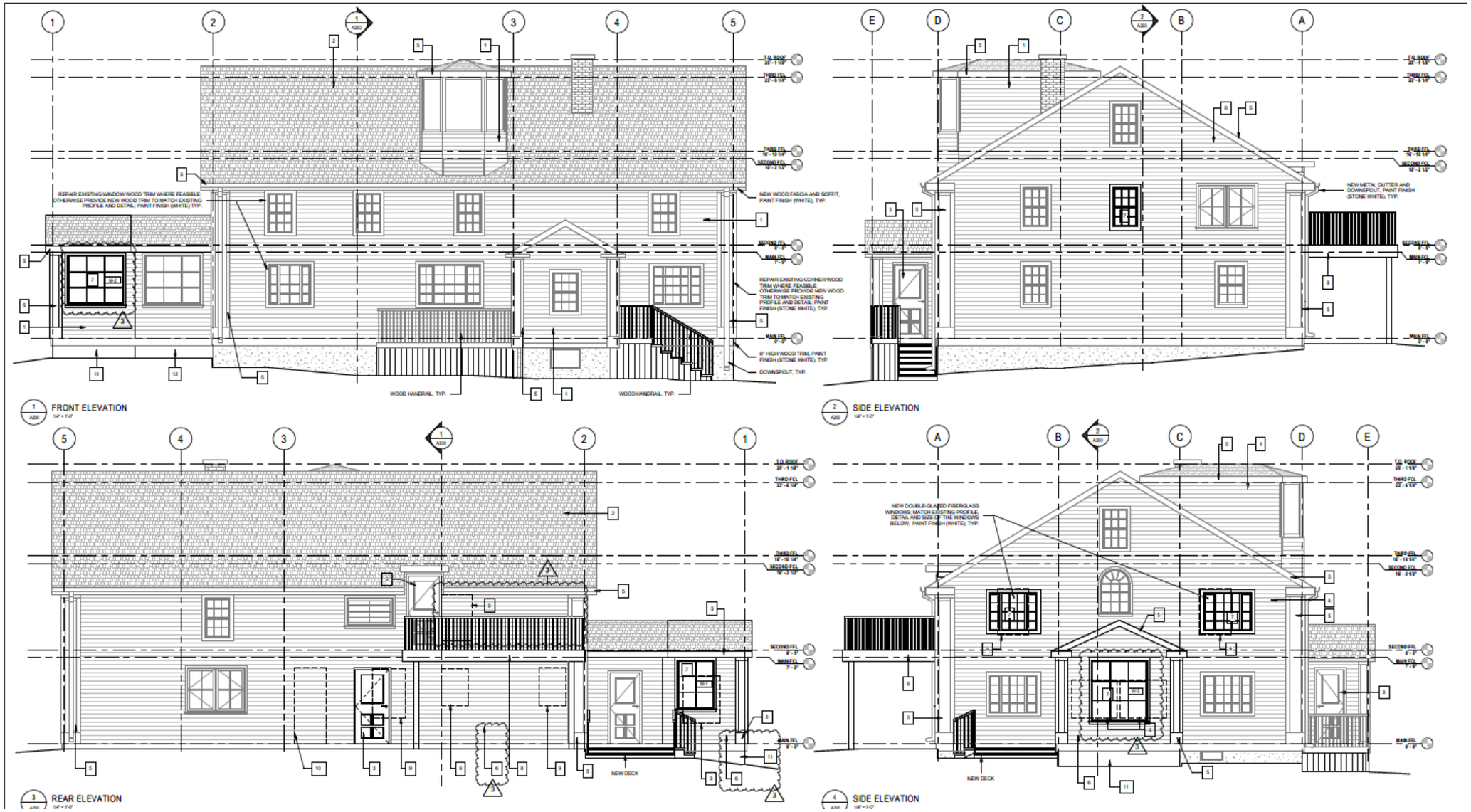
2 SIDE ELEVATION - DEMOLITION



3 REAR ELEVATION - DEMOLITION



4 SIDE ELEVATION - DEMOLITION


FRONT ELEVATION
SIDE ELEVATION
REAR ELEVATION
SIDE ELEVATION
REPAIR EXISTING WINDOW WOOD TRIM WHERE FEASIBLE, OTHERWISE PROVIDE NEW WOOD TRIM TO MATCH EXISTING PROFILE AND DETAIL; PAINT FINISH (WHITE) TYP.
NEW WOOD FASCIA AND SOFFIT, PAINT FINISH (WHITE), TYP.
REPAIR EXISTING CORNER WOOD TRIM WHERE FEASIBLE, OTHERWISE PROVIDE NEW WOOD TRIM TO MATCH EXISTING PROFILE AND DETAIL; PAINT FINISH (STONE WHITE), TYP.
6" HIGH WOOD TRIM, PAINT FINISH (STONE WHITE), TYP.
DOWNSPOUT, TYP.
WOOD HANDRAIL, TYP.
NEW METAL GUTTER AND DOWNSPOUT, PAINT FINISH (STONE WHITE), TYP.
NEW DOUBLE-GLAZED FIBERGLASS WINDOWS, MATCH EXISTING PROFILE, DETAIL AND SIZE OF THE WINDOWS BELOW; PAINT FINISH (WHITE), TYP.
NEW DECK

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, NOVEMBER 3, 2026, 4:30 PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

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

1. **Call to Order**
   Chair called the meeting to order at 4:31 PM

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

3. **Approval of Agenda**
   Moved by Lea MacDonald and seconded by Councillor McCabe that the agenda for Tuesday, November 3, 2026 be approved.

   CARRIED

4. **Adoption of Minutes**
   Moved by Dave Essery and seconded by Bobby Kenny that the minutes of the Planning Board meeting held on Wednesday, October 7, 2026, as circulated, be approved.

   CARRIED

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

6. **Reports:**

   a) Variances:

   1. 175 Euston Street (PID# 360107)

   Michael Fraser, Planner 2

Property Information: Medium Density Residential (R-3) Zone
Staff Presenter: Michael Fraser, PII
Applicant: Nhu Nguyen
Reference: Planning Board Meeting Package

Request:

This is a request for Major Variance to allow for an appointment-based aesthetician service to operate within a portion of a single-detached dwelling within the Medium Density Residential (R-3) Zone as a Home Occupation accessory to the principal use. As per Section 5.9.3.g) of the Zoning & Development Bylaw, home occupations including uses having appointments on an hourly basis may be considered following the process of review of a Major Variance.

Summary:

It was highlighted that an application was submitted requesting a Major Variance to permit a home occupation at 175 Euston Street (PID# 360107). The applicant proposes to operate an appointment-based esthetics business from the existing dwelling, with a maximum of five client visits per day.

It was noted that there would be no retail sales, no walk-in appointments, no signage, and no exterior renovations associated with the business.

It was noted that the property is developed with a single-detached dwelling on a lot zoned R-3 and is located on Euston Street between University Avenue and Hillsborough Street. It was highlighted that the surrounding area contains a variety of zoning designations, including several properties where commercial uses are permitted outright.

The property benefits from a deep driveway and is situated near on-street parking and the Fitzroy Parkade.

It was said that, under the Zoning & Development Bylaw, a Major Variance is required to permit the proposed home occupation and establish limits relating to client visits and on-site parking. The proposed operation was described as an esthetics business operating solely by appointment, with a requested maximum of five appointments per day.

It was highlighted that notification of the Major Variance application was circulated to 74 surrounding property owners within 100 metres of the subject property. The circulation notice advised that permission was being sought for up to five appointments per day. It was reported that no responses were received during the public comment period.

It was concluded through the analysis that the proposed business would be located within a neighbourhood that already contains commercial activity and that the area benefits from strong walkability, transit access, and available parking.

It was further noted that no exterior modifications to the existing building are proposed.

The only neutral consideration identified was that the Zoning & Development Bylaw requires a Major Variance approval process before a home occupation can be permitted.

No specific shortcomings were identified.

It was recommended that Planning Board recommend approval of the Major Variance for 175 Euston Street (PID# 360107) to permit an appointment-based esthetics business as a home occupation. It was further recommended that Council establish the approved number of client appointments permitted per day and week, as well as the required number of parking stalls.

Discussion:

It was discussed that a motion would be put forward to accept staff's recommendation regarding the application. Members noted that recommendations concerning operating hours and related conditions would ultimately be forwarded to Council for consideration.

It was highlighted that questions were raised regarding parking availability in the area, particularly along the section between Prince Street and Walthen Street. Staff explained that the north side of the street is affected by traffic infrastructure, including a turn lane, and that any available on-site parking would likely be considered tandem parking. It was noted that tandem parking provides parking capacity but does not satisfy standard parking requirements because vehicles are parked one behind another and do not have independent access.

It was further clarified that a vehicle could potentially be parked near the garage at the rear of the property, leaving an additional space available for clients. Staff advised that while this parking arrangement could be acknowledged, it would not necessarily meet the minimum parking requirements established in the zoning and development bylaw.

It was questioned whether the proposed limit of five appointments per day would equate to a maximum of twenty-five appointments per week. Staff confirmed that this was their understanding of the request and noted that the same information had been circulated to the public during the consultation process.

It was explained that the surrounding area already contains a degree of commercial activity and that, given the nature of the proposed home occupation, some client traffic could be expected to arrive on foot or make use of existing parking resources within the neighbourhood, similar to other commercial-style operations in the area.

It was concluded that a recommendation to Council could include limiting the operation to five appointments per day and twenty-five appointments per week, while also acknowledging the parking situation on the property. Committee members agreed that such recommendations would assist Council in its final decision-making.

It was asked whether any activities other than the proposed home occupation were taking place within the house. Staff advised that, based on permit records, submitted floor plans, and site visits, there was no indication of additional residential suites or other business activities. It was noted that the main and second floors appeared to operate as a single residential unit and that no secondary entrances or features suggesting other uses were observed.

MOTION:

Moved by Councillor Beck and seconded by Bobby Kenny that Planning Board recommend that Council approve the following Major Variance for the subject property identified as 175 Euston Street (PID# 360107) to allow for the following:

1) **To allow for an appointment-based home occupation in the form of an esthetics business.**

And that Council establish:

2) **That the approved number of clients permitted to visit per day be a maximum of up to 5 per day and that the maximum number of business-based visits per week be up to 25 per week; and**

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

CARRIED
(5-0)

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

8. **Adjournment of Public Session**
Moved by Councillor McCabe and seconded by Lea MacDonald that the meeting be adjourned. The meeting was adjourned at 4:42 PM.

_____
Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No:
PLAN-2026-03-NOVEMBER-6A-1
175 Euston Street (PID# 360107)

Date:
November 3, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
Michael Fraser, Planner 2

Attachments:

A. Air Photo
B. Zoning Map
C. Circulation Letter

Report Title:
Major Variance to permit an appointment-based home occupation (esthetics business) within a single-detached dwelling on the subject property identified as 175 Euston Street (PID# 360107).

Report Purpose:
To evaluate a request to permit a home occupation for an esthetics business as an appointment-based home occupation within an existing dwelling. The application was submitted by the business owner and resident Nhu Nguyen.

Staff Recommendation:
The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 175 Euston Street (PID# 360107) be approved:

1. To allow for an appointment-based home occupation in the form of an esthetics business.

And request that Council establish:

2. The approved number of client appointments per day and week.
3. The approved number of parking stalls.

Report Details:

The proposed Major Variance application for the subject property identified as 175 Euston Street in the Medium Density Residential (R-3) Zone, was submitted by the owner of the proposed business Nhu Nguyen on September 17, 2026. The intent of the application is to allow for an appointment-based business for esthetics that would be located within a portion of the existing building. The applicant has indicated that they are seeking a maximum of five (5) client visits per day.

Development Context

The subject property is located on the north side of Euston Street within one parcel of Prince Street and within two blocks of University Avenue. The business is proposed to operate within an existing residential building directly fronting Euston Street, occupying the space normally used as a living room. This area of the dwelling unit has a direct entrance from the main entry hall. The applicants have no plans for signage.

The subject property is located within the Medium Density Residential (R-3) Zone, though there is a wide diversity of zones and types of zones in the local area. The parcels directly adjacent to the property are also zoned Medium Density Residential (R-3) and those across Euston are zoned Downtown Mixed-Use Neighbourhood (DMUN). The local area also includes many corridor and downtown based zones including Downtown Main Street (DMS), Mixed Use Corridor (MUC), and Downtown Mixed Use (DMU) zones. This area includes a wide mix of development and is somewhat transitional in nature, with areas to the west (closer to University Avenue) being newer and developed for commercial use, those to the east (near Weymouth Street) being older and developed for commercial, industrial, and multi-family uses, with the area in between being older residential and institutional buildings used for a variety of uses.

This area is considered part of the walkable downtown core of Charlottetown, with bus service operating on both University Avenue and Fitzroy Street. The existing building has a long driveway, though this can only be counted as one parking stall on the property due to bylaw rules stating that tandem parking cannot be considered for parking minimums. That being said, the block of Prince Street closest to the building includes a considerable number of 2-hour public parking spaces and the Fitzroy Parkade is within a block of the building as well.

Analysis

Section 5.9.3(f) of the Zoning & Development Bylaw outlines the process required to approve a home occupation and specifically notes that uses with appointments may be considered following the process of review for a Major Variance. Section 5.9.1(k) states that the maximum number of clients permitted will be determined by Council. The applicant has indicated that they will operate by appointment only, not offer retail or walk-up services, and they are requesting a maximum of five (5) appointments per day.

Due to the location within the core of the City, the proposed home occupation is not expected to notably change the character of the surrounding neighbourhood. The neighbourhood itself, and specifically the Euston Street corridor, allow for a wide variety of business operations. For example, the properties directly across Euston Street are zoned Downtown Mixed-Use Neighbourhood (DMUN), which permits retail stores, offices, and even restaurants. Other home occupations, including Short-Term Rentals and other appointment-based businesses, already exist in nearby properties.

The location within the City also helps mitigate any potential traffic or congestion impacts. The property is within steps of over thirty-five (35) angled 2-hour public parking spaces on the first block of Prince Street. Beyond this, the angled 2-hour parking continues down Prince Street and the Fitzroy Parkade is located within a 5-minute walk of the proposed business. T3 Transit provides consistent service in the area, including a major stop for several routes at the corner of University Avenue and Euston Street.

Due to the realities of the neighbourhood, the subject property is well positioned to support the use of this building as a home occupation. Many of the potential risks are mitigated by the surrounding parking and transit assets, while the neighbourhood's character already includes the diverse use of properties. Planning staff are therefore in support of the application.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
In accordance with Section 3.9 of the Zoning & Development Bylaw, on October 14, 2026 notice of the Major Variance application for 175 Euston Street (PID# 360107) was circulated to seventy-four (74) surrounding property owners within 100 metres (328.1 feet) of subject property to request written comments on the proposed variance (see Attachment C). The deadline to submit written comments was 4:30pm on Wednesday, October 28, 2026. This notice indicated that the applicant was requesting permission for a maximum of five appointments per day.

As of the date this report was written (October 28, 2026), no written responses were received.

Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

Strategic Alignment:
Community-Building and Placemaking

Submitted By Planner:
Michael Fraser,
Planner 2

Reviewed By:

Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 10/28/2026	Michael Ruus, RPP, MCIP, 10/30/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo:



Attachment "B" – Zoning Map:



Attachment "C" – Circulation Letter:

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

CHARLOTTETOWN

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

October 14, 2026

RE: 175 Euston Street (PID #360107)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for Major Variance at 175 Euston Street (PID #360107) within the Medium Density Residential (R-3) Zone.

The Major Variance application is to allow for a home occupation to accommodate an esthetics business. Section 5.9.3 (g) of the *Zoning and Development Bylaw*, outlines regulations for home occupations and states that additional uses, including uses with appointments typically on an hourly basis or as scheduled, may be considered following the process of review for a Major Variance. Section 5.9.1 (k) states that the maximum number of clients permitted on the premise of appointment-based home occupations at any one time will be determined by Council. The application indicates that they are requesting a maximum of 5 appointments per day and that they will not permit walk-ins, retail sales, or non-resident employees.

Pursuant to the requirements of the *Zoning and Development Bylaw*, and as an owner of a property within 100 metres (328.1 feet) of the boundaries of the proposed development at the subject property, you are being notified of the Major Variance request. If you have any objections or comments regarding the Major Variance please state the rationale for your objection(s) as part of your written comments. Written comments shall be submitted no later than **4:30pm on Wednesday, October 28, 2026.** Please email written comments to the reporting Planner at mfraser@charlottetown.ca.

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

In accordance with Section 3.9.4 (Major Variances) of the *Zoning and Development Bylaw*, the Major Variance will be referred to Planning Board which shall consider the request and any comments received in response to the notice and shall make a recommendation to Council. Council may, without prejudice, approve or reject the major variance. City of Charlottetown Planning Board will consider this application at its meeting at **4:30pm, Tuesday, November 3rd, 2026 in the Council Chambers (2nd Floor) at City Hall** and may then recommend to Council to grant or deny this variance.

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

Sincerely,

Michael Fraser
Planner II

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
 # 1

MOTION CARRIED _____

MOTION LOST _____

Date: November 10, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the following Major Variance for the subject property identified as 175 Euston Street (PID# 360107) to allow for the following:

1) **An appointment-based home occupation in the form of an esthetics business,**

And that Council establish:

2) **That the approved number of clients permitted to visit per day be a maximum of up to 5 per day and that the maximum number of business-based visits per week be up to 25 per week; and**

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

CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.2):
NONE.

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-116, A Bylaw to amend the Zoning & Development Bylaw, By approving Phase 3 of the Development Concept Plan and Appendix B. Comprehensive Development Area (CDA) Parcels and Permitted uses, in order to facilitate future development of the site with three (3) apartment buildings with a total density of one hundred eighty-six (186) units and to approve the working site drawings as submitted, as it pertains to Lot 2019-5 St. Martha's Court (Parent Parcel PID# 390740, new assigned PID #1176502)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-116, as it pertains to Lot 2019-5 St. Martha's Court (Parent Parcel PID# 390740, new assigned PID #1176502))", 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 X 10-0 (Carried)

Seconded by Councillor: Julie McCabe Julie McCabe X

Date: October 13, 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.2-116, By approving the Phase 3 Development Concept Plan subject to the signing of a Development Agreement and Appendix B. Comprehensive Development Area (CDA) Parcels and Permitted uses, in order to facilitate future development of the site with three (3) apartment buildings with a total density of one hundred eighty-six (186) units and to approve the working site drawings as submitted, as it pertains to Lot 2019-5 St. Martha's Court (Parent Parcel PID# 390740, new assigned PID #1176502)," as attached, was read and approved a first time on October 13, 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.2-116

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.2-116"

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 B – Comprehensive Development Area (CDA) Parcels and Permitted Uses of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) Appendix B – Comprehensive Development Area (CDA) Parcels and Permitted uses is updated to add below amendment:

STREET	PID NUMBER	EXISTING USE	LOT AREA
Mount Edward Road - West Side South of Bypass (Unless otherwise noted, the following lots have or are allowed a residential building on the street with the back portion vacant and under the CDA Zone)			
	390740		22.68
	390740	143 residential dwelling units; Phase I - seven (7) unit townhouse and a 48-unit apartment building on 2.5 acres of land; Phase II - 40-unit apartment building and a 48-unit apartment building on 2.55 acres of land.	5.05 acres
St. Martha's Court	Lot 2019-5 (Parent Parcel PID# 390740, new assigned PID #1176502)	Facilitate future development of the site with three (3) apartment buildings with a total density of one hundred eighty-six (186) units for Phase 3 concept plan and to approve the working site drawings as submitted.	3.17 acres

(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 Land and Environment.

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-116, 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.2-116, 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.2-116, 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.2-116, 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.2-116) is hereby approved.

Dated on this __ day of _____, _____.

_____

Honourable Darlene Compton
Minister of Land and Environment

CHARLOTTETOWN

Planning & Heritage Summary (Week ending September 4, 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
26-828	1180348	326-BLD-26	24-Aug-26	2-Sep-26	APPROVED	10 Worth St.	Construction of New Single Detached Dwelling	Nick Farquharson	23-Sep-26
26-839	604165	335-BLD-26	20-Aug-26	8-Sep-26	APPROVED	29 McCarville St.	Phase 2 Renovatrion of Mechanical & Electrical Systems-Convert former processing Space to Laboratory Space	MCA Consultants Inc	29-Sep-26
26-786	1129600	302-BLD-26	20-Jul-26	4-Sep-26	APPROVED	106 MacRae Dr	Construction of New Single Detached Dwelling	Star Homes and Construction Inc	25-Sep-26
26-699	1180348	246-BLD-26	26-Jun-26	9-Sep-26	APPROVED	140-142-144-146 Rogerson St	Construction of a 4-Unit townhouse	Will Zafaris	30-Sep-26
26-808	1123926	312-BLD-26	15-Jul-26	2-Sep-26	APPROVED	41 Frizzell Ave	New Commercial Building to house AllStar Cresting and Embroidery	Fitzgerald & Snow	23-Sep-26
26-649	274183	203-BLD-26	22-May-26	2-Sep-26	APPROVED	300 Allen Street	Exterior Renovation, Wheelchair ramp, entrance adaptation, Interior Renovation, Accessible washroom, building code, fire code and sprinkler upgrades. Upgrades to two apartments.	Hooie Larter & Ian Francis MacIsaac	23-Sep-26
26-554	371054	154-BLD-26	6-May-26	31-Aug-26	APPROVED	421 University Ave	Interior Renovation (Eating and Drinking Establishment)	Mary-Elyn Keenan	21-Sep-26
26-803	462473	310-BLD-26	6-Aug-26	31-Jul-26	APPROVED	318 Malpeque Road	Replacing existing storage shed with new 12 x 17.5 Shed	Adrian Green	21-Aug-26
26-775	390625	295-BLD-26	6-Aug-26	31-Aug-26	APPROVED	247-251 Mount Edward Road (A-4)	Construction of new ten (10) unit townhouse	Robert Chang	21-Sep-26
26-774	390625	294-BLD-26	6-Aug-26	31-Aug-26	APPROVED	247-251 Mount Edward Road (A-3)	Construction of New Eight (8) Unit Townhouse	Robert Chang	21-Sep-26
26-773	390625	293-BLD-26	6-Aug-26	31-Aug-26	APPROVED	247-251 Mount Edward Road (A-2)	Construction of New Six (6) Unit Townhouse	Robert Chang	21-Sep-26
26-772	390625	292-BLD-26	6-Aug-26	31-Aug-26	APPROVED	247-251 Mount Edward Road (A-1)	Construction of New Eight (8) Unit Town house	Robert Chang	21-Sep-26
26-725	1110642	267-BLD-26	6-Jul-26	1-Sep-26	APPROVED	Unit 8, 167 Minna Jane Drive	Interior Fitup for Indoor Golf Simulator	Fan Yang	22-Sep-26
26-829	394031	327-BLD-26	20-Aug-26	2-Sep-26	APPROVED	49 Roper Drive	Storage Shed for Watercraft and Garden Equipment	Barbara & Ian Kirk	23-Sep-26

26-805	627687	045-SGN-26	18-Aug-26	2-Sep-26	APPROVED	Hillsborough Park Community Centre	Painted Mural on Aluminum Panesl	City Of Charlottetown	23-Sep-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 September 11, 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
26-833	825943	016-TMP-26	31-Aug-26	8-Sep-26	APPROVED	330 Water Street	Installation of a temporary tent infrastructure for the 2026 PEI International Shellfish Festival. Tent installation planned for September 9th.	Liam Dolan	29-Sep-26
26-786	1129600	302-BLD-26	20-Jul-26	4-Sep-26	APPROVED	106 MacRae Drive	Single Detached Home with attached double garage	Star Homes & Construction	25-Sep-26
25-966	386185	303-BLD-25	12-Sep-25	11-Sep-26	APPROVED	27 Brows Lane	Remove old floor, frame and walls and replace for new option.	Rogelio Barragan Narro	2-Oct-26
26-199	342220	049-BLD-26	6-Mar-26	11-Sep-26	APPROVED	70 Kent Street	Main Entrance Relocation	Ylber Gashi	2-Oct-26
26-840	1191923	336-BLD-26	26-Aug-26	11-Sep-26	APPROVED	Lot 13 Worth Street	Single Family Dwelling, Spec Home	Brad Stewart	2-Oct-26
26-849	359018	342-BLD-26	8-Sep-26	10-Sep-26	APPROVED	23 Granville Street	Construction of a shed for storage	Nina Yudova	1-Oct-26
26-817	188648	320-BLD-26	12-Aug-26	10-Sep-26	APPROVED	147 Friar Drive	Adding a deck to modular home	Melanie Stetson	1-Oct-26
26-848	728394	341-BLD-26	9-Sep-26	10-Sep-26	APPROVED	8 Windward Crescent	Storage Shed	Teshia Morrisey and Jeff Dunn	1-Oct-26
26-832	822551	330-BLD-26	24-Aug-26	10-Sep-26	APPROVED	14 Carter Court	2 story single family dwelling with garage and basement	Jeremy MacPhee	1-Oct-26
26-837	1186873	334-BLD-26	26-Aug-26	9-Sep-26	APPROVED	34 Kingsburgh Ave	New Single Detached Dwelling with Secondary Suite	Paul Llewellyn	30-Sep-26
26-816	1159607	319-BLD-26	11-Aug-26	9-Sep-26	APPROVED	21 Briget Drive	New single Detached Dwelling with Secondary Suite	Mark McQuaid	30-Sep-26
26-824	1192392	325-BLD-26	20-Aug-26	9-Sep-26	APPROVED	108 Worth St	1 Story single detached house	Edgar Construction Inc.	30-Sep-26
26-823	1192384	324-BLD-26	20-Aug-26	9-Sep-26	APPROVED	114 Worth St	2 Story Single detached	Edgar Construction Inc.	30-Sep-26
26-797	1176627	306-BLD-26	4-Aug-26	9-Sep-26	APPROVED	82-84 Aidan St	Duplex	Homeway Builders PEI Inc.	30-Sep-26

26-841	1028372	046-SGN-26	28-Aug-26	8-Sep-26	APPROVED	271 Sherwood Road	Wooden posts with flat panel signage	Fastsigns	29-Sep-26
26-723	338996	265-BLD-26	15-Jul-26	2-Sep-26	APPROVED	15-17 Sydney St	Demolition of exterior siding finishes, interior alteration and renovation	Lucas Welsh	23-Sep-26
26-540	279018	151-BLD-26	1-Jul-26	11-Sep-26	APPROVED	1 Strawberry Lane B	Expand lumber yard into newly purchased lot to allow for increased outdoor storage	Andy Smith	2-Oct-26
26-813	1186840	316-BLD-26	10-Aug-26	11-Sep-26	APPROVED	79 Kinsburgh Ave	Shed	Michael Butler	2-Oct-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
TBD	277491	TBD	6-Jul-26	8-Sep-26	APPROVED	65 Kensington Road	Proposed Major Variance for the subject property identified as 65 Kensington Road (PID# 277491) to allow for the following: 1) To allow for the establishment of a Garden Suite on a property having lot area of approximately 0.2 acres (0.08 hectares) whereas a minimum lot area of 0.5 acres (0.2 hectares) is otherwise required. 2) To allow for an increased maximum gross floor area for a Garden Suite of 73 square metres (786 square feet) whereas a maximum gross floor area of 70 square metres (753.2 square feet) is otherwise permitted. 3) To allow for an increased maximum building height of 7.62 metres (25 feet) for a detached accessory structure containing a Garden Suite whereas a maximum building height of 4.6 metres (15.1 feet) is otherwise permitted. 4) To allow for a reduced side yard setback of 1.30 metres (4.26 feet) whereas a side yard setback of 1.8 metres (6 feet) is otherwise required for a detached accessory structure containing a Garden Suite; and 5) To allow for a reduced rear yard setback of 1.90 metres (6.23 feet) whereas a rear yard setback of 3 metres (9.8 feet) is otherwise required for a detached accessory structure containing a Garden Suite.	Hunter McTague	29-Sep-26
TBD	1128842	TBD	15-May-26	8-Sep-26	APPROVED	49 Trailview Drive	Proposed Major Variance for the subject property identified as 49 Trailview Drive (PID# 1128842) to	Mark MacDonald	29-Sep-26

							allow for the following: 1) To allow for a reduced minimum lot frontage of 7.76 metres (25.45 feet) for property in the (R-1L) Zone whereas a minimum lot frontage of 18 metres (59.1 feet) is otherwise required. Subject to condition that any future dwelling constructed on the proposed new lot (Lot 26-3) based on the preliminary survey plan as submitted must have its main front entryway and main front facades face south towards the abutting City-owned park property identified as PID# 1148600.		
TBD	1176502	TBD	TBD	8-Sep-26	APPROVED	Lot 2019-5 PID 1176502	Request to proceed to public consultation for a request to approve a development concept plan for Lot 2019-5 (PID# 1176502) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with two, eighty-two (82) unit apartment buildings with a total density of one hundred sixty-four (164) units. And to proceed to public consultation for the request to amend Appendix "B" Comprehensive Development Area (CDA) Parcels and Permitted Uses of the Zoning and Development Bylaw. Subject to a traffic impact assessment for the proposed development.	Nick Jay	29-Sep-26
TBD	336271	TBD	TBD	8-Sep-26	APPROVED	176 King Street and 178 King Street Both Under PID 336271	Request to approve the request to consolidate separate properties addressed as 176 King Street and 178 King Street, both under PID# 336271, to form one new parcel subject to the approval of a final pinned survey plan.	Keir Lowther	29-Sep-26
TBD	336982, 336974, 336909, 336917, 336966 and 1172915	TBD	TBD	8-Sep-26	APPROVED	68 Queen St	Request to approve the encroachment of footings and a canopy into the Public Right of Way to facilitate the construction of a proposed multi-use residential and commercial building within the 500 Lot Area in the Downtown Main Street (DMS) Zone being the properties identified as (PID#s 336982, 336974, 336909, 336917, 336966 and 1172915) addressed as 68 Queen Street with the following encroachments: 1) Encroachment to allow building footings to encroach into the Public Right of Way on King, Dorchester and Queen Streets ranging from 1'' to 2'-8'' in various locations around the building. 2) Encroachment to allow an overhead canopy to encroach into the Public Right of Way for a depth of 1.162 meters and a width of 4.451 meters along Dorchester Street. 3) Encroachment to allow an overhead canopy to encroach into the Public Right of Way for a depth of 3.19 meters and a width of 4.757 meters along King Street.	Sable Arc, C/O Weymouth Properties	29-Sep-26

CHARLOTTETOWN

Planning & Heritage Summary (Week ending September 18, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-61	391920	023-BLD-26	23-Jan-26	17-Sep-26	APPROVED	1 Walnut Dr	Addition of insulated sunroom	Hoang Ha Truong	8-Oct-26
26-866	342758	048-SGN-26	17-Sep-26	17-Sep-26	APPROVED	138 Great George St	Installation of signage mounted on the exterior of the building	Sonique Lattonia Allen	8-Oct-26
26-794	878603	305-BLD-26	10-Jun-26	17-Sep-26	APPROVED	5 Acadian Drive	Foundation/Structural steel work including building envelope as well as interior fit-up of Early Years Centre and the K-6 Addition	Chris Silliker	8-Oct-26
26-818	191783	321-BLD-26	12-Aug-26	17-Sep-26	APPROVED	6 Herbert St	New Single Family Home with basement	Jordon Birt	8-Oct-26
26-569	934299	163-BLD-26	14-May-26	16-Sep-26	APPROVED	14 Westway Dr	3 Season Porch	Marlene Wisener	7-Oct-26
26-815	1172253	318-BLD-26	10-Aug-26	15-Sep-26	APPROVED	48 Hurry Road	Deck on blocks at back of house. Deck will not be attached to the house.	Tim Lynch	6-Oct-26
26-813	1186840	316-BLD-26	10-Aug-26	11-Sep-26	APPROVED	79 Kingsburgh Ave.	Shed	Michael Butler	2-Oct-26
26-862	347260	347-BLD-26	15-Sep-26	15-Sep-26	APPROVED	86 Edward Street	Replace existing shed on property using the same footprint	Maria Maund and Michael Gauthier	6-Oct-26
26-727	341248	024-HRT-26	15-Jul-26	9-Sep-26	APPROVED	296 - 298 Grafton St.	Set up a seperation between 296 and 298 in the back yard	Xiaoyun Deng	30-Sep-26
26-860	366823	346-BLD-26	14-Sep-26	14-Sep-26	APPROVED	19 Sunset Dr.	New detached greenhouse on slab	Jason Burns	5-Oct-26
26-281	387761	047-SGN-26	8-Sep-26	14-Sep-26	APPROVED	686 University Ave	Signage for new McDonalds restaurant	Lais Lamego	5-Oct-26
26-845	996009	340-BLD-26	8-Sep-26	10-Sep-26	APPROVED	12 Parkway Dr	Front deck replacement and back deck replacement	Jess Murray	1-Oct-26
26-843	413305	338-BLD-26	27-Aug-26	14-Sep-26	APPROVED	42 Centurion Crescent	Single Family Residence	PEI Home & RV Centre	5-Oct-26
26-844	416305	339-BLD-26	4-Sep-26	14-Sep-26	APPROVED	55 Friar Drive	Single Family Residence	PEI Home & RV Centre	5-Oct-26

CHARLOTTETOWN

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-836	1158369	333-BLD-26	26-Aug-26	14-Sep-26	APPROVED	85-87 Brooklyn Ave	Semi-Detached Home	7344627 Canada Inc.	5-Oct-26
26-847	573758	011-DEM-26	1-Sep-26	14-Sep-26	APPROVED	168 St. Peters Road	Removal of existing steel frame building	Donna Hoar	5-Oct-26
26-851	1187020	344-BLD-26	10-Sep-26	18-Sep-26	APPROVED	34 Aiden Street	Single Family/Semi/Detached	Maverick Developments	9-Oct-26
26-657	388108	211-BLD-26	17-Jun-26	18-Sep-26	APPROVED	N/A	Manufacturing of 320 Sq. Ft Tiny Home. ID#1 Completed	Construction Association of PEI	9-Oct-26
26-660	388108	214-BLD-26	17-Jun-26	18-Sep-26	APPROVED	N/A	Manufacturing of 320 Sq. Ft Tiny Home. ID#2 Completed	Construction Association of PEI	9-Oct-26
26-661	388108	215-BLD-26	17-Jun-26	18-Sep-26	APPROVED	N/A	Manufacturing of 320 Sq. Ft Tiny Home. ID#3 Completed	Construction Association of PEI	9-Oct-26
26-662	388108	216-BLD-26	17-Jun-26	18-Sep-26	APPROVED	N/A	Manufacturing of 320 Sq. Ft Tiny Home. ID#4 Completed	Construction Association of PEI	9-Oct-26
26-665	388108	218-BLD-26	17-Jun-26	18-Sep-26	APPROVED	N/A	Manufacturing of 320 Sq. Ft Tiny Home. ID#5 Completed	Construction Association of PEI	9-Oct-26
26-667	388108	220-BLD-26	17-Jun-26	18-Sep-26	APPROVED	N/A	Manufacturing of 320 Sq. Ft Tiny Home. ID#6 Completed	Construction Association of PEI	9-Oct-26
26-668	388108	221-BLD-26	17-Jun-26	18-Sep-26	APPROVED	N/A	Manufacturing of 320 Sq. Ft Tiny Home. ID#7 Completed	Construction Association of PEI	9-Oct-26
26-670	388108	222-BLD-26	17-Jun-26	18-Sep-26	APPROVED	N/A	Manufacturing of 320 Sq. Ft Tiny Home. ID#8 Completed	Construction Association of PEI	9-Oct-26
26-671	388108	223-BLD-26	17-Jun-26	18-Sep-26	APPROVED	N/A	Manufacturing of 320 Sq. Ft Tiny Home. ID Morell Regional High School Completed	Construction Association of PEI	9-Oct-26
26-672	388108	224-BLD-26	17-Jun-26	18-Sep-26	APPROVED	N/A	Manufacturing of 320 Sq. Ft Tiny Home. ID Three Oaks Senior HIgh Completed	Construction Association of PEI	9-Oct-26
26-484	388108	122-BLD-26	17-Jun-26	18-Sep-26	APPROVED	N/A	Manufacturing of 320 Sq. Ft Tiny Home. ID Charlottetown Rural. Ready for Drywall	Construction Association of PEI	9-Oct-26
26-654	388108	208-BLD-26	17-Jun-26	18-Sep-26	APPROVED	N/A	Manufacturing of 320 Sq. Ft Tiny Home. ID Bluefield High School Completed	Construction Association of PEI	9-Oct-26
26-655	388108	209-BLD-26	17-Jun-26	18-Sep-26	APPROVED	N/A	Manufacturing of 320 Sq. Ft Tiny Home. ID Colonel Gray High, Completed	Construction Association of PEI	9-Oct-26
26-868	1180348	352-BLD-26	13-Aug-26	18-Sep-26	APPROVED	Lot 67 Valley Crossing	New R1-N construction, single storey on slab	16555861 Canada Inc	9-Oct-26
26-869	1180348	353-BLD-26	13-Aug-26	18-Sep-26	APPROVED	Lot 66 Valley Crossing	New R1-N construction, single storey on slab	16555861 Canada Inc	9-Oct-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 September 25, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-435	1178003	102-BLD-26	16-Apr-26	22-Sep-26	APPROVED	58-60 Stanmol Dr (Lot 140)	Occupancy Permit: Construction of a semi-detached dwelling	Buildco Construction Inc Chris Baglole	13-Oct-26
26-902	1145572	051-SGN-26	17-Sep-26	25-Sep-26	APPROVED	261 Sherwood Road	Road Signage For New Carwash Development	Aaron Taylor	16-Oct-26
26-905	416354	052-SGN-26	25-Sep-26	25-Sep-26	APPROVED	418 Mt. Edward Road	Illuminated pylon sign with Electronic Message Centre	Gayle Harper	16-Oct-26
26-777	374264	297-BLD-26	24-Jul-26	25-Sep-26	APPROVED	75 Raiders Road	Renovate existing accessory building for use as offices for Dept. of education	Chris Silliker	16-Oct-26
26-898	370981	050-SGN-26	24-Sep-26	25-Sep-26	APPROVED	403 University Ave	Fascia sign to fit were old sign used to be to cover damage on wall. Vinyl applied to top windows only and new pylon faces in pylon	Geneau Signs Inc	16-Oct-26
26-897	365973	018-TMP-26	23-Sep-26	24-Sep-26	APPROVED	6 Victoria Park	Canadian Pulmonary Fibrosis Foundation hosting a charity walk, tent for event	Bobbi-Jo White	15-Oct-26
26-872	778308	356-BLD-26	10-Sep-26	24-Sep-26	APPROVED	Lot 22 Violet Circle	Two Storey Duplex	Star Homes and Construction	15-Oct-26
26-812	1190040	315-BLD-26	10-Aug-26	24-Sep-26	APPROVED	Lot 9 Violet Circle	3 bedroom two bath per side Duplex	T & H Properties Ltd.	15-Oct-26
26-870	1188895	354-BLD-26	10-Sep-26	24-Sep-26	APPROVED	Hunters Creek Drive	New Single Family Home and attached garage	Caleb B Read	15-Oct-26
26-581	396770	169-BLD-26	11-Jun-26	23-Sep-26	APPROVED	88 Brackley Point Road	12 Unit Townhouse	103552 PEI Inc	14-Oct-26
26-887	342105	049-SGN-26	14-Sep-26	22-Sep-26	APPROVED	161 Queen Street	Remove section of existing sign face and install new logo	Dalmac	13-Oct-26
26-873	416305	357-BLD-26	9-Sep-26	22-Sep-26	APPROVED	59 Friar Drive	Single Family Home	PEI Home & RV Centre	13-Oct-26
26-520	452789	144-BLD-26	28-May-26	22-Sep-26	APPROVED	22 MacLean Drive	Review for a secondary suite, no renovation required	Aran Lester Manaloto	13-Oct-26
26-871	1186857	355-BLD-26	10-Sep-26	22-Sep-26	APPROVED	44 Kingsburgh Ave	Single Family Home	Brandon Llewellyn	13-Oct-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-885	1192509	363-BLD-26	16-Sep-26	21-Sep-26	APPROVED	39 Evelyn St	Shed for storage	Marnie Villanueva	12-Oct-26
25-886	388579	275-BLD-25	8-Aug-25	18-Sep-26	APPROVED	53-55 Airfield Crt (Lot 21-12)	Occupancy Permit Construction of a semi-detached dwelling	George Zafiris	9-Oct-26
25-1080	1188267	338-BLD-25	23-Oct-25	25-Sep-26	APPROVED	52 Kingsburgh Ave (Lot 177)	Occupancy Permit: Construction of a single detached dwelling with double car garage	Brock Richard	16-Oct-26
26-681	342139	233-BLD-26	23-Jul-26	24-Sep-26	APPROVED	3-128 Hillsborough Street	Change Of Use from studio to aesthetic studio	Tarandeep Kaur	15-Oct-26
25-966	386185	303-BLD-25	12-Sep-25	11-Sep-26	APPROVED	27 Brows Ln	Occupancy Permit: Basement renovation for the use of a secondary suite	Rogelio Barragan Narro	2-Oct-26
25-751	388579	208-BLD-25	13-Jun-25	17-Sep-26	APPROVED	54-56 Airfield Crt (Lot 21-14)	Occupancy Permit: Construction of a Two-Storey Semi-Detached Dwelling	George Zafiris	8-Oct-26
26-6	1189273	205-BLD-25	16-Dec-25	16-Jan-26	APPROVED	43 Kingsburgh Ave	New Construction Split Entry House	Star Homes and Construction	6-Feb-26
26-6	1189273	205-BLD-25	16-Dec-25	9-Sep-26	APPROVED	43 Kingsburgh Ave	New Construction Split Entry House	Star Homes and Construction	30-Sep-26
25-813	1178201	234-BLD-25	15-Jul-25	9-Sep-26	APPROVED	25 Evelyn St (Lot 25)	Temporary Occupancy Permit: Construction of a 4-Unit Residential Building	ALG PEI Management Ltd	30-Sep-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

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR SEPTEMBER 2025
DOLLAR VALUES

	SEP	Totals
Residential New	$6,065,000.00	$115,111,192.00
Residential Renovations and Additions	$288,000.00	$30,760,380.50
Industrial-Commercial New	$0.00	$1,100,000.00
Industrial-Commercial Renovations	$8,567,000.00	$22,394,542.02
Institutional New	$39,387,750.00	$39,387,750.00
Institutional Renovations	$0.00	$13,246,000.00
Signage	$121,000.00	$433,317.23
Other	$160,000.00	$758,827.39
Agriculture	$0.00	$0.00
TOTALS	**54,588,750.00**	**223,192,009.14**

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR SEPTEMBER 2026
DOLLAR VALUES

	SEP	Totals
Residential New	$12,590,233.00	$143,484,503.92
Residential Renovations and Additions	$206,750.00	$6,432,333.08
Industrial-Commercial New	$1,800,000.00	$12,410,000.00
Industrial-Commercial Renovations	$853,000.00	$70,903,798.64
Institutional New	$0.00	$556,400.00
Institutional Renovations	$10,287,400.00	$22,857,960.00
Signage	$102,490.00	$482,382.10
Other	$204,329.50	$1,110,829.00
Agriculture	$0.00	$0.00
TOTALS	**26,044,202.50**	**258,238,206.74**

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

	SEP	Totals
Single Family Dwellings - New	3	68
Two-Family Dwellings - New	2	30
Multi-Family Dwellings - New	1	11
Residential Renovations and Additions	10	67
Industrial-Commercial New	1	3
Industrial-Commercial Renovations	7	45
Institutional New	5	8
Institutional Renovations	0	10
Signage	1	27
Other	2	44
Agriculture Renovations	0	0
TOTALS	**32**	**313**

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

	SEP	Totals
Single Family Dwellings - New	16	86
Two-Family Dwellings - New	8	28
Multi-Family Dwellings - New	3	18
Residential Renovations and Additions	3	73
Industrial-Commercial New	1	12
Industrial-Commercial Renovations	4	55
Institutional New	0	3
Institutional Renovations	2	16
Signage	7	51
Other	16	83
Agriculture Renovations	0	0
TOTALS	**60**	**425**

CHARLOTTETOWN

Planning & Heritage Summary (Week ending October 2, 2026)

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Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
23-348	340430	105-BLD-23	29-Mar-23	1-Oct-26	APPROVED	165 Richmond Street	Renovations to Province House-Temporary Occupancy	Ryan McGuire	22-Oct-26
26-879	387894	012-DEM-26	17-Sep-26	2-Oct-26	APPROVED	629 University Av	Dismantle Unrepairable Structure	Macrae Farms Inc	23-Oct-26
25-631	396713	158-BLD-25	15-May-25	2-Oct-26	APPROVED	68 Brackley Point Rd	Construction of a Single Detached Dwelling & Detached Garage-Occupany Permit	Darrell & Pauline Adams	23-Oct-26
25-575	880559	131-BLD-25	6-May-25	2-Oct-26	APPROVED	26 Exhibition Dr	Kerr Controls Addition	Top Construction Ltd	23-Oct-26
25-1045	1176635	330-BLD-25	21-Oct-25	2-Oct-26	APPROVED	78-80 Aidan St (Lot 40B)	Construction of a Semi-detached Dwelling-Occupancy Permit	Logan MacDonald	23-Oct-26
26-891	778308	367-BLD-26	22-Sep-26	2-Oct-26	APPROVED	38-40 Violet Cir	Construction of a Semi-detached Dwelling	Humble Homes & Construction Inc	23-Oct-26
26-889	1194695	365-BLD-26	22-Sep-26	2-Oct-26	APPROVED	89 Worth St	Construction of a Single detached Dwelling with Secondary Suite	Hongmei (Jenny) Lu	23-Oct-26
26-890	778308	366-BLD-26	22-Sep-26	2-Oct-26	APPROVED	44-46 Violet Cir	Construction of a Semi-detached Dwelling	Humble Homes & Construction Inc	23-Oct-26
26-888	1196583	364-BLD-26	22-Sep-26	2-Oct-26	APPROVED	90 Worth St	Construction of a Single detached Dwelling	Hongmei (Jenny) Lu	23-Oct-26
26-915	1035088	378-BLD-26	1-Oct-26	1-Oct-26	APPROVED	52 Parkway Dr	Construction of New 10'x16' Shed	Gerald &Hanis Johnson	22-Oct-26
25-1102	1119981	351-BLD-25	7-Nov-25	30-Sep-26	APPROVED	2 (A-F) Patrie Ln (Lot 15-4)	Construction of a 6-unit stacked townhouse - Temporary Occupancy Permit	Kmac Construction LTD	21-Oct-26
26-856	339416	030-HRT-26	12-Sep-26	29-Sep-26	APPROVED	67 Hillsborough St	To repair and cap a deteriorated chimney	Griffin Bailey	20-Oct-26
24-586	505156	140-BLD-24	15-Apr-24	29-Sep-26	APPROVED	420 Mount Edward Road	New Precast Production Plant-Occupancy Permit	FitzGerald and Snow	20-Oct-26
26-603	335760	019-BLD-26	18-Jun-26	29-Sep-26	REJECTED	91 Water St	To Install a metal roof and replace existing wooden windows with vinyl windows	Buwen Zhang	20-Oct-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 October 9, 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
25-798	396937	225-BLD-25	27-Jun-25	8-Oct-26	APPROVED	20 Ralden Ave	Change of Use to an Auto Repair Shop	Philip Jamieson	29-Oct-26
26-347	1158583	079-BLD-26	8-Apr-26	8-Oct-26	APPROVED	164-166 Brooklyn Ave (Lot 27)	Final Occupancy	Alex Kelly	29-Oct-26
26-553	1183714	153-BLD-26	2-Jun-26	9-Oct-26	APPROVED	18 Norman Dr (Lot 250)	Final Occupancy: New: Single Family Dwelling	Maple Isle Homes PEI Inc	30-Oct-26
26-636	1180348	194-BLD-26	25-Jun-26	9-Oct-26	APPROVED	182-184 Rogerson St (Lot 82)	Final Occupancy: Construction of New Semi-Detached Dwelling	Edgar's Construction Inc	30-Oct-26
26-637	1194141	195-BLD-26	25-Jun-26	7-Oct-26	APPROVED	172-174 Rogerson St (Lot 83)	Final Occupancy: Construction of New Semi Detached Dwelling	Edgar's Construction Inc	28-Oct-26
26-702	1087691	247-BLD-26	30-Jun-26	7-Oct-26	APPROVED	159 John Yeo Dr	Occupancy Permit: Change of Use, Interior Renovation - Atlantic Canada Regional Council of Carpenters	Colin Porter	28-Oct-26
26-912	1016294	375-BLD-26	18-Aug-26	5-Oct-26	APPROVED	3-5 Clare St (Lot 56B)	Construction of New Semi Detached Dwelling	Apexion Homes Inc	26-Oct-26
26-913	1016294	376-BLD-26	18-Aug-26	5-Oct-26	APPROVED	9-11 Clare St	Construction of New Semi Detached Dwelling	Humble Homes & Construction Inc	26-Oct-26
26-914	1189281	377-BLD-26	1-Oct-26	9-Oct-26	APPROVED	47 Kingsburgh Ave (Lot 161)	Construction of New Single Detached Dwelling	Star Homes and Construction Inc.	30-Oct-26
26-919	1192509	382-BLD-26	6-Oct-26	8-Oct-26	APPROVED	37 Evelyn St	Construction of 8x8 Shed	Ma. Christina Surio	29-Oct-26
26-920	838425	053-SGN-26	29-Sep-26	8-Oct-26	APPROVED	26 Lower Malpeque Rd	New LED Screen Signage	Gemini	29-Oct-26
26-882	1180348	361-BLD-26	10-Sep-26	9-Oct-26	APPROVED	57-63 Worth St	4 Unit semi-detached	Bob Doiron	30-Oct-26
26-907	1176650	372-BLD-26	25-Sep-26	9-Oct-26	APPROVED	54-56 Aidan St	2 unit semi-detached	LOgan MacDonald	30-Oct-26
26-875	335307	017-TMP-26	16-Sep-26	5-Oct-26	APPROVED	1 Prince St	Tent for event	Dave Hyndman	26-Oct-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-900	1190438	371-BLD-26	3-Sep-26	9-Oct-26	APPROVED	Lot 241B Norman Drive	Single Family Dwelling with walk out basement	Ninaber Construction Ltd	30-Oct-26
26-894	613711	369-BLD-26	22-Sep-26	9-Oct-26	APPROVED	MacWilliams Road	Single Family Home	Maple Isle Homes	30-Oct-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-942	1194141	053-LS-26	24-Sep-2026	7-Oct-2026	20-Oct-2026	Lot 83A & 83B	Lot Subdivision (Lot 83A & 83B)	Edgars Construction	28-Oct-26

Council Approvals

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

CHARLOTTETOWN

Planning & Heritage Summary (Week ending October 16, 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
22-992	684514	356-BLD-22	16-Aug-22	16-Oct-26	APPROVED	106 Holmes Lane (Lot 21-83)	Final Occupancy: New single-detached dwelling	Horseshoe Hill Estates	6-Nov-26
25-1045	1176635	330-BLD-25	21-Oct-25	2-Oct-26	APPROVED	78-80 Aidan St (Lot 40B)	Final Occupancy: Construction of a Semi-detached Dwelling	Logan MacDonald	23-Oct-26
26-689	404731	239-BLD-26	25-Jun-26	13-Oct-26	APPROVED	155 Capital Dr	Final Occupancy: Occupancy Permit: ALR Office Fit-up	ALR Builds Ltd	3-Nov-26
26-918	134114	381-BLD-26	1-Sep-26	16-Oct-26	APPROVED	Lot-14 Sherwood Rd	Phase 1 - Civil Work, Foundation, and Petroleum Installation for New Gas Station	David Crane	6-Nov-26
26-921	1195379	383-BLD-26	7-Oct-26	15-Oct-26	APPROVED	117-119 Rogerson St	Construction of New Semi Detached Dwelling	Chris Baglole	5-Nov-26
26-922	1196906	384-BLD-26	7-Oct-26	15-Oct-26	APPROVED	40-42 Worth St	Construction of New Semi Detached Dwelling	Chris Baglole	5-Nov-26
26-923	351577	229-STR-26	13-Oct-26	15-Oct-26	APPROVED	20 Lansdowne Ave	Tourist Home: Short Term Rental	John David McIntyre	5-Nov-26
26-731	336271	272-BLD-26	10-Jul-26	13-Oct-26	APPROVED	178 King St	Single Family Dwelling	Keir Lowther	3-Nov-26
26-881	1158591	360-BLD-26	9-Sep-26	15-Oct-26	APPROVED	190-192 Stanmol Dr	Duplex on slab with garage	Alfred Affleck	5-Nov-26
26-924	1177567	385-BLD-26	13-Oct-26	15-Oct-26	APPROVED	46 Emily Drive	SIngle Family	Maverick Developments	5-Nov-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-886	676585	006-LC-26	4-Sep-2026	14-Oct-2026	APPROVED	307-311 Patterson Drive	Lot Consolidation (Lot 26-1)	Krishada Thakur	4-Nov-2026
26-858	368589	002-LCPB-26	12-Sep-2026	14-Oct-2026	APPROVED	Lot 26-1 375 University Avenue	Lot Consolidation (Lot 26-1)	Fitzgerald & Snow	4-Nov-2026

Council Approvals

FILE#	PID	PERMIT #	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
N/A	N/A	N/A	N/A	13-Oct-26	DEFERRED	N/A	WHEREAS the City of Charlottetown adopted the existing Zoning and Development Bylaw, PH-ZD.2, on October 1, 2018, pursuant to the Planning Act of Prince Edward Island; AND WHEREAS Council adopted the City of Charlottetown Official Plan, PH-OPA.2, on July 22, 2025, and the Minister responsible for the Planning Act confirmed the Official Plan on March 13, 2026, pursuant to section 15 of the Planning Act; AND WHEREAS section 16 of the Planning Act authorizes Council to make bylaws for the implementation of an Official Plan and requires such bylaws to conform with the Official Plan; AND WHEREAS the proposed City of Charlottetown Zoning and Development Bylaw, PH-ZD.3, has been prepared to implement the policies and land-use framework established by Official Plan PH-OPA.2 and to replace the existing Zoning and Development Bylaw, PH-ZD.2 (Revision 053); AND WHEREAS the Planning Board declined to support staff's recommendation to approve the proposed Zoning and Development Bylaw, PH-ZD.3, in its current form, citing concerns with the proposed regulatory approach to future waterfront development; the provision for up to four dwelling units as-of-right, where appropriate; the proposed reduction in as-of-right building heights within the downtown area; and matters associated with the Housing Accelerator Fund, including the implications of contingent funding requirements;	City of Charlotteto wn	N/A
N/A	N/A	N/A	N/A	13-Oct-26	APPROVED	N/A	Request to allocate $45,946.22, plus HST, from existing budget lines to fund the annual renewal of the Maintenance Agreement related to the Land Management (LAMA) software Permit system	City of Charlotteto wn	N/A
26-877	3878532	018-MJV-26	31-Jul-26	13-Oct-26	APPROVED	644 University Ave	Major Variance for the subject property identified as 644 University Avenue (PID# 387852) to allow for the following: 1)To allow for the proposed commercial building to project into the rear yard setback by 1.7 metres (5.57 feet).	Irving Oil	3-Nov-26
26-853	464016	017-MJV-26	3-Sep-26	13-Oct-26	APPROVED	12 Avonlea Drive	Major Variance for the subject property identified as 12 Avonlea Drive (PID# 464016) to allow for the following: 1)To allow for a reduced minimum lot size of 0.14 hectares (0.34 acres) for a proposed new Garden Suite and also to allow for the Garden Suite to be located within the front yard of the subject property, subject to the following condition: That the Garden Suite not be located closer to Avonlea Drive than the front wall of the existing single-detached dwelling facing north towards the street.	Chris McCabe	3-Nov-26

CHARLOTTETOWN

FILE#	PID	PERMIT #	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
24-1095	390740	007-RZN-24	19-Sep-24	13-Oct-26	APPROVED. FOR SECOND READING	Lot 5, PID# 390740 St. Martha's Crt	Phase 3 Development Concept Plan for Lot 2019-5 (Parent Parcel PID# 390740 new assigned PID #1176502) on St. Martha's Court in the Comprehensive Development Area (CDA) Zone in order to facilitate future development of the site with three (3) apartment buildings with a total density of one hundred eighty-six (186) units and to approve the working site drawings as submitted; and To approve the request to amend Appendix "B" Comprehensive Development Area (CDA) Parcels and Permitted Uses of the Zoning and Development Bylaw subject to the signing of a Development Agreement.	Evolve Group	N/A
TBD	385872	TBD	TBD	13-Oct-26	APPROVED TO PROCEED TO PUBLIC MEETING	151 Kensington Road	Request to proceed to public consultation for the request to amend Appendix "G" – Zoning Map of the Zoning and Development Bylaw from Low Density Residential Single (R-2S) Zone to Medium Density Residential Townhouse (R-3T) Zone for the property located at 151 Kensington Road (PID# 385872).	TBD	N/A
TBD	385872	TBD	TBD	13-Oct-26	APPROVED TO PROCEED TO PUBLIC MEETING	9 Kirkwood Drive	Request to proceed to public consultation for the request to rezone the subject property identified as 9 Kirkwood Drive (PID# 370932) from the Low Density Residential Single (R-2) Zone to Mixed Use Corridor (MUC) Zone to allow for veterinary services and accessory office use on the property in future.	TBD	N/A
TBD	368803	TBD	TBD	13-Oct-26	APPROVED TO PROCEED TO PUBLIC MEETING	Property with PID #368803	Request to proceed to public consultation for the request to rezone the subject property identified as PID# 368803 from the Parking (P) Zone to the Medium Density Residential (R-3) Zone to allow for future medium density residential development on the property in future.	TBD	3-Nov-26
26-886	676585	006-LC-26	4-Sep-2026	13-Oct-26	APPROVED	307 and 311 Patterson Drive	Consolidate two (2) abutting lots identified as 307 and 311 Patterson Drive (PID# 676585) to form one new parcel being 1,206 square metres in area, subject to a final pinned survey plan.	Krishada Thakur	3-Nov-26
26-858	368589	002-LCPB-26	12-Sep-2026	13-Oct-26	APPROVED	375 University Avenue	Consolidate five (5) consecutive abutting lots identified as 375 University Avenue (PID# 368589) to form one new parcel being 0.55 hectares (1.36 acres) in area, subject to a final pinned survey plan.	Fitzgerald & Snow	3-Nov-26
TBD	370833 & 370528	TBD	TBD	13-Oct-26	APPROVED	30 Dunkirk Street (PID# 370833) & 8 Newland Crescent	Sever 0.05 hectare (0.13 acre) portion of property belonging to 30 Dunkirk Street (PID# 370833) within the Institutional (I) Zone and consolidate it with abutting property identified as 8 Newland Crescent (PID# 370528) within the Low Density Residential (R-2) Zone to form a new parcel having a lot area of approximately 0.16 hectares (0.40 acres), subject to a final pinned survey plan.	TBD	3-Nov-26

CHARLOTTETOWN

FILE#	PID	PERMIT#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
TBD	1194620 & 1195638	TBD	TBD	13-Oct-26	APPROVED	Lot 154A (PID# 1194620) and Lot 155A (PID# 1194638)	Sever and consolidate Parcel A (307.2 square metres) and Parcel D (340.9 square metres) with property identified as Lot 154A (PID# 1194620) and to also sever and consolidate Parcel B (299.1 square metres) and Parcel D (0.2 hectares) with property identified as Lot 155A (PID# 1194638), subject to a final pinned survey plan for all lots.	TBD	3-Nov-26

CHARLOTTETOWN

Planning & Heritage Summary (Week ending October 23, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
23-281	340703	084-BLD-23	16-Mar-23	19-Oct-26	APPROVED	231 Richmond Street	Final Occupancy: Construct a new 3-unit dwelling	PEI Dept. of TI	9-Nov-26
23-348	340430	105-BLD-23	29-Mar-23	19-Oct-26	APPROVED	165 Richmond Street	Renovations to Province House - Occupancy permit	Ryan McGuire	9-Nov-26
26-221	1190586	054-BLD-26	4-Mar-26	23-Oct-26	APPROVED	18-20 Evelyn St (Lot 39)	Occupancy Permit: Construction of a semi-detached dwelling	102709 PEI Inc (OPM Construction)	13-Nov-26
26-488	1191907	124-BLD-26	13-Apr-26	19-Oct-26	APPROVED	191 Rogerson St (Lot 69)	Final Occupancy	Claude Ayoub	9-Nov-26
26-490	1180348	126-BLD-26	1-May-26	23-Oct-26	APPROVED	79-81 Worth St (lOT 19)	Final Occupancy: Construction of a semi-detached dwelling	Sophie Hayes	13-Nov-26
26-521	1194745	145-BLD-26	14-Apr-26	19-Oct-26	APPROVED	62 O'Brien Dr (Lot 133)	Final Occupancy: Construction of a single detached dwelling	Ishfaq Ali	9-Nov-26
26-916	145714	379-BLD-26	7-Sep-26	21-Oct-26	APPROVED	2A-2B-4A-4B-6A-6B-8A-8B-10A-10B Alderwood Ave	Construction of New Ten (10) Unit Stacked Townhouse	Falcon Rentals Inc	11-Nov-26
26-917	145714	380-BLD-26	7-Sep-26	21-Oct-26	APPROVED	12A-12B-14A-14B-16A-16B-18A-18B-20A-20B Alderwood Ave	Construction of New Ten (10) Unit Stacked Townhouse	Falcon Rentals Inc	11-Nov-26
26-933	388108	013-DEM-26	16-Oct-26	19-Oct-26	APPROVED	40 Enman Cres	Move tiny home onto property	Sam Sanderson	9-Nov-26
26-932	192948	388-BLD-26	19-Oct-26	19-Oct-26	APPROVED	2 Oakwood Cres	8'X12 Accessory Building	Cathy Laybolt	9-Nov-26
26-934	998740	389-BLD-26	19-Oct-26	19-Oct-26	APPROVED	25 Southway Cres	10'X16' Accessory Building	Gavin Hall	9-Nov-26
26-935	360057	054-MUC-26	19-Oct-26	19-Oct-26	APPROVED	344 University Ave	24"X116" Fascia Sign	Vishal Bawa	9-Nov-26
26-819	408107	322-BLD-26	13-Aug-26	22-Oct-26	APPROVED	26 Admiral St	Deck on back of garage mistakenly built without permit from origial permit of 385-BLD-26	Kalmia Simmonds	12-Nov-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-937	370528	007-LC-26	19-Oct-2026	20-Oct-2026	APPROVED	8 Newland Crescent	Lot Consolidation (Lot 13A)	James Dow	10-Nov-2026
26-938	1158583	051-LS-26	19-Oct-2026	19-Oct-2026	APPROVED	164 Brooklyn Ave	Lot Subdivision (Lots 27A & 27B)	Marc MacArthur	9-Nov-2026
26-939	1128842	052-LS-26	20-Oct-2026	20-Oct-2026	APPROVED	49 Trailview Drive	Lot Subdivision (Lots 26-1, 26-2 & 26-3)	Mark MacDonald	10-Nov-2026
26-944	1174432	054-LS-26	19-Oct-2026	20-Oct-2026	APPROVED	143-145 Brooklyn Ave	Lot Subdivision (Lots 53A & 53B)	Jeff Squires	10-Nov-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 October 30, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-263	1159292	050-BLD-25	27-Feb-25	30-Oct-26	APPROVED	49-51 Brooklyn Ave (Lot 73)	Full Occupancy: Construction of a Semi-Detached Dwelling	Scott Smith	20-Nov-26
26-473	1180348	113-BLD-26	16-Apr-26	26-Oct-26	APPROVED	96 Worth St (Lot 39)	FULL OCCUPANCY: Construction of a single detached dwelling	16555861 Canada Inc	16-Nov-26
26-489	1191899	125-BLD-26	13-Apr-26	26-Oct-26	APPROVED	185 Rogerson St (Lot 68)	Final Occupancy: Construction of a single detached dwelling	Claude Ayoub	16-Nov-26
26-678	868281	229-BLD-26	1-May-26	26-Oct-26	APPROVED	80 Commonwealth Ave	Final Occupancy: Mobile Classroom - West Royalty Elementary School - Building #1	PEI Department of Transportation and Infrastructure	16-Nov-26
26-679	868281	230-BLD-26	29-Jun-26	26-Oct-26	APPROVED	80 Commonwealth Ave	Final Occupancy: Building #2 Mobile Classroom - West Royalty Elementary Schoo	PEI Department of Transportation and Infrastructure	16-Nov-26
26-928	1125053	386-BLD-26	9-Oct-26	30-Oct-26	APPROVED	35-37-39 Kindred Ave (Lot 96)	Construction of New Three (3) Unit Townhouse	Aryo Ghasemnejad	20-Nov-26
26-947	1198951	393-BLD-26	6-Oct-26	23-Oct-26	APPROVED	114 Fairdale Drive	Construction of New Single Detached Dwelling	Bernmar Construction LTD	13-Nov-26
26-948	1198969	394--BLD-26	6-Oct-26	26-Oct-26	APPROVED	116 Fairdale Drive	Construction of New Single Detached Dwelling	Bernmar Construction LTD	16-Nov-26
26-949	1110642	055-SGN-26	22-Oct-26	26-Oct-26	APPROVED	167 Minna Jane Dr, Unit 8	New LED Signage	Fan Yang	16-Nov-26
26-950	370205	395-BLD-26	22-Oct-26	26-Oct-26	APPROVED	1 Riverview Dr	New 12'x10' Shed	Mary Lou Griffin-Jenkins	16-Nov-26
26-953	1187533	398-BLD-26	26-Oct-26	26-Oct-26	APPROVED	30 Evelyn St	8'X12' Accessory Building	Shijomon Mathew	16-Nov-26
26-954	743161	230-STR-26	25-Oct-26	29-Oct-26	APPROVED	75 Cortland Ave	Tourist Home: Short Term Rental	Wanda Anna Curry	19-Nov-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-722	338988	264-BLD-26	15-Jul-26	29-Oct-26	APPROVED	9-11 Sydney St, Charlottetown, PE C0A 1P0	Demolition of two exterior siding finishes, interior alteration and renovation, exiting deck and stairs replacement.	Lucas Welsh	19-Nov-26
26-562	864066	160-BLD-26	3-Jun-26	28-Oct-26	APPROVED	15 Tide View Court, Charlottetown, PE	28x48 Modular home on lot	Leisa Smith	18-Nov-26
26-850	134114	343-BLD-26	8-Sep-26	28-Oct-26	APPROVED	190 Maple Hills Ave, Charlottetown, PE	Addition onto existing building for storage	Robert McNally	18-Nov-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

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR OCTOBER 2025
DOLLAR VALUES

	OCT	Totals
Residential New	$4,388,000.00	$119,499,192.00
Residential Renovations and Additions	$335,000.00	$31,095,380.50
Industrial-Commercial New	$615,000.00	$1,715,000.00
Industrial-Commercial Renovations	$5,935,000.00	$28,329,542.02
Institutional New	$290,000.00	$39,677,750.00
Institutional Renovations	$375,000.00	$13,621,000.00
Signage	$0.00	$433,317.23
Other	$0.00	$758,827.39
Agriculture	$0.00	$0.00
TOTALS	**11,938,000.00**	**235,130,009.14**

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR OCTOBER 2026
DOLLAR VALUES

	OCT	Totals
Residential New	$13,706,362.66	$157,190,866.58
Residential Renovations and Additions	$250,000.00	$6,682,333.08
Industrial-Commercial New	$300,000.00	$12,710,000.00
Industrial-Commercial Renovations	$602,500.00	$71,506,298.64
Institutional New	$0.00	$556,400.00
Institutional Renovations	$0.00	$22,857,960.00
Signage	$15,500.00	$497,882.10
Other	$15,500.00	$1,129,829.00
Agriculture	$0.00	$0.00
TOTALS	**14,889,862.66**	**273,131,569.40**

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

	OCT	Totals
Single Family Dwellings - New	2	70
Two-Family Dwellings - New	3	33
Multi-Family Dwellings - New	3	14
Residential Renovations and Additions	4	71
Industrial-Commercial New	2	5
Industrial-Commercial Renovations	11	57
Institutional New	2	10
Institutional Renovations	1	11
Signage	0	27
Other	0	44
Agriculture Renovations	0	0
TOTALS	**28**	**342**

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

	OCT	Totals
Single Family Dwellings - New	10	96
Two-Family Dwellings - New	8	36
Multi-Family Dwellings - New	3	21
Residential Renovations and Additions	3	76
Industrial-Commercial New	1	13
Industrial-Commercial Renovations	3	58
Institutional New	0	3
Institutional Renovations	0	16
Signage	2	53
Other	5	89
Agriculture Renovations	0	0
TOTALS	**35**	**461**

WATER AND SEWER UTILITY COMMITTEE
REPORT TO COUNCIL
NOVEMBER 10, 2026

The Water and Sewer Utility Committee met on October 26, 2026.

There are two (2) resolutions for your consideration.

Respectfully submitted,

Councillor Bob Doiron, Chair

Water & Sewer Utility Committee
Monday, October 26, 2026
Parkdale Room – City Hall, 199 Queen Street
12:00PM

DRAFT

Present: Councillor Bob Doiron, Chair
Councillor Justin Muttart, Vice-Chair
Councillor John McAleer, Member at Large
Joshua McInnis, Water & Sewer Utility Manager
Pauline Gass, Acting Operations Clerk II

Regrets: Brad MacConnell, Chief Administrative Officer
Richard MacEwen, Director of Community Services
Mayor Philip Brown, Member at Large

1. Call to Order

Councillor Bob Doiron, Chair called the meeting to order at 12:00pm.

2. Approval of Agenda

It was moved by John McAleer and seconded by Councillor Justin Muttart that the agenda be approved as presented. Carried.

3. Declarations of conflict of interest

There were no conflicts declared.

4. Adoption of Minutes

It was moved by Justin Muttart and seconded by Councillor John McAleer that the minutes of August 19, 2026, be approved. Carried.

5. Business arising from Minutes

There was no business arising from the minutes.

6. Reports/Discussions

a. PID 1049675 Request for Service

The Water & Sewer Utility received a request for service from Etienne Cote for PID 1049675, located along Union Road in the community of Brackley. The service will run to a proposed building on the property. All costs for the development would be borne by the property owner. The customer will be charged a twenty-five (25) percent surcharge for service outside the City.

It was moved by Councillor Bob Doiron and seconded by Councillor Justin Muttart to forward the request for service from Etienne Cote for PID 1049675, located along Union Road in the community of Brackley.

b. Charlottetown Pollution Control Plant Solids Management Evaluation & Planning Study

The Charlottetown Pollution Control Plant is a Level 4 Wastewater Treatment facility performing primary and secondary wastewater treatment as well as UV disinfection. The CPCP is a highly complex

combination of mechanical and biological processes that must operate in synergy to produce the desired outcomes which facilitate regulatory compliance.

The CPCP has experienced challenges in managing the volume of solids that are being produced during the wastewater treatment process. Operational inefficiencies, equipment sizing, and increased loading are likely contributing factors to the solids management challenges that CPCP is currently experiencing. These challenges do place additional workload on operational staff, as equipment limitations, breakdowns and increased runtime can lead to overtime requirement and increased stress.

The scope of the project will include a review of the current wastewater flows being received at the CPCP in comparison to previous evaluations and delineated by source (rural septage, Charlottetown flows, etc.). Additionally, each unit process will be reviewed, equipment condition assessed and any operational shortcomings will be discussed with staff. This initial review will provide a baseline capacity where future loading will be estimated, and potential modifications can be proposed.

CBCL is the engineer of record for CPCP, having been the initial design engineers and involved in all major upgrades and expansions, they also provide annual operational assistance. CBCL has submitted a quote in the amount of $60,000.00, plus applicable taxes to complete this study.

It was moved by Councillor Bob Doiron and seconded by Councillor Justin Muttart to accept the quote from CBCL in the amount of $60,000.00, plus applicable taxes to perform the Charlottetown Pollution Control Plant Solids Management Evaluation & Planning Study.

c. Fibre Optic Project Update

Due to conflicting schedules, the internal project group for the Fibre Optic Project has been unable to meet since the last update was provided to the Water & Sewer Committee on August 19, 2026.

Cox & Palmer was in contact with UCC, in early September, and had expressed their continued concern with UCC's proposed new agreement and how it did not reflect the details that had been negotiated previously. At conclusion of their discussion, UCC had agreed to provide an update to latest, mutually negotiated agreement, in addition to notes and reasoning on any points that were contentious in UCCC's opinion. This update has not been received.

Coles Associates and UCC have conducted some field investigations and have had discussions regarding the demarcation equipment to be installed at each end point. The progress to date is limited to discussion on where and how the demarcation equipment will be installed, physical equipment has yet to be installed.

It is the Utility's understanding that the agreed repairs, to damaged conduit and fibre optic cable, have yet to be initiated. The agreed timeline for substantial completion of repairs and outstanding contractual items is November 30, 2026.

7. Introduction to New Business

No additional new business was introduced.

8. Adjournment

It was moved by Councillor John MacAleer and seconded by Councillor Justin Muttart to adjourn the meeting.

Meeting adjourned at 12:30pm

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Water and Sewer Utility #1

MOTION CARRIED _____

MOTION LOST _____

Date: November 10, 2026

Moved by Councillor Bob Doiron

Seconded by Councillor Justin Muttart

RESOLVED:

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

BE IT RESOLVED that City Council approves the request for service received from the property owner. The request is for a water service to be extended to an existing vacant parcel located at 135 Union Road in the community of Brackley, PID No. 1049675.

BE IT FURTHER RESOLVED that the costs associated with the development or any future services will be paid by the property owner. As Well, services will be billed with a 25% premium as a surcharge for services provided outside the City of Charlottetown municipal boundary.

City of Charlottetown Committee Report

Report No: WSC 16-26

Date: October 26, 2026

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

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Attachments:
- Email request for service

Report Title:
PID 1049675 – Request for Service

Report Purpose:
To inform Council of the Request for Service by the Etienne Cote, to extend water service to PID 1049675

Staff Recommendation:
That council approves the Request for Service received from Etienne Cote for PID 1049675.

Report Details:
A request for water service has been received from Etienne Cote for PID 1049675, located along Union Road in the community of Brackley.

The service will run to a proposed building on the property.

All costs for the development would be borne by the property owner. The customer will be charged a 25% surcharge for service outside the City.

Council or Committee History:
N/A

Financial Implications:
All construction costs will be borne by the owner.

Public Engagement and Communication:
N/A

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

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

Reviewed By:

Manager	**CAO/Director**
Joshua McInnis October 16, 2026	RDM October 21, 2026

Committee Recommendation: (if differing from staff)

I am following up on the message Andrew forwarded to you. Would it be easier if we talk by phone? I can call you or you can reach me at [redacted]. Or email is good too.
Thank you
Etienne

From: Finlay, Andrew <afinlay@charlottetown.ca>
Sent: March 25, 2026 3:04 PM
To: Etienne Cote <ecote[redacted]>; McInnis, Joshua <jmcinnis@charlottetown.ca>
Subject: Re: Utility Services - PID 1049675

CAUTION: This email originated from outside of UPEI. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you are uncertain, please use the Report Message button in Outlook and delete this email.

Hi Josh,

Can you please provide Etienne with more information?

Thanks!

-Andrew

From: Etienne Cote <ecote[redacted]>
Sent: Wednesday, March 25, 2026 1:51 PM
To: Finlay, Andrew <afinlay@charlottetown.ca>
Subject: Re: Utility Services - PID 1049675

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.

Thanks for the quick turnaround, Andrew.
I understand that the water main only extends to the neighbour's property at this time. I am looking for an estimate of costs for extending the water main to reach our property (PID 1049675).
Is this an estimate you can provide? If not, can you refer me to the point of contact for this?
Thank you
Etienne

From: Finlay, Andrew <afinlay@charlottetown.ca>
Sent: March 25, 2026 1:44 PM
To: Etienne Cote <ecote@[redacted]>
Subject: Re: Utility Services - PID 1049675

CAUTION: This email originated from outside of UPEI. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you are uncertain, please use the Report Message button in Outlook and delete this email.

From: Finlay, Andrew <afinlay@charlottetown.ca>
Sent: Wednesday, March 25, 2026 1:43 PM
To: [redacted]
Subject: Utility Services - PID 1049675

Hi Etienne,

I received a message requesting an estimate for PID 1049675.

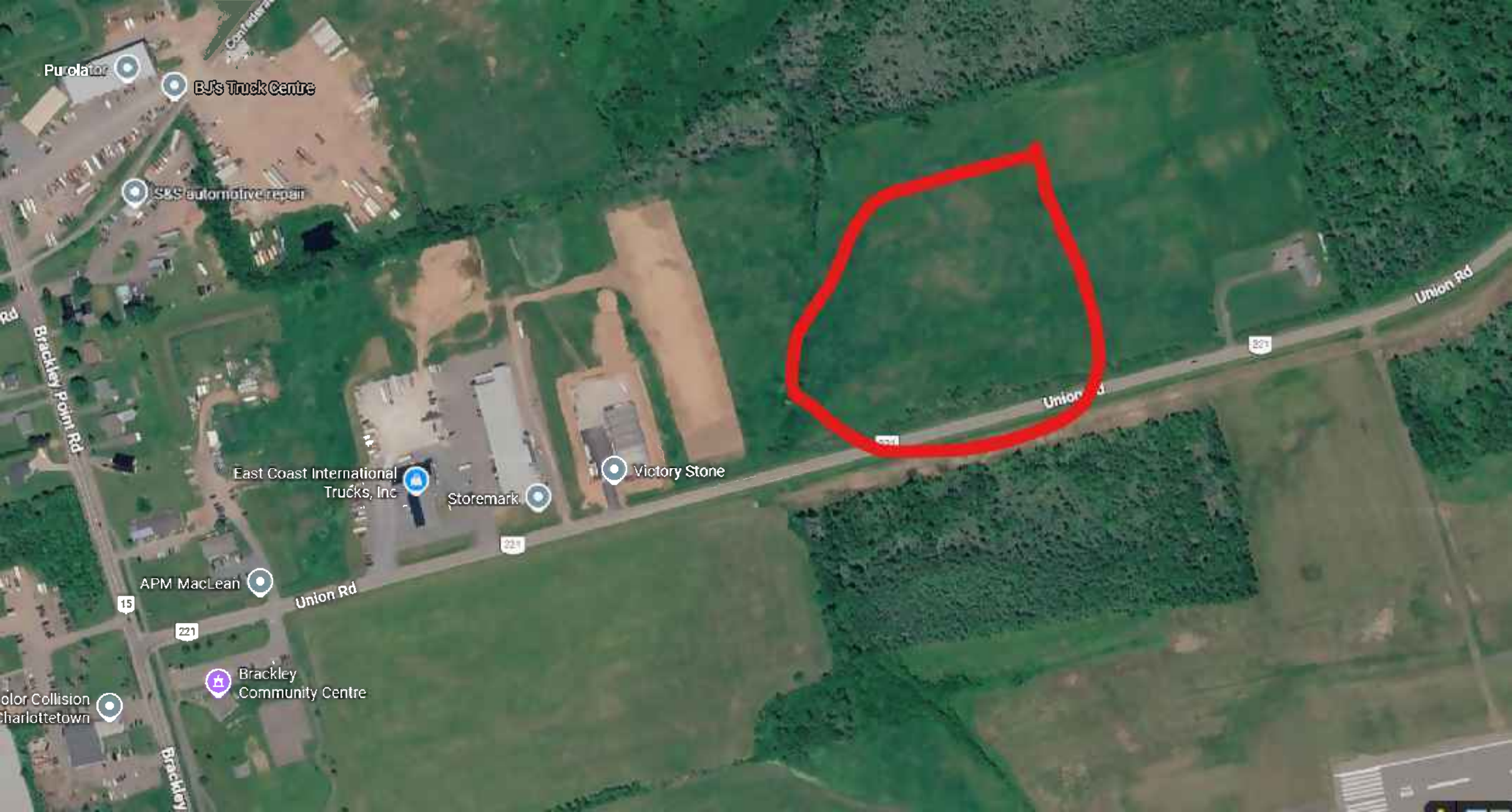
Unfortunately, the water main only extends to 75 Union Road.
There isn't a feasible way to service the lot at this point in time.

I've attached a screenshot of the area for reference.

Don't hesitate to reach out with any other questions.

Thanks!

Andrew Finlay
Charlottetown Water & Sewer Utility
Technician


Purolator
BJ's Truck Centre
S&S automotive repair
Brackley Point Rd
East Coast International Trucks, Inc
Storemark
Victory Stone
Union Rd
APM MacLean
15
221
Brackley Community Centre
olor Collision Charlottetown

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Water and Sewer Utility #2

MOTION CARRIED _____

MOTION LOST _____

Date: November 10, 2026

Moved by Councillor Bob Doiron

Seconded by Councillor Justin Muttart

RESOLVED:

That the City of Charlottetown proceeds with the sole source procurement of engineering services for a Pollution Control Plant Solids Management Evaluation and Planning Study,

And accepts the quote submitted by CBCL in the amount of $60,000.00 (plus applicable taxes),

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

City of Charlottetown Committee Report

Report No: WSC 27-26

Date: October 26, 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:
Charlottetown Pollution Control Plant Solids Management Evaluation & Planning Study

Report Purpose:
To inform Council of the desire to sole source engineering services for a Pollution Control Plant Solids Management Evaluation and Planning Study.

Staff Recommendation:
That Council approves the sole source procurement of engineering services for a Pollution Control Plant Solids Management Evaluation and Planning Study and accepts the quote submitted by CBCL in the amount of $60,000, plus applicable taxes.

Report Details:
The Charlottetown Pollution Control Plant is a Level 4 Wastewater Treatment facility performing primary & secondary wastewater treatment as well as UV disinfection. The CPCP is a highly complex combination of mechanical and biological processes that must operate in synergy to produce the desired outcomes which facilitate regulatory compliance.

The CPCP has experienced challenges in managing the volume of solids that are being produced during the wastewater treatment process. Operational inefficiencies, equipment sizing, and increased loading are likely contributing factors to the solids management challenges that CPCP is currently experiencing. These challenges do place additional workload on operational staff, as equipment limitations, breakdowns and increased runtime can lead to overtime requirements and increased stress.

The Water & Sewer Utility has been in discussion with CBCL, the engineer of record, regarding these challenges and how to best approach finding a solution. As the treatment process is a complex one, any solution(s) will need to be multifaceted, thus the scope of this review will encompass many elements of the plant & treatment process from beginning to end.

The scope of the project will include a review of the current wastewater flows being received at the CPCP in comparison to previous evaluations and delineated by source (rural septage, Charlottetown flows, etc.). Additionally, each unit process will be reviewed, equipment condition assessed and any operational shortcomings will be discussed with staff. This initial review will provide a baseline capacity where future loading will be estimated, and potential modifications can be proposed.

Based upon the initial findings, a preferred solution(s) will be chosen for preliminary design and cost estimating. Modifications are likely to span a number of fiscal years, due to Capital requirements and likely procurement timelines. The Utility is looking to initiate this review immediately, to facilitate Capital planning for the 2027/28 fiscal year and beyond.

CBCL is the engineer of record for the CPCP, having been the initial design engineers and involved in all major upgrades and expansions, they also provide annual operational assistance. CBCL has submitted a quote in the amount of $60,000, plus applicable taxes to complete this study. This study will provide good value for the City and allow the Utility to begin Capital Planning for improvements immediately.

Council or Committee History:
N/A

Financial Implications:
The received quote is within the allocated Annual Capital Budget.

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 Joshua McInnis October 21, 2026	**CAO/Director** RDM October 21, 2026
Committee Recommendation: (if differing from staff)	

City of Charlottetown Committee Report

Report No: WSC 28-26

Date: October 26, 2026

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

Attachments:
- N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Fibre Optic Project Update

Report Purpose:
To inform Committee of the status of the Fibre Optic project.

Staff Recommendation:
For Informational Purposes

Report Details:
Due to conflicting schedules, the internal project group for the Fibre Optic Project has been unable to meet since the last update was provided to the Water & Sewer Committee on August 19, 2026.

The legal team at Cox & Palmer has been in contact with UCC, in early September, and had expressed their continued concern with UCC's proposed new agreement and how it did not reflect the details that had been negotiated previously. At the conclusion of their discussion, UCC had agreed to provide an update to the latest, mutually negotiated agreement, in addition to notes and reasoning on any points that were contentious in UCC's opinion. This update has not been received.

Coles Associates and UCC have conducted some field investigations and have had discussions regarding the demarcation equipment to be installed at each end point. The progress to date is limited to discussion on where and how the demarcation equipment will be installed, physical equipment has yet to be installed.

It is the Utility's understanding that the agreed repairs, to damaged conduit and fibre optic cable, have yet to be initiated. The agreed to timeline for substantial completion of the repairs and outstanding contractual items is November 30, 2026.

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 October 22, 2026	RDM October 22, 2026

Committee Recommendation: (if differing from staff)

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

The Finance, Audit Tendering & Administration Committee met on Wednesday, November 4th, 2026, at 12:00 p.m. for its regular meeting.

There are no resolutions, and

First Reading to amend the City of Charlottetown Remuneration Bylaw for your consideration.

Respectfully submitted,

Councillor John MacAleer, Chair

Finance, Audit, Tendering, & Administration Committee
Wednesday, November 4th 2026.
12:00 pm. Parkdale Room.

DRAFT

Present: **Councillor John McAleer (Chair).**
Councillor Terry Bernard.
Deputy Mayor Alanna Jankov.
Amy McQuillan, Manager of Finance.
Nancy Milligan, AA.
Brad MacConnell, CAO.
Isaac Ewuah (Teams)

Guests: **Richard MacEwen – Director of Community Services.**

Regrets: **Mayor Philip Brown.**

1. **Call to Order.**
   The Chair called the meeting to order at 12:03 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 was moved by Councillor Bernard and seconded by Deputy Mayor Jankov.
   Motion Carried.

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

6. **Discussions/Reports**

   a. **Report PH-2026-10-07 – Planning Department Budget Transfer – Amy McQuillan – Manager of Finance.**
      Report was presented to request that the Finance Committee approve the additional funding required to cover the costs related to renewal of annual Maintenance Agreement (Annual Software Assurance and Support) related to the Land Management Application (LAMA) software Permit system, as recommended by the Planning and Heritage Committee.

In 2022, the City of Charlottetown implemented an electronic Building & Development Permit system known as LAMA which involves annual subscription and maintenance fees.

To ensure continued client support for the system for the remainder of the calendar year and until the City's new successor electronic Permit system by ESRI is implemented, the Planning & Heritage Department is requesting that funds in the amount of $45,946.22, plus HST, are transferred to the appropriate Budget line item to ensure that an existing invoice can be paid.

It is recommended that the Planning & Heritage Committee recommend that the request be forwarded to the Finance Committee for consideration and approval before proceeding to Council, in accordance with the City's established operating procedures.

The proposed costs will be accommodated through reallocation of existing funding within the Planning and Heritage Department's operating budget.

Budget transfer of $45,946 to be moved from 010-6400-50010-0000 Heritage Wages-Permanent to 010-6100-56721-0000 Computer Tech Services.

Motion to approve budget transfer was put forward by Councillor Bernard and seconded by Deputy Mayor Jankov.
Motion Carried.

Action: Budget Transfer will be actioned by Finance Department.
Lead: Amy McQuillan – Manager of Finance.

b. Report FIN-20-2026 – Proposed Amendment to the City of Charlottetown Remuneration Bylaw – Amy McQuillan – Manager of Finance.

Report was presented to committee with the proposed amendment to the Remuneration Bylaw with regard to City Council Stipends 2027 – 2030.

At a Special Meeting held on October 19, 2026, City Council accepted the 2026 Remuneration and Allowances Commission Report. The Commission recommended no changes to benefits and allowances and recommended maintaining the existing annual 2% increase to Council remuneration for 2027–2030. Council approved this recommendation.

Section 6 of the Remuneration Bylaw must therefore be amended to reflect the annual increases for 2027–2030.

Currently

	2023 2%	2024 2%	2025 2%	2026 2%
Mayor	$85,775.72	$87,491.25	$89,241.08	$91,025.90
Deputy Mayor	$48,095.52	$49,057.43	$50,038.58	$51,039.35
Councillor	$44,033.08	$44,913.74	$45,812.02	$46,728.26

*2024 - 2026 Salaries do not reflect any CPI adjustments. Should a CPI adjustment be required, the above table may be adjusted to reflect the increase.

Proposed Amendment

	2027 2%	2028 2%	2029 2%	2030 2%
Mayor	$92,846.42	$94,703.35	$96,597.41	$98,529.36
Deputy Mayor	$52,060.14	$53,101.34	$54,163.37	$55,246.63
Councillor	$47,662.82	$48,616.08	$49,588.40	$50,580.17

*2027 - 2030 Salaries do not reflect any CPI adjustments. Should a CPI adjustment be required, the above table may be adjusted to reflect the increase.

It was clarified by Councillor Bernard that increases remain unchanged at the 2% increments.

Motion to move the proposed amendment on to Council was put forward by Councillor Bernard and seconded by Deputy Mayor Jankov.
Motion Carried.

Action: Bylaw amendment will be brought forward to Council for reading and implementation.
Lead: Amy McQuillan – Manager of Finance.

c. Report FIN-21-2026 – 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.

Audit Update

The Minister has granted the City an extension on the deadline to provide audited financial statements to the Province by November 30, 2026. The audit work is still ongoing with the main source of delays as SpryPoint reporting. We are working with SpryPoint to get the information we require for the audit, but it has identified some issues that will need to be addressed soon.

Financial System Update

The Innovation Task Force surveyed staff about our current financial systems and the pain points they create for each department. Using this feedback, the Task Force developed a checklist of must-have requirements for evaluating replacements for the current system, which will become obsolete in 2029. We have identified a potential successor that addresses all the main frustrations raised in the survey. We are waiting for the vendor's official proposal, which will outline the timeline and costs and confirm that the system meets the City's needs. We will share the name of the successor once we have received and reviewed the proposal.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Engineering Services Cody Banks Arena Energy Retrofit	Open	October 23, 2026	November 13, 2026			
Annual Sewer Main Maintenance	Closed	October 16, 2026	October 30, 2026	3		
VP Tennis Courts Accessible Path	Closed	October 16, 2026	October 30, 2026	5		
Truck Hire for Snow Hauling	Closed	October 2, 2026	October 20, 2026	31		
Supply of Hired Equipment Bucket Loader & Excavator for Moving Snow	Closed	October 2, 2026	October 20, 2026	7		
Police Station Upgrades	Closed	October 1, 2026	October 16, 2026	1	Yes	Awarded to MacLean Construction
Winter Street Services – Northwest Route	Closed	September 14, 2026	October 8, 2026	4	yes	Awarded to JE Matheson
Winter Street Services – Northeast Route	Closed	September 14, 2026	October 8, 2026	2	yes	Awarded to Chapman Bros
Snow Clearing of Municipal Properties	Closed	September 22, 2026	October 7, 2026	7	yes	Properties award to various bidders

Disc Golf Course Design & Build	Closed	September 15, 2026	September 29, 2026	3	yes	Awarded to Glendale Disc Golf
Towing Services	Closed	September 15, 2026	September 29, 2026	1		
Biosolids Receiving, Handling, Storage & Utilization	Closed	September 10, 2026	October 1, 2026	4		
Consulting Services – Mt Edward Rd. Transit Building Upgrades	Closed	September 1, 2026	September 29, 2026	1	Yes	Coles Associates
2026 Street Resurfacing Package C	Closed	September 11, 2026	September 28, 2026	3	Yes	Awarded to GIP Island Construction Ltd.
Charlottetown City Hall Generators	Closed	September 4, 2026	October 1, 2026	5	Yes	Hansen Solar Energy

It was noted that there is substantial revenue from Planning that has not been recorded to date. Amy has a meeting scheduled with that department to go over that issue this week.

Action: None, report was for information purposes only.

7. **Introduction of New Business.**
   None.

8. **Adjournment**
   Motion to adjourn was put forward by Councillor Bernard and seconded by Deputy Mayor Jankov.
   Motion Carried.

   Meeting adjourned at 12:39 pm.

_____

Chair: Councillor John McAleer.

City of Charlottetown Committee Report

Report no. PH-2026-10-07

Date: October 7, 2026

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

Attachments:

- LAMA Invoice

Reporting Department:
Planning and Heritage Department

Other Associated Departments:

Prepared by: David Gundrum – Manager of Development

Report Title:
Funding Allocation Request – Land Management (LAMA) Software Maintenance Agreement

Report Purpose:
To request that the Finance Committee recommend that Council approve the additional funding required to cover costs related to renewal of annual Maintenance Agreement (Annual Software Assurance and Support) related to the Land Management (LAMA) software Permit system, as recommended by the Planning and Heritage Committee.

Staff Recommendation:
That the Finance Committee recommend that Council approve the submitted request and the allocation of $45,946.22, plus HST, from existing budget lines to fund the annual renewal of the Maintenance Agreement related to the Land Management (LAMA) software Permit system.

Report Details:

In 2022, the City of Charlottetown implemented an electronic Building & Development Permit system known as LAMA which involves annual subscription and maintenance fees.

To ensure continued client support for the system for the remainder of the calendar year and until the City's new successor electronic Permit system by ESRI is implemented, the Planning & Heritage Department is requesting that funds in the amount of $45,946.22, plus HST, are transferred to the appropriate Budget line item to ensure that an existing invoice can be paid.

It is recommended that the Planning & Heritage Committee recommend that the request be forwarded to the Finance Committee for consideration and approval before proceeding to Council, in accordance with the City's established operating procedures.

The proposed costs will be accommodated through reallocation of existing funding within the Planning and Heritage Department's operating budget.

Council or Committee History:
n/a

Financial Implications:
This cost will be funded through the Planning and Heritage Department's annual operating budget.

Public Engagement and Communication:
n/a

Legislative Authority:
Municipal Government Act

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

Reviewed By:

Manager	**Director**
Original document signed by David Gundrum	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

INVOICE

City of Charlottetown
PO Box 98
199 Queen St
CHARLOTTETOWN PE C1A 1M9
CA

Invoice Date
Oct 15, 2025

Invoice Number
25B12-PECH

The Davenport Group
102 S Tejon St, Ste 870
Colorado Springs, CO
80903

Description		Amount CAD
2025-2026 Annual Software Assurance and Support (Dec 1)		36,401.33
2025-2026 User CALs (11 @ $750)		8,250.00
2025-2026 CPI-U Adjustment (Aug) 2.9%		1,294.89
	INCLUDES TAX	0.00
	TOTAL CAD	**45,946.22**

Due Date: Nov 30, 2025

We would like to thank you for your continued support of our company and the LAMA software! The annual subscription includes software updates, hosting fees, and support per the Terms of the Agreement. This renewal term starts on the day after the Due Date above and is valid for the specified term. A 1% monthly late fee shall be applied to your account balance if payment is not received within 30 days the Due Date. Related services shall be suspended if payment is not received within 60 days after the Due Date. Please email accounts@davengis.net with any questions or concerns.

PAYMENT ADVICE

To: The Davenport Group
102 S Tejon St, Ste 870
Colorado Springs, CO 80903

Customer	City of Charlottetown
Invoice Number	25B12-PECH
Amount Due	**45,946.22**
Due Date	Nov 30, 2025
Amount Enclosed	

Enter the amount you are paying above

City of Charlottetown

Transfer of Budget Funds Form

Department:

Date: October 7, 2026

TRANSFER FROM			TRANSFER TO			REASON
	Account			Account		
Amount	No.	Name	Amount	No.	Name	
$45,946	010-6400-50010-0000	Heritage Wages-Permanent	$45,946	010-6100-56721-0000	Computer Tech Services	To faciliate transfer of funds to Planning & Heritage Department related to LAMA Annual Maintenance Agreement fees.
$ 45,946.22			$ 45,946.22			

Original signed by David Gundrum
Manager

Original Signed by Michael Ruus
Director

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

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

CITY OF CHARLOTTETOWN
REMUNERATION BYLAW
AMENDMENT BYLAW #2020-RMN-01E

Amend the City of Charlottetown Remuneration Bylaw (#2020-RMN-01) to reflect Council Members' stipends 2027 – 2030.

1st Reading

RESOLVED: That the bylaw to amend the **"CITY OF CHARLOTTETOWN REMUNERATION BYLAW"** be read a **first** time.

Moved by Councillor _____ John McAleer

Seconded by Deputy Mayor _____ Alanna Jankov
Date: November 10, 2026

RESOLVED: That the bylaw now be approved as a City Bylaw and that it be entitled the **"CITY OF CHARLOTTETOWN REMUNERATION BYLAW** "and that it be read a **second** time at the next public meeting of Council.

Moved by Councillor _____ John McAleer

Seconded by Deputy Mayor _____ Alanna Jankov
Date: November 10, 2026

2nd Reading & Adoption

THEREFORE: Be it resolved that the **"CITY OF CHARLOTTETOWN REMUNERATION BYLAW** ", which was read the first time on November 10, 2026, be read a **second** time and that the said Bylaw now be approved and adopted.

Moved by Councillor _____

Seconded by Councillor_____
Date:

This Remuneration Amendment Bylaw #2020-RMN-01E was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 202_.

_____
Mayor

_____
CAO

City of Charlottetown, PEI
A Bylaw to Amend the City of Charlottetown Remuneration Bylaw
Bylaw # 2020-RMN-01E

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

PART I – INTERPRETATION AND APPLICATION

1. Title

1.1. This bylaw shall be known and cited as the "Remuneration Amendment Bylaw."

2. Purpose

2.1. The purpose of this bylaw is to amend the City of Charlottetown's Remuneration Bylaw, #2020-RMN-01, to reflect Council Members' stipends 2027 – 2030.

3. Authority

3.1. Pursuant to Part 5, Section 134 (1) - Revision of Bylaws of the Municipal Government Act R.S.P.E.I. 1988, Cap M-12.1.

4. Definitions

4.1. In this bylaw, any word and term that is defined in the *Municipal Government Act* and the *City of Charlottetown Remuneration Bylaw* has the same meaning as in that Act or bylaw.

5. Section 6 – Remuneration of Council Members – of the City of Charlottetown Remuneration Bylaw is hereby amended by the following:

5.1. The table for the years 2023–2026 is repealed and replaced with the table for the years 2027–2030:

	2023 2%	**2024 2%**	**2025 2%**	**2026 2%**
Mayor	$85,775.72	$87,491.25	$89,241.08	$91,025.90
Deputy Mayor	$48,095.52	$49,057.43	$50,038.58	$51,039.35
Councillor	$44,033.08	$44,913.74	$45,812.02	$46,728.26

*2024-2026 Salaries do not reflect any CPI adjustments. Should a CPI adjustment be required, the above table may be adjusted to reflect the increase.

	2027 2%	**2028 2%**	**2029 2%**	**2030 2%**
Mayor	$92,846.42	$94,703.35	$96,597.41	$98,529.36
Deputy Mayor	$52,060.14	$53,101.34	$54,163.37	$55,246.63
Councillor	$47,662.82	$48,616.08	$49,588.40	$50,580.17

*2027 – 2030 Salaries do not reflect any CPI adjustments. Should a CPI adjustment be required, the above table may be adjusted to reflect the increase.

PART II – APPROVAL AND ADOPTION

6. Effective Date

6.1. This Remuneration Amendment Bylaw, #2020-RMN-01E shall be effective on the date of approval and adoption below.

First Reading:
This Remuneration Amendment Bylaw, #2020-RMN-01E was read a first time and approved by a majority of members present at the Council meeting held on the _____ day of_____, 20__.

Second Reading:
This Remuneration Amendment Bylaw, #2020-RMN-01E was read a second time and approved by a majority of members present at the Council meeting held on the _____day of_____, 20__.

Approval and Adoption by Council:
This Remuneration Amendment Bylaw, #2020-RMN-01E was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 20__.

7. Witness the corporate seal of the City of Charlottetown

_____ _____

Mayor **Chief Administrative Officer**

This Remuneration Amendment Bylaw, #2020-RMN-01E was adopted by the Council of the City of Charlottetown on _____ day of _____, 20__ is certified to be a true copy.

_____ _____

Chief Administrative Officer **Date**

City of Charlottetown Committee Report

Report No: FIN-20-2026

Date: November 4th, 2026

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

Reporting Department:
Finance, Audit, Tendering & Administration

Other Associated Departments:
Administration

Prepared by:
Tracey McLean, Procedure & Records Coordinator

Attachments:

Report Title:
Proposed amendment to the City of Charlottetown Remuneration Bylaw.

Report Purpose:
To present the proposed amendment to the Remuneration Bylaw with regard to City Council stipends 2027 – 2030.

Staff Recommendation:
That the Finance, Audit, Tendering & Administration Committee recommends that Council adopt the proposed amendment to the City of Charlottetown Remuneration Bylaw.

Report Details:
At a Special Meeting held on October 19, 2026, City Council accepted the 2026 Remuneration and Allowances Commission Report. The Commission recommended no changes to benefits and allowances and recommended maintaining the existing annual 2% increase to Council remuneration for 2027–2030. Council approved this recommendation.

Section 6 of the Remuneration Bylaw must therefore be amended to reflect the annual increases for 2027–2030.

Currently

	2023 2%	2024 2%	2025 2%	2026 2%
Mayor	$85,775.72	$87,491.25	$89,241.08	$91,025.90
Deputy Mayor	$48,095.52	$49,057.43	$50,038.58	$51,039.35
Councillor	$44,033.08	$44,913.74	$45,812.02	$46,728.26

*2024 - 2026 Salaries do not reflect any CPI adjustments. Should a CPI adjustment be required, the above table may be adjusted to reflect the increase.

Proposed Amendment

	2027 2%	2028 2%	2029 2%	2030 2%
Mayor	$92,846.42	$94,703.35	$96,597.41	$98,529.36
Deputy Mayor	$52,060.14	$53,101.34	$54,163.37	$55,246.63
Councillor	$47,662.82	$48,616.08	$49,588.40	$50,580.17

*2027 - 2030 Salaries do not reflect any CPI adjustments. Should a CPI adjustment be required, the above table may be adjusted to reflect the increase.

Council or Committee History:
July 14, 2026 – Council appointed the Remuneration and Allowances Commission by resolution at its Regular Meeting.

October 19, 2026 – Remuneration and Allowances Commission Report is accepted by Council at a Special Meeting.

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
Municipal Government Act (RSPEI 1988, c M-12.1)
City of Charlottetown Remuneration Bylaw

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).
Governance and Civic Engagement: Develop new systems to strengthen annual monitoring to enhance the accountability framework (page 11).

Reviewed By:

Manager	**Director/CAO**
Amy McQuillan – November 3rd 2026	**Brad MacConnell November 3, 2026**

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: FIN-21-2026

Date: November 4, 2026

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

Reporting Department: Finance

Other Associated Departments: None

Prepared by:
- Amy McQuillan, Manager of Finance

Attachments:
- Financial Report as of Sept 30th, 2026
- Capital Report as of Sept 30th, 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:

Audit Update

The Minister has granted the City an extension on the deadline to provide audited financial statements to the Province by November 30, 2026. The audit work is still ongoing with the main source of delays as SpryPoint reporting. We are working with SpryPoint to get the information we require for the audit, but it has identified some issues that will need to be addressed soon.

Financial System Update

The Innovation Task Force surveyed staff about our current financial systems and the pain points they create for each department. Using this feedback, the Task Force developed a checklist of must-have requirements for evaluating replacements for the current system, which will become obsolete in 2029. We have identified a potential successor that addresses all the main frustrations raised in the survey. We are waiting for the vendor's official proposal, which will outline the timeline and costs and confirm that the system meets the City's needs. We will share the name of the successor once we have received and reviewed the proposal.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Engineering Services Cody Banks Arena Energy Retrofit	Open	October 23, 2026	November 13, 2026			
Annual Sewer Main Maintenance	Closed	October 16, 2026	October 30, 2026	3		
VP Tennis Courts Accessible Path	Closed	October 16, 2026	October 30, 2026	5		
Truck Hire for Snow Hauling	Closed	October 2, 2026	October 20, 2026	31		

Supply of Hired Equipment Bucket Loader & Excavator for Moving Snow	Closed	October 2, 2026	October 20, 2026	7		
Police Station Upgrades	Closed	October 1, 2026	October 16, 2026	1	Yes	Awarded to MacLean Construction
Winter Street Services – Northwest Route	Closed	September 14, 2026	October 8, 2026	4	yes	Awarded to JE Matheson
Winter Street Services – Northeast Route	Closed	September 14, 2026	October 8, 2026	2	yes	Awarded to Chapman Bros
Snow Clearing of Municipal Properties	Closed	September 22, 2026	October 7, 2026	7	yes	Properties award to various bidders
Disc Golf Course Design & Build	Closed	September 15, 2026	September 29, 2026	3	yes	Awarded to Glendale Disc Golf
Towing Services	Closed	September 15, 2026	September 29, 2026	1		
Biosolids Receiving, Handling, Storage & Utilization	Closed	September 10, 2026	October 1, 2026	4		
Consulting Services – Mt Edward Rd. Transit Building Upgrades	Closed	September 1, 2026	September 29, 2026	1	Yes	Coles Associates
2026 Street Resurfacing Package C	Closed	September 11, 2026	September 28, 2026	3	Yes	Awarded to GIP Island Construction Ltd.
Charlottetown City Hall Generators	Closed	September 4, 2026	October 1, 2026	5	Yes	Hansen Solar Energy

Financial Implications:

- All items are budgeted.

Public Engagement and Communication:

- The Tendering and RFP information are posted on the City's website.

Legislative Authority:

- In accordance with Section 93(3)(m) of the Municipal Government Act, the chief administrative officer shall ensure that the financial statements and information that the Council may request are provided to the Council.

Strategic Alignment:

Our Purpose:

To provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city.

Reviewed By:

Finance Manager **Amy McQuillan, Nov 3, 2026**	**CAO/Director** **Brad MacConnell Nov 3, 2026**

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN

For the Six Months Ending Wednesday, September 30, 2026

	Original Budget	Revised Budget	Current YTD	Encumbrance	Total YTD	Funds Available	% of Budget
City Revenues							
Property Taxes	$52,916,036	$52,916,036	$26,411,594		$26,411,594	$26,504,442	49.91%
Provincial Grant	26,122,822	26,122,822	12,723,451		12,723,451	13,399,371	48.71%
CUSA 1999 Memorandum of Agreement	140,000	140,000				140,000	0.00%
Licenses	2,200,300	2,200,300	23,773		23,773	2,176,528	1.08%
Parking Garages	500,000	500,000	107,344		107,344	392,656	21.47%
Parking Meters	885,514	885,514	374,730		374,730	510,784	42.32%
Police	2,091,500	2,091,500	745,499		745,499	1,346,001	35.64%
Outside Fire Protection	30,000	30,000				30,000	0.00%
Utility Administration Fee	205,000	205,000	85,417		85,417	119,583	41.67%
Interest	456,422	456,422	525,913		525,913	(69,491)	115.23%
Recreation	1,008,293	1,008,293	319,921		319,921	688,372	31.73%
Tourism Accommodation Levy Administration Fee	2,250,000	2,250,000	1,767,202		1,767,202	482,798	78.54%
Municipal Capital Expenditure Grant	5,625,650	5,625,650				5,625,650	0.00%
Housing Accelerator Fund Revenue	1,777,379	1,777,379	124,799		124,799	1,652,581	7.02%
Other Revenue	3,031,074	3,031,074	300,639		300,639	2,730,435	9.92%
City Operating Revenue	99,239,990	99,239,990	43,510,282	0	43,510,280	55,729,710	43.84%
City Expenditures							
General Government Services:							
City Government	3,441,930	3,441,930	1,483,215	0	1,483,215	1,958,715	43.09%
Finance and Audit	1,502,931	1,502,931	561,480	39	561,520	941,411	37.36%
Municipal Buildings	2,440,451	2,440,451	1,228,726	91,762	1,320,487	1,119,964	54.11%
Insurance	1,077,917	1,077,917	314,695		314,695	763,222	29.19%
Communications	46,500	46,500	37,135		37,135	9,365	79.86%
Mayor and Council	860,137	860,137	408,366	8,000	416,366	443,771	48.41%
	9,369,866	9,369,866	4,033,617	99,801	4,133,418	5,236,448	44.11%
Protective Services:							
Fire Department	6,663,034	6,663,034	2,852,537	75,644	2,928,181	3,734,853	43.95%
Emergency Preparedness - Fiona Funding							
Emergency Preparedness - Fiona Expenses	59,609	59,609				59,609	0.00%
Police Department	15,880,937	15,880,937	7,266,964	199,135	7,466,100	8,414,837	47.01%
	22,603,580	22,603,580	10,119,501	274,779	10,394,281	12,209,299	45.99%
Public Works	18,585,753	18,585,753	8,922,487	566,124	9,488,611	9,097,142	51.05%
Fiscal Services	18,932,913	18,932,913	7,411,767		7,411,767	11,521,146	39.15%
Parks and Recreation	6,039,518	6,039,518	3,237,028	98,795	3,335,824	2,703,694	55.23%
Environmental Sustainability	1,582,729	1,582,729	1,038,839	177,174	1,216,013	366,716	76.83%
Planning	2,253,605	2,253,605	1,086,574	38,365	1,124,938	1,128,667	49.92%
Heritage	953,812	953,812	23,220		23,220	930,592	2.43%
Economic Development, Tourism and Culture	3,815,711	3,813,808	2,265,863	505,021	2,770,884	1,042,924	72.65%
Human Resources	1,579,451	1,579,451	623,145	2,630	625,775	953,676	39.62%

	Original Budget	Revised Budget	Current YTD	Encumbrance	Total YTD	Funds Available	% of Budget
Strategic Priorites & Intergovernmental Cooperation	248,712	248,712	5,395	154,835	160,230	88,482	64.42%
Transit System	5,837,248	5,837,248	986,766	994,322	1,981,088	3,856,160	33.94%
Information Technology	1,573,500	1,575,403	851,626	171,477	1,023,103	552,300	64.94%
Other	5,814,209	5,814,209	1,678,018	500	1,678,518	4,135,691	28.87%
Tourism Accommodation Levy	2,250,000	2,250,000	553,401		553,401	1,696,599	24.60%
Total City Expenditures	**101,440,607**	**101,440,607**	**42,837,247**	**3,083,823**	**45,921,070**	**55,519,537**	**45.27%**
Subtotal	**(2,200,617)**	**(2,200,617)**	**673,035**	**(3,083,823)**	**(2,410,790)**	**210,173**	**109.55%**
Prior Year Operating Surplus (Deficit) - City							0.00%
City Surplus (Deficit)	(2,200,617)	(2,200,617)	673,035	(3,083,823)	(2,410,790)	210,173	109.55%
Water and Sewer Annual Operations							
Water and Sewer Operating Revenue	17,017,814	17,017,814	7,870,518	(28,493)	7,842,025	9,175,789	46.08%
Water and Sewer Expenditures							
Administration	1,078,276	1,078,276	297,051	3,509	300,560	777,716	27.87%
Works & Engineering	6,927,372	6,927,372	2,615,243	566,380	3,181,623	3,745,749	45.93%
Debt Administration	5,022,118	5,022,118	1,984,959		1,984,959	3,037,159	39.52%
Charlottetown Pollution Control Plant	4,006,940	4,006,940	1,764,056	611,615	2,375,670	1,631,270	59.29%
Total Water and Sewer Expenditures	17,034,706	17,034,706	6,661,309	1,181,504	7,842,813	9,191,893	46.04%
Subtotal	**(16,892)**	**(16,892)**	**1,209,209**	**(1,209,997)**	**(788)**	**(16,104)**	**4.66%**
Prior Year Operating Surplus (Deficit) - Utility	2,409,477	2,409,477	2,409,477	2,409,477	4,818,954	(2,409,477)	200.00%
Water and Sewer Surplus (Deficit)	**2,392,585**	**2,392,585**	**3,618,686**	**1,199,480**	**4,818,166**	**(2,425,581)**	**201.38%**
Current Year Consolidated Operating Surplus (Deficit)	**191,968**	**191,968**	**4,291,721**	**(1,884,343)**	**2,407,376**	**(2,215,408)**	**1254.05%**

City of Charlottetiown

For the Six Months Ending Wednesday, September 30, 2026

	Original Budget	Revised Budget	Current YTD	Encumbrance	Total YTD	Funds Available	% of Budget
City Capital Budget							
Environment Sustainability and Transit	$11,882,411	$11,882,411	$3,972,832	$88,726	$4,061,558	$7,820,853	34%
Information Technology	$775,000	$775,000	$24,352	$43,515	$67,867	$707,133	9%
Fire Department/Emergency Preparedness	$9,410,000	$9,410,000	$1,164,038	$2,065,167	$3,229,206	$6,180,794	34%
Parks and Recreation	$7,894,500	$7,894,500	$1,316,775	$3,601,981	$4,918,756	$2,975,744	62%
Police	$494,000	$494,000	$79,885	$80,743	$160,628	$333,372	33%
Public Works:							
Urban Beautification	$635,000	$635,000	$25,931	$16,900	$42,831	$592,169	7%
Municipal Buildings	$7,770,000	$7,770,000	$1,417,090	$2,822,129	$4,239,218	$3,530,782	55%
Traffic and Pedestrian Signals	$745,000	$745,000	$119,146	$2,951	$122,097	$622,903	16%
Street Lighting	$250,000	$250,000	$1,320	$107,548	$108,868	$141,132	44%
Parkades Major Repairs	$3,825,000	$3,825,000	$804,149	$566,347	$1,370,497	$2,454,503	36%
Land/Property Acquisitions	$1,630,000	$1,630,000				$1,630,000	0%
Street Rehabilitation/Intersection Upgrades	$25,467,002	$25,467,002	$1,473,332	$8,713,972	$10,187,304	$15,279,698	40%
Sidewalks and Multipurpose Trails	$6,825,000	$6,825,000	$1,309,579	$4,955,832	$6,265,410	$559,590	92%
Storm Water Management	$1,170,000	$1,170,000	$280,872	$277,292	$558,164	$611,836	48%
Public Works Fleet	$2,625,000	$2,625,000	$166,268	$2,201,571	$2,367,839	$257,161	90%
CARI	$1,352,200	$1,352,200	$397,002		$397,002	$955,198	29%
Eastlink	$1,145,000	$1,145,000	$440,152		$440,152	$704,848	38%
Total City Capital Projects	**$83,895,113**	**$83,895,113**	**$12,992,724**	**$25,544,674**	**$38,537,399**	**$45,357,714**	**46%**
Water and Sewer Capital Budget							
Water and Sewer Utility	$13,395,752	$13,395,752	$2,017,483	$2,540,703	$4,558,186	$8,837,566	34%
Total City, Water and Sewer Capital Budget	**$97,290,865**	**$97,290,865**	**$15,010,207**	**$28,085,378**	**$43,095,585**	**$54,195,280**	**44%**

ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
November 10, 2026

The Environment & Sustainability Committee has not met since the previous Regular Meeting of Council.

There are no resolutions for your consideration.

August & September 2026 Charlottetown Transit Ridership stats attached.

Respectfully submitted,
Councillor Trevor MacKinnon, Chair

CHARLOTTETOWN RIDERSHIP - AUGUST 2026

Sum of Charlottetown Ridership		Route #																
Date	**Day**	**1**	**2**	**3**	**4**	**5**	**6**	**9**	**11**	**13**	**14**	**23**	**1A**	**123CH**	**6A**		**10**	**12**	**Grand Total**
08/01/2026	Sat	596	319	296	0	0	252	39	0	0	0	325	760	0	370	0	0	2,957	
08/02/2026	Sun	473	0	0	0	0	0	0	0	0	0	0	584	0	0	0	0	1,057	
08/03/2026	Mon	716	482	384	500	167	427	386	180	52	0	506	326	25	352	42	21	4,566	
08/04/2026	Tue	787	564	395	420	183	500	494	194	49	0	557	334	45	355	57	40	4,974	
08/05/2026	Wed	726	520	421	538	166	449	442	203	53	0	570	414	36	305	51	47	4,941	
08/06/2026	Thu	806	542	405	534	183	382	418	232	58	0	554	374	38	324	43	25	4,918	
08/07/2026	Fri	750	561	398	528	138	542	406	162	62	0	547	317	26	284	80	18	4,819	
08/08/2026	Sat	531	363	348	0	0	202	51	0	0	0	299	736	0	393	0	0	2,923	
08/09/2026	Sun	415	0	0	0	0	0	169	0	0	0	0	395	0	0	0	0	979	
08/10/2026	Mon	742	502	440	503	185	409	434	206	61	2	579	404	24	368	63	14	4,936	
08/11/2026	Tue	731	596	348	506	166	435	434	189	49	0	700	375	31	342	30	35	4,967	
08/12/2026	Wed	786	587	486	464	192	423	446	279	52	1	618	376	39	312	61	26	5,148	
08/13/2026	Thu	742	584	432	488	174	390	432	221	42	0	596	399	30	336	59	49	4,974	
08/14/2026	Fri	621	448	390	413	185	402	358	190	35	0	432	330	27	258	57	30	4,176	
08/15/2026	Sat	592	345	356	0	0	230	58	8	0	0	301	720	0	444	38	11	3,103	
08/16/2026	Sun	428	118	105	0	0	0	0	13	0	0	159	414	0	163	17	10	1,427	
08/17/2026	Mon	733	580	416	431	137	408	365	210	47	2	600	366	35	351	35	44	4,760	
08/18/2026	Tue	719	585	437	419	131	398	352	213	52	1	623	335	29	357	47	46	4,744	
08/19/2026	Wed	800	544	505	523	192	392	433	224	58	2	608	408	36	379	58	39	5,201	
08/20/2026	Thu	742	563	486	459	169	366	413	202	59	0	528	356	40	351	58	45	4,837	
08/21/2026	Fri	599	451	284	464	94	400	271	170	27	3	424	318	40	278	33	28	3,884	
08/22/2026	Sat	587	351	299	0	0	225	33	11	0	0	275	678	0	301	16	18	2,794	
08/23/2026	Sun	269	101	104	0	0	0	0	13	0	0	96	370	0	122	15	12	1,102	
08/24/2026	Mon	664	525	487	494	181	430	435	203	39	0	570	382	34	411	45	39	4,939	
08/25/2026	Tue	762	578	415	488	183	471	450	202	45	0	513	443	54	402	44	35	5,085	
08/26/2026	Wed	692	528	433	501	162	402	410	211	50	0	501	360	41	345	71	29	4,736	
08/27/2026	Thu	755	661	451	500	181	413	576	212	45	0	554	407	37	372	48	39	5,251	
08/28/2026	Fri	708	520	414	463	136	354	438	244	47	0	499	387	44	298	36	39	4,627	
08/29/2026	Sat	572	362	328	0	0	229	49	15	0	0	276	675	0	540	18	11	3,075	
08/30/2026	Sun	385	191	162	0	0	0	0	5	0	0	213	486	0	241	16	16	1,715	
08/31/2026	Mon	800	489	495	527	190	452	531	217	33	0	569	328	34	305	49	44	5,063	
Grand Total		**20,229**	**13,560**	**10,920**	**10,163**	**3,495**	**9,983**	**9,323**	**4,429**	**1,015**	**11**	**13,592**	**13,557**	**745**	**9,659**	**1,187**	**810**	**122,678**	

CHARLOTTETOWN RIDERSHIP - AUGUST 2026

	Values		
Day	**Non Paying**	**Paying**	**Monthly Ridership**
Sun		6280	6,280
Mon		24264	24,264
Tue		19770	19,770
Wed		20026	20,026
Thu		19980	19,980
Fri		17506	17,506
Sat		14852	14,852
Grand Total		**122678**	**122,678**

		2026	**2025**	**2024**	**2023**
Total Ridership		122,678	125,220	126,925	111,513
Monday - Friday	Paying	101,546	104,032	106,900	98,453
	Non - Payin	-	-	-	-
	Working Da	21	21	22	23
	Average	4,836	4,954	4,859	4,281
Saturday	Paying	14,852	15,613	15,584	9,082
	Non - Payin	-	-	-	-
	Working Da	5	5	5	4
	Average	2,970	3,123	3,117	2,271
Sunday	Paying	6,280	5,575	4,441	3,978
	Non - Payin	-	-	-	-
	Working Da	5	5	4	4
	Average	1,256	1,115	1,110	995

CHARLOTTETOWN RIDERSHIP - SEPTEMBER 2026

Sum of Charlottetown Ridershi Route #																		
Date	**Day**	**1**	**2**	**3**	**4**	**5**	**6**	**9**	**11**	**13**	**14**	**23**	**1A**	**123CH**	**6A**		**10**	**12**	**Grand Total**
09/01/2026	Tue	760	595	318	469	161	369	537	194	40	0	576	379	35	424	34	35	4,926
09/02/2026	Wed	860	491	441	502	146	424	500	208	29	0	594	402	29	390	26	44	5,086
09/03/2026	Thu	713	526	472	559	209	420	491	192	42	0	614	415	53	361	44	35	5,146
09/04/2026	Fri	521	369	294	398	106	306	335	174	21	1	417	263	34	202	26	35	3,502
09/05/2026	Sat	444	224	270	0	0	175	24	12	0	0	153	561	0	274	17	15	2,169
09/06/2026	Sun	588	190	135	0	0	0	0	20	0	0	152	409	0	176	24	14	1,708
09/07/2026	Mon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09/08/2026	Tue	974	675	601	688	167	599	529	207	42	0	662	482	44	481	66	28	6,245
09/09/2026	Wed	928	632	672	645	205	555	654	205	37	0	685	477	40	433	66	53	6,287
09/10/2026	Thu	886	596	529	536	173	550	467	240	36	1	616	448	41	384	32	28	5,563
09/11/2026	Fri	943	604	658	644	200	404	657	276	25	0	653	493	37	336	94	27	6,051
09/12/2026	Sat	606	368	363	0	0	260	48	10	0	0	305	812	0	525	27	11	3,335
09/13/2026	Sun	427	201	275	0	0	0	0	7	0	0	182	317	0	185	7	24	1,625
09/14/2026	Mon	947	616	434	683	220	455	599	199	42	0	639	454	33	474	49	31	5,875
09/15/2026	Tue	1,090	692	509	816	254	515	581	250	40	2	763	384	42	345	56	38	6,377
09/16/2026	Wed	1,021	696	589	607	225	448	633	215	42	1	689	443	50	470	51	39	6,219
09/17/2026	Thu	915	612	548	710	234	510	471	277	34	1	735	484	31	366	62	45	6,035
09/18/2026	Fri	750	511	475	509	178	516	501	250	34	0	587	468	41	383	73	31	5,307
09/19/2026	Sat	604	348	355	0	0	194	61	4	0	0	268	742	0	541	34	25	3,176
09/20/2026	Sun	417	162	179	0	0	0	0	14	0	0	208	451	0	156	22	13	1,622
09/21/2026	Mon	886	564	555	672	217	422	492	206	36	3	658	468	48	380	50	36	5,693
09/22/2026	Tue	865	663	545	730	214	494	459	196	41	3	621	444	49	415	66	42	5,847
09/23/2026	Wed	897	641	610	680	206	455	544	230	43	3	624	465	33	445	59	50	5,985
09/24/2026	Thu	864	654	639	700	245	527	534	271	46	3	651	486	42	417	74	47	6,200
09/25/2026	Fri	985	611	576	667	185	562	641	186	52	2	643	437	43	338	62	44	6,034
09/26/2026	Sat	609	398	351	0	0	301	63	16	0	0	327	744	0	531	32	20	3,392
09/27/2026	Sun	365	200	278	0	0	0	0	12	0	0	227	508	0	173	18	7	1,788
09/28/2026	Mon	947	601	404	596	199	348	499	179	33	2	628	486	33	322	58	66	5,401
09/29/2026	Tue	900	667	600	599	197	443	549	219	47	3	663	500	38	379	50	45	5,899
09/30/2026	Wed	411	294	255	292	44	264	226	90	20	0	246	170	19	189	11	12	2,543
10/01/2026	Thu	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total		**22,123**	**14,401**	**12,930**	**12,702**	**3,985**	**10,516**	**11,095**	**4,559**	**782**	**25**	**14,786**	**13,592**	**815**	**10,495**	**1,290**	**940**	**135,036**

CHARLOTTETOWN RIDERSHIP - SEPTEMBER 2026

	Values		
Day	**Non Paying**	**Paying**	**Monthly Ridership**
Sun		6743	6,743
Mon		16969	16,969
Tue		29294	29,294
Wed		26120	26,120
Thu		22944	22,944
Fri		20894	20,894
Sat		12072	12,072
Grand Total		**135036**	**135,036**

		2026	**2025**	**2024**	**2023**
Total Ridership		135,036	139,461	141,079	137,259
Monday - Friday	Paying	116,221	120,961	120,456	117,260
	Non - Payin	-	-	-	-
	Working Da	21	21	20	20
	Average	5,534	5,760	6,023	5,863
Saturday	Paying	12,072	13,773	14,235	15,325
	Non - Payin	-	-	-	-
	Working Da	4	4	4	5
	Average	3,018	3,443	3,559	3,065
Sunday	Paying	6,743	4,727	6,388	4,674
	Non - Payin	-	-	-	-
	Working Da	4	4	5	4
	Average	1,686	1,182	1,278	1,169

HUMAN RESOURCES COMMITTEE
REPORT TO COUNCIL

November 10, 2026

The Human Resources Committee met on November 3, 2026; the minutes of the meeting are included in your package.

There are no resolutions for Councils consideration.

The Staffing Numbers report and Recruitment Update are also included for information purposes only.

Respectfully submitted,

_____

Councillor Norman Beck, Chair

HUMAN RESOURCES COMMITTEE

DRAFT

Tuesday, November 3, 2026

11:30AM – Parkdale Room – City Hall 199 Queen Street

Open Session

PRESENT: **Councilor, Norman Beck, Chair**
Councilor, Julie McCabe
Councilor, Trevor MacKinnon

ALSO: **Brad MacConnell, CAO**
Emilee MacLeod, Manager of Human Resources
Ashley Pineau, Human Resources Executive Assistant

REGRETS: **Mayor Philip Brown**

1) Call to order:

Chair, Norman Beck called the meeting to order at 11:33 a.m.

2) Declarations of Conflict of Interest:

There were no conflicts of interest declared.

3) Approval of Agenda:

Moved by Councilor Trevor MacKinnon and seconded by Councilor Julie McCabe that the agenda be approved. Carried.

4) Adoption of the Minutes:

Moved by Councilor Trevor MacKinnon and seconded by Councilor Julie McCabe that the minutes be approved. Carried.

5) Business Arising from Minutes:

6) Discussion(s)/Reports (s):

a.) Staffing Numbers HR-11-03-2026-01

Manager of Human Resources Emilee MacLeod presented the staffing numbers update to the committee.

Emilee – For October we are sitting at 551 compared to 534 in 2025, most of these are due to Increase of permanent staff & ELS staying on longer due to nicer weather

Councilor Beck - What's the time frame traditionally for entry level seasonal?

Emilee – Yes. Summer ops typically get laid off now and Winter ops are brought on.

b.) Recruitment Update - HR-11-03-2026-02

Manager of Human Resources Emilee MacLeod presented the recruitment update report. Also provided the following updates:

- Interviews are scheduled for this week for three internal competitions with the water and sewer utility; Maintenance Construction Worker, Floor Foreman, and Pumping Station Maintenance Worker.
- Round two applications were shared with the department for review for the Technician Assistant competition with the Wastewater Treatment Plant.
- The external competitions for Building Inspector 2 with the Planning department and Mechanic for Public Works department remain open until successful candidates are selected. Applications for those positions are shared with department managers as they're received, and interviews are scheduled if candidates are meeting the minimum requirements.
- We do have a signed offer for the Deputy Chief of Fire, as well as the Chief of Fire. We will be announcing those names shortly.
- Currently doing reference checks for Chief of Police. Hopefully we will have a update for Committee shortly.

Councilor Beck asked about the Bylaw Position.

Emilee – Currently waiting on the hiring requisition to be signed and then it will be posted. Hopeful to get that posted this month.

Councilor Beck - How are we going to frame that? Because originally, it was a Planning Bylaw Officer along with our current bylaw officer or multi-department bylaw officer, what's the new bylaw officer going to be posted as? Is it going to be a manager? Bylaw manager?

Emilee – Correct

Councilor Beck – so what happens to the Bylaw officer position

CAO – It will fall underneath the Manager

Councilor Beck – So, we're going to go with the bylaw manager position. So that's what we're posting

Emilee – Yes

Councilor Beck – Not the Bylaw Officer position?

Emilee - There will be bylaw officer position posted following the recruitment of a manager.

Councilor Beck - once we hire the manager, that manager will effectively be the bylaw officer doing double duty until we get a bylaw officer filled.

CAO – Well it will be a working Manager for sure.

Councilor Beck - And that was always the intent. It would be a working manager somewhere around 40 and 60% I think we've talked about before.

CAO - The idea of the structure chair is to be able to grow our bylaw services to meet the demand of the city. Because of how much bylaw interest and activity there is to have a bylaw manager report right to committee through protective services just like a fire chief or a police chief because their bylaws are scattered and can encompass a lot of things from STRs and patios but have that consolidated reporting structure.

Councilor Beck - So, our new bylaw officers, our manager and our soon to be hopefully hired bylaw officer will work multi-jurisdictional. They'll be multi-jurisdictional bylaw officers, not kind of the sideline approach like we had before where we had bylaw officer force planning and then to consolidate all of that.

CAO - In the event that someone goes on vacation or offset there's not a gap in service.

Councilor Beck – Sure, Ok. So, thinking about longer term, we know that we're currently understaffed with only one bylaw officer. What do you think our compliment has to be long term?

CAO - Well, that will be one of the first exercises for the new manager to put that evidence-based approach out and bring it to council through the budget process to justify.

Councilor Beck – OK, right.

CAO – It is one of the reasons the Manager position is needed first.

Councilor Beck – Makes sense. That's good for me.

7) Motion to move into closed session as per the Municipal Government Act of PEI section 119 (1)(d)& human resources matter; including labour relations or employee negotiations;

a.) Labour Relations - HR-11-03-2026-03

8) Business Arising from the Closed Session

9) Introduction of New Business

None

10) Adjournment

Moved by Councilor Trevor MacKinnon and seconded by Councilor Julie McCabe.

Closed meeting 12:02pm.

City of Charlottetown Committee Report

Report No: HR-11-03-2026-01

Date: November 3, 2026

Directed to Council through the following Committee:
Human Resources Committee

Reporting Department:
Human Resources

Other Associated Departments:
N/A

Prepared by:
Emilee MacLeod, Human Resources Manager

Attachments:
- Staffing Numbers

Report Title:
Staffing Numbers

Report Purpose:
To provide an update to Committee on current Staffing Numbers.

Staff Recommendation:
For information purposes only.

Report Details:

Overview

September	2025	2026
Permanent	254	285
Contract	8	9
Casual	106	90
Part Time	15	7
Entry Level Seasonal	59	76
Seasonal	92	84
Election Staff	0	0
Total	534	551

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: **Emilee MacLeod – 10/29/26**	**Director/CAO:** **Brad MacConnell – 10/29/26**

Committee Recommendation:

City of Charlottetown Committee Report

Report No: HR-11-03-2026-02

Date: November 3, 2026

Directed to Council through the following Committee:
Human Resources Committee

Attachments:

-

Reporting Department:
Human Resources

Other Associated Departments:
N/A

Prepared by:
Emilee MacLeod, Human Resources Manager

Report Title:
Recruitment Update

Report Purpose:
The purpose of this report is to provide an update to Committee on recent recruitment activities.

Staff Recommendation:
Recruitment Update – For information purposes only.

Report Details:

RECRUITMENT

- **Interviews are scheduled for this week for the three internal CUPE 830 competitions with Water and Sewer Utility. (Maintenance Construction Worker, Foreman and Pumping Station Maintenance Worker).**
- **Round two applications were shared with the Department for review for the Technician Assistant competition with the Wastewater Treatment Plant.**
- **The external competitions for Building Inspector II with the Planning Department and Mechanic for the Public Works Department will remain open until successful candidates are selected. Applications are shared with the Department Managers as they are received, and interviews are scheduled if candidates meet the minimum requirements. There is an interview scheduled for the Mechanic position later this week.**

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/CAO:**
Emilee MacLeod – 10/29/26	**Brad MacConnell – 10/29/26**

Committee Recommendation:

STRATEGIC PRIORITIES, COMMUNICATIONS &
INTERGOVERNMENTAL COOPERATION COMMITTEE
REPORT TO COUNCIL
NOVEMBER 10, 2026

The Strategic Priorities, Communications and Intergovernmental Cooperation Committee has not met since the previous Regular Meeting of Council.

No resolutions for consideration

First Reading to Repeal and Replace the Council Code of Conduct Bylaw.

Respectfully submitted,

Councillor Justin Muttart, Chair

City of Charlottetown Committee Report

Report No: SPC&IC -2026-09-002

Date: September 24, 2026

Directed to Council through the following Committee:
Strategic Priorities, Communications & Intergovernmental Cooperation

Reporting Department:
Administration

Other Associated Departments:
N/A

Prepared by:
Administration

Attachments:

- **Reading Papers**
- Council Code of Conduct Bylaw
  - Proposed Amendments (Red-Line Version)

Report Title:
Proposed Amendments to the City of Charlottetown Council Code of Conduct Bylaw.

Report Purpose:
To present proposed amendments to the City's Council Code of Conduct Bylaw to ensure compliance with the Council Code of Conduct Regulations under the Municipal Government Act of PEI.

Staff Recommendation:
That the Committee direct staff to finalize the proposed amendments to the Council Code of Conduct Bylaw, submit the amended bylaw for legal review, and forward to Council for their consideration.

Following this meeting, Legal reviewed the draft bylaw and has provided suggested revisions on the attached.

Report Details:
It has been determined that Section 26.1 of the City's Council Code of Conduct Bylaw does not satisfy the requirement of Section 3(a) of the Municipal Government Act Code of Conduct Regulations (attached). In order to comply with the Regulations, it is recommended that Council make appropriate amendments including general housekeeping edits to the Bylaw.

Required as the Code of Conduct Regulations
Bylaw Section 8 – Code of Conduct Training – Section 4 of Regulations
Bylaw Section 27 & 28 – Section 5 of the Regulations

Required as per MGA
Bylaw Section 12 – Council Member Disclosure Statements – Section 107(2)(e) of MGA

Section 29 – Indemnification Obligation, was added following a thorough scan of Council Code of Conduct standards in other jurisdictions.

Council or Committee History:
Council – Dec 4, 2018 – Council Code of Conduct Bylaw established and adopted.
Council – Feb 11, 2019 - Council Code of Conduct Bylaw amended.
Council – Mar 6, 2019 – Council Code of Conduct Bylaw amended.
Council – Sept 17, 2020 – Council Code of Conduct Bylaw repealed and replaced

Financial Implications:
N/A

Public Engagement and Communication:

Legislative Authority:
Municipal Government Act (RSPEI 1988, c M-12.1) Council Code of Conduct Regulations

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).
Governance and Civic Engagement: Develop new systems to strengthen annual monitoring to enhance the accountability framework (page 11).

Reviewed By:

Staff:	**Director/CAO:**
Tracey McLean Cindy MacMillan	Brad MacConnell

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
COUNCIL CODE OF CONDUCT BYLAW

That Bylaw #2020-CC-01, Council Code of Conduct Bylaw, adopted September 17, 2020 is hereby repealed in its entirety and replaced by the attached Bylaw #2020-CC-02, Council Code of Conduct Bylaw.

1st Reading

RESOLVED: That the attached bylaw **"CITY OF CHARLOTTETOWN COUNCIL CODE OF CONDUCT BYLAW, #2020-CC-02"** be read a **first** time.

Moved by Councillor _____Justin Muttart

Seconded by Deputy Mayor _____Alanna Jankov
Date: November 10, 2026

RESOLVED: That the attached bylaw now be approved as a City Bylaw and that it be entitled the **"CITY OF CHARLOTTETOWN COUNCIL CODE OF CONDUCT BYLAW, #2020-CC-02** "and that it be read a **second** time at the next public meeting of Council.

Moved by Councillor _____Justin Muttart

Seconded by Deputy Mayor _____Alanna Jankov
Date: November 10, 2026

2nd Reading & Adoption

THEREFORE: Be it resolved that the **"CITY OF CHARLOTTETOWN COUNCIL CODE OF CONDUCT BYLAW, #2020-CC-02** ", which was read the first time on November 10, 2026. be read a **second** time and that the said Bylaw now be approved and adopted.

Moved by Councillor _____

Seconded by Councillor_____
Date:

This Council Code of Conduct Bylaw, #2020-CC-02, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 202_.

_____
Mayor

_____
CAO

CITY OF CHARLOTTETOWN

COUNCIL CODE OF CONDUCT BYLAW

BYLAW #2020-CC-~~01~~02

Edits required as per Council Code of Conduct Regulations – Municipal Affairs

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

PART I – INTERPRETATION AND APPLICATION

1. Title

1.1. This bylaw shall be known and cited as the "Council Code of Conduct Bylaw."

2. Purpose

2.1. The purpose of this Bylaw is to set minimum expectations for the behaviour of Members of Council in carrying out their functions and making decisions that benefit the City of Charlottetown.

3. Authority

3.1. Section 107 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council must establish a Code of Conduct bylaw to govern the conduct of Members of Council.

4. Application

4.1. This Bylaw applies to the Mayor and all other Members of Council. This Bylaw operates together with the following statutes, and any regulations or other delegated legislation made pursuant to them:

(a) the *Municipal Government Act*;

(b) the *Occupational Health and Safety Workplace Harassment Regulations; and*

(c) the *Criminal Code of Canada; ~~and~~*

4.2. This Bylaw is to operate in addition to other Acts, Regulations, bylaws, policies, and administrative directives as may be determined by Council.

5. Definitions

5.1. In this Bylaw, any word and term that is defined in the *Municipal Government Act* has the same meaning as in ~~that~~ the Act.

5.2. In this Bylaw,

(a) "Act" means the *Municipal Government Act*.

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

(c) "City" means the City of Charlottetown.

(d) "Complainant" means a person who submits a written complaint alleging a breach of this Bylaw pursuant to section 25 of this Bylaw.

(e) "Confidential Information" means information that could reasonably harm the interests of individuals or organizations, including the City, if disclosed to persons who are not authorized to access the information. Confidential Information includes, but is not limited to, information that falls into the following or similar categories:

(i) commercial information of the City or a third party which, if disclosed, would likely be prejudicial to the City or parties involved;

(ii) information received in confidence which, if disclosed, would likely be prejudicial to the City or parties involved;

(iii) technical, financial, or scientific information of the City or a third party;

(iv) personal information that is protected from disclosure under the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*;

(v) privileged information;

(vi) information related to human resource matters; and any other information collected, obtained, or derived for or from municipal records that must or may be kept confidential.

(f) "Council" means the Mayor and other members of the Council of the City.

(g) "Family Member" means in relation to a person, a spouse, parent, child, brother, sister, aunt, uncle, grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law of the person.

(h) "Integrity" means Members of Council are keepers of the public trust and must uphold the highest standards of ethical behavior. Members of Council are expected to:

(i) make decisions that benefit the community;

(ii) act lawfully and within the authorities of the City of Charlottetown; and

(iii) be free from undue influence and not act, or appear to act, so to gain financial or other benefits for themselves, Family Member, friends, or business interests.

(i) "Member of Council" or "Member" means a person serving as the Mayor or other member of the Council of the City.

(j) "Person Closely Connected" ~~(to a Member of Council)~~ means, in relation to a member of Council, a Family Member, an agent, a business partner, or an employer of the ~~person~~ Member.

(k) "Respondent" means a Member of Council who is the subject of a written complaint pursuant to section 25 of this Bylaw.

(l) "Regulations" means the Code of Conduct Regulations enacted pursuant to the *Municipal Government Act*.

(m) "Staff" includes the Chief Administrative Officer (CAO) and all staff of the City, whether full-time, part-time, casual, contract, seasonal or volunteers.

(n) "Unduly Critical" means to excessively find fault or to judge with severity.

6. Interpretation

6.1. This Bylaw is to be given a broad, liberal interpretation in accordance with applicable legislation and the definitions set out ~~in it~~.

7. Periodic Review

~~7.1 The Council Code of Conduct Bylaw will be brought forward for review at the end of each term of Council or when relevant legislation is amended, and at other times when appropriate to ensure that it remains current and continues to be a useful guide to Members of Council~~.

7.1. Council shall, in accordance with Section 6 of the Regulations, review and update this bylaw at least once every five years from the effective date of this bylaw.

8. Code of Conduct Training

8.1. In accordance with Section 4 of the Regulations:

(a) the CAO shall arrange for training on the Code of Conduct for a Council Member elected, re-elected, or appointed to Council; and

(b) the Member shall complete the training; and

(c) the CAO shall report to Council if a member fails or refuses to complete the training.

8.2. The training provided shall consist of the training course on member conduct specified by the Regulations and shall be completed by each Member within six months from the date that they are appointed, elected or re-elected.

8.3. A Member of Council who fails or refuses to complete the Code of Conduct training within the time specified shall not:

(a) carry out a power, duty or function as a member of Council;

(b) receive any remuneration; and

(c) be considered present at a meeting even if the member is physically present.

PART II – PRINCIPLES

9. Guiding Principles

9.1. Members of Council are keepers of the public trust and must uphold the highest standards of ethical behaviour.

9.2. Members of Council are expected to act lawfully. They are expected to be free from undue influence and not act, or appear to act, ~~in order~~ to gain financial or other benefits for themselves, family member, friends or business interests as a result of the member holding municipal office.

9.3. Members of Council have a duty to make decisions based on the best interests of the City as a whole.

9.4. Members of Council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission. In turn, decision-making processes must be transparent and subject to public scrutiny.

9.5. Members of Council must act responsibly within the law and within the authority of the Act and all Bylaws of the City.

9.6. Members of Council must demonstrate and promote the principles of this ***Council*** *Code of Conduct Bylaw* through their decisions, actions, and behaviour. Their behaviour must build and inspire the public's trust and confidence in municipal government.

9.7. Members of Council must conduct public business efficiently and with decorum. They must always treat each other and others with respect.

9.8. Members of Council have a duty to demonstrate openness and transparency about their decisions and actions.

9.9. Members of Council have a responsibility to make informed decisions in accordance with the Act and to be prepared, in Council meetings, to bring forth the reasoning and rationale of their vote.

PART III – CONDUCT OF COUNCIL

10. General Conduct

10.1. Members of Council must adhere to the following principles and provisions:

(a) Members of Council must serve, and be seen to serve, the City in a conscientious and diligent manner;

(b) Members of Council must be committed to performing their functions with integrity and to avoiding conflicts of interest and the improper use of the influence of their office;

(c) Members of Council must not extend, in the discharge of their official duties, preferential treatment to persons closely connected to the Member or organizations and groups in which the Member or persons closely connected to the Member have a direct or indirect pecuniary interest;

(d) Members of Council are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;

(e) Members of Council must seek to serve the public interest by upholding both the letter of the law and the spirit of applicable federal, provincial, and municipal laws;

(f) Members of Council are obliged to question any request to act or make a decision that they think may be unethical or unlawful;

(g) Members of Council must avoid behaviour that would constitute an act of disorder or misbehaviour. Specifically, Members of Council must avoid conduct that includes but is not limited to:

(i) contravening the law, including the *Municipal Government Act*, the Prince Edward Island *Human Rights Act*, City bylaws, associated regulations, and City policies;

(ii) an abuse of power or conduct that otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others;

(iii) prejudicing the provision of a service or services to the community.

(h) In considering the ethical issues around a conduct or decision, Members of Council, in their deliberation, should include consideration of the following:

(i) Is the conduct or decision lawful?

(ii) Is the conduct or decision consistent with City policy, City bylaws, the Act, Council's objectives, and this Bylaw?

(iii) Will the outcome of the decision or conduct provide a private benefit for the individual, family, friends, or business interests?

(iv) Can the decision or conduct be justified in terms of the public interest and would it withstand public inquiry?

(i) Members of Council must respect the decision(s) of Council once a decision is rendered;

(i) In addition, While respecting the right to have contrary positions and opinions, Members of Council shall avoid any words or actions that are unduly critical or derogatory towards other Members of Council, Staff, or the City's official position on any topic**;**

(j) Members of Council shall recognize the responsibility of the Mayor to accurately communicate the decisions of Council, even if there is disagreement with such decisions**;**

(k) Members of Council will respect the role of Staff in the administration of the business affairs of the City.

11. Confidential Information

11.1 Members of Council must respect rules regarding confidentiality, disclosure, and access to all personal information in the control of the City. No Member of Council will disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in any form, including either oral or written form, except where required by policy or law or authorized by the Council to do so.

11.2 No Member of Council will use confidential information for personal or private gain or for the gain of any other person or entity of any person closely connected as defined in the Act and this Bylaw.

(a) No Member of Council will ~~not~~ access or attempt to gain access to confidential information in the custody of the City unless it is necessary for the performance of their duties and is not prohibited by legislation, regulations, and Council policy.

11.3 Members of Council shall not disclose confidential personal information about an identifiable individual, including a municipal employee.

11.4 Members of Council shall not disclose confidential human resources matters, including labour relations or employee negotiations.

12. Council Member Disclosure Statements

12.1 ~~**Pursuant to clause 107(2)(d) of the Act,**~~ ~~each~~ Every Member of Council is required to file a Council Member d~~D~~isclosure s~~S~~tatement, ~~in the form set forth in Schedule "A", which forms part of this Bylaw~~, with the CAO within thirty (30) days of being elected**.**

12.2 Every~~**Pursuant to clause 107(2)(e) of the Act,** each~~ Member of Council is required to file an updated disclosure statement annually, with the CAO, by November 30 of each year the member serves on Council.

12.3 The CAO shall post all ~~D~~disclosure ~~S~~statements on the City's website within thirty (30) days of receipt from each member. The ~~D~~disclosure ~~S~~statement shall remain on the ~~site~~ **website** until such time as an updated ~~D~~disclosure ~~S~~statement is filed or the individual is no longer a Member of Council.

~~11.8 The CAO shall, when advised, make amendments to the Council Member's Disclosure Statement, including a notation stating the date on which the statement is amended.~~

12.4 Each Member of Council is required to declare any subsequent changes to employment, financial interests or other involvements.

12.5 A ~~Public D~~disclosure ~~S~~statement shall not include specific details about a Member of Council's personal financial matters such as salary, the value of holdings, or other specific personal financial information.

13. Gifts and Benefits

13.1. No Member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:

(a) compensation authorized under the *Council Remuneration Bylaw*;

(b) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;

(c) a suitable memento of a function honouring the Member of Council;

(d) food, lodging, transportation, and entertainment provided by another government or by a conference, seminar, or event organizer where the Member of Council is either speaking or attending in an official capacity at an official event;

(e) food and beverages consumed at banquets, receptions, or similar events;

(f) communication to the offices of a Member of Council, including subscriptions to newspapers, and periodicals; and

(g) sponsorships and donations for community events organized or run by a Member of Council or by a third party on behalf of a Member of Council.

13.2 No Member of Council shall accept the use of property or facilities, such as a vehicle, office, or vacation property, at less than fair market value. No Member of Council shall sell property, goods, and services to the City at higher than fair market value.

13.3 A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member is deemed to be a gift to the Member of Council.

14. Use of Municipal Property, Equipment and Services

14.1. No Member of Council shall use, or request the use of**,** any municipal property, including surplus material or equipment for personal convenience or profit, unless the property is:

(a) available for such use by the public generally and the Member of Council is receiving no special preference in its use; or,

(b) made available to the Member of Council while carrying out Council activities and duties.

No Member of Council shall use, or request the use of, for personal purpose any municipal staff services, property, equipment, services, supplies or other municipally owned materials, other than for purposes connected with the discharge of municipal duties.

14.2. No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of municipally developed intellectual property.

14.3. No Member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the public for any purposes other than carrying out their official duties.

14.4. No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of personal property to the City, except in compliance with the Act and the *Conflict of Interest Bylaw*.

14.5. Use of City Email Accounts:

(a) All emails that are used to conduct or support official City of Charlottetown Council business must be sent using a "@charlottetown.ca" address.
(b) Non-work email accounts must not be used to conduct or support official City of Charlottetown Council business.
(c) Members of Council must ensure that any emails containing sensitive information must be sent from an official Council email.
(d) Under no circumstances should users communicate material (either internally or externally), which is defamatory, obscene, or does not comply with the Council Code of Conduct Bylaw.
(e) Automatic forwarding between personal and City email accounts is prohibited to prevent restricted, protected and/or confidential material from being forwarded inappropriately.

15. Reimbursable Expenses

15.1. Members of Council may claim reimbursement by the City for the following expenses in accordance with the Council Remuneration Bylaw:

(a) expenses incurred by Members of Council for an official duty, function or conference that are modest and represent the prudent use of public funds and do not involve the purchase of alcoholic beverages; and

(b) hospitality expenses incurred by Members of Council for meetings that include:

(i) engaging representatives of other levels of government, international delegations or visitors, the broader public sector, business contacts and other third parties in discussions on official matters;

(ii) providing persons from national, international, and charitable organizations with an understanding and appreciation of the City or the workings of its municipal government;

(iii) honouring persons from the City in recognition of exceptional public service and staff appreciation events;

(iv) recognition events for various agencies, boards, and commissions of the City; or

(v) other community groups or associations.

16. Support for Charities

16.1. Members of Council may lend their support to and encourage community donations to registered charitable, not-for-profit, and other community-based groups; however, all amounts raised through fundraising efforts shall go directly to the groups, or volunteers, or chapters acting as local organizers of the group.

16.2. No Member of Council shall directly or indirectly manage or control any monies received relating to fundraising for registered charitable, not-for-profit, and other community-based groups; other than in fulfilment of one's duties as a Member of Council.

17. Election Campaigns

17.1. No Member of Council shall use supplies, services, Staff, municipal logo, or other resources of the City for any election campaign or campaign-related activities.

17.2. A Member of Council may only utilize a municipal facility or access equipment in the same manner as any other candidate for an election campaign purpose.

17.3. All Members of Council shall be respectful of the role of the CAO and Municipal Electoral Officer (MEO) in managing the municipal election process and shall not interfere with how the CAO and MEO carries out their duties.

17.4. No Member of Council shall use the services of persons for campaign-related activities during hours in which those persons receive any compensation from the City.

18. Improper Use of Influence

18.1. No Member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

18.2. When a matter pertaining to the City is before any tribunal, Members of Council shall not contact any tribunal members.

18.3. In matters relating to municipal administration, direction shall be given to the CAO by Council as a whole, rather than by individual Members of Council.

19. Planning or Procurement Proposals before Council

19.1. No Members of Council shall solicit or accept support in any form from an individual, group**,** or corporation~~**, with**~~ that has any planning or procurement proposal before Council.

20. Business Relations

20.1. No Member of Council shall allow their relationship as an employee with their employer or the prospect of their future employment by a person or entity to affect the performance of their duties to the City.

20.2. No Member of Council shall borrow money from any person who regularly does business with the City unless such person is an institution or company whose shares are ~~publically~~ publicly traded and who is regularly in the business of lending money.

20.3. No Member of Council shall act as a paid agent before Council or a committee of Council or any agency, board, or committee of the City.

20.4. No Member of Council shall refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.

21. Conduct at Council and Committee of Council Meetings

21.1. Members of Council shall conduct themselves with decorum at Council and Committee of Council meetings in accordance with this Bylaw and the City's Procedural Bylaw. ~~and this Bylaw~~.

21.2. Members of Council must not make public statements attacking or reflecting negatively on the City of Charlottetown, other Members of Council, City Staff, or invoke Staff matters for political purposes.

21.3. Information provided to any Member of Council, which is likely to be used in Council, Committee of Council, or in political debate, should ~~also~~ be provided to all ~~other~~ Members of Council and to the Chief Administrative Officer, prior to its use.

22. Respectful Workplace

22.1. Members of Council shall encourage public respect for the City and its bylaws.

22.2. All Members of Council have a duty to treat members of the public, one another, and City Staff appropriately and without abuse, harassment, bullying or intimidation, and to ensure that their work environment is free from discrimination.

23. Interactions of Council with Staff and Service Providers

23.1. Council has the responsibility to govern in accordance with the Act and regulations.

23.2. Members of Council shall be respectful of Staff's role to advise based on political neutrality and objectivity~~,~~ and without undue influence from any individual member or faction of the Council.

23.3. Members of Council must adhere to the City's Harassment in the Workplace Policy.

23.4. Members of Council are not to contact or issue instructions to any of the City's contractors, tenderers, consultants, or other service providers.

23.5. Pursuant to 93(6) of the Act, Members of Council must not direct or influence, or attempt to direct or influence any municipal Staff in the exercise of their duties or functions.

23.6. ~~Pursuant to subsection 93(6) of the MGA, Members of Council are to direct any inquires to the CAO rather than access Staff directly. No Member of Council or member of a Council Committee shall publicly or privately instruct or direct an employee of the City except through the CAO.~~ Pursuant to 93(7) of the Act, a Council Member may communicate directly with an employee of the municipality to obtain or provide information.

23.7. Members of Council must not make public statements attacking or reflecting negatively on the City of Charlottetown staff or invoke staff matters for political purposes.

24. Employment of Persons Closely Connected to Members of Council

24.1. No Member of Council shall attempt to influence any municipal employee to hire or promote a person closely connected to the Member.

24.2. No Member of Council shall make any decision or participate in the process to hire, transfer, promote, demote, discipline, or terminate any person closely connected to the Member.

25. Employment of Councillors with Municipality

25.1. No Member of Council shall be employed by the City for a period of one year after the date on which the Member ceases to hold office as a Member of Council.

PART IV – COMPLAINTS AND RESOLUTION PROCEDURES

26. Breaches, Complaint Handling, and Internal Resolution

26.1. Any person who, in the opinion of the CAO, is an affected party may submit a complaint alleging a breach of this Council Code of Conduct Bylaw.

26.2. Members of Council are to abide by the requirements of this Council Code of Conduct Bylaw ~~and all other Bylaws of the City~~ and shall endeavour to resolve disputes ~~issues which arise under this Bylaw~~ in good faith.

26.3. Before commencing the formal internal resolution procedure specified below, the Member or Members of Council who are a party or parties to an alleged contravention of this Bylaw will endeavour to resolve the matter informally in a courteous and respectful manner, recognizing that they have been elected to represent the best interests of the City.

26.4. ~~Any person may submit a complaint alleging a breach(es) of this Bylaw.~~

26.5. A complaint shall be submitted in writing and addressed to the Mayor and the CAO using Schedule A– Code of Conduct Complaint Form.

~~26.6.~~ A complaint must be submitted within three (3) months of the last alleged breach, and in no case will an allegation of a breach that is more than two (2) years old be the subject matter of a complaint.

26.6. If the Mayor is the subject of, or is implicated in a complaint, the complaint shall be addressed to the Deputy Mayor and the CAO.

26.7. The complaint shall be provided to the Member of Council within seven (7) days of receipt of the complaint by the Mayor or Deputy Mayor and CAO.

26.8. In the event both the Mayor and Deputy Mayor or the Mayor and the CAO are the subject of, or are implicated in a complaint, or a majority of Council is the subject of or implicated in the complaint, Council shall commence the formal resolution process.

26.9. In the following cases, the CAO shall report to Council and the Council shall commence the formal resolution process:

a) If, in the opinion of the CAO, the nature of the complaint makes it unsuitable for the informal resolution process,

b) The CAO is unable to determine the validity of the complaint,

c) The CAO is unable to determine if an individual could be considered an affected person.

26.10. If the alleged contravention cannot be informally resolved in accordance with section ~~25.2~~ 26.3, the Mayor will facilitate discussion between the parties in an effort to resolve the matter. The Mayor shall provide correspondence to both parties affirming that such meeting(s) were held.

26.11. If the Mayor is involved in the alleged contravention of this Bylaw, the Deputy Mayor shall assume the role of the Mayor in the facilitation process and the appointment of any mediator or investigator.

26.12. All deliberations ~~at each stage of the informal and formal resolution process~~ regarding any alleged contraventions of this Council Code of Conduct Bylaw must be conducted in confidence.

26.13. If the matter is not satisfactorily resolved after the Mayor's or Deputy Mayor's facilitation, or at any time throughout the resolution process set out herein, the Mayor or Deputy Mayor, with the assistance of the CAO, may appoint a mediator to attempt to resolve the matter.

26.14. If a complaint is resolved informally, the mediator must notify the Mayor or Deputy Mayor in writing of the terms of the resolution, upon receipt of which, the Mayor or Deputy Mayor must close the complaint.

27. Formal Resolution Process

27.1. Failing resolution by the Mayor's facilitation or mediation, the Mayor, with the assistance of the CAO, will commence the formal resolution process and appoint an independent investigator who has the necessary professional skills, knowledge, and experience to carry out the role and investigate the complaint in a fair and objective manner.

27.2. During the formal resolution process, the parties and all Members of Council:

(a) must provide reasonable assistance to the investigator if requested; and

(b) must participate in good faith in the investigation, and meet with the investigator, if asked to do so.

27.3. The role of the investigator is to:

(a) consider the alleged contravention as contained in the complaint;

(b) ensure that the parties involved are given an opportunity to be heard and to present their side of the allegations contained in the complaint being investigated;

~~(b)~~(c) determine whether the complaint is frivolous or vexatious and should be dismissed on that basis;

~~(c)~~(d) explore if the alleged contravention(s) can be resolved between the parties without making any findings; and

~~(d)~~(e) provide an investigation update, within sixty (60) days of their appointment, to the Mayor or Deputy Mayor, as applicable, and to the CAO, Complainant, and the Respondent.

27.4. The investigator will provide a written confidential report of the findings of the investigation, including findings as to whether there has been a breach of this or any other City Bylaw or Policy to the Mayor or Deputy Mayor, as applicable, and to the CAO,

Complainant and the Respondent. The CAO will receive and retain all reports prepared in relation to breaches of the Code of Conduct.

27.5. Upon receipt of the investigation report, Council will, in accordance with the Regulations do the following at its next meeting of Council:

(a) Close the meeting to the public and review the report;

(b) When the review is finished, re-open the meeting to the public and hold a vote for the following purposes:

(i) To determine if the member breached the code of conduct, and if no breach has occurred, to dismiss the complaint by resolution; or

(ii) To determine the appropriate sanction if any.

~~27.4. Upon receipt of the investigator's report, Council will, in accordance with section 107(3) of the Act:~~

~~(a) Dismiss the complaint;~~

~~(b) Reprimand the Member of Council for a breach of this Bylaw;~~

~~(c) Impose a fine on the Member of Council of not more than $500; or~~

~~(d) Suspend the remuneration paid to the Member of Council in respect of their services as a Member of Council for a period of up to 90 days.~~

~~27.5. In addition to the above, Council may:~~

~~(a) Require a public or private apology from the Member of Council for the breach to Council, the Complainant, or both;~~

~~(b) Require the Member of Council to undergo any education or training deemed advisable by Council; and/or~~

~~(c) Take such other remedial action as Council determines appropriate in the circumstances.~~

~~27.6. At all stages of dealing with a complaint received pursuant to this Bylaw, the principles of natural justice will be observed. The Member of Council who is the subject of an alleged contravention must be given all relevant information regarding the allegation and an opportunity to respond and be supported if the Member so desires.~~

~~27.7. There shall be no retaliation for exercising rights under this Bylaw. A complaint filed by a Member of Council for an improper purpose or in bad faith, may be the subject of a complaint pursuant to this Bylaw.~~

~~27.8. This Bylaw does not override, prevail over, or amend legislation applicable to the roles, responsibilities, and duties of Members of Council.~~

~~27.9. Members of Council are individually responsible for seeking relevant advice from the CAO as to the application of this Bylaw.~~

~~27.10. Members of Council are individually responsible for any personal legal costs incurred during the complaint process.~~

28. Sanctions

28.1. The principles of natural justice must be observed during the independent investigation. The member of Council who is the subject of an alleged breach must be given all relevant information regarding the allegation and an opportunity to respond and be supported if the member so desires.

28.2. Any member of Council who alleges a breach of the Code of Conduct must not be disadvantaged because of such action.

28.3. Council shall consider the following when deciding whether to impose a sanction for a breach of the Code of Conduct bylaw:

(a) Whether the breach was intentional or inadvertent;

(b) The nature of the breach, including the number of occasions the breach occurred and the length of time the activity or conduct that constituted the breach lasted;

(c) Whether the member took any steps to remedy the breach or mitigate the consequences of the breach;

(d) Whether the member previously breached the Code and the circumstances of that breach;

(e) Whether the member has previously refused to comply with a sanction for a breach of the Code of Conduct bylaw; and

(f) The recommendation(s) of the investigator.

28.4. Council may, in accordance with subsections 107(3) and (4) of the Act and Section 5 of the Regulations:

(a) Reprimand the M~~m~~ember of Council for a breach of this Code of Conduct Bylaw;

(b) Suspend the M~~m~~ember in respect of their services as a member of Council for a period not to exceed:

(i) Six months, or

(ii) the expiry of the M~~m~~ember's term of office,

whichever occurs first.

(c) Request a written apology to Council, the complainant, or both;

(d) A requirement that the ~~council member~~Member of Council attend training as recommended by Council;

(e) Impose a fine of not more than $500;

(f) Reduce or suspend the ~~Council member's~~Member of Council's compensation as provided for under subsection 82(2) of the Act;

(g) Impose any other sanction that is recommended by the third-party investigator, other than sanctions prohibited by the Act;

(h) Any other sanction that may be provided for in the Regulations as they are amended from time to time.

28.5. In accordance with subsection 2(6) of the Regulations, a majority of Mmembers present and voting at the meeting must affirm a resolution to sanction the Mmember.

28.6. A Mmember who is sanctioned by Council for a breach of the Code of Conduct bylaw shall comply with the terms of the sanction within the time specified by Council.

28.7. All sanctions by Council shall be made by resolution at a public meeting of Council.

28.8. The CAO shall, where a Mmember has been sanctioned by Council under clause 2.1.a of the Regulations, post notice of the sanction on the municipality's website within seven (7) days of the sanction being announced and ensure the notice remains on the website for the term of the sanction or thirty (30) days, whichever is greater.

28.9. In accordance with subsection 5(4) of the Regulations, a ~~Council member~~Member of Council suspended pursuant to 26(1)(d) shall not, during the period of the suspension:

(a) Sit on Council, a Council Committee or the Board of Directors of a controlled corporation or other entity established by the municipality; or

(b) Receive any remuneration, allowance or other sum from the municipality or controlled corporation or other entity referred to in clause 9(a).

~~27.11.~~28.10. ~~A member or members of~~Members of Council who are the subject of the complaint shall not take retaliatory actions or attempt to influence others to act against the complainant.

PART V – REIMBURSEMENT OF LEGAL COSTS

29. Reimbursement Obligation

29.1. The City shall reimburse a Member for legal costs incurred in connection with a Code of Conduct Complaint, provided that all of the following conditions are satisfied:

(a) The Complaint has been dismissed, or a final determination has been made that the Member did not contravene the Code of Conduct;
(b) The Member acted in good faith and cooperated throughout the complaint investigation and resolution process;
(c) The legal costs incurred were necessary, directly related to the Complaint, and properly documented; and
(d) The Member submits a written request for reimbursement within thirty (30) days following the issuance of the final decision respecting the Complaint.

30. Limits and Conditions

30.1. Reimbursement of incurred legal costs under this Bylaw shall be subject to the following limits and conditions:

(a) Reimbursement shall be limited to reasonable legal costs incurred, as determined by the City;

(b) The Member shall submit itemized invoices, receipts, and any other documentation reasonably required by the City to substantiate the lLegal Ccosts incurred;

(c) Reasonable and necessary disbursements directly associated with the Ccomplaint, including filing fees, photocopying expenses, and expert reports, may be eligible for reimbursement, subject to approval by the City;

(d) All requests for reimbursement shall be reviewed by the Chief Administrative Officer, or an independent designate where appropriate, to determine eligibility and compliance with the provisions of this Bylaw; and

(e) The City shall not advance funds or assume responsibility for a Member's Llegal Ccosts prior to the final determination of the Ccomplaint. Reimbursement shall only be provided for eligible legal costs incurred in accordance with this Bylaw.

31. Exclusions

31.1. Notwithstanding any other provision of this Bylaw, a Member shall not be eligible for reimbursement of legal costs where:

(a) The Ccomplaint results in a final determination that the Member contravened the Code of Conduct;

(b) The Member acted in bad faith, knowingly provided false or misleading information, obstructed the investigation, or otherwise failed to cooperate with the complaint process;

(c) The Ccomplaint or proceeding arises from conduct unrelated to the Member's official duties or responsibilities as a Member of Council;

(d) The legal costs arise from private or personal litigation or any proceeding unrelated to the Code of Conduct Complaint; or

(e) The legal costs are inadequately documented, or otherwise ineligible under the provisions of this Bylaw.

PART VI - ADMINISTRATIVE

~~28.~~32. Repeal of Bylaw

~~28.1.~~32.1. ~~The City of Charlottetown Council Code of Conduct Bylaw #2018-15 which was approved and adopted by City Council on December 4, 2018 and amended on February 11, 2019 and March 6, 2019.~~ Bylaw #2020-CC-01, Council Code of Conduct Bylaw, is hereby repealed in its entirety and replaced by this Bylaw, cited as Bylaw #2020-CC-02, Council Code of Conduct Bylaw.

~~29.~~33. Effective Date

33.1. This Code of Conduct Bylaw, #2020-CC-~~01~~02, shall be effective on the date of approval and adoption noted below:

First Reading:

This Council Code of Conduct Bylaw, #2020-CC-~~01~~02, was read a first time and approved by a majority of members present at the Council meeting held on the ____day of _____, 20~~20~~

Second Reading:

This Council Code of Conduct Bylaw, #2020-CC-~~01,~~02, was read a second time and approved by a majority of members present at the Council meeting held on the _____day of _____, 20~~20~~

Approval and Adoption by Council:

This Council Code of Conduct Bylaw, #2020-CC-~~01~~02, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 20~~20~~.

Witness the corporate seal of the City.

_____ _____

Mayor **Chief Administrative Officer**

This Council Code of Conduct Bylaw, #2020-CC-~~01~~02 adopted by the Council of the City of Charlottetown on the _____ day of _____ is certified to be a true copy.

_____ _____

Chief Administrative Officer **Date**

~~SCHEDULE 'A'~~

~~FORM MGA-MG-2~~

~~COUNCIL MEMBER DISCLOSURE STATEMENT~~

~~A Disclosure Statement form is provided by the Minister of Municipal Affairs and is available on the Province of Prince Edward Island's website.~~

SCHEDULE 'A' - CODE OF CONDUCT COMPLAINT FORM

COMPLAINANT INFORMATION
(Required Section)

Full Name: _____ _____
Last Name First Name

Position (if any): _____

Phone Number: _____

Address: _____
Address

_____ _____
Community Postal Code

Email (Optional) _____

Signature: _____

INCIDENT REPORT
(Required Section)

Who Committed the Alleged Violation?

Full Name: _____ _____
Last Name First Name

Position: _____
(Mayor/Deputy Mayor/Council/Council Member/Committee Member)

Witness Information
Include the names, position titles, and contact information, if applicable/available, for anyone who may have observed or have information regarding the alleged violation.

Details of the Alleged Violation
Provide as much detail as possible regarding the facts of the situation.

Description of the violation (section of municipal by-law violated, what was observed, who was involved, what was said or happened), including any background/context:

When and where did this situation happen (dates, times, and locations)?

Date of Violation: _____

Additional Details:

Identify any evidence, if applicable, such as documentation, emails, and photos (please attach copies of any evidence):

DISCLOSURE DETAILS (Optional Section)
What was happening before the situation occurred?
Did anyone respond or react to the situation (who responded, what did they say or do)?
INFORMAL RESOLUTION REPORT (Required Section)
An informal resolution attempt includes a conversation between the individuals involved in the complaint, and, if necessary, the Mayor. *If your complaint is unsuitable for an informal resolution attempt, please indicate that here.*
Describe the steps taken to resolve the conflict:
How did the respondent react?
Identify any evidence, if applicable, such as documentation, emails, and photos (please attach copies of any evidence):

FOR COMPLETION BY THE CAO
Respondent Information (for intake reviewer's reference only):
Date Received: _____ **CAO Signature:** _____

If a complaint against a member of Council is substantiated in accordance with the process established under the Code of Conduct Bylaw, the Council member must, subject to subsections (4) and (5), repay to the City all the legal expenses paid pursuant to subsection (1).

PUBLIC WORKS COMMITTEE
REPORT TO COUNCIL
November 10, 2026

The Public Works Committee met on Wednesday October 28, 2026, and the DRAFT minutes are included in your meeting package.

There are no resolutions for Council's consideration.

Capital and Operational Summaries are included in your package.

Respectfully submitted,
Councillor Mitchell Tweel, Chair

Public Works Committee Meeting
Wednesday, October 28, 2026
12:00 PM, Parkdale Room, City Hall

DRAFT

Present: **Chair, Councillor Mitchell Tweel**
Councillor Justin Muttart
Councillor John McAleer

Also: **Ylber Gashi, Public Works Manager**
Joey MacKinnon, Public Works Assistant Manager
Riley Taweel, Public Works Assistant Manager
Brad MacConnell, Chief Administrative Officer
Richard MacEwen, Director of Community Services
Amber Robb, Public Works Administrative Assistant

Regrets: **Mayor Philip Brown**

1. Call to Order
Councillor Tweel, Chair, called the meeting to order at 12:00 PM.

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

3. Approval of Agenda
Moved by Councillor Muttart and seconded by Councillor McAleer that the agenda be approved as circulated. Carried.

4. Approval of Minutes
Moved by Councillor Muttart and seconded by Councillor McAleer that the draft minutes from September 23, 2026 be approved. Carried.

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

6. Reports/Discussions

a) Public Works Update – Capital and Operational Summaries
Report was provided for information purposes, key points from the discussion as follows:

Exhibition Drive Project

- Project is nearing completion. Major water, sewer and stormwater infrastructure work has been completed, and the Kensington Road/Exhibition Drive intersection has reopened.
- One temporary closure of Kensington Road is anticipated to facilitate the final connection of the new sanitary sewer infrastructure. Staff are exploring the option of completing this work overnight to minimize impacts on traffic and local businesses. Advance notice will be provided to affected businesses, and efforts will be made to maintain access throughout the closure.

- Remaining work includes curb installation, final storm sewer work near J. Frank McCaulay Park and asphalt paving.
- Staff advised that the upgraded infrastructure will increase drainage capacity and improve stormwater management in the area and confirmed that the highest-priority infrastructure replacements have been completed.
- Unforeseen water main breaks that required additional infrastructure replacement contributed to project delays.

North River Road/Lower Malpeque Road Improvements

- Staff provided an update on Phase 1 of the North River Road Master Plan, which includes widening improvements at the North River Road, Lower Malpeque Road, and Capital Drive intersection to help reduce traffic congestion. The project will add two dedicated northbound left-turn lanes, extend the right-turn lane onto Capital Drive, and make similar improvements on Lower Malpeque Road.
- Staff advised that the project is expected to improve traffic flow and reduce vehicle backups, although left-hand turns will remain permitted at this stage. Minor stormwater infrastructure upgrades and sidewalk replacements are also included, which will improve pedestrian access.
- Committee members were advised that a future phase of the Master Plan anticipates the construction of a roundabout at the intersection, along with additional sidewalk and cycling infrastructure. Staff noted that the current work represents the most practical first step toward improving traffic operations while longer-term improvements are planned.

Chair Tweel expressed appreciation to the paving crew for completing temporary improvements on Allen Street, noting that the work will help reduce traffic noise for area residents until a long-term solution is implemented.

b) Winter Street Service Tender Update

Report was provided for information purposes, key points from the discussion as follows:

- Contracts have been awarded following a competitive tender process.
    - Chapman Brothers Construction Ltd. was awarded the Northeast Route
    - J.E. Matheson Construction Inc. was awarded the Northwest Route
        - Both firms received the highest total evaluation scores and submitted the lowest bids.
        - Both contractors previously held these routes, providing continuity of service.
        - Agreement is a six-year term, subject to annual review and renewal based on contractor performance and compliance with service standards.
- Staff advised that the updated agreement includes enhanced service standards, improved contractor accountability, equipment monitoring through vehicle tracking systems, clearer operational requirements, inspection protocols, and stronger performance oversight measures. Equipment age requirements were also formally established for the first time, following a review of practices used by other municipalities and the Province of Prince Edward Island.
- Committee members discussed property damage caused during snow-clearing operations. Staff explained that the new agreement contains clearer provisions outlining contractor responsibilities for excessive property damage, including defined

thresholds for accountability and repair requirements. Staff noted that some minor damage remains unavoidable during winter operations, but the revised contract provides stronger mechanisms for monitoring performance and assigning responsibility when warranted.

- The Committee also discussed the benefits of curb and gutter infrastructure in reducing lawn damage, improving drainage, and helping define roadway boundaries. Staff advised that curb and gutter installations will continue to be incorporated into new developments and infrastructure projects where feasible.

7. Introduction of New Business

Chair Tweel raised concerns about utility and fibre optic companies installing new utility poles without promptly transferring services and removing the old poles. He noted that abandoned poles have become an ongoing issue in several areas of the city, negatively affecting aesthetics, businesses, and residents.

- Staff advised that Public Works has completed an inventory of affected poles, identified their locations, and has been working with utility providers to encourage the removal of unused poles. Staff acknowledged that a bylaw may be required to establish timelines and enforcement mechanisms for pole transitions and removals and indicated that further review would be undertaken in collaboration with Planning and Bylaw Services.

Chair Tweel emphasized the need for a more proactive approach, including potential regulatory measures, to ensure utility companies remove old unused poles within a reasonable timeframe and minimize impacts on businesses, property owners, and the appearance of city streets.

8. Adjournment

Moved by Councillor Muttart and seconded by Councillor McAleer that the meeting be adjourned. Carried. The meeting concluded at 12:49 PM.

City of Charlottetown Committee Report

Report No: PW-2026-10-28-001

Date: October 28, 2026

Directed to Council through the following Committee:
Public Works Committee

Reporting Department:
Public Works

Other Associated Departments:
None

Prepared by:
Ylber Gashi / Joey MacKinnon / Riley Taweel

Attachments:

- Capital Summary
- Operational Summary

Report Title:
Department Update – Capital and Operational Summaries

Report Purpose:
Provide information on Public Works operations and capital projects

Staff Recommendation:
Report provided for informational purposes.

Report Details:

1. **General Overview:**

The Public Works Department is currently managing several ongoing projects. At the same time, operational staff are beginning fall work. Please see summary pages and sections below for further information.

The following provides additional information regarding recently awarded projects publicly issued through the City's website, as well as through the invitational procurement process in accordance with the City's Procurement Policy. The following projects have been awarded since the last Committee meeting.

2. **12 MacAleer Priority 1 Upgrades**

In September 2026, Public Works issued a public request for tender for 12 MacAleer Drive Priority 1 Upgrades. This project involves several building upgrades to improve safety and general condition including the installation of handrails on stairs, replacing entrance and interior doors, creating a new fire-rated paint storage room, replacing the boiler flue and fuel oil tank, installing new makeup air and exhaust equipment, removing the existing dust collector, and completing electrical, exit signage, access control, and grounding upgrades.

The tender closed September 28, and three (3) submissions were received as follows:

Bidder	Total Submission Price
Leading Edge Group	$ 394,985.83 plus all applicable taxes
MacLean Construction	$ 371,052.56 plus all applicable taxes
Fitzgerald & Snow	$ 375,000.00 plus all applicable taxes

Tender submissions were reviewed, and the low bid of MacLean Construction Ltd. is complete. As the project falls within the amount budgeted in the 2026-2027 capital budget for 12 MacAleer Upgrades, this project has been awarded to MacLean Construction Ltd in accordance with the city's procurement policy and in alignment with the recommendation of the engineering consultant.

Report Details Continued:

3. **City Hall and Station 1 Generator**

In September 2026, Public Works issued a public request for tender for the supply and installation of a new generator to service City Hall and Fire Station 1. This project will see the replacement of generator equipment that is at the end of its useful life and provide reliable emergency backup power to these city facilities.

The tender closed October 1st, and five (5) submissions were received as follows:

Bidder	Total Submission Price
Hansen Electric	$ 368,700.00 plus all applicable taxes
Hansen Solar Energy	$ 267,300.00 plus all applicable taxes
Collins Construction	$ 680,436.00 plus all applicable taxes
Olympia Electric	$ 488,000.00 plus all applicable taxes
Ainsworth Inc.	$ 352,300.00 plus all applicable taxes

Tender submissions were reviewed, and the low bid of Hansen Solar Energy is complete. As the project falls within the amount budgeted in the 2026-2027 capital budget, this project has been awarded to Hansen Solar Energy in accordance with the city's procurement policy and in alignment with the recommendation of the engineering consultant.

4. **Transit Building Upgrades and Extension**

The design of upgrades to the existing transit building and an expansion to the current facility has been awarded to Coles Associates Ltd. The upgrades will address accessibility, fire safety, concrete repairs, and building systems. The scope of the expansion and the project phasing will be determined during schematic design. The initial awarded amount of $184,750 plus tax covers schematic design and the first tender package, including detailed design, tendering, and contract administration. Any additional phases would require further funding. The work is funded through the 2026/2027 capital budget.

5. **Brighton Lighthouse Repairs**

Following an invitational competition, MacLean Construction was awarded the Brighton Lighthouse repair work for $64,696 plus tax. The work includes replacing sheathing and shingles, repainting, and applying weatherproofing as needed to the lighthouse. The cost is covered by the 2026/2027 capital budget for municipal buildings.

6. **Street Resurfacing Package C**

Following a public request for tender, GIP Island Construction Ltd. was awarded the contract of 2026 Street Resurfacing Package C as the low tender submission. This tender was a budgeted item under the 2026-2027 Capital Budget, and the awarded tender amount was within the remaining allocated budget for this work. The bids are as follows the streets included as part of this tender are also shown below:

Bidder	Total Submission Price
Birch Hill Construction	$ 868,205.00 plus all applicable taxes
Chapman Bros	$ 780,815.00 plus all applicable taxes
GIP Island Construction Ltd.	$ 622,656.82 plus all applicable taxes

Treatment	Street	From	To
Complete by November 15th, 2026			
Cold Plan and Overlay	University Ave @ Allen St (intersection area)		
Cold Plan and Overlay	Jubilee Dr	Johnson Ave	Lansdowne Ave
Cold Plan and Overlay	Newland Cres (west side)	Queen St	Queen St
Cold Plan and Overlay	Conndine Cr	East Royalty Rd	End
Pulverize and Reconstruct	Belgrave Dr	Stockman Dr	Stockman Dr
Pulverize and Reconstruct	Parkview Dr	Belvedere Ave	Christie Dr
Pulverize and Reconstruct	Christie Dr	Parkview Dr	MacKay Dr
Pulverize and Reconstruct	Dennis Cr	Parkview Dr	End
Pulverize and Reconstruct	Maple Grove Ave	Westhaven Cres	End
Pulverize and Reconstruct	Short St	Darrach St	Angus Dr
Pulverize and Reconstruct	Callbeck Cres	Bolger Dr	Henri Blanchard Dr

Council or Committee History:
Monthly updates.

Financial Implications:
Budgeted expenditures as noted.

Public Engagement and Communication:
Capital Project informational sessions. Public Tendering process.

Legislative Authority:
Section 180 (b), Part 7, Division 2 of the Prince Edward Island *Municipal Government Act*

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
YG October 27, 2026	RDM October 27, 2026

Committee Recommendation: (if differing from staff)

Capital Summary Update - Public Works

October 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED CONSTRUCTION TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
Street Reconstruction Projects					
Spencer Drive Extension	Design In Progress	Design - 95%	Design work in progress.	TBD	TBD
Exhibition Drive Reconstruction	Construction in Progress	75%	Construction underway.	April 2026 - November 2026	$ 5,147,333.00
University Avenue - Phase 1.1	Design In Progress	Design - 25%	Design work and Utility coordination in progress	TBD	TBD
Roads - Street Resurfacing	Package A - Construction in Progress	65%	-	Summer 2026 - Late Fall 2026	$ 1,564,602.17
	Package B - Construction in Progress	40%	-	Summer 2026 - Late Fall 2027	$ 1,583,859.82
2026 Sidewalks & Multi-Use Paved Pathway Construction Projects					
Woodlawn Drive from Mt Edward Road to Maple Avenue	Sidewalk Package A - Construction in Progress	100%	Construction underway.	Late Summer 2026 - Late Fall 2026	
Rosemount Drive from Nassau Drive to Belvedere Avenue	Sidewalk Package A - Construction in Progress	40%	Construction underway.	Late Summer 2026 - Late Fall 2026	$ 1,499,621.00
Royalty Road from Upton Road to Nanak Avenue	Sidewalk Package A - Construction in Progress	90%	Preliminary work underway	Late Summer 2026 - Late Fall 2026	
Norwood Road from Friar Drive to the apartment buildings	Construction in Progress	n/a	Awarded to Island Coastal Services.	Fall 2026 - Late Fall 2026	$ 1,363,615.64
Poplar Avenue from Pine Drive to Oak Drive	Sidewalk Package B - Construction in Progress	90%	Awarded to Earthform. Construction underway.	September 2026 - Late fall 2026	
Ash Drive from Maple Avenue to Lilac Avenue, **Shamrock Drive** from Lilac Ave to Brackley Point Road, **Lilac Avenue** from Ash Drive to Shamrock Drive, and **Brackley Point Road** from Shamrock Drive to Oak Drive.	Sidewalk Package B - Construction in Progress	50%	Awarded to Earthform. Construction underway.	September 2026 - Late fall 2027	$ 1,267,500.00
Municipal Buildings					
West Royalty Community Center - Priority 1 upgrades	Construction in Progress	95%	Construction is nearing completion, with chimney work oustanding.	June 2026 - Fall 2026	$ 529,000.00
West Royalty Community Center - HVAC upgrades	Construction in Progress	99%	Work is complete. Air balancing reports oustanding.	Summer 2026 - Fall 2026	$ 164,600.00
Heartz Hall Building Upgrades - Phase 2 (Interior Renovation)	Construction in Progress	70%	Construction underway.	In Progress - Late Fall 2026	$ 988,464.00
Sherwood Community Centre - Phase 1 Detailed Design	Consultant Services Awarded	Design - 20%	The detailed design of the new facility has been awarded to Architecture49.	Fall 2026 - Spring 2027	$ 273,599.63
Historic District Functional Plan	Consultant Services Awarded	Design - 10%	The development of a guide for infrastructure upgrades and maintenance for the “Historic District” area in Charlottetown has been awarded to WSP.	Fall 2026 - Spring 2027	$ 142,740.00
City Hall - Security Upgrades	Project Awarded	70%	Remaining doors with card readers to be confihgured in the access control software October 28, 2026	In Progress - Summer 2026	$ 94,300.00
70 Kent Street (Planning) Upgrades	Project Awarded	10%	Beginning phases of construction are underway.	August 2026 - Winter 2026	$ 269,300.00
Euston Street Redevelopment	Construction in Progress	75%	Construction work underway.	In Progress - Fall 2026	$ 1,697,000.00
Euston Street Redevelopment - Solar Panel Array	Project Awarded	n/a	Work to begin upon completion of roof work.	Fall 2026	$ 24,000.00
Euston Street Redevelopment - Level III Chargers	Construction in Progress	60%	EV Chargers installation in progress. Earthwork is complete,.	In Progress - Summer 2026	$ 219,000.00

Capital Summary Update - Public Works
October 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED CONSTRUCTION TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
Transit Building Upgrades and Expansion	Consultant Services Awarded	n/a	Consultant services have been awarded to Cles Associates for the design of upgrades to the existing transit building located at 5 Mt Edward Rd, and the expansion of the building.	TBD	TBD
12 MacAleer Priority 1 Upgrades	Project Awarded	n/a	The upgrade of 12 MacAleer Drive has been awarded to MacLean Construction Ltd. The scope generally includes items identified as first priority in a recent building condition assessment.	TBD	$ 371,052.00
Police Station Priority 1 Upgrades	Tender Closed	n/a	The tender for the implementation of various upgrades at the Charlottetown Police Station has closed. Submissions are in evaluation.	TBD	TBD
City Hall and Fire Station 1 Generator	Project Awarded	n/a	The tender for the provision and installation of a new generator to service both City Hall and Fire Station 1 has been awarded to Hansen Solar Energy.	TBD	$ 267,300.00
Brighton Lighthouse Repairs	Project Awarded	n/a	The repair work has been awarded to MacLean Construction.	Fall 2026 - Spring 2027	$ 64,696.00
Parkades Major Repairs & Parking					
Pownal Parkade Concrete Restoration	Project Awarded - Construction in Progress	80%	Carry over from 2025/26 fiscal year. Construction underway.	In Progress - Winter 2026	$ 1,959,580.00
Master Plans & Studies					
Municipal Design Guidelines	Consultant Services Awarded	75%	Draft chapters are in review.	In Progress - Late Fall 2026	$ 265,512.00
Grafton Street Master Plan	Consultant Services Awarded	99%	Final draft complete. Final reviews are in progress.	In Progress - Late Fall 2026	$ 70,000.00

City of Charlottetown - Public Works Department

Public Works Operational Report: October 2026

Public Works staff continue to work diligently across all divisions. Crews are focused on delivering critical repairs, beautification and maintenance programs to keep the city safe, functional, and welcoming for residents and visitors. Below is a summary highlight of the ongoing operations.

- **Sidewalks** – All crews, including curbing, are focused on sidewalk repairs for upcoming paving, W&S digs, and inspection deficiencies. Crews are currently focusing on school zones ahead of the school year.
- **Events –** Preparations underway for seasonal events, assisting with Street closures and installation of the road barricade system as necessary.
- **Buildings** – Ongoing work to maintain buildings.
- **Asphalt** – Crews working on repairs, patching, and W&S cuts. Crews are currently focusing on school zones ahead of the school year.
- **Beautification** - Working hard to keep flower beds including roundabouts and hanging baskets watered. 2 trucks on the road to try and keep areas watered. Street Corners and plow damage cleanups still ongoing.
- **Grass** – Steady work maintaining all areas.
- **Catch Basins** – 2 crews completing street resurfacing list repairs and general maintenance.
- **Sweepers** – 2 mechanical units active along with manual downtown sweeping.
- **Signs** – Regular maintenance and updates to banners/billboards as per schedule
- **Trees** – Trimming and maintenance ongoing
- **Meters** – Work remains steady.
- **Fleet** – Ongoing work and planning for seasonal transitions.
- **Department Requests** – Ongoing assistance with barricades, fencing, storage, signage, moving equipment, garbage pickup, bylaw/encampments, needle pickup, and event support.

City of Charlottetown Committee Report

Report No: PW-2026-10-28-002

Date: October 28, 2026

Directed to Council through the following Committee:
Public Works Committee

Attachments:
- 2026 Winter Street Services Agreement

Reporting Department:
Public Works

Other Associated Departments:
N/A

Prepared by:
Ylber Gashi

Report Title:
Winter Street Service Tender Update

Report Purpose:
To inform Committee of the results of the recent Winter Street Services tenders and other information included in RFP.

Staff Recommendation:
That Committee receive this report for information regarding the results of the 2026 Winter Street Services tender process and the updated service requirements for the Northeast and Northwest routes.

Report Details:

The City's existing Winter Street Services agreements for the Northeast (NE) and Northwest (NW) routes were due for renewal in 2026. A public tender process was undertaken for both routes. The City received two (2) bids for the NE route and four (4) bids for the NW route.
The tender required a two-envelope submission process, allowing the technical and financial components to be evaluated separately. Technical submissions were evaluated out of 50 points based on the proposed fleet, relevant experience and assigned personnel. Financial submissions were then evaluated out of 50 points, with points allocated based on the lowest bid. The combined evaluation was scored out of 100 points.

<u>Tender Results</u>
Following the evaluations, the contracts were awarded as follows:

- Northeast Route: Chapman Bros. Construction Ltd., the highest overall-scoring proponent and lowest bidder.
- Northwest Route: J.E. Matheson Construction Inc., the highest overall-scoring proponent and lowest bidder.

Both successful contractors previously provided winter maintenance services on their respective routes under the former agreements, supporting continuity of service. A full breakdown of the submission results is below:

Report Details Continued:

NE Route Tender Award				
Contractor	*Technical Score*	*Financial Score*	*Total Proposed Price (excluding taxes)*	*Technical + Financial Score*
Chapmans Bros. Construction	49	50	$1,015,605.00	99
Birch Hill Construction	40	47	$1,017,034.37	87

NW Route Tender Award				
Contractor	*Technical Score*	*Financial Score*	*Total Proposed Price (excluding taxes)*	*Technical + Financial Score*
J.E Matheson	30	50	$714,928.50	80
Landmark Construction	41	11	$1,307,241.65	52
Birch Hill Construction	40	11	$1,061,775.00	51
GIP Island Construction	32.5	17	$1,171,806.35	49.5

<u>Updated Winter Services Agreement</u>

The City reviewed and updated the Winter Services Agreement to more clearly define service standards, strengthen contractor accountability and improve operational oversight. Key provisions include:

- Vehicle tracking: Contractor equipment must have functional Automated Vehicle Location (AVL) tracking, with the City provided ongoing access to monitoring data.
- Road patrols and reporting: Road patrollers must monitor road conditions and forecasts 24 hours per day, seven days per week; inspect each road at least twice daily (day and night); and submit daily condition reports to Public Works Dispatch.
- Response and equipment reliability: Equipment must be engaged in maintenance activities within 30 minutes of a road patroller call-out. Following a breakdown, equipment must be repaired or replaced with a spare unit within one hour.
- Defined service standards: Plowing commences at 25 mm accumulation on Class A roads and 40 mm on Class B roads. Bare full-width pavement is required within 12 hours and 24 hours after snowfall ends for Class A and Class B roads, respectively. Post-storm cleanup is required within 72 hours.
- Equipment readiness and inspections: Equipment must be ready for preseason inspection by October 15, and the City may inspect equipment throughout the winter maintenance period.

- De-icing controls: Contractors must use calibrated, computer-operated spreaders, follow application rates and report de-icing material usage.
- Property damage: The agreement sets out route marking, inspection and repair-cost responsibilities for damage to municipal and private property.
- Performance accountability: The City retains a 5% performance holdback on invoices, with release subject to satisfactory performance and resolution of outstanding issues.

Together, these provisions establish more measurable expectations for service delivery and provide the City with additional tools to monitor performance and address deficiencies.

Fleet Age Requirements

Previous Winter Street Services agreements did not establish explicit maximum fleet age requirements. While the City previously requested equipment succession planning schedules, the agreements did not stipulate that vehicles or equipment had to be within a specified age range. The new tender introduced clearer fleet age expectations, which were further clarified through an addendum issued during the tender period. The introduction of explicit fleet age requirements represents a further improvement over the previous agreements, which requested succession planning but did not establish maximum equipment ages. The City's equipment age requirements were developed to align with the standards used by the Province of Prince Edward Island for winter service agreements. The stated maximum equipment ages generally range from 20 to 30 years, depending on equipment type. This provides a more objective basis for evaluating equipment suitability and long-term service reliability.

Based on the submitted fleet information, the average proposed fleet age was 4.9 years for the NE route, 6.5 years for the NW route and 5.8 years across all submissions.

NORTHEAST AVERAGE	NORTHWEST AVERAGE	ALL SECTIONS AVERAGE
4.9	6.5	5.8

Figure 1: Average fleet age by route and across all submissions.

Chapman Bros. Construction Ltd. proposed an average fleet age of 4.3 years for the NE route, while J.E. Matheson Construction Inc. proposed an average fleet age of 7.5 years for the NW route. Both awarded fleets have average ages well below the specified maximum equipment age limits.

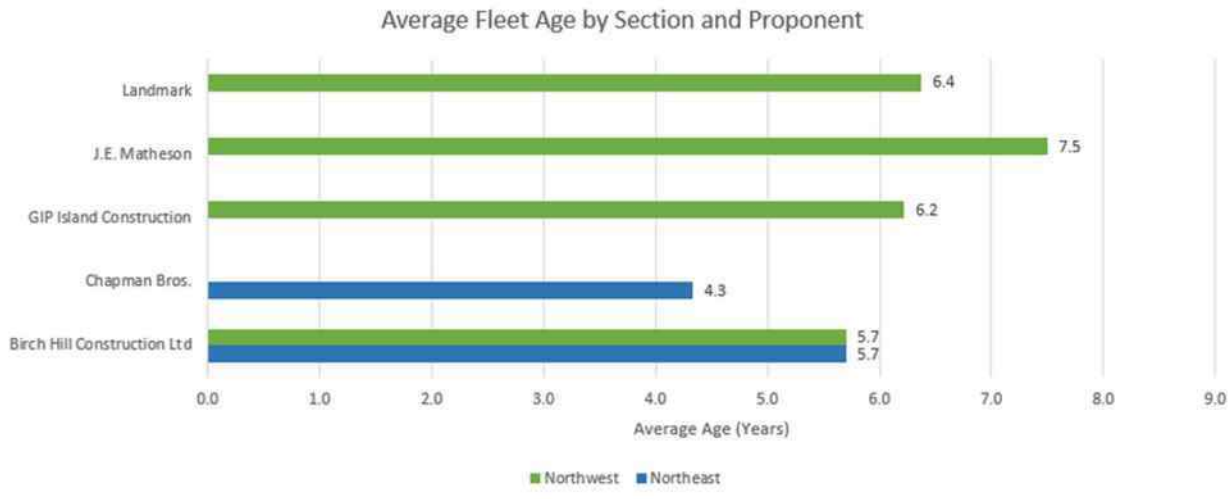


Figure 2: Average fleet age by section and proponent.

Summary

The tender process resulted in the award of both winter maintenance routes to the highest overall-scoring proponents, who also submitted the lowest bids for their respective routes. The updated agreements provide clearer operational requirements, defined service standards and stronger mechanisms for contractor monitoring and accountability.

Council or Committee History:

Council, July 2015 "That for Winter Street Services, J. E. Matheson Construction Inc. be assigned a 5-year contract for a North-West section at a 2015-16 rate of $6,465.00 per km (taxes extra)."
Council, July 2015 – "That for Winter Street Services, Chapman Brothers Construction Ltd. be assigned a 5-year contract for a North-East section at a 2015-16 rate of $10,738.00 per km (taxes extra)."
Council, July 2015 – "That for Winter Street Services, the Provincial Department of Transportation, Infrastructure & Energy be assigned a 7-year contract for the Priority Streets section at a 2015-16 rate of $14,000.00 per km (taxes extra, deicing materials included)."
Council, February 2020 – "That the City exercise their option to extend the current Winter Maintenance Service Agreement with Chapman Brothers Construction Ltd. and Matheson Construction Ltd. for an additional five (5) years, beginning in the 2020/21 winter season, And further that the Mayor and CAO are hereby authorized to execute any standard contracts/agreements to implement this resolution." (NW and NE Routes)
Council, October 2022 – "That, as per the conditions of the Request for Quotations for "Snow Removal Services" the submission of Chapman Brothers Construction Ltd. in the amount of $ 17,800/km of roadway (plus all applicable taxes) be accepted." (Priority Route previously maintained by the Province)

Financial Implications:
Operational budget item under "Public Works – Snow Removal".

Public Engagement and Communication:
Public tendering process

Legislative Authority:
Section 180 (b), Part 7, Division 2 of the Prince Edward Island Municipal Government Act

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
YG, October 26, 2026	RDM October 27, 2026

Committee Recommendation: (if differing from staff)

Appendix A – Winter Services Agreement

THIS AGREEMENT made this ____day of _____, 2026.

BETWEEN:

CITY OF CHARLOTTETOWN, an incorporated City, duly incorporated under the laws of the Province of Prince Edward Island, and having its head office in Charlottetown, Prince Edward Island

(hereinafter referred to as the "City")

of the FIRST PART

AND:

_____., a body corporate, duly incorporated under the laws of the Province of Prince Edward Island

(hereinafter referred to as the "Contractor")

of the SECOND PART

WINTER SERVICES AGREEMENT

WHEREAS the Contractor is a general construction business providing snow removal services with its head office located at_____, Prince Edward Island;

AND WHEREAS the City is a municipality requiring snow removal and winter services;

AND WHEREAS the Contractor has agreed to provide the City with snow removal and winter services on certain terms and conditions;

NOW THEREFORE for good and valuable consideration the parties agree that the terms and conditions of their relationship are as follows:

COVENANTS OF THE CITY AND THE CONTRACTOR

1. The Contractor shall perform the services, assume all those responsibilities and diligently execute all those duties described herein in a manner satisfactory to the City.

2. The Parties agree that the payment amounts described in paragraph 39 herein are the sole amounts which the Contractor may be paid by the City for the services delivered by the Contractor pursuant to this Agreement

REPRESENTATION AND WARRANTIES

3. The Contractor hereby represents, warrants and covenants with the City that it:

   a) is validly existing and in good standing under the laws of Prince Edward Island; and

   b) has the right and capacity to enter into this Agreement and fully perform all the obligations hereunder.

TERM

4. The term of this Agreement shall commence effective November 1, 2026 and shall conclude on April 30th, 2031 (the "Term"). The City, in consultation with the Contractor, has the option in its sole discretion to extend the Agreement for up to five (5) one (1) year periods, with terms of May 1 of one year to April 30th of the following year. Should the City determine to extend the Term, notice of an year extension (up to five (5) years) of the Agreement shall be provided to the Contractor on or before April 30th, 2030. .During any extension year(s) all the terms and conditions of this Agreement shall remain in full force and effect, subject to any amendments agreed upon between the parties in writing, specifically as it relates to any amendments to the road, classifications and distances covered by this Agreement,

SERVICES TO BE PROVIDED BY THE CONTRACTOR

5. Services shall be provided by the Contractor pursuant to this Agreement during the period of November 1 of a year to April 30 of the following year (the "Winter Maintenance Period") throughout the Term of this Agreement and any extension year(s).

6. Maintenance. The Contractor shall be responsible for all winter maintenance activity during the Winter Maintenance Period related to keeping the streets and roads identified pursuant to Schedule A and section 7(c) of this Agreement clear of snow and ice, including but not limited to: plowing, scraping, spreading de-icing materials, and pushing back/blowing back snowbanks (as needed), as detailed in this Agreement (the "Winter Maintenance Activity").

7. Road Classifications.

   a) The City's road network is divided into two (2) classifications:

      1. Class A – Class A roads are all main arterials and collector roads within the City limits that receive a high level of service during snow fall events. Depending on traffic volumes, some local roads may also be classified as a Class A road; and

      2. Class B – Class B roads are all local and any other road owned by the City that is not considered a Class A road.

b) Attached as Appendix "B" is a list of the roads, classifications and distance of each road covered by this Agreement, effective November 1, 2026, which the Contractor is responsible for carrying out Winter Maintenance Activities during the Term of this Agreement and any extension year(s). The Contractor is also required to carry out Winter Maintenance Activities on all new roads constructed after the signing of this Agreement, as determined by the City pursuant to paragraph 7 c) of this Agreement. Compensation for Winter Maintenance Activities on any new roads shall be paid for at the per km rate as set out in paragraph 39 of this Agreement.

c) By October 1 of each year of the Agreement, and in each extension year(s), the City shall provide to the Contractor an updated list of the roads, classifications and distance of each road covered by this Agreement, which updated list shall be in force and form part of this Agreement for the upcoming Winter Maintenance Period and shall be the basis upon which payment is made to the Contractor in accordance with paragraph 39 of this Agreement.

d) For each Winter Maintenance Period the Contractor shall divide the roads listed in Appendix "B" into routes which balance the distance of roads and the classification of roads to ensure that the Winter Maintenance Activity on each route can be completed in approximately the same length of time. On or before October 15 of each year of the Agreement or any extension year, the Contractor shall provide the City with a detailed map of each route, for the City's approval. The map will identify clearly which pieces of the Contractor's Equipment are assigned to each of the routes.

CONTRACTOR'S EQUIPMENT

8. Equipment. The Contractor shall have the following minimum equipment (collectively the "Contractor's Equipment") exclusively dedicated during the Winter Maintenance Period to carry out the Winter Maintenance Activity:

a) _____
b) _____
c) _____
d) _____
e) _____
f) _____
g) _____
h) _____
i) _____
j) _____
k) _____
l) _____

9. AVL System. The Contractor shall, at the Contractor's sole expense, equip the Contractor's

Equipment with an Automated Vehicle Location System (the "AVL System"). The Contractor shall provide the City with ongoing access to the data from the AVL System for each Winter Maintenance Season for monitoring purposes. The AVL System shall be functional at all times and street services are not to be conducted without functional AVL, unless permission is received from the City.

CONTRACTOR'S WINTER PREPAREDNESS

10. By October 15th of each year of the Agreement or any extension year, all of the Contractor's Equipment shall be fully equipped and operationally ready for use for the first day of the Winter Maintenance Period, and the Contactor's Equipment shall be maintained in an operationally ready condition until the end of each Winter Maintenance Period. Under no circumstances shall the Contractor's Equipment be used for any activity other than Winter Maintenance Activity during the Winter Maintenance Period.

11. City staff will visit the Contractor's premises on October 15th of each year to assess the readiness status of the Contractor's Equipment. During the course of the Winter Maintenance Period the City shall have the right to conduct an inspection of the Contractor's Equipment at any time. The Contractor shall be responsible to immediately rectify any deficiencies noted in the Contractor's Equipment by City staff and to report to the City regarding the steps taken to rectify such deficiencies.

12. Prior to the beginning of the Winter Maintenance Period the Contractor shall pick up and install City supplied plow markers along each route, at all locations necessary to ensure operators are aware of obstacles and hazards. Any plow markers knocked over or damaged during the Winter Maintenance Period, shall be re-installed by the Contractor within 72 hours of discovery.

WINTER ROAD PATROLS AND DISPATCH OF CONTRACTOR'S EQUIPMENT FOR WINTER MAINTENANCE ACTIVITIES

13. Road Patrollers. The Contractor shall have person(s) experienced in Winter Maintenance Activities who shall monitor road conditions and weather forecasts twenty-four (24) hours a day, seven (7) days per week, during the Winter Maintenance Period ("Road Patrollers"). The name and contact information for all Road Patrollers shall be provided to the City at the beginning of each Winter Maintenance Period, and updated as needed throughout the Winter Maintenance Period. The Contractor shall ensure that a Road Patroller drives each road in each route a minimum of two (2) times per day (once during daylight hours and once during night hours) to determine if the roads are clear and safe for use by the public. For each inspection, the Road Patroller shall fill out a Winter Road Condition Report. These Reports shall be submitted to Public Works Dispatch daily, via email. All Road Patroller vehicles shall be equipped with the AVL system, as described in paragraph 9.

14. The Contractor's Road Patroller(s) shall dispatch the Contractor's Equipment to work on specific areas as needed, or call-out all of the Contractor's Equipment, when plowing operations are required, in accordance with this Agreement. The Road Patroller shall document on the Winter Road Condition Report the time and the pieces of the Contractor's

Equipment that are called out to perform Winter Maintenance Activities.

15. Call Out Time. The Contractor shall have the Contractor's Equipment out on the roads, engaged in required Winter Maintenance Activities, within thirty (30) minutes after a call-out from a Road Patroller occurs.

16. City Dispatch will also notify the Contractor via phone, when City Equipment has been dispatched to begin snow plowing or de-icing operations in the City. Where the Contractor is deploying the Contractor's Equipment within thirty (30) minutes of the call from the City's Dispatch, it shall notify the City of same. Where the Contractor is not deploying the Contractor's Equipment within thirty minutes of a call from the City Dispatch, it shall cause its Road Patroller to inspect all routes to determine when services are required, and shall be prepared to provide a written explanation of the decision to the Public Works Manager or designate upon request.

PLOWING OPERATIONS

17. Plowing operations shall be carried out continuously during a snow fall event to clear snow and remove ice buildup from the traveled road lanes to ensure roads are kept clear, open and in a condition that is safe for all users.

18. Plowing shall commence when snow accumulation reaches twenty-five millimeters (25 mm) on Class A roads and forty millimeters (40 mm) on Class B roads. Plowing shall be conducted continuously until bare full road width asphalt is achieved. It is the Contractor's responsibility to conduct plowing operations so that snow accumulation on roads does not exceed the following amounts for the following road classifications:

    a) Fifty Millimeters (50 mm) on Class A roads; and
    b) Seventy-Five Millimeters (75 mm) on Class B roads.

19. The Contractor shall coordinate plowing between routes to ensure windrows at intersections are plowed as soon as possible.

20. In emergency situations, the Contractor may be required to escort an emergency vehicle within City limits. During these events, the Contractor shall provide a plow truck to ensure safety for the emergency vehicle. Once the emergency is over, the plow equipment shall immediately return to their plow route.

21. The Contractor shall make every reasonable effort to not infill cleared sidewalks, unless directed by the City Dispatch or Manager of Public Works.

DE-ICING

22. De-icing Materials Supplied by City. The City shall pay for and supply all road de-icing materials, including road salt and brine, which are available at the Provincial Government's

salt storage dome, or at a location otherwise designated by the City from time to time. Under no circumstance shall any de-icing material be used for any other purpose than placement on City roads in accordance with the terms of this Agreement, unless directed in writing by the Public Works Manager or designate. Contractors shall submit monthly salt tickets along with the submission of monthly invoices.

23. De-icing materials, including road salt and brine, shall be used in conjunction with plowing operations to achieve bare full road width asphalt within the prescribed time stated in paragraph 27 of this Agreement.

24. The Contractor shall use computer operated spreader units. Salt spreading units are to be calibrated multiple times throughout the snow clearing season at, but not limited to, the following intervals:

a) Preseason: Two (2) weeks before the winter season;
b) Maintenance: After a salt spreader or salt spreader peripheral that affects speading rate (e.g. controller unit) undergoes maintenance; and,
c) Repairs: After a vehicle undergoes significant repairs or part replacements.

Calibrations shall be documented and provided to the Public Works Manager or designate for verification upon request. Spreader calibrations are in place to equip winter maintenance vehicles to accurately match the Application Rates in Appendix C.

25. The amount and type of de-icing material to be used by the Contractor shall be determined in consultation with City staff to ensure safety to the travelling public and to achieve bare full road width asphalt. Attached hereto as Appendix "C" are the Salt Application Rates to be used by the Contractor in all de-icing operations. The Salt Application Rates may be updated by the City on notice to the Contractor at any time during the term of this Agreement or any extension year(s).

26. When de-icing is warranted, the Contractor shall plow and de-ice concurrently from the same vehicle, unless otherwise approved by City Dispatch or the Public Works Manager.

27. Normally, de-icing materials shall only be applied at the beginning of a snow fall event (less than 2 cm of accumulated snow) to help break the bond of snow to the asphalt surface, and at the end of a snow fall event to achieve bare full road width asphalt within the time limits identified in the Agreement. The Contractor may apply additional applications of de-icing materials during a snow event, if deemed necessary to ensure safety for the travelling public. If possible, the Contractor shall consult with City staff, prior to applying additional de-icing materials to ensure all City streets are being de-iced in a similar manner.

28. The City recognizes that in colder temperatures (less than -10^{o} C) road salt is not as effective for melting ice and snow. In these cases, the Contractor shall continuously scrape ice and snow and shall begin spreading de-icing materials, when temperatures are favorable (above -10^{o} C), until bare full road width asphalt has been achieved.

29. The Contractor shall be responsible for submitting a report to the Public Works Manager or designate at the end of each snow fall event indicating the salt, brine and other de-icing

materials used, application rates and salt quantities used during the snow fall event.

CONTRACTOR'S STANDARDS FOR ACHIEVING BARE FULL ROAD WIDTH PAVEMENT

30. The Contractor shall achieve bare full road width pavement from the end of a snow fall event within the following timeframes:

    a) Twelve hours (12 hours) on all Class A roads; and
    b) Twenty-four (24 hours) on all Class B roads.

SNOW REMOVAL (CLEAN-UP) AFTER A STORM EVENT

31. Following the end of a snow fall event and achievement of bare full road width asphalt, the Contractor shall blow back, remove, and/or bench snow banks, push back and/or remove snow at intersections to improve visibility for traffic, widen streets, and carry out any other snow related tasks necessary to ensure safe travelling conditions for the public and to prepare for additional snow accumulation. All clean-up tasks shall be completed within seventy-two (72) hours of the end of snow fall.

32. The Contractor shall work with City staff to identify priority areas, such as intersections, that shall be given priority during snow clean-up.

EQUIPMENT BREAKDOWNS AND REPAIR

33. Equipment Break Downs. The Contractor shall have its spare units ready and available at all times during the Winter Maintenance Period in the event of a breakdown of equipment. If a break down occurs, the Contractor shall ensure repairs are carried out or the broken-down unit is replaced with its spare unit within one (1) hour of the occurrence.

34. Equipment Repair. The Contractor shall have mechanics on staff or have agreements in place with a local provider(s), which enables twenty-four hours a day, seven days a week (24/7) repair service to any broken piece of machinery during the Winter Maintenance Period.

35. Notice to City. When a breakdown of the Contractor's Equipment occurs during the Winter Maintenance Period, the Contractor shall notify the City dispatch and document each occurrence on the submitted report for each winter event.

WINTER MAINTENANCE ACTIVITY – DAMAGE TO PROPERTY

36. The Contractor shall use all necessary caution when carrying out Winter Maintenance Activities, to minimize the damage done to municipal and private property. This includes the Contractor staking all routes by November 15th of each year.

37. At the end of each Winter Maintenance Period, the Contractor, together with City staff, shall inspect the contracted area for damage.

38. The City understands that minor damage is expected under normal Winter Maintenance Activities. However, if during the inspection, significant damage is found, as determined by City staff, the Contractor shall be responsible to pay for the cost of repairing such damage. Repairs shall be carried out by City staff, or a hired contractor, at the City's option. Pursuant to paragraph 40 of this Agreement, the City shall be entitled to use the monies withheld from the Contractor to pay for the reparation of any damages caused by the Contractor. Sixteen (16) inches from the staked route will be considered a "reasonable buffer" for operational damages. When damages are observed outside of the buffer, the Contractor shall be responsible for repairing any damages that are incurred both inside and outside of the buffer area. The Contractor shall take all reasonable efforts to mitigate plow damage.

PAYMENTS, RECORDS AND ACCOUNTS

39. The City shall make payments to the Contractor in the following manner:
    a) Year 1 (2026-2027 season):

        i. Payment to the Contractor under this Agreement, exclusive of taxes, shall be _____ per km of road (pro-rated for any partial kilometers), for all Winter Maintenance Activities carried out in relation to the first three hundred (300) centimeters of snowfall as determined by Environment Canada for the City of Charlottetown, per Winter Maintenance Period (the "Base Rate"); and

        ii. Winter Maintenance Activities carried out in relation to snowfall accumulation in excess of three hundred (300) centimeters shall be paid for at a rate of 0.1% of the per kilometer Base Rate for each additional centimeter of snow during a Winter Maintenance Period.

    b) Years 2-6 and any Extension Years:

        The Base Rate shall be adjusted at the start of each Winter Maintenance Period, and the adjusted Base Rate shall remain in effect for the full Winter Maintenance Period. Adjustments to the Base Rate shall be based on the Transportation Component of the PEI Consumer Price Index ("TC CPI"). The TC CPI adjustment shall be the average of the most current July to June TC CPI rate, either positive or negative, as compared to the TC CPI rate used for the previous Winter Maintenance Period. The Base Rate adjustments may be either positive or negative to a maximum of a six percent (6%) change from the previous Winter Maintenance Period. For clarity, the following example is provided:

Base Rate for Winter Maintenance Period 2026-27	=	_____
TC PEI for July, 2026 to June, 2027	=	_____
Base Rate for Winter Maintenance Period 2027 – 28	=	_____

40. Invoices. For each month of the Winter Maintenance Period the Contractor shall submit an invoice to the City by the 10th day of the following month. Invoices shall be based on the following payment schedule:

Invoice date	Amount
November 30	20% of Base Rate
December 31	20% of Base Rate
January 31	20% of Base Rate
February 28/29	20% of Base Rate
March 31	10% of Base Rate
April 30	10% of Base Rate, plus any costs for additional snow accumulation

41. The City shall review each invoice, and pay approved invoices within thirty (30) days of receipt. The City shall notify the Contractor of any invoices, or parts thereof, that are not approved, and the City and the Contractor shall work cooperatively to resolve any disputes that may arise.

PERFORMANCE HOLDBACK

42. The City shall holdback five percent (5%) of the total of each invoice as surety for the Contractor's performance in accordance with the terms of this Agreement, including reparation of any damages caused to City or private property by the Contractor's Winter Maintenance Activity.

43. If the City determines that the Contractor's performance is satisfactory, the holdback will be released by May 30 of each year. If the Contractor and City have not resolved all performance issues, the holdback shall not be released until the City deems the issue(s) to be resolved. The amount of the holdback to be released shall be the full amount of the holdback less any monies which the City determines the Contractor owes.

TERMINATION OF AGREEMENT

44. In the event of a material breach of a term of this Agreement, the non-breaching party shall give the breaching party written notice describing such breach in reasonable detail. The breaching party shall have thirty (30) days, from the receipt of the written notice of breach from the non-breaching Party, to cure the breach. In the event the breaching party fails to cure the breach within thirty (30) days, the non-breaching party may terminate this Agreement with immediate effect upon written notice in accordance with paragraph 46 of this Agreement to the breaching party.

45. It is understood that the only monies owed by the City to the Contractor in the event of termination of this Agreement by either party is payment for the work performed by the Contractor to the date of termination, calculated in accordance with paragraph 39 of this Agreement, less any monies held back for unsatisfied performance issues.

46. If Contractor performance is found to be less than satisfactory, at the discretion, the City reserves the right to terminate this Agreement, effective immediately upon written notice. Performance review shall be conducted through the Winter season. The Contractor shall be made aware of any change in performance satisfaction.

INDEPENDENT CONTRACTOR

47. This Agreement sets forth the agreement between independent contractors and shall not be construed or interpreted as constituting a partnership or joint venture or employment relationship between the Parties or to make either Party an agent or employee of the other. The Parties agree that the Contractor, as an independent contractor, is not entitled to any other benefits or payments whatsoever other than those specified in this Agreement

48. The parties agree that entering into this Agreement will not result in the appointment or employment of the Contractor, or any employee or officer of the Contractor, as an officer, clerk or employee of the City.

49. The Contractor agrees to accept sole responsibility to submit any applications, reports, payments or contributions for Sales Taxes, Income Tax, Canada Pension Plan, Employment Insurance, Workers' Compensation assessments, Goods and Services Tax or any other matter of any kind whatsoever that the Contractor as a company, partnership, sole proprietor or a self-employed person, or otherwise, may be required by law to make in connection with the work to be performed under this Agreement.

50. The Contractor agrees to accept sole responsibility to comply with all Federal, Provincial and Municipal legislation which may have application to the work being performed under this Agreement.

NOTICE TO PARTIES

51. Any notice required or committed to be given hereunder shall be given by personal delivery or registered mail and shall be deemed given (i) when delivered personally to any Officer of the Party being notified or (ii) on the third business day after being sent by registered mail and addressed as follows:

To The Contractor: _____
_____
_____

To The City: CITY OF CHARLOTTETOWN
P.O. Box 98

Charlottetown, PE C1A 7K2

INDEMNIFICATION AND ASSUMPTION OF LIABILITY

52. The Contractor shall indemnify and hold harmless the City, its agents, representatives and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings of every nature and kind whatsoever arising out of or resulting from the performance of work (herein called the "claims"), provided that any such claim is caused in whole or in part by any reckless or malicious act, error or omission, including, but not limited to, those acts of negligence, of the Contractor or anyone directly or indirectly employed by the Contractor or anyone for whom the Contractor may be liable, except to the extent caused by the City's negligence or reckless or wrongful acts. For further clarification, this indemnity shall not be limited in any way or degree by any insurance the Contractor may have, nor by the limits of any such insurance and it shall endure after termination of this Agreement or any extension thereof. The City will indemnify and hold harmless the Contractor from losses, damages, expenses and claims for injury or alleged damage to persons and/or property to the extent resulting from the City's negligence or reckless or wrongful acts on the City's premises, except to the extent caused by Contractor's negligence or reckless or wrongful acts.

INSURANCE

53. The Contractor shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurance with insurers and in forms and amounts acceptable to the City:

    Commercial General Liability in an amount not less than $2,000,000.00 (Two Million Dollars) inclusive per occurrence, and the policy shall include, but not be limited to, bodily and personal injury, property damage, non-owned automobile liability, cross liability, and blanket contractual liability. The Contractor shall add the City as an additional insured under this policy and provide whatever information the City may require on the insurance that is available.

54. All required insurance shall be endorsed, to provide the City with 30 days' advance written notice, of cancellation or material change of insurance coverage.

55. The foregoing insurance shall be primary insurance and not require the sharing of any loss by any insurer of the City, nor any other means of indemnity. The insurance policies required by this Agreement shall be in a form and with insurers satisfactory to the City. Prior to the date of signing this Agreement and prior to each Winter Maintenance Period, the Contractor shall deliver to the City a Certificate of Insurance, stating the amounts of insurance and types of coverage. Default of delivery or receipt by the City shall not be construed as acknowledgment or concurrence that there has been compliance with the

terms of this Agreement. Furthermore, the City shall have the right, but not the obligation, to review the original(s) of any required insurance policy(ies) in any of its offices. Such review by or on behalf of the City shall not be construed as acknowledgement that there has been compliance with the terms of this Agreement.

NO ASSIGNMENT

56. This Agreement is not assignable by either the City or the Contractor to any third-party person without the others consent. This Agreement shall inure to the benefit of the Contractor, its successors, affiliates and subsidiary companies.

SEVERANCE

57. Any Paragraph or Subparagraph or any other provision of this Agreement which is, or becomes, illegal, invalid or unenforceable shall be severed here from and shall be ineffective to the extent of such illegality, invalidity or unenforceability and shall not affect or impair the remaining provisions hereof which shall continue in full force and effect.

ENTIRE AGREEMENT

58. This Agreement, including the recitals, schedules and written amendments jointly agreed to in writing contained herein, constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written, of the Parties in the event of discrepancy between them. No amendment, modification or waiver of this Agreement shall be binding unless duly executed in writing by the Parties.

59. Any terms hereof which by their nature should survive termination of this Agreement shall survive.

WAIVER

60. No waiver of any breach of any provision of this Agreement will be effective or binding unless in writing and signed by the party providing the waiver. No waiver of any of the provisions of this Agreement shall be deemed to constitute a waiver of any other provisions unless otherwise expressly provided in writing by the party providing the waiver.

GOVERNING LAW

61. This Agreement shall be governed by and interpreted and construed in accordance with the laws of the Province of Prince Edward Island.

COUNTERPARTS

62. This Agreement may be executed in counterparts in the same form and such parts as so executed shall together form one original document and be read together and be construed as if one copy of this Agreement had been executed. Execution and delivery of this

Agreement by fax transmission shall constitute legal and binding execution and delivery of this Agreement.

LEGAL COUNSEL

63. Each Party acknowledges that it has read and understood the Agreement in its entirety and signs this Agreement voluntarily, having had the opportunity to seek independent legal advice on the matters contained herein.

DISPUTE RESOLUTION: NEGOTIATION, MEDIATION AND ARBITRATION

64. a) The parties agree to negotiate all matters or disputes arising out of this Agreement reasonably, in good faith and with a view to reaching a mutually satisfactory agreement. Each party shall make full, frank and open disclosure of any and all documents within their possession, custody or control as may be necessary to secure a negotiated solution to any matter or dispute arising under this Agreement.

b) Where agreement on any matter or dispute cannot be reached by negotiation, the parties may agree to retain a mutually acceptable mediator to assist them in reaching an agreement. If mediation is not agreed upon, or does not resolve the matter or dispute, then either party may submit the matter or dispute to arbitration pursuant to paragraph 60(c) of this Agreement.

c) If negotiation and mediation do not resolve any matter or dispute between the parties, then, subject to paragraph 60(d) of this Agreement, any matters or disputes between the parties arising out of this Agreement shall be referred to arbitration before a single arbitrator, if the parties agree upon one within three (3) business days. This time may be extended by mutual written agreement. Otherwise, the matter or dispute shall be submitted to three (3) arbitrators. One arbitrator is to be appointed by each party within three (3) business days of receiving notice in writing by the other (who shall simultaneously name their nominee) to do so. The third arbitrator, who shall be the chairperson, shall be chosen by the first two named, within three (3) business days after their selection. If a party fails to select their nominee within three (3) business days of receiving notice to do so in writing, then the matter shall revert to being heard by the one (1) arbitrator appointed by the party first requesting the other to name their nominee. The award and determination of the arbitrator or in the event of a panel of three arbitrators, any two of the three arbitrators, shall be rendered within thirty (30) days (or such longer time as may mutually be agreed upon) after selection of the sole arbitrator or Chairperson. The award shall be final and binding upon the parties and their respective successors and assigns.

d) It is understood, that in the case of termination of this Agreement by either party, the arbitrator(s) shall be limited to a determination of the appropriate payments to be made to the Contractor pursuant to paragraph 39 of this Agreement and payment for damages resulting from the Contractor's Winter Maintenance Activities pursuant to paragraphs 40-41 of this Agreement.

[BALANCE OF PAGE INTENTIONALLY BLANK, NEXT PAGE CONTAINS SIGNATURES]

IN WITNESS WHEREOF the parties hereto have caused these presents to be duly executed as of the day and year first above written:

SIGNED, SEALED & DELIVERED **CITY OF CHARLOTTETOWN**

Per: _____

_____
Witness

Per: _____

SIGNED, SEALED & DELIVERED _____.

Per: _____

_____
Witness

Per: _____

PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
November 10, 2026

The Protective & Emergency Services Committee met October 20, 2026 and the minutes are included in your package.

1st Reading to amend the Dangerous, Hazardous and Unsightly Premises Bylaw (2018-19) to incorporate the proposed revisions.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Julie McCabe, Chair

DRAFT

Protective & Emergency Services Committee
Tuesday, October 20, 2026
11:30 AM – Parkdale Room
Open Session

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, CAO
Darren MacDougall, APC
Tim Jenkins, AFC
Jill Stewart, EA

Regrets: Jackie Torraville, EA

1) Call to Order
Councillor Julie McCabe, Chair, called the meeting to order at 11:30 AM.

2) Declarations of conflict of interest
There were no conflicts of interest declared.

3) Approval of Agenda
It was moved by Councillor Kevin Ramsay and seconded by Mayor Philip Brown that the agenda be approved. Motion carried.

4) Approval of Minutes
It was moved by Councillor Kevin Ramsay and seconded by Mayor Philip Brown that the minutes from September 15, 2026 be approved. Carried.

5) Business Arising from Minutes
No business arising from the minutes.

6) Reports/Discussions:

a. Operational Report
Acting Fire Chief Tim Jenkins presented the report.

The report highlighted the number of fire/general inspections, fire investigations, education sessions, and emergency responses. Additional areas noted included training and department activities.

b. Proposed Amendments to the Dangerous, Hazardous, & Unsightly Premises Bylaw

Acting Police Chief Darren MacDougall presented the report.

The proposed amendments were reviewed, and it was noted that the changes were primarily administrative, correcting section references, including those in Sections 8.3 and 8.4, with no substantive changes to the by-law. Staff advised that the corrections were recommended by legal counsel following issues identified during the enforcement of hazardous property provisions.

It was moved by Councillor Kevin Ramsay and seconded by Mayor Philip Brown that the Proposed Amendments to the Dangerous, Hazardous, & Unsightly Premises Bylaw to forwarded to Council for approval. Carried.

c. Property & Evidence Management

Interim Chief Darren MacDougall provided an update on the Police Department's property and evidence management procedures and systems.

Interim Chief Darren MacDougall advised that the Department maintains a comprehensive operations manual outlining evidence-handling procedures. The manual was updated in 2020 to reflect advancements in DNA evidence collection and storage. He noted that the Department regularly reviews its policies and procedures to ensure they meet acceptable policing standards.

He outlined key developments in the Department's evidence management system, including the availability of dedicated storage facilities following the move to the current building in 1999 and the implementation of the RCMP's PROS electronic database in 2006, which includes a property management component.

Interim Chief Darren MacDougall noted that the Department has managed evidence associated with several significant investigations involving hundreds of exhibits. While acknowledging that issues can arise when managing large volumes of evidence, he stated that the Department had not experienced issues he considered concerning. He emphasized that the circumstances prompting the current discussion were being taken seriously and that the Department would review its existing practices to identify opportunities for improvement.

Policy and Governance Discussion

Committee members raised concerns regarding the accessibility and currency of municipal policies and operational manuals on the City's website. It was noted that some publicly available documents appeared outdated and that the evidence-handling procedures referenced by the Chief were not readily accessible.

Members emphasized the importance of ensuring that municipal policies and procedures are regularly reviewed, updated and made available to the public where appropriate. The need to distinguish between Council-approved policies and internal departmental operational manuals was also discussed.

The CAO was asked to note the concerns for consideration by the incoming Council. Members suggested that the incoming Council review its governance responsibilities, clarify which policies require Council approval, and establish an appropriate process for reviewing and updating policies and procedures.

The City's website redevelopment was also discussed. It was noted that funding had been allocated for a new website platform; however, implementation had been delayed due to the resources required to transition other communication systems, including telephone services, email and online streaming. Members emphasized the importance of prioritizing the website redevelopment and ensuring that sufficient resources are available to maintain current and accessible municipal information.

Independent Review

Members discussed the concerns arising from the withdrawal of charges in the Byron Carr case and expressed sympathy for the Carr family and loved ones, whose wait for answers continues.

Members supported an independent review of the circumstances surrounding the case and the Department's evidence management practices. It was suggested that the City contact the provincial Department of Justice or the Attorney General's Office to explore the possibility of an independent review.

Members emphasized the importance of cooperating with any duly authorized review process, including consideration of recommendations arising from its findings. The discussion also recognized the need to respect the independence of

Crown prosecution decisions, the presumption of innocence, and the legal rights and privacy of all individuals involved.

Members noted that the Department's evidence management systems and procedures have changed substantially since the original investigation in 1988. An independent assessment, including appropriate peer review, was considered beneficial in evaluating current policies and practices, identifying potential improvements, and providing public assurance.

Members expressed support for the Charlottetown Police Services and acknowledged the Department's longstanding contribution to public safety. They also recognized the importance of transparency, public confidence and providing residents with accurate information as further verified details and review arrangements become available.

Interim Chief Darren MacDougall was commended for his public communications regarding the matter and for his willingness to cooperate with an appropriate review process.

7) New Business

Councillor Julie McCabe, Chair, requested that an update on the 30 Forward Initiative be provided at the next meeting.

8) Adjournment

Moved by Mayor Philip Brown and seconded by Councillor Kevin Ramsay that the meeting be adjourned. Carried.

The meeting adjourned at 12:03pm

City of Charlottetown Committee Report

Report No.: 10-2026-01

Date: October 20, 2026

Directed to Council through the following Committee:
Protective and Emergency Services

Attachments:
- None

Reporting Department:
Protective and Emergency Services

Other Associated Departments:
None

Prepared by:
AFC T. Jenkins

Report Title:
Operational Report

Report Purpose:
Provide operational response information and fire prevention activities.

Staff Recommendation:
That Council receives this report as information.

Report Details:

	SEPT	YTD
General Inspections	13	108
Hazard Compliance Orders	7	64
Inspections Closed	12	77
Fire Investigations	0	16
Plan Reviews/permits/consults	9	133
Drill sessions/Engine Visits	9	98
Fire Inspector Callouts	13	92

Emergency Response	**Sept**	**YTD**	**Change Yr/yr**
Engine 1	36	378	+14.9%
District 1	22	142	-23.2%
District 2	28	298	+12.9%
Total	**86**	**818**	**-2.7%**

- A review of Fire Underwriters Recommendations was presented to Council with a recommendation to publicly release the report, redacting only information which might affect future land negotiations.
- Fall training in full swing with Capital Region partners and Fire School evolutions.
- Procurement of Engine 2 (2026), Engine 4 (2027) and Fire Rescue Craft progressing as scheduled.
- Public engagement, including our annual open house, has been well attended and received.
- We are progressing well with the early implementation of our new software platform “First Due”.

Council or Committee History:

- Monthly updates

Financial Implications:

- None 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**
AFC T. Jenkins	B. MacConnell

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: 10-2026-02

Date: October 20, 2026

Directed to Council through the following Committee:
Protective & Emergency Services Committee

Reporting Department:
Protective and Emergency Services

Other Associated Departments:
Administration

Prepared by:
Tracey McLean, Procedure & Records Coordinator

Attachments:

• Redlined Version of the Dangerous, Hazardous, and Unsightly Premises Bylaw.

Report Title:
Proposed amendments to the Dangerous, Hazardous and Unsightly Premises Bylaw (2018-19).

Report Purpose:
To present proposed amendments to the Dangerous, Hazardous and Unsightly Premises Bylaw to rectify minor housekeeping errors recently identified by staff and legal.

Staff Recommendation:
That Council amend the Dangerous, Hazardous and Unsightly Premises Bylaw (2018-19) to incorporate the proposed revisions.

Report Details:
Staff and legal identified minor typographical errors and recommend amending the Dangerous, Hazardous and Unsightly Premises Bylaw as follows:

Section 9 non-compliance
9.1 "*Where the Owner of the Property upon whom a Notice pursuant to ~~Section 8.2~~ **Section 8.3** has been served, does not comply with the requirements of such Notice, the City may, by its own forces or those of a contractor, immediately enter on the Property and carry out the work described in the Notice at the expense of the Owner, in order to bring the Property into compliance with the requirements of this Bylaw.*"

9.3 "*Where the Owner of the Property upon whom a Notice pursuant to ~~Section 8.3~~ **Section 8.4** has been served, does not comply with the requirements of such Notice, the Inspector shall notify Council, with the Recommendation, and Council may authorize an Inspector by Resolution, through its own forces or those of a contractor, immediately enter on the Property and carry out the work described in the Resolution at the expense of the Owner, in order to bring the Property into compliance with the requirements of this Bylaw.*

A Resolution passed by Council shall be in effect for eighteen months (18) months from the date of passing and enables the Inspector to re-enter at any time to remedy a recurring condition."

Council or Committee History:
March 11, 2025 – Most recent amendments made to the Dangerous, Hazardous and Unsightly Premises Bylaw.

Financial Implications:
None at this stage.

Public Engagement and Communication:
N/A

Legislative Authority:
Municipal Government Act (RSPEI 1988, c M-12.1)

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).
Governance and Civic Engagement: Develop new systems to strengthen annual monitoring to enhance the accountability framework (page 11).

Reviewed By:

Manager	**Director/CAO**
D. MacDougall	B. MacConnell

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
DANGEROUS, HAZARDOUS & UNSIGHTLY PREMISES BYLAW
AMENDMENT BYLAW #2018-09-B

Amend the City of Charlottetown's Dangerous, Hazardous & Unsightly Premises Bylaw, #2018-19, to correct typographical errors in Section 9 Non-Compliance Subsections 9.1 and 9.3.

1st Reading

RESOLVED: That the bylaw to amend the **"CITY OF CHARLOTTETOWN DANGEROUS, HAZARDOUS & UNSIGHTLY PREMISES BYLAW"** be read a **first** time.

Moved by Councillor _____Julie McCabe

Seconded by Councillor_____Kevin Ramsay
Date: November 10, 2026

RESOLVED: That the bylaw now be approved as a City Bylaw and that it be entitled the **"CITY OF CHARLOTTETOWN DANGEROUS, HAZARDOUS & UNSIGHTLY PREMISES BYLAW** "and that it be read a **second** time at the next public meeting of Council.

Moved by Councillor _____Julie McCabe

Seconded by Councillor_____Kevin Ramsay
Date: November 10, 2026

2nd Reading & Adoption

THEREFORE: Be it resolved that the **"CITY OF CHARLOTTETOWN DANGEROUS, HAZARDOUS & UNSIGHTLY PREMISES BYLAW** ", which was read the first time on November 10, 2026. be read a **second** time and that the said Bylaw now be approved and adopted.

Moved by Councillor _____

Seconded by Councillor_____
Date:

This Dangerous, Hazardous & Unsightly Premises Amendment Bylaw #2018-09-B was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

_____
Mayor

_____
CAO

City of Charlottetown, PEI
A Bylaw to Amend the City of Charlottetown Dangerous, Hazardous & Unsightly Premises Bylaw
Amendment Bylaw #2018-09-B

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

PART I – INTERPRETATION AND APPLICATION

1. Title

1.1. This bylaw shall be known and cited as the "Dangerous, Hazardous & Unsightly Premises Amendment Bylaw, #2018-09-B."

2. Purpose

2.1. The purpose of this Bylaw is to amend the City of Charlottetown's Dangerous, Hazardous & Unsightly Premises Bylaw, #2018-09, to correct typographical errors in Section 9 Non-Compliance subsections 9.1 and 9.3.

3. Authority

3.1. Pursuant to Part 5, Section 134 (1) – Revision of Bylaws of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12 a council may, by bylaw, authorize a person to conduct a revision of all or any of the bylaws of the municipality.

4. Definitions

4.1. In this bylaw, any word and term that is defined in the Municipal Government Act, Highway Traffic Act, Real Property Assessment Act, Environmental Protection Act and/or the Material Stewardship & Recycling Regulations and the City of Charlottetown Dangerous, Hazardous & Unsightly Premises Bylaw, has the same meaning as in the Acts, Regulations or Bylaw.

5. Non-Compliance – Section 9 – of the City of Charlottetown Dangerous, Hazardous & Unsightly Premises Bylaw is hereby amended by the following:

5.1. Subsection 9.1 - *"Where the Owner of the Property upon whom a Notice pursuant to ~~Section 8.2~~ **Section 8.3** has been served, does not comply with the requirements of such Notice, the City may, by its own forces or those of a contractor, immediately enter on the Property and carry out the work described in the Notice at the expense of the Owner, in order to bring the Property into compliance with the requirements of this Bylaw."*

5.2. Subsection 9.3 – *"Where the Owner of the Property upon whom a Notice pursuant to ~~Section 8.3~~ **Section 8.4** has been served, does not comply with the requirements of such Notice, the Inspector shall notify Council, with the Recommendation, and Council may authorize an Inspector by Resolution, through its own forces or those of a contractor, immediately enter on the Property and carry out the work described in the Resolution at the expense of the Owner,*

in order to bring the Property into compliance with the requirements of this Bylaw.

A Resolution passed by Council shall be in effect for eighteen months (18) months from the date of passing and enables the Inspector to re-enter at any time to remedy a recurring condition."

6. Effective Date

6.1. This Dangerous, Hazardous & Unsightly Premises Amendment Bylaw, #2018-09-B shall be effective on the date of approval and adoption below.

First Reading:
This Dangerous, Hazardous & Unsightly Premises Amendment Bylaw, #2018-09-B, was read a first time and approved by a majority of members present at the Council meeting held on the ____day of _____, 2026.

Second Reading:
This Dangerous, Hazardous & Unsightly Premises Amendment Bylaw, #2018-09-B, was read a second time and approved by a majority of members present at the Council meeting held on the ____day of _____, 202_.

Approval and Adoption by Council:
This Dangerous, Hazardous & Unsightly Premises Amendment Bylaw, #2018-09-B, was approved and adopted by a majority of Council members present at the Council meeting held on the ____day of _____, 202_.

Witness the corporate seal of the City of Charlottetown

_____ _____

Mayor (Sealed Signature) **Chief Administrative Officer (Sealed Signature)**

This Dangerous, Hazardous & Unsightly Premises Amendment Bylaw, 2018-09-B adopted by the Council of the City of Charlottetown on ____day of _____, 202_ is certified to be a true copy.

_____ _____

Chief Administrative Officer **Date**

City of Charlottetown Committee Report

Report No: 10-2026-03

Date: October 20, 2026

Directed to Council through the following Committee:
Protective and Emergency Committee

Attachments:
- None

Reporting Department:
Police

Other Associated Departments:
None

Prepared by:
Interim Chief Darren MacDougall

Report Title:
Property and Evidence Management

Report Purpose:
To provide Council an update on the department's property and evidence management.

Staff Recommendation:
That Council receives this report as information.

Report Details:

Property and Evidence Management

In 1999, the Police Department relocated to its current facility at 10 Kirkwood Drive, which includes a properly secured bond room for the storage of property and evidence.

A property handling policy and procedure was introduced in conjunction with the move to the new facility. The policy establishes requirements for the secure storage, documentation, and accountability of property and evidence, including maintaining chain of custody, conducting inspections of storage areas, and controlling access to the evidence room (bond room).

In 2020, the policy was updated to address the handling and storage of DNA evidence and to incorporate other identified improvements to property and evidence management procedures.

These measures provide an established framework for the secure handling, storage, and tracking of property and evidence held by the Police Department.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority: Police Act	
Strategic Alignment: Accountability & Transparency	
Reviewed By:	
Manager / Director D. MacDougall	**CAO** B. MacConnell
Committee Recommendation: (if differing from staff)	

Monthly Council Meeting Statistics - Oct, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Robbery	0	0	2	0	8	#DIV/0!	-75%
Serious (Murder)	0	0	1	0	0	#DIV/0!	#DIV/0!
All type Assaults	46	38	382	33	308	15%	24%
Sexual (sex assault, voyeurism)	15	13	77	4	52	225%	48%
Sexual Child related	3	3	43	3	36	0%	19%
Threats	35	30	338	35	321	-14%	5%
Hate Crimes (new Jan 2026)		2	14	1	8	100%	75%
Total Crimes Against Persons	**99**	**84**	**843**	**75**	**725**	**12%**	**16%**

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Break & Enter	18	15	104	14	101	7%	3%
Theft Under $5000	50	42	371	29	311	45%	19%
Theft from Motor Vehicles	17	17	85	19	160	-11%	-47%
Theft of Motor Vehicles	3	3	24	3	20	0%	20%
Shoplifting	17	17	107	19	135	-11%	-21%
Mischief Under $5000	42	39	312	35	268	11%	16%
Frauds	12	12	193	16	189	-25%	2%
All Other Property Crimes		21	266	33	236	-36%	13%
Total Property Crimes	**182**	**166**	**1462**	**168**	**1420**	**-1%**	**3%**

Impaired/CDSA/Other/Total Occurrences	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
All cc Driving & Impaired	23	14	271	28	319	-50%	-15%
CDSA	17	17	160	10	178	70%	-10%
All Other Criminal Code	78	77	702	79	621	-3%	13%
Total Monthly Occurrences		1563	15148	1528	14912	2%	2%

MUNICIPAL BYLAWS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Parking	1810	1810	14984	1517	17563	19%	-15%
Nuissance	44	43	447	30	362	43%	23%
Dog	1	1	52	1	56	0%	-7%
Total	1854	1854	15483	1548	17981	20%	-14%
LCA	26	26	213	24	231	8%	-8%

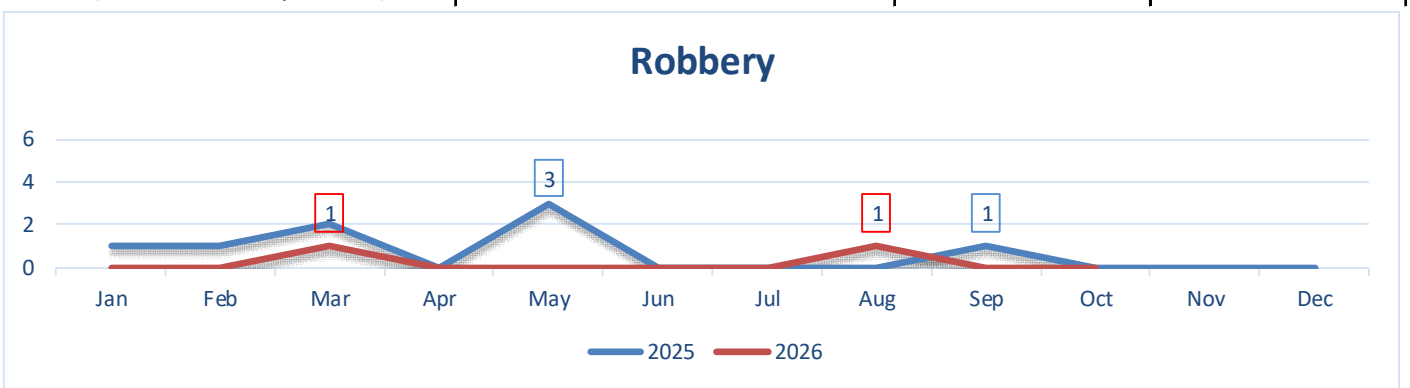
HTA & MVC's	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Highway Traffic Act	98	98	1041	89	927	10%	12%
HTA Violations		108	1535	153	1857	-29%	-17%
Other Traffic	8	8	97	10	94	-20%	3%
Motor Vehicle Collisions	not available at time of writing			95	969	#VALUE!	-100%

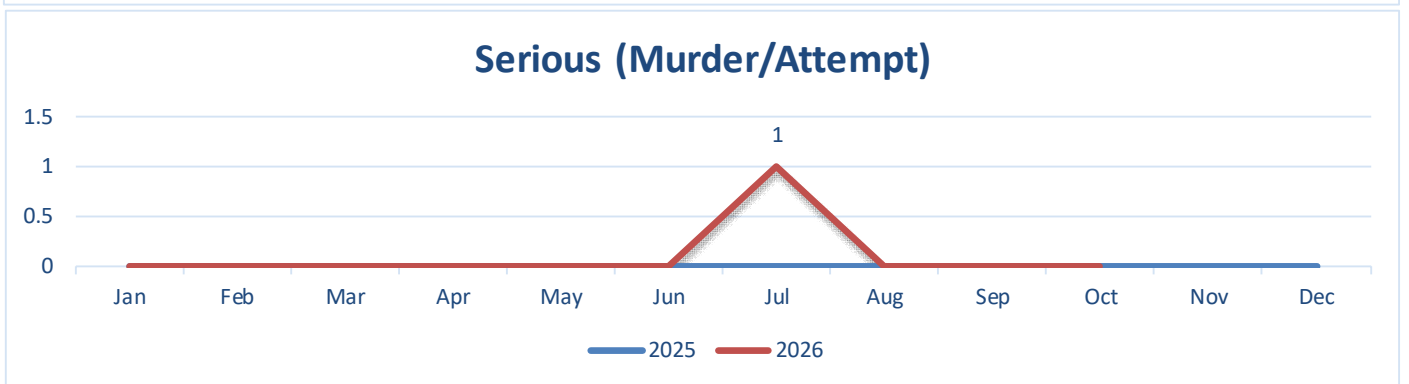
Mental Health	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Attempt/threat of suicide *		32	271	39	332	-18%	-18%
Mental Health Act		87	844	88	880	-1%	-4%
Wellbeing check		76	771	90	757	-16%	2%
Total MHA + Wellbeing checks		**163**	**1615**	**178**	**1637**	**-8%**	**-1%**

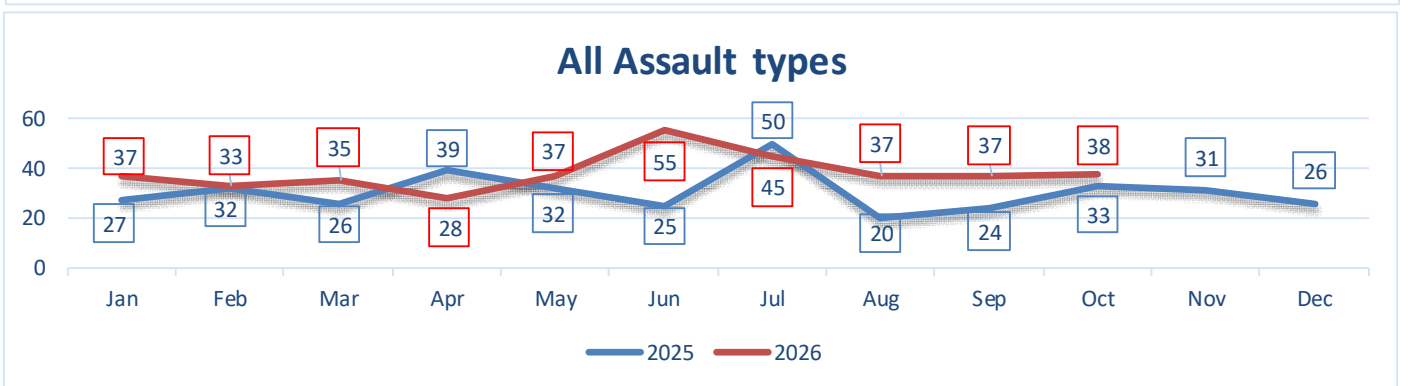
* Attempt/threat of suicide is inclusive with MHA, do not add both results.

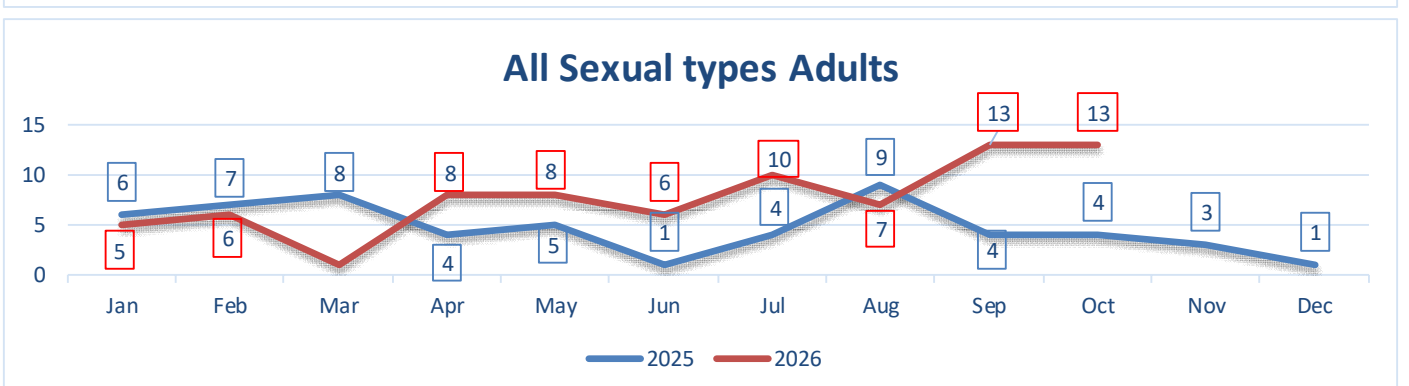
Monthly Council Meeting Statistics - Oct, 2026

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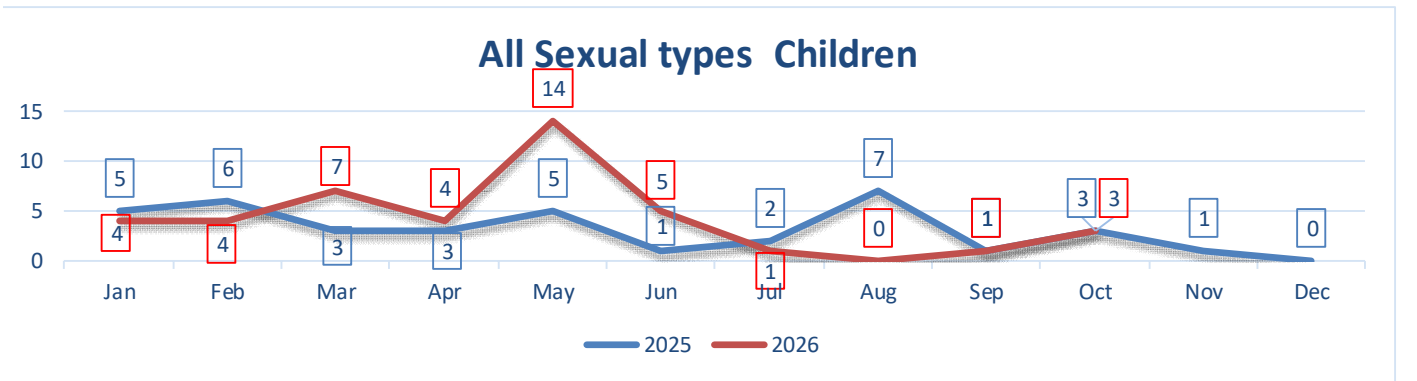


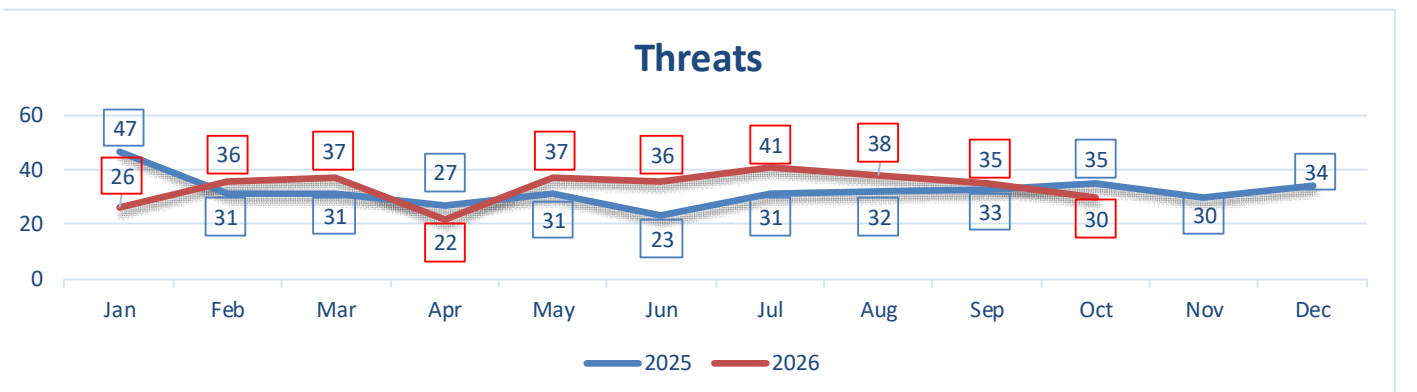


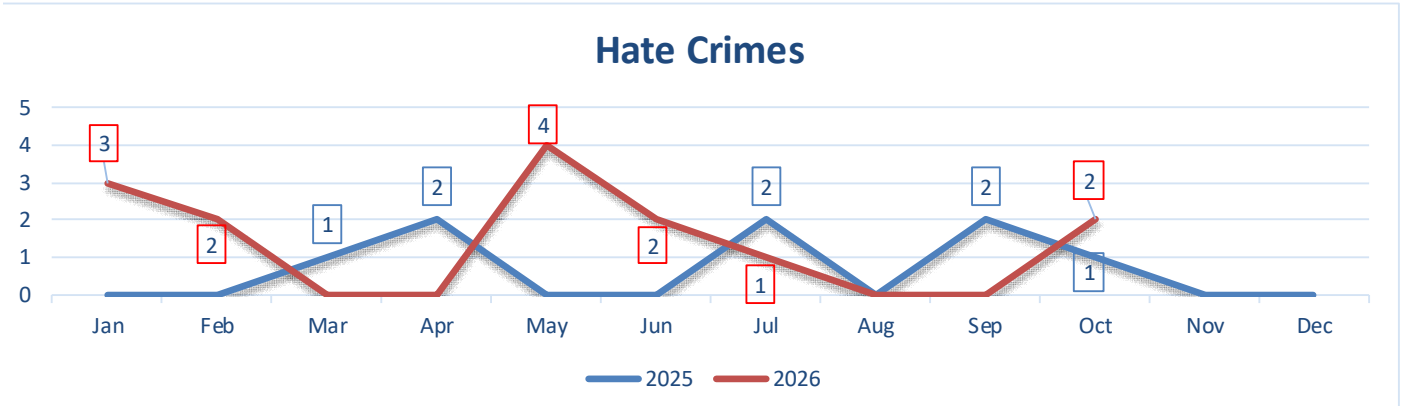


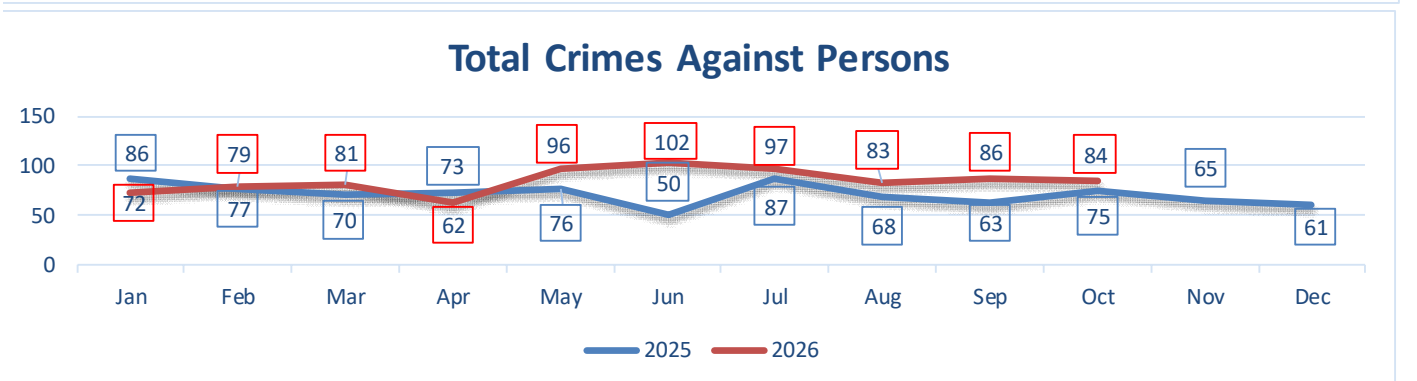
Monthly Council Meeting Statistics - Oct, 2026

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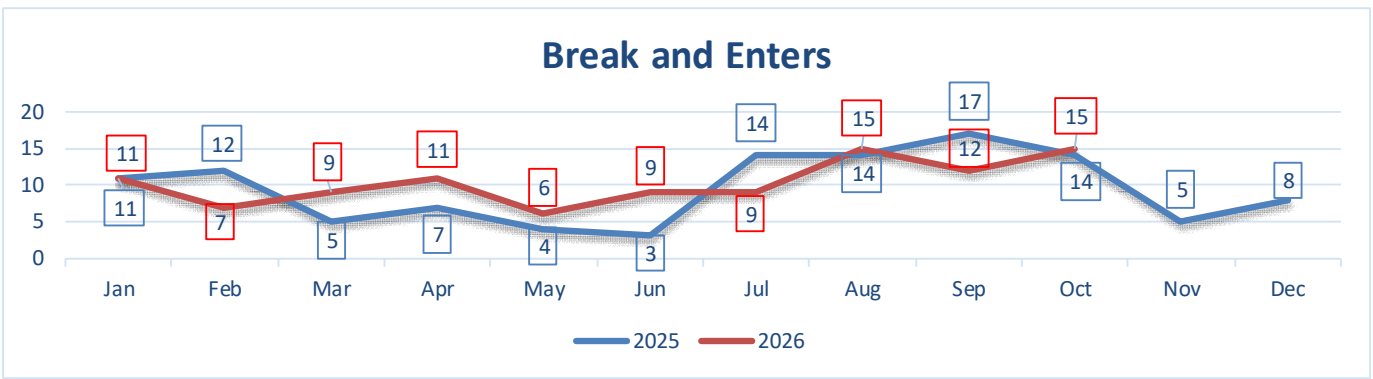


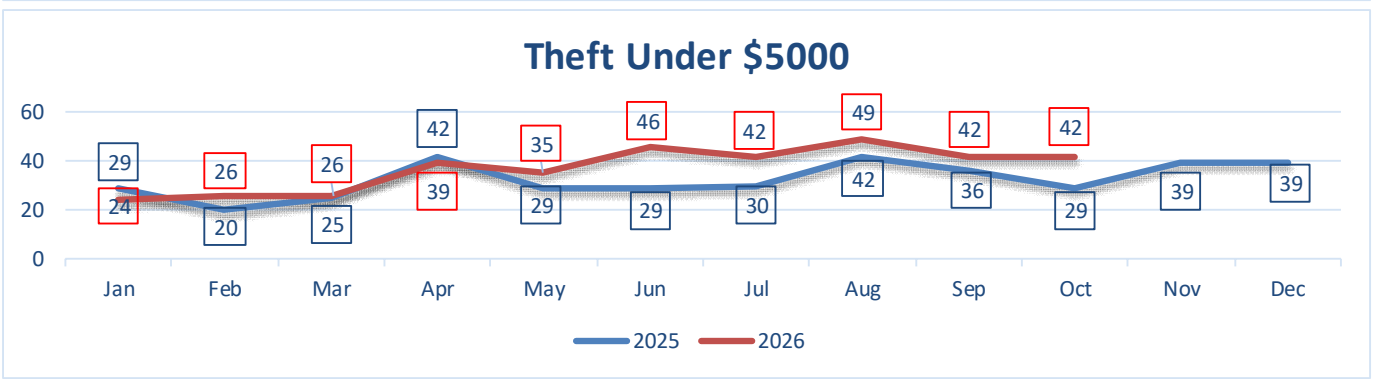


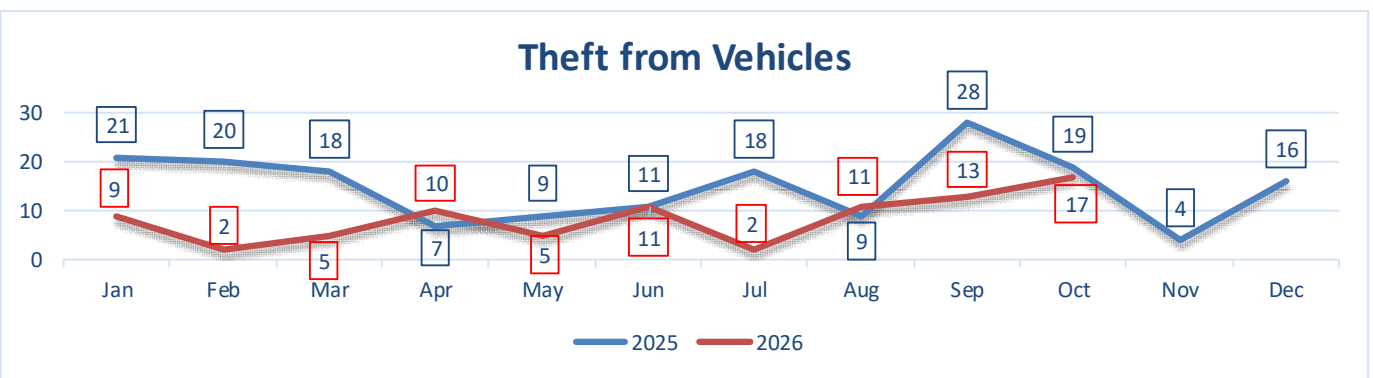


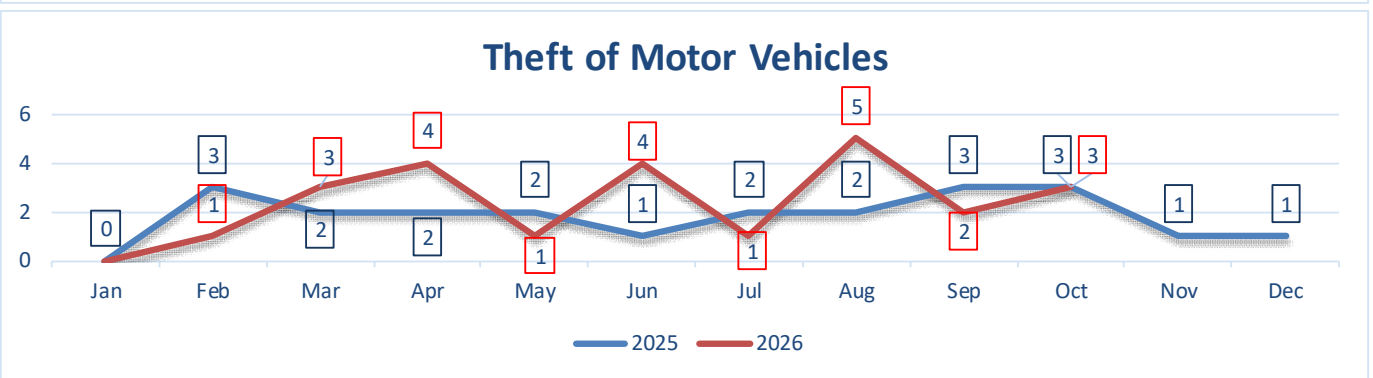
Monthly Council Meeting Statistics - Oct, 2026

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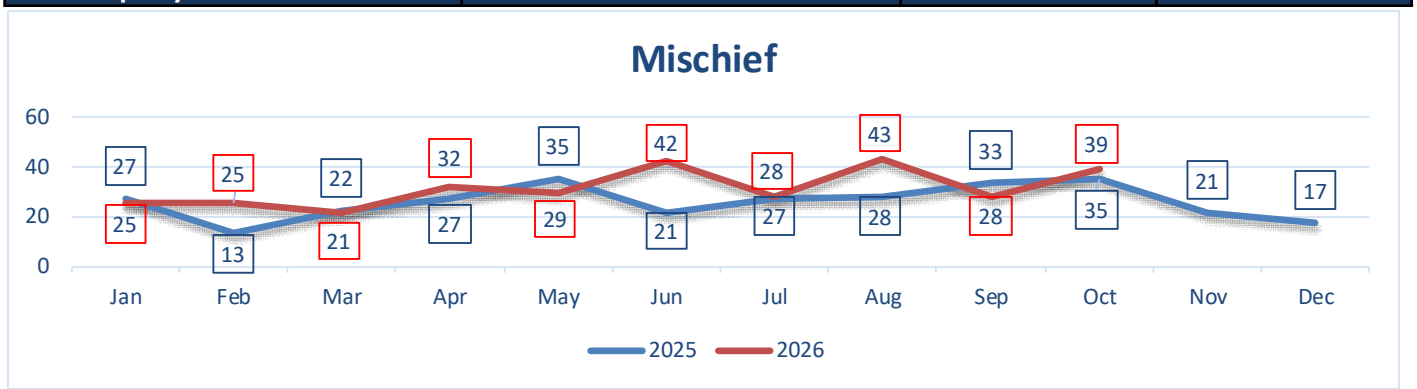


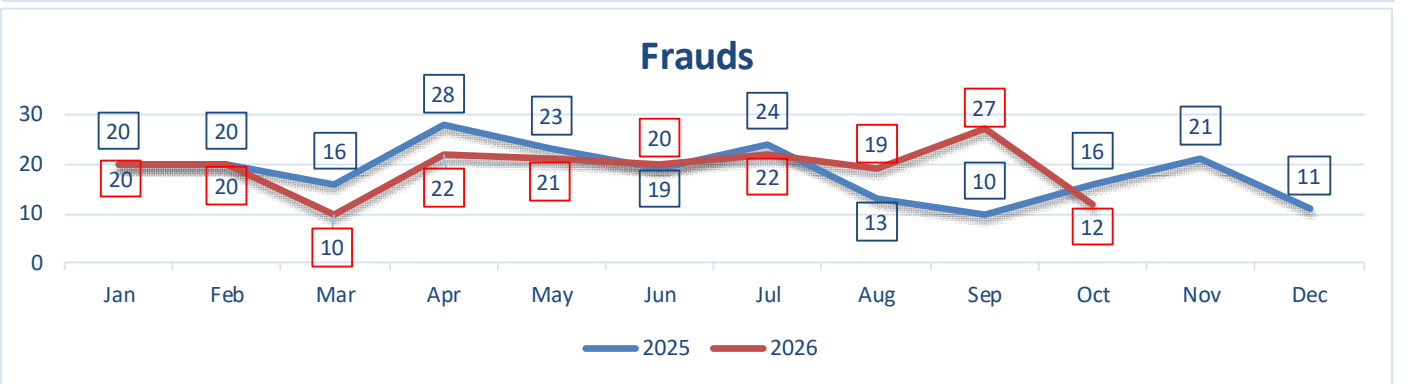


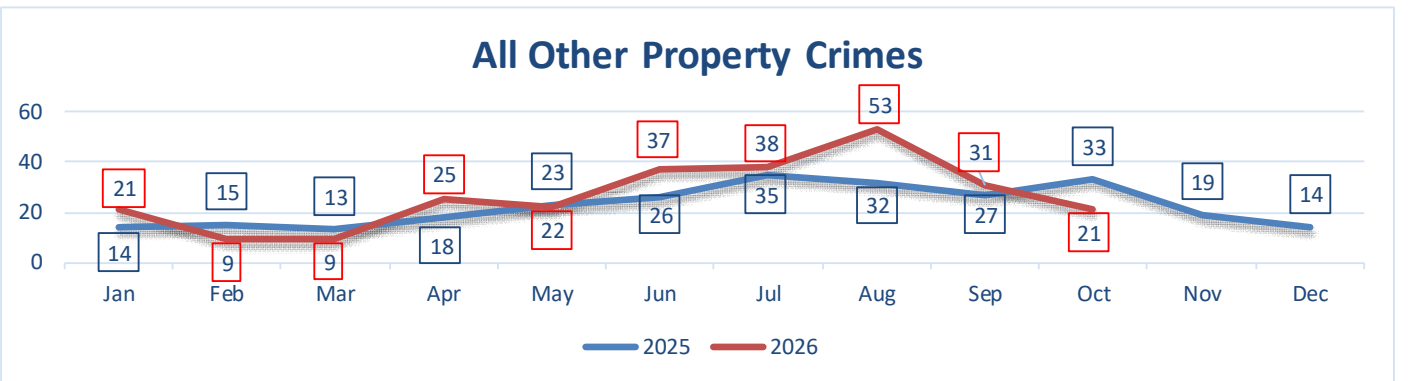


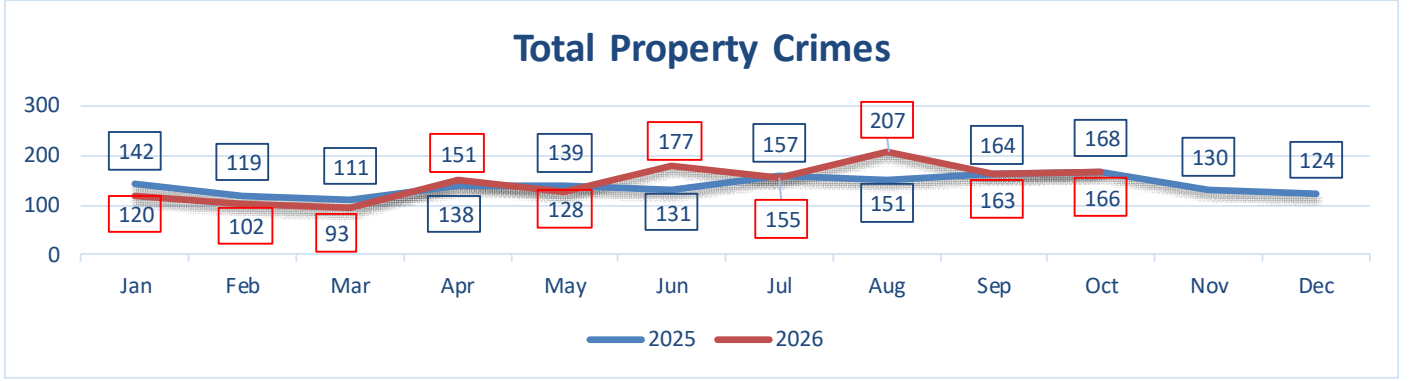
Monthly Council Meeting Statistics - Oct, 2026

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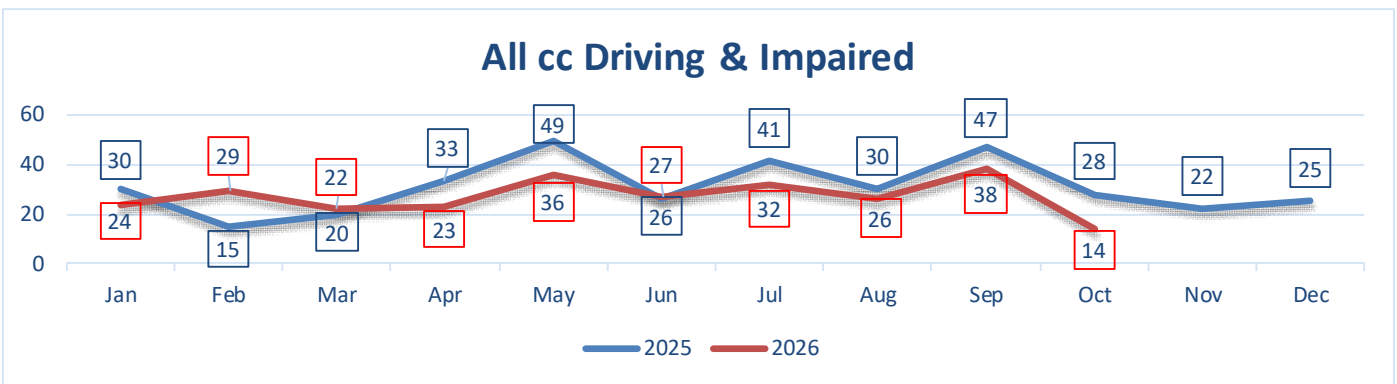


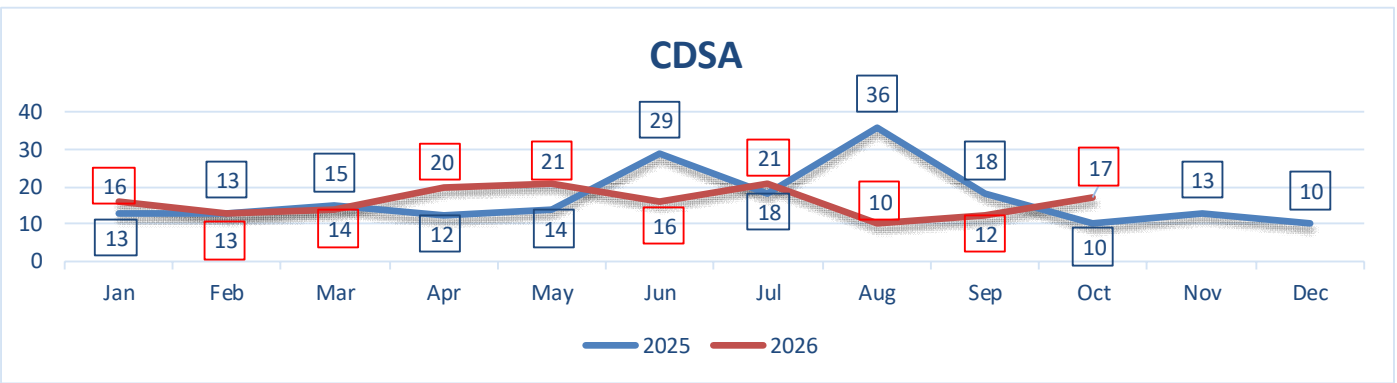


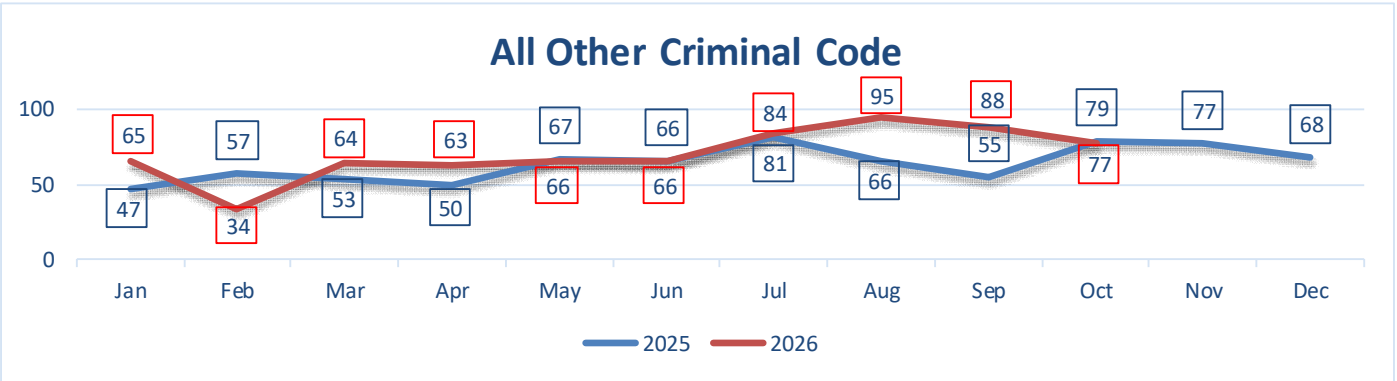


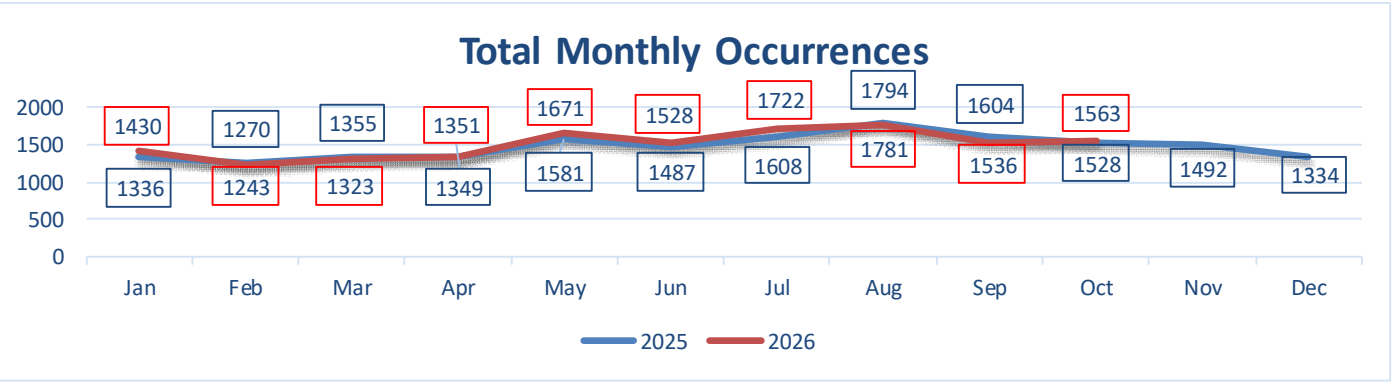
Monthly Council Meeting Statistics - Oct, 2026

Impaired/CDSA/Other/Total Occurrences	2026			2025		% Chg over previous	
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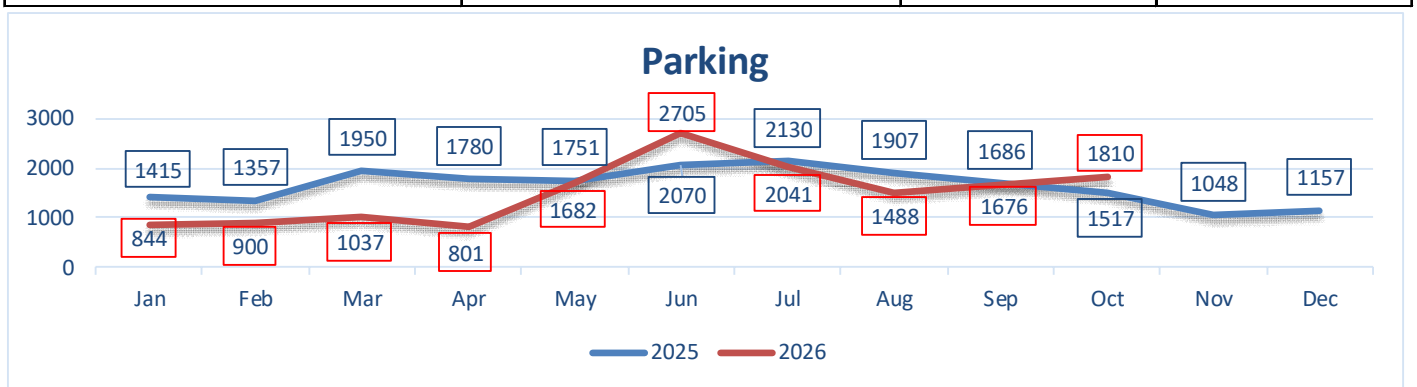


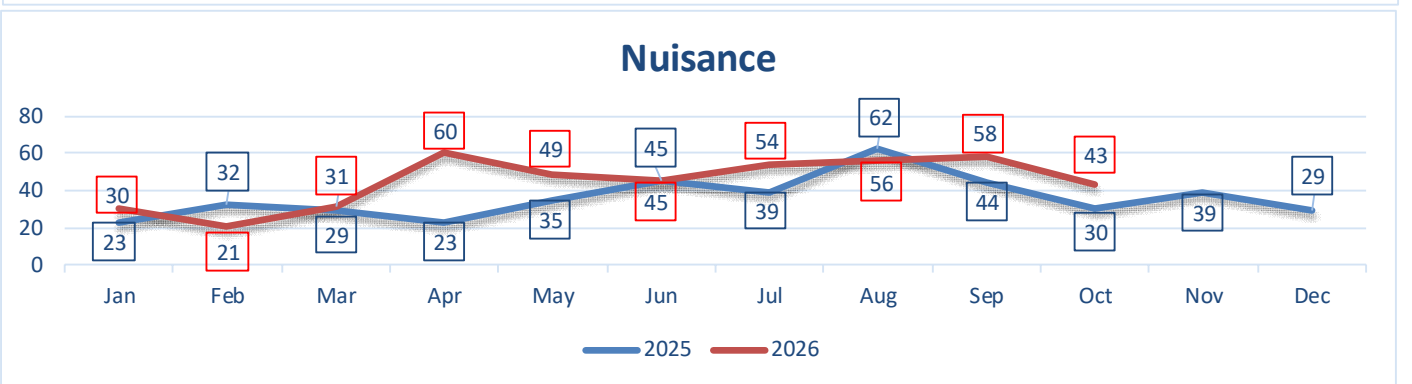


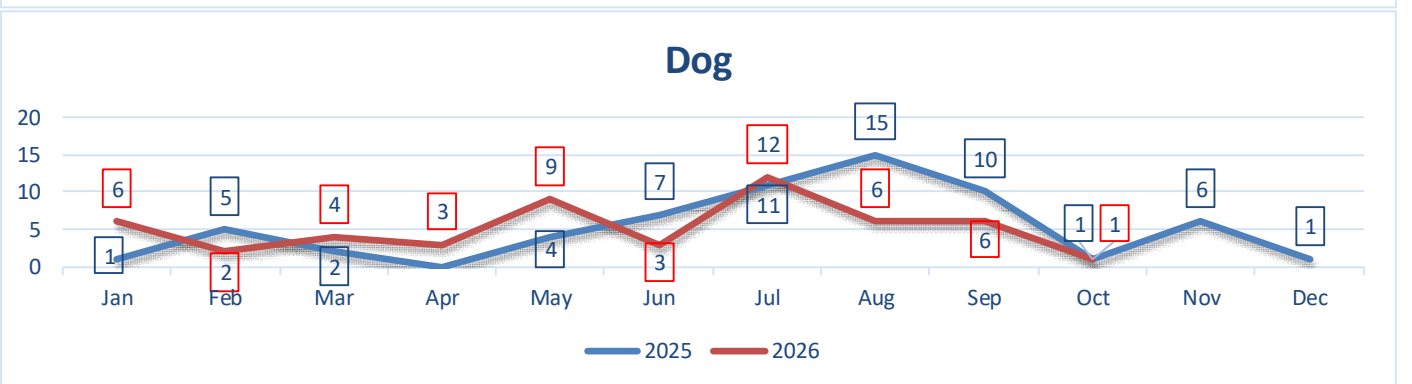


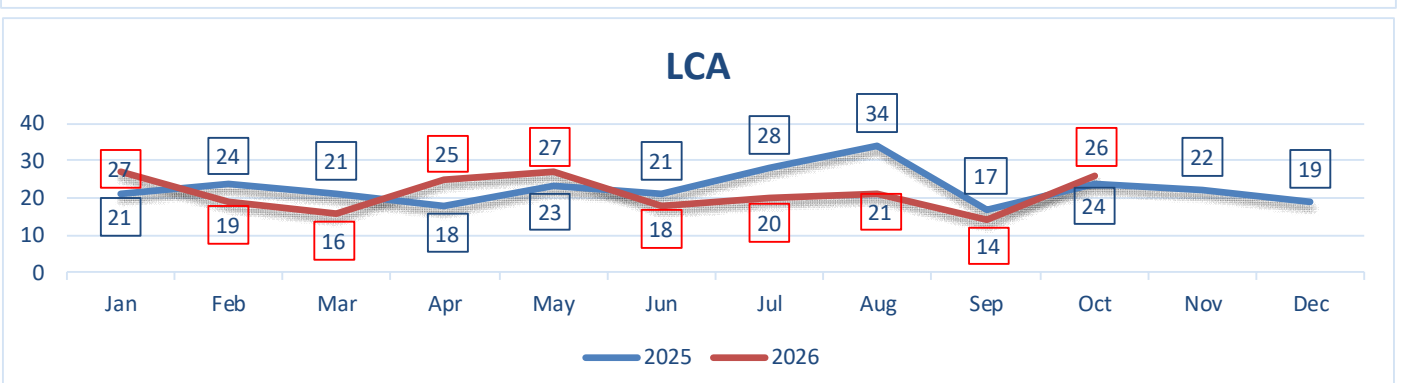
Monthly Council Meeting Statistics - Oct, 2026

MUNICIPAL BYLAWS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
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Nuissance	44	43	447	30	362	43%	23%
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Total	1854	1854	15483	1548	17981	20%	-14%
LCA	26	26	213	24	231	8%	-8%



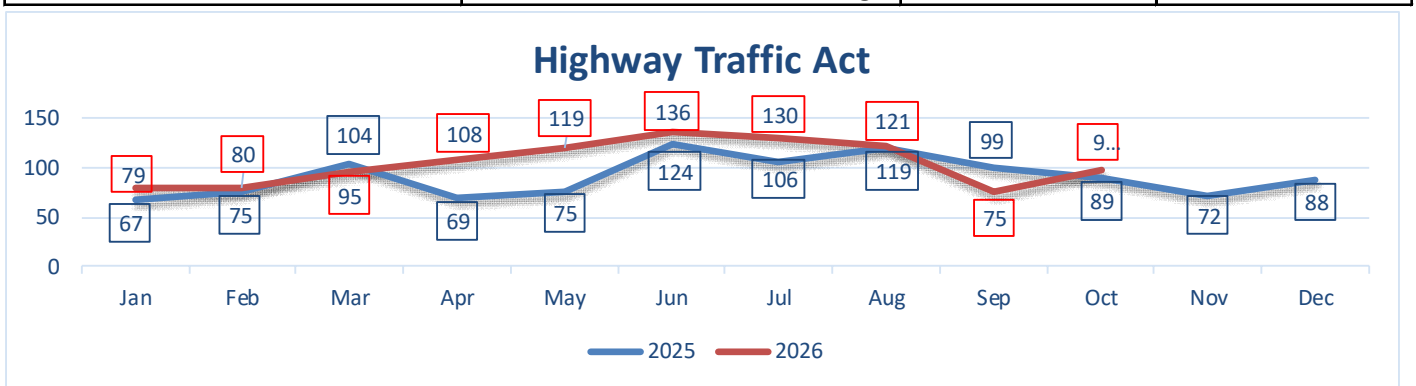


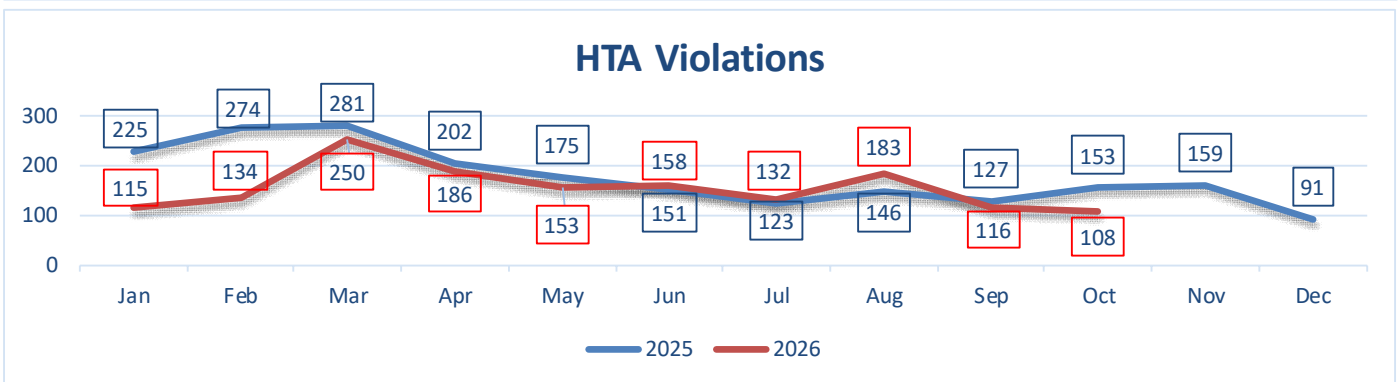


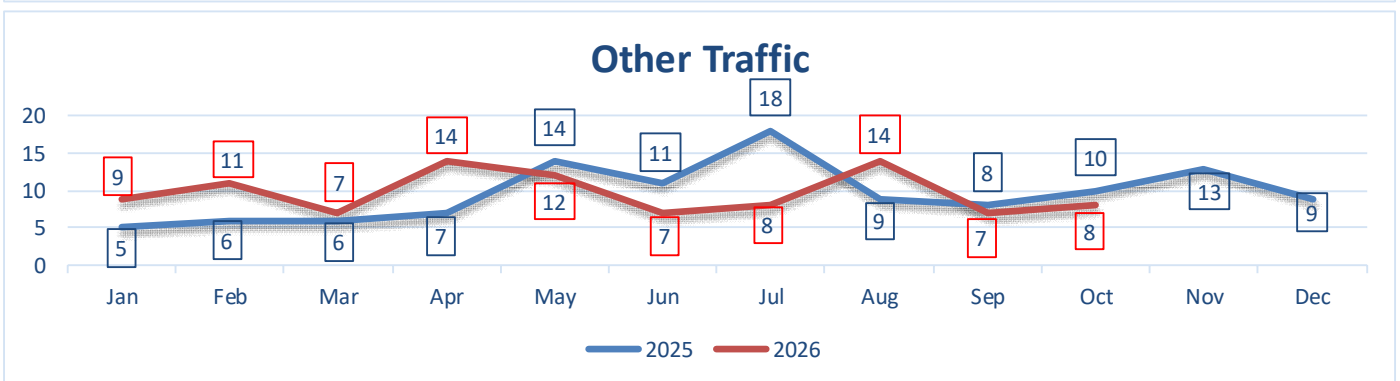


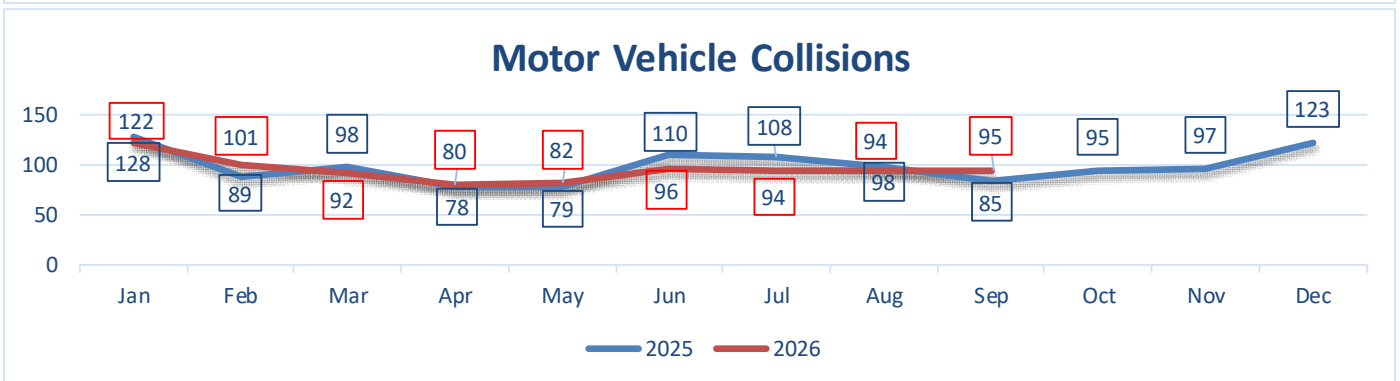
Monthly Council Meeting Statistics - Oct, 2026

HTA & MVC's	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Highway Traffic Act	98	98	1041	89	927	10%	12%
HTA Violations		108	1535	153	1857	-29%	-17%
Other Traffic	8	8	97	10	94	-20%	3%
Motor Vehicle Collisions	not available at time of writing			95	969	#VALUE!	-100%





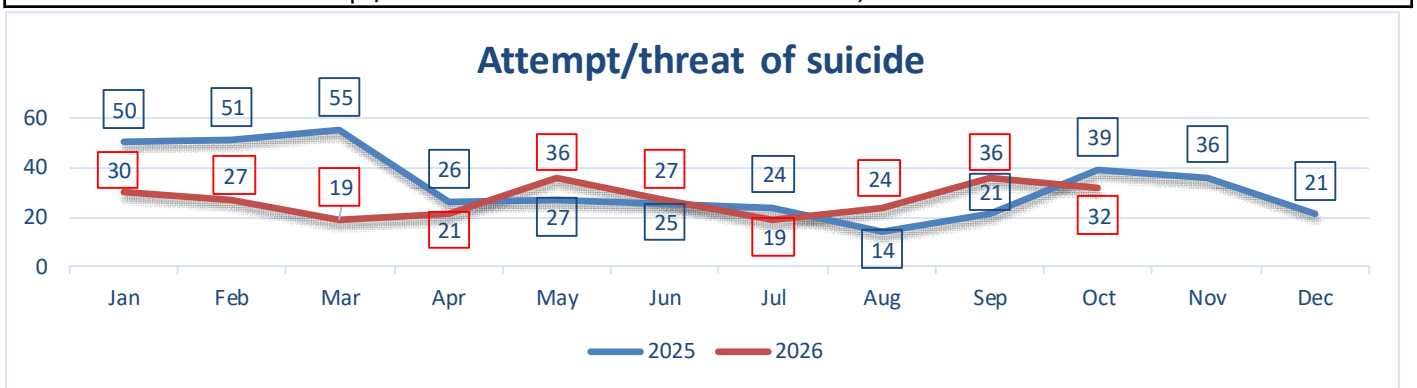


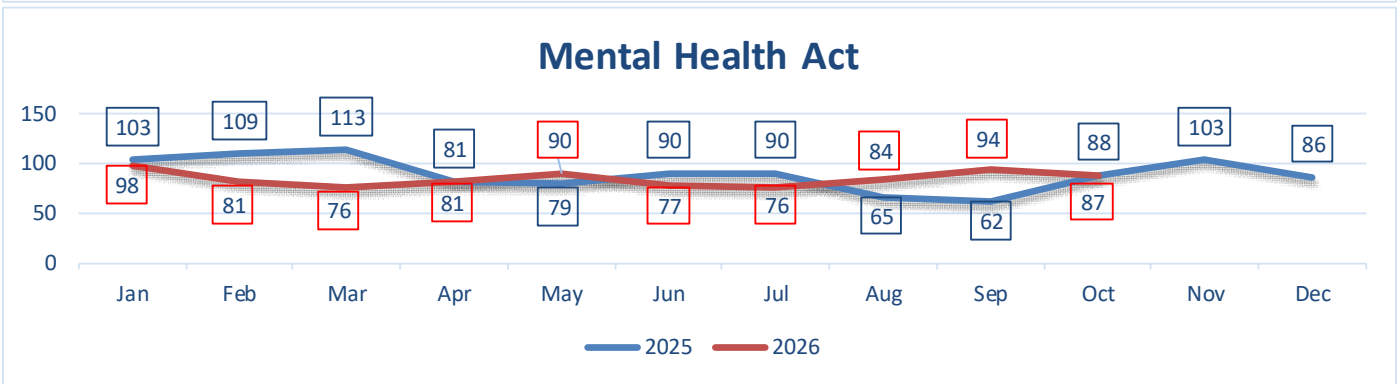


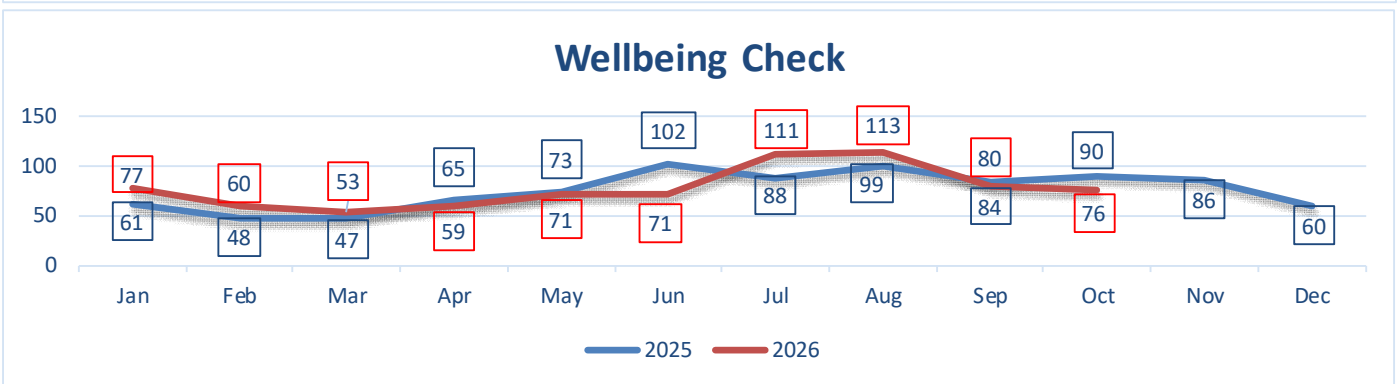
Monthly Council Meeting Statistics - Oct, 2026

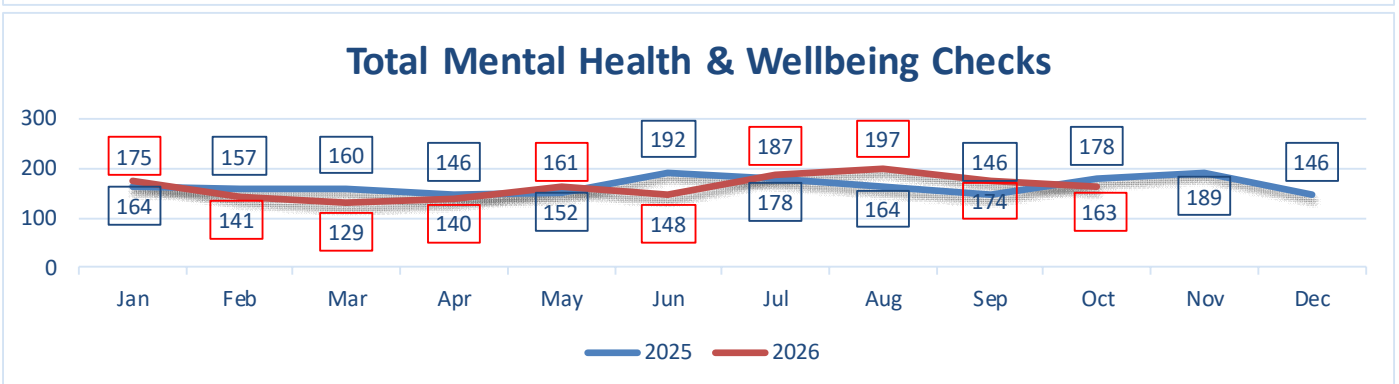
Mental Health	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Attempt/threat of suicide *		32	271	39	332	-18%	-18%
Mental Health Act		87	844	88	880	-1%	-4%
Wellbeing check		76	771	90	757	-16%	2%
Total MHA + Wellbeing checks		**163**	**1615**	**178**	**1637**	**-8%**	**-1%**

* Attempt/threat of suicide is inclusive with MHA, do not add both results.









ECONOMIC, TOURISM &
CULTURAL DEVELOPMENT COMMITTEE
REPORT TO COUNCIL
NOVEMBER 10, 2026

The Economic, Tourism & Cultural Development Committee has not met since the last meeting of Council.

The Arts Advisory Board did not meet since the last meeting of Council.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Terry Bernard, Chair

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
November 10, 2026

The Parks, Recreation and Leisure Activities Committee has not met since the previous Regular Meeting of Council.

There are no resolutions for Council's consideration.

Respectfully submitted,
Councillor Kevin Ramsay, Chair

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

New Business # 1

MOTION CARRIED _____
MOTION LOST _____

Date: November 10, 2026

Moved by Councillor _____

Seconded by Councillor _____

WHEREAS the City of Charlottetown recognizes individuals whose exceptional accomplishments and contributions bring distinction and pride to our community;

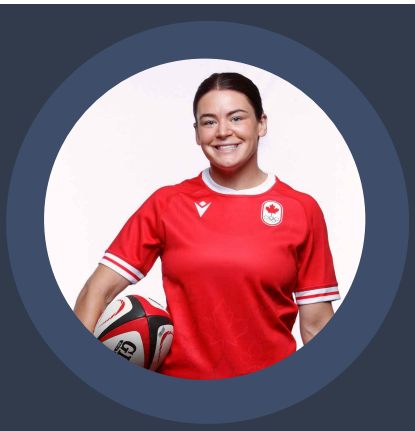
AND WHEREAS Alysha Corrigan, a Charlottetown resident and distinguished Canadian rugby athlete, has achieved outstanding success representing Canada at the highest levels of international competition, including the Olympic Games, World Championships and Rugby World Cup;

AND WHEREAS her remarkable athletic accomplishments, leadership and dedication have brought national and international recognition and pride to Charlottetown and Prince Edward Island;

AND WHEREAS Alysha has also demonstrated a commitment to her community through coaching, mentorship and inspiring the next generation of athletes;
AND WHEREAS her accomplishments and contributions, as outlined in the supporting résumé accompanying this nomination, exemplify the exceptional level of achievement and recognition deserving of consideration under the City's Key to the City Protocol;

THEREFORE BE IT RESOLVED that Charlottetown City Council hereby unanimously approves the awarding of the Ceremonial Key to the City of Charlottetown to Alysha Corrigan, in recognition of her outstanding athletic achievements, her representation of Canada on the international stage, and the pride and inspiration she has brought to our community.

BE IT FURTHER RESOLVED that the presentation of the Key to the City be arranged at a suitable civic occasion in recognition of Alysha Corrigan's remarkable achievements and contributions.



Alysha Corrigan

Olympian

About Me

I am a proud Canadian national-level Olympic athlete with a deep commitment to excellence, perseverance, and leadership both on and off the field. My journey in high-performance sport has shaped me into a resilient and driven individual who thrives under pressure, leads by example, and values teamwork at every level.

Athletic Experience

Oct 2018 - present: Team Canada Rugby

Accomplished semi-professional athlete with 8 years of experience representing Team Canada at the highest level of international competition. Consistently selected for national team rosters due to elite performance, resilience, and leadership. Known for a relentless work ethic, adaptability in high-pressure environments, and a commitment to excellence on and off the field.

- Represented Team Canada at the Olympic Games, Pan Am Games, World Championships and Rugby World Cup
- Placed 2nd at the 2024 Olympic Games and the 2023 Pan Am games
- Placed 3rd at the 2025 & 2026 World Championships
- Placed 4th at the 2022 World Cup
- Placed 2nd at the 2025 World Cup

Jan 2021 - present: Saracens

Successfully adapted to a new country and contributed to a championship-winning club, demonstrating strong adaptability, teamwork, and performance in a high-pressure environment.

- 2021, 2025 2nd place
- 2022 & 2026 Champions

Speaking & Engagements

Richardson Wealth Guest Speaker 2024

- Shared personal stories around overcoming adversity, managing pressure, and performing on the world stage.
- Received positive feedback for authenticity, relatability, and motivational impact.

Birchwood Intermediate School Guest Speaker 2025

- Delivered an engaging talk to students on goal setting, perseverance, and overcoming adversity through the lens of an Olympic journey.
- Shared personal stories from elite sport to inspire confidence, self-discipline, and resilience in youth.
- Served as a relatable role model, leaving a lasting motivational impact on the school community.

Education

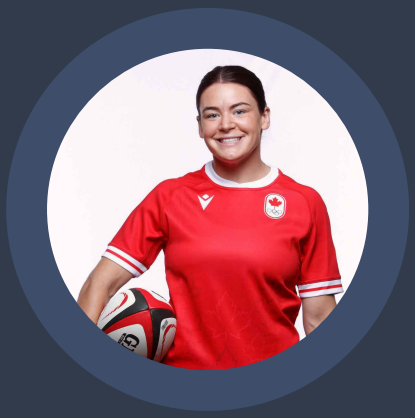
Bachelor of Business

University of Prince Edward Island

2014-2018

Awards and Volunteer

- Coaching level 1 Certification
- Dean's Honour List (2017-2018)
- AUS All Star (2014-2018)
- Usport Academic All-Canadian (2017-2018)
- High School Rugby Coach
- Rookie Rugby Coach
- Keep it Social Ambassador (2018)
- PEI Senior Female Athlete of the Year 2022
- Lieutenant-Governor's Award 2024 & 2025
- UPEI Distinguished Alumni Award 2026



Strengths

- Adaptability

Demonstrated adaptability under pressure by continuously evolving in high-performance environments; embraced diverse roles and shifting team dynamics as a core leader at the Olympic Games.

- Resilience

Exemplified resilience through setbacks and high-stake competitions, consistently maintaining focus, performance, and a team first approach.

- Coachable

Highly coachable and growth-oriented; actively seeking and applying feedback, while modeling a growtg mindset to elevate both personal performance and team standards.

- Leadership

Selected to represent athletes' voices and support team cohesion at the highest level of international sport leading up to the Olympic Games.

Professional & Career Development

Coach for the U18 Girls 7's team 2018-2020

- Coached and mentored a team of young athletes, focusing on skill development, teamwork, and confidence-building.
- Acted as a role model and mentor, encouraging athletes to set goals and develop leadership both on and off the field.
- Improved team performance over the season, resulting in a first place finish.

Founder of AC Rugby Camp

- Created age-appropriate training programs focusing on rugby fundamentals, teamwork, and leadership.
- Developed and launched a community-based rugby camp for girls aged 16-20.
- Received positive feedback from participants and parents.